

# Supporting (Acting) Returning Officers with managing a UK Parliamentary general election

A count model

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# 1 Purpose of the guidance

## Background

1.1 This count support pack, including a count preparation checklist, template paperwork and flowcharts, has been designed to support the preparation for and delivery of an effective count. This support has been developed in response to discussions with Regional Returning Officers following the June 2009 European Parliamentary election, at which they collectively identified count management as one part of the electoral process that would benefit from further guidance from the Commission ahead of the next UK Parliamentary general election.

1.2 The count support we have developed has been worked up in consultation with the Elections and Registration working group. Further information on the membership and terms of reference for this group can be found on the Commission's website at:  
<http://www.electoralcommission.org.uk/guidance/resources-for-electoral-administrators/uk-parliamentary-elections>.

## Purpose of the guidance

1.3 An effective count would be one which:

- produces an accurate result
- is transparent, secure, consistent and delivered professionally
- has a clear and unambiguous audit trail
- manages expectations so that all stakeholders are confident about the integrity of the systems used and the ultimate results
- sets clear re-count criteria
- produces results which are accepted and are not challenged

1.4 We recognise that there are a number of different approaches to organising a count, and in some cases the approach taken will be influenced by the size and type of accommodation that is used as the count venue, but whichever approach is taken must be capable of delivering the principles outlined above.

1.5 The Commission has, however, sought to develop a count model which could be adopted in order to help to deliver an effective count with the principles outlined above and, as long as candidates and agents are briefed on the processes involved, will be completely transparent.

1.6 The resulting count model breaks the count down into smaller, more manageable parts, and provides for the sorting and counting of set numbers of verified ballot papers.

1.7 This count support pack provides a step-by-step guide to the count process, as well as sample forms that would be needed to run an effective

count following this model. In order to demonstrate how these forms should be used, the examples included in this guidance have been completed using figures from a mock count conducted by the Commission, where 2,500 ballot papers were counted.



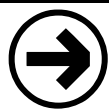
Templates of all forms referred to throughout section 3 have been designed in Word and Excel format and can be downloaded from the Commission's website at:  
[www.electoralcommission.org/uk/guidance/resources-for-electoral-administrators/uk-parliamentary-elections](http://www.electoralcommission.org/uk/guidance/resources-for-electoral-administrators/uk-parliamentary-elections).

## 2 Preparing for the Count

### Introduction

2.1 The election count is a key part of a complex and exacting project. It is the focus of attention for all stakeholders and will be subjected to close scrutiny. It is, therefore, imperative that time is set aside for the planning and preparation so that any practical problems can be identified and that solutions to mitigate risks are clearly documented, monitored and, where necessary, implemented.

2.2 Although the date of a UK Parliamentary general election is not fixed planning for this type of count should be dealt with well in advance of the main project, particularly given a general election could be called at any time, and a lack of preparation could cause major difficulties with the selection of an appropriate count venue and the availability of well trained and competent staff.



Section 16, 'Planning the count' of *Essentials of effective election management: planning for a UK Parliamentary general election*, provides further detailed information on count preparations, including the timing of the count.

Part E of the Commission's guidance for (Acting) Returning Officers, *Managing a UK Parliamentary general election*, also details the processes involved in the verification and counting of the votes.

### Count preparation

2.3 Appendix 'A' – Count preparation checklist provides some suggested prompts and early actions to assist the planning process.

### Success criteria

2.4 A template setting out the aims of the count and the evidence that is necessary in order to be able to demonstrate that the count has been conducted in an effective manner is included at Appendix 'B'.

## 3 A count model

### A key benefit

3.1 The count model described in this guidance breaks down a major count into manageable parts providing the (Acting) Returning Officer with control over the whole process.

3.2 This approach is one that many (Acting) Returning Officers have adopted over the years, particularly in areas where close results may be expected.

3.3 Should an (Acting) Returning Officer decide to adopt a new model to count the votes it is essential that staff are well trained and that all stakeholders are fully briefed on the way the count will be conducted. A rehearsal involving all of the key staff should be factored into the timetable leading up to the election to ensure that all involved understand their roles and responsibilities, to explore timing and to test out any equipment that will be used for the count, e.g. laptops, PCs, etc. This rehearsal can also be used to brief candidates and agents on what to expect at the count and to give them the opportunity to see how the count will be conducted.

### The structure of the count

3.4 A typical constituency count structure, together with roles and responsibilities, is attached at Appendix 'C'. Ultimately, the size of the venue will dictate the number of staff that can be accommodated and so the numbers mentioned below will need to be reviewed in the context of available space and the expected turnout.

3.5 As can be seen from the count structure in Appendix C, the count is generally controlled by the (Acting) Returning Officer (or an appointed Deputy) supported by the following personnel:

- A Constituency Head/Count Manager – responsible for the overall operation assisting the (Acting) Returning Officer with the organisation of the adjudication process and the co-ordination of the results;
- Up to three Constituency Accountancy Officers (one could be designated as senior to oversee the team's work) whose role is: (i) to enter the figures from the Presiding Officers' ballot paper accounts onto a verification statement for comparison with the numbers found in the ballot box (the accountancy officers should have been pre-allocated ballot box numbers e.g. boxes 1-20, 21-40, 41-60 to speed up input of the numbers); (ii) add in the number of unused ballot papers for each polling station; (iii) complete the verification statement at the end of stage one; (iv) calculate the number of ballot papers to be allocated to each pair of counting assistants for stage two; (v) aggregate the total votes for each candidate as recorded on the team counting sheets, including those adjudicated to be good, and record the numbers of

- rejected votes; and (vi) produce a consolidated count summary statement for the (A)RO to share with the candidates and agents;
- Up to five able Supervisors each managing a team of up to ten counting assistants ;
  - Up to 50 Counting Assistants working in pairs as instructed by the Table Supervisors.

(The above numbers assume the count venue has capacity for 50 Counting Assistants working in five teams in a 'U' or 'square' set up. A plan showing the layout of a typical count venue is attached as Appendix 'D').

## The counting stages

3.6 The verification of the ballot boxes and the sorting and counting of the votes are the main overarching stages of the count but, of course, there are also other key activities that contribute to the overall process. These activities are set out in a flow chart at Appendix 'E', and discussed in more detail in the following paragraphs.

### Stage 1- Introduction to the count for all stakeholders

3.7 All count staff should arrive at the venue in sufficient time to allow the (Acting) Returning Officer to provide a final briefing on any last minute instructions or issues.

3.8 Just prior to the commencement of the count, the (Acting) Returning Officer should make an announcement to the agents, candidates, counting agents, observers and media present setting out how the count will be conducted and how they will be given progress reports. Ongoing announcements are central to the transparency of the whole process.

### Stage 2 - Receipt of ballot boxes, ballot paper accounts, postal votes and related material, including the verification of the unused ballot papers

3.9 The ballot box supervisor and their team members are responsible for registering receipt of every ballot box. A ballot box registration document is attached at Appendix 'F' which provides a (✓) column for all the items that are required from the Presiding Officer. In addition, the form includes details of the polling station address and provides a column for each Presiding Officer's mobile number. All of these details can, of course, be pre-printed in advance of election day ensuring the (A)RO is fully informed of the names and contact details of presiding officers in the event of any problems. This team can also undertake a check on the basic arithmetic of the ballot paper accounts before they are passed to the accountancy staff in advance of the start of the count. The completion of this document is, of course, evidence that all ballot boxes have been received and the contents included in the count.

3.10 A separate team should deal with the verification of the unused ballot papers. This is a legal requirement and involves the opening of the appropriate sealed packets delivered by each Presiding Officer to ascertain the number of ballot papers that have not been used. The number of unused ballot papers must be included in the verification statement by the accountancy staff.

3.11 The final opening of postal votes may be carried out at the count venue or at the (Acting) Returning Officer's premises. Whatever the arrangements, this final opening, including the matching of postal voting statements and ballot papers that have been provisionally rejected, must be properly resourced so as not to delay the completion of the verification stage set out below.

3.12 If the count is to be carried out on the day after the poll, the ballot boxes, including the postal ballot boxes, must be properly sealed and secured overnight. The method of storage must be such that the (Acting) Returning Officer is satisfied they have taken adequate steps to keep the ballot papers secure so that they cannot be interfered with. The security arrangements should be discussed with the police and should also involve any other security experts as may be relevant.

### Stage 3 – Verification of the ballot paper accounts and the ballot boxes

3.13 The accountancy officers take responsibility for entering the figures from the ballot paper accounts into the verification statement. At the same time, the table supervisors should allocate ballot boxes to their counting assistants to count the ballot papers **face up** and record the total number of ballot papers in the ballot box findings on a ballot box record card. This card should clearly identify the unique number/letters of the ballot box with space to insert the total number of ballot papers found in the ballot box, plus space for a 2<sup>nd</sup> and 3<sup>rd</sup> re-count if necessary. The total is then compared by the accountancy officers with the figures input to the verification statement from the ballot paper accounts. If the figures agree, the ballot papers are removed from the counting assistants' table and stacked on tables in the middle of the count or otherwise as the count space allows. These ballot papers must, however, be kept in a position that is visible to all observing the count in order to ensure transparency of the process.

3.14 Once all of the ballot boxes, including the postal vote boxes which include those delivered to polling stations during the day, have been counted, the verification statement is completed identifying the number of ballot papers that will go through to the next stage of the count. The statement should also include the polling day electorate figure so that the accountancy officers can calculate the turnout for announcement by the (Acting) Returning Officer.



See sample verification statement - Appendix 'G'. If an unresolved discrepancy exists in connection with the reconciliation of one or more of the ballot boxes, the (A)RO should explain what action has been taken in the 'comments' column. The statement makes clear the number of ballot papers that will go into the next stage of the count.

3.15 Following completion of the verification statement, the accountancy officers should determine how many ballot papers should be allocated to each pair of counting assistants and these figures are then input to the team counting sheets (Appendix 'H') and advised to each of the table supervisors.



See example team counting sheet – Appendix 'H'. In this example, 500 ballot papers have been allocated to each pair in team 'A' and this number has been entered on the top row in the spreadsheet.

For the purposes of the worked example in this guidance, it is assumed that the other counting teams in the constituency all received the same number of ballot papers as the team whose paperwork is shown in Appendix 'H'. It is, of course, recognised that the numbers will vary in a live situation.

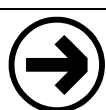
## Stage 4 – The sorting and counting of the votes

3.16 If, after the conclusion of the verification stage, the bundles of ballot papers have been returned to ballot boxes other containers or to a table in the centre of the count, when allocating bundles to the counting assistants it is, of course, necessary to ensure that the bundles represent a mix from more than one ballot box or boxes or containers to satisfy the 'mixing regulation' which requires that ballot papers from one ballot box must be mixed with ballot papers from at least one other box and in the case of postal votes these must be mixed with at least one other box.

3.17 As the table supervisors are informed of the number of ballots papers to be allocated to their teams, they should proceed to select the required number of bundles from wherever they've been stacked. **It is extremely important that this exercise is conducted with care and accuracy**, and so should be carried out in pairs with another table supervisor or the Constituency Head. The bundles should be put into a tray before being handed to the counting assistants and this tray should be visible at all times during this stage of the count in order to ensure transparency of the procedure. The amount of space available to counting pairs may well present a challenge in achieving a systematic and visible method of sorting and counting the ballot papers. Ideally, each pair of counting assistants should have trays for each candidate placed on their table plus a further tray 'for adjudication' for any doubtful ballot papers. However, this is an issue that will need to be considered in detail as part of the development of the planned layout of the count venue, and may need to be reconsidered in advance of the count once the number of candidates standing in the constituency is known.

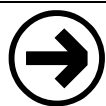
3.18 Along with their allocation of ballot papers, the counting assistants are given a count sheet (see Appendix 'I').

3.19 The counting assistants should sort their ballot papers by candidate, placing aside 'for adjudication' any papers where the voter's intention is doubtful or unclear. Before the counting assistants commence counting the votes for each candidate, they should count the number of papers that require adjudication, enter the figure on their team count sheet and pass the tray to the table supervisors, who will enter the same number on the team adjudication sheet – Appendix 'J'. This form, Appendix 'J', together with the papers for adjudication will remain with the table supervisors until all pairs in the team have finished the **sorting** of the ballot papers and all papers for adjudication have been identified by each team.



See example adjudication sheet – Appendix 'J', where a total of 122 doubtful ballot papers have been identified for Team A, representing the number that each pair in Team 'A' identified on their team count sheet – Team A's count sheet is shown at Appendix 'I'.

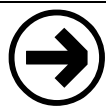
3.20 As the candidate papers are counted into bundles, a coloured 'header' card should be placed on the top of each bundle (potentially using the party colours for the main party candidates and an agreed colour scheme for independent candidates). This approach provides a useful visual indicator for candidates, agents and observers. Once all of the allocated ballot papers have been counted, the totals for each candidate are then entered by each counting pair onto their team count sheet – Appendix 'I'.



See example team count sheet – Appendix 'I', where Team A, pair 1 have counted 499 votes for all candidates out of an allocated total of 500, of which 18 were passed to the table supervisor as requiring adjudication.

3.21 The accountancy officer will compare the counting assistants total with the count record control sheet to determine the accuracy of the count. At this stage, the (Acting) Returning Officer should be expecting the pairs to record an exact match with the numbers allocated. If there is any discrepancy, the pair of counting assistants should be asked to recount their bundles and enter the figures in the 2<sup>nd</sup> count column. If the second count confirms the numbers of the first count, as shown on the example, it may be unnecessary to proceed to a third count as it could be assumed that there was an error from the first stage of the count i.e. at verification.

3.22 As each pair of counting assistants completes their task, their team count sheet, Appendix 'I', will be passed to the accountancy officer who will transfer the figures for all candidates onto the count record control sheet.

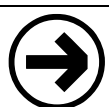


See example count record control sheet – Appendix 'H', where all of the results from each of the 5 pairs of counting assistants in Team A have been entered.

3.23 During the counting of the votes for each candidate, the table supervisors should work with the (Acting) Returning Officer, in consultation with the agents and candidates, to deal with the adjudication of doubtful votes.

## Stage 5 – Adjudication

3.24 As each doubtful ballot paper is adjudicated, Appendix 'J' is completed to provide a record of the (Acting) Returning Officer's decisions. This form is then passed to the accountancy officer for input to the count record control sheet (Appendix 'H').

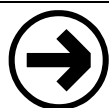


See example Appendix 'H' – the form has been completed for Team A to include the number of votes held good and the number rejected.

3.25 When adjudication for all of the teams has been completed, the (Acting) Returning Officer must seal up the rejected ballot papers in envelopes marked according to the rejection categories. Those ballot papers adjudicated to be good and identified on Appendix 'J' are added to the candidate totals but are retained on the (A)RO table in trays that have been marked up for each candidate by name. These ballot papers should remain on the table until the conclusion of the count and should not be re-adjudicated as part of any recount.

## Stage 6 – Aggregation of provisional results, consultation and re-counts

3.26 After each pair of counting assistants have completed their sort and count for each candidate, the accounting officers enter the totals from the team counting sheets (Appendix 'I') onto the count record control sheet (Appendix 'H'), together with the outcome of the adjudication of doubtful ballot papers (as completed on Appendix 'J').



See completed example count record control sheet for Team A – Appendix 'H'. This sheet identifies the total votes cast for each candidate as counted by each pair in Team A and also includes the outcome of the adjudication of the 122 doubtful ballot papers as recorded on Appendix 'J'.

3.27 When all teams have completed their count, the figures from the team count record control sheets (Appendix 'H') are transferred by the accountancy officer to the count summary statement (Appendix K).



See example count summary statement – Appendix 'K', which includes the figures from Team 'A' as an example. This form provides a summary of all of the team count record control sheets, giving aggregated totals of all of the votes cast for each candidate and the total number of rejected ballot papers.

3.28 The count summary statement along with all of the other completed forms provides the (Acting) Returning Officer with a complete audit trail of the conduct of the count. Any discrepancies should have been identified within the team counting structure and rectified as part of the count process.

3.29 Once the (Acting) Returning Officer has reviewed the count summary statement and is confident about the accuracy of the count, the table supervisors will be asked to move the bundles of ballot papers onto tables in the middle of the count and stack them by candidate. They should also flick through each bundle to ensure that they only include ballot papers for the correct candidate, and this should be done in full view of any candidates and agents in order to enable them to be satisfied that the votes have been collated correctly.

3.30 At this point, the (Acting) Returning Officer should show the election agents the team counting sheets and the count summary sheet.

3.31 If the result is extremely close, or there is the possibility that one or more of the candidates may be in danger of losing their deposit, there may be pressure for the (Acting) Returning Officer to recount the votes. If the (Acting) Returning Officer considers the request reasonable, a recount will need to be conducted.

## Recounting the votes

3.32 Before proceeding to recount the votes, the (Acting) Returning Officer should inform all candidates and agents and others present about the intention to move to a recount.

3.33 Under no circumstances should the ballot papers rejected during the initial count be included in the recount. Any ballot papers adjudicated as good in the initial count should not be re-adjudicated as part of any recount.

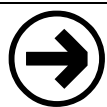
3.34 The original count forms should be placed in a folder and a new set of count forms, headed '1<sup>st</sup> recount', should be provided for completion.

3.35 At the conclusion of the recount, the (Acting) Returning Officer will be in a position to compare the count summary statement from the original count (Appendix 'K') with that of the recount before proceeding to consult the candidates and agents on the provisional result.

3.36 In certain circumstances it may be necessary to conduct more than one recount, particularly if the results are still very close or if there is a significant difference between the first and the second counts. It is for the (Acting) Returning Officer to decide if a further recount is necessary.

## Stage 7 – Declaration of results

3.37 The accountancy officer will prepare the announcement of the results for the Returning Officer (Appendix 'L') using the figures from the count summary statement, and will also include the total number of rejected votes by category as identified in the team adjudication forms.



See example announcement of results – Appendix 'L', completed by reference to the source documents count summary statement (Appendix 'K') and the team adjudication forms (Appendix 'J'), identifying the rejected votes within each category.

3.38 The formal declaration of result for publication immediately following the announcement should also be completed at the same time and made available for distribution to the candidates, agents and other stakeholders.

## Count preparation checklist

## Appendix 'A'

Issues	Suggested prompts/actions	Check (✓)
Timing	'As soon as practicable' (A)RO to consider options given the particular circumstances for the constituency, including any boundary changes, cross boundary working, AVI checking at the final postal vote opening.	
New boundaries/ Cross boundary issues	Early meetings with other ROs, EROs and their election teams from other local authorities within the constituency to agree decisions on actions to be taken	
Security	Early discussion with the police about support for polling day and the count.	
Project management and project team	Develop a structure chart to identify the roles and responsibilities required for managing the count, including identifying a project manager. Draw up a count project plan.	
Risk assessment/ Risk register	What could affect the delivery of an efficient count and the declaration of result?	
Business continuity planning	What actions can be taken to mitigate the risks identified on the risk register?	
Training	Develop training strategy, and design and schedule training sessions for all of the above staff to ensure competent team	
Potential combination	Consider the impact of a combined poll on (i) Count timing (ii) Venue requirements (iii) Processes (iv) Staffing (v) Communication to candidates and agents	
Accommodation	Suitability of venue – size, etc. Fit out requirements/robust power supply Furniture and equipment Costs Availability – what bookings may have to be cancelled Accessibility – DDA	
Process	What procedures and systems will be in place to support the count? For example, accurate ballot paper accounts are key to support speedy verification of the ballot boxes – do these need review given experiences at the last election? Also, accuracy when counting the number of postal	

Issues	Suggested prompts/actions	Check (✓)
	votes placed in ballot boxes during the 'Opening' sessions is key to the accuracy of the count – how will this be ensured?	
Postal voting	Will the final opening and matching be conducted at the count venue or at the ARO's offices? If at the count, identify appropriate space and fit out. In both cases, identify adequate resources to ensure no delays to the count.	
Draft budget	Set up spreadsheet as per the Fees & Charges model for the count and input the anticipated costs.	
Communications plan/ Branding/ Signage	Stakeholders – consider the information that needs to be communicated to all stakeholders. What information can be provided to ensure transparency, e.g. layout plans, housekeeping arrangements, a progress commentary by the (Acting) Returning Officer?	
Media plan	Need to establish process to respond to enquiries and requests for information from the media and agree how they will be accommodated at the count.	
ICT support	Will you need specialist support on site during the count?	
Data/Information	What do you need to assist in the preparing for the effective management of the count, e.g. previous election statistics, turnout, etc.	

## The count aims

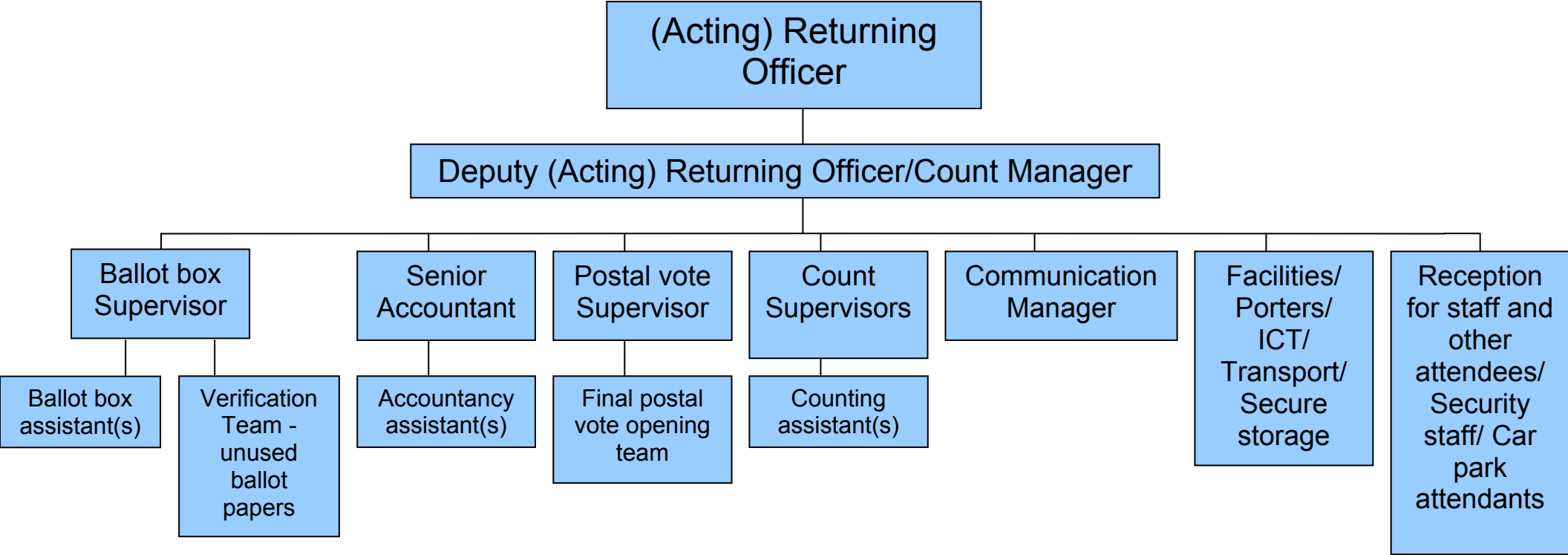
## Appendix 'B'

Before compiling a detailed list of tasks, the aims of the project need to be established, i.e. what you want to achieve, and what success will look like.

Aims	Tools in measuring success	Achieved (✓)
<b>An accurate result</b>	<ul style="list-style-type: none"> <li>• Verification statements</li> <li>• Results</li> <li>• Ballot paper accounts</li> <li>• Worksheets</li> <li>• Absent vote paperwork</li> </ul>	
<b>No challenges</b>	<ul style="list-style-type: none"> <li>• Comments log</li> <li>• Integrity – election conducted according to the rules</li> </ul>	
<b>Result in all which stakeholders are confident</b>	<ul style="list-style-type: none"> <li>• Surveys</li> <li>• Feedback</li> <li>• Forms</li> <li>• Minutes of meetings</li> <li>• No negative reporting</li> </ul>	
<b>Transparency</b>	<ul style="list-style-type: none"> <li>• Guidance material</li> <li>• Plans</li> <li>• Training</li> <li>• Signage</li> <li>• Layout plan</li> <li>• Workflow</li> </ul>	
<b>To manage expectations</b>	<ul style="list-style-type: none"> <li>• Information to stakeholders</li> </ul>	
<b>To maintain an audit trail</b>	<ul style="list-style-type: none"> <li>• Count paperwork</li> </ul>	
<b>Clear re-count criteria</b>	<ul style="list-style-type: none"> <li>• Written instructions</li> </ul>	
<b>Professional delivery</b>	<ul style="list-style-type: none"> <li>• Management structure</li> <li>• Project plan</li> <li>• Training strategy and training schedule</li> </ul>	
<b>Consistency</b>	<ul style="list-style-type: none"> <li>• Training / lesson plans including materials</li> <li>• Instructions</li> <li>• Assessment forms</li> </ul>	

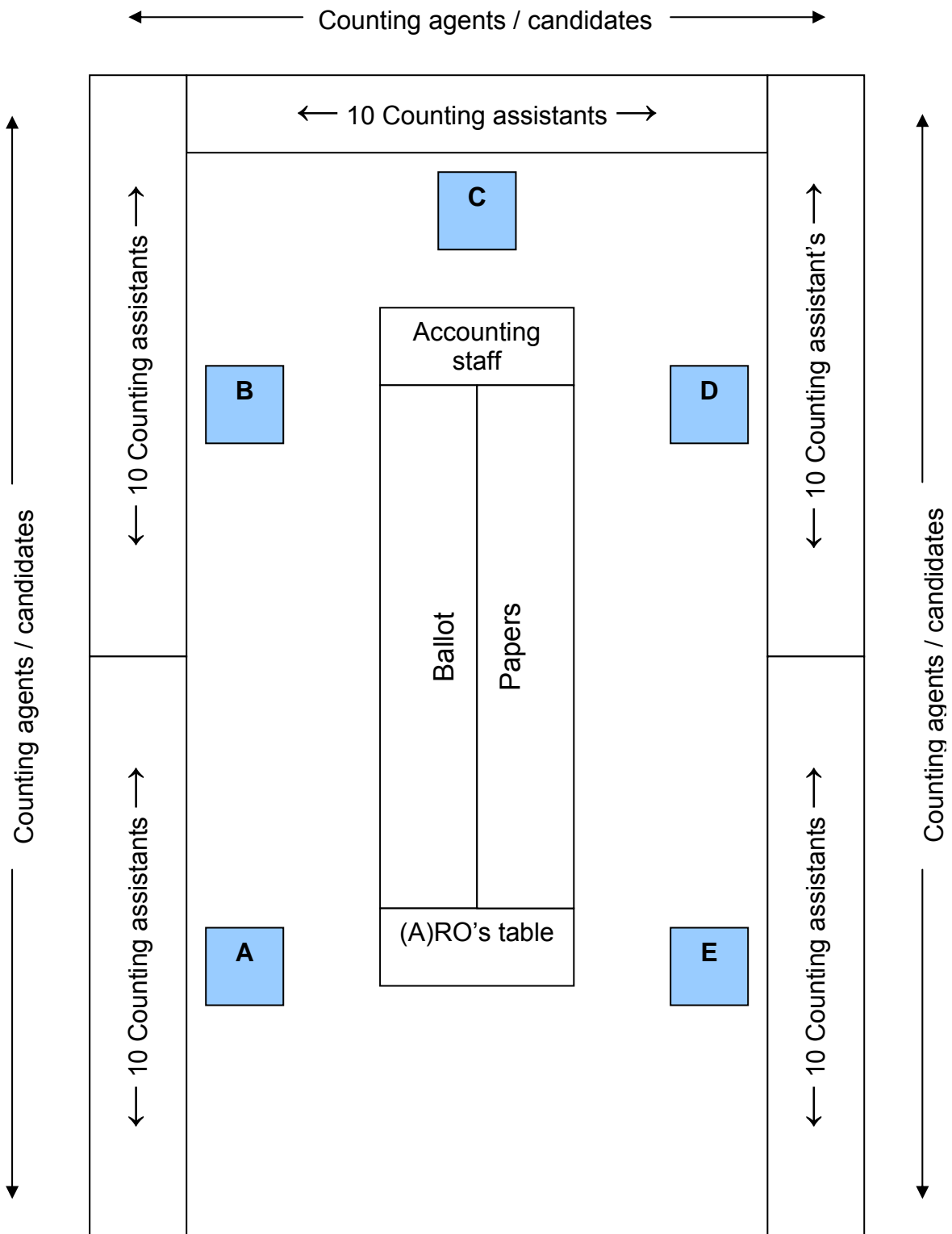
A typical count structure

Appendix 'C'

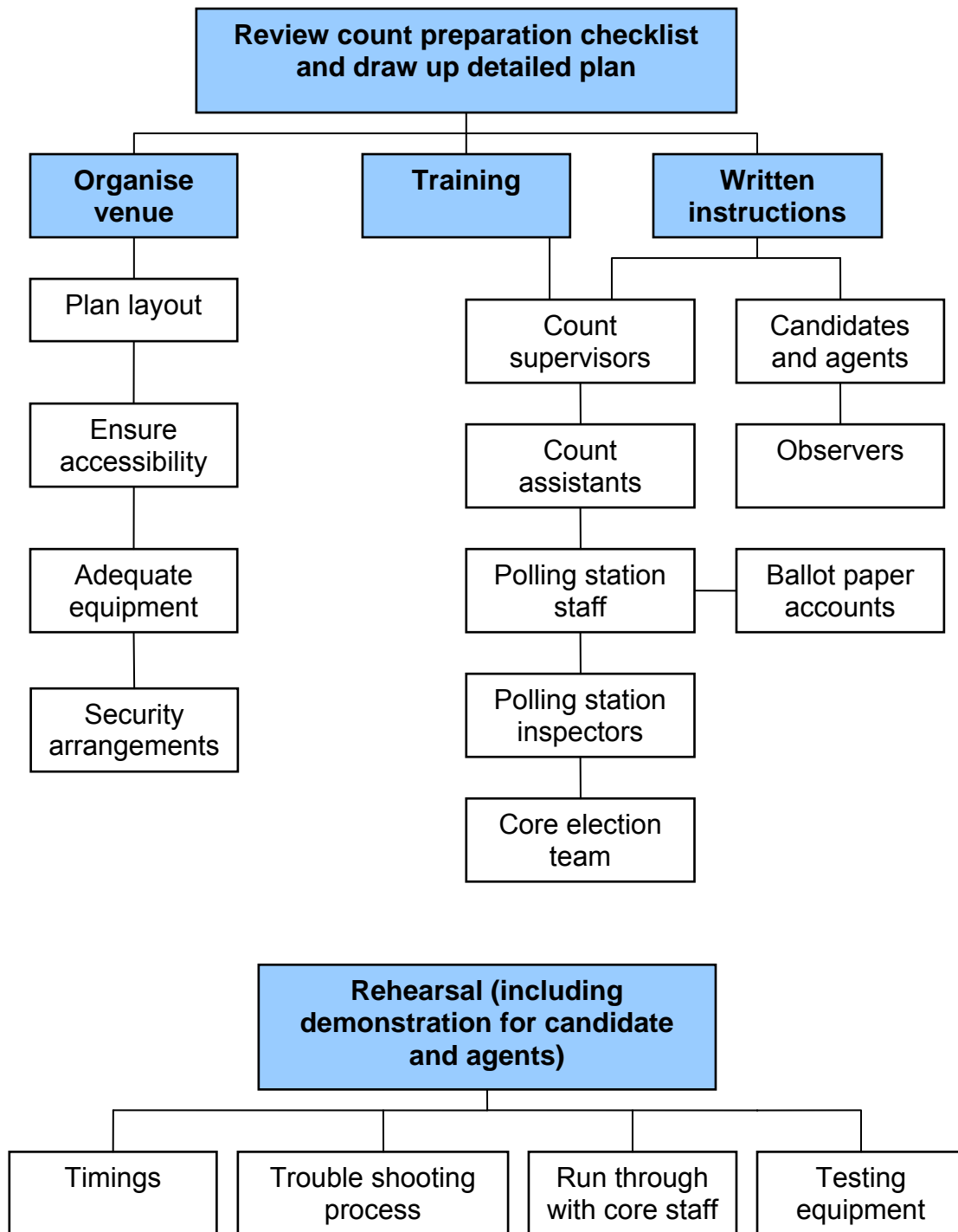


# A typical count layout

# Appendix 'D'

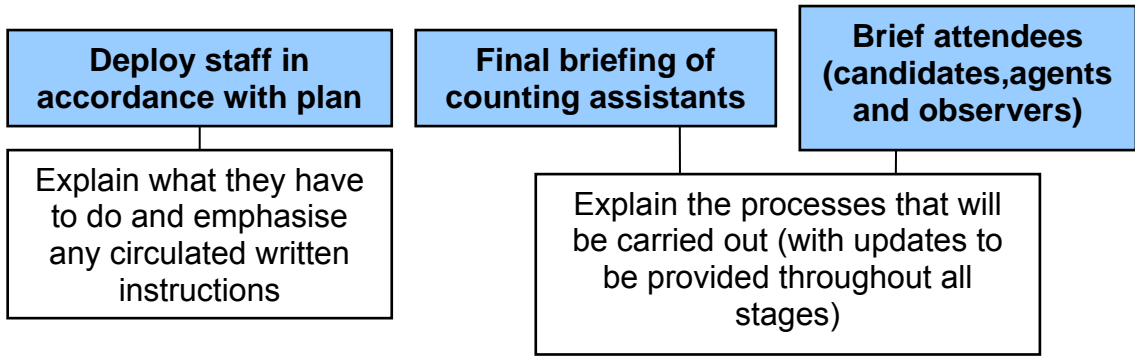


Pre-count procedures

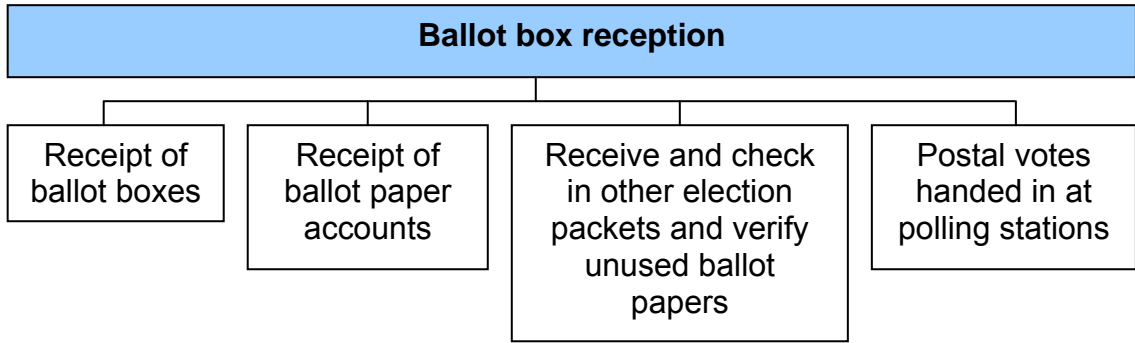


# Count Procedure

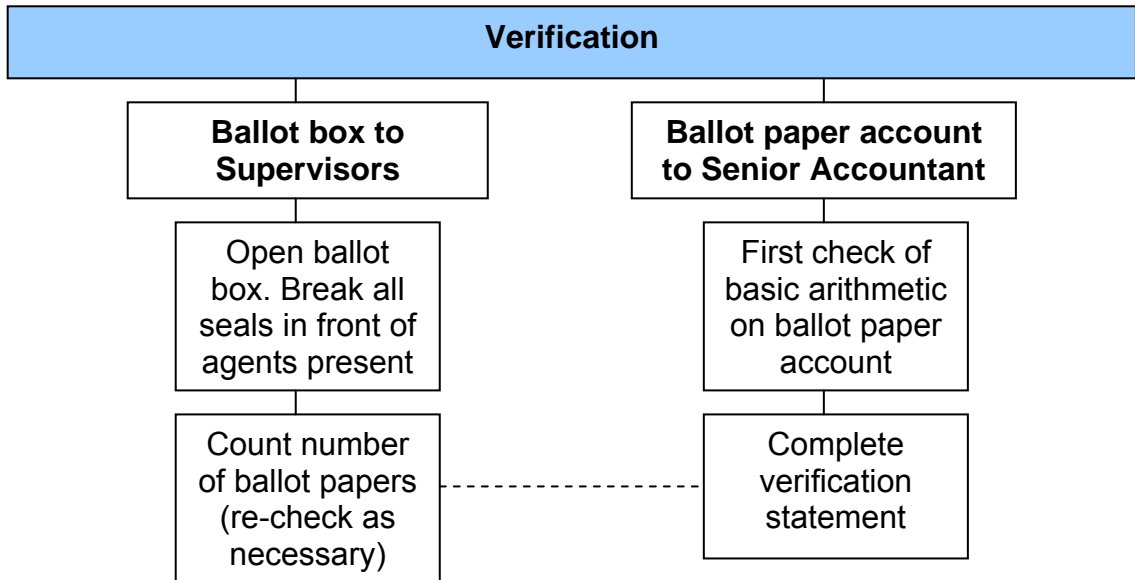
## Stage 1



## Stage 2



## Stage 3



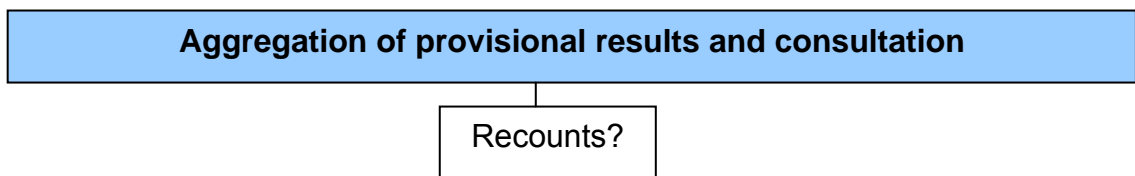
## Stage 4



## Stage 5



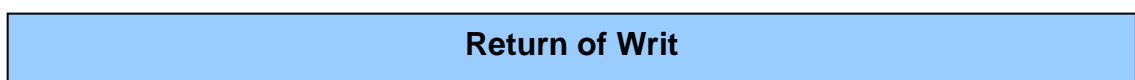
## Stage 6



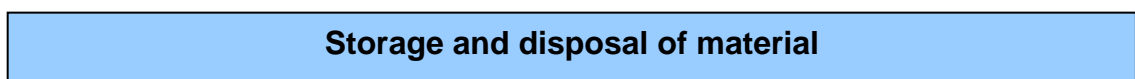
## Stage 7



## Stage 8



## Stage 9





UK PARLIAMENTARY GENERAL ELECTION – (DATE)

**CONSTITUENCY:**

BOX NO.	PAPERS ISSUED BY (A)RO.		NO. OF UNUSED PAPERS RETURNED BY PRESIDING OFFICERS		NO. OF PAPERS ISSUED ACCORDING TO BALLOT PAPER ACCOUNT	NO. OF PAPERS FOUND IN BOX	OVER OR UNDER		(A)RO comments
	ORDINARY (1)	Tendered (2)	Ordinary (3)	Tendered (4)	(5)	(6)	+	- (7)	(8)
1	1,500	10	610	10	890	889		1	Double
2	2,000	10	633	10	1,367	1,368	1		Station
3	1,500	10	547	10	953	953			
4	1,500	10	430	10	1,070	1,070			
AV1					720	719		1	
<b>TOTAL</b>	<b>6,500</b>	<b>40</b>	<b>2,220</b>	<b>40</b>	<b>5,000</b>	<b>4,999</b>	<b>+1</b>	<b>-2</b>	

ELECTORATE as at date of poll 10,897

PERCENTAGE POLL \_\_\_\_\_ 45.88% (Column 6 ÷ total electorate x 100)

Signed \_\_\_\_\_ Accounting Supervisor (Acting) Returning Officer \_\_\_\_\_

**UK PARLIAMENTARY GENERAL ELECTION  
(DATE)**

**CONSTITUENCY:**

**Team:**

	Pair No.1	Pair No.2	Pair No.3	Pair No. 4	Pair No.5	Sub Total	Papers adjudicated as good added from Appendix 'J'	Results Total
<b><i>Papers allocated</i></b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>2,500</b>		
Candidate 1	6	22	11	29	25	93	2	95
Candidate 2	73	35	11	64	63	246	6	252
Candidate 3	187	237	135	163	201	923	15	938
Candidate 4	203	179	267	220	193	1,062	25	1,087
Candidate 5	12	11	8	13	9	53	7	60
<b>Papers for adjudication</b>	18	16	68	11	9	122	<b>Rejected Papers</b>	67
<b>Total</b>	499	500	500	500	500	2,499		2,499

Signature Accounting Officer \_\_\_\_\_

(----- CONSTITUENCY)  
(Date)

**COUNTING OF THE VOTES TEAM SHEET**

BALLOT PAPER RECORD SHEET

TEAM .\_\_ 'A' \_\_

PAIR No. \_\_ 1 \_\_

CANDIDATE	PAPERS SORTED FOR EACH CANDIDATE		
	1 <sup>st</sup> Count	2 <sup>nd</sup> Count	3 <sup>rd</sup> Count
Candidate 1	6	6	
Candidate 2	73	73	
Candidate 3	187	187	
Candidate 4	203	203	
Candidate 5	12	12	
For Adjudication	18	18	
<b>TOTAL</b>	<b>499</b>	<b>499</b>	
Counting Assistants' signatures			
Accounting Supervisor signature			

Form for adjudication of doubtful papers

Appendix 'J'

Constituency:

Table Supervisor Name:

Team

'A'

Total number of ballot papers for adjudication	122
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Pair	1	2	3	4	5
Number	18	16	68	11	9

**Ballot papers rejected and not counted**

	Votes held to be good	Want of official mark	Voting for more candidates than the voter is entitled to vote for	Writing or mark by which voter could be identified	Unmarked or void for uncertainty	Total Rejected ballot papers
Candidate Name	(2)	(3)	(4)	(5)	(6)	(7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1 Candidate	2		↓	↓	↓	↓
2 Candidate	6		↓	↓	↓	↓
3 Candidate	15		↓	↓	↓	↓
4 Candidate	25		↓	↓	↓	↓
5 Candidate	7		↓	↓	↓	↓
Total	55	Nil	19	9	39	67

(Acting) Returning Officer \_\_\_\_\_

# Count Summary Statement

Appendix 'K'

**CONSTITUENCY:**

	<b>Team 'A'</b>	<b>Team 'B'</b>	<b>Team 'C'</b>	<b>Team 'D'</b>	<b>Team 'E'</b>	<b>Results Total</b>
Candidate 1	95					
Candidate 2	252					
Candidate 3	938					
Candidate 4	1,087					
Candidate 5	60					
<b>Numbers rejected from Appendix 'J'</b>	67					
<b>Total</b>	2,499					

Signature of (Acting) Returning Officer \_\_\_\_\_

