



REPUBLIC OF RWANDA
NATIONAL ELECTORAL COMMISSION



**REGULATIONS N° 03/2018 OF 09/07/2018 OF THE
NATIONAL ELECTORAL COMMISSION
GOVERNING 2018 PARLIAMENTARY ELECTIONS**

July, 2018

Table of Contents

CHAPTER ONE: GENERAL PROVISIONS	8
<i>Article One: Purpose of these instructions</i>	<i>8</i>
<i>Article 2: Eligible Voter.....</i>	<i>8</i>
CHAPTER 2: VOTERS' REGISTER.....	8
<i>Article 3: Modalities for registration</i>	<i>8</i>
<i>Article 4: Description of the voters' register.....</i>	<i>8</i>
<i>Article 5: Persons prohibited from registering on the voters' register</i>	<i>8</i>
<i>Article 6: Period and modalities for publication of the voters' register.....</i>	<i>9</i>
<i>Article 7: Voters' register of each polling room.....</i>	<i>9</i>
<i>Article 8: Voters' register for persons in Diaspora.....</i>	<i>10</i>
CHAPTER 3: RESPONSIBILITIES AND CONDUCT OF ELECTION OFFICIALS	10
<i>Article 9: Election officials.....</i>	<i>10</i>
<i>Article 10: Definition of term "election volunteer".....</i>	<i>10</i>
<i>Article 11: Persons not eligible to become election volunteers</i>	<i>10</i>
<i>Article 12: Categories of election volunteers.....</i>	<i>10</i>
<i>Article 13: Duties and Responsibilities of election officials at Sector level.....</i>	<i>11</i>
<i>Article 14: Polling Committee and its responsibilities</i>	<i>11</i>
<i>Article 15: Responsibilities of the Polling Station Coordinator</i>	<i>11</i>
<i>Article 16: Responsibilities of the polling room coordinator.....</i>	<i>12</i>
<i>Article 17: General responsibilities of polling assistants.....</i>	<i>12</i>
<i>Article 18: Specific responsibilities for each Polling assistant/assessor.....</i>	<i>12</i>
<i>Article 19: Replacement of election volunteers at the polling station</i>	<i>13</i>
<i>Article 20: Principles guiding election volunteers</i>	<i>13</i>
<i>Article 21: Prohibitions to election officials.....</i>	<i>14</i>
CHAPTER IV: RESPONSIBILITIES AND CONDUCT OF ELECTION STAKEHOLDERS.....	15
SECTION ONE: JOURNALISTS.....	15
<i>Article 22: Right to monitor elections and requirements.....</i>	<i>15</i>
<i>Article 23: Conduct of journalists during election period.....</i>	<i>15</i>
SECTION 2: SECURITY ORGANS.....	15
<i>Article 24: Security organs</i>	<i>15</i>
<i>Article 25: Responsibilities of security organs during election period.....</i>	<i>15</i>
<i>Article 26: Prohibitions for Security officials</i>	<i>16</i>
SECTION 3: ELECTION OBSERVERS	16
<i>Article 27: Definition of the term "election observer"</i>	<i>16</i>
<i>Article 29: Origin of domestic election observers.....</i>	<i>16</i>
<i>Article 33: Specific requirements for international election observers.....</i>	<i>17</i>
<i>Article 34: Credentials for election observers.....</i>	<i>17</i>
<i>Article 35: Code of conduct for election observers.....</i>	<i>17</i>
<i>Article 36: Rights of election observers</i>	<i>18</i>
<i>Article 37: Loss of election observer status</i>	<i>18</i>

<i>Article 38: Election observers' report.....</i>	<i>18</i>
SECTION 4: CANDIDATES REPRESENTATIVES	18
<i>Article 39: A candidate representative</i>	<i>18</i>
<i>Article 40: Area of deployment.....</i>	<i>19</i>
<i>Article 41: Representation of a candidate</i>	<i>19</i>
<i>Article 42: Period for submitting lists of candidates' representatives.....</i>	<i>19</i>
<i>Article 43: Election activities monitored.....</i>	<i>19</i>
<i>Article 44: Prohibitions for candidates representatives.....</i>	<i>20</i>
CHAPTER V: PRESENTATION OF CANDIDATURE.....	20
SECTION ONE: GENERAL PROVISIONS	20
<i>Article 45: Deadline for presentation of candidature.....</i>	<i>20</i>
<i>The National Electoral Commission shall receive Parliamentary candidates from 12th - 25th July 2018. Candidature are submitted on official working days from 7:00 am - 5:00 pm.....</i>	<i>20</i>
<i>Article 46: Deadline for soliciting signatures from supporters</i>	<i>20</i>
<i>Article 48: Logo used by candidates.....</i>	<i>21</i>
<i>Article 49: Modalities for submission of candidacy.....</i>	<i>21</i>
<i>Article 50: Time given to the candidate to complete his or her file.....</i>	<i>21</i>
<i>Article 51: Withdrawal of the candidacy</i>	<i>21</i>
<i>Article 52: Announcing the final list of approved candidatures.....</i>	<i>22</i>
SECTION 2: SUBMISSION OF CANDIDATURE FOR DIRECT ELECTIONS	22
<i>Article 53: Submission of the list of candidates from political organization.....</i>	<i>22</i>
<i>Article 55: Requirements for an independent candidate</i>	<i>23</i>
<i>Article 56: Elements to be indicated on the list of persons who support an independent candidate</i>	<i>23</i>
SECTION 3: SUBMISSION OF CANDIDATURE FOR INDIRECT ELECTIONS.....	23
<i>Article 57: An organ that receives candidature and acknowledgement of receipt.....</i>	<i>23</i>
<i>Article 58: Requirements for candidates elected through indirect legislative elections.....</i>	<i>24</i>
<i>Article 59: Submission of female candidacies in indirect elections</i>	<i>24</i>
<i>Article 60: Submission of youth candidacies in indirect elections</i>	<i>24</i>
<i>Article 61: Submission of candidature for persons with disabilities</i>	<i>24</i>
CHAPTER VI: ELECTION CAMPAIGNS.....	25
<i>Article 62: Election Campaign Constituency</i>	<i>25</i>
<i>Article 63: Period of election campaigns</i>	<i>25</i>
<i>Article 64: Permitted Election campaign channels</i>	<i>25</i>
<i>Article 66: Places for posting candidates' photos and other documents.....</i>	<i>26</i>
<i>Article 67: Notification of election campaigns' venues.....</i>	<i>26</i>
<i>Article 68: Modalities of resolving disputes in case of simultaneous campaign activities</i>	<i>26</i>
<i>Article 69: Authorization to represent a candidate.....</i>	<i>27</i>
<i>Article 70: Prohibitions during election campaigns.....</i>	<i>27</i>
<i>Article 72: Posting campaign materials at diplomatic missions.....</i>	<i>27</i>
<i>Article 73: Time allocated to candidates for campaigns</i>	<i>27</i>
<i>Article 74: Campaign programs for candidates elected through indirect elections</i>	<i>27</i>

<i>Article 75: Penalties for violation of legal provisions during campaigns</i>	<i>28</i>
<i>Article 76: Penalties to a political organization violating laws during campaigns.....</i>	<i>28</i>
<i>Article 77: Resolution of of election campaign related complaints.....</i>	<i>29</i>
CHAPTER VII: ELECTION DAY	29
SECTION ONE: GENERAL PROVISIONS	29
<i>Article 78: Polling Stations.....</i>	<i>29</i>
<i>Article 79: Number of polling stations and polling rooms</i>	<i>29</i>
<i>Article 80: Preparations of polling rooms.....</i>	<i>29</i>
<i>Article 81: Time for election officials to report to polling stations.....</i>	<i>30</i>
<i>On the polling day, all election officials are required to report to polling stations one</i> <i>(1) hour before starting of polls.....</i>	<i>30</i>
<i>Article 82: Activities preceding the voting process.....</i>	<i>30</i>
<i>Article 83: Election materials.....</i>	<i>30</i>
<i>Article 84: Time for opening and closure of the polls.....</i>	<i>31</i>
<i>Article 85: Oath taking ceremony.....</i>	<i>31</i>
<i>Article 86: Briefing on the voting process.....</i>	<i>32</i>
<i>Article 87: Preparing a report marking the commencement of the voting process.....</i>	<i>32</i>
<i>Article 88: Required documents for a voter.....</i>	<i>32</i>
<i>Article 89: An eligible voter whose photograph is not on the Voters' register.....</i>	<i>32</i>
<i>Article 90: Persons authorized to vote where they are not registered</i>	<i>32</i>
<i>Article 91: Requirements for persons authorized to vote where they are not registered</i> <i>.....</i>	<i>33</i>
<i>Article 92: Voting sites for Military and Police officials residing in barracks</i>	<i>33</i>
<i>Article 93: Allocation of voters residing in the same village to polling rooms.....</i>	<i>34</i>
<i>Article 94: Persons given priority during voting.....</i>	<i>34</i>
<i>Article 95: Persons assisted to cast their vote</i>	<i>34</i>
<i>Article 96: Persons allowed to enter in the polling room while polls are underway...</i>	<i>34</i>
<i>Article 97: Prohibitions in the polling room</i>	<i>35</i>
SECTION 2: DEPUTIES ELECTED THROUGH DIRECT ELECTIONS	35
<i>Article 98: Deputies elected through direct elections</i>	<i>35</i>
<i>Article 99: Listing candidates on the ballot paper.....</i>	<i>35</i>
<i>Article 100: Format of a ballot paper for direct elections.....</i>	<i>35</i>
<i>Article 101: Folding a ballot paper.....</i>	<i>35</i>
<i>Article 102: Voting modalities</i>	<i>36</i>
SECTION 3: DEPUTIES ELECTED THROUGH THE INDIRECT ELECTIONS	36
<i>Article 103: Deputies elected through indirect elections</i>	<i>36</i>
<i>Article 104: Format of a ballot paper for indirect elections</i>	<i>36</i>
<i>Article 105: Electoral College</i>	<i>36</i>
<i>Article 106: Venue for elections of female deputies.....</i>	<i>37</i>
<i>Article 107: Modalities of voting female deputies</i>	<i>37</i>
<i>Article 108: Electoral College and venue for elections</i>	<i>37</i>
<i>Article 109: Modalities of voting Deputies representing Youth</i>	<i>37</i>
<i>Article 110: Electoral College and venue for elections.....</i>	<i>37</i>
<i>Article 111: Modalities of voting a Deputy representing Persons with disabilities</i>	<i>38</i>
SECTION 4: CLOSURE OF THE POLLS	38

<i>Article 112: Notice for closure of the polls.....</i>	<i>38</i>
<i>Article 113: Time of closure of the polls.....</i>	<i>38</i>
<i>Article 114: Suspension of the polls</i>	<i>38</i>
<i>Article 115: Activities following the closure of polls</i>	<i>38</i>
CHAPTER VIII: VOTE COUNTING AND CONSOLIDATION	39
<i>Article 116: Commencement of vote counting</i>	<i>39</i>
<i>Article 118: Invalid ballot paper.....</i>	<i>40</i>
<i>Article 119: A sign considered as a candidate's vote.....</i>	<i>40</i>
<i>Article 120: Suspension of vote counting.....</i>	<i>40</i>
<i>Article 121: Announcing election results from a polling room.....</i>	<i>41</i>
<i>Article 122: Consolidation of election results at a polling station.....</i>	<i>41</i>
<i>Article 123: Consolidation of election results at District and National level</i>	<i>42</i>
<i>Article 124: Consolidation election results for female Deputies.....</i>	<i>42</i>
<i>Article 125: Consolidation of results for Deputies representing the youth.....</i>	<i>43</i>
<i>Article 126: Consolidation of election results of a Deputy representing persons with disabilities</i>	<i>43</i>
<i>Article 127: Publication of consolidated election results.....</i>	<i>44</i>
<i>Article 128: Archiving of ballot papers</i>	<i>44</i>
<i>Article 129: Successful candidates in indirect elections.....</i>	<i>44</i>
<i>Article 130: Modalities of conducting such elections.....</i>	<i>44</i>
<i>Article 131: Announcement of election results and the period</i>	<i>44</i>
<i>Article 132: Resolving election related complaints.....</i>	<i>44</i>
CHAPTER IX: ELECTION PROCESS IN DIASPORA	45
<i>Article 133: Venue and date for elections held in Diaspora</i>	<i>45</i>
<i>Article 134: Commencement and closure of polls.....</i>	<i>45</i>
<i>Article 135: Eligible voters in Diaspora</i>	<i>45</i>
<i>Article 136: Election officials in Diaspora</i>	<i>45</i>
<i>Article 137: Vote counting and consolidation of election results in Diaspora</i>	<i>46</i>
<i>Article 138: Archiving electoral materials.....</i>	<i>46</i>
CHAPTER X: MISCELLANEOUS AND FINAL PROVISIONS	46
<i>Article 139: Organs responsible for investigating violations of laws and regulations governing elections</i>	<i>46</i>
<i>Article 140: Additional instructions.....</i>	<i>46</i>
<i>Article 141: Compliance with these regulations</i>	<i>46</i>
<i>Article 142: Repealing of provisions.....</i>	<i>46</i>
<i>Article 143: Commencement.....</i>	<i>47</i>
APPENDIX ONE: AUTHORIZATION FOR A CANDIDATE REPRESENTATIVE (Names):.....	48
APPENDIX 2: A STATEMENT OF THE OARTH COMMENCING ELECTIONS.....	49
APPENDIX 2: REPORT MARKING THE COMMENCEMENT OF POLLS IN A POLLING ROOM.....	50
APPENDIX 3: PERSONS WHO CAST THEIR VOTES WHERE THEY ARE NOT REGISTERED	51
APPENDIX 5: FORMAT OF A BALLOT PAPER FOR DIRECT ELECTION.....	52
APPENDIX 6: FORMAT OF A BALLOT PAPER FOR INDIRECT ELECTION	53

<i>APPENDIX 7: STATEMENT FOR SUSPENDING ELECTIONS OR EXTENDING VOTING TIME</i>	<i>54</i>
<i>APPENDIX 8: ELECTIONS CLOSURE STATEMENT</i>	<i>55</i>
<i>APPENDIX 9: STATEMENT SUSPENDING VOTE COUNTING.....</i>	<i>56</i>
<i>APPENDIX 10: STATEMENT OF VOTE COUNTING IN THE POLLING ROOM.....</i>	<i>57</i>
<i>APPENDIX 11: STATEMENT FOR VOTES CONSOLIDATION AT THE POLLING STATION.....</i>	<i>59</i>
<i>APPENDIX 12: STATEMENT OF CONSOLIDATION OF VOTES AT DISTRICT LEVEL. </i>	<i>61</i>
<i>APPENDIX 13: STATEMENT OF CONSOLIDATION OF VOTES AT NATIONAL LEVEL</i>	<i>62</i>
<i>APPENDIX 14: STATEMENT FOR COUNTING/CONSOLIDATING VOTES FOR INDIRECT ELECTIONS</i>	<i>63</i>
<i>APPENDIX 15: STATEMENT FOR NON-RESPECT OF LAWS AND REGULATIONS....</i>	<i>64</i>

The Council of Commissioners,

Pursuant to the Constitution of the Republic of Rwanda of 2003 revised in 2015, especially in Articles 2 and 139;

Pursuant to the Organic Law N°004/2018.OL of 21/06/2018 governing elections, especially in Article 3;

Pursuant to the Law N° 31/2005 of 24/12/2005 relating to the organisation and functioning of the National Electoral Commission, especially in Articles 3 and 5;

Considering that in order to have free and fair elections, laws and regulations governing such elections should be well drafted and implemented;

After consideration and approval in its meeting of 09/07/2018;

Has issued the following regulations:

CHAPTER ONE: GENERAL PROVISIONS

Article One: Purpose of these instructions

Without prejudice to provisions of the law, these instructions regulate Legislative elections, Chamber of Deputies scheduled in September, 2018.

Article 2: Eligible Voter

Voting is a right to every Rwandan who fulfills the requirements provided by the Organic Law governing elections and National Electoral Commission regulations.

Every Rwandan who reside in Rwanda or abroad is eligible to vote if he or she fulfils the following conditions:

1. Having attained at least eighteen (18) years of age or will have attained it on the polling day;
2. Having registered on the voters' register;
3. Not subjected to disenfranchisement specified in Article five (5) of these instructions.

CHAPTER 2: VOTERS' REGISTER

Article 3: Modalities for registration

In each Village and in each Embassy of the Republic of Rwanda, there is a voter's register.

Modalities for voter registration are determined by specific regulations issued by the National Electoral Commission.

Article 4: Description of the voters' register

The voters' register is a document composed of names of eligible voters, which indicates the following elements:

1. a photograph of the eligible voter;
2. the number of his or her voter' card;
3. his or her full names;
4. date of birth;
5. the number his or her National Identity card;
6. a box with words " he or she has voted" reserved for voting.

Article 5: Persons prohibited from registering on the voters' register

Subject to the provisions of Article 2 of these regulations, the following persons are prohibited from registering on the voters' register:

- 1° a person who has been deprived of his or her right to vote by competent courts and has not been rehabilitated or has not been granted amnesty in accordance with the Law;
- 2° a person convicted of manslaughter or murder;
- 3° a person convicted of the crime of genocide or crimes against humanity;
- 4° a person who was convicted of defilement;
- 5° A person convicted of the crime of rape;
- 6° a person with or who shows the signs of mental illness or any other person who disrupts public order at a polling site.
- 7° a prisoner;
- 8° a refugee.

Every year and whenever necessary, the National Public Prosecution Authority submits to the Commission the list of persons set out in paragraph one of this Article.

Article 6: Period and modalities for publication of the voters' register

Provisional voters' register is published in not less than thirty (30) days before the polling day. Any mistakes noticed after publication of provisional voters' register shall be corrected by the Branch of the National Electoral commission at the District level through the polling station coordinator .

The list of persons removed from the provisional voters' registers is published at the Cell level. The final voters' register is published in not less than 15 days before the polling day and after correcting mistakes noticed in the provisional voters' register.

The National Electoral Commission publishes the voters' register on its website and through the media.

Article 7: Voters' register of each polling room

Each polling room has its voters' register which includes not less than five hundred (500) voters and not more than seven hundred (700) voters for one (1) Village. When voters in one village are more than 700, more than one polling rooms are created upon approval by the Council of Commissioners.

Names on the voters' register in each polling room are listed alphabetically in reference to their names as indicated on their National Identity cards.

Article 8: Voters' register for persons in Diaspora.

The voters' register of Rwandans in diaspora is updated based on specific regulations of the National Electoral Commission.

CHAPTER 3: RESPONSIBILITIES AND CONDUCT OF ELECTION OFFICIALS

Article 9: Election officials

Election officials include Commissioners, staff and election volunteers of the National Electoral Commission.

Article 10: Definition of term "election volunteer"

In these instructions, an election volunteer is any Rwandan authorised by the National Electoral Commission, who has at least 18 years of age, willing and competent, not subject to disenfranchisement provided by laws, committed to collaborate with the National Electoral Commission to prepare and conduct elections, devoted and without any expectation of a remuneration.

During the election period, an election volunteer shall have an identification issued by the National Electoral Commission.

Article 11: Persons not eligible to become election volunteers

Persons who have not yet attained 18 years of age subjected to disenfranchisement provided for by laws, and the following categories of persons are not allowed to take part in electoral operations as volunteers:

- 1) Ministers;
- 2) Members of Parliament
- 3) Governors of Provinces and Executive Committee members of the Districts and the City of Kigali.
- 4) Executive Secretaries of Cells, Sectors, Districts, Provinces and the City of Kigali;
- 5) Executive Committee members of villages;
- 6) Judges and Prosecutors;
- 7) Security agents (Soldiers, Police officers, NISS, RIB, DASSO);
- 8) Election observers;
- 9) Leaders and Representatives of Political organizations at different levels.

Article 12: Categories of election volunteers

Election volunteers are categorised as follows:

- 1) Election officials at the sector level;
- 2) Polling Station Coordinator;

- 3) Coordinators of polling room at the polling station;
- 4) Three (3) polling assistants and two (2) substitutes at each polling station.

Article 13: Duties and Responsibilities of election officials at Sector level

Election officials at Sector level are election volunteers appointed by the National Electoral Commission during election period. They have the following duties and responsibilities:

- 1) conducting, supervising and coordinating election operations at Sector level
- 2) collaborating with NEC stakeholders at Sector level;
- 3) distributing election materials to election officials at polling stations within the Sector under his or her attributions;
- 4) monitoring the use of resources allocated to election operations in polling stations within the Sector under his or her attributions ;
- 5) ensuring the implementation of election schedule;
- 6) receiving election observers;
- 7) preparing elections report for the Sector under his or her attributions. .

Article 14: Polling Committee and its responsibilities

The polling committee is a group of volunteers of the National Electoral Commission composed of the Polling Station Coordinator and Coordinators of the polling rooms.

The Committee is responsible for resolving any issue that may arise in the Polling room or at the Polling station, security issues inclusive.

Article 15: Responsibilities of the Polling Station Coordinator

The polling station coordinator has the following responsibilities:

- 1) coordinating, conducting and supervising all election operations at the polling station;
- 2) replacing polling assistants who are unable to work;
- 3) administering the oath of election volunteers at the polling station before the opening of polls;
- 4) receiving and monitoring the optimum use of election materials at the polling station;
- 5) ensuring cleanliness at the Polling station;
- 6) filling and signing election related documents at the polling station, as provided for by laws and regulations;
- 7) receiving election observers and candidates' representatives, and ensuring proper collaboration with other stakeholders;
- 8) ensuring security of election materials and polling rooms in collaboration with security organs;
- 9) consolidating of election results from polling rooms;

- 10) preparing and submitting election results' report to election officials at Sector level.

Article 16: Responsibilities of the polling room coordinator

The polling room coordinator has the following responsibilities:

- 1) coordinating, conducting and supervising all election operations in the polling room;
- 2) managing all polling assistants in the polling room;
- 3) ensuring cleanliness in the polling room;
- 4) receiving and ensuring the proper use of electoral materials in the polling room;
- 5) guiding and giving necessary explanations to voters;
- 6) filling and signing all election related documents in the polling room as provided by laws and regulations , in collaboration with polling assistants/polling assistants;
- 7) ensuring orderly queues of voters;
- 8) checking if voters fulfill the requirements as provided by laws and regulations in order to be allowed to vote;
- 9) receiving election observers, candidates' representatives and other stakeholders;
- 10) opening and sealing electoral boxes in collaboration with polling assistants;
- 11) submitting election results' report to the Polling station Coordinator.

Article 17: General responsibilities of polling assistants

Every polling room has three (3) polling assistants, who have the following responsibilities:

- 1) receiving and ensuring proper use of election materials in accordance with laws and regulations governing elections;
- 2) organizing polling rooms including polling booths;
- 3) receiving voters and giving them necessary explanations, in accordance with laws and regulations governing elections;
- 4) checking that a voter did not vote in that polling room or elsewhere;
- 5) receiving election observers, candidates' representatives and other stakeholders in accordance with laws and regulations governing elections;
- 6) counting votes in accordance with laws and regulations governing elections;
- 7) preparing and signing election related documents, in accordance with laws and regulations governing elections.

Article 18: Specific responsibilities for each Polling assistant/assessor

The three election polling assistants who preside over election operations in a polling room have different responsibilities.

The first polling assistant:

- 1) checking if the voter is registered on the voters' register;
- 2) checking if information on voter's card and identification document matches with the information on voters' register;

- 3) marking on the voters' register in front of the name of an authorized voter;
- 4) registering authorized voters not registered on the polling room's voter register on a complementary list.

The second polling assistant:

- 1) giving out ballot papers to voters, and guiding them how to fold;
- 2) counting distributed ballot papers;
- 3) directing voters to the polling booth.

The third polling assistant:

- 1) showing a person who cast his or her vote the ballot box;
- 2) putting an appropriate stamp on the voter's card for each voter after casting his or her vote;
- 3) applying indelible ink on the pinky finger of the person who has cast his or her vote.

Article 19: Replacement of election volunteers at the polling station

When a coordinator of the polling room is unable to work, the polling station coordinator replaces him or her with one of the polling assistants. When one of the polling assistants is absent, he or she shall be replaced by one of the reserved polling assistants. When there are no reserve polling assistants, the absent assessor is replaced by an honest and literate voter.

When the Coordinator of the polling station is unable to work, Coordinators of polling rooms choose the Coordinator of the polling station amongst themselves, but subject to approval by an election Coordinator at the Sector level. A report for such replacement is drafted and submitted accordingly.

Article 20: Principles guiding election volunteers

An election volunteer should be characterized by the following:

- 1) Compliance with laws and regulations governing elections;
- 2) Transparency and fairness;
- 3) Impartiality;
- 4) Punctuality in fulfilling his or her duties;
- 5) Confident and independent;
- 6) Collaboration with stakeholders;
- 7) Consulting where necessary, in decision making process;
- 8) Professional secrecy;
- 9) Cleanliness.

Article 21: Prohibitions to election officials

Election officials are generally prohibited from the following:

- 1) partiality in the voting process;
- 2) interference or taking part in activities of candidates during electoral process;
- 3) taking decisions on the election matters without consulting their supervisors;
- 4) indeceny and self- disrespect behaviour;
- 5) mismanagement of election materials and resources ;
- 6) depriving a voter of his or her right or forcing him or her to vote against he or she will;
- 7) altering election results and announcing forged reports;
- 8) being influenced and supervised by unauthorized officials ;
- 9) receiving donations from candidates;
- 10) using his or her position for personal interest;
- 11) being non- cooperative and working in isolation;
- 12) creating criminal groups ;
- 13) performing any other activity that may impede the smooth running of elections.

CHAPTER IV: RESPONSIBILITIES AND CONDUCT OF ELECTION STAKEHOLDERS

SECTION ONE: JOURNALISTS

Article 22: Right to monitor elections and requirements

Journalists have the right to monitor elections. However, in order to be authorised to perform such activities, they should be professional journalists, and possess a service card or any other document issued by a competent organ.

Article 23: Conduct of journalists during election period

During election period, journalists should be characterized by the following:

- 1) compliance with laws and regulations governing elections and their profession;
- 2) maintaining political impartiality and avoid sentiments in their reporting ;
- 3) avoid concealing information or actions that may impede the smooth running of elections;
- 4) ensuring transparency and accountability in their reporting ;
- 5) rectifying any incorrect information or reports promptly;
- 6) refraining from announcing election results before their publication by the National Electoral Commission;
- 7) avoiding any interference in responsibilities of the election officials.

SECTION 2: SECURITY ORGANS

Article 24: Security organs

The following Defence and Security organs take part in elections :

- 1) Rwanda Defence Forces;
- 2) Rwanda National Police;
- 3) National Intelligence and Security Services (NISS);
- 4) Rwanda Investigation Bureau (RIB); and
- 5) District Administration Security Support Organ (DASSO).

Article 25: Responsibilities of security organs during election period

During election period, security organs should ensure the following:

1. knowing and respecting laws and regulations governing elections;
2. ensuring security for candidates, voters, election officials and all other stakeholders;
3. ensuring security for polling officials and electoral materials;
4. supporting election officials in ensuring security at polling stations ;
5. advising security advisory services to election officials;
6. preventing activities that may obstruct the smooth running of elections;
7. investigating election related crimes committed during electoral process.

Article 26: Prohibitions for Security officials

Security officials are prohibited from the following:

- 1) being partial to any candidate;
- 2) interference in electoral process ;
- 3) intimidating election officials, candidates, election observers, candidates' representatives and voters;
- 4) entering in the polling room unless they are going to vote or requested by election officials;
- 5) entering in the polling room with weapons.

SECTION 3: ELECTION OBSERVERS

Article 27: Definition of the term “election observer”

An “election observer” is a Rwandan or a foreigner accredited by the National Electoral Commission, individually or through domestic, regional or international organisations, diplomatic missions and Election Management Bodies from other countries, to observe the electoral process.

Article 28: Invitation of election observers and commencement of observation mission

Invitation and accreditation of election observers started on 1st May, 2018 and shall end on 1st September 2018. The National Electoral Commission accredits election observers upon their request.

Each election observer commences election observation activities on the day he or she is accredited by the National Electoral Commission and is considered to have concluded his or her duties on the day of submitting his or her written report to the National Electoral Commission.

Article 29: Origin of domestic election observers

Domestic election observers may originate from the following organisations:

- 1) Accredited public institutions having election-related activities in their attributions;
- 2) Political Organization registered in Rwanda;
- 3) Forums of Political Organizations registered in Rwanda;
- 4) Non-Governmental Organizations operating in Rwanda, and having election-related activities in their attributions.
- 5) Faith based organizations accredited by competent authorities;
Media institutions and journalists accredited by relevant National Authorities.

Article 30: Origin of international election observers

International election observers may come from:

- 1) International Organizations, upon request;
- 2) Diplomatic Missions accredited to Rwanda;

- 3) Regional and International Organizations of which Rwanda is a member;
- 4) Election Management Bodies (EMBs) from other countries.

Article 31: Requirements for election observers

Each organisation seeking for accreditation should submit the following:

- 1) A list of election observers from that organisation;
- 2) Spokesperson and his or her deputy;
- 3) Province/City of Kigali or District of the deployment;
- 4) Identifications for each election observer.

Article 32: General requirements for election observers.

Every election observer should:

- 1° Have a sound experience in election activities;
- 2° Be a person of integrity;
- 3° Be impartial and independent;
- 4° Have good knowledge of Rwandan laws in general and election related laws in particular;
- 5° Know and recognize international principles governing election observers;
- 6° Be knowledgeable about Rwandan culture, history, geographical structure and political system.

Article 33: Specific requirements for international election observers

International election observers in particular should:

- 1) Have a valid visa, issued by a competent institution;
- 2) Observe international or specific health or security regulations relating to persons travelling within a region or a country they are operating in.

Article 34: Credentials for election observers

Before commencing their duties, election observers accredited are given credentials and an appropriate identification badge. Election observers must wear their identification badge and present it while observing electionactivities.

Article 35: Code of conduct for election observers

Election observers should ensure the following:

1. comply with laws into force in general and election related laws in particular;
2. Avoid any activity that may interrupt the smooth electoral process;
3. maintain political impartiality during election observation period;
4. respect the national culture;
5. avoid giving instructions to election officials;

6. operate in their area of deployment/coverage;
7. respect election officials at all levels;
8. Refrain from announcing election results before their official publication by the National Electoral Commission.

In particular, an election observer shall prepare an election observation report and submit it to the National Electoral Commission within a period not exceed 60 days after elections.

Article 36: Rights of election observers

Election observers have the following rights:

1. To be informed of the election calendar;
2. To be informed of the electoral process ;
3. To be informed of areas/location of election activities ;
4. To be facilitated to get election-related documents;
5. To be provided access to polling room except the polling booth after the opening of polls;
6. To be informed of election results within the prescribed period.

Article 37: Loss of election observer status

The National Electoral Commission may deprive an election observer who does not comply with laws and regulations governing elections, of the right of election observation, and the concerned observer is notified in writing.

Article 38: Election observers' report

An election observer shall submit to the National Electoral Commission an accurate report based on their findings, within Sixty (60) days after the final publication of election results.

SECTION 4: CANDIDATES REPRESENTATIVES

Article 39: A candidate representative

A candidate representative is a national who is registered on the voters' register and has been authorised by the candidate to monitor election activities on his or her behalf.

A political organisation, a coalition of political organisations or an independent candidate are permitted to have a representative(s) for monitoring elections at the polling station or in polling rooms except in the polling booth. The candidate representative should have a written authorization duly signed by a competent official or the concerned independent candidate.

The list of candidates' representatives is submitted to the National Electoral Commission.

The candidate's representative is issued by the National Electoral Commission the authorisation of monitoring elections in case he or she fulfills the requirements. That authorisation is issued by the polling station coordinator by signing on the authorisation issued by the election Coordinator at District level.

Article 40: Area of deployment

In accordance with the provisions of Article 43 of these regulations, candidates' representatives are authorized to represent them at polling stations or in polling rooms.

Candidates' representatives assigned at polling stations are allowed to monitor the election process in all polling rooms within the assigned polling station..

Article 41: Representation of a candidate

Each candidate is allowed to have his or her representative in every polling station or polling room when he or she has a written authorisation issued by the competent person in the political organisation, the coalition of political organisations or the independent candidate.

The representative of an independent candidate or a political organisation in the polling room or polling station shall present the following:

1. a National identity card;
2. a voter card;
3. a written authorization issued by a candidate he or she is representing. The format of the authorization is provided in **appendix one (1)** of these regulations; a written authorization issued by the National Electoral Commission.

A candidates' representatives assigned to polling rooms of the same polling station are registered on one list and submitted to the District Election Coordinator for approval.

Article 42: Period for submitting lists of candidates' representatives

Following the final publication of polling stations and polling rooms, the candidate who wishes to be represented submit a list of his or her representatives within a period of five (5) days before the polling day.

The said list shall indicate the following:

- 1) full names of the candidate representatives;
- 2) number of national identity card;
- 3) number of voter's card;
- 4) Polling stations and polling rooms of coverage .

Article 43: Election activities monitored

A candidate's representative has the right to monitor all election related activities except those performed in the polling booth. His or her findings should be included in a report, that is duly signed and submitted to the polling room coordinator.

The polling room coordinator ensures that findings provided for in Paragraph one (1) of this Article are included in his or her report.

Article 44: Prohibitions for candidates representatives

No one is allowed to represent more than one candidate. No one is allowed to represent a candidate in more than one polling room unless the candidate is represented at the polling station.

Candidate's representative should respect all provisions provided in Article 35 of these instructions.

CHAPTER V: PRESENTATION OF CANDIDATURE

SECTION ONE: GENERAL PROVISIONS

Article 45: Deadline for presentation of candidature

The National Electoral Commission shall receive Parliamentary candidates from 12th - 25th July 2018. Candidature are submitted on official working days from 7:00 am - 5:00 pm.

Article 46: Deadline for soliciting signatures from supporters

Soliciting signatures from independent candidates' supporters started 30 days before the date of receiving candidates and shall be done using a form prescribed by the National Electoral Commission.

An independent candidate solicits signatures from his or her supporters within a cell or a sector notified to the District authorities in writing. A copy of the notification letter shall be provided to the election district coordinator.

An independent candidate solicits for signatures in person or with the help of other persons, who are eligible voters. The list of persons supporting the candidate in soliciting signatures shall be submitted to the National Electoral Commission within 15 days before starting the exercise.

Article 47: Eligibility conditions for being a Deputy

A person eligible to be a member of the Chamber of Deputies is any Rwandan who is:

- 1) at least twenty-one (21) years of age;
- 2) a person of integrity;
- 3) not subject to disenfranchisement specified in Articles 5 of these regulations.

A person of integrity is any Rwandan:

- a) with irreproachable behaviour in his or her relationships with others;
- b) who was not convicted of the crime of genocide or genocide ideology;
- c) who was not convicted of the crime of discrimination and divisionism;
- d) who was not definitively sentenced to imprisonment for a term equal to or exceeding six (6) months;
- e) was rehabilitated, in case he or she was sentenced to imprisonment for a term equal to or exceeding six (6) months;

- f) was not dismissed from public service;
- g) was not convicted of corruption or any related offence or embezzlement of public funds.

Article 48: Logo used by candidates

In no way shall an independent candidate, a political organisation or a coalition of political organisations use a logo already chosen by another candidate or likely to stir up divisions and confusion or formerly used in other elections by another candidate, a political organization of a coalition of political organizations.

Where several candidates adopt the same acronym or logo, the National Electoral Commission makes a non-appealable decision by giving the priority of use to candidate that was the first to present his or her candidature.

It is prohibited to choose a logo comprising of a combination of the three colours of the national flag.

Article 49: Modalities for submission of candidacy

A person who intends to submit his or her candidacy for elections of members of the Chamber of Deputies does so personally and for one post.

No person is allowed to introduce his or her candidacy for both direct and indirect elections.

Article 50: Time given to the candidate to complete his or her file

Before publication of the final list of candidates, a candidate disqualified by the Commission is informed in writing of the documents that are missing in his or her dossier and is granted time to complete his or her dossier. This is done within five (5) working days after publication of the provisional list of candidates and before publication of the final list.

The Commission approves and announces the final list of candidates at least seven (7) days before commencement of electoral campaign.

Article 51: Withdrawal of the candidacy

A person who has submitted his or her candidacy has the right to withdraw it before the polling day.

Withdrawal of candidacy is done in writing and addressed to the Chairperson of the National Electoral Commission at least twenty four (24) hours before the polling day.

A candidate who withdraws his or her candidature after publication of the final list of candidates is maintained on the list and the ballot paper but the National Electoral Commission informs voters through a notice posted on each polling room or by any other means. A vote that is given to a candidate who withdrew his or her candidacy is considered invalid.

Article 52: Announcing the final list of approved candidatures

The National Electoral Commission announces approved candidates using the media and any other possible channels of communication. The provisional list of candidates shall be announced on 30th July 2018 and the final list shall be announced on 06th August 2018.

SECTION 2: SUBMISSION OF CANDIDATURE FOR DIRECT ELECTIONS

Article 53: Submission of the list of candidates from political organization

Any political organization or a coalition of political organizations submits a closed list of candidates comprised of a maximum of eighty (80) candidates. This shall be done on working days and during working hours, from the 12th to 25th July 2018.

The representative of a political organization or a coalition of political organizations submits to the Commission a list of candidates and their files as well as his or her power of attorney.

The list of candidates representing a political organization or a coalition of political organizations may also be submitted by any other person with a mandate from the representative of a political organisation or coalition of political organisations in case of the latter's unavailability.

The list of candidates of a political organisation or coalition of political organisations is accompanied by a statement bearing the signatures of the members of the supreme organ of the political organisation or coalition of political organisations, having approved the list in accordance with the law.

The Commission issues an acknowledgement of receipt. However, in no way shall the acknowledgement of receipt prejudice the admissibility of this candidacy.

The acknowledgement of receipt indicates the date and time of submission, and is duly signed by the person submitting the list of candidates as well as the National Electoral Commission representative.

Article 54: Elements to be included in the files of candidates of political organizations or coalition of political organisations

The file of each candidate of a political organization or a coalition of political organisations should include the following:

1° full names of the candidate as appearing in his or her national identity card;

2° a curriculum vitae indicating:

- a. his or her profession;
- b. place and date of birth;
- c. place of residence;

3° birth certificate issued by a competent authority;

4° two (2) coloured passport-sized photographs;

5° a copy of the national identity card;

6° a copy of the voter's card;

7° a copy of criminal record issued by a competent national authority within the previous three (3) months indicating whether or not the person has been sentenced to imprisonment and the reason for his or her imprisonment;

8° a logo of political organization or coalition of political organizations to be imprinted on the ballot paper.

Article 55: Requirements for an independent candidate

Independent candidacy is considered as an individual closed list. Every candidacy is submitted at the national level. However, for the candidacy of an independent candidate should specify the following:

- 1° names of the candidate as they appear on his or her national identity card;
- 2° a curriculum vitae indicating:
 - a. his or her profession;
 - b. his or her place and date of birth;
 - c. his or her place of residence;
- 3° his or her birth certificate issued by a competent authority;
- 4° two (2) coloured passport-sized photographs;
- 5° a copy of his or her national identity card;
- 6° a copy of his or her voter's card.

Article 56: Elements to be indicated on the list of persons who support an independent candidate

The list of persons who support an independent candidate should indicate the following:

- 1 ° names of each person who signed or affixed their fingerprint to the list;
- 2 ° his or her national identity card number and place of issuance;
- 3 ° his or her voter's card number and place of issuance;
- 4 ° place of residence;
- 5 ° the signature or fingerprint of each person supporting the candidate;
- 6 ° his or her statement certifying the authenticity of the provided documents and information.

Persons who support the candidature of an independent should be eligible voters registered on the voters' register.

Soliciting for signatures from supporters of an independent candidates is done by a candidate himself or herself or by his or her representative.

SECTION 3: SUBMISSION OF CANDIDATURE FOR INDIRECT ELECTIONS

Article 57: An organ that receives candidature and acknowledgement of receipt

Candidatures for indirect elections are submitted to the National Electoral Commission headquarters by candidates in person. Submission of candidature shall run from 12th - 25th July

2018. A person who submits candidature is issued an acknowledgement of receipt specifying documents submitted.

The acknowledgement of receipt indicates the date and time of submission, and is duly signed by the person submitting his or her candidature as well as the National Electoral Commission representative.

However, in no way shall the acknowledgement of receipt prejudice the admissibility of this candidacy.

Article 58: Requirements for candidates elected through indirect legislative elections

Files of candidates who submit their candidature under categories provided for by Articles 59, 60 and 61 of these regulations should include the following:

- 1° names of each person who signed or affixed their fingerprint to the list;
- 2° his or her national identity card number and place of issuance;
- 3° his or her voter's card number and place of issuance;
- 4° place of residence;
- 5° the signature or fingerprint of each person supporting the candidate;
- 6° his or her statement certifying the authenticity of the provided documents and information.

Article 59: Submission of female candidacies in indirect elections

Any female who wishes to contest in parliamentary elections for seats reserved for females submits her candidature in person. The candidate should indicate her electoral constituency.

Article 60: Submission of youth candidacies in indirect elections

Any person who wishes to contest in parliamentary elections for the seats reserved for the Youth submits his or her candidature, in person and should be between twenty one (21) and thirty (30) years of age.

Article 61: Submission of candidature for persons with disabilities

Any person who wishes to contest in parliamentary elections for the seats reserved for persons with disabilities submits his or her candidature in person.

A person with mental disability is not allowed to submit candidature.

In addition to requirements provided under Article 58 of these regulations, a candidate with disability should present a certificate issued by a recognized medical Doctor describing his or her category of disability.

CHAPTER VI: ELECTION CAMPAIGNS

Article 62: Election Campaign Constituency

- 1° Election campaigns constituency for general elections scheduled on 3rd September, 2018 covers the entire Country and the territorial jurisdiction of diplomatic missions of the Republic of Rwanda abroad.
- 2° Election campaigns constituency for female candidates elected through indirect elections scheduled on 04th September, 2018 is the Province or the City of Kigali.
- 3° Election campaigns constituency for youth candidates elected through indirect elections scheduled on 04th September, 2018 is in the entire Country .
- 4° Election campaigns constituency for candidates representing persons with disabilities, elected through indirect elections are scheduled on 2nd September 2018 is the entire country.

However, there is no territorial jurisdiction for election campaigns by use Information, Communication and Technology (ICT).

Article 63: Period of election campaigns

Election campaigns for candidates designated by political organisations or coalition of political organisations or independent candidates shall begin on Monday, 13th August, 2018 at 6:00 a.m and shall end on Saturday 1st September, 2018 at 6:00 a.m. in Diaspora and Sunday 2nd September, 2018 at 6:00 a.m. in Rwanda. It is prohibited to carry out election campaigns in a period not envisaged by the law.

Article 64: Permitted Election campaign channels

During election campaigns, candidates may use posters and banners; distribution of letters or circulars, meetings, public rallies and public talks; radio, television and print media; information and communication technology; debates; any other means not contrary to the law.

For campaigns via media outlets, the National Electoral Commission ensures that all independent candidates, political organizations or coalition of political organizations are given equal access to State media.

Article 65: Modalities for application for authorization to campaign through state media by a candidate

A candidate who wishes to campaign using state media makes an application through a written notice with acknowledgment of receipt addressed to such media and provides a copy to the Commission at least five (5) working days before the commencement of such a campaign.

The candidate indicates in such a notice the date and time he or she intends to conduct such a campaign in case it is on State radio or television.

The management of the media outlet, replies in writing notifying the candidate of the date and time he or she is authorized to conduct the campaign with a copy to the Commission.

The response to the application of the candidate must be given at least two (2) days before the campaign and the candidate is required to acknowledge receipt of the reply by appending his or her signature to it.

In the event that the Media outlet does not comply with its commitment without failure on the part of the candidate, management of the outlet shall allot him or her another period.

Article 66: Places for posting candidates' photos and other documents

Candidates are allowed to post their photos and other documents used for campaigns in any place of their choice. However, posting campaign materials on state buildings is only done upon authorisation by District or Sector authorities.

Campaign materials may also be posted on private buildings or vehicles with permission from their legitimate owners.

It is prohibited to post a candidate's campaign materials in Hospitals and Health centers, Schools, Churches and on electrical poles.

Article 67: Notification of election campaigns' venues

A candidate or his or her representative shall notify, in writing, the Mayor of the District in which campaigns are intended to be held including the venue and time of campaigns, at least twenty-four (24) hours before and a copy shall be reserved for the District Election Coordinator. The notification shall be submitted during official working hours. A receipt of acknowledgement shall be issued.

Article 68: Modalities of resolving disputes in case of simultaneous campaign activities

For direct elections, not more than one campaign activities shall be held simultaneously within the same Sector of any District in the Province, or within the same Cell of a Sector in City of Kigali.

Where two (2) or several campaign activities have been notified, the first applicant shall be given precedence.

Authorities shall notify the prohibited candidate in writing including reasons for refusal, at least twelve (12) hours before the commencement of campaigns.

When two or several campaign activities have been notified, the first applicant shall be given precedence.

However, in case the first applicant held or organized one or several campaign activities in the same place, priority shall be given to the applicant who held fewer activities.

Article 69: Authorization to represent a candidate

Public rallies can be carried out by a candidate's representative with a written authorization from a competent representative of registered Political Organisation or an independent candidate.

The said authorization shall be presented to authorities of the district or sector where campaigns are to be held.

Article 70: Prohibitions during election campaigns

During election campaigns, it is prohibited to:

- 1) illegally use Public property;
- 2) abuse or defame another candidate, in any way;
- 3) offer or accept gifts or bribes;
- 4) conducting campaigns based on race, ethnicity, region, religion and any other form of discrimination and division;
- 5) carrying out or mentioning anything that may interfere with peace, unity and public security;
- 6) conducting campaigns within prohibited time;
- 7) destroying another candidate's photograph or any other campaign material;
- 8) conducting campaigns in a place not notified to administrative authorities;
- 9) Sensitising voters to carry out any activity or behave in a manner that may hinder the smooth running of election process.

Article 71: Campaigns by use of ICT

Campaigning by using Information and Communication Technology is allowed. However, it is prohibited to campaign on websites and social media of public institutions and entities of public interest.

Article 72: Posting campaign materials at diplomatic missions

At each diplomatic mission of the Republic of Rwanda, a place is reserved for posting campaign materials for candidates.

Article 73: Time allocated to candidates for campaigns

During election campaigns, candidates elected through indirect elections are allocated an equal time for their campaigns not exceeding ten (10) minutes.

Article 74: Campaign programs for candidates elected through indirect elections

The National Electoral Commission designates at least two (2) sites in each district for campaigns of female candidates.

The National Electoral Commission informs candidates and the electoral college of the campaign program at least five (5) days before commencement of campaigns.

Candidates representing the youth and persons with disabilities campaign before their electoral college in at least one venue designated by the National Electoral Commission in each Province or the City of Kigali.

However, each candidate has the right to prepare his or her individual campaigns, and notify, in writing, the Mayor of the District in which campaigns are intended to be held, of the venue and time of campaigns, at least twenty-four (24) hours before and a copy shall be reserved to the District Election Coordinator. The notification shall be submitted during official working hours.

For the smooth running of indirect elections, the National Electoral Commission may facilitate the Electoral College with transport to and from campaign venues and polling places.

Article 75: Penalties for violation of legal provisions during campaigns

Without prejudice to the provisions of other laws, any candidate who violates laws during campaigns shall be summoned by the National Electoral Commission for a first official oral warning.

In case the said violation persists after the first warning, the National Electoral Commission shall issue a written final warning to the Candidate.

If the violation persists, the National Electoral Commission shall nullify his or her candidature in writing in a period not exceeding twelve (12) hours after being officially informed of the fault, and the provisions of the law that were violated.

A candidate who has been removed from the list of the candidates has the right to appeal against the decision of the National Electoral Commission to competent court in a period not exceeding twenty-four (24) hours from the time he or she was removed from the list. However, this does not stop the electoral process.

Article 76: Penalties to a political organization violating laws during campaigns

Where the candidate on the list of a political organisation or coalition of political organisations violates Laws during the electoral campaign, the Commission summons the political organisation or coalition of political organisations concerned for an official verbal warning.

Where the candidate persists in violating laws, the Commission issues a final written warning to his or her political organisation or coalition of political organisations.

If such violation of Laws persists, the Commission requests the concerned political organisation or coalition of political organisations to remove the candidate from its list within twelve (12) hours following the written notification of another fault committed.

Where the political organisation or coalition of political organisations fails to do so, the Commission takes a decision to remove the candidate from the list of candidates within twenty-four (24) hours from the time the political organisation or coalition of political organisations was requested to remove the candidate from the list, and it informs the concerned political organisation or coalition of political organisations, the Senate, the Supreme Court and the Consultative Forum of Political Organisations.

A candidate who has been removed from the list of the candidates has the right to appeal against the decision of the Commission to the competent court within twenty-four (24) hours from the time he or she was removed from the list. However, this does not impede the progress of the electoral process.

Article 77: Resolution of of election campaign related complaints

Without prejudice to provisions of the law, in case any complaint is raised during election campaigns, candidates or their representatives may notify, in writing, the staff of the National Electoral Commission at District level. When the staff is unable to resolve the complaint, it is submitted, in writing, to the National Electoral Commission Chairperson, before referring it to a competent Court.

CHAPTER VII: ELECTION DAY

SECTION ONE: GENERAL PROVISIONS

Article 78: Polling Stations

Polling stations are established in state buildings or public service buildings and other places that may be determined by the National Electoral Commission.

Abroad, polling stations are established within diplomatic missions. The Ambassador may designate any other place within the jurisdiction of the diplomatic mission within his or her attributions as a polling station, upon approval by the National Electoral Commission.

The National Electoral Commission shall determine polling stations, and such polling stations and polling rooms are published at least fifteen (15) days before the polling day.

Article 79: Number of polling stations and polling rooms

The number of polling and polling rooms shall be determined by the National Electoral Commission, based on the number and geographical structure of Cells. Whilst the number of polling rooms shall be determined based on the number of Villages and the number of registered voters in each village

Article 80: Preparations of polling rooms

Election officials shall prepare polling rooms at least one (1) day before the election day in collaboration with local administrative authorities and other stakeholders so as to ensure

adequate space and clean environment for voters. Election officials shall also set up at least two (2) polling booths in each polling room. Polling stations shall bear electoral identification signs determined by the National Electoral Commission.

Article 81: Time for election officials to report to polling stations

On the polling day, all election officials are required to report to polling stations one (1) hour before starting of polls.

Article 82: Activities preceding the voting process

Before commencing the voting, the following activities shall be done successively:

1. Taking the oath;
2. Checking if all election materials set out in Article 83 of these regulations are available;
3. Explaining to available voters the voting process;
4. Opening a ballot box and showing that it is empty;
5. Sealing the ballot box;
6. Counting all ballot papers in a polling room;
7. Checking if all elections materials are in their appropriate place ;
8. Verifying seats for persons allowed to be in polling room;
9. Determining seats for persons allowed to be in polling room;
10. Checking if polling booth is well prepared;
11. Preparing a report marking the commencement of the voting process.

Article 83: Election materials

In each polling room, election materials shall include:

- 1) a ballot box and its seals;
- 2) voters' register;
- 3) ballot papers not less than the number of voters on voters' register;
- 4) the ink used in the polling room;
- 5) Stamp;
- 6) "YATOYE" stamp;
- 7) Tally sheets;
- 8) lamp that may be used when necessary;
- 9) envelopes;
- 10) Prepared appendixes to be filled in;
- 11) Markers;
- 12) Scissors;
- 13) Scotch;
- 14) Stapler.

Upon receiving election materials, elections officials shall check if they are adequate, in good condition and enough for polling rooms.

Article 84: Time for opening and closure of the polls

Direct elections begin at seven in the morning (07:00 am) and shall be closed at 03:00 pm.

Indirect elections begin at 10:00 am when atleast half (1/2) of the electoral college members is present. Indirect elections close at 03:00 pm as well.

The electoral constituency for youth and persons with disabilities is the entire country. For female candidates, the electoral constituency is the Province or the City of Kigali.

The total number of electoral college present at the polling station shall be sent to the Coordinator of election at the constituency level. If the quorum is adequate, the election Coordinator authorises the start of polls and he or she informs the Chairman of National Electoral Commission.

However, if the half (1/2) of the electoral college is not present by 12:00 pm, elections are postponed for a period not exceeding seven (7) days.

Where a half (1/2) is not reached for the second time, the election is done by those present.

If there are reasons that causes delay to start polls, the polling committee may change the time of opening and closure of polls. However, polls can not go beyond 6:00pm.

Article 85: Oath taking ceremony

Before starting of polls, the polling station coordinator, the coordinator of polling rooms and polling assistants shall take an oath in front of voters present, as follows:

“I,.....,

Do solemnly swear to Rwanda that I shall:

- 1° remain loyal to the Republic of Rwanda;*
- 2° uphold the Constitution and other laws;*
- 3° safeguard human rights and the interests of the Rwandan people;*
- 4° strive for National Unity;*
- 5° diligently fulfil the responsibilities entrusted to me;*
- 6° never use powers conferred upon me for personal interest.*

Should I fail to honour this oath, may I be subjected to the rigours of the laws.

So help me God”.

The polling station coordinator shall first take oath before presiding over an oath taking ceremony of coordinators of polling rooms and polling assistants . Those who have taken oath sign on their oath statement. The format of the report for oath taking is on **appendix two (2)** of these regulations.

Article 86: Briefing on the voting process

The Coordinator of the polling station, with polling rooms Coordinators shall brief voters on all voting steps and requirements for eligible voters.

Article 87: Preparing a report marking the commencement of the voting process

After taking oath and providing a brief on the voting process, the Coordinator of the polling room prepares a report marking the commencement of the voting process. The format of the said report is on **appendix three (3)** of these regulations.

Article 88: Required documents for a voter

Each registered voter is allowed to vote after presenting his or her National Identity card or any substitute document issued by competent institutions and his or her voter's card.

In case he or she does not have one of the above mentioned documents, the polling room Coordinator shall authorise him or her to vote after conducting a thorough verification.

Article 89: An eligible voter whose photograph is not on the Voters' register

An eligible voter whose photograph is not on the voters' register shall be allowed to vote. However, he or she shall be allowed to cast his or her vote after presenting a voter's card and the national identity card or a substitute document issued by a competent institution.

Article 90: Persons authorized to vote where they are not registered

The following persons are authorised to vote where they are not registered due to their duties:

- 1) security officials on duty;
- 2) Journalists covering election process holding a press card;
- 3) Election officials having a valid identification document;
- 4) Medical personnel or emergency personnel on duty having an identification document;
- 5) Medical personnel, persons who are sick and their care takers shall vote on the polling station that shall be established near the hospital;
- 6) Persons on mission holding a mission clearance;
- 7) Representatives of political organizations, coalition of political organizations or independent candidates;
- 8) Domestic election observers who are eligible voters;

- 9) A Rwandan registered abroad, residing in Rwanda on the election day shall be allowed to vote after presenting his or her travel documents and the voter's card or a document issued by an election coordinator of the Embassy of his or her residence;
- 10) A Rwandan registered in the country and he or she is abroad on the election day shall be allowed to cast after representing his or her travel documents and the voter's card or a document issued by an election coordinator at Zone level that certifies that he or she is registered on the voters' register.

Persons stipulated in this Article are allowed to vote after a thorough verification to ensure that they are eligible voters. Election officials prepare a report for persons who cast their votes where they were not registered. A format of the said report is **appendix four (4)** of these regulations.

Article 91: Requirements for persons authorized to vote where they are not registered

Without prejudice to the provisions of Article 2 of these regulations, persons authorized to cast their votes where they are not registered due to their duties as stipulated in the preceding article, have the following requirements:

- 1) Presenting a work-related document proving that he or she is unable to vote where he or she is registered;
- 2) Presenting a voter's card proving that he or she is a registered voter. When he or she does not possess a voter's card, technology means shall be used to verify if he or she is an eligible voter. ;
- 3) Presenting his or her National Identity card or a substitute document issued by a competent institution.

Polling officials in the polling room shall indicate that persons stipulated under this article have cast their votes, by stamping "YATOYE" on their voter's card and their work-related documents to avoid voting more than once.

Article 92: Voting sites for Military and Police officials residing in barracks

Military and Police officials are registered and cast their votes where they were registered. However, those residing in military and police barracks may cast their votes in those barracks, with the approval of the National Electoral Commission and based on the voters' register or the list indicating military or police officials residing in those barracks. In that case, necessary polling stations and rooms shall be set up based on the number of military and police officials residing in each barracks. Such officials shall be allowed to vote after presenting their National Identity cards or service cards issued by a competent institution.

The Chairman of National Electoral Commission shall nominate election officials for those barracks.

Article 93: Allocation of voters residing in the same village to polling rooms

Each polling room shall comprise of a number of voters between five hundred (500) and seven hundred (700). In case eligible voters residing in a village are more than seven hundred (700), more than one polling rooms shall be set up based on the number of voters in the village upon approval by the Council of Commissioners.

Article 94: Persons given priority during voting

Persons given priority during polls are the following:

- 1) Aged people who are weak;
- 2) Expectant mothers or mothers with babies;
- 3) Persons with disabilities and sick persons; and
- 4) Any persons set out in Article 90 of these regulations.

All the above mentioned persons are given priority to vote upon approval by the Polling room Coordinator.

Article 95: Persons assisted to cast their vote

A visually impaired person unable to use the special ballot paper designed by the National Electoral Commission or a physically impaired person who is unable to vote or put a ballot paper in a ballot box by himself or herself, shall be assisted by a child having at least fourteen (14) years but below eighteen (18) years of age. A person assisted due to incapacity shall also be present.

With exception of persons stipulated in the first paragraph of this Article, no person is allowed to be assisted in casting their votes.

Article 96: Persons allowed to enter in the polling room while polls are underway

A part from the Coordinator of the polling room and polling assistants, other persons allowed to enter the polling room while polls are underway are the following:

- 1) A voter;
- 2) A child assisting a voter;
- 3) Elections officials at different levels having identification documents;
- 4) Candidates' representatives with identification documents and authorizations issued by represented candidates;
- 5) Election observers;
- 6) A journalist with a service card;
- 7) A security official called upon by the polling station coordinator for assistance.

Article 97: Prohibitions in the polling room

No person is allowed to enter the polling booth during polls, except the Polling room Coordinator. The latter also enters only when there is no person in the polling booth casting his or her vote, to check if election materials are still in their positions.

It is prohibited to take photographs in the polling booth or to use telephones in the polling room.

SECTION 2: DEPUTIES ELECTED THROUGH DIRECT ELECTIONS

Article 98: Deputies elected through direct elections

Fifty-three (53) deputies are elected through direct elections by all Rwandans fulfilling the requirements. Candidates elected through a direct elections originate from the political organizations, coalition of political organizations or independent candidates.

Article 99: Listing candidates on the ballot paper

While listing political organizations, coalition of political organizations or independent candidates on the ballot paper, the National Electoral Commission considers the order of receipt of candidatures.

Article 100: Format of a ballot paper for direct elections

A ballot paper for direct elections is comprised of three (3) horizontally arranged boxes indicated as follows:

- 1° The first box contains names of a political organization, coalition of political organizations or an independent candidate;
- 2° The second box contains the logo of a political organization, coalition of political organizations or an independent candidate;
- 3° The third box is reserved for voting.

In case a candidate withdraws his or her parliamentary candidacy, the designed and printed ballot papers shall remain valid and the National Electoral Commission shall communicate the changes to voters by announcements posted at each Polling room or any other communication channels.

The format of the ballot paper for direct elections is on **appendix five (5)** of these regulations.

Article 101: Folding a ballot paper

A polling assistant in charge of issuing ballot papers shall guide each voter how he or she will fold the ballot paper. The ballot paper shall be folded but unfolded by a polling assistant while giving it to a voter.

When a voter has fingerprinted or ticked in the appropriate box, while still in the polling booth, he or she shall first fold the ballot paper vertically, and then fold it horizontally so as to ensure that it fits in the ballot box. The voter should avoid staining the ballot paper with the ink, which may render it invalid.

Article 102: Voting modalities

A voter fingerprints or ticks in the appropriate box that follows the box with a logo of the political organization, a coalition of political organizations or the independent candidate he or she wishes to vote.

SECTION 3: DEPUTIES ELECTED THROUGH THE INDIRECT ELECTIONS

Article 103: Deputies elected through indirect elections

Twenty Seven (27) Deputies elected through indirect elections comprise of twenty-four (24) female elected according to the administrative entities of the country, two (2) Deputies elected by the National Youth Council, and a Deputy elected by the National Council for Persons with Disabilities.

With regard to twenty four (24) deputies representing women, six (6) are elected from the Eastern Province, six (6) from the Western Province, six (6) from the Southern Province, four (4) from the Northern Province and two (2) from the City of Kigali.

Article 104: Format of a ballot paper for indirect elections

The ballot paper used in indirect elections is a designed paper bearing a list of candidates in accordance with the order of receipt of candidatures by the National Electoral Commission.

The said ballot paper is comprised of three (3) boxes horizontally arranged as follows:

- 1 ° the first box contains a candidate's name;
- 2 ° the second box contains a candidate's photograph; and
- 3 ° the third box is reserved for voting.

The format of the ballot paper for indirect elections is **appendix six (6)** of these regulations.

Sub-section 1: Elections of female Deputies

Article 105: Electoral College

The Electoral College for 24 female Deputies is as follows:

- 1) Members of Executive committee of the National Women Council at Village, Cell, Sector, District level within the electoral constituency, members of the Executive Committee at Province or City of Kigali level and National level;
- 2) Members of Sector Councils within the electoral constituency;

- 3) Members of District Councils within the Province and the City of Kigali.

Article 106: Venue for elections of female deputies

Elections of female deputies scheduled on 04th September, 2018 shall be held at Cell level in a place designated by the National Electoral Commission. Voters who are in the electoral college of female and youth deputies shall cast their votes for both categories at a place designated for youth elections.

Members of the Executive Committee of the National Women Council at different levels shall cast their votes at a polling station located in the cell in which they were first elected.

Members of the District Councils and Sector Councils shall cast their votes in a cell of their choice and the district election coordination shall be notified as such. The said cell shall be within the Sector in which they were elected.

Article 107: Modalities of voting female deputies

During elections of female deputies, the voter affixes his or her fingerprint or ticks in the third box reserved for voting. However, the voter should not exceed the number of deputies allocated to that Province or City of Kigali as set out under Article 103 of these regulations. After casting his or her vote, the voter folds the ballot paper and puts it the ballot box.

Sub-section 2: Election of Deputies representing the youth

Article 108: Electoral College and venue for elections

The electoral college for the two (2) deputies representing the youth is comprised of the Executive Committee of the National Youth Council at the District and National level.

Elections for two deputies representing the youth shall be held on 4th September, 2018 at a place designated by the National Electoral Commission.

Article 109: Modalities of voting Deputies representing Youth

During elections of Deputies representing the youth, the voter affixes his or her fingerprint or ticks in the third box reserved for voting. However, the voter should not exceed two candidates. After casting his or her vote, the voter folds the ballot paper and puts it the ballot box.

Sub-section 3: Election of a Deputy representing Persons with disabilities

Article 110: Electoral College and venue for elections

The electoral college for Persons with disabilities comprise of the following:

- 1) Members of the Executive Committee of the National Council of Persons with disabilities at District, Province/City of Kigali and National level;

2) Coordinators of the National Council of Persons with disabilities at Sector level.

Elections for a Deputy representing Persons with disabilities shall be held on 2nd September, 2018 at a place designated by the National Electoral Commission.

Article 111: Modalities of voting a Deputy representing Persons with disabilities

During elections of a Deputy representing Persons with disabilities, the voter affixes his or her fingerprint or ticks in the third box reserved for voting. However, the voter should not vote more than one candidate. After casting his or her vote, the voter folds the ballot paper and puts it the ballot box.

SECTION 4: CLOSURE OF THE POLLS

Article 112: Notice for closure of the polls

At 02:30 pm, a Polling room Coordinator gives a notice reminding voters on the queue and elections officials that the closing time is approaching, and requests them to expedite the process.

Article 113: Time of closure of the polls

Polls close at 03:00 pm. However, voters still on the queue at 03:00pm shall continue to cast their votes. The Polling station Coordinator stops all incoming voters who are not yet on the queue.

Article 114: Suspension of the polls

In case there are reasons necessitating suspension of the polls, the election coordinators notify their hierarchical superiors to make a decision thereof. Before taking any decision in this regard, the Commissioner notifies and seeks guidance from the Chairman of the National Electoral Commission.

The polling station Coordinator prepares a report to that effect in accordance with **Appendix seven (7)** of these regulations.

In no case shall polls exceed 06:00 pm.

Article 115: Activities following the closure of polls

Upon closure of polls, the Polling room Coordinator shall seal the ballot box publicly and verify the following:

- 1) Number of voters registered on the voters' register of the polling room;
- 2) Number of persons on the voters' register who cast their in the polling room;
- 3) Number of voters that cast their votes in that polling room but who are not registered on its voters' register;
- 4) Number of used ballot papers;
- 5) Number of unused ballot papers.

Following the aforementioned verification, he or she prepares a report closing polls. A format of this report is **appendix eight (8)** of these regulations.

CHAPTER VIII: VOTE COUNTING AND CONSOLIDATION

Article 116: Commencement of vote counting

Vote counting starts after closure of polls. It is carried in each polling room, by polling assistants under the supervision of the Polling room Coordinator. Before starting the vote counting, the Polling room Coordinator and polling assistants prepare a report on closure of polls and other vote counting related materials.

Vote counting is carried out publicly, in presence of voters, election observers and candidates' representatives, if available.

In case persons stipulated in the preceding paragraph are absent, it shall not impede vote counting or invalidate election results.

Article 117: Succession of vote counting activities

Polling assistants are responsible for counting of votes and take the following steps and in order:

- 1 ° to determine the number of voters registered on the voter's register and announce it;
- 2 ° to open the ballot box in public, counting the ballot papers and announce their number;
- 3 ° one of the polling assistants gives an unfolded ballot paper to a second polling assistant who reads it out in a loud voice. The third polling assistant records the vote on that ballot paper on another paper designed for that purpose and displays it in full view of everyone present or any other means provided for by the National Electoral Commission;
- 4 ° when all the ballot papers have been read out, the votes obtained by each candidate or a list of candidates will be counted based on valid ballot papers and invalid ballot papers will be counted as well. Voting room polling assistants approve and sign tally sheets. Signatures of polling assistants are preceded by their full names, the number of their identity cards and the number of their voters' cards.
- 5 ° representatives of candidates present may also sign on the tally sheets. Failure to sign on the tally sheets does not invalidate the election results. Declaration of election results is done immediately after completion of vote counting;
- 6 ° Polling assistants consolidate all results from vote counting;
- 7 ° the polling room coordinator and polling assistants, prepare two (2) copies of a statement on the conduct of elections on appropriate forms containing the following:
 - a) the time of opening and closure of polls, the state of compliance with formalities provided for by these regulations and incidents which occurred during the electoral process if any;
 - b) the signature of the polling officers of the polling room, candidates or their representatives and of representatives of lists of candidates.

8° the coordinator of the polling room prepares two (2) copies of the statement, including one which is put in an envelope sealed and put in a ballot box of the polling room together with valid, unused and invalid ballot papers and gives them to the polling station coordinator. The

coordinator of the polling room submits another copy of the statement to the polling station coordinator. The polling station coordinator collects all the electoral results by means of statements from polling rooms, makes their statement thereof, puts it in an envelope sealed and stamped before the public. The statement is sent to the coordinator of electoral operations at the district level through the coordinator of electoral operations at the Sector level.

9° the statement reserved for the coordinator of polling operations at the district level must contain the following:

- a) the number of registered voters who are authorized to vote;
- b) the number of voters who cast their votes;
- c) the number of voters who cast their votes not registered on the voter's register of that polling room;
- d) the number of ballot papers received;
- e) the number of valid and invalid ballot papers;
- f) the number of documents relating to complaints received, if any;
- g) the number of tally sheets;
- h) the number of unused ballot papers.

Article 118: Invalid ballot paper

A ballot paper is considered as invalid if:

- 1) it is not in compliance with the provisions of the Organic Law governing elections and these regulations;
- 2) it bears signs not provided by laws and regulations governing elections;
- 3) it does not clearly indicate the elected candidate or in case the voter disclosed his or her identity on the ballot paper;
- 4) it is returned in the ballot box without indicating any choice of candidate;
- 5) it bears additions;
- 6) It is used to vote a candidate who withdrew his or her candidature or disqualified;
- 7) A voter affixed his or her fingerprint or ticks between two (2) candidates.

Article 119: A sign considered as a candidate's vote

When the sign used during the voting is placed in the appropriate box next to the candidate's name, on the candidate's name, his or her logo or his or her photograph, shall be considered as a candidate vote.

Article 120: Suspension of vote counting

Vote counting shall not be stopped; it shall be done until completed unless if there are special reasons and the Chairman of the National Electoral Commission shall be notified as provided by Article 114 of these regulations.

A report for suspension of vote counting shall be done. The format of the said report is **appendix nine (9)** of these regulations.

Article 121: Announcing election results from a polling room

When vote counting is completed, the polling room coordination immediately announces publicly election results from that polling room.

The information announced is the following:

- 1) the number of voters registered on the list of that polling room;
- 2) the number of voters who cast their votes registered on the list of that polling room;
- 3) the number of voters who cast their votes not registered on the list of that polling room;
- 4) the number of ballot papers used;
- 5) the number of votes for each candidate;
- 6) the number of invalid votes;
- 7) the number of unused ballot papers.

After verifying numbers stipulated in the second paragraph of this Article, election officials prepare a report of vote counting in that polling room and fill the form on **appendix ten (10)** of these regulations.

Election officials shall write their names on the report of vote accounting and duly sign it.

Article 122: Consolidation of election results at a polling station

Consolidation of election results from polling rooms is carried out by the polling station Coordinator, together with coordinators of polling rooms.

Consolidation of election results is carried out based on election results from polling rooms within that polling station.

Consolidation of election results at polling station level indicates the following numbers:

- 1) the number of voters on the list of polling rooms of the polling station;
- 2) the number of voters who cast their votes registered on the list of polling rooms of the polling station;
- 3) the number of voters who cast their votes not registered on the list of polling rooms of the polling station;
- 4) the number of valid ballot papers at the polling station level;
- 5) the number of votes for each candidate at the polling station level;
- 6) the number of invalid ballot papers at the polling station level;
- 7) the number of unused ballot papers at the polling station level.

The Polling station Coordinator announces publicly election results of that polling station, and prepares a report to that effect on basis of a format set out in **appendix eleven (11)** of these regulations.

After consolidation of election results from the polling station, the Polling station Coordinator puts the report in an appropriate envelope, writes the name and number of the polling station,

seals and stamps it, and sends it to the Election Coordinator at the Sector level, and the latter transmits it to the District election Coordinator.

Article 123: Consolidation of election results at District and National level

After consolidation of votes of each candidate from polling stations in the District, the District Election Coordinator announces publicly election results, and prepares the relevant report which is transmitted to the Chairman of the National Electoral Commission in a sealed and stamped envelope or by any other quick means approved by the National Electoral Commission. The said report is done using a format set out as **appendix twelve (12)** of attached to these regulations.

The Chairman of the National Electoral Commission consolidates election results from all Districts and diplomatic missions of the Republic Rwanda. The format of the document used for consolidation of election results at National level is on **appendix thirteen (13)** of these regulations.

Article 124: Consolidation election results for female Deputies

After closure of polls, the Polling station Coordinator together with polling assistants consolidate election results and prepare a report that indicates the following:

- 1) the number of voters registered on voters' register;
- 2) the number of voters who cast their votes;
- 3) the number of ballot papers received;
- 4) the number of responsive voters;
- 5) the number of valid ballot papers;
- 6) the number of invalid ballot papers;
- 7) the number of unused ballot papers.
- 8) the number of votes for each candidate.

The Polling station Coordinator announces election results to persons present. The Polling station Coordinator puts a report of results in an appropriate envelope and stamps it publicly, writes the name of the polling station, seals and transmits it to the Election Coordinator at the Sector level.

After consolidating votes of each candidate from Cells comprising the Sector, the election Coordinator at Sector level announces election results publicly, and prepares a report which is transmitted to the district election coordinator.

The district election coordinator, after consolidation of votes of each candidate from Sectors comprising the district, he or she announces election results publicly and prepares a report. The said report is put in a sealed envelope and sent to the Provincial/City of Kigali election coordinator.

After consolidating votes of each candidate from different districts comprising the Province or City of Kigali, the Provincial/City of Kigali election coordinator announces election results

publicly and prepares a report which is sent to the Chairman of the National Electoral Commission in sealed and stamped envelope. He or she may also use other possible means approved by the National Electoral Commission.

The format of report used for consolidation of results for indirect elections is **appendix fourteen (14)** of these regulations.

Article 125: Consolidation of results for Deputies representing the youth

After election of two (2) Deputies representing the youth, the Polling station Coordinator in collaboration with polling assistants consolidate election results and prepare a report that includes the following:

- 1) the number of voters expected to cast their votes registered on the voters' register;
- 2) the number of voters who cast their votes;
- 3) the number of ballot papers received;
- 4) the number of responsive voters;
- 5) the number of valid ballot papers;
- 6) the number of invalid ballot papers;
- 7) the number of unused ballot papers;
- 8) the number of votes for each candidate.

The Polling station Coordinator shall announce the election results publicly. The Polling station Coordinator puts the report in a sealed envelope, stamps it publicly and transmits it to the Chairman of the National Electoral Commission.

Article 126: Consolidation of election results of a Deputy representing persons with disabilities

After elections for the Deputy representing persons with disabilities, the Polling station Coordinator in collaboration with polling assistants consolidates election results and prepares a report that should include the following:

- 1) the number of voters expected to cast their votes registered on the voters' register;
- 2) the number of voters who cast their votes;
- 3) the number of ballot papers received;
- 4) the number of responsive voters;
- 5) the number of valid ballot papers;
- 6) the number of invalid ballot papers;
- 7) the number of unused ballot papers; and
- 8) the number of votes for each candidate.

The Polling station Coordinator shall announce the election results publicly. The Polling station Coordinator puts the report in a well-sealed envelope, stamps it publicly and sends it to the Chairman of the National Electoral Commission.

Following vote counting, the District Election Coordinator sends the election results to the election coordinator at Provincial/City of Kigali level. The latter consolidates the said election results from districts within that Province/City of Kigali and transmits them to Chairman of the National Electoral Commission.

Article 127: Publication of consolidated election results

Consolidated election results are posted at each level where the consolidation of election results took place.

Article 128: Archiving of ballot papers

After vote counting, each box containing used and unused ballot papers is sealed using appropriate seals. Ballot boxes containing election related documents are archived in place designated by the National Electoral Commission until the final publication of results.

Article 129: Successful candidates in indirect elections

Successful candidates in indirect elections are those candidates who obtain the highest number of votes in accordance with the number of Deputies for that electoral constituency.

However, in case some candidates obtain an equal number of votes while competing for the last slot, another round of elections is conducted for those candidates within a period not exceeding forty eight (48) hours and in such cases, voters are required vote only one candidate.

Elections are repeated only once and if they obtain an equal number of votes again, the winner is decided by drawing lots in compliance with provisions of Article 130 of these regulations.

Article 130: Modalities of conducting such elections

While conducting elections by drawing lots, election officials prepare a number of papers equivalent to the number of persons who obtained the same votes. One paper of the papers is written on “YES” while others are written on “NO”. Only candidates with equal votes participate in this exercise. Papers are picked in accordance with the order of the candidates’ family names. The successful candidate is the one who picks a paper bearing “YES”.

Article 131: Announcement of election results and the period

The Chairman of the National Electoral Commission announces provisional and final election results through media, audio and visual or any other communication channels. Announcement of provisional election results shall be done within five (5) days following the elections. The Chairman of the National Electoral Commission shall announce final election results within seven (7) days following the publication of provisional results.

Article 132: Resolving election related complaints

In case of any election related complaint, the concerned persons address it to the National Electoral Commission officials of the place where elections were held.

When the complaint is not resolved, it is referred to the hierarchical superior level of the National Electoral Commission, and in case it is not resolved at that level, the complaint is filed to a competent court.

CHAPTER IX: ELECTION PROCESS IN DIASPORA

Article 133: Venue and date for elections held in Diaspora

In Diaspora, elections of Deputies elected through direct elections shall be held on 2nd September, 2018 at Rwandan diplomatic missions or any other venue designated by the Embassy after consultations with the National Electoral Commission.

Article 134: Commencement and closure of polls

In Diaspora, polls begin at 07:00 am and are closed at 03:00 pm local time of each Country. However, in case the electoral coordinator notices that there are still incoming voters, and upon notification of the Chairman of the National Electoral Commission, he or she shall extend the voting time.

However, in no case shall elections exceed mid night (12:00am) local time.

Article 135: Eligible voters in Diaspora

In order to be allowed to vote, a Rwandan in diaspora shall be registered on the voters' register and hold at least one of the documents issued by competent Rwandan administrative authorities. Those documents include:

- 1) the National Identity card;
- 2) a passport or Consular card; and
- 3) voter's card.

In case he or she does not possess a voter's card, election officials verify if he or she is on the voters' register.

A registered voter travelling abroad on the Election Day shall be allowed to cast his or her vote within the Rwandan diplomatic mission of his or her country of residence after presenting his or her travel documents and the voter's card or a document issued by an election zone coordinator attesting that he or she is registered voter.

Article 136: Election officials in Diaspora

The Ambassador is the election Coordinator within the jurisdiction of the Rwandan diplomatic mission. In case of his or her absence, a person who replaces him/her assumes such responsibilities.

Elections in Diaspora are conducted by Rwanda diplomatic mission officials or other Rwandan volunteers who are eligible to vote, appointed by the election coordinator of respective diplomatic missions and notified to the National Electoral Commission for their approval at least ten (10) days before the election day.

Article 137: Vote counting and consolidation of election results in Diaspora

Though voting in Diaspora is scheduled on 02/09/2018, vote counting and consolidation of election results shall be carried out on 03/09/2018 after 03:00 pm Rwandan time.

The election coordinator shall submit election results to the Chairman of the National Electoral Commission not later than twelve (12) hours after vote counting, by means determined by the National Electoral Commission.

Article 138: Archiving electoral materials

After elections at each polling station, all used election materials shall be gathered. All used ballot papers and reports regarding the election process shall be archived until the announcement of final election results.

A document indicating the type and number of materials that may be used in future elections shall be prepared and archived at the Embassy.

CHAPTER X: MISCELLANEOUS AND FINAL PROVISIONS

Article 139: Organs responsible for investigating violations of laws and regulations governing elections

At each polling station, the polling station coordinator has the right, after drawing up a statement, to request security organs to arrest and conduct investigation against any one, who violated or is suspected of violating the provisions of laws and regulations governing elections. The format for this statement is **appendix fifteen (15)** of these regulations.

In case there is violation of laws and regulations within the jurisdiction of the Rwanda diplomatic mission, the concerned election coordinator shall seek assistance from the security organs of the country where elections are being held.

Article 140: Additional instructions

The National Electoral Commission may issue other instructions complementing these instructions, whenever deemed necessary.

Article 141: Compliance with these regulations

With exception of special provisions relating to elections held within Rwanda, other provisions of these regulations apply equally in Rwanda and Rwandan diplomatic missions.

Article 142: Repealing of provisions

All prior legal provisions contrary to these regulations are hereby repealed.

Article 143: Commencement

These regulations shall come into force on the date of their publication in the Official Gazette of the Republic of Rwanda.

Kigali, 09/07/2018



**Prof. Kalisa Mbanda,
Chairman, National Electoral Commission**



REPUBLIC OF RWANDA
NATIONAL ELECTORAL COMMISSION



APPENDIX ONE: AUTHORIZATION FOR A CANDIDATE REPRESENTATIVE

(Names):.....

Province/City of Kigali

District.....

Sector

Polling Station.....

No	Full names of the Candidate's representative	ID N°	VOTER'S CARD N°	PHONE N°
Candidate's representative at the polling station				
1.				
Other representatives in polling stations				
1.				
2.				
3.				
4.				
5.				

Names and signature of the candidate or his or her authorized representative and date

.....

Names and signature of the District election coordinator

.....



REPUBLIC OF RWANDA
NATIONAL ELECTORAL COMMISSION



APPENDIX 2: A STATEMENT OF THE OATH COMMENCING ELECTIONS

"I,.....,

Do solemnly swear to Rwanda that I shall:

- 1° *remain loyal to the Republic of Rwanda;*
- 2° *uphold the Constitution and other laws;*
- 3° *safeguard human rights and the interests of the Rwandan people;*
- 4° *strive for National Unity;*
- 5° *diligently fulfil the responsibilities entrusted to me;*
- 6° *never use powers conferred upon me for personal interest.*

Should I fail to honour this oath, may I be subjected to the rigours of the laws.

So help me God".

DISTRICT:

SECTOR:

CELL:

POLLING STATION NAME:..... POLLING ROOM N°:

DATE:

No	NAMES	ID No	profession	SIGNATURE
1)			Polling station coordinator	
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				



REPUBLIC OF RWANDA
NATIONAL ELECTORAL COMMISSION



APPENDIX 2: REPORT MARKING THE COMMENCEMENT OF POLLS IN A POLLING ROOM

Province/Kigali City.....

District.....

Sector

Polling station

Polling room

Year.....Month.....Day

We....., the coordinator of the polling room and polling assistants have commenced polls in a polling room No..... as follows :

- 1) we have checked ballot boxes and found them empty.
- 2) the number of voters registered on the polling room's voters' register
- 3) the number of ballot papers received.....
- 4) polls begins at.....

Name and signature of the polling room coordinator

Names and signatures of polling assistants

- a.
- b.
- c.



REPUBLIC OF RWANDA
NATIONAL ELECTORAL COMMISSION



APPENDIX 3: PERSONS WHO CAST THEIR VOTES WHERE THEY ARE NOT REGISTERED

City of Kigali/Province.....

District.....

Sector.....

Polling station

Polling room.....

Date

N°	NAME	NO. OF HIS OR HER IDENTIFICATION DOCUMENT	NO. OF THE VOTER'S CARD	SEX	PROFESSION
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Names and signature of the polling room coordinator:

.....



REPUBLIC OF RWANDA
NATIONAL ELECTORAL COMMISSION



APPENDIX 5: FORMAT OF A BALLOT PAPER FOR DIRECT ELECTION

NAME OF THE POLITICAL PARTY/INDEPENDENT CANDIDATE	LOGO	A BOX RESERVED FOR VOTING
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		



REPUBLIC OF RWANDA
NATIONAL ELECTORAL COMMISSION



APPENDIX 6: FORMAT OF A BALLOT PAPER FOR INDIRECT ELECTION

NAME OF THE POLITICAL PARTY/INDEPENDENT CANDIDATE	LOGO	A BOX RESERVED FOR VOTING
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		



REPUBLIC OF RWANDA
NATIONAL ELECTORAL COMMISSION



APPENDIX 7: STATEMENT FOR SUSPENDING ELECTIONS OR EXTENDING VOTING TIME

Province/Kigali City.....
District of.....
Sector of.....
Polling station.....
Polling room.....

Year.....Month....., Day.....,
We....., the coordinator polling station of
.....,

Considering that elections can not be held due to the following reasons:

.....
.....

Having noticed that all voters expected to vote from the polling room/polling station have not yet voted due to the following reasons:

.....
.....

Upon approval by the National Electoral Commission,

We hereby suspend elections in the Polling room/at the Polling station and shall resume
on.....

We hereby extend voting time, and elections shall end at.....

Name and signature of the Polling station coordinator.....

Name and signature of the Polling room coordinator.....



REPUBLIC OF RWANDA
NATIONAL ELECTORAL COMMISSION



APPENDIX 8: ELECTIONS CLOSURE STATEMENT

Province / City of Kigali:.....
District:.....
Sector:.....
Polling station:.....

Year of.....month of....., day of.....,

I,....., the Polling station Coordinator of.....,

Having considered that it is (time):.....,

Hereby close elections that were being held in this venue.

Names and signature of the Polling station Coordinator:

.....



REPUBLIC OF RWANDA
NATIONAL ELECTORAL COMMISSION



APPENDIX 9: STATEMENT SUSPENDING VOTE COUNTING

Province/ Kigali City
District.....
Sector.....
The polling station.....
The polling room.....

Year of.....month of....., day of.....,

I....., the Polling station Coordinator N°.....

Considered that vote counting cannot proceed due to the following reasons:

.....
.....

After making a request and upon approval by the Chairman of the National Electoral Commission,

Hereby suspend vote counting in the Polling room....., to be resumed at.....on.....

Name and signature of the Polling station Coordinator

Names and signatures of Coordinators of Polling rooms:

1.....

2.....

3.....

4.....



REPUBLIC OF RWANDA
NATIONAL ELECTORAL COMMISSION



APPENDIX 10: STATEMENT OF VOTE COUNTING IN THE POLLING ROOM

Province/Kigali City.....
District of.....
Sector of.....
Polling station.....
Polling room.....

Year of..... Month of....., day of

We, the Coordinator and polling assistants in the Polling room N°.....

Upon closing the voting and vote counting in the Polling room under our responsibilities, we hereby declare:

A. Regarding voting and ballot papers:

1. Number of voters expected to cast their votes in that Polling room:

F	M	All
2. Number of registered voters who cast their votes:

F	M	All
3. Number of voters who cast their votes without being registered on that Polling room list:

F	M	All
4. Total number of voters who cast their votes in that Polling room:

F	M	All
5. Total number of valid votes:

--
6. Number of invalid ballot papers:

--
7. Number of unused ballot papers:

--

APPENDIX 10: (Cont'd)

B. Votes for a Political party/independent candidate

Number	Name of the candidate	Obtained votes	Percentage
1			
2			
3			
4			
5			
6			

C. Issues encountered

A special report for issues encountered in the polling room and possible solutions is prepared.

Name and Signature of the Polling room Coordinator,

.....

Names and Signatures of Polling assistants in polling room N°.....

1)

2).....

2)

4).....



REPUBLIC OF RWANDA
NATIONAL ELECTORAL COMMISSION



APPENDIX 11: STATEMENT FOR VOTES CONSOLIDATION AT THE POLLING STATION

Province/Kigali City.....
District of.....
Sector of.....
Polling station.....

Year of.....month of.....day of.....

Upon closing voting and counting of votes in all Polling rooms, we declare:

A. Regarding voting and ballot papers:

1. Number of voters expected to cast their votes in that Polling room:

F	M	All
2. Number of registered voters who cast their votes:

F	M	All
3. Number of voters who cast their votes without being registered on that Polling room list:

F	M	All
4. Total number of voters who cast their votes in that Polling room:

F	M	All
5. Total number of valid votes:

--
6. Number of invalid ballot papers:

--
7. Number of unused ballot papers:

--

B. Votes of each candidate

N°	Name of the candidate	Obtained votes	Percentage
1			
2			
3			
4			

Name and signature of the Polling station Coordinator.....

1. The number of votes marked null:

2. The number of remained unused ballot papers:



NATIONAL ELECTORAL COMMISSION
REPUBLIC OF RWANDA



APPENDIX 12: STATEMENT OF CONSOLIDATION OF VOTES AT DISTRICT LEVEL

Kigali City/Province.....
District of.....

Year of.....Month of..... day of.....

I, the coordinator of elections in the district of

Having consolidated election results from all Polling stations in the District, declare

Year of.....month of.....day of.....

Upon closing voting and counting of votes in all Polling rooms, noted:

A. Regarding voting and ballot papers:

1. Number of registered voters:

F	M	All

2. Number of registered voters who cast their votes:

F	M	All

3. Total number of voters who cast their votes in that Polling room:

F	M	All

4. Total number of valid votes:

--

5. Number of invalid ballot papers:

--

6. Number of unused ballot papers:

--

B. Candidates Results

N°	Name of a Political Party/Candidate	Number of votes obtained	%
1			
2			
3			

Name and Signature of the District election coordinator:.....



REPUBLIC OF RWANDA
NATIONAL ELECTORAL COMMISSION



APPENDIX 13: STATEMENT OF CONSOLIDATION OF VOTES AT NATIONAL LEVEL

Year of....., month of....., day of

We, the Chairman of the National Electoral Commission,

Having consolidated election results from all Districts of the Republic of Rwanda and Rwandan Diplomatic missions, declare:

A. Votes and ballot papers:

1. Number of registered voters in that Polling room:

F	M	All

2. Number of registered voters who cast their votes:

F	M	All

3. Total number of valid votes:

4. Number of invalid ballot papers:

5. Number of unused ballot papers:

B. Votes for each Political party/ Independent Candidate

N°	Name of the candidate	Obtained votes	Percentage
1			
2			
3			
4			

Name and signature of the Chairman of the National Electoral Commission:.....



REPUBULIKA Y'U RWANDA
KOMISIYO Y'IGIHUGU Y'AMATORA



APPENDIX 14: STATEMENT FOR COUNTING/CONSOLIDATING VOTES FOR INDIRECT ELECTIONS

CATEGORY OF DEPUTIES:

Province/ Kigali City

District..... Sector.....

Polling roomPolling Station.....District.....

Year.....Month.....Day.....

We, Chairman of the National Electoral Commission

Have consolidated votes from all districts, we noticed that:

A. Votes and Ballot Papers:

1. Number of registered voters:

Gore

Gabo

Bose

2. Number of Voters who cast their votes:

Gore

Gabo

Bose

--
3. Valid Votes:

--
4. Invalid Votes:

--
5. Unused Ballot Paper:

--

B. Votes each candidate obtained

N°	Name of Candidates	Number of Votes	%
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Coordinator at level of.....



REPUBULIKA Y'U RWANDA
KOMISIYO Y'IGIHUGU Y'AMATORA



APPENDIX 15: STATEMENT FOR NON-RESPECT OF LAWS AND REGULATIONS

Year.....Month.....Day.....

I, the Polling Station Coordinator.....

Considering thatson/daughter

of.....and

..... with the ID N°.....

And voting card n°----- is accused with the following:

- 1.....;
- 2.....;
- 3.....;
- 4.....

Concluded that such actions may endanger election activities, I therefore request the security organs to conduct investigations.....

Name and Signature of the Polling Station Coordinator:.....

Name and Signature of Witnesses (including at least one of the election officials)

- 1.....;
- 2.....;
- 3.....;
- 4.....