



LEGISLATIVE ASSEMBLY ELECTION, 2014

FEITU'U FAI'ANGA FILI
TOHI FAKAHINOHINO 'O E FOUNGA NGAUE

POLLING STATION PROCEDURES HANDBOOK



WELCOME

Welcome to the 2014 Election for the Legislative Assembly.

There have been a few changes in the electoral law and the process since the last election, so please make sure you read this handbook carefully so you understand entirely what is required of you at your polling station.

I am certain the day will go well and Tonga will elect the 17 members of the Legislative Assembly representing individual constituencies.

NEUTRALITY

The neutrality of the Commission and its staff is paramount. The people of Tonga expect the staff of the Commission to act fairly and without fear or favor. On Election Day you cannot favor any candidate, irregardless of any personal feelings you may have. All electors must be treated equally and decisions taken by you must be consistent and in accordance with the law.

DIRECTION BY COMMISSION

In accordance with Section 3 of the Electoral Act 2010 you shall regard this booklet to be a direction from the Supervisor of Elections.

You will act only in accordance with the directions required under the relevant Act(s) and directions or notices given by the Electoral Commission and or the Supervisor of Elections and no other person or agency.

CHECKLISTS

At the back of the book are checklists to be used for different parts of Election Day. They are valuable tools to ensure consistent procedures and processes across all polling stations.

HOURS OF POLLING

The hours of polling are from 9am until 4pm. The station is to remain open during these hours, without fail. To avoid disputes and ensure the hours of polling are correct it is recommended that you use the phone time on 912 to open and close the station.

EMERGENCY AT THE POLLING STATION

Should fire, storm, flood or other natural disasters affect or damage your station you are to follow the directions of the police or other emergency services. Should you have to leave or close your station you are to advise the Supervisor of Elections as soon as possible.

You should only attempt to recover or secure the election material in your station should it be safe to do.

DUTIES OF STAFF (see extract of s.23A of the Act at end of book)

RETURNING OFFICER

The Returning Officer is the person in charge of a polling station. He or she is responsible for the conduct of polling and the count and for:

- The opening and closing of the Station;
- The check of the identity of electors;
- Marking of the roll and issuing of ballot papers;
- Secrecy of the vote of each elector;
- Assisting voters when required;
- Acquitting of materials prior to and at the close of voting;
- The counting of the ballot;
- Declaring the result of the ballot for the station;
- Completion of all documents relating to materials, ballots, counts and results;
- Collection and return of materials and results from or to the location advised by the Supervisor of Elections; and
- Any instructions or directions issued by the Electoral Commission or the Supervisor of Elections either on or before Election Day are carried out.

ASSISTANT RETURNING OFFICER

An Assistant Returning Officer is to carry out any of the duties assigned to him or her by the Returning Officer. They are, when required, to act for the Returning Officer during any absence and should the Returning Officer become incapacitated they are to assume the duties of the Returning Officer.

POLICE OFFICERS

The placement of police officers in your polling station is a requirement of the Electoral Act under Section 18. They are there to ensure that polling is free and fair, to maintain order in the station and its surrounds and to ensure there are no breaches of the Electoral Act in or around your polling station.

OBSERVERS

The Commission or Supervisor of Elections may authorize persons to be in your polling station during voting by electors and the count.

FAKAFE'ILOAKI

'Oku talitali lelei koe ki he Fili Fale Alea 'o e ta'u ni, 2014.

Kuo 'i ai ha fanga ki'i liliu ki he Lao Fili Fale Alea pea mo e founga 'o e fili talu mei he fili faka'osi, ko ia ai 'oku matu'aki mahu'inga ke ke lau fakalelei 'a e tohi ni ko e 'uhi ke mahino lelei 'a e ngaahi fiema'u kiate koe te ke 'i he ngaahi fai'anga fili.

'Oku 'i ai 'a e tui mo e 'amanaki 'e faingamalie pe 'a e ngaahi ngaue kotoa 'e fakahoko 'i he 'aho fili pea ke fili ai 'e kinautolu 'a e kakai fili 'o e fonua 'a e kau memipa 'e toko 17 ki he Fale Alea 'o fakafongia 'i 'a e ngaahi vahenga fili takitaha.

TAU'ATAINA

'Oku matu'aki mahu'inga ke tu'u tau'atina 'a e Komisoni pea mo 'ene kau ngaue. 'Oku 'amanaki mai 'a e kakai 'o e fonua ko e kau ngaue 'o e Komisoni ke fakahoko lelei 'a honau ngaahi fatongia 'i he founga 'oku 'ikai fakapalataha pea 'ikai 'i he loto manavahe pe filifilimanako. 'I he 'aho fili, 'e 'ikai 'aupito ke ke fakahoko filifilimanako ho fatongia ki ha kanititeiti 'o tatau pe ko e ha ho'o felave'i mo ia pe ongo'i fakafo'ituitui. Kuo pau ke fakahoko tatau ho'o fakahoko fatongia ki he tokotaha kotoa pe pea ko ho'o ngaahi tu'utu'uni kuo pau ke tatau ki he tokotaha kotoa pea ke fakahoko ia 'o fakatatau mo e Lao.

TU'UTU'UNI/FAKAHINOHINO MEI HE KOMISONI

Kuo pau ke lau 'a e tohi ni ko e tu'utu'uni pe fakahinohino ia mei he Supavaisa 'o e Fili 'o fakatatau mo e Kupu 3 'o e Lao Fili Fale Alea 2010.

Te ke fakahoko 'a ho'o ngaue 'o fakatatau mo e fakahinohino ni pea mo e ngaahi tu'utu'uni 'oku fiema'u 'i he ngaahi Lao fekau'aki pea pehe ki ha ngaahi fanongonongo pe tu'utu'uni mei he Komisoni Fili pe ko e Supavaisa 'o e Fili 'o 'ikai ha toe taha kehe.

LISI 'O E NGAHI NGAGA KE FAKAHOKO

'Oku ha atu 'i mui 'i he tohi ni ha lisi 'o e ngaahi ngafa ke fakahoko 'i he ngaahi taimi kehekehe 'o e 'aho fili. Ko e me'a ngaue mahu'inga 'eni ke fakapapau' 'oku fakahoko tatau 'a e ngaahi founga ngaue 'i he ngaahi feitu'u fai'anga fili.

NGAAHI HOUA 'O E FILI

Ko e taimi 'o e fili 'e kamata mei he 9:00 pongipongi ki he 4:00 efiati. Ko e feitu'u fai'anga fili

kuo pau ke fakaava ia lolotonga 'a e ngaahi houa ko 'eni 'o 'ikai hano toe liliu. Ke fakapapau' 'i 'a e taimi 'oku ngaue'aki 'e lava ke ngaue'aki 'a e taimi 'oku ma'u mei he telefoni 912 ki hono fakaava mo hono tapuni 'o e fai'anga fili.

KO HA FIEMA'U FAKAVAVEVAE 'I HE FAI'ANGA FILI

Kapau 'e hoko ha vela, afa, tafea pe ko ha toe fakatamaki fakaenatula te ne uesia 'a e feitu'u fai'anga fili, kuo pau ke ke muimui 'i he fakahinohino 'a e polisi pe ko ha taha mei he tafa'aki ki he ngaahi fakatamaki pehe ni. Kapau te ke mama'o mei he fai'anga fili pe tapuni 'a e fai'anga fili kuo pau ke ke fakahoko ia ke 'ilo ki ai 'a e Supavaisa 'o e Fili 'i he faingamalie vave taha.

Te ke toki feinga pe ke fakahaofi 'a e naunau fili 'i he fai'anga fili kapau 'oku malu pe hao ke ke fakahoko pehe.

FATONGIA 'O E KAU NGAUE (vakai ki he kongia 'o e k.23A 'o e Lao 'i mui 'i he tohi ni)

'OFISA FAIFILI

Ko e 'Ofisa Faifili 'a e tokotaha 'oku ne tokanga'i pe tataki 'a e fai'anga fili. Ko ia te ne tokanga'i 'a hono fakahoko 'o e fili pea mo hono lau 'o e fili 'i he fai'anga fili pea kau ki ai mo e ngaahi fatongia ni:

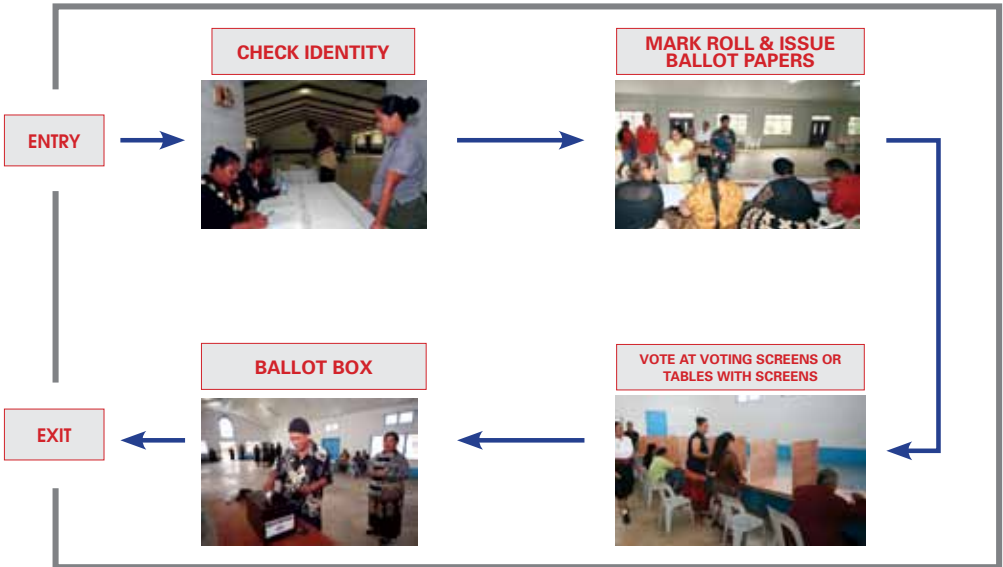
- Ko hono fakaava mo e tapuni 'o e feitu'u fai'anga fili;
- Ke vakai' i pea fakapapau' 'i 'a e ID 'o e tokotaha fili kotoa;
- Faka'ilonga' 'i 'a e Tohi Fakakatoa pea mo hono tukuatu 'o e pepa paloti;
- Fakapapau' 'i 'a e fakapulipuli 'o e fili 'a e tokotaha fili;
- Tokoni' 'i 'a e tokotaha fili 'oka fiema'u;
- Lekooti pea fakama'opo'opo 'a e naunau fili kimu'a 'i he fili pea mo e hili 'a e fili;
- Tokanga' 'i 'a hono lau 'o e fili;
- Fakaha 'a e ola 'o e fili 'i he feitu'u fai'anga fili;
- Fakakatoa 'a e kotoa 'o e ngaahi tohi pe foomu fekau'aki mo e naunau fili, lahi 'o e paloti, lau 'o e fili pea mo e ola 'o e fili;
- Fakama'opo'opo mo fakafoki 'a e naunau fili pea mo e ola 'o e fili ki he feitu'u 'e fakahoko atu 'e he Supavaisa 'o e Fili; pea
- Tokanga ke fakakatoa ha ngaahi tu'utu'uni

LAYOUT OF STATIONS

The layout of your polling station should allow for the electors to flow through the process of voting in a single direction. The diagrams below indicate how this can be achieved.

NO IDENTITY CARD

If a person claims to be an elector and their name is on the roll of electors, and has another form of identity acceptable to the Returning Officer, such as a drivers licence or passport in their



ELECTOR IDENTITY

Under the Act and Regulations each elector is to produce to you their National Identity Card, before you mark their name on the roll. See the sample below of what they look like.

CARD FRONT



CARD BACK



name then they can be allowed to vote.

If they cannot produce their Identity Card or another form of identity acceptable to the Returning Officer, such as a driver's licence or passport in their name, and their name is on the roll of electors then they can be allowed to vote on completion and swearing of an oath.

OATH

The form for swearing an oath is in your material for the polling station. There is a sample at the back of the book. The elector completes the oath and sign it before he is allowed to vote.

NOT ON ROLL OF ELECTORS

If a person is not on the roll of electors they cannot vote at your station. They are to be advised to contact the Supervisor of Elections to see if they are on the roll for another constituency.

The contact numbers for the office of the Supervisor of Elections are 26884, 28820 or 28660, 8717691 or 7715794.

MARKING THE ROLL

The roll for Constituency is by village in alphabetical order. Having seen the electors Identity

fakahinohino ‘e ‘oatu mei he Komisoni Fili pe ko e Supavaisa ‘o e Fili kimu’a pe ko e ‘aho fili.

TOKONI FAIFILI

Ko e kau Tokoni Faifili ke nau fakahoko kakato ‘a e ngaahi fatongia ‘e ‘oange kiate kinautolu ‘e he ‘Ofisa Faifili.

‘E lava ‘i ha taimi ‘e fiema’u ke nau le’ole’o pea fakahoko ‘a e fatongia ‘o e ‘Ofisa Faifili ‘oka ‘ikai lava ‘a e ‘Ofisa Faifili ke fakahoko kakato ‘a e fatongia.

KAU ‘OFISA POLISI

Ko hono ‘oatu ‘o e ‘Ofisa Polisi ki he Fai’anga Fili ko e fiema’u ia ‘i he malumalu ‘o e Kupu 18 ‘o e Lao ki he Fili Fale Alea. Ko ‘enau ‘i ai ke fakapapau’i ‘oku malu pea fakahoko lelei ‘a e fili ‘i ha ‘ataakai ‘oku maau pea ke fakapapau’i ‘oku ‘ikai hano pa’usi’i pe maumau’i ‘o e Lao ‘i loto ‘i he fai’anga fili pea pehe ki he ngaahi ‘elia takai ‘o e fai’anga fili.

KO KINAUTOLU KE NAU MAMATA & VAKAI KI HE FILI (OBSERVERS)

‘E malava ki he Komisoni Fili pe ko e Supavaisa ‘o e Fili ke fakamafai’i ha ni’ihi ke nau ‘a’ahi atu ki he fai’anga fili ‘o mamata mo vakai’i ‘a e founga ‘oku fakahoko ‘aki e fili pea pehe ki hono lau ‘o e fili.

FOKOTU’UTU’U ‘O E FAI’ANGA FILI

Ko hono fokotu’utu’u ‘o e fai’anga fili kuo pau ke fakapapau’i ‘oku fakafaingamalie ‘a e

fe’alu’aki holo ‘a e kakai fili ‘o hange nai ko ‘eni:

TATAU ‘O E TOKOTAHA FILI

Ko e tokotaha fili kotoa pe kuo pau ke ne ‘oatu ‘a ‘ene Kaati ID Fakafonua ‘o hange ko ia ‘oku ha ‘i he Lao mo e Ngaahi Tu’utu’uni, kimu’a pea ke maaka’i hono hingoa ‘i he Tohi Lesisita.

Vakai ki he fakatata ‘oku ha atu ‘i lalo ki he fongua ‘o e kaati.

Tafa’aki ki mu’a ‘o e Kaati

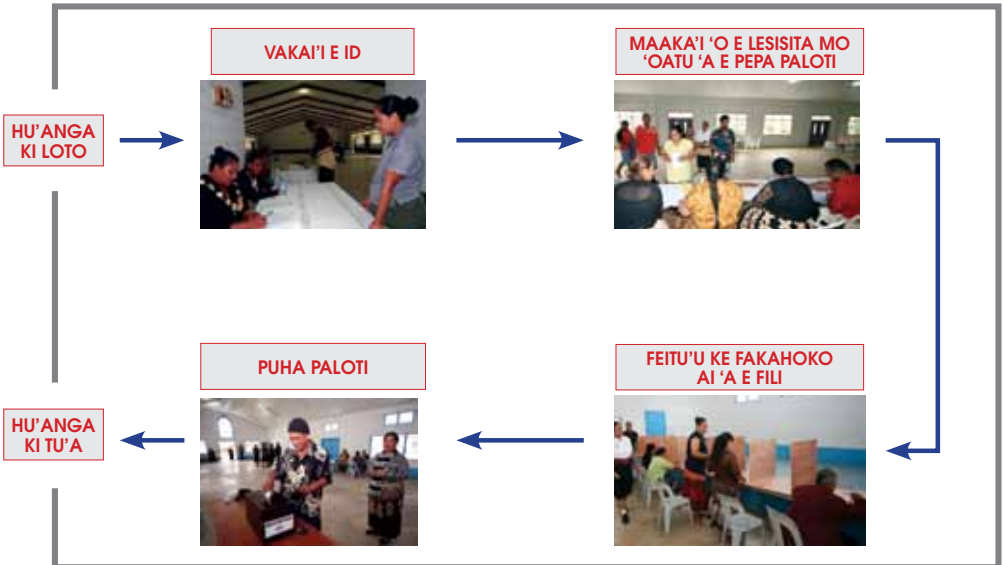


Tafa’aki ki mui ‘o e Kaati



KO HA TAHA ‘OKU ‘IKAI MA’U ‘ENE KAATI

Ko ha taha ‘oku ne pehe ko ha tokotaha fili pea ko hono hingoa ‘oku ha ‘i he lesisita, pea ‘oku ‘i ai



card, other form of identity or they have completed an oath, you are required to cross out the elector's name on the roll.

Initial at the back of the ballot paper. Give it to the elector and tell the elector they are to vote for ONE candidate only and no more by placing a


SAMPLE OF ROLL WITH NAMES CROSSED OUT

Electoral Roll			
Constituency: HA'APAI 12		Village: PANGAI	
Item No	Names	Gender	Voter Registration No
- A -			
1	ALANI, SIONE TAHI	M	1892
2	ALATINI, TAHI	F	1989
3	AMINA, SULIETI	F	2012
- T -			
4	TONGA, SIONE LATU	M	2022
5	TONGA, MELE	F	2025
- W -			
6	WILSON, JOHN	M	2019
7	WYCLIFF, PAULA	M	3014

ISSUING THE BALLOT PAPER

"KO E LAO KI HE FILI FALE ALEA, 1989
SIPINGA 5 (KUPU 12(1))

PEPA PALOTI




Nº 0000

PEPA PALOTI MA'AE FAKAFOFONGA 'O E KAKAI

VAHENGHA FILI : TONGATAPU 0
(Fai'anga Fili)

'Oku ou lotu ke fakafofonga ma'ae kakai ki he Fale Alea 'o Tonga
'i he 2010 - 2014

2010
(TAU)



	HINGOA	KOLO	FILI
1.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
2.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
3.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
4.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
5.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
6.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
7.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
8.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
9.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
10.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>

TOKANGA:

1. Fakahoko 'a ho'o fili 'aki hano faka'ilonga'i 'aki ha "x" 'i he feitu'u ko ia kuo faka'ilonga'i atu 'i he fili pe ko ia 'a e hingoa 'o e Kanititeiti 'e toko 1 'oku ke fili ai.

2. 'I he hili 'a ho'o fili, pea ke pelu 'a ho'o lau'i pepa paloti pea fakahu ki he lotu puha paloti.

single tick (✓) in the circle opposite the candidate of their choice. Direct the elector to where they can vote.

VOTING

Electors are to go to a voting screen or a table with a screen.

They are to vote alone. No-one, including family or friends is to advise or assist an able bodied elector. They are to mark their ballot paper, fold it and then place it in the ballot box, and leave the polling place.

POLLING DAY

On polling day candidates can only enter a polling station when they go to vote. They can visit their supporters outside polling stations in the Constituency they are standing in, but not make speeches or statements in or near these stations.

ASSISTANCE TO SOME VOTERS

A voter whose sight is so impaired or they are so physically handicapped that he or she is unable to vote without assistance is to be assisted by you to vote. You and the elector will enter an unoccupied voting cubicle and you will mark the ballot paper in accordance with the voter's direction. You will then assist the voter to fold and deposit the ballot

ha'ane fa'ahinga ID makehe ange 'a ia 'oku lava ke tali 'e he 'Ofisa Faifili 'o hange ko ha Laiseni Faka'uli pe ko e paasipooti 'oku ha ai hono hingoa, pea 'e lava ke faka'ata ke ne fili.

Kapau 'e 'ikai lava ke ne fakaha 'a 'ene Kaati ID pe ha fa'ahinga ID makehe ange 'a ia 'oku lava ke tali 'e he 'Ofisa Faifili, 'o hange ko ha Tohi Laiseni Faka'uli pe ko ha paasipooti 'oku ha ai hono hingoa, pea 'oku ha hono hingoa 'i he lesisita pea 'e lava ke faka'ata ke fili 'i hano fakakakato 'a hono fakafuakava'i

FUAKAVA

'Oku fakakau atu 'a e foomu fuakava 'i ho'o naunau ki he fai'anga fili. 'Oku 'i ai 'a e fakatata 'o e foomu ni 'i mui 'i he tohi ni.

Ko e tokotaha fili kuo ne fakakakato 'a e fiema'u ki he fuakava ke ne fakamo'oni hingoa ki he foomu fuakava 'i mu'a 'iate koe hili hono fakafuakava'i pea malava ke ne fili.

KO HA TAHA 'OKU 'IKAI HA HONO HINGOA 'I HE LESISITA

Kapau 'oku 'i ai ha taha 'oku 'ikai ha atu hono hingoa 'i he lesisita pea 'e 'ikai lava ke ne fili 'i he fai'anga fili ko ia. Kuo pau ke fakaha ia ki he Supavaisa 'o e Fili ke vakai'i na'a 'oku ne lesisita ia 'i ha vahenga fili kehe.

FAKA'ILONGA'I 'O E TOHI LESISITA

Ko e Tohi Lesisita ma'ae ngaahi Vahenga Fili 'oku pulusi Faka-kolo ia 'o fakahokohoko

faka'alifapeti. Hili hono vakai'i 'o e kaati ID 'a e tokotaha fili, pe ko ha toe ID makehe ange pe kuo nau fakakakato 'a e fuakava pea ke maaka'i 'a e hingoa 'o e tokotaha fili 'aki hano laine'i kakato (cross out) hono hingoa 'i he tohi lesisita.

TUKU ATU 'O E PEPA PALOTI

"KO E LAO KI HE FILI FALE ALEA, 1989
SIPINGA 5 (KUPU 12(1))

PEPA PALOTI

NO 0000

PEPA PALOTI MA'AE FAKAFOFONGA 'O E KAKAI

VAHENGA FILI : TONGATAPU 0
(Fai'anga Fili)

2010
(TAU)

*Oku ou loto ke fakafongma ma'ae kakai ki he Fale Alea 'o Tonga 'i he 2010 - 2014

HINGOA	KOLO	FILI
1. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
2. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
3. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
4. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
5. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
6. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
7. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
8. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
9. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
10. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>

TOKANGA:
1. Fakahoko 'a ho'o fili 'aki hano faka'ilonga'i aki ha "o" 'i he feitu'u ko ia kuo faka'ilonga'i atu 'i he fili pe ko ia 'a e hingoa 'o e Kanititeiti 'e toko 1 'oku ke fili ai.
2. 'I he hili 'a ho'o fili, pea ke pelu 'a ho'o lau'i pepa paloti pea fakahu ki he loto puha paloti.

FAKATATA 'O E LESISITA MO E NGAHI HINGOA KUO MAAKA'I

Electoral Roll			
Constituency: HA'APAI 12		Village: PANGAI	
Item No	Names	Gender	Voter Registration No
- A -			
1	ALANI, SIONE TAHI	M	1892
2	ALATINI, TAHI	F	1989
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- T -			
4	TONGA, SIONE LATU	M	2022
5	TONGA, MELE	F	2025
- W -			
6	WILSON, JOHN	M	2019
7	WYCLIFF, PAULA	M	3014

paper into the ballot box.

The police officer in the polling station is to observe the assistance to a voter. If they are not able or available to do so, then a person nominated by the voter can observe the assistance, but that person cannot be a candidate for election.

BALLOT BOX

The ballot box is to be locked/sealed at the commencement of voting. It is to remain locked/sealed throughout the hours of voting. It is NOT to be opened for any reason.

It is to be clearly visible to electors and staff at all times.

CLOSING THE POLLING STATION

The station is to close at 4:00pm precisely. Again you may wish to use the time on the phone (912) to make certain of the exact time. Electors inside the station who have joined the queue by 4:00pm are to be allowed to vote. Where there is a queue of electors waiting to vote and they cannot be brought inside the booth an Assistant Returning Officer is to join the queue at 4:00pm so as to indicate who was at the station by 4:00pm. Once all electors have voted and left the premises you can start the next phase

ACQUIT & ACCOUNT

At the close of the voting and prior to opening of the ballot box you are to account for all unused ballot papers and complete the document(s) on ballot papers, the roll and other equipment for re-

turn to the Supervisor of Elections.

Doing this means that the only material not accounted for is the ballot papers contained within the ballot box, which should equal the amount of marks on the roll for the station.

COUNTING

The counting at this election should be an easy process as in the last election.

Electors are only voting for one candidate. With the winning candidate at your station being the one who gets the highest number of votes.

COUNTING IS IN THREE STEPS:

- Empty the ballot box and unfold all the ballot papers;
- Sort the ballot papers by candidate voted for, using the sort cards provided; and
- Count the votes for each candidate and write that on the sort card for the candidate.

FORMAL VOTES

A mark can be a tick or cross in the circle, a tick or cross next to the candidate's name, a candidates name that is circled. These are all valid marks.

INFORMAL VOTES

A ballot paper will be void only if it has no marks for any candidate or two or more marks against candidate's names.

Returning Officers are to exercise care before voiding a vote. Every opportunity is to be afforded to count the vote of the elector.

EXAMPLE OF DOCUMENT

TONGAN ELECTORAL COMMISSION		
Constituency- TONGATAPU 1	Polling Station VAOLOLOA	
ACCOUNTING FOR BALLOT PAPERS		
(A) Number of ballot papers received for polling station:	600	(A)
(B) Number of ballot papers not used at voting:	137	(B)
(C) Number of ballot papers to be in ballot box (A-B)	463	(C)
(D) Total number of votes received by candidates:	458	(D)
(E) Total number of informal votes:	5	(E)
(F) Total number of votes (D+E):	463	(F)
Difference = C – F:	0	

'Ai ho'o Fakamo'oni (initial) 'i he tafa'aki ki mui 'o e pepa paloti (tu'a pepa paloti).

'Oange 'a e pepa paloti ki he tokotaha fili pea fakaha ki ai kuo pau ke ne fili pe 'a e kanititeiti 'e TOKO TAHA 'o 'ikai to e lahi ange, 'aki hano faka'ilonga'i (✓) pe 'e taha 'i he fuopotopoto 'i he tafa'aki to'omata'u 'o fakatatau ki he kanititeiti 'oku ne fili. Fakaha ki he tokotaha fili 'a e feitu'u ke fakahoko mei ai 'a 'ene fili.

FILI

Ko e tokotaha fili kotoa pe te ne 'alu ki he feitu'u 'e fakahoko mei ai 'a 'ene fili pe ko ha tepile kuo teuteu ki he fili 'o fakahoko ai 'ene fili. Kuo pau ke ne fili tokotaha pe. 'Oku 'ikai feima'u ki ha toe taha kehe 'o kau ai mo hano famili pe kaungame'a ke toe kau ki ha fili 'a ha taha fili. Kuo pau ki he tokotaha fili ke faka'ilonga'i 'ene fili 'i he pepa paloti, pelupelu ia pea li ki he puha paloti, pea ke ne mavahe leva mei he feitu'u fai'anga fili.

'AHO FILI

'I he 'aho fili, ko e taimi pe 'oku faka'ata ke hu ai ha Kanititeiti ki ha fai'anga fili, 'i he taimi ko ia 'oku fononga ai ke fakahoko 'a 'ene fili. 'E malava ke ne fakafe'iloaki ki hono kau poupu 'i tu'a mei he fai'anga fili ka kuo pau 'e 'ikai ke ne fakahoko ha fa'ahinga lea tu'uaki ki he fili 'i ha feitu'u ofi ki he fai'anga fili.

TOKONI'I 'O HA TAHA FILI

'E malava ke tokoni'i ha fili 'a ha taha kuo po'uli 'a hono fofonga pea ko ha taha kuo faingata'a'ia fakasino 'o 'ikai malava ke ne fili 'iate ia pe 'o 'ikai ha tokoni kiate ia.

Kuo pau leva kiate koe mo e tokotaha fili ko ia ke mo hu ki he feitu'u fai'anga fili pea ke ke maaka'i 'a e fili 'a e tokotaha ko 'eni 'o fakatatau pea mo e tu'utu'uni 'a e tokotaha fili ko ia. Te ke toki tokoni leva ki ai ke pelupelu 'a e pepa paloti 'o li ki he puha paloti.

Kuo pau leva ki he 'ofisa polisi 'i he feitu'u fai'anga fili ke ne siofi 'a e founga na'e fakahoko 'aki 'a e fili ko ia. Kapau 'e 'ikai ke ne lava pe 'oku 'ikai tene 'i he feitu'u fai'anga fili pea 'e lava pe ki ha taha 'e fokotu'u mai 'e he tokotaha fili ke ne vakai'i 'a e founga 'o ha tokoni pehe, ka ko ha taha pehe, kuo pau 'e 'ikai ko ha kanititeiti ki he fili.

PUHA PALOTI

Kuo pau ke loka'i 'a e Puha Paloti 'i he kamata 'a e fili. Kuo pau ke loka'i ia 'i he taimi kotoa lolotonga 'a e fili. 'E 'ikai 'aupito ke toe fakaava ia 'i

ha fa'ahinga 'uhinga pe. Pea ke tuku ia 'i ha feitu'u 'oku lava ke fai ha mamata ki ai 'a e kakai fili pea mo e kau ngaue 'i he taimi kotoa pe.

TAPUNI 'O E FEITU'U FAI'ANGA FILI

Ko e feitu'u fai'anga fili kotoa pe kuo pau ke tapuni ia 'i he taimi 4:00 efiafi. 'E lava ke ke ngaue'aki 'a e taimi ko ia mei he Fale Telefoni (fika 912) ke fakapaapu'i 'a e taimi. 'O ka kei 'i ai ha kakai fili kuo nau 'i he ngaahi fai'anga fili 'i he 4:00 efiafi pea 'e lava pe ke fakangofua kinautolu kenau fili.

Kapau kuo hoko 'a e 4:00 efiafi ka 'oku kei tu'ulaine 'a e kakai fili (queue) pea kuo pau ki ha taha 'o e kau Tokoni Faifili ke ne tu'u 'i he tu'a 'o e tokotaha fakamuimui ke fakapapu'i 'a kinautolu na'a nau a'u ki he fai'anga fili 'i he 4:00 efiafi.

Hili 'a e fili 'a e tokotaha kotoa pe pea te ne mavahe mei he feitu'u fai'anga fili, pea te ke hoko atu ki he sitepu hono hoko.

FAKAMA'OPO'OPO

Hili hono tapuni 'a e fili pea kimu'a pea toe fakaava 'a e puha paloti, kuo pau ke toe fakama'opo'opo 'a e ngaahi pepa paloti na'e 'ikai ngaue'aki pea fakafonu 'a e naunau fekau'aki mo e pepa paloti, Tohi Lesisita pea pehe ki he ngaahi naunau mo e me'angaue 'o teuteu ke toe fakafoki ki he Supavaisa 'o e Fili.

'I hono fakahoko 'eni 'oku 'uhinga ia ko e naunau pe 'oku te'eki fakama'opo'opo ko e pepa paloti 'i loto 'i he puha paloti, 'a ia kuo pau ke tatau ia mo e lahi 'o e ngaahi hinga na'e maaka'i 'i he Lesisita Fili ki he feitu'u fai'anga fili takitaha.

LAU 'O E FILI

Ko hono lau 'o e fili ko 'eni 'oku totonu ke faingofua pe 'o hange pe ko ia 'i he fili kuo'osi. Ko e tokotaha fili kotoa pe 'oku ne fili pe 'a e toko taha mei he kau kanititeiti 'oku 'i he pepa paloti. Ko e tokotaha ko ia 'oku ne ma'u 'a e fo'i fili lahi taha ko e tokotaha ia 'oku ne ikuna.

- Ko e Lau 'o e Fili 'oku 'i he ngaahi Sitepu 'e Tolu:
- To'o kotoa 'a e ngaahi pepa paloti mei he puha paloti pea folahi kotoa kinautolu;
- Fakafa'ahinga 'a e ngaahi pepa paloti 'o fakata-tau ki he Kanititeiti kuo fili, 'o ngaue'aki 'a e kaati fakafa'ahinga 'oku 'oatu; pea
- Lau leva 'a e ngaahi fili ma'ae kanititeiti takitaha pea hiki'i ia 'i he kaati fakafa'ahinga ma'ae kanititeiti takitaha.

RESULTS

Before announcing the result for your station the Returns and result slip must be completed and be correct. The number of ballots should equal the number of marked names on the roll of electors for your station.

ANNOUNCING THE RESULT

The Returning Officer can announce the result of their polling station. The announcement is to advise the number of votes received by each candidate at the station. You can indicate which candidate or candidates received the highest number of votes at the station. The result is then taken to the District Returning Officer, who will compile the result for a constituency.

The result of the count for each constituency is announced by the Supervisor of Elections following the compilation of the result from each polling station, together with any votes taken at a designated polling station in District for electors residing there temporarily and on the roll in another District.

The successful candidate in a Constituency will be the one with the highest number of votes, commonly termed "First Past the Post".

PACK UP AND RETURN OF MATERIAL

The ballot papers and roll of electors is to be secured in the ballot box(s), and they with other materials are to be packed and returned as per the instructions issued by the Supervisor of Elections. The Returning Officer of each polling station should be responsible for the return of boxes and other materials to the district Returning Officer.

COMPLAINTS & CHALLENGES

Electoral Roll (Part II, s.4 & s.5 of the Act)

The Electoral Roll being used at this election is based on the final roll used in 2010.

The Roll is by Constituency and Village in alphabetical order. It contains the name, address, gender, registration number and Personal ID number of the registered voters.

Roll Close

The final roll for this year's election was published on 22nd September, 2014 and only those electors on the roll at that time are eligible to vote. Persons turning 21 between the roll close and Election Day will be on a supplementary roll to be printed on 13th November, 2014.

Objection to persons on the roll (s.5 (2) of the Act)

An objection to a person on the roll had to be lodged with the Supervisor of Elections within 2 months from the publication of the provisional roll.

Appeals (s.5 (9) of the Act)


Any elector whose application to register is refused, their name is removed from the register or who disputes the constituency they have been registered in can appeal to the Electoral Commission. Appeals must be in writing.

Voting Method

Electors will choose one person for their constituency only. On polling day an elector will, from the candidates on the ballot paper, choose ONE and one only by placing a mark (✓) in the circle opposite the candidate of their choice.

**"KO E LAO KI HE FILI FALE ALEA, 1989
SIPINGA 5 (KUPU 12(1))**

PEPA PALOTI

 **Nº 0000**

PEPA PALOTI MA'AE FAKAFOFONGA 'O E KAKAI

VAHENG A FILI : TONGATAPU 0
(*Fai'anga Fili*)

2010
(TAU)

*Oku ou loto ke fakafofonga ma'ae kakai ki he Fale Alea 'o Tonga
'i he 2010 - 2014

	HINGOA	KOLO	FILI
1.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
2.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
3.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
4.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
5.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
6.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
7.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
8.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
9.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
10.	HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>

TOKANGA:

1. Fakahoko 'a ho' o fili 'aki hano faka'ilonga'i aki ha "✓" 'i he feitu'u ko ia kuo faka'ilonga'i atu 'i he fili pe ko ia 'a e hingoa 'o e Kanititeiti 'e toko 1 'oku ke fili ai.

2. 'I he hili 'a ho' o fili, pea ke pelu 'a ho' o lau'i pepa paloti pea fakahu ki he loto puha paloti.

Recounts

A candidate may request a recount within one week of the declaration of the poll for a constituency. The request must be in writing and addressed to the Supervisor of Elections.

FAKATATA 'O E NAUNAU FAKAMA'OPO'OPO**TONGAN ELECTORAL COMMISSION**Constituency- **TONGATAPU 1**Polling Station **VAOLOLOA****FAKAMA'OPO'OPO 'O E NGAAH PEPA PALOTI**

(A) Lahi 'o e Pepa Paloti na'e 'I he Fai'anga Fili:	600	(A)
(B) Lahi 'o e Pepa Paloti na'e 'ikai ngaue'aki:	137	(B)
(C) Lahi 'o e Pepa paloti 'e 'i he Puha Paloti: (A-B)	463	(C)
(D) Lahi 'o e fili na'e ma'u 'e he kau Kanititeiti:	458	(D)
(E) Lahi 'o e Fili Ta'e'aonga:	5	(E)
(F) Katoa 'o e Lahi 'o e Fili (D+E):	463	(F)
Faikehekehe = C – F:	0	

NGAAHI FILI 'OKU LAVA KE LAU

Ko hano maaka'i 'o ha fili 'e lava pe ko ha tiki pe ko ha kolosi 'i he siakale, ko ha tiki pe kolosi hoko atu ki he hingoa 'o e kanititeiti, ko ha hingoa 'o e kanititeiti kuo siakale'i 'e lava pe ke lau kotoa pe ia 'o 'ikai fakata'e'aonga'i.

NGAAHI FILI 'E FAKATA'E'AONGA'I

Ko ha pepa paloti 'e fakata'e'aonga'i kapau 'oku 'ikai faka'ilonga'i ai ha kanititeiti pea ko ha fili ia kuo fakahoko ki ha kanititeiti 'e toko ua pe lahi hake. Kuo pau ki he 'Ofisa Faifili ke matu'aki vakai'i lelei 'a e ngaahi pepa paloti kimu'a pea ne fakata'e'aonga'i ha fili. Ko e faingamalie kotoa pe ke matu'aki fakapapai 'oku lau 'a e fili 'a e tokotaha fili kotoa pe.

OLA 'O E FILI

Kimu'a pea ke fakaha 'a e ola 'o e fili 'i ho feitu'u fai'anga fili, kuo pau ke fakapapai 'oku tonu hono fakafonu 'o e foomu mo e naunau fekau'aki mo e ola. Ko e katoa 'o e paloti pe fili kuo pau ke tataua ia mo e lahi 'o e ngaahi hingoa kuo maaka'i 'i he tohi lesisita 'i he feitu'u fai'anga fili takitaha.

FAKAHA 'A E OLA

Ko e ola 'o e fili 'i he ngaahi fai'anga fili takitaha, 'e lava ke fakaha ia 'e he 'Ofisa Faifili 'i he Faingafili hili hono fakama'opo'opo. Ko hono fakaha ia 'o e lahi 'o e fili 'oku ma'u 'e he Kanititietitaki takitaha 'i he feitu'u fai'anga fili. 'E lava ke ke fakaha 'a e kanititeiti mo e lahi 'o e fo'i fili

'oku ne ma'u pea pehe kiate ia 'oku ne ma'u 'a e fo'ifili lahitaha 'i he fai'anga fili. Te ke toki fakafoki ia ki he 'Ofisa Faifili fakavahefonua 'a ia te ne fakama'opo'opo 'a e ngaahi fili kotoa ki he ngaahi vahenga fili takitaha.

Ko e ola fakakatoa leva 'o e fili mei he ngaahi vahenga fili takitaha 'e fakaha ia 'e he Supavaisa 'o e Fili hili hono fakatahataha'i 'o e ngaahi ola kotoa mei he ngaahi vahenga fili, fakataha mo ha fili meiate kinautolu na'a nau fili 'i he ngaahi feitu'u makehe ma'a kinautolu 'oku nau nofo fakataimi 'i he feitu'u kehe ange mei he feitu'u fai'anga fili maheni.

Ko e kanititeiti 'oku ne ma'u 'a e fo'i fili lahi taha ko ia 'oku ne ikuna 'a e fili 'a e vahenga fili ko ia, 'a ia ko e founga ia 'oku 'iloa ko e "First Past the Post".

FAKAMA'OPO'OPO MO FAKAFOKI 'A E NAUNAU FILI

Fakapapai 'oku fa'o 'a e kotoa 'o e ngaahi pepa paloti mo e Tohi Lesisita ki he loto puha paloti, fakataha mo e kotoa 'o e ngaahi naunau kehe 'o e fili ke fakama'opo'opo ia 'o fakafoki 'o fakatatau ki he fakahinohino mo e tu'utu'uni 'e tuku atu 'e he Supavaisa 'o e Fili.

Ko e fatongia 'o e 'Ofisa Faifili 'i he ngaahi Feitu'u Fai'anga Fili takitaha ke fakapapai 'oku mau pea ki hono fakafoki 'o e puha paloti fakataha mo e kotoa 'o e naunau ki he 'ofisi 'o e 'Ofisa Faifili Fakavahefonua pe ko e 'Ofisi 'o e Komisoni Fili.

Offences (Part III & Part IV of the Act and Regulations)

Candidates have been made aware of the offences provisions of the Act and the Regulations. The Police Officer at the polling station is responsible to ensure no offences are committed in or in the vicinity of the polling station. Any complaint is to be referred to them. Offences include such things as:

- Failing to allow employees time to vote;
- Impersonation of persons or voters;
- Attempting to vote more than once in an Election;
- Providing false or misleading information to officers of the Commission;
- Bribery or the giving of gifts, inducements, advances, payments or promises to electors or others to vote or not vote or to do or take actions to secure a vote;
- Threats to voters, family or property of an elector or threatens, hinders obstructs or abuses in polling official or officer of the Electoral Commission;
- Hinder, obstruct annoy or pester an elector going to, or at a polling station;
- Making speeches or statements in view or hearing of any public place or polling station, or by loudspeaker, PA system, television, video or radio that relates to the poll;
- Have or maintain a kava booth, entertainment tent or the like in a public place or near a polling station;
- Shows or places near a polling station any sign, card, photograph or paper that has the names of candidates, or directs or indicates how any person should vote;

- Failure to lodge a an Election spending statement within the time required;
- Lodging a spending statement that is false; or
- Failing to authorize an electoral advertisement, handbill, pamphlet, poster or notice appearing, being broadcast or published.

ADMINISTRATION

Hours of duty

The staff are to arrive at their polling station no later than 8.30am to allow sufficient time to set up the premises to commence voting at 9am. Following the close of voting staff are to remain at the polling station and conduct the count of votes and announcement of the result, including any reconciliation of votes and the roll marking to achieve a balance.

They are also to assist in the pack up of the polling station and the materials.

Timesheets

The Returning Officer for each station is to ensure the timesheets for all staff are completed and signed, and returned with the material for the station.

Allowances

The payment of allowances for working on Election Day will be processed by the Electoral Commission as soon as possible, based on completed and submitted timesheets.

Phone Numbers

- Electoral Commission – Nuku’alofa: 26884, 28820 or 28660
- Supervisor of Elections : 8717691
- Chief Returning Officer : 7715794

NGAahi LAUNGA

Tohi Fakakatoa pe Lesisita Fili (Konga II, k.4 & k.5 'o e Lao)

Ko e Tohi Fakakatoa pe Lesisita Fili 'oku faka'aonga'i ki he fili ko 'eni 'oku fakatefito ia 'i he Tohi Fakakatoa faka'osi na'e fakahoko 'aki 'a e fili 'i he 2010.

'Oku pulusi ia 'o fakatatau ki he ngaahi vahenga fili takitaha pea mo e ngaahi kolo 'o fakahoko-hoko faka-'alifapeti.

'Oku ha ai 'a e hingoa 'o e tokotaha fili, ko hono kolo pea 'oku toe ha pe ai pe ko e fefine pe tangata, fika lesisita pea pehe ki he fika ID fakafo'ituitui 'a e tokotaha fili takitaha.

TAPUNI 'A E LESISITA

Ko e Tohi Fakakatoa pe Tohi Lesisita Faka'osi ki he fili 'o e ta'u ni na'e pulusi ia 'i he 'aho 22 'o Sepitema, 2014 pea ko kinautolu pe na'e lava ke nau lesisita 'i he taimi ko 'eni 'e lava ke nau fili. Ko kinautolu 'oku toki hoko honau ta'u 21 hili hono pulusi 'o e 'o e Tohi Fakakatoa Faka'osi 'e lava ke nau lesisita mo fili ka 'e pulusi kinautolu 'i ha Tohi Lesisita fakalahi 'a ia 'e pulusi atu ia 'i he 'aho 13 'o Novema, 2014.

Launga fekau'aki mo ha taha 'i he tohi Lesisita (k.5 (2) 'o e Lao)

Ko ha launga fekau'aki mo ha taha 'i he Lesisita kuo pau ke fakahu ia ki he Supavaisa 'o e Fili 'i loto 'i he mahina 'e 2 mei hono pulusi 'o e Tohi Fakakatoa Fakataimi.

Ngaahi Tangi (k.5 (2) 'o e Lao)


Ko ha taha na'e 'ikai tali ke lesisita, pe na'e to'o hono hingoa mei he lesisita pe ko hano fehu'ia 'o e feitu'u fai'anga fili na'e lesisita ai, 'e lava ke fakahu ha'ane tangi ki he Komisoni Fili. Ko e tangi kotoa pe kuo pau ke fakahoko ia 'i ha tohi.

Founga 'o e Fili

Ko e tokotaha fili kotoa pe kuo pau ke ne fili pe 'a e toko taha mei he vahenga fili takitaha. 'I he 'aho fili ko e tohotaha fili ke ne fili ha TOKO-TAHA mei he lisi 'o e kau kanititeiti 'oku ha honau hingoa 'i he pepa paloti 'aki hano faka'ilonga'i (✓) 'i he siakale 'i he tafa'aki 'o fakatatau mo e hingoa 'o e kanititeiti 'oku ne fili.

**"KO E LAO KI HE FILI FALE ALEA, 1989
SIPINGA 5 (KUPU 12(1))**

PEPA PALOTI




NO 0000

PEPA PALOTI MA'AE FAKAFONGA 'O E KAKAI

VAHENG A FILI : TONGATAPU 0
(Fai'anga Fili)

'Oku ou loto ke fakafong a ma'ae kakai ki he Fale Alea 'o Tonga 'i he 2010 - 2014

2010
(TAU)



HINGOA	KOLO	FILI
1. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
2. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
3. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
4. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
5. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
6. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
7. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
8. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
9. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>
10. HINGOA 'O E KANITITEITI	Kolo 'o e Kanititeiti	<input type="radio"/>

TOKANGA:

1. Fakahoko 'a ho'o fili 'aki hano faka'ilonga'i aki ha "✓" 'i he feitu'u ko ia kuo faka'ilonga'i atu 'i he fili pe ko ia 'a e hingoa 'o e Kanititeiti 'e toko 1 'oku ke fili ai.

2. 'I he hili 'a ho'o fili, pea ke pelu 'a ho'o lau'i pepa paloti pea fakahu ki he loto puha paloti.

Toe Lau 'o e Fili

'E lava 'e ha Kanititeiti ke kole ke toe fai hano lau 'o e fili ka kuo pau ke ne fakahoko ia 'i loto 'i he uike 'e taha mei he hono fakaha 'o e ola 'o ha vahenga fili. Ko ha kole pehe ni kuo pau ke fakahoko ia 'aki ha tohi pea ke fakatu'asila ia ki he Supavaisa 'o e Fili.

Ngaahi Hia (Konga III & Konga IV 'o e Lao mo e Ngaahi Tu'utu'uni)

Kuo mea'i pe 'e he kau Kanititeiti 'a e ngaahi kupu fekau'aki mo e ngaahi hia 'o hange ko ia 'i he lao mo hono ngaahi Tu'utu'uni. Ko e fatongia ia 'o e 'Ofisa Polisi 'i he ngaahi feitu'u fai'anga fili ke fakapapai 'oku 'ikai fakahoko ha fa'ahinga ngaue 'oku lau ko ha hia 'i he ngaahi feitu'u ofi pe 'elia 'o e fili. Ka 'i ai ha fa'ahinga launga pea fakahoko kiate kinautolu. 'E ala lau 'a e ngaahi ngaue ni ko e hia:

- Ko ha Pule ngaue 'oku 'ikai fakafaingamalie' i ha taimi fe'unga ma'a 'ene kau ngaue ke nau lava 'o fili;
- Fakatata'i ha taha kehe 'i he 'uhunga kaka;
- Feinga ke fili 'o tu'o lahi hake 'i he tu'o taha;

POLLING STATION**CHECKLIST – BEFORE THE STATION OPENS**

- All material received from Supervisor of Elections
- Put up signs and notices inside and outside station

Set up the station

- Tables & chairs for staff
 - Voting screens
 - Tables with screens for voters
 - Location of ballot box
 - Check that the set up allows for easy flow of voters
 - Allocate materials to staff
 - Check Polling station return
 - Staff Timesheets
 - Check staff understand duties and voting method
 - Check time & prepare to open
-

POLLING STATION**CHECKLIST – OPENING THE STATION**

- Open at precisely 9am
- Seal/lock Ballot Box in front of first 2 voters

Ensure:

- Identity is being presented by voters
 - Roll is being marked by crossing out the names of electors
 - Ballot Paper being initialed on back
 - Staff are telling voters to vote for one candidate only
 - Voters are marking ballot papers in private
 - Ballot box clearly visible to voters
 - Put ballot paper in box
 - Voters leave station as soon as voted
 - Police are maintaining order inside/outside
-

POLLING STATION**CHECKLIST – DURING VOTING**

- Ballot Box Seal/lock is in place
 - Identity is being presented by voters
 - Roll is being marked by crossing out the names of electors
 - Staff are telling voters to vote for one candidate only
 - Voters are marking ballot papers in private
 - Ballot box clearly visible to voters
 - Voters put ballot paper in box
 - leave station as soon as voted and
 - Staff have had a break and voted but should be before 4:00 pm
 - Police are maintaining order inside/outside
-

- 'Omai ha fa'ahinga fakamataha loi ki he kau 'Ofisa 'o e Komisoni;
- Totongi ke fakaloto'i pe foaki ha ngaahi me'a'ofa ke fakaloto'i pe ta'ofi pe totongi pe palomesi ki he kakai fili mo ha ni'ihiki kehe ke fili pe 'ikai fili pe fakahoko ha fa'ahinga ngaue ke ma'u mai ai ha fili;
- Fakamana'i ha kakai fili, famili pe ha koloa 'a ha taha fili pe ko hono fakamana'i, fakafaingata'a'ia'i pe pa'usi'i ha taha 'i he fai'anga fili pe ko ha taha 'o e Komisoni Fili;
- Fakafaingata'a'ia'i pe fakahoha'asi ha taha 'oku ne fononga ke fili 'i he fainga'anga fili;
- Fakahoko ha malanga pe lea 'o mamata pe fanongo ki ai ha taha mei he potu fakapule'anga;
- Ke 'i ai ha palepale faikava, teniti fakafiefia pe ko ha me'a tatau mo ia 'i he feitu'u fakapule'anga pe feitu'u ofi ki he fai'anga fili;
- Ke toe fokotu'u holo ha ngaahi tu'uaki, la'ita, pea 'oku 'i ai ha hingoa 'o ha kanititeiti pe ko ha fakahinohino 'a e anga 'o ha fili ke fakahoko 'e ha taha;
- 'Ikai lava ke fakakakato pea fakahu mai 'a e fakamatata fekau'aki mo e ngaahi fakamole 'i he fili 'i he taimi 'oku fiema'u ai;
- 'Omai ha fakamatata loi pe 'ikai mo'oni mei he kanititeiti fekau'aki mo e ngaahi fakamole na'e fakahoko ; pe
- 'Ikai lava ke fakamafai'i 'a e ngaahi tu'uaki fekau'aki mo e fili.

NGAAHI TU'UTU'UNI FAKANGAUE

Ngaahi Houa Ngaue

'Oku fiema'u ki he kau ngaue kotoa ke nau 'i he ngaahi feitu'u fai'anga fili 'o 'ikai toe tomui ange 'i he taimi 8:30 pongipongi ko e 'uhi ke fakapapai' 'oku maau 'a e feitu'u ko ia kimu'a pea kamata 'a e fili 'i he 9:00 pongipongi.

Hili hono tapuni 'a e fai'anga fili kuo pau ke hoko atu 'a e kau ngaue 'i he feitu'u fai'anga fili ke fakakakato hono lau 'o e fili pea mo hono fakaha 'o e ola 'o e fili fakataha mo hono fakama'opo'opo 'o e ngaue na'e fakahoko 'o fakapaapu'i 'oku maau. 'Ikai ngata ai, ka kenau tokoni ki hono fakama'opo'opo 'o e naunau fili.

Tohi Taimi

Ko e 'Ofisa Faifili 'i he ngaahi Fai'anga fili takitaha ke nau fakapapai' 'oku tauhi 'a e tohi taimi ki he tokotaha ngaue kotoa pea ke fakakakato ia mo fakamo'oni ki ai 'a e kau ngaue pea fakafoki fakataha mo e naunau fili.

Me'a'ofa (Allowances)

Ko hono totongi 'o e ngaue na'e fakahoko 'i he 'aho fili 'e fakahoko ia 'e he Komisoni Fili 'i he faingamalie vave taha 'o fakatefito 'i he kakato hono 'omai 'o e ngaahi tohi taimi

NGAAHI FIKA TELEFONI:

- Komisoni Fili – Nuku'alofa: 26884, 28820 or 28660
- Supavaisa 'o e Fili: 8717691 'Ofisa Faifili Lahi: 7715794

FEITU'U FAI'ANGA FILI

LISI NGAUE – KIMU'A 'I HONO FAKAAVA 'O E FAI'ANGA FILI

- Katoa 'o e naunau na'e ma'u mei he Supavaisa 'o e Fili
- Fokotu'u e ngaahi faka'ilonga pe fakatokanga

Teuteu'i 'o e Fai'anga Fili

- Ngaahi Tepile & Sea ki he kau Ngaue
- Ngahi 'elia fai'anga fili
- Ngaahi tepile kuo teuteu ma'ae kakai fili
- Tu'u'anga 'o e puha paloti
- Vakai'i ko e fokotu'utu'u 'oku faingamalie ki he fehu'aki 'a e kakai fili
- Tufa 'a e naunau ki he kau ngaue
- Vakai ki he naunau 'e fakafoki 'aki 'a e fili
- Ngaahi tohi taimi ma'ae kau ngaue
- Vakai'i 'oku mahino'i lelei 'e he tokotaha kotoa pe

POLLING STATION**CHECKLIST – CLOSE OF VOTING**

- Ballot Box Seal/lock is in place
 - Announce outside the station it is nearly 4pm
 - 4pm precisely close the station
 - Voters in the station or the queue at 4pm to vote
 - Take down signs
 - Take down voting screens or stands
 - Move tables/desks together to do count on
 - Collect materials together to account for them
 - Police are maintaining order inside/outside
-

POLLING STATION**CHECKLIST – AQUIT & ACCOUNT**

- Ballot Box Seal/lock is in place
 - Account for unused ballot papers
 - Tally roll marks on Roll
 - Complete Returns
-

POLLING STATION**CHECKLIST – COUNTING, RESULTS & PACK UP**

- Open Ballot Box and empty onto tables/desks
 - Unfold all the ballot papers
 - Place the sort cards on tables for each candidate
 - Sort the ballot papers by candidate voted for
 - Place in a separate pile the ballots papers that have no marks or more than one mark (Voided votes)
 - Count amount of ballot papers (votes) for each candidate
 - Write the number of votes on sort cards and wrap it around the ballot papers and secure it
 - Complete the return and compare with number of roll marks in roll of electors (should equal)
 - Announce to any persons outside the station the number of votes for each candidate
 - Pack the ballot papers and roll in the ballot box and lock it
 - Pack up all material and return it with the ballot box to the location advised with the return and result slip
 - Don't forget the timesheets for the staff!
-

FORMS

1. Oath of an Elector
 2. Account for ballot papers - copy
 3. Result slip - copy
-

- hono fatongia
- Vakai'i 'a e taimi pea teuteu ke kamata

FEITU'U FAI'ANGA FILI**LISI NGAUE – FAKAAVA 'A E FEITU'U FAI'ANGA FILI**

- Kamata 'i he hoko totonu 'a e 9:00 pongipongi
- Loka'i 'a e Puha Paloti 'i mu'a 'iate kinaua 'a e toko ua 'uluaki te na 'i ai ke fili

Fakapapau'i:

- ID 'oku 'oatu 'e he tokotaha fili
- Maaka'i 'a e Lesisita 'aki hono laine'i 'o kolosi'i e hingoa 'o e tokotaha fili
- Fakamo'oni 'i mui 'i he pepa paloti
- Fakahoko 'e he kau ngaue ki he kakai fili ke nau fili pe 'i he TOKOTAHA (1)
- Ko e kakai fili ke nau fili 'i ha 'elia 'oku fakapulipuli
- Ko e puha paloti 'oku 'i ha feitu'u 'o lava ha vakai lelei atu ki ai
- Ko e pepa paloti ke fakahu ia ki he puha paloti
- Ko e kakai fili ke nau mavahe leva mei he fai'anga fili hili 'enau fili
- Ko e 'Ofisa Polisi ke ne fakapapau'i 'a e mau 'a e feitu'u fai'anga fili

FEITU'U FAI'ANGA FILI**LISI NGAUE – LOLOTONGA 'A E FILI**

- Loka'i 'a e Puha Paloti pea kuo tuku ki hono tuku'anga
- ID ke 'oatu 'e he tokotaha fili
- Ko e tohi lesisita ke maaka'i ia 'aki hano laine'i kolosi e hingoa 'o e tokotaha fili
- Fakamo'oni 'i he tafa'aki kimui 'o e pepa paloti
- Fakahoko 'e he kau ngaue ki he kakai fili ke nau fili pe 'a e TOKOTAHA mei he kau kanititeiti
- Fakahoko 'a e fili 'i ha 'elia 'oku fakapulipuli
- Malava ke mamata 'a e kakai fili ki he puha paloti
- Ke li 'e he kakai fili 'a 'enau pepa paloti ki he loto puha pea mavahe leva mei he fai'anga fili
- Ko e kau ngaue ke nau ki'i malolo pea nau fili, ka kuo pau ke fakahoko ia kimu'a he 4:00 efiafi
- Tauhi 'e he 'Ofisa Polisi 'a e malu mo e mau 'i he fai'anga fili 'o tatau 'a loto mo tu'a

FEITU'U FAI'ANGA FILI**LISI NGAUE – TAPUNI 'O E FILI**

- Fakapapau'i 'oku kei loka 'a e puha paloti pea tuku ki hono tuku'anga
- Fakaha 'i tu'a kuo ofi 'a e 4 efiafi
- Tapuni 'a e fai'anga fili 'i he hoko totonu 'a e 4:00 efiafi
- Ko ha kakai fili 'oku nau kei 'i he fai'anga fili pe tu'ulaini ke faka'ata pe kenau fili
- To'o hifo ha ngaahi faka'ilonga na'a ke fokotu'u
- Tukupu mo e ngaahi naunau ki he fili
- Fakataha'i ha ngaahi tepile 'o teuteu ki hono lau 'o e fili

TONGAN ELECTORAL COMMISSION

Constituency _____ Polling Station _____

ACCOUNTING FOR BALLOT PAPERS

(A) Number of ballot papers received for polling station: _____ (A)

(B) Number of ballot papers not used at voting: _____ (B)

(C) Number of ballot papers to be in ballot box (A-B) _____ (C)

(D) Total number of votes received by candidates: _____ (D)

(E) Total number of informal votes: _____ (E)

(F) Total number of votes (D+E): _____ (F)

Difference = C – F: _____

TONGAN ELECTORAL COMMISSION

Constituency _____ Polling Station _____

RESULT SLIP

Candidate Name	Number of Votes
Total Number of votes for Candidates	
Total Number of Voided Votes	
TOTAL NUMBER OF VOTES FOR STATION	

- Tanaki 'a e ngaahi naunau kotoa pea fakama'opo'opo kinautolu
- Ke kei tauhi 'e he 'Ofisa Polisi 'a e maau 'i he fai'anga fili 'o tatau 'a loto mo tu'a.

FEITU'A FAI'ANGA FILI

LISI NGAUE – FAKAMA'OPO'OPO

- Loka'i 'a e Puha Paloti pea tuku 'i hono tuku'anga
- Fakama'opo'opo 'a e ngaahi pepa paloti na'e 'ikai ngaue'aki
- Tanaki 'a e ngaahi hingoa na'e maaka'i 'i he lesisita
- Fakakakato 'a e ngaahi foomu ke fakafoki ki he 'Ofisi

FEITU'U FAI'ANGA FILI

LISI NGAUE – LAU, OLA 'O E FILI & FAKAMA'OPO'OPO

- Fakaava 'a e Puha Paloti pea to'o kotoa 'a e pepa paloti ki he funga tepile/ tesi
- Folahi kotoa 'a e ngaahi pepa paloti
- Ngaue'aki 'a e ngaahi kaati fakafa'ahinga 'o e pepa paloti 'o fakatatau ki he kanititeiti 'oku fili
- Fakafa'ahinga 'a e pepa paloti 'o fakatatau ki he kanititeiti 'oku fili
- Fakamavahe'i 'a e ngaahi pepa paloti 'oku 'ikai maaka'i pe 'oku 'i ai ha fili 'oku lahi hake 'i he taha (Fili Ta'e'aonga)
- Lau 'a e lahi 'o e pepa paloti ki he kanititeiti takitaha
- Tohi'i 'a e lahi 'o e fili 'i he kaati fakafa'ahinga 'o takai'i 'aki 'a e ngaahi pepa paloti takitaha
- Fakakakato 'a e ngaahi foomu fakama'opo'opo pea fakahoa mo e lahi 'o e ngaahi hingoa kuo laine'i (laine'i) 'i he tohi lesisita 'a ia 'oku totonu ke na tatau
- Fakaha kiate kinautolu 'e 'i he fai'anga fili 'a e lahi 'o e fili ki he kanititeiti takitaha
- Fa'o 'a e ngaahi pepa paloti, tohi lesisita mo e ngaahi naunau fili ki he puha paloti pea loka
- Ko e ngaahi naunau kotoa pe ke fakafoki fakataha mo e puha paloti ki he feitu'u 'e fakaha atu
- 'Oua na'a ngalo 'a e tohi taimi ma'a e kau nague

NGAAHI FOOMU

1. Fuakava 'a e Tokotaha Fili
2. Fakama'opo'opo 'o e ngaahi pepa paloti - tatau
3. Foomu Ola 'o e Fili – tatau

THE ELECTORAL ACT**FORM 6 (SECTION 14)****OATH OF ELECTOR**

I swear before God that my name is _____ and that I am a resident of _____ and that I am over the age of 21 years and that I have not been convicted of a criminal offence and sentenced to imprisonment for more than 2 years (or that I have received a free pardon for every such offence of which I have been convicted). So help me God!

Signature

THE ELECTORAL ACT**SECTION 14)****OATH OF ELECTOR**

I swear before God that my name is _____ and that I am a resident of _____ and that I am over the age of 21 years and that I have not been convicted of a criminal offence and sentenced to imprisonment for more than 2 years (or that I have received a free pardon for every such offence of which I have been convicted). So help me God!

Signature

FAI'ANGA FILI - TOHI FAKAHINOHINO 'O E FOUNGA NGAUE 21**KO E LAO KI HE FILI FALE ALEA****SIPINGA 6 (KUPU 14)****FUAKAVA 'A E TAHA FILI**

'Oku ou fuakava 'i he 'ao 'o e 'Otua ko hoku hingoa ko _____
 pea ko e taha nofo fonua au 'i _____ Pea 'oku laka
 hoku ta'u motu'a 'i he ta'u 'e 21 pea kuo te'eki ke u mo'ua ki ha hia pea tautea ke nofo
 popula 'o laka hake 'i he ta'u 'e 2 (pe kuo u ma'u ha fakamolemole tau'ataina ki he hia
 pehee kotoa pe 'a ia na'a ku mo'ua ai). 'I he tokoni'i au 'e he 'Otua.

 Fakamo'oni Hingoa

KOMISONI FILI 'A TONGA

Vahenga Fili _____ Feitu'u Fai'anga Fili _____

FAKAMA'OPO'OPO 'O E NGAahi PEPA PALOTI

(A) Lahi 'o e pepa paloti na'e ma'u 'i he Feitu'u Fai'anga Fili: _____ (A)

(B) Lahi 'o e Pepa Paloti na'e 'ikai ngaue'aki: _____ (B)

(C) Lahi 'o e Pepa Paloti 'e 'i he Puhā Paloti (A - B) _____ (C)

(D) Lahi kotoa 'o e fili na'e ma'u 'e he Kau Kanititeiti: _____ (D)

(E) Lahi kotoa 'o e ngaahi fili na'e Ta'e'aonga: _____ (E)

(F) Lahi kotoa 'o e ngaahi fili (D+E): _____ (F)

Faikehekehe = C - F: _____

EXTRACT FROM THE ELECTORAL ACT –**s.23A Duties of Returning Officers****23A Duties of returning officers**

- (1) Every returning officer appointed for the purposes of this Act shall use or disclose information acquired by him in that capacity only in accordance with his official duty.
 - (2) No returning officer, except for some purpose authorised by law, shall —
 - a. interfere with or attempt to interfere with a voter when marking his vote;
 - b. attempt to obtain in the vicinity of a polling station information as to the candidate for whom any voter is about to vote or has voted;
 - c. communicate at any time to any person any information obtained in a polling station as to the candidate for whom any voter is about to vote or has voted, or as to the number on the ballot paper given to any voter.
 - (3) Every returning officer shall maintain and aid in maintaining the secrecy of the voting, and shall not communicate any information obtained at the counting as to the candidate for whom any vote is given in any particular ballot paper.
 - (4) No returning officer shall directly or indirectly induce any voter to display his ballot paper after he has marked it so as to make known to any person the name of any candidate for or against whom he has voted.
 - (5) Every person who contravenes any provisions of this section is guilty of an offence and is liable on conviction to a fine not exceeding \$15,000 or to imprisonment for any period not exceeding 18 months or to both such fine and imprisonment.
-

KOMISONI FILI ‘A TONGA

Vahenga Fili _____ Feitu’u Fai’anga Fili _____

OLA ‘O E FILI

Hingoa ‘o e Kanititeiti	Lahi ‘o e Fili
Lahi fakakatoa ‘o e Fili ma’a e kau Kanititeiti	
Lahi Fakakatoa ‘o e ngaahi Fili Ta’e’aonga	
LAHI FAKAKATOA ‘O E FILI ‘I HE FAI’ANGA FILI	

KO E KONGA KO ‘ENI KO E TO’O HANGATONU IA MEI HE LAO FILI FALE ALEA – k.23A Ngaahi Fatongia ‘o e Kau ‘Ofisa Faifili

23A Ngaahi Fatongia ‘o e Kau ‘Ofisa Fai Fili

- (1) Ko e ‘Ofisa Fai Fili kotoa pe kuo fokotu’u ko e ‘uhi ko e ngaahi taumu’a ‘o e Lao ni kuo pau ke ne ngaue’aki pe tuku atu ha fakamatala kuo ne ma’u hono fatongia ko ia ‘o fakatatau mate pe ki hono fatongia kuo fakamafai’i.
- (2) Kuo pau ‘e ‘ikai ha ‘Ofisa Faifili, tukukehe ka ‘i ai ha ngaahi taumu’a ‘oku fakamafai’i ‘e ha lao, te ne –
 - (a) Kau noa pe feinga ke kau noa ‘i ha taha fili ‘i he’ene faka’ilonga’i ‘a ‘ene fili;
 - (b) Feinga ke ma’u ‘i he feitu’u ‘o e fai’anga fili ha fakamatala ki he kanititeiti ‘a ia ‘oku ‘amanaki ke fili ki ai pe kuo fili ki ai ha taha fili;
 - (c) Tuku atu ‘i ha taimi pe ki ha taha ha fakamatala kuo ma’u mei he feitu’u fai’anga fili felave’i mo ha kanititeiti ‘oku

‘amanaki ke fili ki ai pe kuo fili ki ai ha taha fili, pe ko e fika ‘o e pepa paloti ‘oku ‘oatu ki ha taha fili

- (3) Ko e ‘Ofisa Faifili kotoa pe kuo pau ke nau tauhi pea ke nau tokoni ki hono tauhi ‘a e fakapulipuli ‘o e ngaahi fili, pea kuo pau ‘e ‘ikai ke nau tuku atu ha fakamatala kuo ma’u ‘i hono lau ko ia ‘o e fili felave’i mo ha kanititeiti ‘a ia kuo fai ki ai ha fili ‘i ha pepa paloti.
- (4) Kuo pau ‘e ‘ikai ha ‘Ofisa Faifili te ne fakaloto’i, fakahangatonu pe ‘i ha founga heliaki, ha taha fili ke ne fakaha ‘a ‘ene pepa paloti ‘i he hili ‘a hono faka’ilonga’i, ko e ‘uhi ke ‘ilo ‘e ha taha ‘a e hingoa ‘o ha kanititeiti kuo ne fili ki ai pe kuo ‘ikai ke ne fili ki ai.
- (5) Ko e taha kotoa ‘oku ne maumau’i ‘a e ngaahi tu’utu’uni ‘a e kupu ni ‘oku halaia ia’i ha hia pea ‘e ala mo’ua ki ha mo’ua pa’anga ‘oku ‘ikai laka hake ‘i he \$15,000 pe ki he nofo popula ki ha taimi ‘oku ‘ikai laka hake ‘i he mahina ‘e 18 pe ki he mo’ua pa’anga pea moe nofo popula fakatou’osi.



Contacting the Electoral Commission

Chairman of the Electoral Commission:
Mr. Barrie Sweetman.

Supervisor of Elections &
Commissioner: **Mr. Pita Vuki**

Office Address: Cnr Salote & Tupoulahi Rd,
Fasi moe Afi, NUKU'ALOFA:

Phone: 26884 or 28820, Fax: 676 28668,

Email: enquiries@tongaelections.com

Fetu'utaki ki he Komisoni Fili

Sea 'o e Komisoni Fili: **Mr. Barrie Sweetman**
Supavaisa 'o e Fili & Komisiona:

Mr. Pita Vuki

Tu'asila 'o e 'Ofisi: Tuliki 'o e Hala Sa-
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