

# **South Africa Study Visit Report**

## **9-15 February, 2016**

**Submitted By;**

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## **Preface**

With the proclamation of the Constitution of Nepal on 20<sup>th</sup> September 2015, federalism with three tiers of governance has been institutionalized in Nepal. In order to make the administrative structure of the Election Commission of Nepal compatible with new constitutional provision, technical committee led by joint-secretary Mr. Bir Bahadur Rai was formed on 8<sup>th</sup> Asoj, 2072. Likewise, the Commission decided to carry out some study visits to the countries such as India, Pakistan, Indonesia and South Africa where they have had knowledge and long stood experience of conducting elections of federal structure for a long time. As per this, team coordinated by Joint-secretary Mr. Bir Bahadur Rai along with Under-secretary Mr. Chandra Bahadur Shiwakoti, Section officer Mr. Rajendra Prasad Kadel and Legal officer Mr. Arun Kumar Jha have recently visited South Africa from 9-15 February, 2016.

The main objective of this study visit was to study and share experiences on organizational structure, electoral system, management of elections in different tiers and make recommendations to the Commission as per the conclusion derived from the visit.

In course of the visit the team made serious interactions with the Commission members of Electoral Commission of South Africa, Chief Electoral Officer and other senior officials. Apart from this, the team engaged on discussions and interactions with IEC officials on various thematic issues like Constitution and Legal Framework of the Commission; Administrative Structure with Human Resource and Financial Management; IT in Election Management; Electoral Operations and Outreach and Communications, and shared experiences each other.

Similarly, the team visited 1/1 Provincial and Municipal Electoral office during their stay and interacted with them as well. While visiting PEO of Gauteng and MEO of Tshwane, the team had interaction and sharing of experiences on several electoral issues such as organization structure and staffing, voter registration, voter education and outreach, logistics management, election operation mechanism, political party management and so on.

This report has been developed on the basis on the study and observation made by the team during their visit in South Africa. This short but comprehensive report portrays the overview of South African administrative structure and election management system. The report begins with background, significance and objectives of the study. After it, it has discussed about the organizational structure and legal framework of IEC. Then, it talks about

election management under which election date & election period, electoral system, voter registration & NID, voting & counting, logistics, voter education and outreach, party registration and party funding, use of IT in election management and gender in elections theme-wise. Lastly, it discusses about findings and recommendations that could be useful while restructuring the Commission and accomplishing constitutional mandate.

We are indebted to the **Hon'ble Chief Election Commissioner Dr. Ayodhee Prasad Yadav, Hon'ble Election Commissioner Ms. Ila Sharma and Secretary Mr. Sharada Prasad Trital** for nomination and managing to send there. Likewise, our sincere thanks goes to UNDP/ESP who provided technical assistance for the visit.

Similarly, the team would like to express its sincere thanks and gratitude to IEC and for their warm hospitality and cooperation extended during visit despite their busy schedule. The team specially likes to remember the names **Mr. Terry Tselane, Vice-chairman, Mr. Mosotho Moepya, Chief Electoral Officer, and other senior officials Ms. Fiona Rowley-Withey, Mr. Libisi Maphanga, Shameme Manjoo, Mr. Kelembe Mlungisi** and others for their due attention, cooperation, comprehensive presentation and friendliness. At the same time, the team is equally grateful to **Masego Sheburi, Provincial Electoral Officer of Gauteng** and his entire team as well as **Municipal Electoral Officer of Tshwane** and his staff for their lively discussion and sharing of experiences with warm hospitality.

In the same way, the team is very much grateful to **H.E. Amrit Rai, Nepalese Ambassador to Republic of South Africa, Mr. Bishnu Prasad Gautam, Deputy Chief of Mission and the entire Embassy family** for their cooperation and warm hospitality and reception extended during stay there that helped to make this visit memorable.

Thank you.

Mr. Bir Bahadur Rai  
Mr. Chandra Bahadur Shiwakoti  
Mr. Rajendra Prasad Kadel  
Mr. Arun Kumar Jha

**March, 2016**

# Map of South Africa



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# Study Visit to South Africa, 9-15 February, 2016

## 1. Background

After the proclamation of Constitution of Nepal on 20 September, 2015, Nepal has been a federal state. The constitution of Nepal provisioned three tiers of governance in terms of cooperation. As per the new constitutional provision, it was essential to restructure the Election Commission of Nepal in the changed context and set up its institutions in the Center, Province and Local level. For institutionalizing federalism and relocating current human and financial resources in different levels of governance and functionalize the institutional activities, a Technical Committee with five members headed by Joint-secretary Mr. Bir Bahadur Rai has been formed in the Commission on Asoj 8, 2072 B.S. This committee is working for restructuring the organization structure of the Commission compatible with new constitutional provision allocating powers and duties accordingly.

At the same time, in course of accomplishing constitutional mandate and restructuring the organization, on 18<sup>th</sup> Asoj, 2072, the Commission decided to carry out study visits to some countries like India, Pakistan, Indonesia and South Africa where they have had knowledge and experience of conducting elections in similar type of state structure for a long time. As per this decision, visit to Pakistan led by Hon'ble Chief Election Commissioner (a.i.) Dr. Ayodhee Prasad Yadav, India by Joint-secretary Mr. Surya Prasad Sharma and Indonesia by Joint-secretary Mr. Mani Ram Ojha has already been complete and they have submitted their report as well. In continuation of this, visit to South Africa was made led by **Joint-secretary Mr. Bir Bahadur Rai along with Mr. Chandra Bahadur Shiwakoti (Under-secretary), Mr. Rajendra Prasad Kadel (Section-officer) and Mr. Arun Kumar Jha (Legal-officer)** from 9-15 February, 2016.

### 1.1 Significance of the Study

- 1) Study organizational structure, electoral system and election management of South Africa.
- 2) Make recommendations to the Commission as per the study and observation made.

### 1.2 Objectives of the Study

- a. To study about the federal structure and legal framework in South Africa
- b. To learn about the power and duties allocated to different tiers of the organization
- c. To share experiences on voter registration, voter education, electoral system, electoral process and use of IT in election management
- d. To study about the gender and inclusion policies in the elections

## 2. Area of Study

### 1. Organizational Structure

#### 1.1 Introduction

Independent Electoral Commission (IEC) is a constitutional institution established to promote and safeguard representative democracy in South Africa. The Electoral Commission is publicly funded and accountable to Parliament, yet independent of government. Its core function is the impartial management of free and fair elections in all spheres of government.

A temporary Electoral Commission was created in 1993 to manage the first non-racial election of the national and provincial legislatures, which was held on 26–29 April 1994. The permanent Electoral Commission was established on 17 October 1996, and has since managed general (national and provincial) elections in 1999, 2004, 2009 and 2014 and local (municipal) elections in 2000, 2006 and 2011.

#### a) The constitutional mandate of the Electoral Commission:

- a. Manage elections of national, provincial and municipal legislative bodies in accordance with national legislation;
- b. Ensure that those elections are free and fair; and
- c. Declare the results of those elections within a period that must be prescribed by national legislation and that is as short as reasonably possible.

#### b) Major duties and functions of the Commission:

- a. Compile and maintain a voters' roll by means of a system of registering eligible voters by utilizing data available from government sources and information furnished by voters;
- b. Compile and maintain a register of parties;
- c. Undertake and promote research into electoral matters;
- d. Develop and promote the development of electoral expertise and technology in all spheres of government;
- e. Continuously review electoral legislation and proposed electoral legislation, and make recommendations in connection therewith;
- f. Promote voter education;
- g. Declare the results of elections for national, provincial and municipal legislative bodies within seven days after such elections;
- h. Appoint appropriate public administrators in any sphere of government to conduct elections when necessary.

The Commission manages national, Provincial and municipal elections. It makes sure these elections are trust worthy and free and fair through the participation of citizen, political parties and civil society. The Electoral Commission is accountable to the



National Assembly and must report on its activities and the performance of its functions to the Assembly at least once a year.

Among other things, the maintenance of the national common voters' roll and the requirements for registration as a voter is a key function of the Commission. It furthermore provides for the administration of elections, election timetables, procedures for voting, counting and determining results, the accreditation of observers, and voter education. Regulations have been published in terms of the Electoral Act. The Municipal Electoral Act (Act 24 of 2000) deals with the specific nature of local government elections. It provides for the administration of candidate nominations and all other related voting and counting issues. As in the case of the Electoral Act, appropriate regulations have been published in support of the provisions of this Act. The Municipal Structures Act (Act 117 of 1998) provides for the establishment, management and functions of the various municipalities, as well as an electoral system and seat calculation formulae (the conversion of votes into seats). This legislation is required to conclude the results process for the election of municipal councils.

The Electoral Commission undertakes its work independently within the Republic of South Africa, but is often called upon to assist in South Africa's international relations and to undertake electoral assistance in other countries. This happens at the behest of the Department of International Relations and Cooperation. Requisite funding for this activity is obtained from the government of the Republic of South Africa. The Commission has a quasi judicial function as well.

## **1.2 Commission Formation**

Commissioners are appointed through a public process for a seven year term unless he or she resigns or dies at an earlier date and can be re-appointed for one additional term. The process culminates in their appointments by the president of the Republic of South Africa. The Commission consists of five members, one of whom must be a judge. Only African citizen are eligible for appointments and must not have a high party political profile. Nominated candidates are recommended by the National Assembly, Composed of all parties represented in the National Assembly. A list of recommended candidates is submitted to the committee/ panel, which is composed as follows:

- a. The President of the Constitutional Court, as the chairperson;
- b. representative of the Human Rights Commission as provided for in the Constitution;
- c. representative of the Commission on Gender Equality as provided for in the Constitution; and
- d. The Public Protector established by section 110 (1) of the Constitution.

The panel shall submit a list of no fewer than eight recommended candidates to the committee of the National Assembly. The panel can act in accordance with the principles of transparency and openness and make its recommendations with due regard to a person's suitability, qualifications and experience. If a person having any reason not be available to serve on the panel, the chairperson after consultation with the remaining members of the panel can designate any other person as a member of the panel. The decision of the Commission is made in majority.

The President assigns a chairperson and vice-chairperson from among the members of the Commission. The conditions of service, remuneration, allowances and other benefits of commissioners are determined by the President after consultation with the Commission on Remuneration of Representatives established on the basis of the Commission on the Remuneration of Representatives Act, 1994 (Act 37 of 1994), and a distinction may be made between commissioners appointed in a full-time and part-time in terms of capacity. A commissioner may only be removed from office by the President on the grounds of misconduct, incapacity or incompetence; after a finding to that effect by a committee of the National Assembly upon the recommendation of the Electoral Court; and the adoption by a majority of the members of that Assembly of a resolution, calling for that commissioner's removal from office; be suspended from office by the President at any time after the start of the proceedings of the committee.

### **1.3 Objectives of IEC**

The objective of the Commission is to strengthen constitutional democracy and promote democratic electoral processes. The duties and functions of the Electoral Commission further defined in section 5 of the Electoral Commission Act, 1996, are:

- a) Manage any election;
- b) Ensure that any election is free and fair;
- c) Promote conditions conducive to free and fair elections;
- d) Promote knowledge of sound and democratic electoral processes;
- e) Compile and maintain a voters' roll by means of a system of registering eligible voters by utilizing data available from government sources and information furnished by voters;
- f) Compile and maintain a register of parties;
- g) Establish and maintain liaison and co-operation with parties;
- h) Undertake and promote research into electoral matters;
- i) Develop and promote the development of electoral expertise and technology in all spheres of government;
- j) Continuously review electoral legislation and proposed electoral legislation, and to make recommendations in connection therewith;
- k) Promote voter education;

- l) Promote co-operation with and between persons, institutions, governments and administrations for the achievement of its objects;
- m) Declare the results of elections for national, provincial and municipal legislative bodies within seven days after such elections;
- n) Adjudicate disputes which may arise from the organisation, administration or conducting of elections and which are of an administrative nature; and
- o) Appoint appropriate public administrations in any sphere of government to conduct elections when necessary.

## **Vision**

To be a pre-eminent leader in electoral democracy.

## **Mission**

The Electoral Commission is an independent constitutional body which manages free and fair elections of legislative bodies and institutions through the participation of citizens, political parties and civil society in deepening electoral democracy.

## **Vision 2018**

The Electoral Commission views its mandate to the electorate in a very responsible and serious light, hence the introduction of Vision 2018. This document reaffirms the Vision: “To be a pre-eminent leader in electoral democracy”. It further articulates the strategic priorities of the Commission which should be attained by the year 2018.

### **The five strategic priorities encapsulated in Vision 2018**

- i. Achieving pre-eminence in the area of managing elections and referenda.
- ii. Strengthening electoral democracy.
- iii. Strengthening a cooperative relationship with political parties.
- iv. Strengthening institutional excellence and professionalism at all levels of the organisation.
- v. Strengthening institutional governance.

## **1.4 Administration Structure and Staffing**

As soon as possible, after the composition of the Commission and whenever necessary thereafter, the Commission appoints a suitably qualified and experienced person as chief electoral officer. The chief electoral officer is the head of the administration of the Commission; is the accounting officer of the Commission for the purposes of the Exchequer Act, 1975 (Act 66 of 1975), and keeps necessary accounting and other related records; and exercises all such powers and shall perform all such duties and functions as may be entrusted or assigned to him or her by the Commission or any other law. Whenever the chief electoral officer is for any reason absent or unable to perform his or her functions, or whenever a vacancy in the office of chief electoral

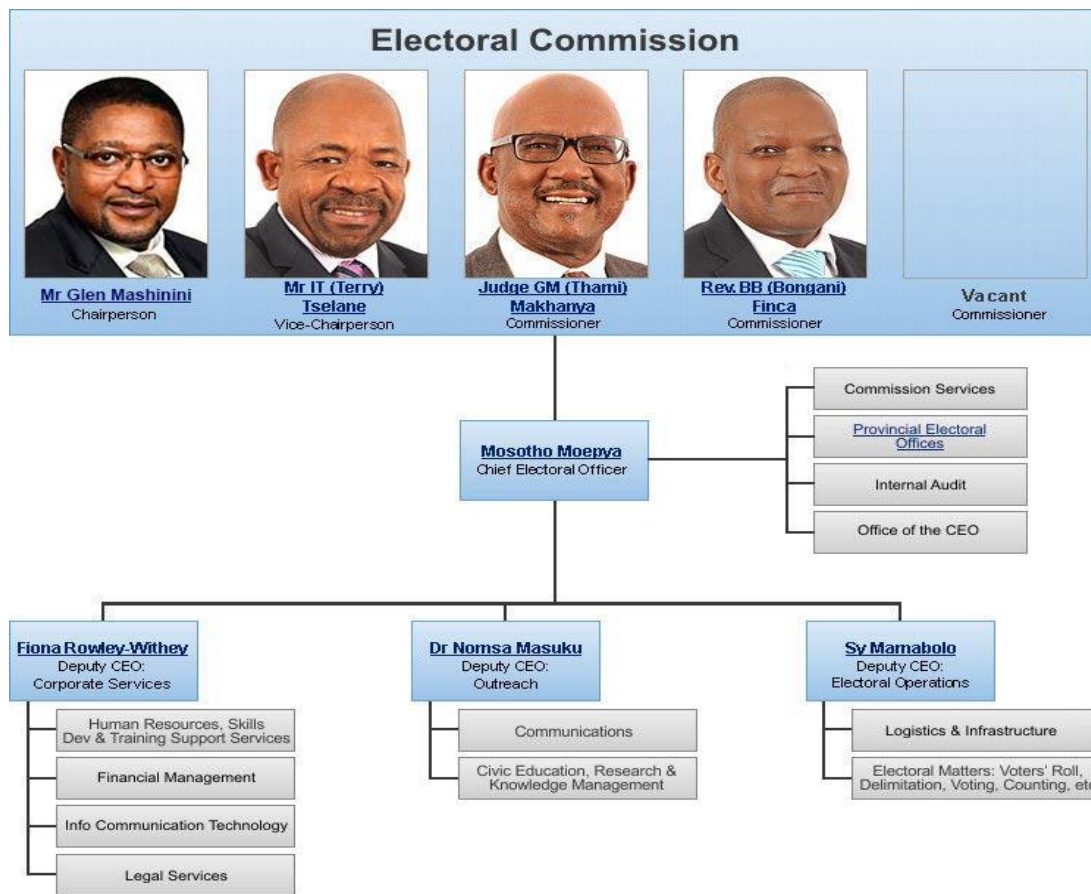
officer occurs, the Commission may designate a member of its staff to act in that capacity until the chief electoral officer resumes his or her functions, or a chief electoral officer is appointed. The chief electoral officer in consultation with the Commission appoints other officers and employees of the Commission as he or she may consider necessary to enable the Commission to exercise its powers and to perform its duties and functions effectively. The conditions of service, remuneration, allowances, subsidies and other benefits of the chief electoral officer, an acting chief electoral officer and the other administrative staff of the Commission is prescribed by the Commission, notwithstanding the provisions of the Government Employees Pension Law, 1996. The CEO submits monthly reports to the commission.

The Electoral Commission employs over 1000 full-time employees, who are responsible for managing and implementing the day-to-day functions and responsibilities of the institution, including operations before, during and after each election. During registration and Election Day operations, however, the Commission's workforce needs to expand dramatically to ensure efficient and accessible registration and voting processes. To do this, the Commission recruits approximately 220000 temporary electoral staffs. Although these officials only come in for short periods, the outcome of the Commission's processes and the election itself depends on their performance, and each election official requires specialized training in advance of election events to ensure that voters are served effectively, votes are counted accurately and transparently, and that elections meet acceptable international best practice standards.

The structure of the Commission is of unitary type and most of the functions are carried out by the center and certain power/authority is given to province and municipal offices. Key activities like Recruitment of staff, Procurement, Finance & Auditing is completed at the centre.

The Commission has got 1031 permanent staff for different positions from national office to municipal offices. There are three Deputy Chief Electoral officers leading three different divisions namely, Corporate Services, Electoral Operations and Outreach. Under them, there are other senior managers/officers and other supporting staff. The required number of staff is recruited by the Commission itself and they all are contracted out with Terms of Reference (ToR). If their performance is satisfactory, they can work for the Commission by the age of 65.

## The organogram of the Electoral Commission



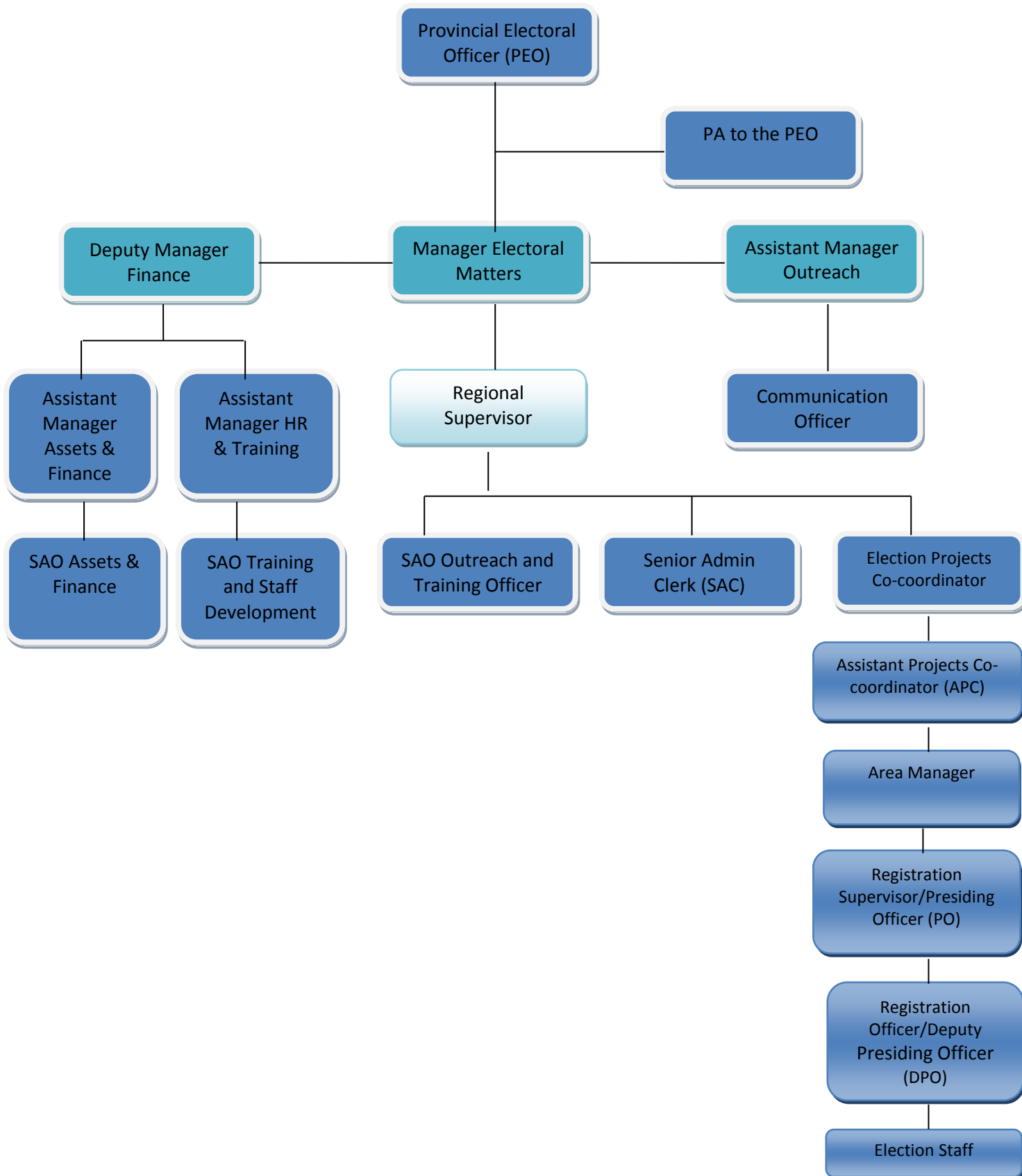
### Province

There is one Provincial Electoral Officer for each provincial office of the Electoral Commission who is equal to the senior officer at the center. The Provincial Offices are responsible for activities in each of the nine respective provinces. Each provincial office has a Provincial Electoral Officer (PEO) and support staff. A province consists of a certain number of permanent staff and other contracted staff varies from one to next depending upon the geographical territory, number of voters, municipals and voting districts. The provincial offices oversee the municipal electoral officers in their respective provinces and also manage electoral projects, including elections. The names of PEOs are: Eastern Cape, Free State, Gauteng, Kwazulu-Natal, Limpopo, Mpumalanga, North West Province, Northern Cape and Western Cape. The major functions of PEOs are as follow:

- Outreach: Communication and civic education
- Stakeholder management
- Political liaison
- MEO management
- Delimitation co-ordination
- Voter registration

- g) Logistics, voting stations and infrastructure
- h) HR and electoral staff recruitment and training
- i) Voting day operations and results
- j) Finance and administration

### IEC Provincial Structure



## **Local Level**

To support the day-to-day management of electoral matters, election related projects and provide a service to public, the Commission has established local offices in 237 municipalities. In every municipal area, a **Municipal Electoral Officer (MEO)** is appointed by the IEC to organize voting stations, staff employment, voter registration, party and candidate registration, and Election Day voting and counting. In some metropolitan areas and big towns, the MEO will work from the IEC's provincial office. In most areas, the MEO is the Chief Executive Officer of the local council and will work from existing council offices. There are about 7 staff in each local office. In the large metropolitan municipalities, additional sub-area offices have been set up to provide effective coverage and service. The MEO will employ the following:

- Registration officers for voter registration days in each **voting district**
- Election officers for Election Day in each **voting station**

## **1.5 Finance and Auditing**

The programme and budget for the Commission and its offices are prepared by the National Office. The expenditure in connection with the exercise of the Commission's powers and the performance of its duties and functions are defrayed out of money approved by Parliament for that purpose or received by the Commission from any other source. The Commission prepares budget for the necessary resources or additional resources to enable it to exercise its powers and perform its duties and functions effectively. The records are audited by the Auditor-General as per the Auditor-General Act, 1995.

## **1.6 Reports by Commission**

The Commission as soon as possible after the end of each financial year submits an audited report of all money received from other sources as well as the audited statement on income and expenditure and a report in regard to the functions, activities and affairs of the Commission in respect of such financial year to the National Assembly. The Commission presents the President with such information and particulars as he or she may require in connection with the activities of the Commission. The Commission as soon as possible after the end of an election publishes a report thereon. The Commission, if it deems necessary, publishes a report on the likelihood or otherwise that it will be able to ensure that any pending election will be free and fair.

## **1.7 Proclamation of Elections**

The President of the Republic of South Africa is responsible for the proclamation of the national election's date in consultation with the Electoral Commission. Premiers or

acting premiers of a province are responsible for the proclamation of the provincial election dates. Since national and provincial elections are held simultaneously, the President and Premiers agree to proclaim on the same date. For local government elections, the proclamation is the responsibility of the Minister of Co-operative Governance and Traditional Affairs (COGTA).

The voters' roll closes on proclamation day, setting in motion a series of election activities that need to be completed by specific dates and times in accordance with the election timetable. The election timetable spells out the important milestones that need to be achieved and most importantly, indicates the timelines for these milestones.

### **1.8 Legal Framework**

There are a number of Acts and Regulations that are relevant to the Electoral Commission, such as the Constitution of the Republic of South Africa, the Electoral Commission Act, the Electoral Act and the Local Government: Municipal Electoral Act. In addition to these Acts there are also regulations that provide guidelines on the execution of the Electoral Commission's mandate and functions. The lists of acts and regulations that guide the functions and activities of the Commission are as follow:

- a) Constitution of the Republic of South Africa, 1996
- b) Electoral Commission Act, 1996
- c) Electoral Act, 1998
- d) Local Government: Municipal Electoral Act, 2000
- e) Voter Registration Regulations, 1998
- f) Regulations on the Accreditation of Voter Education Providers, 1998
- g) Regulations on Party Liaison Committees, 1998
- h) Regulations on the Accreditation of Observers, 1999
- i) Election Regulations, 2004
- j) Regulations for the Registration of Political Parties, 2004
- k) Regulations Concerning the Submission of Lists of Candidates, 2004
- l) Regulations Relating to Activities Permissible Outside Voting Stations on Voting Day, 2008



## **2. Election Management**

### **2.1 Election Period, Candidacy and Delimitation**

#### **2.1.1 Election Period**

The election period starts when the President officially publishes the election date in the *Government Gazette*, which proclaims the election date. The election period will end at the end of the day after the election results are announced, which must be announced within seven days of Election Day. Generally, election period is of 90 days.

#### **2.1.2 Candidacy and Seat Allocation**

Candidate nomination is administered by national office of IEC in NPEs, and at municipal offices in LGEs. Nomination occurs according to dates in election timetable. Being National and Provincial election on PR system, the number of names submitted by a political party for the national assembly cannot exceed 400 & may consist of: both a national (200) and regional lists (200), or a list for each region of participation. There are no independent candidates in NPEs that are allowed in LGEs. Provincial legislature seat numbers are determined by number of people in provinces ahead of elections.

#### **2.1.3 Voting Districts Delimitation**

Delimitation is the process of drawing boundaries of voting districts (VDs). A cluster of VDs makes up a ward and a cluster of wards makes up a municipality. Each VD is assigned a voting station. Delimitation could therefore be described as the redrawing of VD boundaries in order to ensure that the population is equitably spread across voting districts to ensure ease of administration of electoral processes and ease of access to voting stations by voters. Delimitation of voting districts considers a variety of factors, such as traditional boundaries, physical characteristics of the region (geophysical features), socio-political context, distance and the number of people registered in each VD. Such factors also have a bearing on the threshold of voters per voting district.

The Municipal Demarcation Board (MDB) is responsible for the demarcation of outer municipal boundaries and ward boundaries. All voting district boundaries are geographically aligned to ward boundaries. Each voting district (VD) is assigned a voting station.

The Electoral Commission divides wards into administrative geographic units called voting districts (VDs). This process of delimitation is undertaken to assist in the compilation and maintenance of the national voters' roll. Delimitation also assists with elections planning so as to enable staff efficiency and materials procurement. Each

VD has one voting station. Voters who reside within a VD are required to apply for registration to vote at the voting station servicing their VD.

### **Province**

A geographical area that is comprised of several municipalities and is governed by a provincial executive council led by a Premier, which is elected on a proportional representation basis (party lists).

### **Municipality**

A municipality is a geographic area governed by a municipal council which consists of representative councilors. There are three categories of municipalities, namely:

### **Metropolitan**

It refers to the municipality that has an exclusive municipal executive and legislative authority in its area. It consists of ward and proportional representation councilors.

### **Local Council**

A municipality that shares municipal executive and legislative authority in its area with District council municipality within whose area it falls. It consists of ward and proportional representation councilors.

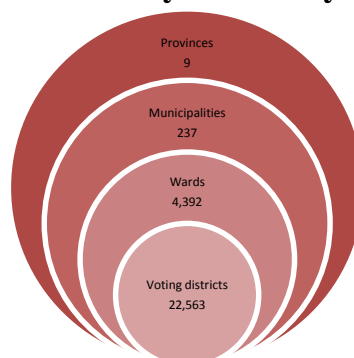
### **District Council**

It consists of a municipality that has a municipal executive and legislative authority in an area that includes more than one municipality. It includes proportionally represented councilors and local council representation councilors.

### **Ward**

Geographic area comprises of one or more voting districts. Ward candidates compete to represent voters living in wards on municipal councils.

### **Boundary Hierarchy**



*'We can change the world and make it a better place. It is in your hands to make a difference.'* -Nelson Mandela.

## **2.2 Electoral System**

A system used to manage the expression of choice exercised by voters in an understandable and effective way is called an electoral system. Different countries use various electoral systems and the two most common are Proportional Representation and First Past the Post / Majoritarian System. An electoral system as in the case of the South Africa, the National Assembly and Provincial Legislatures are elected on Proportional Representation System. And the Municipal Councils are elected on both FPTP and Proportional Representation Systems. There are periodic elections in South Africa and each election takes place in every 5 years.

Proportional representation provides minority groups a measure of representation proportionate to their electoral support. The First Past the Post electoral system is a system where one candidate receives more votes than others is declared the winner. The Proportional Representation (PR) system has been used in South Africa since the 1994 democratic elections. This system embraces diversity as it encourages representation of minorities. South Africa uses a multi-member, two-tier compensatory, closed list PR system. This system results in parties receiving seat allocation in the national and provincial parliament or municipal council according to the number of votes that they receive during the election. The FPTP or Majoritarian system is a system in which a candidate who receives the highest number of votes wins the election (“winner takes all”). The system is used in South Africa when ward councilors are elected during local government elections (LGE).

Political parties submit a list of candidates to the IEC for National Assembly and the Provincial Legislatures. Candidates are listed in their order of preference. On Election Day, voters vote for the political party of their choice, not individual candidates. After counting, political parties are allocated seats according to the percentage each party received in NPEs.

### **1.1 Municipal/Local Elections**

Local Government Elections take place every five years and they use both the FPTP/Majoritarian system and the PR system. They involve different elections for structures such as ward, local councils, district councils and metropolitan councils.

## **2.3 Voter Registration, Electoral Roll and National ID card**

### **2.3.1 Voter Registration**

The registration of voters is an on-going process which can be done at the Municipal Electoral offices, every day from Monday to Friday, during office hours or; during publicized registration weekends by the Electoral Commission. The opening hours of the registration station is determined by the Commission. The Electoral Commission also conducts Targeted Communication and Registration (TCR) to advise voters whose voting district boundaries were affected by re-delimitation processes to ensure they re-register against a correct voting district. The Electoral Commission determines and announces the date for the registration weekend twice a year reaching to every voting district. Before 1994, there was no voter roll in South Africa and the voter roll was prepared for the first time in 1999 election for which 18.1 million voters have been registered. Continuous voter registration started since 1999 and up to now, 80 percent of total eligible voters have been registered.

#### **2.3.1.1 Registration Process**

Voters submit the application form at first in respective MEOs and after the investigation; he/she is called to register the name in the electoral roll. Providing a false address in this instance is a criminal offence. The first national common voters' roll was prepared ahead of the national and provincial elections in 1999. All South African citizens 16 years of age and older (you can only vote from the age of 18) who are in possession of a green, bar coded ID book; a smart card ID; or who have a valid Temporary Identity Certificate (TIC) can register. The bar code feature on valid South African identity documents is a requirement that exists solely for the purpose of voter registration. During the registration process a scanning machine known as a "Zip-Zip" is used to create a unique voter profile for each person registering, linking the bar code/identity number of the person registering to vote with the bar code of the voting district. On completion of registration the Zip-Zip machine prints a bar code sticker receipt confirming the date, time and voting district where the person has registered. This process eliminates capturing errors and ensures consistent registration service across the country.

#### **Requirements to register:**

- SA citizen
- Green bar-coded identity document or valid TIC (temporary identity certificate) or smart card ID
- 16 years and above age
- Apply to register in person (not by proxy or remotely) at a place determined by the Chief Electoral Officer
- Register in the voting district of the 'ordinarily resident'

**Every eligible voter has the right to register to vote, however Electoral Commission deserves an authority to refuse an application for registration.**

Once voter registration details are submitted, each individual's name and status is retrieved from the National Population Register (NPR). For new applications or changes in registration, this can take up to seven working days to confirm. The voters' roll is based on the NPR in order to verify certain legal requirements for voting, including citizenship and age, and to prevent fraud.

The general voters' roll is updated against the NPR on a monthly basis – to take into account changes in individuals' names or surnames, and to ensure the removal of the names of deceased parties from the roll. The NPR data is received from the Department of Home Affairs through the State Information Technology Agency. The voters' roll has to be certified for each by-election, and the Auditor General audits the certification of the voters' roll on an annual basis.

Once an individual is registered to vote and the registration has been approved, there is no need to register again unless the registered person changes home address and moves into a new voting district, or is affected by a change in voting district boundaries.

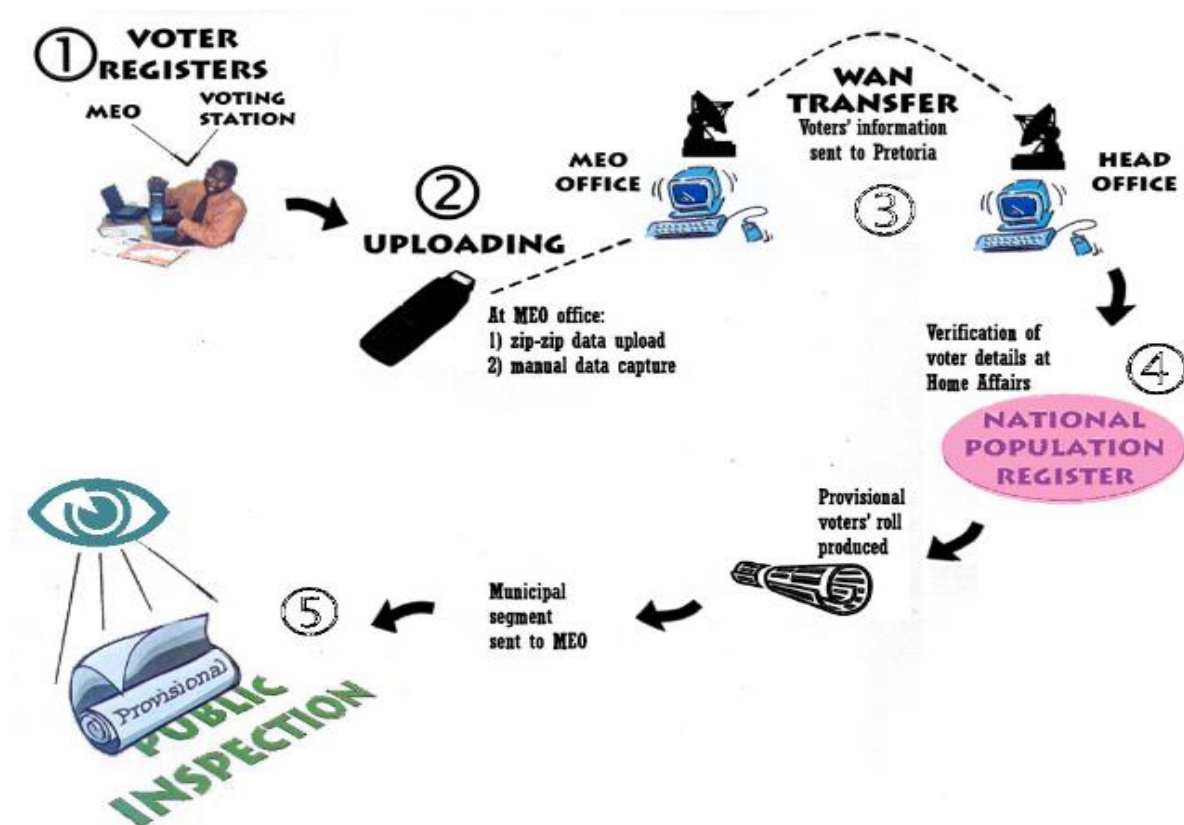
#### **Ways to Check your Registration Status**

- Send an SMS with your ID number to 32810 (R1.00 per SMS)
- Check your voter registration details online at [elections.org.za](http://elections.org.za)
- Call the Electoral Commission's call centre on 0800 11 8000 (+27 11 654 1000 from outside South Africa)
- Check at your voting station during a registration weekend
- Check at your local Electoral Commission office during office hours
- Download the free Electoral Commission (IEC) South Africa mobile application for Apple iOS and Android

#### **Voters can check their registration status through**

- Electoral Commission WEBSITE <http://www.elections.org.za>
- SMS ID number to 32810
- Toll-free phone call from a landline to the call centre (0800 11 8000) - **only available during specific periods announced by the Commission**
- Walk in (Electoral Commission MEO Office/Voting Station)
- IEC Application on a smart phone

## Registration Process



**Voters can apply to register or re-register to vote for a particular election until date when President proclaims date of elections – this is when voters' roll closes for those elections which is technically termed as cutoff date.**

### 2.3.1.2 Mobile Registration

Mobile stations are used during registration in some areas, for example where voters are scattered within the voting district to have one single permanent or temporary station. With mobile registration, the route, stopping points and hours of operation are identified well in advance in consultation with the Party Liaison Committee. This is done by the local IEC office. This information is announced to the public well before the registration days. This publicity is the responsibility of the local IEC office through the various local media channels. The mobile station must have the Electoral Commission identification clearly displayed. An Electoral Commission banner or posters are used for identifying the station.

Every registered political party is allowed to observe the registration process. If more parties represented than the station can accommodate, rotation of agents is encouraged. Party agents must present to the Registration Supervisor an Authorization of a Political Party. Party agents cannot interfere in the registration process but must bring any irregularity to the attention of the Registration Supervisor.

### 2.3.1.3 Overseas Registration

In anticipation of the promulgation of the Electoral Amendment Bill and the amendments to the regulations of the registration of voters, the Electoral Commission entered into overseas registration where the diplomatic missions of South Africa exist. The Electoral Commission developed a training manual on the registration and voting process and senior South African foreign mission officers acted as special registration officers. Up to now, 26703 South Africans living overseas have been successfully registered.

### 2.3.1.4 Verification of Voter's Roll

Voters must apply in person for registration in the voting district in which they are ordinarily resident. A voter is required to provide the physical address where he/she is ordinarily resident. In order to accept the application, at a specific voting station, the physical address provided must be located inside that specific VD. The applicant is asked to produce his or her green bar coded ID, Smart Identity Card or TIC. If the applicant has come to the wrong station to register, do not turn him or her away. The Registration Supervisor cannot refuse to register these applicants; but the supervisor must advise if he or she suspects that the address is doubtful. Upon inspection of the voter's roll, if the voter finds that the personal details are incorrect, he or she must be advised to effect the necessary change at the Home Affairs Department. Voters are encouraged to check that their particulars are correct and that they appear on the right segment of the voters' roll before it closes for that election. They may also use the following:

- Website: [www.elections.org.za](http://www.elections.org.za) (Am I registered?)
- **SMS ID Number 32810**
- **TOLL FREE NUMBER FROM A LANDLINE ON 0800 11 8000 – (only available during specific periods announced by the Commission)**

If any voter wishes to be removed from the voters' roll, s/he can visit to the local Electoral Commission's office. Some voters unable to register at a voting station or at the municipal electoral office due to a disability / infirmity, local Electoral Commission's office can arrange for a home visit.

### Voters Roll Statistics

<b>Election Year</b>	<b>Total Voters' Roll</b>
1999	18.17 million
2000	18.47 million
2004	20.67 million
2006	21.05 million
2009	23.18 million
2014	25.39 million

### 2.3.2. Electoral Roll

The voters' roll is segmented into voting districts and it is alphabetically arranged according to surnames. Each voter's roll segment is divided into two sections, namely:

**1. Verified section** - contains the names of all eligible voters who are qualified to vote; and includes a voters full names and ID number.

**2. Rejected section** - consists of rejected voters (i.e. voters who are not allowed to vote) for one of the following reasons:

- a) under age (these are voters who have applied for registration at age 16, but cannot vote because they have not yet turned 18 on the date of the election)
- b) deceased persons;
- c) persons deleted from the population register;
- d) non South African citizens;
- e) new ID number issued with a different number to the old one; or
- f) if a voter has applied to be de-registered

#### Sample Electoral Roll

PROVINCE: Free State      MUNICIPALITY: FS203 - Ngwathe [Parys]  
WARD: 42003018    VOTING DISTRICT: 22800114    VOTING STATION: WEIVELD AGRICULTURE AND HOTEL SCHOOL

No	LAST NAME/SURNAME	FULL NAME(S)	IDENTITY NUMBER
1	BEKKER	SUSANNA	360608 0031 688
2	BOFELO	MAMOJELA SARAH	770615 0454 785
3	BOFELO	MPINI PETRUS	520911 5293 688
4	BOJOSI	LOMILE ALINA	490313 0253 782
5	BOLWANE	NONKEPI JOSEPH	540910 5276 688
6	BONISWA	TAFOTONE PETRUS	641229 5548 786

### 2.3.3. National ID card

There is compulsory vital registration system in SA which is managed by Department of Home Affairs. Then, everybody is provided with bar-coded Green Id card. During the registration process a scanning machine known as a "Zip-Zip" is used to create a unique voter profile for each person registering, linking the bar code/identity number of the person registering to vote with the bar code of the voting district. On completion of registration the Zip-Zip machine prints a bar code sticker receipt confirming the date, time and voting district where the person has registered which is needed to vote. So, there is no separate issuance of voter's ID card.



## **2.4 Voting and Counting**

Voting occurs when voters cast their vote on designated days at specific voting stations or at home. Ordinary voting occurs on an election day. Special votes occur 2 days prior to the official voting day. The operating hours for NPE from 07:00 to 21:00 and municipal elections are from 07:00 to 19:00. However, the Commission may determine different voting hours in general or for specific wards. If such a determination is made, the relevant Presiding Officers are informed by the local office of the Electoral Commission. The operating hours for special voting at voting stations and home visits are from are same as of voting day. Overseas voters and prisoners can take part in national elections, not in provincial and local elections.

### **2.4.1.1 Voting Districts**

For election purposes, the entire geographic area of South Africa is divided into voting districts. These districts are determined by the Delimitation Directorate with the assistance of the GIS electronic mapping system, managed by the IEC's GIS Directorate, which overlays population data and the voters' roll with geographic and other spatial information. Voting districts are shaped to ensure that voting stations are as accessible as possible for all voters. The law specifically requires that when the Commission determines the boundaries of a voting district it must take into account "any factor within the proposed voting district that could affect the free, fair and orderly conduct of elections". These factors include the availability of a suitable venue for a voting station, the number and distribution of eligible voters and the accessibility of a voting station to voters. In certain high density voting districts, additional voting streams (or voting substations) are provided. The creation of voting districts has other important functions. The structure helps to minimize fraud – preventing registered voters from voting more than once in an election by ensuring that a registered voter's name appears only on the voters' roll for the station at which he or she is registered – and makes the administration of elections more efficient. The Electoral Commission's voting districts do not have political significance.

### **2.4.1.2 Voting Station**

A voting station is a facility or structure within a voting district where electoral activities take place, i.e. voting and counting. The Electoral Commission creates voting districts to efficiently administer the electoral processes. Each voting district has one voting station. There are different categories of voting stations, namely:

**Permanent voting stations** – permanent structures which are immovable that are used for voting, e.g. school, church, library, etc. However, private properties are also used for voting by paying minimum charge.

**Temporary voting stations** – temporary structures that are used for voting in areas where there are no permanent structures. Usually these are in the form of tents that are erected in communities for voting purposes.

**Mobile voting stations** – stations that are moved from one area to the other within the voting district on voting day for voting purposes. Usually these stations are in the form of vehicles.

**Voting centres** – venues which are designed to handle a large number of voters that contain several separate spaces which are used as substations for voting and counting of votes. Voting centres can make use of either permanent or temporary structures.

Urban voting districts (VDs) contain some 3000 registered voters & 7.5km to voting station. Rural VDs contain some 1200 registered voters & 12.5km to voting station and average of 1100 registered voters per VD. 96% of VDs are within distance threshold. There is no separate queue for male and female voters at the station.

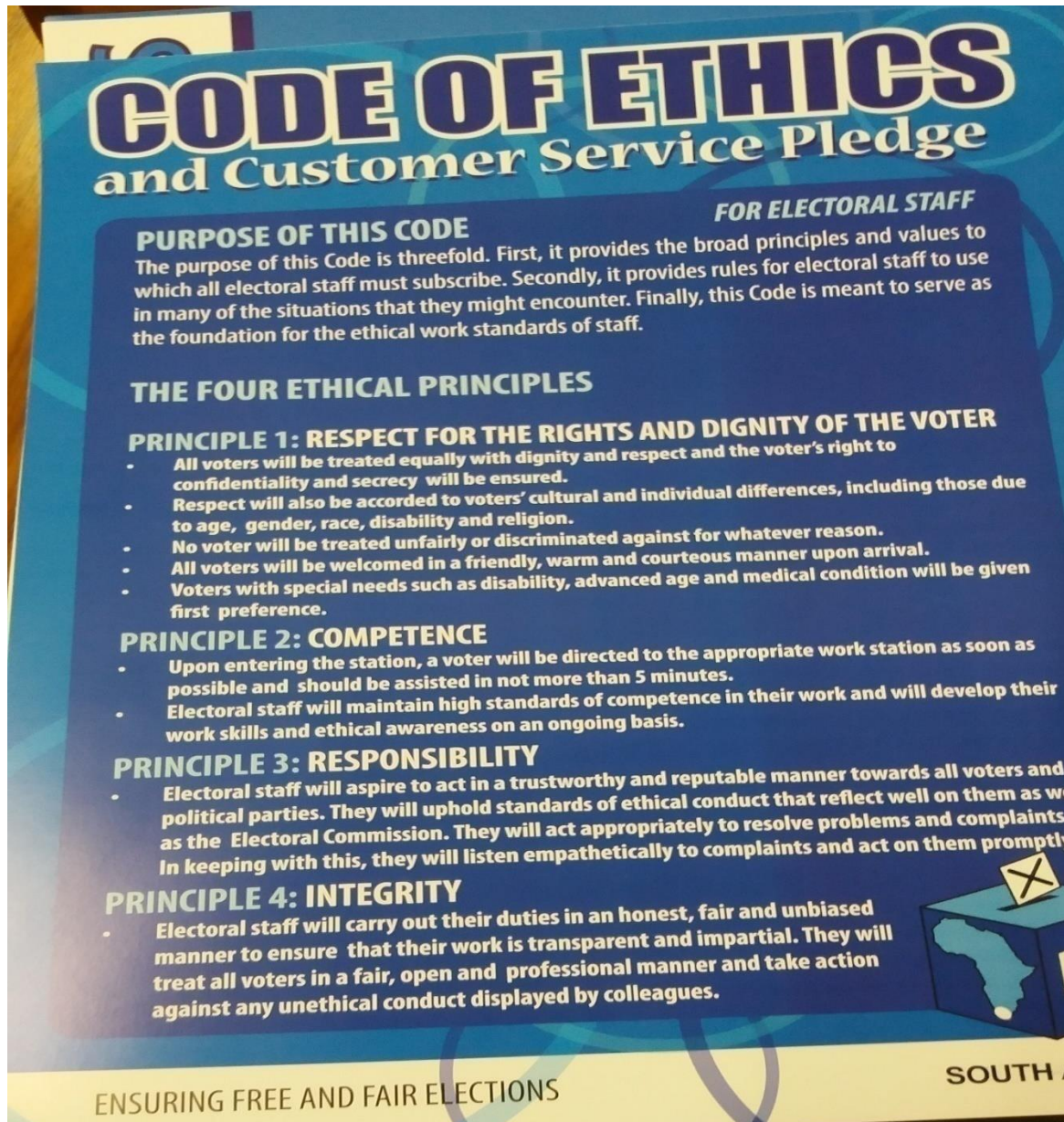
#### **2.4.1.3 Voting Staff**

The numbers of staff that work at the voting station vary, depending on the number of voters registered in the voting district. It is the responsibility of the Presiding Officer and the Deputy Presiding Officer to train the entire team and get them ready for voting day. The staff and the tasks identified below refer only to the voting process. The same staff will act as counting staff during the counting process. On voting day, the Presiding Officer is the final authority at the voting station within the parameters of the law. This role carries with it a huge responsibility, therefore it is important to make legally guided decisions. However, the voting staff will be of the following:

- Presiding Officer
- Deputy Presiding Officer/s
- Queue Walker
- Door Controller
- Voters' Roll Officer
- Inker
- Ballot Paper Issuer
- Ballot Box Monitor/ Booth Controller

The recruitment of electoral staff begins just over a year before each election, in line with the projected number of voting stations and associated human resource requirements. The majority of these officials are recruited from the public service especially the teachers, the private sector, and the unemployed. Electoral staff details are captured on a central Electoral Staff System, which enables the Commission to draw from existing database of well-trained election officials for future electoral events. Recruitment is done within a stringent framework of ensuring the impartiality

and independence of election officials. Electoral staff members are recruited from all sectors of the community, and care is taken to match appointments to the required skill levels of the various roles. At the same time, trainers are identified from within the Electoral Commission's permanent and fixed-term personnel. All trainers are sent on a skills program, after which they are able to pursue full accreditation as qualified trainers.



The Electoral Commission reserves the right to terminate the contract of an electoral officer convicted of a serious criminal offence(s) or if the substantial recommendation for dismissal/replacement by the Party Liaison Committee (PLC) is accepted on merit. It will furthermore be incumbent upon each electoral officer to declare that she/he does not intend to stand as a candidate for the upcoming elections and has not been politically active for a political party or held political office. The reason for

termination must be selected from the different options listed, and the letter accordingly customized and printed on official letterhead. An officer may resign by giving the CEO (or delegated authority) one month's notice in writing.

Typically, each voting station has a Presiding Officer, a Deputy Presiding Officer, and a number of Voting Officers. Presiding Officers and Deputy Presiding Officers coordinate the management of all election activities at the voting stations, ensuring that voting and counting procedures are carried out as smoothly and efficiently as possible. These officers also deal with concerns, complaints or objections raised by party agents and voters. In sub-stations or voting centres a Deputy Presiding Officer is appointed, reporting to the Presiding Officer at the voting station. Appointment details of presiding and deputy presiding officers are submitted to local party liaison committee structures for perusal and verification. Voting Officers are responsible for controlling queues, marking the voters' roll, inking each voter's thumb, issuing ballots, and monitoring the voting booths and ballot boxes.

#### **2.4.1.4 Training to Election Staff**

In preparation for the election, trainers are identified. A "train-the-trainers" model is adopted, with lead trainers identified in all provinces, training provincial trainers who, in turn, trained local (municipal) trainers. Training is conducted in cascade method. Electoral staff members to be deployed at voting stations are trained by the municipal trainers. Provincial trainers are also responsible for training other stakeholders such as the security and party agents. Part-time electoral staff training events, often called "training boot camps", takes place in preparation for the first registration weekend. Refresher training is provided for the same electoral staff members for the second registration weekend. Part time Election Day training for electoral staff is also kicked off. The training contents are split to manageable tasks over a wider period of time, providing for inclusion of critical legislative requirements. The purpose of the training is to guide the actions of electoral staff during voting station management, for staff to understand their roles and responsibilities, as well as the roles and responsibilities of other stakeholders, namely political parties and the electorate.

#### **2.4.1.5 Mobile Voting**

Mobile voting stations are normally used in voting districts where the population is sparse (i.e. a small number of people spread over a very large area). In such cases, all practical measures is taken to ensure that a mobile voting station is managed in exactly the same way as a permanent voting station. During the day, the mobile voting station will stop at different points during specific voting times. The stopping points and times are published in the Government Gazette prior to the voting day to notify the affected communities. As a Presiding Officer is expected to follow the same process of opening and closing at each stopping point (station) and stick to the

timelines. The reconciliation and counting of votes will take place at a predetermined venue which may be at any one of the stopping points.

#### **2.4.1.6 Special Voting**

A Special vote is a vote cast before Election Day, only if the voter has registered in that particular voting district. There will be two days allocated for special votes. There are two types of special votes; Home Visits and Special Voting at the Station.

Any eligible Voter who wishes to cast a Special vote will have to obtain prior approval from the Electoral Commission as stipulated in the election timetable, after completing an application form and upon receiving approval to cast such a vote. Any person who cannot vote on Election Day at a voting station in the district in which he/she is registered may apply for special vote within that voting district.

A person wishing to apply for special vote due to Physical infirmity, disability or pregnancy, applicants for special vote may apply by completing a form in person, or request another person to deliver the application form on his/her behalf at the local IEC office responsible for the VD where he/she is registered. This must be done not later than the date that has been stated in the election time-table. The applicant is notified about the outcome of the application (approved/rejected) as soon as possible after the application has been processed, but not later than two days before special voting day.

Election officers, security services members and intended absence from voting district on Election Day can wish to cast a special vote. The person will receive an acknowledgement notification soon as possible after the application has been processed. The applicant is notified immediately by the most convenient method after the application has been processed. Not all Voting stations will open for Special Voting, only voting stations with approved applicants will be opened.

Voting for special votes will open at 08:00 and close at 17:00 each of the two days. If there are no successful applicants in a Voting District, then that voting station should not be opened. If there is a small number of voters on the list and all of them have voted before the prescribed closing time, then that voting station may be permitted to close after the last voter has cast his/her vote. Confirmation has to be received from the local IEC office or the Area Manager first before closing the voting station. The list of approved special vote applications for the voting station is received from the local IEC office and will identify the persons who are eligible to vote.

Stakeholders can observe the voting process on behalf of their parties and candidates at voting stations, and home visits and raise objections to any alleged irregularities relating to voting.

The list of approved special vote applications for the Voting District will be received from the local IEC office and will identify the voters requiring home visits. The Presiding Officer must inform Agents where there are home visits, share the schedule and plan for home visits with the Agents. It is not required of the PO to wait for the arrival of Agents before commencing with home visits, but the voting station officers should not leave before 08:00. At home visit for special voting, the Agents are not allowed to travel in the same vehicle with the voting station officers. Two voting station officers will visit the applicant at the address provided on the application form on the special voting days for home visits.

#### **2.4.1.7 Ballot Paper and Marking**

Ballot papers are printed with the name of the party, election symbol and the photo of the leader of the respective party. Ballot paper structure is almost same for all types of elections.

Each election type has its own unique ballot paper which is color-coded. The Presiding Officer must ensure that he/she knows what ballot papers are applicable to his/her voting station and that these have been received.

There are 3 types of Municipal Councils in South Africa:

- Category A - Metropolitan Councils
- Category B - Local Councils
- Category C - District Councils, which have executive and legislative powers in areas that include local municipalities.

#### **Metropolitan Council Municipalities**

There are two types of elections in each ward, namely the:

- Metropolitan council ward election, and
- Metropolitan council PR election.

Voters will receive two ballot papers as follows:

- Ward ballot (white/grey) – to elect a ward councilor to the metropolitan council
- Metropolitan council (PR) ballot (yellow) – to elect representatives from political parties to the metropolitan council from the lists provided by parties that participate in the PR election for that metropolitan council.

#### **Local Council and District Council Municipalities**

There are three types of elections in local councils:

- Local council ward election
- Local council proportional representation (PR) election
- District council proportional representation (PR) election.

Voters will receive three ballots papers in a local council as follows:

- Ward ballot (white/grey) – to elect a ward councilor to the local council



- Local council (PR) ballot (yellow) – to elect representatives from political parties to the local council from the lists provided by parties that participate in the PR election for that local council
- District council ballot (green) – to elect 40% representatives from political parties to the district council from the lists provided by parties that participate in the election for that district council municipality

**The sample ballot papers**





# PROVINCIAL

# 1999



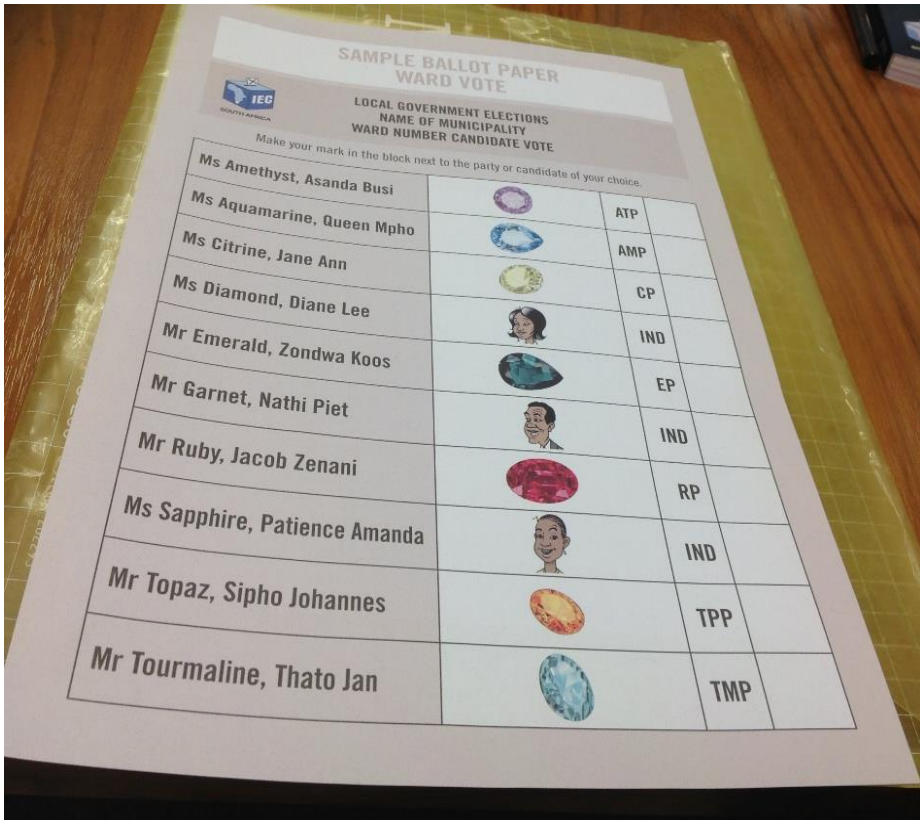
Make your mark next to the party you choose.  
 Etsa leswao pele moqadi oo o o kgethang.  
 Yenza uqhawo esalenzi kwetshatso oikhethako.  
 Etsa mofungo ekhetho ka mahlaka lenzi u nt Mamulana.  
 Bona leswao go tlogana le tekoko la gago.  
 Yenza uqhawo laho aduze sehlangano oikhethako.

Place a mark next to the party you choose.  
 Dira leswao la gago go tlogana le phatso yoo o o kgethang.  
 Kha vha ite letswao phatso ha dzangano line vha khetha.  
 Yenza uqhawo laho esalenzi kwetshatso oikhethako.  
 Dwebe uqhawo esikhaleni es-venuze kwantlangano oikhethako.

GAUTENG 1999

AFRICAN CHRISTIAN DEMOCRATIC PARTY		ACDP		
AFRICAN NATIONAL CONGRESS		ANC		
AFRIKANER EENHEIDSBEWEGING		AEB		
AZANIAN PEOPLE'S ORGANISATION		AZAPO		
DEMOCRATIC / DEMOKRATIESE PARTY		DP		
FEDERAL ALLIANCE FEDERALE ALLIANSIE		FA		
INKATHA FREEDOM PARTY		IFP		
LABOR PARTY		LP		
NEW NATIONAL PARTY NUWE NASIONALE PARTY		NEW NP		
PAN AFRICANIST CONGRESS OF AZANIA		PAC		
THE SOCIALIST PARTY OF AZANIA		SOPA		
UNITED CHRISTIAN DEMOCRATIC PARTY		UCDP		
UNITED DEMOCRATIC MOVEMENT		UDM		
VRYHEIDSFRONT / FREEDOM FRONT		VF/FF		





In NPEs, voters get 2 ballot papers at a time, one for National Assembly and next for Provincial Assembly. In LGEs, each voter gets 3 ballot papers; 1 for metro council which is on PR basis, second for ward member that is on FPTP basis and the third one for district council that is on PR basis. In South Africa, there is no trust over electronic voting and voting is done through ballot paper marking. Voters can use a cross (x) to mark the ballot by the side of the symbol chosen, but any mark, drawing, or word is acceptable, as long as it indicates the voters' choice.

#### **2.4.1.8 Area Manager**

The Electoral Commission has clustered a number of voting stations together under the control of one Area Manager. It is therefore of critical importance that the Area Manager and all the Presiding Officers under his/her control work as a team prior to, during and after the election. The role of the AM includes the following main areas:

- Assist with the recruitment of suitable election officers.
- Verify voting station infrastructure.
- Arrange with the landlord of the voting station that the keys will be available to ensure access to the building in the early morning of both special voting days and voting day and make sure that he/she has written down the key holder's telephone number and physical address and keeps these details handy.
- Assist with the coordination/logistics for the training of all election officers.
- Confirm that the election material has been appropriately allocated according to the voting stations.
- Deliver voting material (including special voting material) to the allocated voting stations.
- Confirm that available staff have completed and signed the application forms/contracts and attendance registers for payment.
- Check each Voting Station Diary in respect of the allocated voting stations for accuracy and completeness at different times of the day.
- Check that all posters are properly displayed in the voting station.
- Collect all attendance registers at the end of each day.
- Deal with replacement staff.
- Assist in planning for the administration of special votes.
- Monitor the levels of the ballot papers at each voting station on voting day.
- Coordinate the reallocation of ballot papers between voting stations if this becomes necessary, and keep a proper record thereof.
- Fully record and monitor the movement of ballot papers between voting stations if any movement occurs.
- Hold the allocated ballot paper buffer and allocate to voting stations when necessary.

The Area Manager must use his/her Diary and record all his/her findings at all times and the diary must be submitted to the MEO office after the event.

### **2.4.1.9 Stakeholders in voting station**

On the voting day, a number of people other than voters will be allowed to enter and remain inside a voting station and its boundary. These people will either play a security role at the voting station or monitor or observe the voting and counting processes. Before the start of voting, the Presiding Officer meet with staff deployed to the voting station by different stakeholders (security services, political parties, media and observers) to discuss how the voting process is unfold.

#### **a)Security**

The role of security personnel at a voting station is to maintain law and order around the voting station and to assist the PO to ensure orderly conduct within the demarcated area of the voting station. The Presiding Officer may order a member of the security services to assist in ensuring orderly conduct at that voting station and that member must comply with that order.

#### **b) Agents**

Agents and agents appointed by candidates are important to ensure transparency in an election and this is achieved by them observing the voting process. Whilst parties are not compelled to appoint Agents, their presence is encouraged. It is important to establish a good working relationship with Agents since they will interact with the Presiding Officer as and when required in the voting station.

#### **Appointment of Agents**

- Every registered party contesting an election may appoint:
- Two Agents for every voting station.
- Four Agents where voting and counting do not take place at the same place.
- Two Agents per substation in a voting centre.

#### **Appointment of Agents for Ward Candidates**

- An independent ward candidate may appoint:
- One agent per voting station in the ward in which he/she is contesting the election,
- One agent per substation in the case of a voting centre,
- Two agents in a case where voting and counting does not take place at the same venue.

#### **Role of Agents**

- Observe the voting process on behalf of their parties and candidates at voting stations.

- Raise objections to any alleged irregularities relating to voting, verification, sorting and counting procedures.
- Append their signatures on ballot boxes and results slips.
- Observe assistance to voters, where applicable.
- Accompany and observe casting of special votes during home visits and at the voting station.

Political parties and candidates must complete and sign the required forms for the appointment of Agents for special voting and voting day separately. Appointed Agents must present signed forms as well as a green bar-coded ID book, valid TIC or smartcard ID to the Presiding Officer on both occasions. The Presiding Officer must instruct Agents to wear their identification stickers at all times. Agents are free to move around and observe all activities within the voting station. Their movement is, however, limited where the secrecy of the ballot may be compromised. No one is allowed to see how the voter votes.

The Presiding Officer may limit the number of agents to at least one per party to observe proceedings at each of the following four points where the size of the venue does not allow for more, or alternatively where it may impede the free flow of voters. They are:

- The point where voters submit their identity documents for the purpose of marking off their names on the voters' roll.
- The point where ballot papers are handed over to voters.
- The point where voters' hands are marked with an indelible ink.
- The point where MEC7 applications are administered.

### **c) Visitors/Dignitaries**

Traditional authorities, Mayors, Ministers, MECs etc. may visit a voting station, and can only observe proceedings for a few minutes as part of a courtesy visit. They are not permitted to give any instruction or interfere with the processes within the voting station. All these stakeholders must write their details in the voting station diary upon visiting the voting station.

### **d) Observers**

Observers are people appointed by non-governmental or civil society organizations, regional bodies etc. to observe the elections. They are permitted to be present during voting, counting and declaration of results. They must:

- Be accredited with the Electoral Commission
- Wear prescribed identification at all times
- Carry out their role in a neutral manner as per the Code of Conduct

- Direct all questions and comments to the Presiding Officer
- Not be permitted near the voting booths
- Not try to ascertain how a person has voted

Participation of election observers an important part of ensuring credible, free & fair elections by ensuring transparency & integrity of electoral process. Organization needs to apply to Electoral Commission to be accredited to observe an election. Accredited observers need to adhere to a code of conduct for observers – act in impartial & neutral manner. For NPEs both international and national observers are involve in the observation of election whereas in LGEs only national observers are involved.

Witness the voting by persons being assisted by the Presiding Officer as per legislation, where applicable. Observers cannot observe every type of assistance given to voters, they may only observe assistance provided to illiterate voters.

#### **e) Media**

Media representatives with the consent of the Presiding Officer do not need formal accreditation to gain access to voting stations, but they require to identify themselves clearly as members of the media by presenting a valid press card or letter from their editor (on the organization's letterhead) in addition to an identity document or passport. Members of the media are allowed to take photographs, provided that the secrecy of the ballot is not compromised and with the consent of the voter. Media cannot conduct any interviews within the boundary of a voting station.

During the prescribed hours for an election, no person may print, publish or distribute the result of any exit poll taken in that election (this includes the media). Media should note that voters, Agents, candidates and accredited observers have to be interviewed outside of the voting station boundary. All media enquiries should be directed to the Area Manager or local Electoral Commission office.

#### **2.4.1.10 Voting Assistance**

The legislation has made a distinction between two categories of voters who should be given assistance to vote. These are: Voters living with disabilities and Voters who are illiterate. A voter with **physical disabilities, including blindness or other visual impairment**, may be assisted by any person or a companion of his choice to cast a vote at a voting station provided that a companion should be 18 years and older and Not an Agent or a candidate. The Presiding Officer reminds the companion that he/she is not allowed to disclose any information that may compromise the secrecy of the vote cast by the voter. If a voter has no companion of his or her own choice and he/she asks for assistance, then the Presiding Officer assists, in the presence of two agents and one accredited observer if available Person with disabilities should not be treated as an illiterate person. If there are no Agents, candidates or observers who should

witness the casting of the vote when a person with a disability is being assisted by a companion, voters in wheelchairs are directed to the special booth with a writing surface that is lower than that of a standard voting booth.

The Electoral Commission, together with the South African National Council for the Blind (SANCB), has developed a voting aid called the **Universal Ballot Template (UBT)** to assist persons living with disabilities and special needs to have an independent and secret vote during elections. Assistance is provided to voters who are unable to read or write (illiterate voters) on request by the voter. In such case, only the Presiding Officer or Deputy Presiding Officer and no other person provide such assistance to the voter at the voting booth. This should be done in the presence of two Agents/candidates and an observer, where available. In a case where such witnesses are not available, the Presiding Officer must render the assistance and note every form of assistance given to voters in the diary. Witnesses must be reminded that they are not allowed to disclose any information that may compromise the secrecy of the vote cast by the voter. The aggrieved person not be satisfied with the decision of the Presiding Officer, he/she should lodge his or her objection with the Electoral Commission before 17:00 on the second day of the voting day.

### **Election Scenario**

<b>ELECTION</b>	<b>REG POP</b>	<b>TOTAL VOTES CAST</b>	<b>VOTER TURN OUT</b>	<b>INVALID VOTES</b>	<b>RESULTS ANNOUNCED (within)</b>
2014	25,388,082	18,654,771	73.48%	1.29%	3 days after voting
2009	23,181,997	17,919,966	77.3%	1.31%	3 days after voting
2004	20,674,923	15,863,558	76.73%	1.48%	3 days after voting
1999	18,172,751	16,228,462	89.3%	1.55%	3 days after voting

### **2.4.2 Counting**

Counting of ballots occurs at same venue as voting, with same staff, and immediately after voting has closed. The only exceptions are with mobile stations where counting takes place at the last stopping point on the mobile route or where the Commission has decided otherwise. In case where counting does not take place where votes were cast, verification becomes very important as the first step in the counting process, the reason being that ballot boxes are transferred to different venues and the Counting Officer must ensure or check that these are the same ballot boxes, and the seals were not tampered with. Before start of counting the following things are done:

- Verify number ballot boxes received, used & unused
- Ballot boxes opened & ballots unfolded & placed face down

- Sort - ballots checked for stamp
- Reconcile ballots – count ballots face down & compare to number ballots used
- Count – turn ballots face up & count by party
- Record count totals per party onto results slip, signed by party agents

In course of counting:

- Security officer is briefed to prevent access and exit from the counting venue.
- Doors are locked if possible
- No pens are allowed on any table.
- No agent or observer is allowed to handle any ballot paper.
- No use of cell phones (must be switched off).
- All decisions taken by the Counting Officer are final, and anyone may lodge an objection as per legal prescripts.

The following persons are allowed in the counting station during counting:

- The Counting Officer
- Deputy Counting Officer
- Counting staff
- Observers
- Security services (SAPS).
- Agents
- Candidates
- A member of the Commission and an officer of the Electoral Commission
- Any other person or category of persons authorized by the CEO.

The Counting Officer may order any of the above, with the exception of a Commissioner or an Electoral Commission employee, to leave the counting venue if that person's conduct is disruptive to the counting process. The Counting Officer must give reasons if he/she has so ordered. If the person refuses to comply with the order, then the Counting Officer may instruct a member of the security services to forcibly remove that person, and record the incident in the diary.

The number of candidates to be allowed within the counting station is limited by the Counting Officer using his/her discretion with due regard for the regulations, size and configuration of the counting venue. No person is allowed to leave the counting station before the counting process has been completed and finalized. Counting continues unless it finished. If any debate occurs, the decision of the CEOs is the final. The Counting Officer must brief all stakeholders and counting staff in the counting station and outline the approach to be followed.

Voters are encouraged to use a cross (x) to mark the ballot, but any mark, drawing, or word is acceptable, as long as it indicates the voters' choice. The only exception is

when the voter has written a “No” against a name of a party/candidate. In this case the ballot is not counted in favor of any party/candidate. However, if the ballot paper is written “yes”, then the ballot should be counted in favor of the party/ candidate against whom the mark has been made.

**If the ballot paper has any of the following, it must be rejected**

- The marking on the ballot paper indicates the identity of the voter
- More than one vote is cast on the ballot paper
- The ballot paper is unmarked
- The ballot paper is marked in such a way that the voter’s choice is not clear
- The ballot paper is not marked at the back with the official security stamp
- The ballot paper is not an official ballot paper

The Counting Officer reviews each questionable ballot paper in the presence of Agents and makes a decision on each ballot paper. During counting, an Agent or Candidate may object to any decision made by the Counting Officer with regard to the following counting processes:

- Verification procedure
- Sorting of ballot papers
- Counting of votes and determination of results.

The Counting Officer or Deputy Counting Officer will handle objections related to counting in a counting station. He/she must ensure that the objection forms are readily available to provide to Agents/candidates to complete each time objections are raised, and keep a record of all objections raised, and the decisions that were made. The objector can appeal the decision of the Counting Officer to the Electoral Commission before 17:00 of the second day after voting. Appeals can be directed or faxed to the Electoral Commission.

**Completing Result Slips**

After counting has been completed, the Counting Officer must:

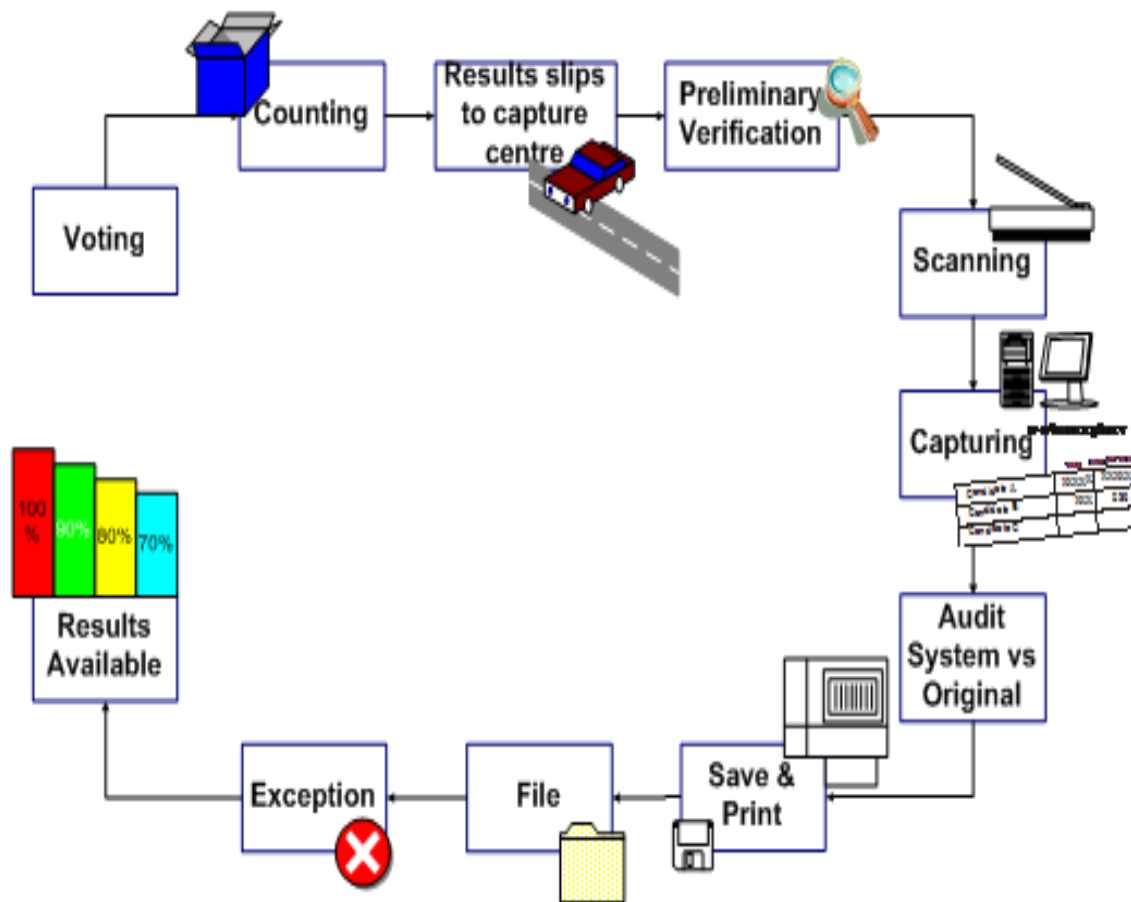
- Write down the totals of every type of election per party/candidate on a separate piece of paper provided.
- Ask the Deputy Counting Officer to verify the correctness of the figures.
- Make any amendments on a piece of paper if need be.
- Once the totals have been verified, the Counting Officer must transfer the results into the dummy results slip in the voting station diary.
- The Deputy Counting Officer must again re-check the correctness of the details in the voting station diary
- Transfer the results totals from the voting station diary to the results slips
- Ask the Deputy Counting Officer to verify the correctness of the figures.
- The Counting Officer signs the results slip after capturing.



- Ask the Agents/Candidates to sign the results slip as witnesses.
- Paste the duplicate/copy results slip on the door of the voting station.
- Place the original results slips in the special tamper-evident bag.
- Paste the dispatch label from the tamper-evident bag onto the diary
- Write the correct Voting District number and voting station name on the tamper-evident bag.

The Counting Officer and the Deputy Counting Officer signs the verification part of the dummy results slip in the voting station diary.

### Counting Process



#### 2.4.2.1 Announcement of Results

The result process begins as soon as voting has been completed. Each step of the process is carefully verified, checked and audited – from the counting and recording of votes to the scanning and capturing of results, culminating in the announcement of the final election results. The results of each station are announced as soon as counting has been completed and political party representatives have signed the results slip. The declaration of results happens after all the results of all voting stations have been

received at the national level, meaning, after all results have been electronically captured, audited and checked.

Electoral Commission determines and declares the results within seven days, but not before 21:00 on the second day after voting or before all objections received have been resolved. Result slips are completed from each voting district & signed by political party agents. Entry of result takes place into computer system at IEC municipal offices. Results slips are scanned for national & provincial IEC officials & political party representatives at results centres check scanned image against recorded election results. External auditors are contracted to verify correct recording of result. And final results made publicly available at results centres & to media.

Counting starts at each voting station where, in the presence of an observer, the numbered and sealed ballot boxes are opened. The ballots are unfolded, sorted and reconciled by election officials in the presence of party agents and an observer. Ballots are counted, checked and bundled (again, under the watch of an observer), and the recorded votes are entered onto a results slip that is submitted to the voting station's counting officer in the presence of two party agents. The ballots are then placed back into the ballot boxes, which are re-sealed – and kept in secure storage for six months after each election, in the event of any queries or challenges. Results slips are sent to municipal electoral offices, where they are verified and then scanned, captured and transmitted to a centralized database. The dual scan-capture system makes the image of the original results slip available, together with the captured result. The captures of results use double-blind capturing and validations, and are audited by independent auditors. Where exceptions are raised by the system – for example exceptionally high or low voter turnout – a team at the National Results Operations Centre (ROC) checks the exceptions and, if necessary, initiates steps to resolve the matter. As soon as all exceptions have been resolved and the scanned image is available, the result is made known in the reports and on the display board at the ROC. The results process concludes with the announcement of the results once seat allocation and assignment has been completed. As soon as possible after the announcement, detailed results are published in the Government Gazette.

#### **2.4.2.2 The National Results Operations Centre**

The National Results Operations Centre (ROC) officially opens one week before the actual elections – but planning and construction of the ROC facilities begins six months before, starting with booking of the ROC venue and securing various external service providers such as facility managers and caterers. Construction of the ROC takes places over just seven weeks, during which time two levels of empty flooring and are transformed into a high-tech, world-class business centre.

Commissioners and electoral staff relocate to the ROC for approximately 10 days – from a few days before the ROC launch, until after the results have been announced – and are joined by stakeholders, representatives from all the political parties illustrated on the national ballot paper, and television, radio and print media providing national and international coverage of the election events. During this time, the ROC becomes the command centre for all voting activities throughout the country. Cell phone companies increase their capacity in the area to ensure coverage is available. For this brief period, to ensure continued electrical supply, back-up generators are also in place.

All nine provincial offices of the Electoral Commission have their own ROC. Each Provincial ROC is connected to the National ROC through the Commission's IT network infrastructure, and computer-generated data and information is available real-time, exactly as it would be at the National ROC. As with the National ROC, voice and computer connectivity is provided through Telkom. At each location national television stations plus local radio stations create their presence with a set, Outside Broadcast van, camera crew and presenters, so as to be able to broadcast local news. Space is made available for editing suites, television sets and operational staff, all connecting back into each broadcaster's infrastructure.

The overall election results will be worked out using a computer system at centralized venues under the control of the IEC. There will also be accredited observers and party agents at these venues to check that everything is done correctly and fairly. If anything noticed during the elections that can affect the election results, objection can be before 17:00 on the second day after voting. Then, IEC investigates against objection and can further be asked to give evidence about the objection. The IEC decides what to do about the objection. The IEC makes decision within three days after receiving objection. If not happy with the IEC's decision, appeal can be made to the Electoral Court within three days of the IEC's decision. After all objections are dealt with, the IEC announces the final results within seven days of Election Day. In practice, the IEC has managed to announce election results on the third day after Voting Day.

## 2.5 Logistics

### 2.5.1 Logistics Management

The Electoral Commission's has developed Logistic Information System which is a computerized system used for the planning, monitoring, management and control of electoral material at voting station level. A comprehensive BOM is created for each electoral event. By registering the BOM on the LIS, detailed MRP lists are produced to enable the accurate procurement and distribution of electoral material. The LIS information is accessible internally to all levels of the organization – national, provincial and municipal – providing a transparent planning and monitoring process.

The Systems, Applications and Products (SAP) system is utilized to record the movement of stock items – from procurement to final issue at the point of consumption. This ensures effective materials management and accountability.

#### 2.5.1.1 Distribution network

The Electoral Commission's logistics distribution network consists of 10 warehouses – one central warehouse controlled from the national office and one warehouse in each of the nine provinces. The Electoral Commission maintains minimal permanent resources in support of this distribution network, in the interests of cost containment. Distribution of logistics is made through Out Sourcing mechanism. Contracted-in resources, such as human capacity and vehicles, are utilized as and when needed at the appropriate scale. Procurement process is completed at the centre and materials are dispatched to respective warehouses as well as polling stations by the contracted party.

Storage facilities for electoral material at the local level are only required for a limited time during peak election activity periods – such as national registration weekends and voting days – and these can be in the form of a storeroom, storage shed or container, dependant on the prevailing volume needs and offering of adequate security.

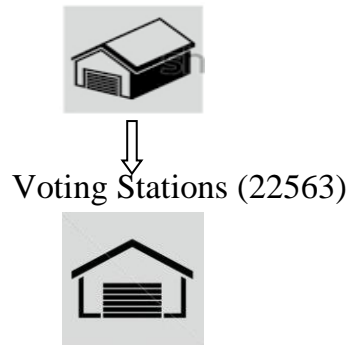
National Warehouse (1)



Provincial Warehouses (9)



Municipal Warehouses (234)



### **2.5.1.2 Election Materials**

#### **a) Receiving of sensitive materials**

The Presiding Officer receives the “security materials” from the Area Manager or he/she collects these materials from the MEO depending on their arrangements with the local office. These materials are allocated on the day of voting, which include special voting days. Sensitive Materials consist of Ballot papers and Voters’ roll; and Security Materials include the Security materials pack for special voting which contain Tamper-evident bag for special voting overnight storage, Indelible ink pen for marking fingers, Ballpoint pens, Rulers 30cm, Security seals for ballot boxes, Security stamp and Security tape.

Security materials for voting day which contains the following:

- Tamper-evident A4 bag
- Indelible-ink pen for marking fingers
- Security seals
- Security stamp
- Results slips

#### **b) Sustainable Voting Materials**

On Election Day, the presiding officers of each voting station are issued with a bill of materials made up of some 45 items including identification stickers for staff, stationery packs, banners, and hard-copy printouts of segments of the voters’ roll. The Electoral Commission is committed to principles of sustainability and, where possible, uses items and materials that are environmentally friendly and recyclable. Most notably, this includes the commission and construction of special Electoral Commission-branded tables, chairs, voting compartments and ballot boxes made from cardboard that is recyclable and/or disposable. The election “furniture” is manufactured locally, and, once packaged and labeled, is held at the Commission’s provincial warehouses before distribution to municipal offices, then on to individual voting stations. The construction material means that all items can be pre-labeled for

simplified distribution, flat-packed for easy transport and delivery, and can be assembled on site.

Security materials such as ballot papers and ballot boxes are also produced from recyclable material, but their production and delivery to voting stations is handled separately to ensure secure and fraud-free packaging, storage and transport of these items.

### **2.5.1.3 Storage of Voting Material**

Whenever voting occurs over more than one day, voting materials, which include the ballot papers, referred to as sensitive materials, ballot boxes and other security materials need to be secured overnight. It is proposed that a secure storage facility is identified per municipality or sub-municipal office which must have basic security around it. The Area Manager must collect all used and sealed ballot boxes containing special votes and deposit them in the identified storage area. The storage of materials is influenced by a number of factors, such as distance to the local IEC office, the type of venue used as voting station, weather conditions, the availability of alternate storage facilities close by, local conditions, as well as budget. All security materials are placed in the tamper-evident overnight storage bag. On Election Day all stored special votes ballot boxes are transported back to the voting station under escort of an official security agency official, if considered necessary

### **2.5.1.3 Voting stations infrastructure**

Voting stations provide an essential platform for the delivery of elections. Population growth, new settlement patterns, the requirement of improving voter accessibility, as well as the revised municipal demarcation data, continue to be the primary contributing factors to the increased voting station footprint.

One voting station is identified for each voting district, and operational details are recorded and regularly updated. Fixed and permanent structures, especially schools, are preferred as voting stations. The practice of securing voting stations through standardized lease agreements between the Electoral Commission and landlords continues.

Both the Presiding Officers and Area Managers are responsible for the safekeeping, rollout and roll back of all material entrusted to them. It is the duty of the Area Managers to pick and pack the material to ensure correctness of the material for all registration/voting stations under his/her supervision. It is the duty of the Presiding Officers and Area Managers to physically check material upon receipt, sign the material checklist, and identify and report immediately any shortages. A Presiding Officer must monitor the use of materials during an event to be able to anticipate any shortage that may arise and request additional materials before they run out.

## **2.6 Voter Education and Outreach**

Different outreach programs are conducted by the Commission. The purpose of outreach in election management is to inform and educate the public on democracy and electoral processes mainly through civic and democracy education, stakeholder management and partnerships. The main aim of outreach program is to promote a culture of democracy and human rights by creating awareness of civic responsibilities. Civic and Electoral Democracy Education informs and educates the public on electoral democracy with a view to strengthening participation in electoral processes. Research optimizes available data in order to inform organizational planning and other decision-making processes. It tracks emerging trends (perceptions and attitudes) in the social context that assist the Electoral Commission determine its response. It also considers the latest developments in democratic elections administration.

Communications actively supports the Electoral Commission's efforts to strengthen electoral democracy and ensure free and fair elections. It works to protect and enhance the image of the Electoral Commission through strategic communication with its stakeholders, including political parties.

Stakeholder Engagement and Liaison engages and liaises with a set of stakeholders nationally and internationally in order to promote knowledge of and adherence to democratic electoral principles, and promotes collaboration with the same.

### **2.6.1 Civic and Democracy Education**

The Electoral Commission's continuous civic and democracy education programs encourage active and informed citizenship and meaningful public participation, not only before, but after and between elections. Civic and democracy education is an imperative for a free and fair election. Civic education programs are designed to generate ongoing dialogue and deepen the discourse about broad concepts of democratic society and citizen participation. Educational content focuses on electoral processes and electoral democracy, as well as on the Constitution, democracy and human rights. Civic education programs are integral to the Electoral Commission's efforts to promote an environment that is conducive to free and fair elections. Civic Education (CE) and Voter Education (VE) is used in terms of rights and duties-based approach.

Voter education is part of civic education. It is non-partisan, takes place in relation to a specific election and includes information such as the official date and times, the type of election and an election timetable, the location of voting stations, identification and registration requirements, the process of voting (balloting education), counting and results. Voter education also covers information like the roles, rights and responsibilities of voters, the importance of voting, special votes, and explanations about the electoral system and seat allocation how voting determines the composition

of representative units of government. Different posters, charts, booklets as well as training manuals are used.

The role of CDE is as follow:

- An imperative for a free and fair election.
- Contributes to Electoral Integrity and to the quality of an election.
- Voter Education campaigns mobilise and empower communities to access and practise their civic and political rights and responsibilities, improves access to the vote and ultimately ensures that voters are able to exercise their universal right to participate fully and on equal terms in electoral processes without discrimination.
- A well-informed electorate is essential to any electoral process. A knowledgeable, active and informed citizenry is a prerequisite for democracy.
- Voter education ensures that voters are ready, willing, and able to participate in electoral politics.
- Contributes to voter participation, creates a conducive climate for free and fair elections,
- Contributes to the upholding of the constitution & its cornerstones viz. promotes equality, human dignity & the rule of law.
- Promotes political tolerance, mutual respect, freedom of expression & of association, peace-building & social cohesion

### **2.6.2 Schools Democracy Week**

The Electoral Commission has a three-year Memorandum of Agreement (MoA) with the Department of Basic Education in 2013 to facilitate the Schools Democracy Program. The Schools Democracy Week is a critical component of the Schools Democracy Program, with the specific intention of increasing youth participation in electoral democracy and institutionalizing electoral democracy content in the curriculum. The program is based on a participatory approach and experiential learning, which seems to entrench the necessary knowledge, skills and attitudes. The first Schools Democracy Week was held in 2013, while the second one was implemented during the week of 13 to 19 October 2014. The aim of the week is to educate learners on democratic values and electoral processes. Annually, the Schools Democracy Week seeks to encourage, educate and empower learners to understand and participate in the democratic processes of the country and ultimately contribute to deepening constitutional democracy. The Commission facilitates the development of teaching and learning support material to support the Schools Democracy Week, a booklet, “Becoming a Good Citizen: Electoral Democracy Toolkit” and another booklet, “Not Too Young – Teaching Electoral Democracy to Young South Africans”, for teachers and learners in the General Education and Training band.



This material contains classroom activities linked to co-curricular activities and social media opportunities on Twitter, YouTube and Facebook. Principals, learners and schools have found those teaching and learning materials much enthusiastic and positive. The content dealt creatively with core electoral democracy matters, providing support for discussions based on elections and on themes emerging from the co-curricular activities. The material was reported as being age-relevant and was used to supplement teaching and learning support material already available in schools.

### **2.6.3 National Youth Summit**

As part of its program to mark 20 years of electoral democracy, the Electoral Commission brought together the youth from all backgrounds and parts of South Africa for a youth summit in September 2014. The summit was attended by approximately 140 delegates representing institutions of higher learning, political parties, youth and civil organizations from around South Africa – along with youth representatives of the Electoral Commission from all provinces. The plenary sessions of the summit were also streamed live via the web to allow for wider participation.

One of the main purposes of this summit was to develop an agenda for effective youth participation in the processes of electoral democracy. The summit was also intended as a springboard for creating recurring engagements and lasting relations with institutions of higher learning, CSOs, youth divisions of political parties and interested youths. The output of the summit is summarized in an agenda for enhanced youth participation in electoral democracy. The four elements of the agenda are as follows:

- Increased engagement with the youth
- Expanded and continuous education on democracy
- Increased representation in electoral democracy
- Increased participation by the youth

### **2.6.4 Stakeholder Engagement**

Stakeholder management refers to the establishment of relationships between the Electoral Commission and various stakeholders towards the promotion of electoral democracy. Through building strong relationships and partnerships with strategic stakeholders, the Electoral Commission endorses and encourages a collateral and collective responsibility with partners in strengthening constitutional democracy and entrenching a culture of democracy.

#### **2.6.4.1 Civic and Democracy Education for communities**

Full participation in electoral democracy requires a particular set of knowledge, skills, values and attitudes. The Electoral Commission promotes these by offering and supporting education in communities. Such education has the immediate return of increasing the number of eligible voters on the voters' roll. Large-scale educational

campaigns for communities assist in mobilizing communities to participate, providing the necessary knowledge and skills, and promoting values that aid communities to access and practise their civic and political rights and responsibilities. These high-impact civic and voter education campaigns intensify in the run-up to elections and are driven by the Electoral Commission's permanent and temporary staff members as well as through collaborative programs with strategic partners and stakeholders. This ensures a collective responsibility for establishing a sustainable democratic culture.

#### **2.6.4.2 National Coordinating Forum of Civil Society**

The Electoral Commission relies on strategic partnerships with a wide range of formations in order to deepen its efforts to increase knowledge and skills, and nurture the values and attitudes required to entrench constitutional democracy. The Commission's National Coordinating Forum (NCF) is an umbrella body under which the Electoral Commission convenes CSOs for the purposes of coordinating efforts in three areas: civic and democracy education, election observation and conflict management. During the reporting period, the NCF continues to meet and discuss ways in which these matters could be strengthened.

#### **2.6.4.3 Collaboration with the Law Society of South Africa**

The Electoral Commission has Memorandum of Understanding (MoU) with the Law Society of South Africa (LSSA), the aim of which is to train students who are part of the LSSA's Legal Education and Development (LEAD) programs. The MoU led to a module dealing with electoral democracy as part of the LEAD programs. LEAD is the educational wing of LSSA. It consists of ten schools and various centres in all the provinces, and is one of the largest providers of legal and professional education in South Africa. It provides education and training to young legal professionals and candidate attorneys who wish to enter legal practice. A total of 4 000 young legal professionals are expected to be trained annually. These professionals fall into the 20-to-29-years age cohort, and wield community influence. Once trained, they will conduct voter education to mobilise, galvanize, influence and train the youth in their communities, thus assisting the Electoral Commission to make further inroads into the youth target group.

#### **2.6.4.4 Partnership with SABC Education**

The Electoral Commission's partnership with SABC Education (the education department within the South African Broadcasting Corporation (SABC)) enables extended reach on television, radio and social media platforms. The 2013/14 Voter Participation Survey revealed that, while a diversified media campaign is critical to reaching a diverse electorate, radio and television programs could be powerful and preferred vehicles for education, and have the greatest reach and highest usefulness.

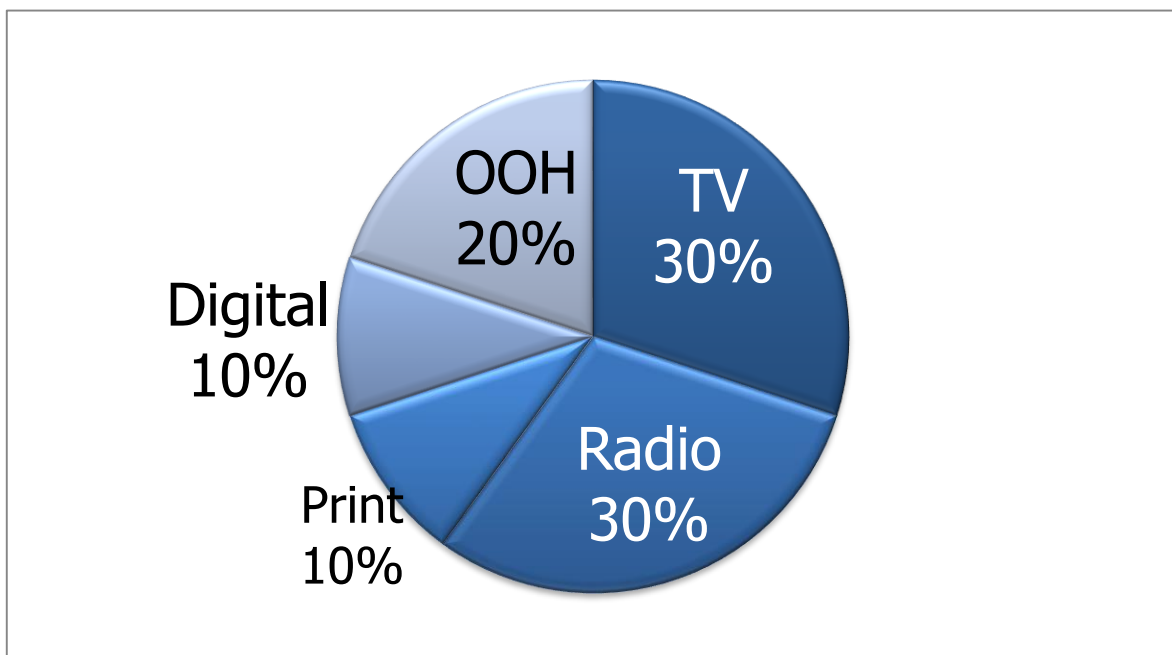
## 2.7 Communication and Media

Communication plays a vital role in promoting electoral democracy through providing information, facilitating education, creating awareness and encouraging action in support of the objectives of the Electoral Commission. The role of communication is vital for encouraging registered voters to turn out to vote, electoral process, election results, education and awareness of electoral democracy.

The media is a critical source of information for the public – from traditional and national media, such as newspapers, magazines, periodicals, radio stations and television, to emerging media in the form of community radio, television, print media and social media platforms, such as Twitter, Facebook and YouTube. Maintaining an open and transparent relationship with a wide variety of media is crucial to managing both the flow of information to the public, as well as the reputation of the Electoral Commission. The Electoral Commission is very conscious in this matter has managed well for disseminating information to the media in regular and equal basis.

### Media coverage in Elections

- a. **Out Of Home:** Billboards, Murals, Street pole posters
- b. **Digital:** Advertising on the internet, social media and mobile phones (bulk SMS)
- c. **Print:** Adverts in publications including newspapers, magazines, inserts, flyers.
- d. **Television**
- e. **Radio:** Government, Private and Community FMs



### Campaign Logo

Elections campaigns are carried out to ensure that all the eligible voters have knowledge and access or opportunity to take part in electoral processes. For, this IEC

in each election comes with different campaign logo. For Municipal Elections, 2016, they have designed the following logo:



### **2.7.1 Media monitoring**

The Electoral Commission has maintained media monitoring with regard to its mandate and activities in print and electronic media for tracking the coverage of the organization, electoral processes and other areas of interest and relevance to ensure that information is accurate and fair, and to intervene where necessary to protect and maintain the credibility of the institution and faith in the electoral process.

### **2.7.2 External communication**

The external communications campaign includes a wide range of communication with stakeholders in the form of advertising across a range of media channels, including television, print, radio, outdoor and an extensive digital campaign. Likewise, other measures can be printing and distribution of flyers, posters and printed materials. In the days prior the election, a special four-page instruction explaining all aspects of the voting and counting process was published in all 11 official languages in 2014 elections and over 10 million copies were distributed in nearly 200 community, regional and national publications.

### **2.7.3 Election Code of Conduct**

Election Code of Conduct is managed in Electoral Act and Regulations, Electoral Commission Act, Municipal Electoral Act and Regulations and Electoral Dispute Rules. Code of conduct has specified the role of party, voters, commission, media, candidates and other stakeholders. Panel of Conflict Management Experts are formed in each province along with PLCs for electoral dispute resolution. The Electoral Court has final civil jurisdiction in respect of all electoral disputes and complaints about infringements of code and no decision or order of the Electoral Court on such a matter is subject to appeal or review. There is very strict provision for the violation of code of conduct, fine or imprisonment for a period of 5 to 10 years depending on the gravity of the case. Likewise there is separate code of conduct for election staff.

## **2.8 Party Registration and Party Funding**

### **2.8.1. Registration of parties**

Parties are registered for two purposes: a) organizational purpose and b) election purpose. The chief electoral officer, upon application by a party in the prescribed form, accompanied by the items mentioned, manages to register such party. The following things are required for registration:

- The name of the party;
- The distinguishing mark or symbol of the party in color;
- The abbreviation, if any, of the name of the party consisting of not more than eight letters; and
- Name of 500 registered voters if to register nationally and name of 50 registered voters if municipally.

The application shall be accompanied by-

- that party's deed of foundation which has been adopted at a meeting of, and has been signed by the prescribed number of persons who are qualified voters;
- the prescribed amount, if any; and
- that party's constitution.
- The party's deed of foundation shall contain the prescribed particulars.

After a party has been registered the chief electoral officer issues that party with a registration certificate in the prescribed form and manages to publish the prescribed particulars of such registration in the *Gazette*. The particulars which must be published in the *Gazette* are: name and abbreviated name of the party; symbol of the party; that the party has been registered only in respect of a particular municipality, if that is the case; date of registration of the party; and a reference number. Every registered party not represented in a legislative body, before the last day of January of every year after the year in which the party has been registered, should renew its registration by submitting to the Chief Electoral Officer a written declaration made by an executive officer of the party, duly instructed by the party to make such declaration, to the effect that the party has not dissolved and that it is continuing to operate as a party, if that is indeed the case.

The Chief Electoral Officer keeps a register of parties in which is recorded all registrations, renewals of registrations, failures to renew registrations, changes of the registered names, abbreviated names, distinguishing marks or symbols of parties and cancellations of registrations. The register of parties and a copy of every document lodged with the Chief Electoral Officer for the purposes of the registration of a party, or the renewal of the registration of a party, the changes of the registered name, abbreviated name, distinguishing mark or symbol of a party or the cancellation of the

registration of a party, is kept for inspection by the public at the office of the Chief Electoral Officer and any person might inspect the register and if requested a copy of the register to be made available free of charge during office hours. The Chief Electoral Officer must provide a copy of a document to any person applying for it after a person has paid a fee of one rand (R1.00) per page.

### **2.8.1.1 Registration of parties for municipal elections**

The chief electoral officer, upon application by a party in the prescribed form, and if the application is accompanied by the items mentioned, manages to register such party in respect of a particular municipality. The application might be accompanied by- that party's deed of foundation which has been adopted at a meeting of, and has been signed by, the prescribed number of persons who are qualified voters; the prescribed amount, if any; and that party's constitution. A party registered for a particular municipality or municipalities may under such registration only participate in elections for councils for those municipalities.

There were 218 registered political parties as at 5 Feb 2015. Out of them, 153 parties were at national & 65 at municipal levels. Political party registration is an on-going activity. Political parties have to be registered to contest an election. Parties registered at national level may contest national, provincial & municipal legislatures; if registered at municipal level may only contest municipal council. For the registration, Parties for NPEs have the registration fee of R 500.00 and LGEs for R 200.00 per municipals.

### **2.8.1.2 Establishment of party liaison committees**

As per the Electoral Commission Act 51 of 1996 (including amendments) and the Regulations on Party Liaison Committees, 1998, the Electoral Commission has established party liaison committees (PLCs) at a national, provincial and municipal level. These committees hold meetings to allow for consultation and cooperation between the organization and the registered parties concerned on all electoral matters, aimed at the delivery of free and fair elections. Meetings are generally held monthly, but are held weekly in the month before elections, and even more frequently in the week of elections when party representatives are gathered at the Results Operations Centres nationwide.

Each registered party represented in the National Assembly, provincial legislature or municipal council can appoint no more than two representatives to the relevant party liaison committee and not more than one representative of every independent councilor represented in the municipal council or councils concerned. The Electoral Commission also appoints a person as its representative for every party liaison committee, and that person convenes and chairs meetings of the committee. PLC

members have access to all relevant documents (agendas, meeting minutes and so forth) from a special portal on the Electoral Commission's website.

### **Additional members**

The Commission may co-opt any person or representative onto any specific party liaison committee. After the date of promulgation of an election, in terms of any legislation, until the date of that election, any registered party which, or independent candidate who, has complied with the requirements for contesting that election shall be entitled to representation on the party liaison committee established in respect of the legislature for which that election is promulgated.

### **Chairperson and conveners**

The Commission designates a person as its representative for every party liaison committee and that person acts as convener of and chairperson at meetings of the party liaison committee.

### **Functions of party liaison committees**

Party liaison committees will serve as vehicles for consultation and co-operation between the Commission and the registered parties concerned on all electoral matters, aimed at the delivery of free and fair elections.

## **2.8.2. Party Funding**

The funding of political parties has been a topic of hot debate. This funding is governed by the Public Funding of Represented Political Parties Act of 1997 and the Public Funding of Represented Political Parties Regulations of 1998. The Represented Political Parties' Fund is established for the purpose of funding, as provided hereafter, political parties that participate in Parliament and provincial legislatures. The Fund will be credited with-

- money approved to the Fund by Parliament;
- contributions and donations to the Fund originating from any sources, whether within or outside the Republic;
- interest earned on moneys deposited and on moneys invested, if any;
- money accruing to the Fund from any other source.

Parties can get public government funding and private funding from other sources, for example, members' contributions and donations from local or foreign companies. Financial contributions are called direct funding, while contributions in kind like office space, equipment or advertising are known as indirect funding. While the public funding of political parties is regulated, private funding is not regulated. This raises serious concerns about the potential of private funding 'buying' influence and undermining the electoral process.

A represented political party has a right to get funds from the **Represented Political Parties' Fund** for any financial year that it is represented in: the National Assembly; or any provincial legislature; or both the National Assembly and any provincial legislature. Funds are awarded in proportion to the number of seats held by each party, meaning that parties with bigger representation get more funds. The Represented Political Parties' Fund does not fund political parties represented in municipal councils only.

The Electoral Commission is responsible for managing the Represented Political Parties' Fund (RPPF), which provides funding for political parties participating in Parliament and provincial legislatures. Both public (by the State) and private funding (from other sources) is allowed. Eligibility for and application of State funding is governed by the Public Funding of Represented Political Parties Act, 103 of 1997. Any political party may also obtain funds from its members and from other sources, such as business (both local and foreign) and civil society groupings. The Electoral Commission's Chief Electoral Officer (CEO) is responsible for the management and administration of the Fund, as is its accounting officer and CEO. This means that the Fund is administered through the IEC, which keeps parties informed of the relevant rules and regulations.

A political party is entitled to an allocation from the RPPF for any financial year that it is represented in the National Assembly or in any provincial legislature, or both in the National Assembly and in any provincial legislature. No allocations are made from the Fund to political parties that are represented in municipal councils only. Funding allocations may be used "for any purposes compatible with functioning as a political party in a modern democracy". These include: the development of the political will of people; bringing the party's influence to bear on the shaping of public opinion; inspiring and furthering political education; promoting active participation by individual citizens in political life; exercising an influence on political trends; and ensuring continuous, vital links between the people and organs of state. Political parties may not:

- Pay any direct or indirect remuneration or other benefit of any kind to any elected representative of the party or to any public servant at any level of government;
- finance or contribute directly or indirectly to any matter, cause, event or occasion if it contravenes any code of ethics binding on members of parliament or any provincial legislature;
- use the money directly or indirectly to start any business or acquire or maintain a right or financial interest in any business; • use the money directly or indirectly



to acquire or maintain a right or financial interest in any immovable property, unless solely for ordinary party-political purposes; or

- Use the money for anything else that is incompatible with a political party's functioning in a modern democracy.

Parties receiving an allocation from the Fund must keep a separate bank account for this purpose and appoint an accounting officer from within the party to take responsibility for the money received in this bank account and ensure that the party complies with the requirements of the Act. The accounting officer must keep separate books and records for this money. An income and expenditure statement, showing for what purposes the money has been applied, must be audited annually and the auditor's report and the financial statement must be submitted annually to the Commission.

The Electoral Act says that parties can use the funds “for any purpose compatible with functioning as a political party in a modern democracy”, such as influencing public opinion and carrying out political and voter education. Parties may not use the money for things like paying its representatives or starting a business. Parties have to account in detail for how the money was used, appoint an official to administer the funds and keep them in a separate bank account. The IEC receives reports on how funding is spent, monitors party spending, and passes rules and regulations on funding when this is needed.

### **2.8.2.1 Allocation of funding**

The total amount of funding available for allocations from the Fund during a particular financial year is announced by the Commission by notice in the Gazette within two weeks of the beginning of that financial year. The allocations from the Fund to be made and paid to each of the political parties concerned are calculated by allocating ninety (90) per cent of the total amount of funding in terms of proportional basis and rest ten (10) per cent on equitable basis.

#### **a) Proportional allocation**

The proportional allocation is determined by dividing the amount proportionally among the participating parties in any legislative body, in accordance with the number of seats awarded to each participating party in the National Assembly and the provincial legislatures jointly.

#### **b) Equitable allocation**

The equitable allocation is determined allocating to the respective provinces in proportion to the number of members of the respective provincial legislatures, dividing equally among the participating parties in the legislature of that province.

### **2.8.2.2 Times, intervals and installments of payments**

All allocations to which a political party is entitled as determined is paid to the political party in four equal installments, each within three months of the previous payment. The first installment is paid within four weeks of the beginning of the financial year. In the event of an election being called any outstanding installments still to be paid is suspended. The installments so suspended is distributed within two weeks of the date of election to the political parties that gain representation in the legislature concerned as a result of the election in accordance with the provisions of regulations 3 and 4, as the case may be.

### **2.8.2.3 Manner of payments**

A political party must provide the Commission with particulars of the party's banking account within two weeks of such a banking account being opened. Any payment to be made to a political party is paid into the party's banking account. The separate books and records of account are required which is kept according to generally accepted accounting practices, including:

- records showing all transactions involving allocated moneys;
- records showing all assets acquired with allocated moneys;
- records showing commitments entered into in respect of allocated moneys;
- a balance sheet;
- an income and expenditure statement; and
- a cash flow statement.

Financial statements prepared in relation to the Fund must show the amounts spent during a financial year by each political party that received allocations in connection with purposes classifiable under the following descriptive categories:

- Personnel expenditure;
- accommodation;
- travel expenses;
- arrangement of meetings and rallies;
- administration; and
- promotions and publications.

The information required for the purposes should be furnished to the Commission- by the accounting officer within three months after the end of the financial year. If he or she is not available, the leader of that party within two months after the date on which a party is required to close its books and records of account needs to submit the detail.

Money standing to the credit of the Fund is deposited in a separate banking account to be opened by the Commission with a bank registered in the Republic. Payment of all moneys allocated to political parties is made from that account. The moneys of the

Fund that are not required immediately for making allocations to political parties can be invested with the Public Investment Commissioners as per the Public Investment Commissioners Act, 1984 (Act 45 of 1984). The chief electoral officer acting in the capacity of head of the administration of the Commission is responsible for the management and administration of the Fund, and is the accounting officer and chief executive officer of the Fund. For each financial year the Commission must have records kept, in accordance with generally accepted accounting practice and procedures, of all moneys received by or accruing to the Fund, all allocations and payments made there from, and all expenditure arising from the allocation of moneys from the Fund, as well as a current record of the capital and liabilities of the Fund, during that year.

The money allocated to a political party may be used for any purposes compatible with its functioning as a political party in a modern democracy. These purposes include, amongst others-

- the development of the political will of people;
- bringing the political party's influence to bear on the shaping of public opinion;
- inspiring and furthering political education;
- promoting active participation by individual citizens in political life;
- exercising an influence on political trends; and
- ensuring continuous, vital links between the people and organs of state.

Money allocated to a political party from the Fund may not be used for the purpose of directly or indirectly paying any remuneration, fee, reward, perquisite or other benefit to any person representing the party in the National Assembly, National Council of Provinces, any provincial legislature or any local authority, or who holds any other office of profit under the State, whether on the national, provincial or local sphere of government; with a view to financing or contributing to any matter, cause, event or occasion, whether directly or indirectly, in contravention of any code of ethics binding on the members of Parliament or of any provincial legislature, as the case may be; directly or indirectly for the purpose of establishing any business or acquiring or maintaining any right or financial interest whatsoever in any business, or in any immovable property, except where the right or interest in the immovable property is to be used by the party solely for ordinary party-political purposes; and for any other purpose that is incompatible with a political party's functioning in a modern democracy, as may be prescribed.

#### **2.8.2.1.4 Fund Management**

Every political party to which moneys are allocated from the Fund, must- keep, with a bank registered in the Republic, a separate banking account into which all moneys so allocated to the party must be deposited; and appoint an office-bearer or official of

that party as its accounting officer with regard to all moneys from time to time allocated to that party from the Fund. The accounting officer's responsibility is to account for the money so allocated to that party, and includes, in addition to any other duties imposed by this Act, the duty to ensure the party's compliance with the requirements of this Act, and, in particular, to ensure that those moneys are not paid out for a purpose not authorized by this Act. That accounting officer must, for each financial year for which moneys have been allocated to the relevant political party from the Fund, keep separate books and records of account, in the prescribed manner, in respect of those moneys and all transactions involving those moneys. Within two months after the end of a financial year for which moneys have been allocated to any political party from the Fund, that accounting officer must- prepare a statement showing all amounts received by the party from the Fund during that financial year and its application of those moneys, as well as the purposes for which the various amounts have been applied; and submit that statement and those books and records of account to a public accountant and auditor registered and practicing as such in terms of the Public Accountants' and Auditors' Act, 1991 (Act 80 of 1991), to be audited. The auditor's report and audited statement must be submitted to the Commission by that accounting officer within three months after the end of that financial year.

#### **2.8.2.5 Threshold and Expenditure Limits to Parties**

There is not any provision of threshold for the parties directly. Parties having at least 2 seats in the National and/or Provincial Assembly are recognized as national parties. Regarding election expenses, there is not any limit for parties and candidates and they can spend as many as they like.

## **2.9 Use of IT in Election Management**

IEC has made massive use of technology in the elections by the application of different systems. Some of the systems to support are:

- Voter registration system (VRS) – Maintains the Voters Roll, processing voters data from application through verification and changes to retirement, used to generate a Voters Roll;
- Party registration system (PRS) – Maintains a register of registered political parties, with all party details, leadership, contacts, key electoral role players;
- Logistics and infrastructure (LIS) – Several applications systems which support electoral infrastructure and operational logistics, such as database of voting stations, voting station infrastructure availability and requirements, locations and distributions needs;
- Outreach Management System (OMS)– System to support civic and outreach process;

### **Elections management systems:**

- Candidate nominations (CNS) – Maintenance of candidates lists,
- Ballot paper generation (BPG) – Generated from the candidate nomination system,
- Results systems – Processing of elections (NPE & LGE) and by-elections results,
- Issue Tracker – Processing of operational issues,
- Electoral staffing system (ESS) – Supports the processing of electoral staff, the entire employment process from recruitment to payment,

### **General support services**

Systems for Financial accounting and administration – including supply chain management

- Human resource planning and management
- Estate and corporate services
- Public support services Mobile services – variety of automated real-time response services SMS technologies

### **Other Tools**

Website

Mobile applications

API (Application Programming Interface)

Presence on the social media, Facebook, Twitter, Mixit, mobisite, ...

Call Centres with IVR (integrated voice response capabilities)

### **2.9.1 Benefits from these technologies:**

- a. Efficiency, effectiveness of speed in addressing issues and availing information;
- b. Benefits of opportunity – from correct recording and consistent validation from the beginning limiting human error;

- c. Improved citizen focused service delivery – Online always present, anywhere and anytime through automated web-services (web and SMS);
- d. Quick, reliable and consistent communication – both internal and external communication;
- e. Enhance the credibility of the Voters Roll - Ability to map voting districts boundaries and assess the correctness of voters addresses against their registration;
- f. Enhance the credibility of elections – The capacity to make elections results at voting station level accessible online brings openness and transparency to the entire process;
- g. Improved compliance with all statutory regulations on payments, contracts and tax legislations;
- h. Speedy processing and verification of candidates;
- i. Benefits of speed and increased capacity – the ability to confirm attendance and pay over 200 000 electoral staff within weeks;
- j. Consistency of processes and speed of availability;
- k. Real-time publications of information;
- l. Enabling and facilitating business processes;
- m. Sharing and collaboration;
- n. Standardized controls and monitoring;
- o. Real-time monitoring and ease of detailed documentation;
- p. Extensive audit trails increase ownership and accountability

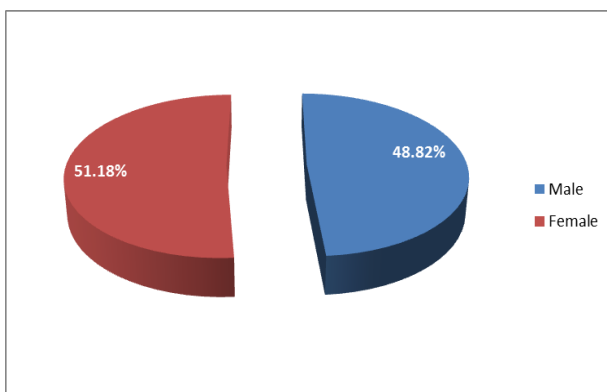
## 2.10. Gender in Elections

Every nation has been focusing to the Gender and Social inclusion issue. In South Africa there is no proper percentage/number has been defined. Gender issue in staff recruitment is guided by the equity law that ensures representation and inclusion.

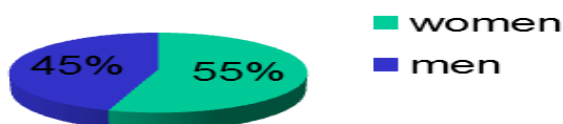
According to the constitution and other acts as well as regulations of South Africa, all are equal irrespective of gender, race and ethnicity. However, there is not any specific provision like ours to any groups for political mainstreaming. Political parties are reminded to represent the demographic structure of South Africa but it is not mandatory. According to Electoral Act, 1996, every registered party and candidate must do the following:

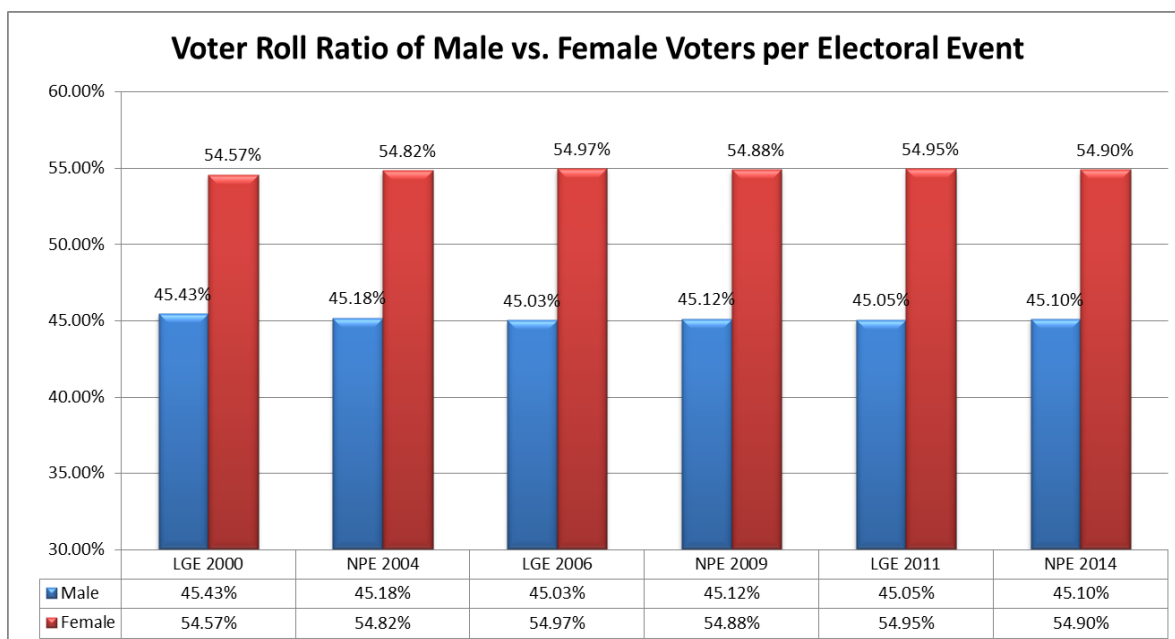
- Respect the rights of women to communicate freely with parties and candidates
- Facilitate the full and equal participation of women in political activities
- Ensure full access of women to all public political meetings, marches, demonstrations, rallies and other public political events
- Take all responsible steps to ensure that women free to take part in public political events

### Population Statistics of South Africa (2014 Mid Year Population Report)



### Registered voters - gender





### Gender status in South Africa

Population of South Africa		Voters Roll Registration	
Male	Female	Male	Female
48.82%	51.18%	45.00	55.00

### Participation in different elections (%)

Group	LGE 2000	NPE 2004	LGE 2006	NPE 2009	LGE 2011	NPE 2014
Male	45.43	45.18	45.03	45.12	45.05	45.10
Female	54.57	54.82	54.17	54.88	54.95	54.90

### Political Participation and Election Management (Trend Analysis in %)

Candidate Gender participate	LGE 2000		LGE 2004		LGE 2006		LGE 2009		LGE 2011		LGE 2016	
	M	F	M	F	M	F	M	F	M	F	M	F
	76	29	71	29	71	29	62	38	63	37	60	40
Councillors MPS	63.75	36.25	16.83	33.17	62.67	37.33	56.75	43.25	96.39	38.61	58.25	41.75
Electoral Staff	37.06	62.94	35.51	64.49	33.47	66.53	31.29	68.71	30.58	69.42	29.58	74.42
PO Prescribing Officer	53.37	46.63	52.56	47.44	49.73	50.27	46.04	53.96	41.55	58.45	38.27	61.75
Deputy Prescribing Officer	41.05	58.95	38.92	61.08	34.47	65.53	30.21	69.79	28.12	71.88	26.50	73.50



### **3. Findings and Recommendations**

#### **3.1 Findings**

1. The Electoral Commission is a constitutional institution established to promote and safeguard representative democracy in South Africa by conduct of free and fair elections in all spheres of government; the objective of the Commission is to strengthen constitutional democracy and promote democratic electoral processes,
2. The Commission is guided by a number of Acts and Regulations along with the Constitution of the Republic of South Africa,
3. Commissioners are appointed through a public process for a seven year term unless he or she resigns or dies at an earlier date and can be re-appointed for one additional term,
4. The Commission consists of five members, one of whom must be a judge,
5. The President assigns a chairperson and vice-chairperson from among the members of the Commission,
6. The programme and budget for the Commission and its offices are prepared by the National Office and the budget is approved by Parliament. The records are audited by the Auditor-General,
7. The Electoral Commission is accountable to the National Assembly and must report on its activities and the performance of its functions to the Assembly at least once a year,
8. The required number staffs for the commission is managed by the Commission itself. The conditions of service, remuneration, allowances, subsidies and other benefits of the chief electoral officer, an acting chief electoral officer and the other administrative staff of the Commission is prescribed by the Commission,
9. The Commission has got three tiers of structure namely, national, provincial and municipal,
10. The President is responsible for the proclamation of the NPEs in consultation with the Electoral Commission and for local government elections, in consultation with the Minister of Co-operative Governance and Traditional Affairs (COGTA),
11. The election period starts with the proclamation of the election date and ends after the announcement of election results which must be announced within seven days of Election Day,
12. The Municipal Demarcation Board (MDB) is responsible for the demarcation of outer municipal boundaries and ward boundaries,
13. The Electoral Commission determines the voting districts (VDs) that consist one voting station,

14. The National Assembly and Provincial elections are conducted on Proportional Representation System and the Municipal Councils are elected on both FPTP and Proportional Representation Systems,
15. Candidate nomination is administered by national office of IEC in NPEs, and at municipal offices in LGEs,
16. The cutoff date is the proclamation day,
17. Voter's registration and preparation of voters' roll is a key function of the Commission,
18. The registration of voters is continuous which can be done at the Municipal Electoral offices, every day from Monday to Friday, during office hours or; during publicized registration weekends by the Electoral Commission,
19. There is the provision of mobile registration and overseas registration through the diplomatic missions,
20. In case of voters being unable to register at a voting station or at the municipal electoral office due to a disability / infirmity, local Electoral Commission's office can arrange for a home visit,
21. Voter roll is verified on the basis of his or her green bar coded ID, Smart Identity Card or TIC,
22. Electoral roll contains the names of all eligible voters who are qualified to vote; and includes a voters full names and ID number,
23. There is no separate issuance of voter's ID card,
24. Voting occurs when voters cast their vote on designated days at specific voting stations or at home and voting stations can be of permanent, temporary or mobile,
25. A person with physical infirmity, disability or pregnancy; Election officers, security services members and intended absence from voting district on Election Day can have access to special voting,
26. Ordinary voting occurs on an election day and special votes occur 2 days prior to the official voting day,
27. Voting hours for NPE is 07:00 to 21:00 and for municipal elections 07:00 to 19:00,
28. A voter with physical disabilities, including blindness or other visual impairment, may be assisted by any person or a companion of his choice to cast a vote at a voting station provided that a companion should be 18 years and older and Not an Agent or a candidate,
29. Overseas voters and prisoners can take part in national elections,
30. Urban voting districts (VDs) contain some 3000 registered voters & 7.5km to voting station. Rural VDs contain some 1200 registered voters & 12.5km to voting station and average of 1100 registered voters per VD,
31. There is no separate queue for male and female voters at the station.

32. The voting staffs are recruited by the Commission itself who are not necessarily to be of government employees, the names of the personnel are put front to the respective Party Liaison Committees for discussion before finalizing and they are trained before deploying in the field,
33. Ballot papers are printed with the name of the party, election symbol and the photo of the leader of the respective party,
34. Voting is done through ballot paper marking and voters can use a cross (x) to mark the ballot by the side of the symbol chosen, but any mark, drawing, or word is acceptable, as long as it indicates the voters' choice,
35. Observers can be of international and national for NPEs and only national for LGEs and they are provided orientation by the Commission before observation,
36. Counting of ballots occurs at same venue as voting, with same staff, and immediately after voting has closed,
37. The results of each station are announced as soon as counting has been completed and the final declaration of results is made after all the results of all voting stations have been received, audited and checked at the national level; not more than in 7 days,
38. The Electoral Commission has developed Logistic Information System for the planning, monitoring, management and control of electoral material at voting station level, and there are 10 warehouses – one central warehouse controlled from the national office and one warehouse in each of the nine provinces,
39. Procurement process of election materials is completed at the centre and materials are dispatched to respective warehouses as well as polling stations by the contracted party,
40. Ballot boxes made from cardboard that is recyclable and/or disposable. The election “furniture” is manufactured locally and stored in the Commission's provincial warehouses,
41. In order to inform and educate the public on democracy and electoral processes, programmes like Civic and Democracy Education, Civic and democracy education for communities, Schools Democracy Week, National Youth Summit, etc. are carried out and collaboration with Media and NGOs are made,
42. Media like TV, Radio, Print, Digital and OOH are excessively used in election campaigns,
43. Parties are registered for two purposes: a) organizational purpose and b) election purpose. Parties for NPEs have the registration fee of R 500.00 and LGEs for R 200.00 per municipals,
44. Party Liaison Committees (PLCs) are set up at national, provincial and municipal level for consultation and cooperation between the organization and

the registered parties concerned on all electoral matters, aimed at the delivery of free and fair elections,

45. Each registered party represented in the National Assembly, provincial legislature or municipal council can appoint no more than two representatives to the relevant party liaison committee and not more than one representative of every independent councillor represented in the municipal council or councils concerned. The Electoral Commission also appoints a person as its representative for every party liaison committee, and that person convenes and chairs meetings of the committee,
46. The Electoral Commission is responsible for managing the Represented Political Parties' Fund (RPPF), which provides funding for political parties participating in Parliament and provincial legislatures. Both public (by the State) and private funding (from other sources) is allowed,
47. The allocations from the Fund to be made and paid to each of the political parties concerned are calculated by- allocating ninety (90) per cent of the total amount of funding in terms of proportional basis and rest ten (10) per cent on equitable basis.
48. There is not any provision of threshold for the parties directly. Parties having at least 2 seats in the National and/or Provincial Assembly are recognized as national parties. Regarding election expenses, there is not any limit for parties and candidates,
49. IEC has made massive use of technology in the elections by the application of different systems Voter registration system (VRS), Party registration system (PRS), Logistics and infrastructure (LIS), Outreach Management System (OMS), System to support civic and outreach process, Candidate nominations (CNS), Ballot paper generation (BPG), Results systems, Issue Tracker, Electoral staffing system (ESS), Human resource planning and management and many more,
50. According to the constitution and other acts as well as regulations of South Africa, all are equal irrespective of gender, race and ethnicity and there is not any specific provision like ours to any groups for political mainstreaming,
51. Gender issue in staffing is guided by the equity law that ensures representation and inclusion.

## 3.2 Recommendations

### a) Organization Management

- 1) Commission should have three tiers of administrative structure. In the center, it is led by the CEC in the Commission and Secretary at the secretariat. Provincial offices should be led by joint/under secretary and District offices by the Section officers,
- 2) There should be a permanent staff from District Election Office at each municipality office for the facilitation of voter registration and other electoral management,
- 3) Commission should have autonomy on financial and Human Resource Management,
- 4) Required budget to the Commission should directly be approved by the parliament and Commission should be made free for distribution and utilization of budget; and it should be made compulsory to submit an audited annual report to the parliament within the three months of the next financial year; and
- 5) The Commission should limit its function on policy making, monitoring and evaluation.

### b) Voter registration and voter ID card

- 1) Activities like voter's registration, voter's education should be delegated to Province and Local offices,
- 2) Voter's registration should be the function of DEOS, and compilation and verification should be done at respective provincial level, and integration, de-duplication and endorsement of final voter's roll should be the function of the center,
- 3) Overseas registration and voting should be started in those countries where diplomatic missions exist and it should be only for PR race,
- 4) ODR should be limited on the Province territory only,
- 5) Use of SMS to know the status of registration should be made; and
- 6) It would better to introduce National Identity Card and voter's registration should be done on the basis of the NID document,

### c) Electoral management and voter education

- 1) Election Operation Centers, Call Centers should be established in the province office as well,
- 2) Electoral/Voter's education should be incorporated as a core function of the Commission like that of preparation of voter's roll by law; and
- 3) Special electoral/voter's education programs should be carried out for excluded, marginalized and other targeted communities.

#### **d) Voting and Counting**

- 1) There is no need to have separate queues for male and female for voting but there should be special provision for old-aged, sick, pregnant voters,
- 2) Voting access to abroad voters for the election of House of Representatives in PR race should be provided in the embassy premises of those countries,
- 3) There should be the provision of pre-voting a week before for those who are deployed in the elections; and
- 4) Counting should be managed at the same place where voting takes place and only the verified final results should be sent to province and central office.

#### **e) Logistic Management**

- 1) Central and provincial warehouses need to set up in order to ease logistic management,
- 2) Except sensitive materials, other election materials can be dispatched and received by out sourcing,
- 3) As far as possible, election materials like ballot box should be made from the materials that are portable and disposable; and
- 4) Sensitive election materials are to be managed by security however it is to be ensured to have presence of party agents during sealing.

#### **f) Training and HRM**

- 1) Different refreshment trainings and exposure visits should be provided regularly to the election staff; and
- 2) Local human resources are to be encouraged to utilize in the conduct of elections.

#### **g) ICT Management**

- 1) Separate mobile app should be developed in order to facilitate the voters about voter's registration, election results and many more,
- 2) High speed data connectivity with 24 hour back up should be ensured; and
- 3) Event tracking system should be made more effective.

#### **h) Party management and state funding**

- 1) Party liaison committees should be formed for the coordination among parties and federal, provincial and local levels,
- 2) Certain registration fees should be fixed for the registration of parties at center and province managed by the law,
- 3) There should be threshold and expenditure limits for parties and candidate to ensure level playing field; and
- 4) State funding for parties is to be made under certain norms in order to ensure their activities accountable and transparent, and that is to be audited by certified auditors.

## References

1. Constitution of the Republic of South Africa, 1996
2. Electoral Act, 1998
3. Electoral Commission Act, 1996
4. Local Government: Municipal Electoral Act, 2000
5. Voter Registration Regulations, 1998
6. Regulations on the Accreditation of Voter Education Providers, 1998
7. Regulations on Party Liaison Committees, 1988
8. Regulations on the Accreditation of Observers, 1999
9. Election Regulations, 2004
10. Regulations for the Registration of Political Parties, 2004
11. Regulations Concerning the Submission of Lists of Candidates, 2004
12. Regulations Relating to Activities Permissible Outside Voting Stations on Voting Day, 2008
13. National and Provincial Election Results, 2014
14. Electoral Commission Annual Report, 2015
15. Discussion and Interaction with IEC Senior Officials
16. Discussion and Interaction with Provincial Electoral Staff
17. Discussion and Interaction with Municipal Electoral Staff

## Annexes

### Annex-1

#### Agenda for South Africa Study Visit 9-15 February, 2016

S. N.	Date	Activity	Remarks
1	8/2/016	Departure from Kathmandu to South Africa	
2	9/2/016	Arrival at South Africa	
3	10/2/016	Meeting with Chairman and members of South African EMB and Experience sharing/Discussion on: <ul style="list-style-type: none"> <li>• Commission formation</li> <li>• Constitutional Provision for Different Tiers</li> <li>• Legal Framework</li> <li>• Administrative /Organizational Structure</li> </ul> Experience sharing/Discussion on: <ul style="list-style-type: none"> <li>• Power and Duties (for different Tiers)</li> <li>• Staffing (at different Tiers: Federal, Provincial and Local level)</li> <li>• Designation and Naming</li> </ul>	at EMB Secretariat
4	11/2/016	Experience sharing/Discussion on: <ul style="list-style-type: none"> <li>• Financial management</li> <li>• Use of IT in Election Management</li> </ul>	at EMB Secretariat
5	12/2/016	Experience sharing/Discussion on: Electoral System with Election Operation Mechanism <ul style="list-style-type: none"> <li>○ Voter Registration and voter roll</li> <li>○ Delimitation and voting</li> <li>○ Electoral System</li> <li>○ Political Parties</li> </ul>	at EMB Secretariat
		Visit to Provincial EMB office, Gauteng and discussion and experience sharing on Operation of Provincial Elections and the Issues- Legal, Structural, Power and Duties along with Electoral Processes	Province office
6	13/2/016	Experience sharing/Discussion on: Outreach and Communications <ul style="list-style-type: none"> <li>○ Civic and Voter Education</li> <li>○ Liaison with Civil Society</li> <li>○ Gender in Elections</li> <li>○ Communication for Elections</li> </ul>	at EMB Secretariat
		Visit to Municipal EMB office, Tshwane and discussion and experience sharing on Operation of Provincial Elections and the Issues- Legal, Structural, Power and Duties along with Electoral Processes	Municipal office
7	14/2/016	Field Visit	
8	15/2/016	Field Visit	
9	16/2/016	Departure from South Africa to Kathmandu	
	17/2/016	Arrival at Kathmandu	



Annex-2  
Photo Clips



Discussion with Vice Chairperson Mr. Terry Tselane



After Interaction with CEO Mr. Moepya

After Discussion and Interaction Sessions



Discussion and Interaction Sessions



After discussion with provincial officials of Gauteng



After discussion with municipal staff of Tshwane