

**HOW TO PREVENT AND COMBAT
ELECTORAL FRAUD IN CAMEROON**

PRACTICAL GUIDE

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FOREWORD

The free expression of the political will by its citizens is one of the fundamental pillars of any democracy. If this right is not guaranteed, or if it is violated, its primary premise, that is, the ability to freely choose political leaders, would be severely undermined. No just, sustainable and peaceful society can be built in the absence of this freedom. In many parts of the world, men and women have resolutely fought for and acquired the right to freely choose those who should take decisions on their behalf.

Many Africans today recognize that it is their right to contribute to nation building and to promote the development of a democratic society in their countries. We have seen a sharp increase in commitment by citizens who are determined, sometimes under very challenging conditions, to participate fully in the management of public affairs. Among the principal issues in Cameroon are elections which, according to many voters or those who choose not to vote, take place under unacceptable conditions. It is for this reason that a number of renowned civil society organizations, with support from the Friedrich Ebert Foundation, came together at the beginning of 2012 to examine ways in which electoral fraud can be eradicated with a view to improve the electoral process and thus ensure free and fair elections. The initiative was carried out in a strictly non partisan manner, with the sole objective of ensuring that the electoral process is conducted in accordance with the law and in a manner that is free, fair, participatory and thus credible. Considering the challenges the country is likely to face in the future, such a process is essential in Cameroon.

This handbook is the result of months of reflection, concrete experience sharing, field work, discussion among stakeholders (civil society organizations and political parties) and numerous drafting sessions that led to a consensus on its form and content. It should serve as a tool that provides practical information and guidelines on ways to improve the electoral process.

However, it would be a wasted effort if a manual like this is published without attendant initiatives. This is why FES hopes that the various stakeholders – ELECAM, the Administration, political parties, the media and civil society organizations – will, in a concerted manner, identify the roles of the various stakeholders and the ways they can contribute towards credible elections. It is only when elections are organized and planned in a timely manner, when all the actors are conversant with the relevant laws in force, fully understanding their roles and responsibilities and are armed with the necessary tools, that strategies can be put in place to end electoral fraud. When this happens, the winner will certainly be the Cameroonian electorate, who, feeling more involved, would participate more responsibly and, in so doing, advance the common good.

The Friedrich Ebert Foundation would like to thank civil society stakeholders who accepted to work together with the Foundation to bring this initiative to fruition. Each of them brought their share of experiences and views to the project. Without these contributions, this manual would not have acquired its present form and content. I would like to thank the following persons by name: Cyrille Bechon, Georges Ekona, Franck Essi, Eric Kaba, Justin Mabouth, Filbert Melago, Philippe Nanga, Thierry Njifen, Desiré Olomo, Eric Pinlap and Francis Simeu. Thanks also go to the staff of the Friedrich Ebert Foundation, notably Mrs Susan Bamuh, Mr Jean Nokam, Mrs Andrea Zingui and Mr Gabriel Ngwé.

Our sincere hope is that this initiative will reduce electoral fraud and encourage more Cameroonians to fully participate in fostering democracy in Cameroon.

Mirko Herberg

Resident Representative

Friedrich-Ebert-Stiftung Cameroon and Central Africa

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ACRONYMS AND ABBREVIATIONS

- PS : Polling Stations
- VC : Voter's card
- CC : Chief of Centre
- CPC : Chief of Polling Centre
- LPC : Local Polling Commission
- PC : Polling centre
- ZH : Zonal head
- HPZ : Head of the polling zone
- ELECAM : Elections Cameroon
- MLPC : Member of the Local Polling Commission
- CSO : Civil Society Organization

INTRODUCTION

According to opposition political parties and many national and international observers, all elections organized in Cameroon since the return to multi-party politics in the 1990s have been marred by numerous irregularities, especially electoral fraud, the subject of this manual.

Electoral fraud, which is a serious violation of the right of choice, is considered here as any action that contravenes the law in favour of a candidate or list of candidates to the detriment of other candidates. It is also seen as any manipulation or interpretation of the law in order to favour a political party's candidate or list of candidates during an election.

This intolerable practice has been a common feature of the political history of Cameroon. It was observed even in the very early days of political activity in the country, especially in the Eastern part of Cameroon under the French administration, where this colonial authority often resorted to electoral fraud to prevent free political expression and, above all, to protect its interests¹. This practice was later perpetuated by the first Cameroonian leaders during the single party system that lasted from 1966 to 1990.

The persistence of electoral fraud in the democratization process in Cameroon after 1992, following the return to multi-party politics, is therefore nothing but a continuation of what was already a common practice. This has been possible due to the existence of an electoral system that is considered by many as having been tailored to favour a particular party. Unfortunately, this has led to a situation where elections in the country are

1. On the eve of independence, the UPC, which championed the cause of the Cameroonian people, was considered by France as a threat. For this reason, it took all measures to limit the party's reach and popularity. Parties that were more malleable or which accepted a form of assisted independence were given preference. See. : Thomas Deltombe, Manuel Domergue, Jacob Tatsitsa, *Kamerun! Une guerre cachée aux origines de la Françafrique (1948-1971)* - Éditions La Découverte 2011, p. 113.

In addition, to topple the first Prime Minister André Marie Mbida, Jean Ramadier – the French High Commissioner to the State of Cameroon under the United Nations trusteeship caused motions of no confidence to be tabled against the government and this was followed by bribes to the tune of 200 000 frs each to some members of parliament. see. : Enoh Meyomesse, *Um Nyobè le combat interrompu*, Mpôdôl, Éditions 2009.

not considered credible and has resulted in a loss of interest by the populations (the real rate of participation has been dwindling steadily from one election to the other)². This has also slowed down the development of the country given that most leaders are unfairly elected and, therefore, lack the necessary legitimacy to work effectively. Electoral fraud can also lead to conflict and turmoil, as can be seen in many parts of the world.

To ensure the broadest possible participation of the population in the political life of the country, foster peace and social harmony, enhance economic and social development and promote the emergence of new leaders with innovative ideas, it will be necessary to organize free and fair elections in Cameroon whose outcome would reflect the will of the people (the electorate). This can only be possible through a determined and successful effort to combat electoral fraud. All national stakeholders (the population, political parties, civil society organizations, bodies responsible for organizing elections, the administration) must participate in this effort which should cover the entire electoral process, that is, before, during and after the elections.

This handbook identifies possibilities for fraud at each stage of the process, proposes solutions and makes recommendations on ways to combat such fraud. It also provides stakeholders with practical tools that can enable them to fully participate in the electoral process in Cameroon. This work is therefore intended for all actors involved in the electoral process (ordinary citizens, civil society organizations, political parties, the State, bilateral and multilateral partners). We hope that this document will help the different actors to better understand their roles and to recognize the various forms of fraud, and thus be better armed to combat this scourge. Our ultimate hope is that this manual would, in the long run, become unnecessary.

2. These are findings contained in the observation reports of Transparency International Cameroon (2011 presidential), Cameroon Ô'Bossso (2011 presidential), Justice and Peace (Municipal and legislative 2007).

CHAPTER 1:

HOW TO COMBAT PRE-ELECTION FRAUD

Objectives of this chapter:

- *Propose concrete actions to combat the main types of pre-election fraud identified*
- *Make recommendations on how to handle disputes during the pre-election phase*

This chapter examines:

- 1.1 The various commissions (composition and duties) involved in the pre-election phase***
- 1.2 The main types of fraud and ways to combat them in the pre-election phase***
- 1.3 Precautions against pre-election fraud***
- 1.4 Directives on ways to handle pre-election disputes***

The pre-election phase is the initial phase of any election. It is the period during which all preparations for elections are made.

More generally, the pre-election phase can also be considered as any period between two consecutive elections. Many different operations are carried out during this period to prepare for elections and to ensure that the planned elections are conducted properly. These operations include:

- Putting in place of a consensual legal framework
- Drawing up of electoral constituencies
- Fixing of a date for elections
- Registration in voter registers

- Issuance and distribution of voter cards
- Selection of polling centres
- Assignment of representatives of ELECAM and of political parties to polling stations
- Publication of voters' lists and lists of polling centres
- Work in the commissions

1.1 Commissions in the pre-election phase, their duties and composition

The pre-election phase is managed by two bodies. These are:

- Commissions charged with the revision of electoral registers
- Commissions charged with supervising the issuance and distribution of voter cards

It should be pointed out that the absence of representatives of political parties in any of these commissions is a grave error. Their presence and active participation will à priori guarantee the transparency of such operations.

Here, we shall briefly examine the duties and composition of these bodies, before identifying the types of fraud commonly practiced therein and indicating the various methods that can and should be used to combat them.

1.1.1. Commissions charged with the revision of electoral registers

In every council, there shall be a commission charged with the revision of the electoral registers. Where the area or size of the population of the council so warrants, the Director General of Elections may set up several electoral register revision commissions (Sections 50, 51, 52 of the electoral code).

The electoral register revision commission shall comprise:

- **A Chairperson:** a representative of Elections Cameroon, appointed by the officer of the divisional branch of Elections Cameroon.

- **Members:**

- a representative of the Administration, appointed by the Sub-divisional Officer;
- the Mayor, or a Deputy Mayor or a Municipal Councillor, appointed by the Mayor;
- a representative of each legalized political party operating within the territorial jurisdiction of the council concerned.

The Sub-divisional Officer, the Mayor and each political party must, within at least 15 (fifteen) days before the revision of the electoral register commences, notify the Council Branch of Elections Cameroon of the names of their representatives appointed to sit in the commission.

Where a political party fails to appoint a representative in good time, the Head of the Council Branch of Elections Cameroon may, after a formal notice remains unheeded, appoint a civil society personality to the commission.

1.1.2. Commissions charged with supervising the issuance and distribution of voter cards

Every council area has one or several commissions charged with supervising the issuance and distribution of voter cards (Section 53). This commission is composed as follows:

- **A chairperson:** a representative of Elections Cameroon, appointed by the officer of the divisional branch of Elections Cameroon.

- **Members:**

- a representative of the Administration, appointed by the sub-divisional officer;
- the mayor, or a deputy mayor or a municipal councillor, appointed by the mayor;

- a representative of each legalized political party operating within the territorial jurisdiction of the council concerned

The composition of the commission responsible for supervising the preparation and distribution of voter cards is approved by a decision of the head of the divisional branch of Elections Cameroon who, at least 15 (fifteen) days before the distribution of voter cards commences, transforms the commissions charged with the revision of electoral registers into commissions charged with supervising the preparation and distribution of voter cards. At the end of its deliberations, the commission charged with supervising the preparation and distribution of voter cards draws up a report, signed by the Chairperson and commissioners.

1.2 The main types of fraud observed during the pre-election phase

The various types of fraud identified here are those observed during the pre-election phase. The tables below list them and indicate how they can be eliminated.

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Drawing up of electoral constituencies	Type of fraud	Granting the largest number of electoral constituencies to areas that lean towards some political parties
	Description of the fraud	This fraud consists in taking advantage of the discretionary use of the decree to grant electoral constituencies to areas that support certain political parties to make up for those that are considered hostile to them. It also consists in creating new electoral constituencies almost on the eve of elections (In 2007, 60 new electoral constituencies were created less than a month to the date of legislative and council elections)
	Provision of the law being violated	Legal fraud authorized by section 149 par. 2 of the electoral code which provides that: «However, certain electoral constituencies could be warded on the grounds of their peculiar situation by a decree of the President of the Republic »
	What you should do	Expose it by any means (open letter, demonstrations, etc)
	Useful tip	Demonstrations in this case are legitimate because they are meant to ensure fair elections, which is one of the pillars of any democracy. The Cameroonian constitution in its preamble states that Cameroonians have the right to express their opinions through public demonstrations

Fixing of date for elections	Type of fraud	Failure to indicate the exact date for elections
	Description of this type of fraud	This is a type of fraud which consists in giving the president of the Republic, who is both a decision maker and contender in the process, the freedom to unilaterally decide the date for the election
	Provision of the law being violated	This is also a legal fraud provided for by Section 86 par 1 of the Electoral Code, which states that: «Electors shall be convened by decree of the President of the Republic»
	What you should do	Expose it by any means (open letter, demonstrations, etc) and call for an election schedule that is well known by all the stakeholders long in advance
	Useful tips	Demonstrations in this case are legitimate because they are meant to ensure fair elections, which is one of the pillars of any democracy. The Cameroonian constitution in its preamble states that Cameroonians have the right to express their opinions through public demonstrations

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Registra- tion of voters in electoral registers	Type of fraud	Refusal to register potential voters
	Description of this type of fraud	This type of fraud occurs when an official of ELECAM refuses to register a citizen in the voter's register even though he or she is eligible to vote by virtue of his age and residence and enjoys all his civic and political rights
	Provision of the law being violated	Section 2 par. 3 of the constitution provides that all Cameroonians aged 20 and above have the right to vote. Section 71 of the Electoral Code states that "Entry on the electoral register shall be a right. It shall be carried out by the branches of Elections Cameroon, in collaboration with the relevant joint commissions".
	What you should do	-expose this fraud on the spot and insist on your name being entered on the voter's register -lodge a complaint before the Divisional supervisory commission or the electoral board for arbitration (Section 73 par.4 of the Electoral Code) (See tool 2 of the registration phase)
	Useful tips	Find out if you are eligible for registration on the voter's register. You must - be 20 years old and above - have your home of origin within the council area where you want to be registered or must have actually been a resident therein for at least the last 6 (six) months - have a national identity card - never have lost the right to vote as a result of a prison sentence

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Registration of voters in electoral registers	Type of fraud	Multiple registration on electoral registers
	Description of this fraud	This fraud consists in registering the same person either: on the same voter register several times, or on more than one register
	Provision of the law being violated	Section 73 par. 1 of the electoral code provides that: “No person may have their name entered on more than one electoral register or several times on the same register”
	What you should do	Draw the attention of the other members of the joint commission to this as soon as this is discovered Lodge a complaint before the Divisional supervisory commission or the electoral board for the matter to be looked into (subject: removal of the name from the list(s)) (Section 73 par. 4 of the electoral code)
Useful tips	No person has the right to be registered several times on the same list or on more than one list You have the right to expose this violation and to file a criminal case against such a person in accordance with Sections 122 and 123 of the Penal Code	

Registration of voters in electoral registers	Type of fraud	Refusal to issue a receipt to an elector after registration
	Description of this type of fraud	This happens when after registration, the electors are not issued a receipt that would enable them to later collect their voter’s cards or to file petitions if their names do not appear on the voter’s register
	Provision of the law being violated	Section 70 par 3 of the electoral Code provides as follows: “Every newly registered elector shall be issued a receipt bearing the date, place and registration number”
	What you should do	Insist that this receipt be issued immediately as required by Section 70 par 3 of the Electoral Code Refer the matter to the Divisional supervisory commission or the electoral board. (Section 73 par. 4 of the electoral code)
	Useful tips	You are entitled to a receipt as soon as you are registered. Insist on receiving one. You have the right to expose this violation and to file a criminal case against such a person in accordance with Sections 122 and 123 of the Penal Code

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Registration of voters in electoral registers	Type of fraud	ELECAM not giving enough information to the public on the issue of registration
	Description of this type of fraud	ELECAM fails to provide the public with adequate information on dates, procedures and venue for registration
	Provision of the law being violated	There is no special provision in the law that requires ELECAM to provide this information. But for there to be free and fair elections, stakeholders of the electoral process must have the same amount of information
	What you should do	Expose this fraud by any means available (the media, demonstrations, open letters...)
	Useful tips	As a citizen and stakeholder in the electoral process, you have every right to information Insist, using any available means, that all important and useful information be made public so as to enlighten the population on the process

Issuance and distribution of voter cards	Type of fraud	Non issuance of voter's cards
	Description of this type of fraud	This happens when ELECAM fails to issue voter's cards to duly registered voters
	Provision of the law being violated	Section 84 par. 1 of the Electoral Code provides that: "Every elector whose name has been entered on an electoral register shall be issued a biometric voter card which shall bear their full name, date and place of birth, parentage, photograph, finger prints, occupation, domicile or residence".
	What you should do	Insist on receiving your voter's card from the polling station indicated on the receipt Refer the matter to the commission responsible for the revision of the electoral register for the card to be issued
	Useful tips	If your name has duly been entered on the electoral register, you are entitled to a voter's card, as provided for in Section 84 par 1 of the Electoral Code. Be present and vigilant in the commission responsible for supervising the issuance and distribution of voter's cards Any duly registered voter who has not been able to receive their voter card can vote using their identity card

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Issuance and distribution of voter cards	Type of fraud	Production of voter's cards that do not belong to any of the persons in the voter's registers
	Description of this type of fraud	This type of fraud consists in issuing voter's cards that do not belong to any of the persons registered on electoral registers in order to falsely swell the number of voters
	Provision of the law being violated	Section 85 par 3 of the Electoral Code states as follows: "Voter cards shall be delivered to the legal holders only upon the production of the identity card of each holder or the receipt bearing the date, place and registration number"
	What you should do	File a criminal case in accordance with the provisions of Part XII of the Electoral Code which deals with punishment for violations of the Electoral Code



Issuance and distribution of voter cards	Type of fraud	Issuance of more than one voter card for the same person
	Description of this type of fraud	This happens when the same voter is issued several voter cards either by: <ul style="list-style-type: none"> • subtly changing information as to their identity or • giving them several cards to vote in different polling stations
	Provision of the law being violated	Section 84 par. 1 of the Electoral Code
	What you should do	Report and expose all cases where people are discovered with more than one voter card by any available means Challenge this before the Divisional supervisory commission or the electoral board (Section 73 par 4 of the Electoral Code)
	Useful tips	You have the right to report this person for electoral fraud and to file a criminal case against him under sections 122 and 123 of the Penal code You should be present and vigilant in the commission responsible for supervising the issuance and distribution of voter cards

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Selection of polling stations	Type of fraud	Locating polling stations in places that are not easily accessible to the public
	Description of this type of fraud	This happens when polling stations are deliberately located in places that are not accessible to the general public (private homes, palaces of chiefs or lamidos, etc.) or where access is conditional on voting for a certain party or candidate.
	Provision of the law being violated	Section 96 par. 4 provides that: “every polling station shall be located in public premises or in premises open to the public”.
	What you should do	Denounce this tactic by all available means Ask for relocation of the polling station Reinforce the presence of representatives Insist that the list of polling stations be published long before election day so that such disputes can be settled in time
	Useful Information	Polling stations must be located in public places that are accessible to everyone The law strictly forbids the location of polling stations in private homes or in places where the freedom of choice of voters can be violated

Publication of voter's lists and polling stations	Type of fraud	Non-publication or late publication of electoral lists
	Description of this type of fraud	The tactic here is not to publish all voter's lists or to publish them late
	Provision of the law being violated	Section 83 par. 2 states as follows: “The Commission shall enter the name of the elector in the electoral register which shall be published no later than 4 (four) days before the polling day”.
	What you should do	Expose this trick and insist that the lists be published within the timeframe provided for by the law
	Useful tips	ELECAM is required by law to publish voter lists before polling day You have the right to denounce this person (head of the council branch of ELECAM) and file a criminal case against him under Sections 122 and 123 of the Electoral Code for electoral fraud

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Publication of voter's lists and polling stations	Type of fraud	Absence or late publication of lists of polling stations
	Description of this type of fraud	This types of fraud happens when the lists of polling stations are not published or are deliberately published late
	Provision of the law being violated	Section 97 of the Electoral Code states as follows: "The list of polling stations shall be forwarded to council branches of Elections Cameroon for publication at least 8 (eight) days before the day of election."
	What you should do	Expose this trick and insist that the lists be published within the time frame provided for by the law
	Useful Information	ELECAM is required by law to publish the lists of polling stations before polling day It is within your rights to denounce this person (head of the council branch of ELECAM) and to file a criminal case against him under Sections 122 and 123 of the Electoral Code for electoral fraud

1.3 How to prevent pre-election fraud

Unlike *polling proper*, which is a single operation that takes place in a polling station supervised and managed by member of the local polling commission, the pre-election phase has many different operations: **registration, supervision and issuance of voter cards, publication of electoral registers, distribution of voter cards and selection of polling stations.**

Some of these operations are carried out by joint commissions set up by ELECAM. Even so, stakeholders (political parties, CSOs) can take measures to ensure that these operations are carried out properly.

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Operations	Commission set up by ELECAM	Place of operations	Duties of the representatives	Tools to be used in combating or preventing fraud (see chapter 5.1)
Registration	Joint Council commission	According to timetable published by ELECAM	<ul style="list-style-type: none"> - Registration of voters is not the preserve of any particular person (all the members of the commission are competent in this regard) -Registration must be carried out by the member(s), depending on their various tasks, under the supervision of the other members -The person being registered must be physically present as shown in the identity card -The representative must ensure that the person being registered has been duly identified through the national identity card and the receipt issued -Sign a daily report (minutes) at the end of each session that includes all the data that may be needed to settle disputes later 	<ul style="list-style-type: none"> -Table for the follow up of registration drawn up by ELECAM -Schedules for representatives of the various commissions -Report (Minutes) of the work of the commission -Records of registration
Publication of provisional electoral registers	There is no commission for this	This should, in principle, be done in all identified polling stations	<ul style="list-style-type: none"> -Enable electors to lay complaints or make claims -Adequate and effective use of information technology tools. 	-Table of claims by electors
Supervision of the issuance of voter cards	Joint Council commission	Where the cards are being issued	<ul style="list-style-type: none"> -Make sure that the number of cards being issued is in compliance with the data contained in the tools. -Make sure that the cards being issued are in keeping with the information contained in the various registration reports -Sign a daily report (minutes) at the end of each session that includes all the data that may be needed to settle disputes later 	-Record of registrations

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<p>Distribution of voter cards</p>	<p>Joint Council commission</p>	<p>This should, in principle, be done in all identified polling stations</p>	<ul style="list-style-type: none"> -Opening hours for the distribution of voter cards should be reasonable. -Entries on lists for publication must be such that can facilitate location of the names of electors (classify by alphabetical order polling centres and not polling stations) -Identify and seek solutions to problems that hamper the withdrawal of voter cards - Adequate and effective use of information technology tool -Sign a daily report (minutes) at the end of each session that includes all the data that may be needed to settle disputes later 	<ul style="list-style-type: none"> - reports of claims by electors with respect to the distribution of voter cards
<p>Assistance to electors</p>	<p>Initiative of political parties and CSOs</p>	<p>Whenever and whenever necessary</p>	<p>Remove all natural or man-made obstacles that can stand in the way of an elector's full participation in the electoral process</p>	<ul style="list-style-type: none"> -list of claims by electors (provisional lists) -tools to be used for claims with respect to the distribution of voter cards. -Correspondences -Tools used to assist electors
<p>Supervision Claims Corrections Centralization</p>	<p>Joint Divisional Commission</p>	<p>Divisional headquarters</p>	<ul style="list-style-type: none"> -Control of electoral registers, distribution of voter cards -Responses to claims or disputes and orders for corrective measures -Centralization and verification of vote counting 	<ul style="list-style-type: none"> -Report of the registration commission, issuance and distribution of cards, LPC -letters containing claims or referring disputes

1.4. How to handle pre-election disputes

Pre-election disputes are generally of two kinds: those related to the rejection of candidacies, colours and logos of candidates and those related to electoral registers.

Type of dispute	Competent authority	Person who can initiate a claim	How to petition	Time limit	Time limit within which a decision must be taken
Disputes or claims related to the rejection of a candidate or of the colour and logo chosen by a candidate	The Constitutional Council	-Any candidate. -Any political party taking part in the election or any competent government agent	-A simple petition challenging the decision, containing a summary of the facts and the legal provisions backing the challenge -A petition dated and signed by the petitioner for it to be admissible	Two days at the most following publication of the list of candidates	-Within a period of 10 (ten) days following the reception of the petition; -Forwarded to all the concerned parties by any fast means and published at the premises of the Constitutional Council within 24 (twenty four) hours; -Briefs in response submitted within 24 (twenty four) hours following such communication or publication of the petition -Decision: 10 (ten) days at most following reception of petition.

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<p>Disputes related to electoral registers</p>	<p>The Constitutional Council</p>	<p>Candidate or political party</p>	<p>Petition against all or portions of the electoral register</p>	<p>Request for immediate transmission of the electoral list in dispute for examination</p>	<p>-Rejection without recourse of the petition; -Annulment or revision of the electoral register that contains irregularities ;</p>
<p>Request for the annulment or amendment of electoral registers</p>	<p>General Directorate of elections</p>	<p>Candidate or political party</p>	<p>A reasoned petition addressed to the General Directorate</p>	<p>Immediately</p>	<p>-Examination of the petitions and electoral lists in question; -Revision of the electoral registers through addition of names of eligible voters who had been left out or removal of names of persons wrongfully registered or those not eligible to vote according to the law at the time of the revision of the registers. Where this petition is rejected, the petitioner can refer the matter to the Appeal Court under whose jurisdiction ELECAM falls, which shall render its decision free of charge within a period of 5 days following submission of the petition.</p>

Main points to remember in this chapter:

- The electorate is at the center of all the operations of the pre-election phase, and eliminating fraudulent practices will depend largely on the level of its involvement.
- The voter must know what his or her rights and obligations are during the pre-election phase.
- Political parties must be represented in all the commissions responsible for conducting the elections. These representatives must be trained by their political parties.
- Follow up should be provided for these representatives.
- Political parties and civil society organizations must provide assistance to voters during this period.
- Synergies should be created between political parties and civil society organizations.

CHAPTER2: HOW TO COMBAT FRAUD ON POLLING DAY

Objectives of this chapter:

- *Propose concrete actions to combat the main types of fraud observed on polling day*
- *Make recommendations on how to handle electoral disputes*

This chapter is divided as follows:

2.1. Local polling commission and its duties

2.2. The main types of fraud observed on polling day

2.3. What you should do to combat fraud on polling day

2.4. Recommendations on ways to handle electoral disputes

2.1. The Local Polling Commission and its duties (polling station)

We shall start here by reiterating the crucial role of the polling station.

Political parties and civil society organizations must be fully conversant with its composition and duties, and must be present.

The polling station is managed by the members of the local polling commission (MLPC) under the supervision of the chairperson of the said commission. These members are assisted at the end of the day by scrutineers.

They have complete autonomy (that is, they do not receive orders from anyone) and are responsible for the proper conduct of the polling operations. They are also responsible for resolving (through consultation or vote) all the problems that might arise in their polling station. At the end of the day they are required to produce reports that are submitted to the various competent authorities.

2.1.1 Composition of the polling station

The joint Local Polling Commission is made up as follows (Section 54(1) of the Electoral Code).

- **A Chairperson:** He is appointed by the head of the divisional branch of Elections Cameroon.

- **Members:**

- a representative of the Administration, appointed by the Sub-divisional Officer;
- a representative of each candidate or political party.

To be represented in a polling station, political parties must, within the timeframe provided for by the law, ask for accreditation from a local polling commission.

2.1.2 The various tasks in a polling station

A number of tasks are performed in a polling station, and these should normally be distributed equally among the various members of the commission. These include:

- Identification (using the voter lists posted at the entrance) of voters before allowing them to enter the polling station;
- Further identification inside the polling station where the voter is required to sign a register and his identity card is verified to make sure it matches with the voter card;
- Follow up and control of the polling procedures and assistance to voters;

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- Distribution of envelopes and ballot papers;
- Allowing voters to vote and putting ink on their thumbs and dating their cards;
- Control and management of cards that have not yet been distributed to voters;
- Preparation of reports.

To create opportunities for fraud during the poll, some chairperson of polling station have developed the tactic of assigning some tasks (generally the distribution of ballot papers) to representatives of political parties in order to isolate and distract them while they themselves, and sometimes with the complicity of representatives of the administration, take up more sensitive tasks to have a freer hand.

It should be reiterated here that all decisions in a polling station are taken after consultation with the other members.

Participation in all the various tasks in the polling station is necessary to prevent fraud and ensure the smooth conduct of the poll.

2.2. The main types of fraud observed on polling day

2.2.1 Fraud related to polling operations

Fraud during polling	Type of fraud	Voters' lists not posted at entrance to the polling station
	Description of this type of fraud	Electoral registers with voters' names are not posted at the entrance to the polling station. Voters have no means, where this happens, to verify.
	Provision of the law being violated	Section 98(1) of the Electoral Code
	What you should do	-Mobilize other voters to insist that this list be posted as required by law. -Refer the matter to the members of the local polling station for them to take a decision on the continuation or not of the polling operation and mention this in the report (See sections 60 and 61 of the Electoral Code)
	Useful Information	-Refusal to post the voter's list is a violation of the electoral law -The absence of such a list can create uncertainty in the voter and give members of the polling station the latitude to decide who should vote and who should not.

Fraud during polling	Type of fraud	Fake polling station
	Description of this type of fraud	This is a situation where some polling centres have polling stations in which no actual voting is taking place. These are often used to manufacture votes for some political parties or candidates.
	Provision of the law being violated	Section 96 (1, 2, 3) of the Electoral Code
	What you should do	Monitor the polling stations Call in a bailiff, if possible, to draw up a report where this is discovered.
	Useful Information	The setting up of such a station is a violation of the electoral code and a criminal offence

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Fraud during polling	Type of fraud	Location of polling stations in places not accessible or open to the public
	Description of this type of fraud	This happens when, instead of public places like schools, community centres, police stations or gendarmerie premises, polling stations are located in private homes or in places that are not open to the public. This makes it possible to curtail the voter's freedom of choice or to put psychological pressure on him to force him to vote in a given manner.
	Provision of the law being violated	Section 96 (4) of the Electoral Code
	What you should do	- Ask a bailiff to draw up a report - Mobilize other voters to take note of this
	Useful Information	If political parties fail to take action, the final result will not reflect the reality of the election

Fraud during polling	Type of fraud	Absence, shortage of polling material
	Description of this type of fraud	Absence of: <ul style="list-style-type: none"> - polling booths - ballot papers of candidates or of lists of candidates - envelopes - ballot boxes - waste bags for unused ballot papers...etc.
	Provision of the law being violated	Section 98 (2) of the Electoral Code
	What you should do	- See to it that there is adequate and correct polling material; - Indicate the quality of the indelible ink in the report; - Where there is no adequate polling material, representatives must together stop the polling operations; - Ask the officials of the polling station to decide on whether or not to continue the polling and to mention this irregularity in their report; - Inform the body responsible for organizing the election.

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Fraud during polling	Type of fraud	Transfer of ballot boxes to unknown destinations because of darkness in the polling station or as a result of power failure.
	Description of this type of fraud	<ul style="list-style-type: none"> -Deliberate location of polling stations in places where there is no power and failure to make the necessary arrangement to provide lights during vote counting -Vote counting in the dark where it is impossible to control the counting, making it easy to stuff the ballot box and publish wrong results -Power failures that allow people to transfer ballot boxes to unknown destinations. Where this happens, ballot boxes can be stuffed on the way or at destination and reports falsified.
	Provision of the law being violated	Sections 110 to 113 of the Electoral Code
	What you should do	<ul style="list-style-type: none"> -Political parties should take steps to provide lights in case of power failure -Vote counting officials and voters present at the time of vote counting should ensure that the votes are counted in a transparent manner -Where it is necessary to transfer the ballot box, voters and those concerned should accompany the vehicle transporting it right to its final destination and observe the counting.

Fraud during polling	Type of fraud	Corruption of voters through buying of ballot papers of rival candidates
	Description of this type of fraud	-This happens when some people near or around the polling station propose money to voters in return for the unused ballot papers of rival candidates.
	Provision of the law being violated	Section 92 (1) of the Electoral Code Sections 122 and 123 of the Penal Code
	What you should do	<ul style="list-style-type: none"> -Political parties should set up surveillance around the polling station to report any such case of corruption; -Invite a bailiff to take note of any such practice where this is discovered; - Report those caught in the act for corruption; - Request that the bag for unused ballot papers be placed at the exit from the polling station.
	Useful tips	<ul style="list-style-type: none"> -Corruption during elections is a crime punishable under section 122 of the Penal Code. -Any person guilty of such corruption can be arrested following a bailiff's report or witness testimony and punished in accordance with the provisions of the law.

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Fraud during polling	Type of fraud	Allowing persons whose names do not appear in voter registers or those using other persons' voter cards to vote.
	Description of this type of fraud	-This happens when some people whose names do not appear in the list of voters of the polling station and who are not members of the polling station are allowed or made to vote or are allowed to vote using voter cards that belong to other people -This fraud is often the result of the absence of voter registers at the polling station and corruption of members of the polling station.
	Provision of the law being violated	Section 288 of the Electoral Code
	What you should do	-Stop any such person from voting -Expose and confiscate any clandestine voter card -Request the services of a bailiff for a report -Denounce and confiscate any forged cards -Lodge a complaint against the person for forgery
	Useful Information	-Impersonation is a crime. -Sections 122 and 123 provides for penalties and prison sentences for any person guilty of electoral fraud

Fraud during polling	Type of fraud	Multiple voting by persons with falsified identities
	Description of this type of fraud	-This happens when a voter has several identity cards enabling him to vote more than once or when several identification papers with slight variations in name are issued to the same person so that he can vote more than once. For example: the same person votes the first time as ONANA Jean Jacques, the second time as ONANA Jean J. ad the third as ONANA J.J. with or without any change in date of birth
	Provision of the law being violated	Section 288 of the Electoral Code and sections 122 par. 1 of the Penal Code
	What you should do	-Stop such a person from voting. -Indicate this in the report -Denounce and confiscate any forged cards
	Useful Information	-Lodge a complaint against any such person -Voting more than once is a criminal offence

2.2.2 Fraud during vote counting

Fraud during vote counting	Type of fraud	Expulsion of representatives of political parties
	Description of this type of fraud	This happens when members of the polling station decide to send out representatives of some political parties or candidates and thus prevent them from monitoring the vote counting. This makes it possible to stuff ballot boxes and falsify vote counting results and the final report.
	Provision of the law being violated	Sections 59 and 60 of the Electoral Code
	What you should do	<ul style="list-style-type: none"> -Ask a bailiff to draw up a report -Refuse to go out -Report the matter to the hierarchy -Identify the officials or persons trying to expel you -Lodge a complaint
	Useful tip	-The chairperson does not have the power to expel a representative of a political party except in the case of unruly behaviour

Fraud during vote counting	Type of fraud	Members of the polling station prevent voters from observing the vote counting
	Description of this type of fraud	This happens when members of the polling station prevent voters from observing the vote counting
	Provision of the law being violated	Section 109 of the Electoral Code
	What you should do	Remain in the polling station right to the end of the polling operation.
	Useful tip	Voters have the right to observe the vote counting. The number of voters present will depend on the size of the hall (Section 107)

2.3. What you should do to combat fraud during the polling phase

Combating fraud during the polling phase starts well before polling day. This requires putting in place a structure to coordinate and monitor elections. All actors at the different levels must be trained before polling day proper (see chapter 5.2 for practical tools).

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Representatives of political parties and members of the polling station must know what electoral materials (2.3.1.), polling procedures (2.3.2), scrutineers (2.3.3) and vote counting operations (2.3.4) are and how to draw up a report at the end of polling operations (2.3.5). Measures to take to prevent fraud in the polling station are mentioned at the end (2.3.6).

2.3.1. Election material

The Electoral Code clearly indicates the material necessary for the smooth conduct of the poll (see Sections 98 to 101 of the Electoral Code).

Material	Recommended quality or quantity	Recommended location
Ballot box	Transparent box	- On a table in the middle of the hall, away from any obstruction, in plain sight of everyone and observable from the outside
Polling booth	Translucent material through which the movements of the voter can be seen	- Placed in a corner of the polling station in a manner to provide the voter with adequate privacy
Waste bag	Translucent material	Right at the entrance to the polling booth (and not in the polling booth)
Voters' list	-Legible -Complete -in 2 (two) copies	-1 st list at the entrance to the polling station for easy consultation by members of the public; -2 nd list on the table with a member of the local polling station to be used to control the identity of the voter and for the voter to sign on.
Polling report forms	Sufficient quantities (number of MLPS + 2 copies)	- Placed at the disposal of each member of the polling station who should start filling it from 4 pm
Ink pad	2 (two) ink pads	-1 st pad is used to affix the voter's thumb print on the voter cards. Should be placed on a table -2 nd pad to be used to date the voter's card using the date maker. Should be placed on the same table or on another table
Date maker	Date maker	____//____
Adhesive glue	Enough adhesive glue of good quality	-To be used to post one of the two electoral lists at the entrance to the polling station

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Ballot papers	Sufficient quantities	-Place equal numbers of ballot papers on a table under the supervision of the other members of the polling station
Envelopes	Sufficient quantities	-Placed on another table or on the edge of the same table on which the ballot papers are.
Various office supplies	-Papers for counting -Calculator -Pencils -Paper for rough calculations -Lighting	-Placed on a table for use when needed
ALL THIS IS CARRIED OUT UNDER THE SUPERVISION OF THE CHAIRPERSON OF THE POLLING STATION WHO, IN CONSULTATION WITH ALL THE OTHER MEMBERS SHOULD TAKE MEASURES TO ENSURE THAT THE WORK OF THE COMMISSION IS CONDUCTED SMOOTHLY.		

2.3.2. Conduct of the poll

- 1 – The voter locates his/her name on the voters’ list pasted at the entrance to the polling station under the supervision of a member of the polling station;
- 2 – He enters the polling station and presents his national identity card and voter’s card (if he/she is in possession thereof) to the member on the first table for identification;
- 3 – On the second table, he collects the different ballot papers and is given an envelope;
- 4 – Goes to the polling booth away from any prying eyes and makes his choice;
- 5 – Comes out of the polling booth after placing the rejected ballot papers in the waste bag;
- 6 - The members of the commission make sure that he is holding only one envelope;
- 7 – He slots the envelope into the ballot box;
- 8 – He moves on to another table and his thumb is inked right to the fingernail with indelible ink after which he is made to affix his thumb print on his voter’s card;
- 9 – His voter is card is then dated with the date maker on the spot provided for this purpose;

- 10 – He then collects his national identity card and voter’s card and is invited by the members of the commission to come back later to take part in the vote counting.

2.3.3 Role of the Scrutineer

The Scrutineer, or vote counter, who people often confuse with **member of the local polling commission**, is not supposed to be present in the polling station during polling operations. However, members of the polling station can allow him in. Scrutineers (voters in the constituency) are chosen at the end of polling operations by the chairperson to serve as vote counters during the vote counting operation (Section 111)

Four scrutineers at least should take part in the vote counting (Section 112).

After counting the number of envelopes:

- The 1st Scrutineer removes the ballot paper from the envelope and hands it over to the 2nd.
- The 2nd Scrutineer read out the name on the ballot paper and its colour
- The 3rd and 4th Scrutineers write down the name and colour on a tally sheet and on the blackboard.

2.3.4. What you should do during vote counting

Polling ends at 6 pm. Voters waiting in the polling station at this time are entitled to vote.

The following measures should be taken to prevent fraud during vote counting:

- Never take your eyes away from the ballot box. Make sure that its opening is sealed;
- Make sure that the reports are ready and are filled with the same handwriting;
- Ensure that all the irregularities and other flaws that could be used to file petitions later are mentioned in all the reports;

- Make sure that the names of the scrutineers chosen are mentioned in the reports;
- Ensure that the vote counting is properly carried out by the scrutineers as indicated above;
- At the end of the vote counting, immediately submit the report to your hierarchy using the slip provided for this purpose;
- The outcome of the vote counting must be entered in the report by the same person and with the same handwriting;
- Make sure that the reports are signed by all the members of the local polling station and the scrutineers;
- If possible take the contact information of the other members of the commission;
- Submit the reports to the head of centre and receive instructions on what to do.

2.3.5. Preparing a polling report

This is a report drawn up by the members of the local polling commission at the end of polling operations. It is done on four A3 sheets of paper to which the tally sheets used during vote counting are attached. The report gives a descriptive summary of the work of the local polling commission. It is a crucial document in any electoral process.

The following measures should be taken to ensure that they are well handled and prepared:

- On polling day, make sure that the quantity of electoral material received is sufficient. The number of papers for the report should be equal to the number of members of the polling station plus (+) 2 (two).
- Reports by the MLPC should be filled with the **same handwriting**. This task is usually entrusted to the secretary of the polling commission. For practical reasons (secretary occupied, etc.), this task can be delegated to another member of the commission whose handwriting is clear and legible under the supervision of the chairperson, secretary and even the other members of the commission.

- Get the contact information of the person chosen to fill the reports as well as those of the other members (this could be needed in case the reports presented by the chairperson of the polling station to the Commission are challenged).
- **N.B** The last page of the report (4th page) with the mention “**Ont signé/Signed**” is the only place that the person chosen to fill the report should not touch. This part of the report is reserved for each of the members of the local polling commission in which they must, in their own hand, enter their names, title and signature. The scrutineers should do the same.
- The members of the polling commission must countersign all the reports after verification of the authenticity of the information contained therein.
- The result of the vote counting must be written in words and in figures surrounded by signs. Example: $\underline{\quad} = / = 123 = / =$ (one hundred and twenty three)
- Each member of the LPC must have a copy of the polling report at the end of the operations.
- Reports should, in principle, be filled at the end of the vote counting. But for practical reasons, and to avoid last minute errors caused by haste, it is advisable that some information, particularly **information that is known well in advance of the vote counting** (*written with a blue pen as indicated below*) be entered from 4 pm (for example). The other information, known as “**intermediary**” information and “**information known after vote counting**” (*written with a red pen as indicated below*) should be entered at the end of the operations.

An explanatory table on how to prepare the report is found in chapter 5.2.2.

2.3.6 Measures to take to prevent fraud in a polling station

The members of a polling station can use the information on the table below to guide their work:

	What you should do	Reason
01	-Arrive on time at the polling station (recommended time 6 am)	-To prevent stuffing of the ballot box. -To participate in the arrangement of the polling station and ensure that the voting material is placed where it should be. -To participate in the distribution of tasks. -To participate in the identification of members of the local polling commission
02	Verify the identity and accreditation of the MLPC	-To prevent impersonation that can lead to fraud
03	-Ensure that the polling station is well arranged -Ensure that polling procedures are respected ; -Ensure that the voter's list is pasted at the entrance to the polling station for easy consultation by members of the public	-This will prevent overcrowding and disorder in the polling station, a situation which some voters can take advantage of to vote more than once with or without the complicity of some members of the polling commission. -It should be noted that some overcrowding is sometimes deliberately caused by some persons to make is easy for them to stuff the ballot box
04	-There are about 8 (eight) different tasks in a polling station. A poor distribution of these among the members of the commission can lead to fraud.	-Avoid a situation where the chairperson is entrusted with all the main tasks, with the other members given only the task of distributing ballot papers.
05	-Ensure that all election material is available and well positioned.	-The absence or poor placement of election material often leads to or facilitates fraud <u>Example:</u> -Absence of adhesive glue. -Poor placement of the waste bag
06	-Make sure that voters are correctly identified or where necessary take up this task yourself	-This will prevent the wrong persons from voting with the complicity of the person responsible for checking identification against the electoral list.
07	-Members of local polling commissions are autonomous and do not receive orders from anyone	-Do not obey instructions from any authority or other influential person.
08	-In the case of the non use of indelible ink, examine the thumb on the right hand of the voter and make sure that the name on the list is effectively his.	- A thumb that is too clean can be a sign of too much recent washing. In this case, you should suspect the voter. Generally, people who belong to a « charter » have very clean thumbs

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09	<p>-Any voter who attempts to place the chosen ballot paper into the envelope while standing outside the polling booth should be called to order and asked to enter the polling booth</p>	<p>-This type of behaviour is most often a sign that the voter has been corrupted or threatened</p>
10	<p>-Take all necessary measures to ensure that voters use the waste bag. It is important that the bag be placed at the entrance to the polling booth.</p>	<p>-Thousands of voters who are either victims of threats and blackmail or who have been corrupted always leave with the ballot papers of the candidates they did not vote for to show as proof</p>
11	<p>-Ask any voter carrying a bag to leave it on the table before entering the polling booth.</p> <p>-When this candidate comes out of the polling booth, make sure that he is holding only one envelope</p>	<p>-Some voters bring along envelopes with ballot papers stuffed in them and often succeed in putting them in the ballot box.</p>
12	<p>-Draw the attention of the Chief of your polling centre if anyone tries to influence you by showing you a document or manual.</p>	<p>-Some manuals are distributed on polling day which contain passages (strategically or not) that are intended to facilitate fraud. For example: « Guide for the Chairperson and Members of the Local Polling Commission ». This was the case when such a manual was distributed to members of the local polling commission during the 2011 presidential elections by ELECAM.</p>
13	<p>- Cooperate with the other members of the Commission, but do not trust anyone, even those who give you the impression that they share your opinion.</p>	<p>-Shows of friendship in polling stations are often tricks to distract you and make you less vigilant and thus unable to observe cases of corruption and fraud.</p>
14	<p>-Do not allow yourself to be distracted by sudden events that occur outside or even inside the polling station. Always keep your eyes steadfastly on the ballot box, especially when a sudden fight breaks out.</p>	<p>-Sudden and spectacular disturbances are often orchestrated in polling stations with the sole objective of distracting members of the commission so that the ballot box can be manipulated. In this case, it will take just a few seconds to stuff a ballot box if the plans for this had been made well in advance.</p>
15	<p>-Make sure that any irregularity observed is entered in a report and that it is entered in all the other reports later.</p>	<p>-Reports that do not mention any irregularities are usually considered as signs that the polling was conducted smoothly. This makes it very difficult to lodge any complaints later before courts.</p>
16	<p>-A member of the local polling commission is not automatically a voter in that polling station. For him to vote, he must show his national identity card and his voter card showing his electoral constituency.</p>	<p>-Some political parties select their representatives from among unregistered voters with the hope that they will succeed in voting in their polling stations in order to increase their number of votes or maximize their chances</p>
17	<p>-When voting ends, ask those who wish to do so to enter the hall for vote counting. They must remain calm and orderly.</p>	<p>-The presence of voters will help to discourage fraud, manipulation and intimidation...</p>

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18	-Respect the procedures used for vote counting and for filling the election reports.	-many irregularities often occur at this sensitive phase. If a report is poorly filled out, it can very easily be rejected by subsequent commissions at a higher level.
19	-Never accept favours or try to manipulate results in favour of your candidate or political party, Remain honest in your work.	- Your work within the commission is above all to promote democracy in your country. You should remember that your work is to combat fraud and not to foster it.
20	-Never give in to intimidation or fall prey to corruption. Report any attempt to corrupt you to the head of your polling centre	-Accepting to participate in any fraud will discredit all your work because such actions are always discovered in the long run.
<p>No matter the type of task you are entrusted with in the polling station, you must always watch carefully whenever anybody, voter or not, moves towards the ballot box</p>		

2.4. Recommendations on how to conduct electoral disputes

Whenever fraud is discovered at any level, whether at polling or vote counting, measures must be taken to lodge a complaint. Mechanisms for this have to be put in place well in advance (procedures, officials responsible for litigation) to enable those concerned to react swiftly to initiate litigation before the right bodies and within the legal timeframes.

The following table summarizes the various types of electoral disputes and the means of redress.

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Type of dispute	Means of redress	Person competent to initiate complaint	Method to be used by the petitioner	Expected reaction from the body seized	Possible outcomes
Disputes arising from the organization, conduct of the polling or vote counting	Local polling commission	Member of the commission or any interested voter	No particular mechanism	Entry in a disputes register Take a decision stating the reasons thereof	Re-examination of the dispute by the divisional supervisory commission
Criminal offences relating to the electoral process	See documents in chapter 6.2. that deal with criminal offences in the electoral process				

Instruments to be used in seeking redress in an electoral dispute include: a petition to denounce fraud and a petition for outright or partial cancellation of the polling operations (see chapters 6.2.1 and 6.2.2))

Main points to remember in this chapter:

- Members of Local Polling Commissions should be strongly encouraged to denounce fraud because such denunciations can lead to a significant drop in the level of fraud in the polling station
- Mastery of the various means of petitioning makes it possible to swiftly lodge complaints and in so doing avoid the traps embedded in the law that relate to competent authorities, time limits, form and merits of the complaint
- Pooling resources among political parties and CSOs can facilitate efforts to better understand and thus reduce fraud. In short, this will enable them to better face this “common enemy”.

CHAPTER 3:

HOW TO COMBAT POST-ELECTION FRAUD

Objectives of this chapter:

- *Propose concrete actions against the main types of fraud observed during the post-electoral phase*
- *Make recommendations on how to conduct post-election disputes*

This chapter examines:

- 3.1. *Post election commissions, their duties and their composition***
- 3.2. *Main types of fraud observed during the post-election period***
- 3.3. *Recommendations on how to conduct post-election disputes***

The post-election period starts on the very first day following polling operations. It is the last phase of the electoral process. Like the first two phases, there are many opportunities for fraud during this period. In fact, it is during this period that cases of fraud with the most serious consequences on the outcome and credibility of the election have been observed.

3.1 Post-election commissions, their duties and composition

This phase of the electoral process has five institutional bodies. These are:

- A Council supervisory commission;
- The Divisional Supervisory Commission;

- National Commission for the Final Counting of Votes;
- The Administrative Jurisdiction;
- The Constitutional Council

Here, we shall briefly examine the duties and composition of these bodies before describing the types of fraud observed in them. We shall end by making recommendations on ways to combat such fraud.

3.1.1. The Council supervisory commission

This commission is at the level of the subdivision and is responsible for the centralization and verification of vote counts on the basis of reports and documents forwarded by local polling commissions.

It can, as the case may be, correct, review or cancel the said reports.

The commission shall proclaim the results of municipal elections in the electoral constituency concerned within 72 (seventy-two) hours following the close of the polls, that is three days following the polls.

Its composition is provided for under section 191 par. 1 of the Electoral Code as follow:

- **A Chairperson:** a personality appointed by the Director-General of Elections Cameroon.

- **Members:**

- Three representatives of the administration, appointed by the Senior Divisional Officer;
- One representative of each political party taking part in the polls;
- Three representatives of Elections Cameroon, appointed by the Director-General of Elections Cameroon.

The composition of Council Supervisory Commissions is confirmed by the Director-General of Elections (Section 191 par.2 of the Electoral Code).

3.1.2. The Divisional Supervisory Commission

This commission is found at the divisional level, and its seat is in the headquarters of the division (Section 63 of the Electoral Code).

Its post-election duties include:

- Centralizing and verifying vote counting operations carried out by the local polling commissions and any related document.
- Forwarding of the results to the National Commission for the Final Counting of Votes

Its composition:

Paragraph 1 of Section 64 of the Electoral Code provides that it shall be composed as follows:

- **A Chairperson:** The President of the High Court with territorial jurisdiction.

- **Members:**

- Three representatives of the Administration, appointed by the Senior Divisional Officer;
- Three representatives of Elections Cameroon, appointed by the Head of the Divisional Branch of Elections Cameroon;
- A representative of each candidate.

Paragraph 2 of the same section indicates that the composition of the Divisional Supervisory Commission must be approved by decision of the head of the regional branch of Elections Cameroon.

3.1.3. The National Commission for the Final Counting of Votes

This commission is provided for under Section 68 par 1 of the Electoral Code. It is composed as follows:

- **A Chairperson:** A member of the Constitutional Council, appointed by the President of the Constitutional Council

Members:

- Two Judicial Officers appointed by the Chief Justice of the Supreme Court;
- Five representatives of the Administration, appointed by the Minister in charge of territorial administration;
- Five representatives of Elections Cameroon, appointed by the Director General of Elections Camerron;
- One representative of each candidate or political party taking part in the election, appointed by the candidate or his political party.

Paragraph 2 of Section 68 specifies that the composition of this Commission shall be approved by a resolution of the Electoral Board; while par 3 provides that the list of members of the National Commission shall be notified to the Constitutional Council and made available to the public.

The duties of the National Commission for the Final Counting of Votes are outlined in Section 69 of the Electoral Code. This Commission is responsible for:

- The final counting of votes, on the basis of reports and appended documents submitted by Divisional Supervisory Commissions.
- Correcting of any clerical errors in the counting of votes, but shall not cancel the corresponding reports.

The final counting of votes must be public and should take place at the seat of the Constitutional Council.

The National Commission for the Final Counting of Votes draws up a report on all its operations. This report, copies of which are established according to the members, is signed by the Chairperson and Commissioners present. A copy of this report should be given to each signatory member. A copy with appended documents is forwarded within 5 (five) days to the Constitutional Council.

3.1.4. Administrative jurisdiction

Article 40 of the Cameroonian Constitution provides as follows: “The administrative bench shall examine all the administrative disputes involving the State and other public authorities. It shall examine appeals on regional and council election disputes.”

This provision shows that the administrative bench has been decentralized. According to the Law of 29 December 2006 laying down the organization and functioning of administrative courts, each province now has an administrative court. The regional court is the competent jurisdiction that rules in the first instance on all regional and municipal election disputes. Appeals to their ruling are heard by the Administrative Bench of the Supreme Court (see section 2 par. I of the 2006 law and section 189 of the Electoral Code).

3.1.5. The Constitutional Council

The Constitutional Council which is in charge of the postelectoral dispute fulfills the following functions:

- The Constitutional Council ensures the regularity of the presidential Election.
- It rules on all petitions requesting the total or partial cancellation of the election operations concerned (Section 1.2.2 par. 1 and 2 of the Electoral Code).

We shall now examine the most frequent types of post election electoral fraud observed and propose practical solutions that can help combat this scourge

3.2. Electoral fraud observed during the post-election period

There are fewer cases of fraud here than in the previous phases of the electoral process. However, their consequences on the integrity of the election are far more serious. The main types of fraud in this phase are:

- Falsification of the election report
- Corruption of members of the council polling commission

- Rejection of petitions
- Whimsical cancellation of elections in some areas

Here, we shall first take a look at all the main types of fraud that are common to all the post election commissions before focusing on the types of fraud that are specific to particular commissions.

3.2.1 Fraud common to all the commissions

Type of fraud	Modification of election reports
Description of this type of fraud	This consists in falsifying results from the ballot box either by: Falsifying election reports Switching results Producing fake reports Rejecting election reports
Provision of the law being violated	Sections 122 and 123 of the Cameroonian Penal Code Section 63 of the Electoral Code (Divisional commission) Section 69 of the Electoral Code (National Commission for the Final Counting of Votes) Section 132 par. 1 of the Electoral Code (Constitutional Council)
What you should do	Collect all the reports at the end of the poll Inform the media, your hierarchy and the public, etc. of the actual results from the ballot box. Be present and vigilant in all the commissions Denounce all falsified election reports to the public and the media Educate voters on the need for general demonstrations Ask a bailiff to draw up a report and prepare a complete file that will make your claim admissible Make a list of all the irregularities observed before, during and after the election in preparation for post election disputes. File a criminal case against persons found committing electoral fraud under sections 122 and 123 of the Penal Code
Useful tip	You can file a criminal case against any person suspected of fraud or manipulation Sections 122 and 23 of the Cameroonian Penal Code authorize you to do this (see a sample of such a complaint in the annexure)

3.2.2 Electoral fraud specific to a Commission of the post-election period

Fraud often occurs in the council supervisory commission, but also in the divisional supervisory commission and in the national commission for the final counting of votes.

HOW TO COMBAT POST-ELECTION FRAUD

Type of fraud	Corruption of the members of the council supervisory commission
Description of this type of fraud	This is the result of: -Negotiations among members -Manipulation -Pressure -Influence peddling
Provision of the law being violated	Sections 122 and 123 of the Cameroonian Penal Code
What you should do	Select your representatives on the basis of their: -Commitment to the party -Probity, -Competence Maintain constant communication with your representative in the council supervisory commission
Useful tip	You can file a criminal case against any person or official suspected of fraud or manipulation (see sample of petition in the annexure) You are authorized to do so under sections 122 and 123 of the Cameroonian Penal Code

3.2.3 Fraud at the level of the Constitutional Council

The table below summarizes the types of fraud commonly found at the level of the Constitutional Council. It is essential for petitions at this level to be well prepared and presented so as not to be summarily rejected.

Types of fraud	Rejection of petitions	Cancellation of elections without valid reasons
Description of this type of fraud	This happens when petitions are summarily rejected, sometimes on the basis of their form only	This consists either in: -partially cancelling elections to give preference to a candidate or party, or -cancelling the entire election in order to adversely affect a candidate or party.
Provision of the law being violated	Section 132 par. 2 of the Electoral Code	
What you should do	Carefully prepare the petition for cancellation	Mobilize citizens both internally (leaders of political parties or candidates) and externally (members of political parties and voters)
Useful tips	-Call in a bailiff to draw up a report showing proof of the fraud -Collect as many documents from the polling station as proof (polling reports, electoral lists, ...) in short, any evidence or material that can be used to denounce fraud	

3.3. Recommendations on ways to conduct post-election disputes

Type of dispute	Disputes relating to polling operation	Disputes arising from the results of the vote counting
Means of redress	Constitutional Council	Local polling commission
Person competent to file a petition	Candidate of a political party or any person acting in the capacity of a government officer for the election in question	Elector
Modalities for filing petitions	Petition the Constitutional Council within a period of 72 (seventy two) hours following the end of the poll by simple request stating the alleged facts and means (section 194 par 1)	No particular format indicated
What is expected of the bodies seized of petitions	Make a ruling or request evidence against a receipt; Post up the petition within 24 hours following its filing (art 194 al 2 et 3)	Examination of the merits of the petition
Possible outcomes	-It may, without prior adversarial hearing, issue a reasoned decision to reject any petition it considers inadmissible or to be based solely on objections which cannot influence the outcome of the election. -It may cancel the elections and call for the organization of new elections within at least 20 (twenty) days and at most 40 (forty) days from the date after the cancellation tion (Art 96 loi précitée)	Decision with mention in the report

Main points to remember in this chapter:

- Make sure you are familiar with the composition and functioning of the commissions in charge of the post election phase
- Know the procedures and time limits for petitions to the competent bodies for each type of post-election dispute
- Carry out civil action
- Put a mechanism in place to enable you to swiftly react and conduct any electoral dispute

CHAPTER 4:

HOW TO EXPOSE ELECTORAL FRAUD

Objective of this chapter:

- *Propose ways to expose fraud and strategic communication against fraud*

Fraud can be exposed in a formal and official manner through competent jurisdictions (4.1). It can also be exposed through other informal means, which, while not having any legal validity, can have a great impact on public opinion (4.2).

4.1. Exposing electoral fraud through the official and formal means

This mostly consists in exposing fraud using the laws and regulations governing the electoral process. Such is the case with filing petitions against fraud with the various electoral commissions (1) and before the Constitutional council (2).

4.1.1 How to file petitions against fraud before the various electoral commissions

The representative of a candidate or political party in a commission must at all times draw the attention of the other members of the commission to any fraud or attempts at fraud observed and insist that the situation be immediately corrected. Where this request is ignored, he should when signing the election report indicate “except for many irregularities”. A copy of a report containing this wording could later be used to initiate action before the Constitutional Council.

4.1.2. How to file a petition against fraud before the Constitutional Council

Section 132 par 1 of the Electoral Code provides that “the Constitutional Council shall ensure the regularity of the presidential election”. It should be noted that it also rules on petitions arising from legislative elections and referendum disputes. Here, we shall examine the procedures governing disputes arising from council, senatorial and regional elections.

4.1.2.1. Disputes arising from presidential and legislative elections

These disputes are heard by the Constitutional Council which has its headquarters in Yaoundé and has a national jurisdiction.

When a candidate or political party discovers irregularities during an election, it can file a petition for cancellation of the election before the Constitutional Council within at most 72 (seventy two) hours, that is, 3 days following the close of the poll.

Once the petition is deemed admissible both in form and merit and following adversarial hearings, the Constitutional Council makes a ruling which is considered as final and binding on all the parties.

4.1.2.2. Disputes arising from other elections

These are disputes arising from council, senatorial elections and referendums.

4.1.2.2.1 Council election disputes

Municipal election disputes fall under the jurisdiction of the appeals courts of the various administrative regions. According to section 194 pf the Electoral Code, “*any elector, candidate or person acting in the capacity of a government election officer may petition for the cancellation of elections in the council concerned before the competent administrative court*”.

Procedure to be followed:

- A petition must be filed by the persons mentioned in section 194 of the Electoral Code before the competent administrative court within a period of 5 (five) days following the proclamation of results by the council supervisory commission (Section 194 par 2 of the Electoral Code)
- The competent administrative court must give a ruling within 40 (forty) days from the day the petition was filed (Section 194, par3).
- Where all or part of the election is finally cancelled by the competent administrative court, by-elections must be held within 60 (sixty) days following the cancellation (Section 195 Par. 2)

4.1.2.2.2 Senatorial election disputes

The Constitutional Council alone is competent to hear disputes arising from senatorial elections. Section 235 of the Electoral Code provides for a regional supervisory commission in each region composed as follows:

- **A Chairperson:** A magistrate of the Court of Appeal, designated by the President of the Court of Appeal of the jurisdiction;

Members:

- Three representatives of the Administration, designated by the Governor;
- One representative of each political party taking part in the election;
- Three representatives of Elections Cameroon, designated by the Chairperson of the Electoral Board.

Paragraph 2 of the same section states that the composition of the regional supervisory committee shall be established by the Chairperson of the Electoral Board

Disputes from senatorial elections follow the same procedures as those for presidential election (see Sections 133 and 136 of the Electoral Code)

4.1.2.2.3. *Disputes arising from referendums*

Such disputes shall be heard exclusively by the Constitutional Council. Petitions to it can be filed by the President of the Republic, Speaker of the National Assembly, President of the Senate, one third of the members of parliament or one third of members of the Senate under the conditions provided for under sections 133 and 136 of the Electoral Code.

The following table contains recommendations on ways to expose fraud through the means provided for by the law.

Step	Tasks	Financial costs	Competent persons	Time frame
A	Secure ordinances that will allow the bailiff to act on a public holiday	-Court costs -Honorarium for the lawyers	-Lawyers	One month before the election
B	Collect information on irregularities on the filed	- Telephone communication allowance -Transport and internet costs for the transmission of election reports and other miscellaneous items especially for remote areas and those far from the HQ	Representatives of political parties	Polling day
C	Bailiffs go to the field to draw up reports	-Honorarium	Bailiffs	Polling day
D	Transmission of bailiffs' reports, election reports, other evidence of fraud to the HQ	Transport fare	-Bailiffs -Representatives of political parties -Any concerned citizen	Polling day and the day after
E	Processing of evidence of fraud by jurists and lawyers	Honorariums	-Lawyers -Jurists	Day after the poll
F	Drafting of the petition asking for cancellation	Honorarium	-Lawyers -Jurists	Two days after the poll

HOW TO EXPOSE ELECTORAL FRAUD

G	<p>Filing of the petition to:</p> <ul style="list-style-type: none"> -Constitutional Council for presidential and legislative elections -Competent administrative courts for council elections 	Honorarium	-Lawyers	<ul style="list-style-type: none"> -On the third day at the latest for presidential and legislative elections -On the fifth day at the most following proclamation of results for council elections
H	Court hearings		-Lawyers	<p>On the day the petitions for cancellation are being heard by the competent courts</p>

4.2. Informal ways to expose fraud

Electoral fraud can also be very effectively exposed using unofficial and informal methods. Unlike the legal channels provided for by the legislation governing elections, informal methods are more or less “political” in nature and often have a great impact. These informal channels include the media, social networks, voter sensitization, and mobilization.

4.2.1. The media

You can set up a mechanism that enables you to quickly transmit information to the media. This will require prior identification of the media and/or journalists to whom such information should be forwarded for broadcast to the general public.

Such a mechanism can be made up of the following:

- A very extensive data base of journalists and media outlets;
- Persons who are responsible for forwarding key or strategic information to these media outlets;
- A professional method of collecting information to ensure the authenticity and credibility of the message being made public.

The database can be built using the sample table below:

Type of media outlet	Name of the organ	Full names	Telephone	Email
Written press				
Radio				
Television				
Online news organ				

This file can be further enriched with the following information:

- The region or sub-division in which the news organ is located
- Areas of specialization of the journalists
- Provide concrete proof of the fraud

4.2.2. Social networks

Internet and social networks, particularly in urban areas, are increasingly becoming powerful tools in our country.

You can set up a monitoring system to be able to provide members of the network with real time information about the situation on the ground, and where possible, with images for illustration.

Your monitoring team could also identify internet discussion groups and send them information on issues you would like to bring to the attention of national and international opinion.

These actions can only be possible if some minimum measures are taken. These include:

- Setting up a group whose sole responsibility is to collect and process information gathered from the field;

- Provide logistics such as computers with quality internet connections that can enable fast downloading or attaching of heavy files;
- Digital equipment for data collection on the ground.

4.2.3. Sensitization

Organize information sessions on the field, especially in highly populated areas in order to educate citizens on the importance of protecting the integrity of their votes during vote counting.

4.2.4. Mobilization and monitoring by citizens

Encourage citizens to closely monitor the bodies in charge of elections as well as all the post election phases in order to deter anyone from carrying out fraud.

Main points to remember in this chapter:

- Formal and informal denunciation of fraud is necessary since both can have a positive impact on the electoral process.
- Obtain well in advance the ordinances authorizing your bailiffs to act on a public holiday.
- Comply with the deadlines for procedures for each type of election.
- This requires prior preparation in terms of technical, material, financial and human resources.
- The law, form, content and competent authority must be taken into account in the denunciation of fraud.

CHAPTER 5 :

OPERATIONAL TOOLS

Objectives of this chapter:

- *Propose an organizational model that can be used to secure election*
- *Propose practical tools and guidelines for the various phases of the electoral process*

This chapter is divided into:

5.1 Operational tools during the pre-election phase

5.2 Operational tools during the polling phase

As the title of this work suggests, this is a practical guide, and the tools below are practical instruments that can be used to reduce the effect of electoral fraud on the integrity of the electoral process in Cameroon. These tools are important for the following reasons:

- Each of them is designed to prevent or combat a specific type of fraud.
- They can give the user a clearer view of the electoral process, ensure proper administrative management instead of the current trial and error method.
- They make it possible to prevent or combat fraud in real time or to collect material evidence where fraud has taken place.
- In addition to preventing or combating electoral fraud, these instruments also facilitate collection of information that can help stakeholders to better understand each phase of the electoral

process and hence enable them to more effectively participate in the process.

- They also provide data for more efficient observation of elections.
- The tools facilitate the rapid preparation of election reports.
- They can enable political parties to better manage data in real time and to improve their action on the field.
- They can help political parties and other stakeholders to, after elections, revise the electoral process and thus improve voter confidence.

5.1 Practical tools for the post-election phase

This part contains practical tools for the registration phase (5.1.1.), documents needed for registration after the electorate has been convened (additional list) (5.1.2.), tools to be used after the provisional publication of voter's registers (5.1.3.), tools for the supervision of issuance of voter cards (5.1.4.) and tools for the distribution of voter cards (5.1.5.).

5.1.1.1. Tools for the registration period

5.1.1.1.1. Table for the follow up/calendar for registration drawn up by the head of the ELECAM
(Filled by the local head of the political party in the sub-division)

REGION.....DIVISION.....SUB-DIVISION.....

CALENDAR	FREQUENCY	DATE OF PUBLICATION	NUMBER OF COMMISSIONS	CHAIRPERSON OF THE COMMISSIONS	VENUE FOR REGISTRATION	REMARKS
1st	From..... to.....			- - - -	- - - -	
2nd	From..... to.....			- - - -	- - - -	
3rd	From..... to.....			- - - -	- - - -	

- This table ensures that the schedule for registration is published
- Makes it possible to take steps to be effectively present in the various commissions
- Prevents parallel (fictitious) commissions from being set up

5.1.1.2. Schedule for assigning representatives to the various commissions

(Filled by the local head of the political party in the sub-division)

REGION..... Division..... Sub-division.....

REPRESENTATIVE CHOSEN	POSTING				REMARKS
	DATES	PLACE	NAME OF THE REPRESENTATIVE CHOSEN	N° REPORT COMMISSION	
1.....					
2.....					
3.....					
4.....					
5.....					
6.....					
7.....					

- Ensures the availability of representatives and their proper management
- Ensures that representatives are assigned to all the all the commissions

5.1.1.3. Sample of a report at the end of one day's sitting of a commission N° report.....

(Filled by the local head of the political party in the sub-division)

REGION.....DIVISION.....SUB-DIVISION.....

DATES	PLACE	RESPECT OF THE CALENDAR		TIME WORK STARTS	BREAK	T I M E W O R K ENDS	REGISTRATION	NUMBER OF PERSONS REGISTERED ON THE SAID DATE	MEMBERS OF THE COMMISSION	SIGNATURE	REMARKS
		YES	NO								
							First serial nbr Last serial nbr 1st name registered Last name registered	Chairperson..... Rep Admin.... Rep political parties		

- Makes it possible to verify the legality of the commission
- Facilitates assessment of the registration process
- Facilitates evaluation of the work of the commission and of the representative
- Provides evidence in case of a dispute

5.1.1.4 Journal of registration

(Filled by the local head of the political party in the sub-division)

REGION.....Division.....Sub-division.....

Month of

DATES	N° of Report	Place of registration	First and last serial nbr	Nbr of persons registered	T o t a l registered	Remarks
1 ^{er}						
...						
...						
...						
...						
31						

- Facilitates the day-to-day follow up of the registration process which could come in handy for some strategies to be put in place.
- Document necessary to monitor the issuing of voter cards.

5.1.2 Documents to be submitted during the registration period after the electorate has been convened

It has been observed that officials of ELECAM often take advantage of the ignorance of the electorate to violate some provisions of Sections 82 and 83 of the Electoral Code, by continuing to register some persons in the electoral register.

To be registered after the electorate has been convened, the following documents must be submitted to the joint commission in charge of registration:

- Documents showing previous registration
- Documents showing request for cancellation of previous registration
- Document justifying request for new registration
- Document showing transfer, retirement, etc. as provided for in Sections 82 and 83

5.1.3 Sample of tool used to file petitions after publication of provisional voter's lists

Sample table for claims by voters in the neighbourhood.....

REGION.....Division.....Sub-division.....

Serial nbr	Name and Surname	Tel	N° on receipt	CLAIMS			Entry of wrong information	Correct information
				Not registered	Wrong registration	Change of neighbourhood		
1								
2								
3								
4								
5								
6								
7								

- Facilitates assistance to voters seeking registration or to have their voter information corrected in the voter's lists
- Makes it easier to monitor the number of registered persons (using registration reports)

5.1.1.4 Tools for supervising issuance of voter cards

5.1.1.4.1 Table for the follow up/calendar for the supervision for the issuance of voter cards by the head of the ELECAM branch

(Filled by the local head of the political party in the sub-division)

REGION.....Division.....Sub-division.....

CALENDAR	FREQUENCY	DATE OF PUBLICATION	NBR OF COMMISSIONS	CHAIRPERSONS OF COMMISSIONS	PLACE OF CONTROL	REMARKS
1 st	From.....			-	-	
	From.....			-	-	
	From.....			-	-	
2 nd	From.....			-	-	
	From.....			-	-	
.....	From.....			-	-	
	From.....			-	-	

- Publishes the schedule for the work of the voter registration commission
- Make arrangements to be present or send representatives to the commission
- Prevent the setting up of parallel or fictitious commissions.

5.1.4.2. Schedule for the assignment of representatives to the various commissions

(filled by the local head of the political party in the sub-division)

REGION..... Division Sub-division.....

Representative	ASSIGNED COMMISSION				Remarks
	Date	Place	Name of representative assigned	Commission's Report No.	
1.....					
2.....					
3.....					
4.....					
5.....					
6.....					
7.....					
8.....					
9.....					
10.....					
.....					

- Enables the party to manage representatives and ensure that these are available
- Ensures that representatives are present in all commissions

5.1.4.3. Sample report for the commission issuing cards

Report No. (filled by the representative in the commission)

REGION.....Division.....Sub-division.....

DATE	PLACE	COMPLIANCE WITH PUBLISHED SCHEDULE		OPENED AT	BREAK	CLOSED AT	C A R D S supervised	N U M B E R OF CARDS SUPERVISED ON THE SAID DAY	MEMBERS OF THE COMMISSION	SIGNATURE	REMARKS
		YES	NO								
							1st serial n b r Last serial nbr	Chairperson Rep Adm		

- Facilitates control of the legality of the commission
- Provides information that can be used to evaluate the cards controlled
- Assess the work of the commission and that of the representative
- Evidence in case of any dispute

.5.1.4.4. Journal of cards controlled

(filled by the local head of the political party in the sub-division)

REGION.....Division.....Sub-division.....

DATES	Report nbr	Place where cards are b e i n g controlled	1st and last serial nbrs	Nbr of c a r d s controlled	Total nbr of cards controlled	Remarks
1st						
...						
...						
...						
...						
...						
...						
...						
...						
...						
...						
...						
...						
...						
...						
...						
31						

- Facilitates the general day to day assessment of the production and distribution of cards

5.1.1.5. Tools for the distribution of voter cards

5.1.1.5.1 Table for the follow up of the distribution of voter cards. This table is drawn up by the head of the local ELECAM branch

(filled by the local head of the political party in the sub-division)

REGION.....Division.....Sub-division.....

Calendar for distribution	Frequency	Date of publication	Number of commissions	Chairperson of commissions	Venue for distribution	Remarks
1st	From.....			-	-	
	To.....			-	-	
2nd	From.....			-	-	
	To.....			-	-	
.....	From.....			-	-	
	To.....			-	-	

- To ensure that the schedule for voter registration is published
- Makes it possible to take measures to be represented in the various commissions
- Prevents the setting up of parallel or fictitious commissions

5.1.5.2. Assignment of representatives to the commissions responsible for the distribution of voter cards (See 5.1.1.2)

5.1.5.3. Sample report of the distribution commission

N° RAPPORT..... (Kept by the representative in the commission)

REGION..... Division..... Sub-division

DATES	Venue for the distribution	Compliance with the published schedule		Work started at	Break	Work stopped at	Number of cards distributed	Members of the commissions	Signature	Remarks
		Yes	NO							
								Chairperson..... Rep Adm..... Political party.....		

- Facilitates control of the legality of the commission
- Provides information that can be used to evaluate the distribution of cards
- Facilitates assessment of the work of the commission and that of the representative
- Provides evidence in case of any dispute

5.1.5.4. Journal for the distribution of cards

(filled by the local head of the political party in the sub-division)

REGION..... Division..... Sub-division..... Month of.....

Date	Report No.	Place of distribution	Number of cards distributed	Total number of cards distributed	Remarks
1st					
...					
...					
...					
...					
...					
...					
...					
...					
...					
...					
...					
31					

- Facilitates the general day-to-day assessment of the distribution of cards. This could be needed for the formulation of certain strategies

5.1.5.5. Form for the follow up of petitions by voters

REGION.....Division.....Sub-division.....

Serial No.	First, Last name	No. on card or on receipt	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
.....			

- For easy understanding of voters' complaints and solutions thereto

5.1.5.6 Form for the follow up and assessment of the work of polling centres and polling stations

- Polling Centre
- Is it accessible?Yes.....No
- Polling station indicated.....polling station available.....
- Assigned zone.....

REGION..... Division..... Sub-division.....

Polling stations	Has Electricity?		Accessible?		Enough tables?		Correct reception?		Blackboard?		Others	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No		
A												
B												
C												
D												
E												

- Provides greater visibility with respect to the projected polling premises
- Makes it possible to detect shortcomings and suggest proposals to ELECAM
- Provides field knowledge that can be used to draw up a work plan
- Where there is a problem have a bailiff draw up a report.
- Identifies risky polling centres and polling stations.

5.1.5.7 The various correspondences from voters

In order not to discourage voters who are victims of bureaucratic red tape or outright harassment in case of claims, it would be necessary to assist them in their quest for registration. These sample letters could be most useful in this case:

- Petition for non registration
- Petition for wrong information on voter's list
- Petition against change of neighbourhood of the voter

These are mere samples and can be modified depending on the circumstances, but the content should, in principle, remain the same

5.1.5.7.1 Voter in possession of a receipt but whose name does not appear on the provisional list

To the Chairperson of the Divisional
Supervisory Commission

Date

Subject: Request for registration

Dear Sir/Madam,

I have the honour to draw your attention to the fact that my name has not been entered on the voter's register in spite of the fact that I was duly registered and given receipt No..... (See photocopy attached)

While waiting for this error to be corrected, I remain,

Yours sincerely

Name of Elector

Signature

Attachments:

- Photocopy of registration receipt
- Photocopy of National identity card

NB: Should be done in two copies, one of which should be countersigned by the person receiving the letter

5.1.5.7.2. Voter whose name is wrongly spelt on the provisional voters' register

To the Chairperson of the Divisional
Supervisory Commission

Date

Subject: Request for correction of Name

Dear Sir/Madam,

I have the honour t draw your attention to the error made in entering my name on the voter register. My name was spelt as..... instead of which is the name that appears on my registration receipt (see photocopy attached herewith)

While waiting for this error to be corrected, I remain

Yours sincerely

Name of Elector

Signature

Attachment: Photocopy of registration receipt _

NB: Should be done in two copies, one of which should be countersigned by the person receiving the letter

5.1.5.7.3 Change of neighbourhood of the voter

To the Chairperson of the Divisional
Supervisory Commission

Date

Subject: Request for change of neighbourhood in which I am registered

Dear Sir /Madam,

I have the honour to draw your attention to the error made on my registration on the voters' roll. I was registered in.....(indicate name of neighbourhood) in theSub-Division as indicated in my registration receipt. But the in the provisional voters' list, I have been registered in.....(indicate neighbourhood) in the Sub-division

I am hereby requesting that this error be corrected

Yours Sincerely

Name of Elector

Signature

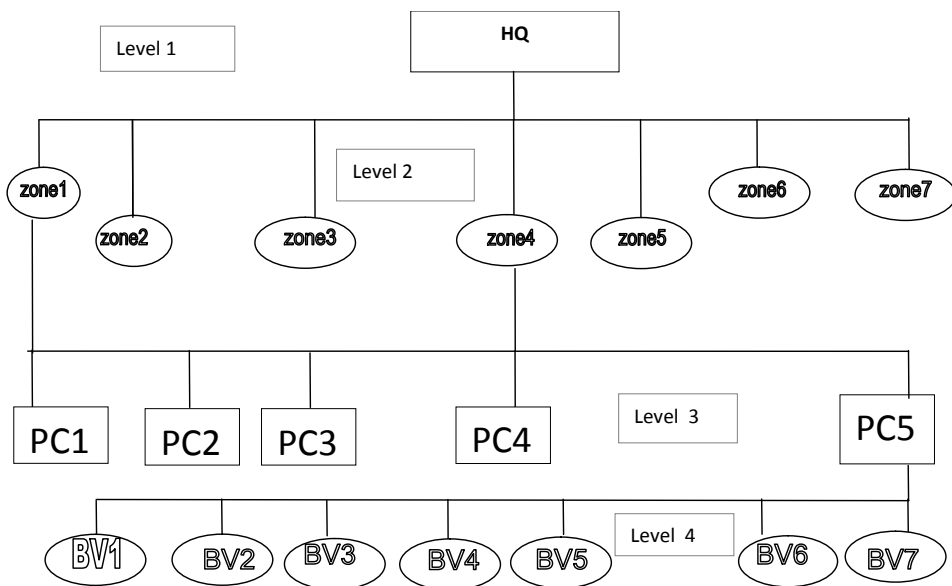
Attachment: Photocopy of the registration receipt

NB : Should be done in two copies, one of which should be countersigned by the person receiving the letter

5.2. Sample tools during the polling phase

5.2.1. Tools showing the organizational structure of polling operations

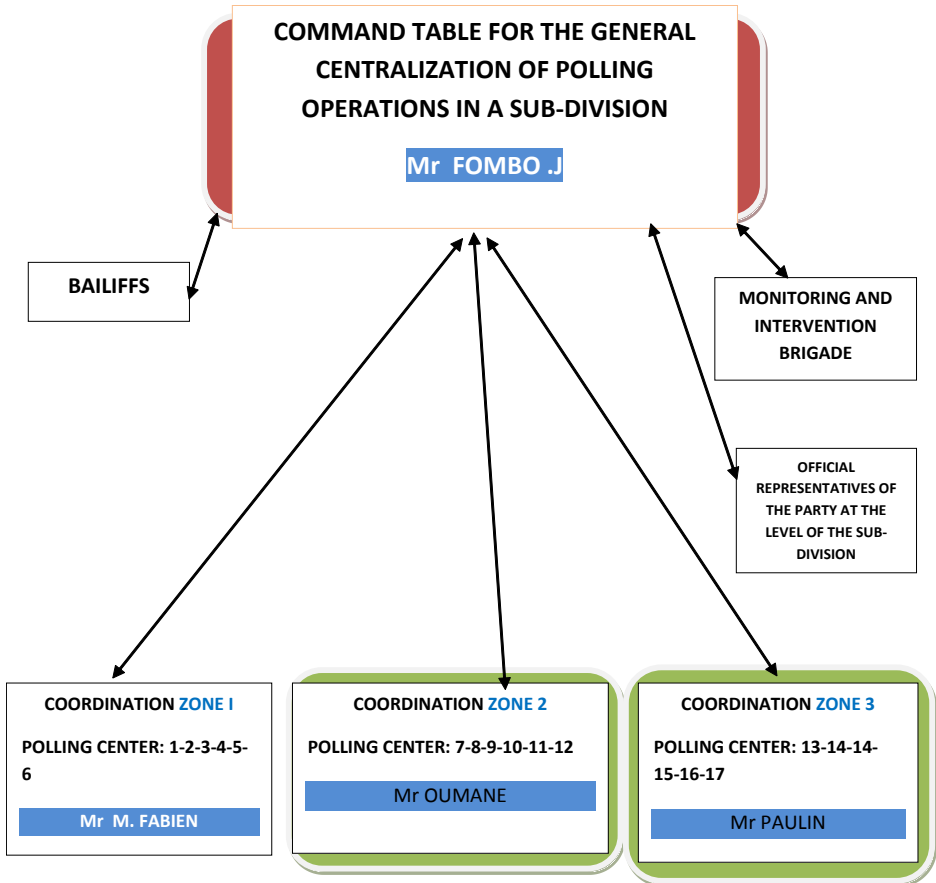
5.2.1.1 Skeletal structure that can be used to better coordinate and control elections in a sub-division (4-level)



- Even though 1 and 3 are intermediary levels that serve mostly as means to transmit information and prepare actions, they also have specific and important roles in the fight against electoral fraud that could occur in level 4.
- Tools adapted for each of these levels are provided for use in combating fraud and for a better mastery of the information needed to perform the various actions.
- The goal of this organizational structure is to enable officials of the party at level 1 to have clear information about the organization of the election, and to have it in a timely manner. To prevent fraud from occurring, officials should make sure that they are in possession of certain information before elections.

- The goal of this organizational chart is also to ensure in a timely manner that all the measures taken to prevent fraud at level 4 are scrupulously respected by the representatives of the party in this polling station.

5.2.1.2 Plan of the office in the head quarters (H.Q)



The head quarters office should be arranged as follows:

- Office space that can conveniently accommodate enough tables for the person managing the HQ and for the various zonal coordinators.

HOW TO PREVENT AND COMABT ELECTORAL FRAUD IN CAMEROON

- The office should be arranged in a manner to facilitate communication between the HQ and zonal coordinators.
- Support services (bailiffs, intervention brigade, etc.,) are located at the HQ but not necessarily in the office per se, as the plan above seems to indicate.

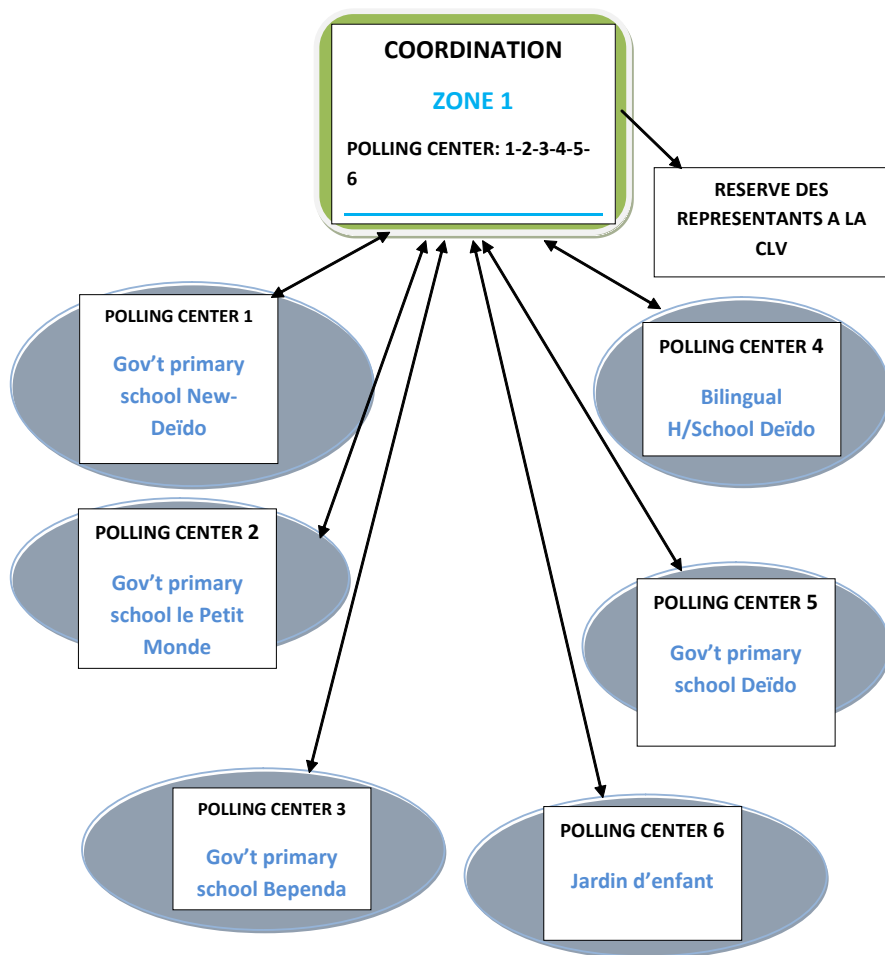
The table below outlines the various tasks, the timeframe for their execution, the tools required, the number of persons and competence needed to carry them out.

OPERATIONAL TOOLS

5.2.13. Tasks to be carried out during polling operations

OFFICIALS	COMPETENCE NEEDED	TASKS TO BE CARRIED OUT BY THE STRUCTURE	T I M E FRAME	TOOLS
<p>1 Coordinator</p> <p>1 Secretary</p>	<p>-Have an interest in the election</p> <p>-Be familiar with the tools provided.</p> <p>- Be familiar with information tools (Excel)</p>	1-Make sure that the polling centers and stations on paper actually exist in the sub-division	DD-2	<p>-General election form</p> <p>-Computer</p> <p>-Telephone</p> <p>-Office supplies</p> <p>-Printer</p> <p>-Photocopying machine</p>
		2-Make sure that officials are effectively present in their duty posts	5:30 am	
		3-Make sure that all representatives are present in the LPC	6:30 am	
		4-Make sure that there is enough polling material in each polling station	8:30 am	
		5-Make sure that poling stations are open and that polling has effectively started in all polling stations.	9:30 am	
		6-Monitor and ensure that voting material is being properly used	10 am	
		7- Organize your intervention/ security agents and bailiffs and place them at the disposal of zonal heads for field interventions where necessary		
		8-Provide meals for your polling agents	1 pm	
		9-Make sure your polling agents are paid their due	Submission of reports	
		10- Collect the results from all the polling stations	9 pm	
		11-Identify all polling stations that lack electricity and provide emergency solutions	2 pm	
		12-Take measures to protect the results from the ballot box		
		13-Drawup a general election report (form to be filled)	DD + 2	

5.2.1.4 Plan of the zone (HQ)



A Zone is made up of a number of polling stations under the supervision of a zonal coordinator.

Each Zonal coordinator is supposed to be in constant and direct communication with the heads of polling centres and polling stations falling under his jurisdiction. His duty is to provide solutions to problems that arise in these centres and, where necessary, transmit the information to the HQ.

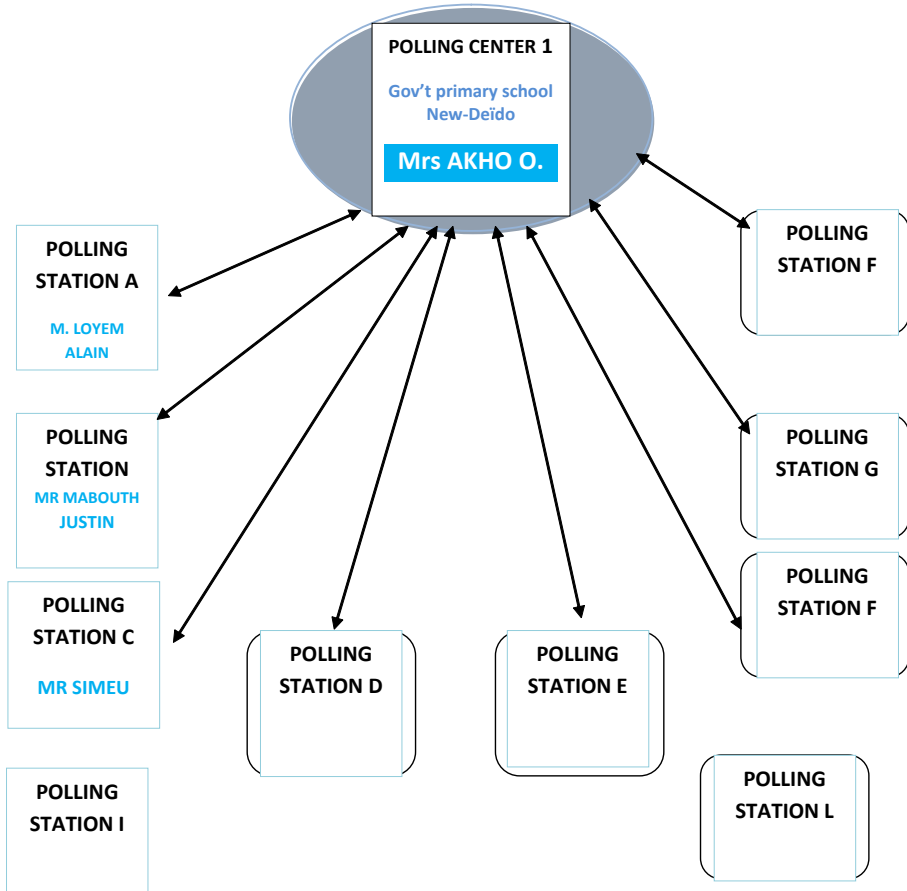
The table below outlines the various tasks, the timeframe for their execution, the tools required as well as the number of persons and competence needed to carry them out:

OPERATIONAL TOOLS

5.2.1.5 Tasks during polling operation

OFFICIALS	COMPETENCE NEEDED	TASKS TO BE PERFORMED BY THE STRUCTURE	TIME FRAME	TOOLS
1 Zonal Head 1 Assistant	-Have an interest in the election - Be familiar with the various tools provided -be conversant with the electoral law. -Be fully familiar with the Zone	1- Visit the polling centres in your zone and draw site plans for the various polling stations	DD-4	- Attendance sheet for polling agents - Form to monitor the availability of polling material - Form to monitor the use of polling material -Form to monitor the opening of polling stations - Time table for provision of meals - Office supplies
		2- Act as conduit for information and action between the HQ and the various polling centres (action on the field, bailiffs....)		
		3-Make sure that the heads of the polling centres are at their duty posts	6 am	
		4-Make sure that representatives are present in polling stations and make replacements where necessary	7 :45 am	
		5-Make sure that all the necessary polling material is available in all the polling stations falling under the zone	8 am	
		6- Make sure that poling stations are open and that polling has effectively started in all polling stations.	10 am	
		7- Monitor and ensure that voting material is being properly used.	9 am	
		8-Provide meals to representatives and heads of centres. Provide breakfast and lunch	8 am-12 noon	
		9-Send your polling agents and bailiffs to the field where necessary		
		10- Identify all polling stations that lack electricity and provide emergency solutions.	2 :30 pm	
		11-Quickly collect all polling results from the zone and submit them to the coordinator at the HQ	8 : 30 pm	
		12-Collect all election reports from your zone for transmission	10 pm	
		13-Make sure that the heads of polling centres and representatives in polling stations are paid their due.	Before or after receiving the reports	

5.2.1.6 Plan of a polling centre



A polling centre is a well identified location that contains a number of polling stations. It is headed by a chief of centre who is in direct and constant contact with representatives in the polling stations. He forwards all necessary information to the zonal head.

The table below outlines the various tasks, the timeframe for their execution, the tools required as well as the number of persons and competence needed to carry them out.

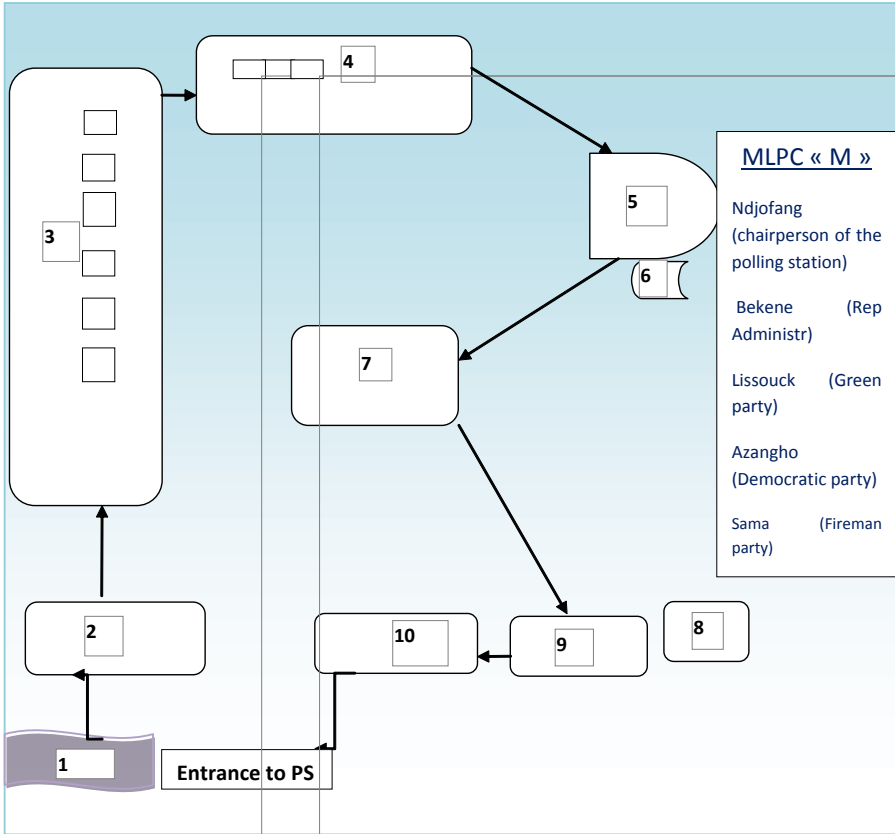
OPERATIONAL TOOLS

5.2.1.7 Tasks in a Polling Centre during the poll

OFFICIALS	COMPETENCE NEEDED	TASKS TO BE CARRIED OUT BY THE STRUCTURE	T I M E FRAME	TOOLS
1-Chief of Centre 1-Assistant	<ul style="list-style-type: none"> - Preferably someone with an interest in the election - Be familiar with the legislation governing polling operations - Know how to use the various tools provided. - Someone smart and active, capable of moving swiftly from one place to the other. - Capable of facing up to intimidation 	1-Visit the polling station and draw a site plan	DD-2	<ul style="list-style-type: none"> - Sheet showing assigned representatives - Form to monitor the availability of polling material - Form to monitor the use of polling material -Form to monitor the opening of polling stations -Time table for supply of meals. -Availability of electricity. -Transmission of results. -Telephone
		2-Act as conduit for information between the polling station and the Zone		
		3-Ensure that MLPC are present	5 :45 am	
		4-Roll call of the representatives assigned to the polling stations	6 :15 am	
		5-Replace those absent	7 :45 am	
		6-Ensure that polling material is available	8 am	
		7-Make sure they are being properly used	8 :30 am	
		8-Make sure the polling stations are open	9 :30 am	
		9-If necessary, intervene or give instructions to the representative		
		10-Make constant rounds to polling stations.		
		11-Where necessary ask your polling/security agents and bailiffs to intervene		
		12-Provide meals to representatives in the polling station	1 2 h noon	
		13-Pay the representatives their due	After collecting reports	
		14-Coordinate the activities of scrutineers during vote counting		
		15-Immediately forward the results from the polling station to the hierarchy	7 :30 pm	
Identify all polling stations without electricity	2 pm			
Collect all election reports and submit them	9 pm			

5.2.1.8 Sample plan for a polling station

- Movement of electors
- Positioning of voting material



Material for a polling station:

1. Voters' list 1 (for the public to consult pasted at the entrance);
2. Voters' list 2 (to be used to confirm the identity of the voter and for polling operations);
3. Table for ballot papers;
4. Tables for envelopes;
5. Polling booth;

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6. Waste bag;
7. Table for the ballot box;
8. Miscellaneous materials (for subsequent use);
- 9-10- Confirmation of the vote.

A polling station is the place (generally a large room) where polling takes place. It is supervised by all the representatives commonly referred to as members of the local polling commission (MLPC). The representative monitors the conduct of the poll using a guide. He must constantly be in contact with his chief of centre to whom he forwards information and receives instructions necessary for the transparency of the election.

The table below outlines the various tasks, the timeframe for their execution, the tools required as well as the number of persons and competence needed to carry them out:

5.2.1.9 Tasks carried out on polling day in the polling station

OFFICIALS	COMPETENCES NEEDED	TASKS TO BE CARRIED OUT BY THE STRUCTURE	T I M E FRAME	TOOLS	
1-representative 1-Scrutineer	<p>THE SCRUTINEER</p> <p>Be able to detect fraud being carried out or being prepared even outside the polling station</p> <p>THE REPRESENTATIVE</p> <p>Know how to use the various tools provided.</p>	<p><u>THE SCRUTINEER</u></p> <p>Under the coordination of the chief of the polling centre</p>		<p>-Work sheets I and II: Guide for MLPC</p> <p>- Form to monitor the availability of polling material</p> <p>- Form to monitor the use of polling material</p>	
		-Dismantle networks used to bribe voters	During the poll		
		Dismantle networks operated by influence peddlers	During the poll		
		-At the end of voting operations, volunteer to participate in the vote counting	During vote counting		
		<u>THE REPRESENTATIVE OR MLPC</u>			
		Visit your polling booth	DD-1		
		Follow and execute instructions from your chief of Centre	During the poll		
Make sure that the directives in work sheets I and II are respected to the letter	During the poll				

5.2.2. Tools for the follow-up and control of the poll

Work sheets I and II below are divided into two parts: tasks and communication respectively.

- The part dealing with tasks contains: ***tasks to be performed*** and ***legal references***. The information in the tables has been simplified to enable MLPC to prevent fraud in their polling stations. It also serves as a checklist to enable the MLPC to be more efficient in performing his task in the polling station.
- The communications part contains: Did you make sure that this was done? and ***remarks***.

This sheet enables the representative in the polling station:

- To communicate with the chief of centre and to inform him of the irregularities observed in the polling station.
- To have written data that can subsequently be used for assessment.
- To make rounds in polling centres
- To prevent the obstruction of the work of the representative in the commission and prevent disturbances
- To express him/herself with greater confidence.

It should be noted here that, for practical reasons (financial, organizational, logistical), the chief of centre is the person who should receive the greatest amount of training on matters relating to polling proper to enable him to operate efficiently in responding to reports from representatives and other events on the ground. This training should also enable him to make up for the shortcomings of some of the representatives.

5.2.2.1 Checklist for members of the local polling commission

WORKSHEET 1 for the MLPC (Tasks)

Polling station: GOVERNMENT PRIMARY SCHOOL NEW-DEÏDO (Polling station **M. MCLV DJUKO RUBEN**)

REGION.....DIVISION.....SUB-DIVISION.....

No	Tasks to prevent fraud	Legal references (see annexure)	Have the tasks been performed?		Remarks
			Yes	No	
01	Arrival on time at the polling station (6 :15am) (in principle, 2 hrs before the start of elections)				<u>Your time of arrival</u>
02	If the hall is open, start arranging the room for polling				
03	Introduce yourself and ensure that the others are duly accredited representatives	Section 54(1)			
04	<u>Make sure that voting material is available</u> 1-Ballot box. 2-Seals. 3-Polling booth. 4- Waste bag. 5- Voters' List 1. 6- List 2. 7- Report forms. 8-Ink pads. 9- Date maker. 10 Envelopes. 11- Adhesive glue. 12- Ballot papers. 13-Tally sheets.14- Calculator. 15-Office supplies	Section 98(2)			Record the shortages in voting material
05	Verify the quality and positioning of the voting material	Sect . 100 (1) Sect . 104(3) Sect . 106(1)			Nbr of voting material wrongly positioned
06	Make sure that one of the voters' lists is posted at the entrance to the polling station for the public to consult	Sect . 98(1)			
07	Participate in the distribution of tasks in the polling station	Sect . 61			
08	Do not allow any person or persons to accumulate tasks	Sect. 61			
09	One member alone can supervise voters collecting ballot papers	Sect. 61			How many members of your polling station are supervising ballot papers?

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WORKSHEET 2 for the MLPC (Communication)

Polling station: GOVERNMENT PRIMARY SCHOOL NEW-DEÍDO (Polling station M. MLPC DJUKO RUBEN Tel.....)

REGION.....DIVISION.....SUB-DIVISION.....

No	TASKS TO BE PERORMED TO PREVENT FRAUD	L E G A L REFERENCES	DID YOU MAKE SURE THAT THIS WAS DONE?			REMARKS
			YES	SOME-TIMES	NO	
01	The chairperson of the polling station has no right to give anyone orders. Any aspect not provided for by the law must be decided by mutual agreement	Sect. 61				<u>W h i c h orders?</u>
02	Make sure that the list is posted at the entrance to the polling station for public consultation under the supervision of a member of the commission	Sect.98(1)				
03	Make sure that the identity of the voter is properly cross-checked once inside the polling station	Sect.103(1)				
04	Allow voters to enter one by one to avoid overcrowding in the polling station	Sect. 61 Sect. 98(1)				
05	The local polling commission is autonomous, and does not receive orders from anyone, not even from an administrative authority or from ELECAM officials	Sect. 61				Did you receive any orders?
06	During elections, it is very important to control the thumbs of voters. A thumb that is too clean can be a sign of repeated washing. People paid to vote repeatedly often have very clean thumbs					
07	Voters must be asked to put their chosen ballots in the envelope while in the polling booth	Sect. 100(1)				
08	Make sure that all voters use the waste bag	Sect. 104(3) Sect. 100(1)				How many voters did not use this bag?
09	The voter must not enter the polling booth with a bag or any accessory that can contain envelopes	Sect. 61				How many voters entered with a bag?
10	Make sure that the voter has only one envelope when coming out of the polling booth	Sect. 104(2)				

HOW TO PREVENT AND COMABT ELECTORAL FRAUD IN CAMEROON

11	Call your CC if anyone is trying intimidate you by forcing you to use a document or manual					Title of the manual
12	Respect but do not trust other members of the Commission. Those who are very friendly are often just trying to distract you so that fraud can take place					
13	Watch the ballot box always, especially when a member of the Commission or an elector is near it					
14	Point out all irregularities to the other members of the polling station and if these are not immediately corrected, note it down and enter the information in the polling report	Sect. 62 (1)				
15	A member of the polling station can only vote if he has an identity card and a voter's card in the constituency in question. Find out if he has not already voted elsewhere.	Sect. 102(2)				
16	During vote counting, allow voters to enter the hall, but ask them to remain calm and orderly	Sect. 109				<u>Were voters allowed into the hall?</u>
17	-Propose your srutineers to the chairperson of the commission. If he refuses, remain very vigilant and ask your scrutineers to stay close to the counting operation. -Make sure that the vote counting procedure is scrupulously respected	Sect. 55				<u>Did you propose srutineers?</u> <u>Did he accept ?</u>
18	Observe the directives for filling the report form to make them secure					
19	-Do not accept favours -Do not attempt any fraud to favour your party or candidate	Sect. 288 Sect. 289				
20	-Make sure that all the reports are identical and filled with the same handwriting -Make sure that all the reports are counter-signed by all the members of the polling station and the scrutineers -Make sure you have your own copy of the report and submit it to the official in charge -Go with the chairperson to the Commission and remain there till the end of the commission's work	Sect. 115 (1,2) Sect. 63				
NOTE DOWN ALL THE IRREGUARITIES OBSERVED DURING POLLING OPERATIONS HERE AND MAKE SURE THAT THESE ARE MENTIONED IN THE POLLING REPORT						

5.2.2.2 Control sheet and note by Chief of polling centre:

Gov't Primary School New-Deïdo / Chief of centre: Akho O/ Tegiona Paul

REGION.....DIVISION.....SUB-DIVISION.....

NO	NAME OF MLPC	TEL	CONFIRMATION	ASSIGNED POLLING STATION	VOTING MAT.		MEALS	RESULTS	*	TIME	REPORT	REMARKS
					PRE	POST						
1			D								
2			F								
3			K								
4			A								
5			E								
6			J								

SCRUTINEERS

A :.....B :.....C :.....D :.....E :.....F :.....G :.....H :.....
 ...I :.....J :.....K :.....L :.....M :.....N :

This sheet is given to the chief of centre on the eve of the poll. It should contain the number and serial numbers of the polling station in his centre as well as the names of the representatives assigned and their tasks. It should serve as a checklist to help him better organize his work, considering the number of polling stations he has to supervise

5.2.2.3 Sheet used to monitor attendance of polling agents

Zone..... Zonal head.....

Time of arrival Filled by the Zonal head

REGION.....DIVISION.....SUB-DIVISION.....

POLLING CENTER	PRESENCE OF MLPC					OBSERVATIONS
	Presence x Absence Cancel where not necessary					
Polling centre : Gov't Primary School NEW- DEÍDO Chief of Centre Tel..... Substitute... Tel..... Nbr of stations..... Time arrival of meals...	A X	B x	C x	D x	E x	Requested
	F x	G x	H x	I x	J x	Received...
	L x	M x	N x	O x	P x	Expecting
	Q x	R	S	T	U	Cx,Gx
	V	W	X	Y	Z	
Polling centre: Chief of Centre Tel..... Substitute... Tel..... Nbr of stations..... Time arrival of meals...	A	B	C	D	E	Requested
	F	G	H	I	J	Received...
	L	M	N	O	P	
	Q	R	S	T	U	Expecting
	V	W	X	Y	Z	

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This is supposed to be filled by the zonal head of the party. It is used to:

- Confirm the availability of chiefs of centre and to ensure that they are effectively present;
- Ensure that members of the party are effectively present in the polling stations and to assign substitutes where need be;
- Provide a summary of the situation to the HQ;
- Indicate problems that need to be solved by the zone in the column for remarks.

5.2.2.4 Form used to monitor the availability of voting material in the polling station

Polling centre: Gov't Primary School NEW-DEÍDO... Polling station:M.....
 Form to be filled by the member of the local polling commission: ...DJUKO RUBEN.....
 REGION.....DIVISION.....SUB-DIVISION.....

Material	Ballot box	Polling booth	Waste bag	List	List	Reports form	Ink pad	Date maker	Glue	Ballot papers	Envelope	Tally sheets	Calculator	seals	Pens	Rulers	Office supplies		
Availability																			
Position																			

This tool is intended for the representative of the party in the polling station. It is used:

- As a checklist for all the voting material needed in the polling station
- To ensure that the various materials for the polling stations are effectively available

This form will be consulted by the chief of centre when preparing a report for the HQ.

5.2.2.5 Form used to monitor the availability of voting material – Polling centre

Polling centre: Gov't Primary school NEW-DEÏDO

Number of polling stations: 6

Form to be filled by the Chief of Centre.....Akho Odile...

REGION.....DIVISION.....SUB-DIVISION.....

Polling station	availability/ Position	Ballot box	Polling booth	Waste bag	List 1	List 2	Report	Ink pad	Date maker	Glue	Ballot papers	Envelopes	Tally sheets	Calculator	Pens		
A	Available Position																
B	Available Position																
C	Available Position																
D	Available Position																
E	Available Position																
F	Disposition Position	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

This form should be filled by the person representing the party in the polling centre. It is used for the following:

- To enable the party's Chief of Centre to monitor the availability, quality and position of polling material in the various polling stations in his centre.
- Information from this sheet will enable the Chief of centre to give instructions to representatives in the polling stations.
- Provide detailed information to the HQ.

5.2.2.6 Form used to monitor the availability of polling material

Zone..... Zonal Head.....

Form to be filled by the Zonal Head

REGION.....DIVISION.....SUB-DIVISION.....

POLLING CENTER	AVAILABILITY OF POLLING MATERIAL IN THE POLLING STATION					REMARKS
	Available x					
	Not available Cancel where not applicable					
Polling centre:..... Chief of centre..... Tel..... Substitute..... Tel..... Nbr of polling stations.....	A	B	C	D	E	
	F	G	H	I	J	
	L	M	N	O	P	
	Q	R	S	T	U	
	V	W	X	Y	Z	
Polling centre:..... Chief of centre..... Tel..... Substitute..... Tel..... Nbr of polling stations.....	A	B	C	D	E	
	F	G	H	I	J	
	L	M	N	O	P	
	Q	R	S	T	U	
	V	W	X	Y	Z	
Polling centre:..... Chief of centre..... Tel..... Substitute..... Tel..... Nbr of polling stations.....	A	B	C	D	E	
	F	G	H	I	J	
	L	M	N	O	P	
	Q	R	S	T	U	
	V	W	X	Y	Z	

This form is to be filled by the Zonal head. It should enable him to monitor and coordinate election activities in the polling stations falling under his jurisdiction. It enables him to:

- Ensure that polling material is effectively available in the various polling stations and that this material is of good quality and is correctly positioned.
- Identify measures taken and draw up reports for transmission to the HQ.

5.2.2.7. Form to follow up on provision of meals

Zone..... Zonal head

Filled by the Zonal Head

REGION.....DIVISION.....SUB-DIVISION.....

POLLING CENTER	BUREAUX MCLV					REMARKS
	Meals provided x Not provided Cancel where not applicable					
Polling centre: Chief of Centre..... Tel..... Substitute... Tel..... Nbr of polling stations.....	AX	BX	CX	DX	EX	Nbr of persons to be fed:
	FX	GX	HX	IX	JX	
	LX	MX	NX	OX	PX	
	QX	R	S	T	U	
	V	W	X	Y	Z	
Polling centre: Chief of Centre..... Tel..... Substitute... Tel..... Nbr of polling stations.....	A	B	C	D	E	Nbr of persons to be fed :
	F	G	H	I	J	
	L	M	N	O	P	
	Q	R	S	T	U	
	V	W	X	Y	Z	
Polling centre: Chief of Centre..... Tel..... Substitute... Tel..... Nbr of polling stations.....	A	B	C	D	E	Nbr of persons to be fed:
	F	G	H	I	J	
	L	M	N	O	P	
	Q	R	S	T	U	
	V	W	X	Y	Z	

This tool is kept by the Zonal head for each group of polling centres. It is used to:

- Ensure that all representatives in polling stations are effectively provided with meals and on time.

5.2.2.8 Form for the transmission of polling results – Polling station

Polling Centre: GOV'T PRIMARY SCHOOL NEW-DEÏDO

Polling station: M

Name of the representative of the party in the polling station: DJUKO RUBEN

Form to be filled by the member in the local polling commission

REGION.....DIVISION.....SUB-DIVISION.....

REGISTERED	VOTED	INVALID BALLOT PAPER	Political parties or candidates				
			Socialist Party	T h e Justice	Firemen Party	Democratic Party	G r e e n Party
450	189	09	101	36	03	25	15

Signature

DJUKO

This tool is to be filled by the representative of the party in the polling station.

- It is used to rapidly forward results of the said polling station to the HQ through the Chief of Centre immediately after vote counting.
- This will enable the party to quickly know the results (30 mns at most after vote counting) while waiting for the election report which often takes a bit longer to reach the officials of the party.

5.2.2.9 Table giving a summary description of the method to prepare a report and sample election reports

TYPE OF INFORMATION	INFORMATION	PAGE OF THE REPORT	PARAGRAPH	COLOUR USED
INFORMATION AVAILABLE BEFORE VOTE COUNTING (to be filled before vote counting)	-Region -Division -Council - Polling station	Page 1	I	Blue
	-Date of elections -Time voting starts -Names and titles of MLPC	Page 1	II	Blue
	Time polling station was opened	Page 1	III	Blue
	Name of the party or candidate	Pages 2 and 3	V et VI	Blue
INTERMEDIARY INFORMATION AND INFORMATION AVAILABLE AFTER VOTE COUNTING (to be filled after vote counting)	-Time voting ended -Names of scrutineers	Page 1	III	Red
	-Nbr of voters -Vote counting results	Page 2	IV	Red
	-Nbr of votes obtained by a candidate or party	Pages 2 and 3	V et VI	Red
	-Remarks by the Commission - Nbr of copies -Place, signature and date on report	Page 4	VII	Red
	Signature by MLPC and scrutineers	Page 4	VIII	Red

EXEMPLE DE TENUE D'UNE FEUILLE DE CALCUL

Wobob	Nul	Juste	Sociabik	Fou	Demouab	Vnt
129	### III	### ### ### ### ### I	### I	III	### ### ### ### ###	### ### ### ### ### ###
189	09	36	101	03	25	15

OPERATIONAL TOOLS

REPUBLIQUE DU CAMEROON République du Cameroun		REPUBLIQUE DU CAMEROON République du Cameroun	
ELECTIONS CAMEROON		ELECTIONS CAMEROON	
DIRECTION GENERALE DES ELECTIONS		DIRECTORATE GENERAL OF ELECTIONS	
ELECAM			
REGION LITTORAL	DEPARTEMENT DIVISION WOURI	COMMUNE COUNCIL DOUALA	BUREAU DE VOTE POLLING STATION ECOLE pub NEW-DEIBO
ELECTION PRESIDENTIELLE 2011 2011 PRESIDENTIAL ELECTION			

**PROCES-VERBAL DE DEPOUILLEMENT
REPORT ON COUNTING OPERATIONS**

L'an deux mille 11 et le 12 Mai de 9^h30 heures à 18^h00 dans la
 station de vote ci-dessus, s'est réunie la Commission locale de vote composée ainsi qu'il suit :

In the year 2011 and on 12 May from 9:30 to 18:00 in the
 venue of the above-mentioned polling station, met the Local Polling Commission composed as follows:

Président / Chairperson: NB. Jofang Henri

Membres / Members: Bekere Thomas (Administration)

Lissouki N (Parti des votes)

AZangho J.P (Parti Démocratique)

Bouanga R (Parti de la Justice)

DJUKO Ruben (Parti Socialiste)

Sama N (Parti du feu)

La commission ainsi constituée a choisi M. Mre AZangho J.P

comme secrétaire.

The Commission, constituted above, appointed Mr / Mrs

Secretary:

Au terme des opérations de vote, la commission dresse le procès-verbal dont le contenu suit:

At the close of voting, the Commission reports as follows:

I. DEROULEMENT DU SCRUTIN	I. CONDUCT OF POLL
<p>a. Matériel et documents électoraux</p> <p>Avant l'ouverture du scrutin, la commission a constaté la disponibilité du matériel et documents électoraux ci-après :</p> <ul style="list-style-type: none"> une urne et des scellés ; un ballot et un sac à poubes ; des tampons encreurs et des façons d'encre indélébiles ; une lampe le cas échéant ; un cachet d'usage ; des bulletins de vote pour chaque candidat en compétition ; des exemplaires non scellés du procès-verbal de dépouillement et des feuilles de pontage ; un guide de la commission locale de vote et des extraits des textes régissant l'élection présidentielle ; des fournitures de bureau. <p>b. Ouverture du scrutin</p> <p>A <u>9^h30</u>, la commission a procédé à l'ouverture du scrutin après avoir scellé l'urne et vérifié qu'elle était vide.</p> <p>c. Déroulement des opérations de vote</p> <p>Chaque électeur dont le nom figure sur la liste des électeurs du bureau de vote, après avoir fait vérifier son identité suivant les règles et pratiques établies, a pris les bulletins des différents candidats, sans retirer ceux fléchis, fait son choix et a ensuite introduit l'enveloppe dans l'urne.</p> <p>Le vote de chaque électeur a été constaté d'abord par l'apposition d'une croix (X) devant son nom sur la liste d'inscrption du bureau de vote, ensuite par l'apposition de son pouce mouillé d'encre indélébile sur sa carte d'électeur et sur son bulletin de vote.</p> <p>Le scrutin a été clos à <u>18^h00</u></p>	<p>a. Election Materials and Documents</p> <p>Before the opening of the poll, the Commission acknowledged the availability of the following election materials and documents:</p> <ul style="list-style-type: none"> a ballot box and ballot box seals; a polling booth and waste disposal bag; ink pads and small bottles of indelible ink; a lamp where necessary; a voter stamp; ballot papers for each competing candidate; unsealed election report forms and vote counting sheets; a polling station guide and abstracts of texts governing the presidential election; office supplies. <p>b. Opening of the Poll</p> <p>At <u>9:30</u>, the Commission proceeded to the start of the poll after first displaying the empty ballot box and sealing it.</p> <p>c. Conduct of polling operations</p> <p>Each voter whose name appears on the voters' list of the polling station, after proving his identity in accordance with established rules and practices, collected the ballots of each candidate, withdrew into the polling booth, made his/her choice and then dropped the envelope in the ballot box.</p> <p>Each vote cast was evidenced by a cross (X) marked against the voter's name on the polling station roll, the affixing of the voter's thumb印 in indelible ink on his/her card and the stamping of the voter's name on the ballot paper.</p>
<p>ii. Dépouillement du scrutin</p> <p>Scrutiniser <u>ABOUNGANG, EKOMPLO, MUSSOUKI, BABO</u></p>	<p>iii</p>

Model "B" is a non-secure model designed for "NOV" transactions use only.

Page 1

La commission a fermé la liste d'émargement et a constaté que le nombre de votants s'est élevé à 183
(cent quatre vingt trois)
(en toutes lettres)

Dans le strict respect des dispositions de la loi électorale relatives au dépouillement du scrutin, la commission a procédé à l'ouverture de l'urne et au dépouillement, avec l'assistance des scrutateurs, de la manière suivante :

- le nombre d'enveloppes et bulletins sans enveloppes déposés dans l'urne ont été d'abord dénombrés ;
- un scrutateur extrait ensuite le bulletin de chaque enveloppe et le transmit à un autre qui il à haute voix le nom qu'y est inscrit ;
- le nom du candidat ainsi lu est relevé sur des feuilles de pointage préparées à cet effet.

La commission a ensuite examiné et statué sur les enveloppes et bulletins susceptibles d'être considérés comme nuls conformément aux dispositions légales en vigueur et a établi le résultat qui suit :

1. Nombre d'électeurs inscrits sur la liste électorale du bureau de vote : 1450
2. Nombre de votants d'après les émargements rotondes : 183
3. Nombre total d'enveloppes trouvées dans l'urne : 183
4. Nombre d'enveloppes contenant des bulletins nuls : 0
5. Nombre d'enveloppes sans bulletins : 109
6. Nombre de bulletins sans enveloppes trouvés dans l'urne : 0
7. Nombre d'enveloppes non réglementaires : 15
8. Nombre total d'enveloppes et bulletins déclarés nuls (n° 4 à 7) et n'entrant pas en ligne de compte : 0
9. Nombre de suffrages valablement exprimés (total des votants moins bulletins nuls) : 180

The Commission closed the marked copy of the electoral roll and found that the number of voters stood at

(in words)

While adhering strictly to the relevant provisions of the electoral law with respect to the counting of votes, the Commission, assisted by the scrutiners, proceeded to open the ballot box and to check and count the votes as follows:

- the total number of envelopes and of ballots without envelopes was first ascertained;
- a scrutiner then took the ballot out of each envelope and passed it on to the other who read aloud the name inscribed on it;
- the name of the candidate read out was recorded on specially prepared counting sheets.

The Commission then scrutinized both the envelopes and ballots which might be regarded as null and void in accordance with the provisions in force before establishing the following result for the poll:

1. Number of registered voters on the polling station roll
2. Numbers of voters marked off the roll as having voted
3. Total number of envelopes found in the ballot box
4. Number of envelopes containing void ballot papers
5. Number of envelopes without ballots inside
6. Number of ballots found in the ballot box without envelopes
7. Number of envelopes not conforming with official norms
8. Total number of envelopes and ballots declared null and void (No. 4 to 7), not to be taken into account
9. Number of valid votes cast (total votes cast less null and void ballots)

III. ETAT DES SUFFRAGES OBTENUS PAR CANDIDAT
STATEMENT OF VOTES OBTAINED BY CANDIDATE

NOM DU CANDIDAT (en français) NAME OF CANDIDATE	NOMBRE DE SUFFRAGES OBTENUS NUMBER OF VOTES OBTAINED	
	En chiffres In figures	En toutes lettres In words
LES Socialistes	<u>101</u>	(Cent un)
LA Justice	<u>36</u>	(trente six)
LE FEU	<u>03</u>	(Trois)
LES Démocrates	<u>25</u>	(vingt cinq)
Les Verts	<u>15</u>	(quinze)

Le résultat du scrutin ayant été rendu public conformément à la loi, les bulletins et enveloppes doivent être déposés au procès-verbal et mis dans un sac scellé adressé au Président de la Commission Départementale de Supervision. The return of the ballot papers and envelopes must be placed in a sealed package addressed to the President of the Departmental Supervisory Commission. Before the announcement of the result obtained at the polling station in accordance with the law, ballot papers and envelopes which had to be deposited in the report, were placed in a sealed package addressed to the Chairman of the Departmental Supervisory Commission. Before, every ballot not withdrawn by their legal holders were placed in a sealed package and handed over to the competent Central Branch head.

Sorti soigneusement au procès-verbal les bulletins et enveloppes ayant été obtenus dans les bureaux par les membres de la commission, ainsi que les feuilles de pointage. According to the protocol report and the envelopes and ballot papers obtained from the members of the commission, as well as the counting sheets.

Les membres de la commission ont assisté à la lecture du procès-verbal des opérations électorales au cours desquelles au moins trois membres ont constamment assisté. Members of the Commission then closed the report on their counting operations which were constantly attended to by at least three members.

Les observations relatives ont été reçues ou formulées par la commission :

The following remarks were received or made by the Commission:

Absence SAC o rebut (Situation normale 9^h15) Non affichée liste o l'existence (Situation normale 9^h15)

VII

Fait en 08 exemplaire à Bouaké le 12 Mai 2011 et transmis au Chef d'Antenne Communale d'Electors Commission (ELEGAM) pour acheminement dans les 48 heures à la Commission Départementale de Supervision. L'original a été remis à l'Antenne communale d'ELEGAM pour archivage et un exemplaire remis à chaque membre présent de la Commission locale de vote.

Done at 08 copies at Bouaké on 12 May 2011 and forwarded to the Council Branch Head of Electors Commission (ELEGAM) for onward transmission within 48 hours to the Divisional Supervisory Commission. The original was sent to the ELEGAM Council Branch archives and a copy handed to each member of the Local Polling Commission present.

Ont signé / Signed:

Le Président de la Commission
Commission Chairperson

Membres / Members :

Moufang Houni
M

Bekou Thomas (Administration) Bp
Lissouka M (Parti Volt) Lich
AZangho J-P (Parti Démocratique) Bp
Bouanga R (Parti Justice) Bp
Azuko Ruben (Parti Solidarité) Bp
Sama A (Parti Feu) Sau

VIII

Res scrutateurs

ASSoung, EKongolo, Mlissouci, BADA
M M M M

Page 1

* Mettre les bulletins sans enveloppes et les enveloppes numérotées de 4 à 7 rétrosciez.
Put the ballot papers without envelopes and envelopes numbered 4 to 7 reverse.

5.2.2.10 Sample form for elections results: Polling Centre

Polling centre: GOV'T PRIMARY SCHOOL NEW-DEÏDO

Number of polling stations: ...16

Name of Chief of Centre: AKHO ODILE

Form to be kept by the Chief of Centre

REGION.....DIVISION.....SUB-DIVISION.....

Polling station	Registered voters	Voted	Invalid ballot paper	Political party or candidate				
				Socialist Party	Justice Party	Firemen Party	Democratic Party	Green Party
A	500	240	10	92	50	12	62	14
B	380	285	12	98	35	10	52	78
C	250	170	10	50	20	10	30	50
D	450	204	5	110	30	22	15	22
E	472	315	22	113	70	15	70	25
F	413	186	7	80	20	50	17	12
G	482	291	11	90	85	25	50	30
H	416	231	9	110	30	12	0	70
I	412	265	15	150	50	10	25	15
J	230	143	3	50	30	15	20	25
K	318	306	16	100	80	15	60	35
L	452	234	2	110	80	7	12	23
M	450	189	09	101	36	03	25	15
N	500	336	12	112	80	32	60	40
O	350	140	10	50	30	15	25	10
P	412	205	5	75	40	15	30	40
TOTAL	6487	3740	158	1491	766	268	553	504

This form is filled by the official of the party in the polling centre. It serves to:

- Summarize the results from all the polling stations of the centre. The form is sent to the HQ as soon as it is ready.

5.2.2.11 Form used to monitor the totals of results from a Zone

ZONE.....1.... Number of polling centres: 6

Zonal Head:...NANGA

Kept by the Zonal Head

REGION.....DIVISION.....SUB-DIVISION.....

Polling centre	Political parties or candidates					
	NUL	Socia- list Party	Justice Party	Firemen Party	Dem o - cratic Party	Green Party
Polling centre: GOV'T PRIMARY SCHOOL NEW- DEÍDO R e g i s t e r e d voters ...6487..... Voted:.....3740.	158	1.491	766	268	553	504
Polling centre:.....2..... Registered Voted:.....						
Polling centre:...3..... R e g i s t e r e d voters Voted:.....						
Polling centre:.....4..... R e g i s t e r e d voters :..... Voted:.....						

This form is filled by the official of the party in the polling zone

- It provides a summary of the total results obtained in the Zone. The form is immediately transmitted to the HQ for processing.

5.2.2.12 Management of allowances

Polling centre.....

Number of polling stations.....

Official in charge of payment.....

Amount received.....

Amount returned.....

Form kept by the Chief of centre

REGION.....DIVISION.....SUB-DIVISION.....

Polling station	Name of MPLC and Tel Nbr.	Amount received	ID card nbrs and signatures	Remarks

Signatures

This form is kept by the chief of the polling centre. It is used to:

- Ensure that *per diems* are effectively paid to each representative of the party in the polling station. It must be countersigned to avoid any confusion with regard to payment. It is subsequently forwarded to the HQ for verification and to ensure that all representatives have been paid.

5.2.2.13 Form for the supervision and general coordination of polling operations – HQ

Officials at the HQ: MR FOMBO/LEKOU PATRICIA

REGION.....DIVISION.....SUB-DIVISION.....

Polling centre	Registered voters	Voted	NUL	Valid ballot papers	POLITICAL CANDIDATES			PARTIES			OR	PRESENCE OF MLPC	Voting mat.		MEALS	P E R DIEMS	R E P O R T
					Social	Just	Fire	Demo	Green	avai-able			Position				
1	6487	3740	158	3582	1491	766	268	553	504		x	x	x	x	x	X	
2		x	x	x	x	x		
3		x	x	x	x	x		
4		x	x	x	x	x		
5		x	x	x	x	x	X	
6		x	x	x	x	x		
7		x	x	x	x	x	X	
8		x	x	x	x	x		
9		x	x	x	x	x		
Total																	

This tool is kept by officials at the HQ. It is used to:

- Summarize all polling operations on polling day;
- Provide a clear view, in real time, of all field data and to take decisions as required.

CHAPTER 6: LEGAL TOOLS

Objective of this chapter:

- *Provide some practical legal tools that can be used to address certain issues during the electoral process.*

This chapter is divided as follows:

6.1. Reminder: summary of legal provisions for the representative

6.2. Tools to be used in handling electoral disputes

6.3. Accreditation tools for the representative

6.1. Reminder: summary of legal provisions for the representative

6.1.1 Who can register? (Conditions for registration)

- Any person of Cameroonian nationality, irrespective of sex, who is aged 20 or above and who enjoys his or her civic rights;
- Any Cameroonian who does not meet the age requirement but who is expected to meet it before final closure of the said register or before polling day can register;
- Member of the Armed Forces and person of equivalent status in any corps may register in the place where their unit or home port is established without taking into account the residence condition;

- Cameroonian citizens based abroad can, if they so request, be registered on the electoral registers in which they had previously been registered before they went abroad;
- Every citizen who proves that their name is on the income tax assessment list of a given constituency for the fifth consecutive year may likewise be entered on the electoral register of such constituency on condition that his application is accompanied by a certificate issued by the council branch of Elections Cameroon having jurisdiction over the applicant's place of abode or habitual residence to the effect that the applicant is not registered or that they have been struck off the electoral.

6.1.2 Who cannot be registered? (Electoral disqualification)

The following cannot be registered; any person who:

- Has been convicted of a felony, even by default;
- Has been sentenced to a term of imprisonment, without suspension, of more than 3 (three) months ;
- Has been sentenced to a term of imprisonment, accompanied by suspension of sentence or probation, of more than 6 (six) months;
- Is the subject of a warrant of arrest;
- Is an un-discharged bankrupt who has been so adjudged either by a Cameroonian court or a foreign judgment enforceable in Cameroon
- Is insane or of unsound mind;
- Has been convicted of any offence against the security of the State, without being rehabilitated or granted amnesty, may not be entered on any electoral register for a period of 10 (ten) years.

6.1.3 Where can one register?

In ELECAM branches located in the various sub-divisions of the country.

6.1.4 What documents are required for registration?

Any of the following:

- A National Identity Card (NIC);
- A driver's licence;
- A valid passport (Always ask for your receipt).

6.1.5. Where and how is voting done?

6.1.5.1 Where voting takes place

- Voting is done in a polling station;
- There is a polling station for at most 500 (five hundred) electors;
- All polling stations must be located in a public place open to the general public: a school for example;
- The list of polling stations should be forwarded to Council Branches of Elections Cameroon for posting up at least 8 (eight) days before the day of election;
- Polling takes place on a Sunday or a public holiday;
- The decree convening the electorate shall state the opening and closing times of polling stations.

6.1.5.2. The procedure .

- No person is allowed to vote if their name does not appear on the electoral register of the polling station concerned;
- On entering the polling station, the elector shall produce their voter's card;
- The voter must affix his fingerprint imbibed in indelible ink on his voter's card and in the column provided on the voter's register. Also, the date of the poll and signature must be entered on the voter's card on the spot indicated;

- Any elector suffering an infirmity or whose physical state makes them unable to carry out on their own, any of the operations described above, may enlist the assistance of an elector of their choice. However, they must not be assisted by a candidate or representative of a candidate.

6.1.6. Rights of the voter

- Any voter whose name is duly entered in the electoral register is entitled to vote;
- This right is suspended for whoever is remanded in custody or is detained after conviction by a criminal court;
- Any voter who, at the time of closing the polls is within the premises of the polling station or who has been waiting to enter the polling station is allowed to vote;
- Voters must insist that vote counting and tallying place in each polling station immediately after the actual end of voting, in the presence of voters who so desire provided the hall can contain them without obstructing the counting operation;
- Insist that the vote counting be done in keeping with the procedures laid down by the law;
- Consult voter lists;
- Insist that the complaints made be entered in the commission's report;
- Provide lighting;
- You have the right to support a political party during the vote counting by volunteering as a scrutineer;
- If you are heading an organization or are a member of one, you can become an elections observer.

6.2. Tools for electoral disputes

6.2.1 Petition against fraud

To the Prosecutor of the Republic
Court of First Instance
(Indicate place) ...

Subject: Petition against Mr X for electoral fraud

Your honour,

My name is (name, domicile)

I have the honour to bring before you a petition against Mr X, for: (restate the subject of the petition).

(State the facts, evidence as well as the laws and regulations violated)

I sincerely hope, Your honour, that you will give this petition the attention it deserves.

Yours respectfully

Done at Douala,

Name and signature of the petitioner

6.2.2 Petition for the partial or total cancellation of elections

PETITION FOR THE PARTIAL OR TOTAL CANCELLATION OF THE LEGISLATIVE/PRESIDENTIAL ELECTION OF.....

TO THE PRESIDENT OF THE CONSTITUTIONAL COUNCIL

YAOUNDE

Your Honour,

I, the undersigned, Mr./Mrs./Ms., candidate of the Parti du Cameroun (PC) in the (legislative or presidential) election of (date), P.O. Box 0111 BAKASSI, domiciled at(headquarters of the party, Law Firm X, P.O. Box 002, Tel: 11111111 Advocate at the Cameroon Bar Association or at my private home in the.....neighbourhood)

WISH TO BRING THE FOLLOWING TO YOUR ATTENTION:

That I am hereby requesting the partial/total cancellation of the presidential/legislative election of(date) for the following reasons:

That this important event in the political life of the country was marred by large-scale fraud and irregularities, which warrant the cancellation of the election;

That the findings in.....(indicate location) made by Mr X, Bailiff, designated by the Parti du Cameroun(PC) following Order No. 1111111 of 7 May 2015 of the President of the Court of First Instance, Bakassi, indicate that the election of(date) was marred by numerous irregularities that warrant the total or partial cancellation of the election (exhibit 1) (Indicate the section of the law that was violated);

That the election reports by the various local polling commissions in the polling stations of X(sub-division) contain evidence of many irregularities which confirm this petition;

*That persons not registered in the voters' roll were allowed to vote even though their names did not appear in the voter's lists posted at the entrance to the polling stations in which they voted illegally, as was the case in polling station A in the Malimba Government Primary School (exhibit 2) **(indicate the section of the law violated)***

Furthermore, that.....

*(exhibit3) **(Indicate the section of the law violated)***

That all these irregularities amount to serious violations of Law No. relating to the Electoral Code and Law No. to institute the Penal Code, and justify the cancellation of the election of..... ;

That all these irregularities, because of their sheer numbers throughout the country/polling stations, have the potential of undermining the results of the election;

For all the reasons mentioned above, we respectfully pray the Council to totally/partially cancel the presidential/legislative elections of (date) in the Malimba electoral constituency.

WE RESERVE THE RIGHT TO MAKE FURTHER SUBMISSIONS

Respectfully submitted

Done at Douala, on.....

Name and signature of petitioner

6.2.3 Application for leave for a bailiff to perform his official duties on a non working day

To the President of the Court of First Instance, Motions Judge

Douala-Bonanjo

Your Honour,

The Parti du Cameroun also known as « PC », a political party approved by Decision No. 111/D/MINAT of 26 June 2015 of the Minister of Territorial Administration, with head office in Yaounde, Mfoundi Division, P.O.Box 2222 Yaounde, Tel: 00000000, represented by Mr MALIMBA Paul, the party's candidate, domiciled in the Law Firm of Mr....., P.O. Box 333333 Tel: 444444 , Advocate at the Cameroon Bar Association;

WISHES TO BRING THE FOLLOWING TO YOUR ATTENTION:

*That the **Parti du Cameroun (PC)**, a political party approved by Decision No. 111/D/MINAT of 26 June 2015 nominated a candidate for the election of..... in the person of Mr **MALIMBA Paul**, as can be seen in the nomination paper and nomination decision of.....(**exhibitions 1 and 2**).*

That to ensure the proper conduct of polling in the polling stations of the electoral constituency of, the party has deployed representatives and scrutineers throughout the said constituency ;

That since polling is often marred by incidents of various sorts, the Parti du Cameroun has decided that in order to protect its rights, it should designate bailiffs to work in the field to draw up reports where such incidents are observed for possible legal action;

LEGAL TOOLS

That since the poll is scheduled to take place on....., which is a Sunday or public holiday, and thus a non working day, these judicial officers require a special authorization to enable them to work on that day;

That for this reason, your approval is needed;

It is for this reason, Your Honour, that the applicant is hereby requesting that

*You grant leave to **Mr**..... Bailiff at the Court of First Instance of Douala, designated by the **Parti du Cameroun (PC)** to observe and record his observations by day or by night on(date of election) wherever need be throughout the constituency.*

You make your Order enforceable on the strength of the original record pending registration;

The Applicant reserves the right to make further submissions

For the Parti du Cameroun

Signature of Counsel

6.2.4 Order N°.

I,

Motions Judge, Court of First Instance, Douala,

Mindful of the application of... and its supporting documents;

Mindful of the Law

Considering the merits of the application;

*Hereby authorize **Mr** Bailiff at the Court of First Instance, Douala, P.O. Box 4444444, Tel: 555555, designated by the **Parti du Cameroun (PC)**, to perform his official duties and draw up reports of his observations by the day or by night on(date of election) wherever need be throughout the(electoral constituency);*

This Order is enforceable on the strength of the original record pending registration and reference should be made to me in the event of any difficulties

Done in my Chambers in the Douala Court House

The President

6.3. Accreditation instruments

6.3.1 Accreditation of representative to a local polling commission

Mindful of the Constitution;

Mindful of law No. 90/056 of 19 December 1990 relating to political parties;

Mindful of the law of 2012 to institute the Electoral Code

Mindful of the by-laws of the party (name of the party)

Mindful of the standing rules and regulations of the party (name of the party)

Mindful of the composition of the current executive bureau;

Article 1: Mrs. / Ms./ Mr. _____
_ national identity card n° _____ of _____ / _____
_ / _____ / is, from the date of signature of this decision, appointed as the
legal representative of (name of the party) for the _____
election in the local polling commission _____
_____ (name of polling station) located in _____
(village or neighbourhood) in the _____ sub-division
_____ Division _____ region

Article 2: This decision shall be published and communicated wherever need be.

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ELECAM

MINATD

DGSN

All concerned persons

**Endorsement by the Directorate
of Political Party**

6.3.2 Assignment of a representative to the Divisional Commission

*To the Representative of Elections
Cameroon*

(Indicate name of region)

P.O Box:

Subject: *Assignment of a representative to the_____ (name of
division) Divisional Supervisory Commission*

Dear Sir/Madam,

*We have the honour to hereby designate, for all practical purposes, a re-
presentative to the Divisional Supervisory Commission.*

*From the date of signature of this letter, Mr./Ms..... has been appoin-
ted representative of the party..... (name of the party) to the said
commission.*

*We are thus requesting that you take note of this appointment and include
his/her in the said commission.*

Yours sincerely

Done at____ (indicate place), date

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Sanaga Divisional Supervisory Commission

Name, signature and title

6.3.3 Appointment of representative to a Council Commission

*To the Representative of Elections
Cameroon*

(Indicate name of region)

P.O Box:

Subject: *Assignment of a representative to the_____ (name
of sub-division) Council Supervisory Commission*

Dear Sir/Madam,

We have the honour to hereby designate, for all practical purposes, a representative to the Council Supervisory Commission.

From the date of signature of this letter, Mr./Ms..... has been appointed representative of the party..... (name of the party) to the said commission.

We are thus requesting that you take note of this appointment and include his/her in the said commission.

Yours sincerely

Done at ___ (indicate place), date

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- *Divisional Commission concerned*
- *Council Commission concerned.....*

Name, signature and title

6.3.4 Appointment of a new representative to a divisional or council commission

*To the Representative of Elections
Cameroon*

(Indicate name of region)

P.O Box:

Subject: *Assignment of a new representative to the_____ (name of division or council) Divisional/Council Supervisory Commission*

Dear Sir/Madam,

We have the honour to hereby designate, for all practical purposes, a new representative to the Divisional/Council Supervisory commission.

From the date of signature of this letter, Mr./Ms...X... has been appointed the new representative of the party..... (name of the party) to the said commission to replace Mr./Ms...Y.

We are thus requesting that you take note of this appointment and include his/her in the said commission.

Yours sincerely

Done at_____ (indicate place), date

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- *Sanaga Divisional Supervisory Commission*
- *Council Supervisory Commission of_____*

Name, signature and title

CHAPTER 7:

RECOMMENDATIONS

Objective of this chapter:

- *Make strategic, operational and general recommendations for the various stakeholders of the electoral process*

This chapter is divided into:

7.1. Recommendations for citizens

7.2. Recommendations for civil society organizations

7.3. Recommendations for political parties

7.1. Recommendations for citizens

No sustainable society can be built with passive citizens, just as it is impossible to have a democratic society where members are uneducated and apathetic.

The persistence of electoral fraud is due to the indifference of many citizens even though these citizens are full of good intentions

The fight against fraud should be the concern of everyone. Each person's contribution is important. For this reason, everyone must and can do something to reduce or eliminate this scourge.

As a responsible citizen, you can and should:

- **Participate** in the process in spite of all its flaws and shortcomings because it is only through your determined, enlightened and organized action that the system can be improved. This means that you must:

HOW TO PREVENT AND COMABT ELECTORAL FRAUD IN CAMEROON

- Have your name entered on the electoral register;
- Make sure you collect your voter's card;
- Verify that you have effectively been registered on the electoral list;
- Vote.
- **Acquire the necessary information** about the laws and regulations governing the electoral process as well as its technical aspects.
- **Sensitize** the other citizens around you and educate them on the importance of elections and on the possible actions they can take.
- **Support** all the initiatives and or organizations that are sincerely working for greater transparency in the electoral process. This support can be:
 - **Material:** Provide halls for meetings, provide office supplies, assist in the production of communication media (tracts, posters, banners, etc.);
 - **Financial:** Financial assistance to defray the running costs of organizations, regular contributions to specific projects and activities (rallies, conferences, workshops, training courses, sensitization activities,...), assistance in allowances to volunteers;
 - **Technical:** Provide technical expertise in the implementation of projects, activities or events (information technology, mobilization of funds, participation in commissions, election monitoring or observation...
- **Form** a group or monitoring committee along with other citizens on polling day to:
 - Monitor the proper conduct of the entire polling operation;
 - Prevent any disturbances during the poll;
 - Be present during vote counting and publication of the true results;
 - Follow up and ensure that the results are actually transmitted to the approved polling centres;

RECOMMENDATIONS

- Be objective in recording votes received from polling stations;
- Identify all irregularities and possible fraud and make reports;
- Publicise and expose fraud or any attempted fraud.
- **Initiate** formal or informal action to expose fraud and file criminal charges against anyone suspected of fraud.

7.2. Recommendations for civil society organizations

Elections are of particular significance to civil society organizations, especially those specialized in areas such as elections, democracy and civic rights. To effectively contribute in improving the process, they can:

- Constantly **advocate** for a consensual electoral system;
- Set up a platform for **sharing and collaboration** to ensure:
 - Better coordination of election observation, shaping of public opinion, education of stakeholders in the process;
 - Experience and information sharing and;
 - The possible pooling of resources;
- **Support political parties** in the training of scrutineers;
- **Popularize tools** that can be used to combat electoral fraud;
- Systematically expose election fraud or attempted fraud;
- **Initiate** formal and informal actions to expose fraud and file criminal charges against persons suspected of fraud.

7.3 Recommendations for political parties

It is recommended that political parties take two types of measures: strategic and operational.

As part of strategic measures, the parties should:

- Constantly advocate for a consensual electoral system;

- Set up platforms bringing together political parties and civil society organizations in order to:
 - Coordinate advocacy action for a better electoral system and to train the various stakeholders of the electoral process (observers, representatives in commissions,...);
 - Ensure that representatives are present in all polling stations on polling day;
 - Draw up and implement a communications strategy to educate citizens on ways to overcome difficulties encountered during the process and the persons or bodies to refer such difficulties to where need be.
- Establish a relationship or even set up a permanent cooperation framework with the body responsible for the management of elections in order to:
 - Forestall possible difficulties and improve voter participation;
 - Resolve difficulties together that may arise during the day-to-day management of the process;
 - Consult with each other when decisions with potentially serious consequences on the outcome of the election are to be taken;
 - Enable all the parties to scrupulously comply with the provisions of the code of ethics;
- Train the various representatives to the bodies or commissions in charge of the election well in advance;
- Set up a team of jurists to formally draw up reports on cases of fraud and to take legal action in case of any dispute;
- Systematically file criminal charges against persons suspected of fraud;
- Set up a system of communication to expose and stop electoral fraud ;
- Pool technical, human, material and financial resources.

Under operational measures, political parties should:

RECOMMENDATIONS

- Train their representatives to the various commissions and bodies responsible for the organization of the election well in advance;
- Ensure that the locations where polling is supposed to take place meet the required standards;
- Ensure well in advance that voter lists are correctly established and published;
- Make sure that there are no fictitious polling stations;
- Provide, where possible, its representatives in polling stations with tools that can help them identify and report cases of fraud. This requires familiarity with the tools recommended in the chapter dealing with operational tools;
- Set up local decentralized bodies responsible for the supervision of polling operations;
- Determine channels of communication within polling centres and between these centres and the HQ well in advance.

Taken in a timely manner, these measures will certainly lead to a significant drop in the level of electoral fraud and at the same time improve the electoral process, encourage voter participation, and, in consequence, consolidate democracy in Cameroon.

ANNEX

- A- RELEVANT PROVISIONS FOR THE MEMBERS OF THE LOCAL POLLING STATION (Law No 2012/001 of 19 April 2012 relating to the Electoral Code)
- B- PROVISIONS CITED IN THIS MANUAL (Law No 2012/001 of 19 April 2012 relating to the Electoral Code)
- C- OFFENSES UNDER THE PENAL CODE
- D- SECTIONS OF THE PENAL CODE: ELECTORAL OFFENSES
- E- THE DIFFERENT COMMISSIONS AND THEIR DUTIES
- F- PARTNER ORGANIZATIONS OF THIS INITIATIVE

A- RELEVANT PROVISIONS FOR THE MEMBERS OF THE LOCAL POLLING STATION (Law No 2012/001 of 19 April 2012 relating to the Electoral Code)

SECTION 54: (1) Every polling station shall have a Local Polling Commission comprising one President, appointed by Elecarn, one representative of the Administration and one representative of each political party.

SECTION 55: During vote counting, the Chairperson of the Local Polling Commission shall appoint 4 (four) electors from among electors registered on the electoral register of the polling station to serve as scrutineers.

SECTION 59: Every candidate, list of candidates or political party may appoint 3 (three) polling agents for each Subdivision who shall have free access to all the polling stations of the Subdivision.

SECTION 60: (1) The Chairperson of the Local Polling Commission shall alone be responsible for maintaining law and order at the polling station. They shall order the expulsion from the polling station of any person who is not an elector registered under the polling station, with the exception of candidates, heads of administrative units within whose territorial jurisdiction the station is situated and their representatives.

SECTION 61: (1) The Local Polling Commission shall rule on any difficulties relating to the organization and conduct of the poll and vote counting. In case of a tie, the President shall have the casting vote. Where the decision of the Local Polling Commission is impugned either, by a Commissioner, an elector affected, a candidate, or an agent of a list of candidates or political party, mention of such decision, the reasons therefore and the dispute shall be made in the report.

SECTION 62: (1) The Local Polling Commission shall prepare a report on all polling operations. The said report shall be signed by the Chairperson and members present and forwarded to the Head of the Divisional Branch of Elections Cameroon.

SECTION 63: A Divisional Supervisory Commission shall be set up in each Division. In case of a minor irregularity, it may request immediate regularization by members of the Local Polling Commission

SECTION 98: (1) Every polling station shall have the lists of voters eligible to vote. One of such registers shall be used for electors to enter their signatures. One list shall be posted up at the polling station.

SECTION 98: (2) Every polling station shall have the necessary election material for the conduct of the poll.

SECTION 100: (1) The election shall be by secret ballot.

SECTION 102: (1) No person shall be allowed to vote unless their name appears on the electoral register of the polling station concerned.

SECTION 102: (2) The provisions of Section 102 (1) above notwithstanding, the Chairperson and members of the Local Polling Commission shall be allowed to vote in the polling station upon producing their voter's cards.

SECTION 103: (1) On entering the polling station, the elector shall produce their voter's card. They shall also prove their identity by producing their national identity card.

SECTION 103: (2) The Local Polling Commission may allow any elector registered in the polling station who, for one reason or the other, may be unable to produce their voter's card.

SECTION 104: (1) After having been identified, every elector shall themselves take an envelope and each of the ballot papers placed at their disposal, and compulsorily enter the polling booth where they shall make their choice.

SECTION 104: (2) They shall come out of the polling booth and, after satisfying the Commission that they hold a single envelope only, shall place such envelope in the ballot-box.

SECTION 104: (3) The polling booth shall be set up in such manner as to ensure secrecy of the ballot.

SECTION 106: (1) The fact that an elector has voted shall be evidenced by affixing the elector's signature and finger print using indelible ink on the relevant column of the electoral register.

SECTION 107: Initialled copies of the electoral register shall be kept by the Council Branch of Elections Cameroon. In case of dispute, such initialled copies shall be forwarded to the Constitutional Council for consultation or to the competent administrative court, at its request.

SECTION 109: Vote counting and tallying shall take place in each polling station immediately after the actual end of voting, in the presence of voters who so desire provided the hall can contain them without obstructing the counting operation.

SECTION 110: (1) However, where public peace so warrant, the chairperson of the Local Polling Commission shall seal the ballot box, under the supervision of members of the Local Polling Commission and the forces of law and order.

SECTION 112: (1) The vote counting procedure shall be as follows:...

SECTION 113: Once counting is over, the results obtained in each polling station shall be proclaimed

SECTION 115: (1) The results of the poll shall forthwith be entered into a report. Such report, which shall be made in as many copies as there are members plus 2 (two), shall be closed and signed by all the members.

SECTION 115: (2) A copy of the report shall be handed to each member of the Local Polling Commission present and having signed it.

SECTION 191: (1) A council supervisory commission shall be set up in each council, composed of a Chairperson, three representatives of the administration, one representative of each political party taking part in the polls and three representatives of Elections Cameroon, appointed by the Director-General of Elections.

SECTION 191: (2) The composition of Council Supervisory Commissions shall be established by the Director-General of Elections.

SECTION 195: (2) Where all or part of the election is finally cancelled, by-elections shall be held within 60 (sixty) days following the cancellation.

SECTION 235: (1) A regional supervisory commission shall be set up in each Region

SECTION 289.- Section 123-1 of the Penal Code shall apply to any person who:

- through menacing gatherings, clamours or demonstrations, disrupts election operations or infringes the exercise of the right or freedom to vote;
- on polling day, is found guilty of insult or violence against the local polling commission or any of its members, or through assaults or threats, delays or obstructs election operations ;

ANNEX

- through gifts, generosity, favours, promise of public or private employment or any other specific benefits offered with the purpose of influencing the vote of one or several electors, obtains their vote, either directly or through a third party ;
- directly or through a third party, accepts or requests from candidates the above-mentioned gifts, generosity, favours or benefits;
- - through assault, violence or threats against an elector, either by making him fear to lose his job or expose himself, his family or fortune to danger, influences his vote.

B- PROVISIONS QUOTED IN THIS MANUAL (Law No. 2012/001 of 19 April 2012 relating to the Electoral Code

SECTION 45: Every person of Cameroonian nationality of either sex, who has reached the age of 20 (twenty) years, is registered on an electoral register and is free from all cases of disqualification provided for by law, shall be entitled to be an elector.

SECTION 46: (1) Every Cameroonian citizen enjoying the right to vote who has their home of origin or place of abode within a council area or has actually been resident therein for at least the last 6 (six) months may be entered in the electoral register in such council area.

SECTION 52: (1, 2) The electoral register revision commission shall comprise:

SECTION 52: (4) Where a political party fails to appoint a representative in good time, the Head of the Council Branch of Elections Cameroon may, after a formal notice remains unheeded, appoint a civil society personality to the commission.

SECTION 53: (2) The commission charged with supervising the issuance and distribution of voter cards shall comprise....

- a representative of each legally authorized political party operating within the jurisdiction of the council concerned.

SECTION 68: (1) A National Commission for the Final Counting of Votes is hereby set up

SECTION 69: (1) The National Commission for the Final Counting of Votes shall carry out the final counting of votes,

SECTION 70: (3) Every newly registered elector shall be issued a receipt bearing the date, place and registration number.

SECTION 70: (4) The receipt referred to in subsection (3) above shall be used only for lodging complaints relating to voter registration operations and may not, for any reason whatsoever, be used in place of the voter card.

SECTION 71: Entry on the electoral register shall be a right. It shall be carried out by the branches of Elections Cameroon, in collaboration with the relevant joint commissions.

SECTION 73: (1) No person may have their name entered on more than one electoral register or several times on the same register.

SECTION 73: (4) Any refusal to register an elector must be justified and notified to the elector concerned.

SECTION 74: (2) The annual revision of the electoral registers shall commence on 1 January and end on 31 August of every year.

SECTION 75 (2) Notwithstanding the provisions of Sections 74 (2) above, annual revision or, where applicable, the recompilation of electoral registers shall be suspended from the date of convening the electors.

SECTION 76: (3) The commission shall expunge from the register the names of deceased persons...

SECTION 76: (4) Modifications shall be made to the electoral register following any change of residence or clerical errors noticed especially regarding the full name, parentage, date and place of birth of electors.

SECTION 78: Revision period: (2) After keying in, carrying out technical checks and drawing up the provisional electoral register of the Division, the Head of the Divisional Branch of Elections Cameroon shall forward the corresponding electoral registers to the Council Branches concerned for posting up no later than 20 October.

SECTION 78: (3) Once the provisional electoral registers are published, any political party or elector may refer any irregularities or omissions noted to the Revision Commission or, where necessary, the Divisional Supervisory Commission.

SECTION 82: (1) The following persons may be entered on the electoral register outside revision periods, without any residence requirements ...Civil Servants and State employees ... Applications for entry on electoral registers outside the revision period shall be supported by all relevant information and filed with the Council Branch of Elections Cameroon.

SECTION 83: (2) The Commission shall enter the name of the elector in the electoral register and in the addendum which shall be published no later than 4 (four) days before the polling day.

SECTION 84: (1) Every elector whose name has been entered on an electoral register shall be issued a biometric voter card

SECTION 84: (3) Where voter cards are renewed or new names are entered on the electoral register, the cards shall be distributed within a period of 40 (forty) days before the polling day.

SECTION 85: (3) Such cards shall be delivered to the legal holders only upon the production of the identity card of each holder or the receipt referred to in Section 70 above.

SECTION 88: (2) The size of ballot papers shall be determined by decision of the General Directorate of Elections, after consultation with the Electoral Board.

SECTION 92: (1) It is forbidden for any one to circulate or cause the circulation of any ballot papers, circulars, documents, articles or objects related to the election in any way whatsoever, on election day.

SECTION 94: (1) Where public law and order are seriously threatened, the administrative authority may, by order, prohibit any such meeting(s).

SECTION 94: (2) In such case, the administrative authority shall agree with the organizers on a new date

SECTION 96: (1) The Director General of Elections shall draw up the list of polling stations for every council.

SECTION 96: (2) Such list shall specify the area covered by each polling station.

SECTION 96: (3) There shall be one polling station for a maximum of 500 (five hundred) electors.

SECTION 96: (4) Every polling station shall be located in public premises or in premises open to the public.

SECTION 97: The list of polling stations shall be forwarded to Council

Branches of Elections Cameroon for posting up at least 8 (eight) days before the day of election

Section 98: (1) Every polling station shall have the lists of voters eligible to vote. One of such registers shall be used for electors to enter their signatures.

One list shall be posted up at the polling station.

Section 98: (2) Every polling station shall have the necessary election material for the conduct of the poll.

SECTION 122: (1) The candidacy papers shall bear the full name, date and place of birth, occupation and residence of the candidate

SECTION 123: (1) Candidacy papers shall be submitted in duplicate, within 10 (ten) days of the date of convening of electors.

SECTION 132: (1) The Constitutional Council ensures the regularity of the presidential election.

SECTION 132: (2) The Constitutional Council shall rule on all petitions filed by any candidate, any political party which took part in the election or any person serving as a representative of the Administration for the election, requesting the total or partial cancellation of election operations.

SECTION 133: (1) All petitions filed pursuant to the provisions of Section 132 above must reach the Constitutional Council within no more than 72 (seventy two) hours of the close of the poll.

SECTION 134: The Constitutional Council may, without prior adversarial hearing, issue a reasoned decision to reject any petition it considers inadmissible or to be based solely on objections which cannot influence the outcome of the election.

SECTION 135: (1) In the event of cancellation of the elections, notification thereof shall forthwith be made to the Minister of Territorial Administration and Elections Cameroon.

SECTION 136: The decisions of the Constitutional Council relating to elections, election results and candidatures shall be final.

SECTION 288.- (1) Section 122-1 of the Penal Code shall apply against any person who:

- registers on electoral registers using a false identity or who, during his registration, conceals any of the ineligibilities provided for under this law;
- through false statements or certificates, registers himself unduly on an electoral register or who, through the same means, unduly registers or cancels the name of a citizen ;
- votes, either by virtue of a false registration or by using the name and capacity of other registered voters;
- votes several times, following multiple registrations ;
- charged during an election with receiving and counting the vote of citizens, subtracts, adds or modifies the ballot papers or includes a name that is not registered ;

HOW TO PREVENT AND COMABT ELECTORAL FRAUD IN CAMEROON

- through false information, slanderous statements or any other fraudulent acts, cancels or diverts votes or causes one or several voters to abstain from the vote ;
- is found guilty of fraudulent acts in the issuance or production of certificates of registration or striking off from electoral registers.

C- CRIMINAL OFFENSES PROVIDED FOR BY THE PENAL CODE

SECTION 288.- (1) Section 122-1 of the Penal Code shall apply against any person who:

- registers on electoral registers using a false identity or who, during his registration, conceals any of the ineligibilities provided for under this law;
- through false statements or certificates, registers himself unduly on an electoral register or who, through the same means, unduly registers or cancels the name of a citizen ;
- upon losing his right to vote, participates in the poll ;
- votes, either by virtue of a false registration or by using the name and capacity of other registered voters;
- votes several times, following multiple registrations ;
- charged during an election with receiving and counting the vote of citizens, subtracts, adds or modifies the ballot papers or includes a name that is not registered ;
- through false information, slanderous statements or any other fraudulent acts, cancels or diverts votes or causes one or several voters to abstain from the vote ;
- before or after the poll, failing to comply with legislative or regulatory provisions or through any other fraudulent act, violates secrecy of the poll, prejudices its fairness, breaches the conduct of the poll and modifies the results thereof ;
- is found guilty of fraudulent acts in the issuance or production of certificates of registration or striking off from electoral registers ;
- uses personal data contained in the electoral register for purposes other than elections ;
- on polling day, with or without violence, is found to be the author or an accomplice of the stealing of a ballot box or any other election material.

(2) Where the author of the offence or his accomplice is a public servant, in the sense of Section 131 of the Penal Code, he shall be liable to the penalties provided for under Section 141 of the Penal Code.

SECTION 289.- Section 123-1 of the Penal Code shall apply to any person who:

- through menacing gatherings, clamours or demonstrations, disrupts election operations or infringes the exercise of the right or freedom to vote;
- on polling day, is found guilty of insult or violence against the local polling commission or any of its members, or through assaults or threats, delays or obstructs election operations ;
- through gifts, generosity, favours, promise of public or private employment or any other specific benefits offered with the purpose of influencing the vote of one or several electors, obtains their vote, either directly or through a third party ;
- directly or through a third party, accepts or requests from candidates the above-mentioned gifts, generosity, favours or benefits;
- through assault, violence or threats against an elector, either by making him fear to lose his job or expose himself, his family or fortune to danger, influences his vote.

SECTION 290.- (1) Any person who enters a polling station with a visible weapon shall be punished with a fine of 25 000 (twenty-five thousand) CFA francs and imprisonment of from 10 (ten) days to 2 (two) months or only one of the two penalties.

(2) The imprisonment term may be extended to 4 (four) months, and the fine to 500 000 (five hundred thousand) if the weapon is hidden.

SECTION 291.- (1) Any activity or manifestation of a political character shall be prohibited within public establishments, as well as in school and university establishments.

(2) Any infringement of the provisions of sub-section (1) above shall be punished with a fine of from 25 000 (twenty-five thousand) to 250 000 (two hundred and fifty thousand) CFA francs, and imprisonment of from 10 (ten) days to 4 (four) months, or only one of the two penalties.

SECTION 292.- Any person who, acting on his personal behalf or on behalf of a Political party, uses funds received in the context of public funding for purposes other than those provided for under this law shall be liable to the punishment provided for under Section 184 of the Penal Code.

SECTION 293.- Save in case of *flagrant delicto*, no penal proceedings shall be instituted against a candidate for infringement of any of the provisions of this law before the proclamation of the election results

D- SECTIONS OF THE PENAL CODE: ELECTORAL CRIMES

SECTION 122 — Electoral Fraud

(1) Shall be punished by detention for from three to two years or with a fine of from ten thousand to one hundred thousand francs or with both such as detention and fine whoever:

- a) Violates the secrecy of the ballot or;
- b) Affects the integrity of the election
- c) Obstructs the counting of votes ;
- d) Alters the result;

(2) Whoever by wilful disregard of law or regulation causes unintentionally the like result shall be punished by detention for from one month to one year or with fine of from five thousand to fifty thousand francs or with both such detention and fine.

(3) Prosecution shall be barred by the lapse of four months from commission of the offence or from the last step in preparation or prosecution.

SECTION 123 — Corruption and violence

(1) Whoever

(a) By grant or promise of any individual advantage; or

(b) By interference or by threat of any kind of individual disadvantage

Influences the vote of any elector or induces him to abstain from voting shall be punished with detention for from three months to two years or with fine from ten thousand to one hundred thousand francs or with both such detention and fine.

(2) Where the vote influence is that of an electoral college or constituency or any section thereof, the detention shall not be less than six months and the fine not less than twenty thousand francs.

SECTION 141 — Against civic rights.

Any public servant who obstructs the exercise by any citizen of his electoral rights, or his exercise or enjoyment of the rights mentioned in

section 30 (1), (2), (4) or (5) of this code shall be punished with imprisonment for from one to five years.

Article 184 — Misappropriation of public funds

(1) Whoever by any means takes or keeps dishonestly any property, moveable or unmoveable, belonging to, in transmission to or entrusted to the United state or to any authority or corporation either public or subject to the administrative control of the State, or in which the state holds directly or indirectly the majority of the shares, shall be punished :

a) Where the value of the property is more than half a million francs with imprisonment for life

(b)Where the said value is half a million or less but over one hundred thousand francs with imprisonment for from fifteen to twenty years;

c) Where the said value is more than one hundred thousand francs or less with imprisonment for from five to ten and with a fine for from fifty thousand francs to five hundred thousand francs.

(2) The foregoing punishment may not be reduced, whatever the mitigating circumstances, below ten, five or two years as the case may be or may its execution be suspended.

E- THE VARIOUS ELECTORAL COMMISSIONS AND THEIR DUTIES

COMMISSIONS	COMPOSITION	DUTIES	L E G A L REFERENCES
Commissions in charge of revision of electoral lists	1 Chair person 1 Representative of the Administration 1 Representative of the Council 1 Representative of each political party	Registration Production electoral lists	Sect. 51 Sect. 52(1)
Commissions in charge of the control and issuance of voter cards	1 Chair person 1 Representative of the Administration of the Council 1 Representative of each political party	Control and issuance of voter's cards	Sect. 53(2)
Commissions in charge of the distribution of voter cards	1 Chair person 1 Representative of the Administration 1 Representative of the Council 1 Representative of each political party	Distribution of voter's cards	Sect. 53
Local polling commissions	1 Chair person 1 Representative of the Administration 1 Representative of each political party	Organisation, supervision of polling Vote counting Production of reports	Sect. 54 (1) Sect. 61
Divisional supervisory commissions	1 Chair person 3 Representatives of the Administration 3 Representatives of Elecam 1 Representative of each political party	Control, production, revision of electoral registers, distribution of voter's cards Responds to petitions and resolves disputes Centralizes and verifies votes Consults with MLPC	Sect. 63 Sect. 64
Council supervisory commissions	1 Chair person 3 Representatives of the Administration 3 Representatives of Elecam 1 Representative of each political party	Centralizes, verifies votes using election reports and supporting documents from. Corrects, cancels reports if warranted Proclaims results (within 72 after the poll)	Sect. 191 Sect. 192 Sect. 193
National Commission for the Final Counting of Votes	1 Chair person 2 Magistrates 5 Representatives of the Administration 5 Representatives of Elecam 1 Representative of each political party	Final vote counting using election reports and supporting documents Corrects counting errors Cannot invalidate an election report	Sect. 68 (1) Art 69

F- PARTNER ORGANIZATIONS OF THIS INITIATIVE



Transparency International - Cameroon

Date of inception: December 2000

Head Office: Yaoundé

Mission: Fight against corruption

Area of action: Fight against corruption, good governance, elections

Contact information:

- Tel : (237) 33 15 63 78
 - P.O. Box : 4562 Yaounde, Cameroon
 - Email : transparency@ti-cameroon.org; [ticameroon@yahoo.fr](mailto:t Cameroon@yahoo.fr)
 - Website : www.ti-cameroon.org
-



Un Monde Avenir

Date of inception: 2003

Head office: Douala, Cameroon

Mission: Promotes civic rights, combating all forms of discrimination and public mobilization.

Area of activities: Restructuring, support to CSOs, governance and democracy, follow up of government policies, gender and migration

Contact information:

- Tel : 33 06 04 05 / 77 61 10 07
- P.O. Box : 928 Douala
- Email : 1mondeavenir@gmail.com
- Website: www.unmondeavenir.org



FANG (Fédération des Associations Nature Et Gouvernance)

Date of inception: 12 May 1996

Head office: Douala New- Deïdo (Immeuble I Ce Vision)

Mission: promotion of local development, good governance through independent follow up action and improvement of the electoral process.

Areas of activity:

- **Elections:** training of election officials on ways to combat electoral fraud, support to political parties and voters in the electoral process and elections observation.
- **Development:** Training of Associations to promote local development and in nature protection.

Contact information:

- Tel : 99.54.70.46 ; P.O. Box : 766
- Email : fang_cam2010@yahoo.fr



National « Justice and Peace » Service

Date of inception: 1998

Head office: YAOUNDE

Mission: Promotes Justice and Peace and the respect of human dignity

Areas of action: Follow up of the democratization process, fight against corruption, legal assistance to indigent persons, transparency in extractive industries, promotion of the social doctrines of the Church, collaboration with secular services working in these areas

Contact information:

- Tel : +237 22 31 23 18
- P.O Box 1963 YAOUNDE
- Email : snjp@voila.fr



Nouveaux Droits de l'Homme Cameroun

Date of inception: 10 September 1997

Head office: 32, Rue Polyclinique Bastos, Montée Lycée de Nkol-Eton opposite hôtel Meumi - Yaounde-Cameroon

Mission: Defend, promote and enhance human rights where these are violated.

Areas of activity: Human rights, (civic, political and socio-economic and cultural rights).

Contact in formation:

- Tel : 00 (237) 22 01 12 47 ; P.O. Box : 4063 Yaounde
- Email : ndhcam@yahoo.fr
- website : www.ndhcam.org



Action for Citizen and Community Development - ACCOD

Date de creation: 19 October 2010

Head office: Nkambe, Donga Mantung Division of North West Region

Mission: Building an informed and participatory citizen

Area of activity: Democracy, Human Rights, Governance

Contact information:

- Tel : 75523180 ; BP 5031, Nlongkak Yaounde
- Email : acod.democracy@yahoo.com
- Website: www.accod.org



Cameroon Ô'Bosso

Date of inception: 2009

Head office: Douala, Cameroon

Mission: Empowering various social groups by enabling them to:

- Identify their economic, political and social interests;
- Organize to promote their interests;
- Carry out actions to promote and defend their interests.

Area of activity: Leadership development, reflection groups, support programs to groups, political discussion groups

Contact information:

- Tel : 33 76 69 59 / 70 05 47 41 ; P.O. Box 3940, Douala
- Email : cameroonobosso@gmail.com
- Website: www.cameroonobosso.net

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