LEGISLATIVE ASSEMBLY ELECTION, 2014

FEITU’U FAI’ANGA FILI

TOHI FAKAHINOHINO ‘O E FOUNGA NGUAUE

POLLING STATION PROCEDURES HANDBOOK
WELCOME

Welcome to the 2014 Election for the Legislative Assembly.

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

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

NEUTRALITY

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

DIRECTION BY COMMISSION

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

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

CHECKLISTS

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

HOURS OF POLLING

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

EMERGENCY AT THE POLLING STATION

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

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

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

RETURNING OFFICER

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

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

ASSISTANT RETURNING OFFICER

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

POLICE OFFICERS

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

OBSERVERS

The Commission or Supervisor of Elections may authorize persons to be in your polling station during voting by electors and the count.
FILA FALE ALEA 2014: FEITU‘U FA’IANGA FILI - TOHI FAKAHINOHINO ‘O E FOUNGA NGAUE

FAKAFE‘ILOAHIKI

ʻOku talitali lelei koe ki he Fili Fale Alea ‘o e taʻu ni, 2014.
Kuo ‘i ai ha fanga ki‘i liliu ki he Lao Fili Fale Alea pea mo e founga ‘o e fili tulu mei he fili fakaʻosi, ko ia ai ‘oku matuʻaki mahu‘inga ke ke lau fakalelei ‘a e tohi ni ko ‘e uhi he mahino lelei ‘a e ngaahi fiema‘u ki ake koe te ke ‘i he ngaahi fai‘anga fili.

ʻOku ‘i ai ‘a e tui mo e ‘amanaki ‘e faingamalie pe ‘a e ngaahi ngae kotoa ‘e fakahoko ‘i he ‘aho fili pea ke fili ai ‘e kinautolu ‘a e kakai fili ‘o e fonua ‘a e kau memipa ‘e toko 17 ki he Fale Alea ‘o fakafofonga‘u ‘a e ngaahi vahenga fili takitaha.

TAUʻATAINA


TUʻUTUʻUNI/FAKAHINOHINO MEI HE KOMISONI

Kuo pau ke lau ‘a e tohi ni ko e tuʻuʻutuʻuni pe fakahinohino ia mei he Supavaisa ‘o e Fili ‘o fakatatau mo e Kupu 3 ‘o e Lao Fili Fale Alea 2010.
Te ke fakahoko ‘a ho‘o ngaue ‘o fakatatau mo e fakahinohino ni pea mo e ngaahi tuʻuʻutuʻuni ‘oku fiema‘u ‘i he ngaahi Lao fekau‘aki pea pehe ki ha ngaahi fanongongo pe tuʻuʻutuʻuni mei he Komisoni Fili pe ko e Supavaisa ‘o e Fili ‘o ikai ha toe taha kehe.

LISI ‘O E NGAAlHI NGAFA KE FAKAHOKO

ʻOku ha atu ‘i mui ‘i he tohi ni ha lisí ‘o e ngaahi ngafa ke fakahoko ‘i he ngaahi taimi kehekehe ‘o ‘a ho‘o fili. Ko e me’a ngaue mahu‘inga ‘ení ke fakapapau ‘i ‘oku fakahoko tatau ‘a e ngaahi foun- ga ngaue ‘i he ngaahi feituʻu fai‘anga fili.

NGAAHI HOUA ‘O E FILI

Ko e taimi ‘o e fili ‘e kamata mei he 9:00 pongipongi ki he 4:00 efiafi. Ko e feituʻu fai‘anga fili kuo pau ke fakavaa ia lolotonga ‘a e ngaahi houa ko ‘eni ‘o ‘ikai hano toe liliu. Ke fakapapau ‘i ‘a e taimi ‘oku ngaue‘aki ‘e lava ke ngaue‘aki ‘a e tai- mi ‘oku ma‘u mei he telefoni 912 ki hono fakaava mo hono tapuni ‘o e fai‘anga fili.

KO HA FIEMA‘U FAKAVAVEVAVE ‘I HE FAI‘ANGA FILI

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

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

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

ʻOFISA FAIFILI

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

• Ko hono fakaava mo e tapuni ‘o e feituʻu fai‘anga fili;
• Ke vakai‘i pea fakapapau‘i ‘a e ID ‘o e tokotaha fili kotoa;
• Fakaʻilonga‘i ‘a e Tohi Fakahatoa pea mo hono tukutuato ‘o e pepa paloti;
• Fakapapau‘i ‘a e fakapulipuli ‘o e fili ‘a e tokotaha fili;
• Tokonoi‘i ‘a e tokotaha fili ‘oka fiema‘u;
• Lekooti pe fakamataʻoʻopoʻopo ‘a e naunau fili kimu‘a ‘i he fili pea mo e hili ‘a e fili;
• Tokanga‘i ‘a hono lau ‘o e fili;
• Fakahaha ‘a e ola ‘o e fili ‘i he feituʻu fai‘anga fili;
• Fakakahatoa ‘a e koata ‘o e ngaahi tohi pe foamu fekau‘aki mo e naunau fili, lahi ‘o e paloti, lau ‘o e fili pea mo e ola ‘o e fili;
• Fakamataʻoʻopo mo fakapokoi ‘a e naunau fili pea mo e ola ‘o e fili ki he feituʻu ‘e fakahoko atu ‘e e Supavaisa ‘o e Fili; pea
• Tokanga ke fakakahatoa ha ngaahi tuʻuʻutuʻuni
LAYOUT OF STATIONS

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

ELECTOR IDENTITY

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

CARD FRONT

CARD BACK

NO IDENTITY CARD

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

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

OATH

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

NOT ON ROLL OF ELECTORS

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

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

MARKING THE ROLL

The roll for Constituency is by village in alphabetical order. Having seen the electors Identity
fakahinohino 'e 'oatu mei he Komisoni Fili pe ko e Supavaisa 'o e Fili kimu'a pe ko e 'aho fili.

**TOKONI FAIFILI**

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

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

**KAU 'OFISA POLISI**

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

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

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

**FOKOTU'UTU'U 'O E FAI'ANGA FILI**

Ko hono fokotu'utu'u 'o e fai'anga fili kuo pau ke fakapapau'i 'oku fakafaingamalie 'a e fe'alui'aki holo 'a e kakai fili 'o hange nai ko 'eni:

**TATAU 'O E TOKOTAHU FILI**

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

Vakai ki he fakatata 'oku ha atu 'i lalo ki he fotunga 'o e kaati.

**Tafa'aki ki mu'a 'o e Kaati**

**KO HA TAHA 'OKU 'IKAI MA'U 'ENE KAAI**

Ko ha taha 'oku ne pehe ko ha tokotaha fili pea ko hono hingoa 'oku ha 'i he lesisita, pea 'oku 'i ai
card, other form of identity or they have completed an oath, you are required to cross out the elector’s name on the roll.

Initial at the back of the ballot paper. Give it to the elector and tell the elector they are to vote for ONE candidate only and no more by placing a single tick (✓) in the circle opposite the candidate of their choice. Direct the elector to where they can vote.

VOTING

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

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

POLLLING DAY

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

ASSISTANCE TO SOME VOTERS

A voter whose sight is so impaired or they are so physically handicapped that he or she is unable to vote without assistance is to be assisted by you to vote. You and the elector will enter an unoccupied voting cubicle and you will mark the ballot paper in accordance with the voter’s direction. You will then assist the voter to fold and deposit the ballot
FILI FALE ALEA 2014: FEITu’u FAI'ANGA FILI -
ToHi FakaHinoHino ‘o e Founga ngaue 7
ha’an fa’ahinga ID makehe ange ‘a ia ‘oku lava
ke tali ‘e he ‘Ofisa Faifili ‘o hange ko ha Laiseni
Faka’uli pe ko ha paasisiouti ‘oku ha ai hono hingoa,
pea ‘e lava ke faka’ata ke ne fili.

Kapau ‘e ‘ikai lava ke ne fakaha ‘a ‘ene Kaati
PEPA PALOTI
Fili ID ke tali ‘e he ‘Ofisa Faifili, ‘o hange ko ha Tohi
Laiseni Faka’uli pe ko ha paasisiouti ‘oku ha ai
hono hingoa, pea ‘oku ha hono hingoa ‘i he leisita
pea ‘e lava ke faka’ata ke fili ‘i hano fakakakato ‘a
hono fakafuakava’ai

FUAKAVA

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

Ko e tokotaha fili kuo no fakakakato ‘a ‘e
fiema’u ki he fuakava ke ne fakamo’oni hingoa
ki he foomu fuakava ‘i mu’a ‘iate koe hili hono
fakafuakava’i pea malava ke ne fili.

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

Kapau ‘oku ‘i ai ha taha ‘oku ‘ikai ha atu hono
hingoa ‘i he leisita pea ‘e ‘ikai lava ke ne fili ‘i
he fai’angangi fili ko ia. Kuo pau ke fakahia ia ki he
Supavaisa ‘o e Fili ke vakai’i na’a ‘oku no leisita
ia ‘i ha vahenga fili kehe.

FAKAFUAKAVA ‘O E TOHI LESISITA

Ko e Tohi Lesisita ma’a ngaahi Vahenga
Fili ‘oku pulusi Faka-kolo ia ‘o fakahokohoko

FILIAFALE ALEA 2014: FEITU’U FAI'ANGA FILI - TOHI FAKAHINOHINO ‘O E FOURNGA NGAUE 7

TOKANGA: 1. Fakahoko ‘a ho’o fili ‘aki hano faka’lona’i ‘aki ha “√” ‘i he fai’anga fili ko ia ki he fai’anga fili ko ia. Kuo pau ke fakahia ia ki he Supavaisa ‘o e Fili ke vakai’i na’a ‘oku no leisita ia ‘i ha vahenga fili kehe.

FAKAFUAKAVA ‘O E TOHI LESISITA

Ko e Tohi Lesisita ma’a ngaahi Vahenga
Fili ‘oku pulusi Faka-kolo ia ‘o fakahokohoko

KO E LAO KI HE FILI FALE ALEA, 1989
SIPINGA 5 (KUPU 12(1))
PEPA PALOTI
N° 0000

PEPA PALOTI MA’AE FAKAFOFONGA ‘O E KAKAI
VAHENGA FILI : TONGATAPU 0
(Fa’anga Fili)

HINGOA KOLO FILI
1. HINGOA ‘O E KANITITEITI Kolo ‘o e KANITITEITI
2. HINGOA ‘O E KANITITEITI Kolo ‘o e KANITITEITI
3. HINGOA ‘O E KANITITEITI Kolo ‘o e KANITITEITI
4. HINGOA ‘O E KANITITEITI Kolo ‘o e KANITITEITI
5. HINGOA ‘O E KANITITEITI Kolo ‘o e KANITITEITI
6. HINGOA ‘O E KANITITEITI Kolo ‘o e KANITITEITI
7. HINGOA ‘O E KANITITEITI Kolo ‘o e KANITITEITI
8. HINGOA ‘O E KANITITEITI Kolo ‘o e KANITITEITI
9. HINGOA ‘O E KANITITEITI Kolo ‘o e KANITITEITI
10. HINGOA ‘O E KANITITEITI Kolo ‘o e KANITITEITI

TOKANGA: 1. Fakahoko ‘a ho’o fili ‘aki hano faka’lona’i ‘aki ha “√” ‘i he fai’anga fili ko ia ki he fai’anga fili ko ia. Kuo pau ke fakahia ia ki he Supavaisa ‘o e Fili ke vakai’i na’a ‘oku no leisita ia ‘i ha vahenga fili kehe.

Electoral Roll

Constituency: HA’APAI 12 Village: PANGAI

<table>
<thead>
<tr>
<th>Item No</th>
<th>Names</th>
<th>Gender</th>
<th>Voter Registration No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ALANI, SIONE TAHI</td>
<td>M</td>
<td>1892</td>
</tr>
<tr>
<td>2</td>
<td>ALATINI, TAHI</td>
<td>F</td>
<td>1989</td>
</tr>
<tr>
<td>3</td>
<td>AMINA, SULIETI</td>
<td>F</td>
<td>2012</td>
</tr>
<tr>
<td>4</td>
<td>TONGA, SIONE LATU</td>
<td>M</td>
<td>2022</td>
</tr>
<tr>
<td>5</td>
<td>TONGA, MELE</td>
<td>F</td>
<td>2025</td>
</tr>
<tr>
<td>6</td>
<td>WILSON, JOHN</td>
<td>M</td>
<td>2019</td>
</tr>
<tr>
<td>7</td>
<td>WYCLIFF, PAULA</td>
<td>M</td>
<td>3014</td>
</tr>
</tbody>
</table>
paper into the ballot box. The police officer in the polling station is to observe the assistance to a voter. If they are not able or available to do so, then a person nominated by the voter can observe the assistance, but that person cannot be a candidate for election.

**BALLOT BOX**

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

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

**CLOSING THE POLLING STATION**

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

**ACQUIT & ACCOUNT**

At the close of the voting and prior to opening of the ballot box you are to account for all unused ballot papers and complete the document(s) on ballot papers, the roll and other equipment for return to the Supervisor of Elections. Doing this means that the only material not accounted for is the ballot papers contained within the ballot box, which should equal the amount of marks on the roll for the station.

**COUNTING**

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

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

**COUNTING IS IN THREE STEPS:**

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

**FORMAL VOTES**

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

**INFORMAL VOTES**

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

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

**EXAMPLE OF DOCUMENT**

<table>
<thead>
<tr>
<th>TONGAN ELECTORAL COMMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constituency- TONGATAPU 1</td>
</tr>
</tbody>
</table>

**ACCOUNTING FOR BALLOT PAPERS**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(A)</td>
<td>Number of ballot papers received for polling station:</td>
<td>600</td>
</tr>
<tr>
<td>(B)</td>
<td>Number of ballot papers not used at voting:</td>
<td>137</td>
</tr>
<tr>
<td>(C)</td>
<td>Number of ballot papers to be in ballot box (A-B)</td>
<td>463</td>
</tr>
<tr>
<td>(D)</td>
<td>Total number of votes received by candidates:</td>
<td>458</td>
</tr>
<tr>
<td>(E)</td>
<td>Total number of informal votes:</td>
<td>5</td>
</tr>
<tr>
<td>(F)</td>
<td>Total number of votes (D+E):</td>
<td>463</td>
</tr>
<tr>
<td></td>
<td>Difference = C – F:</td>
<td>0</td>
</tr>
</tbody>
</table>
FILAFAALEA2014:FEITU’UFAI’ANGAFILI-TOHIFAKAHINOHINO‘OEFOUNGANGAngaue

‘Ai ho’oFakamo’oni(initial)‘ihe tafa’akiani mui‘o cepapaloti(tu’a pepapaloti).

‘Oange‘aa cepapaloti ki he tokotahafilipea fakahakiani kiau koupkene filipe‘a e kanitateitei‘e TOKO TAHA‘o‘ikaitoe lahiange,‘ahanofaka’ilonga(V)pe‘etahi‘he fuopotopoto‘ihetafa’akionato‘ufakatataukihe kanitateitei‘okuenefili.Fakahakiani he tokotahafili‘a e feitu’ukefakahokomeiaia‘a‘enefili.

FILI

‘AHOFILI

TOKONI’I’OHAHATAHI


PUHAPALOTI
Kuo paulevakokia‘a e Puhapalotiihe kamata‘a e fili.Koupaulevakokia‘ihihe taimikotoalolomonga‘a e fili.‘E‘ikai‘aupitokeetofakaavaia‘i


TAPUNI‘OEFEITU’UFAI’ANGAFILI
Ko e feitu’ufai’angafili kotopeoquepauke tapuniia‘iheitaimi4:00efiafi.‘Elavakeke ngaue’akia‘aeitaimikoiheFaleTelefonifika912kefakapaapuu‘ia’etaimi.‘Okakei‘iaihakahakifilikuonauerihe ngaahei ngaai fai’angafili‘iehe4:00efiafi peae‘elavapehekafangotuakinautolukenaufili.

Kapaukouhoko‘a‘e4:00efiafiako‘oku keitu’ulaine‘aakekakifili(queue)peaquoupaikihataha‘o e kauTokonifaiifilikenetu‘ihe tu‘a‘o etokotahakahakamumukieiekafakapapuu‘ia‘kinatolu
na‘anaua‘ukihiekai fai’angafili‘ihe4:00efiafi.

Hili‘a e filia‘a e tokotahakotopepeanteinemavaheimeifeitu’ufai’angafili,peatekehokomatuikihisitepuhono hoko.

FAKAMA‘OPO‘OPO
Hilihono tapunia‘a e fili kimu’apeetofakaavaa‘aa e puhapaloti,koupauekefakama’o’opo‘apa e ngaahepepapalotonae‘ikai ngaue’akipea fakafonu‘aa e naunau fekau’aki mo epepaloti,TohiLesisitapeapekihengahai naunau me‘angaue‘outeetuetoefakafokikihiesupavaisao’eFili.

‘I hono fakahokoheni‘oku uhiingaiako e naunaupeoko te’eki fakama’opo’opo ko e papalotipi‘i loto‘ihepuhapaloti,‘aia koupauektatauiamoe’elahoe ngaahe hingona nae’maka’aiheLesisitaFiliikiehteifu’ufai’angafiliktitaha.

LAU‘OEFILI

Ko e Lau‘oe Fili‘oku‘ihe ngaahisitepue‘etolu:
•To’okotoao‘a e ngaahepepapalotimeihupeupalotipeafolahikotoakinautolu;
•Fakafa’ahinga‘aa e ngaahepepapalotio fakata
taukiheKanitateitikuofili,‘ongaaue’aki‘aa e kaatifi kafa’ahinga‘oku oatu;pea
•Lauleva‘aa e ngaahefilima’ae kanitateiti takita
pesahahiki‘iaihekaatifi kafa’ahingama’ae kanitateiti takitaha.

9

PUHAPALOTI
Kuo paulevakokia‘a e Puhapalotiihe kamata‘a e fili.Koupaulevakokia‘ihihe taimikotoalolomonga‘a e fili.‘E‘ikai‘aupitokeetofakaavaia‘i

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

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

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

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

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

COMPLAINTS & CHALLENGES
Electoral Roll (Part II, s.4 & s.5 of the Act)
The Electoral Roll being used at this election is based on the final roll used in 2010.
The Roll is by Constituency and Village in alphabetical order. It contains the name, address, gender, registration number and Personal ID number of the registered voters.

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

Objection to persons on the roll (s.5 (2) of the Act)
An objection to a person on the roll had to be lodged with the Supervisor of Elections within 2 months from the publication of the provisional roll.

Appeals (s.5 (9) of the Act)
Any elector whose application to register is refused, their name is removed from the register or who disputes the constituency they have been registered in can appeal to the Electoral Commission. Appeals must be in writing.

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

Recounts
A candidate may request a recount within one week of the declaration of the poll for a constituency. The request must be in writing and addressed to the Supervisor of Elections.
NGAAHI FILI 'OKU LAVA KE LAU

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

NGAAHI FILI ‘E FAKATA‘E‘AONGA‘I

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

OLA ‘O E FILI

Kimu‘a pea ke fakahaha ‘a e ola ‘o e fili ‘i ho feitu‘u fai‘anga fili, kuo pau ke fakapapau‘i ‘oku tonu hono fakafonu ‘o e fo’omu mo e naunau fekau‘aki mo e ola. Ko e katoa ‘o e paloti pe fili kuo pau ke tatau ia mo e lahi ‘o e ngaahi hingoa kuo maaka‘i ‘i he tohi lesisita ‘i he feitu‘u fai‘anga fili takitaha.

FAKAHA ‘A E OLA

Ko e ola ‘o e fili ‘i he ngaahi fai‘anga fili takitaha, ‘e lava ke fakahaha ia ‘e he ‘Ofisa Faifili ‘i he Faingafili hili hono fakama’opo‘opo. Ko hono fakahaha ia ‘o e lahi ‘o e fili ‘oku ma‘u ‘e he Kanititeiti takitaha ‘i he feitu‘u fai‘anga fili. ‘E lava ke ke fakahaha ‘a e kanititeiti mo e lahi ‘o e fo‘i fili ‘oku ne ma‘u pea pehe kiate ia ‘oku ne ma‘u ‘a e fo‘ifili lahitaha ‘i he fai‘anga fili. Te ke toki fakafoki ia ki he ‘Ofisa Faifili fakavahetonua ‘a ia te ne fakama’opo‘opo ‘a e ngaahi fili kotoa ki he ngaahi vahenga fili takitaha.

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

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

FAKAMA’OPO’OPO MO FAKAFOKI ‘A E NAUNAU FILI

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

Ko e fatongia ‘o e ‘Ofisa Faifili ‘i he ngaahi Feitu‘u Fai‘anga Fili takitaha ke fakapapau‘i ‘oku maau pea ki hono fakafoki ‘o e puha paloti fakataha mo e kotoa ‘o e naunau ki he ‘ofisi ‘o e ‘Ofisa Faifili Fakavahetonua pe ko e ‘Ofisi ‘o e Komisoni Fili.
Offences (Part III & Part IV of the Act and Regulations)
Candidates have been made aware of the offences provisions of the Act and the Regulations. The Police Officer at the polling station is responsible to ensure no offences are committed in or in the vicinity of the polling station. Any complaint is to be referred to them. Offences include such things as:

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

ADMINISTRATION

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

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

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

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

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

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

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

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

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

TAPUNI ‘A E LESISITA


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

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

Ngaahi Tangi (k.5 (2) ‘o e Lao)

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

Founga ‘o e Fili

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

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

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

• Ko ha Pule ngaue ‘oku ‘ikai fakahingamalige’i ha taimi fe’unga ma’a ‘ene kau ngaue ke nau lava ‘o fili;
• Fakatata’i ha taha kehe ‘i he ‘uhinga kaka;
• Feinga ke fili ‘o tu’o lahi hake ‘i he tu’o taha;
POLLING STATION

CHECKLIST – BEFORE THE STATION OPENS

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

Set up the station

☐ Tables & chairs for staff
☐ Voting screens
☐ Tables with screens for voters
☐ Location of ballot box

☐ Check that the set up allows for easy flow of voters
☐ Allocate materials to staff
☐ Check Polling station return
☐ Staff Timesheets
☐ Check staff understand duties and voting method
☐ Check time & prepare to open

POLLING STATION

CHECKLIST – OPENING THE STATION

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

Ensure:

☐ Identity is being presented by voters
☐ Roll is being marked by crossing out the names of electors
☐ Ballot Paper being initialed on back
☐ Staff are telling voters to vote for one candidate only

☐ Voters are marking ballot papers in private
☐ Ballot box clearly visible to voters
☐ Put ballot paper in box
☐ Voters leave station as soon as voted
☐ Police are maintaining order inside/outside

POLLING STATION

CHECKLIST – DURING VOTING

☐ Ballot Box Seal/lock is in place
☐ Identity is being presented by voters
☐ Roll is being marked by crossing out the names of electors
☐ Staff are telling voters to vote for one candidate only
☐ Voters are marking ballot papers in private
☐ Ballot box clearly visible to voters
☐ Voters put ballot paper in box
☐ leave station as soon as voted and
☐ Staff have had a break and voted but should be before 4:00 pm
☐ Police are maintaining order inside/outside
FILI FALE ALEA 2014: FEITU’U FAI’ANGA FILI - TOHI FAKAHINOHINO ‘O E FOUNGA NGAUE

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

NGAAHI TU’UTU’UNI FAKANGAUE

Ngaahi Houa Ngaue
‘Oku fiema’a’i ki he kau ngaue kotoa ke nau ‘i he ngaahi feitu’u fai’anga fili ‘o ‘ikai toe tomui ange ‘i he taimi 8:30 pongipongi ko e ‘uhi ke fakahapau’i ‘oku maau ‘a e feitu’u ko ja kimu’a pea kamata ‘a e fili ‘i he 9:00 pongipongi.

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

Tohi Taimi
Ko e ‘Ofisa Faifili ‘i he ngaahi Fai’anga fili taki-taha ke nau fakahapau’i ‘oku tauhi ‘a e tohi taimi ki he tokotaha ngaue kotoa pea ke fekakakato ia mo fakamo’oni ki ai ‘a e kau ngaue pea fakahoki fakahoko mo e naunau fili.

Me’a’ofa (Allowances)
Ko hono totongi ‘o e ngaue na’e fakahoko ‘i he ‘aho fili ‘e fakahoko ia ‘e he Komisoni Fili ‘i he fahamalie vave taha ‘o fakatefita ‘i he kakato hono ‘omai ‘o e ngaahi tohi taimi

NGAAHI FIKA TELEFONI:
• Komisoni Fili – Nuku’alofa: 26884, 28820 or 28660
• Supavaisa ‘o e Fili: 8717691 ‘Ofisa Faifili Lahi: 7715794

FEITU’U FAI’ANGA FILI

LISI NGAUE – KIMU’A ‘I HONO FAKAAVA ‘O E FAI’ANGA FILI
☐ Katoa ‘o e naunau na’e ma’u mei he Supavaisa ‘o e Fili
☐ Fokotu’u e ngaahi faka’ilonga pe fakatokanga

Teuteu’i ‘o e Fai’anga Filii
☐ Ngaahi Tepile & Sea ki he kau Ngaue
☐ Ngaahi ‘elia fa’i’anga filii
☐ Ngaahi tepile kuo teuteu ma’ae kakai filii
☐ Tu’u’anga ‘o e puha paloti
☐ Vakai’i ko e fokotu’utu’u ‘oku faingamalie ki he fehu’aki ‘a e kakai filii
☐ Tufa ‘a e naunau ki he kau ngaue
☐ Vakai ki he naunau ‘e fakafoki ‘aki ‘a e filii
☐ Ngaahi tohi taimi ma’ae kau ngaue
☐ Vakai’i ‘oku mahino’i lelei ‘e he tokotaha kotoa pe

NGAAHI TU’UTU’UNI FAKANGAUE

Ngaahi Houa Ngaue
‘Oku fiema’a’i ki he kau ngaue kotoa ke nau ‘i he ngaahi feitu’u fai’anga fili ‘o ‘ikai toe tomui ange ‘i he taimi 8:30 pongipongi ko e ‘uhi ke fakahapau’i ‘oku maau ‘a e feitu’u ko ja kimu’a pea kamata ‘a e fili ‘i he 9:00 pongipongi.

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

Tohi Taimi
Ko e ‘Ofisa Faifili ‘i he ngaahi Fai’anga fili taki-taha ke nau fakahapau’i ‘oku tauhi ‘a e tohi taimi ki he tokotaha ngaue kotoa pea ke fakakakato ia mo fakamo’oni ki ai ‘a e kau ngaue pea fakahoki fakahoko mo e naunau fili.

Me’a’ofa (Allowances)
Ko hono totongi ‘o e ngaue na’e fakahoko ‘i he ‘aho fili ‘e fakahoko ia ‘e he Komisoni Fili ‘i he faingamalie vave taha ‘o fakatefita ‘i he kakato hono ‘omai ‘o e ngaahi tohi taimi

NGAAHI FIKA TELEFONI:
• Komisoni Fili – Nuku’alofa: 26884, 28820 or 28660
• Supavaisa ‘o e Fili: 8717691 ‘Ofisa Faifili Lahi: 7715794
POLLLING STATION

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

POLLLING STATION

CHECKLIST – AQUIT & ACCOUNT
☐ Ballot Box Seal/lock is in place
☐ Account for unused ballot papers
☐ Tally roll marks on Roll
☐ Complete Returns

POLLLING STATION

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

FORMS
1. Oath of an Elector
2. Account for ballot papers - copy
3. Result slip - copy
Fili Fale Alea 2014: Feitu’a Fai’anga Fili - Tohi Fakahinohino ‘O e Founga Ngaue

☐ hono fatongia
☐ Loka’i ‘a e Puha Paloti ‘i mu’a ‘iate kinaua ‘a e toko ua ‘uluaki te na ‘i ai ke fili

Feitu’u Fai’anga Fili

Lisi Ngaue – Fakaava ‘A e Feitu’u Fai’anga Fili
☐ Kamata ‘i he hoko totonu ‘a e 9:00 pongipongi
☐ Loka’i ‘a e Puha Paloti ‘i mu’a ‘iate kinaua ‘a e toko ua ‘uluaki te na ‘i ai ke fili

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

Feitu’u Fai’anga Fili

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

Feitu’u Fai’anga Fili

Lisi Ngaue – Tapuni ‘O e Filī
☐ Fakapapau’i ‘oku kei loka ‘a e puha paloti pea tuku ki hono tuku’anga
☐ Fakahah i tu’a kuo ofi ‘a e 4 efiafi
☐ Tapuni ‘a e fai’anga fili ‘i he hoko totonu ‘a e 4:00 efiafi
☐ Ko ha kakai fili ‘oku nau kei ‘i he fai’anga fili pe tu’ulaini ke faka’ata pe kenau fili
☐ To’o hifo ha ngaahi faka’ilonga na’a ke fokotu’u
☐ Tukuhiho mo e ngaahi naunau ki he fili
☐ Fakataha’i ha ngaahi tepile ‘o teuteu ki hono lau ‘o e fili
ACCOUNTING FOR BALLOT PAPERS

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

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

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

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

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

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

Difference = C – F: ___________

RESULT SLIP

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Number of Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Number of votes for Candidates

Total Number of Voided Votes

TOTAL NUMBER OF VOTES FOR STATION
Tanaki ‘a e ngaahi naunau kotoa pea fakama’opo’opo kinautolu
Ke kei tauhi ‘e he ‘Ofisa Polisi ‘a e maau ‘i he fai’anga fili ‘o tatau ‘a loto mo tu’a.

FEITU’A FAI’ANGA FILI

LISI NGAUE – FAKAMA’OPO’OPO
Loka’i ‘a e Puha Paloti pea tuku ‘i hono tuku’anga
Fakama’opo’opo ‘a e ngaahi pepa paloti na’e ‘ikai ngaue’aki
Tanaki ‘a e ngaahi hingoa na’e maaka’i ‘i he lesisita
Fakakakato ‘a e ngaahi foomu ke fakafoki ki he ‘Ofisi

FEITU’U FAI’ANGA FILI

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

NGAAHI FOOMU
1. Fuakava ‘a e Tokotaha Fili
2. Fakama’opo’opo ‘o e ngaahi pepa paloti - tatau
3. Foomu Ola ‘o e Fili – tatau
THE ELECTORAL ACT
FORM 6 (SECTION 14)
OATH OF ELECTOR

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

______________________________________
Signature

THE ELECTORAL ACT
SECTION 14)
OATH OF ELECTOR

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

______________________________________
Signature
FILI FALE ALEA 2014: FEITU’U FAI’ANGA FILI - TOHI FAKAHINOHINO ‘O E FOUNGA NGAUE

FA’ANGA FILI - TOHI FAKAHINOHINO ‘O E FOUNGA NGAUE 21

KO E LAO KI HE FILI FALE ALEA

SIPINGA 6 (KUPU 14)

FUAKAVA ‘A E TAHA FILI

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

________________________________
Fakamo’oni Hingoa

KOMISONI FILI ‘A TONGA

Vahenga Fili ________________________ Feitu’u Fai’anga Fili ________________________

FAKAMA’OPO’OPO ‘O E NGAAHI PEPA PALOTI

(A) Lahi ‘o e pepa paloti na’e ma’u ‘i he Feitu’u Fai’anga Fili: ____________ (A)

(B) Lahi ‘o e Pepa Paloti na’e ‘ikai ngaue‘aki: ____________ (B)

(C) Lahi ‘o e Pepa Paloti ‘e ‘i he Puha Paloti (A - B) ____________ (C)

(D) Lahi kotoa ‘o e fila na’e ma’u ‘e he Kau Kanititeiti: ____________ (D)

(E) Lahi kotoa ‘o e ngaahi fila na’e Ta’e’aonga: ____________ (E)

(F) Lahi kotoa ‘o e ngaahi fila (D+E): ____________ (F)

Faikehekehe = C – F: _________
**EXTRACT FROM THE ELECTORAL ACT –**

**s.23A Duties of Returning Officers**

(1) Every returning officer appointed for the purposes of this Act shall use or disclose information acquired by him in that capacity only in accordance with his official duty.

(2) No returning officer, except for some purpose authorised by law, shall —
   a. interfere with or attempt to interfere with a voter when marking his vote;
   b. attempt to obtain in the vicinity of a polling station information as to the candidate for whom any voter is about to vote or has voted;
   c. communicate at any time to any person any information obtained in a polling station as to the candidate for whom any voter is about to vote or has voted, or as to the number on the ballot paper given to any voter.

(3) Every returning officer shall maintain and aid in maintaining the secrecy of the voting, and shall not communicate any information obtained at the counting as to the candidate for whom any vote is given in any particular ballot paper.

(4) No returning officer shall directly or indirectly induce any voter to display his ballot paper after he has marked it so as to make known to any person the name of any candidate for or against whom he has voted.

(5) Every person who contravenes any provisions of this section is guilty of an offence and is liable on conviction to a fine not exceeding $15,000 or to imprisonment for any period not exceeding 18 months or to both such fine and imprisonment.
OLÀ ‘O E FILI

<table>
<thead>
<tr>
<th>Hingoa ‘o e Kanititeiti</th>
<th>Lahi ‘o e Fili</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Lahi fakakatoa ‘o e Fili ma’a e kau Kanititeiti

Lahi Fakakatoa ‘o e ngaahi Fili Ta’e’aonga

LAHI FAKAKATOA ‘O E FILI ‘I HE FAI’ANGA FILI

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

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

(1) Ko e ‘Ofisa Fai Fili kotoa pe kuo fokotu’u ko e ‘uhi ko e ngaahi taumu’a ‘o e Lao ni kuo pau ke ne ngaue’aki pe tuku atu ha fakamatala kuo ne ma’u hono fatongia ko ia ‘o fakatatau mate pe ki hono fatongia kuo fakamafai’i.

(2) Kuo pau ‘e ‘ikai ha ‘Ofisa Faifili, tukuhehe ka ‘i ai e ngaahi taumu’a ‘oku fakamafai’i ‘e ha lao, te ne –
   (a) Kau noa pe feinga ke kau noa ‘i ha taha fili ‘i he’ene faka’ilonga’i ‘a ‘ene fili;
   (b) Feinga ke ma’u ‘i he feitu’u ‘o e fai’anga fili ha fakamatala ki he kanititeiti ‘a ia ‘oku ‘amanaki ke fili ki ai pe kuo fili ki ai ha taha fili;
   (c) Tuku atu ‘i ha taimi pe ki ha taha ha fakamatala kuo ma’u mei he feitu’u fai’anga fili felave’i mo ha kanititeiti ‘oku ‘amanaki ke fili ki ai pe kuo fili ki ai ha taha fili, pe ko e fika ‘o e pepa paloti ‘oku ‘oatu ki ha taha fili

(3) Ko e ‘Ofisa Faifili kotoa pe kuo pau ke nau tauhi pea ke nau tokoni ki hono tauhi ‘a e fakapulipuli ‘o e ngaahi fili, pea kuo pau ‘e ‘ikai ke nau tuku atu ha fakamatala kuo ma’u ‘i hono lau ko ia ‘o e fili felave’i mo ha kanititeiti ‘a ia kuo fai ki ai ha fili ‘i ha fakamatala kuo ma’u pe ki ha taha fili, pe ko e fika ‘o e pepa paloti ‘oku ‘oatu ki ha taha fili

(4) Kuo pau ‘e ‘ikai ha ‘Ofisa Faifili te ne fakaloto’i, fakahangatonu pe ‘i ha founga heliaki, ha taha fili ke ne fakaha ‘a ‘ene pepa paloti ‘i he hili ‘a hono faka’ilonga’i, ko e ‘uhi ke ‘ilo ‘e ha taha ‘a e hingoa ‘o ha kanititeiti kuo ne fili ki ai pe kuo ‘ikai ke ne fiili ki ai.

(5) Ko e taha kotoa ‘oku ne maumau’i ‘a e ngaahi tu’utu’uni ‘a e kupu ni ‘oku halaia ia’i ha hia pe ‘a e laa mo’ua ki ha mo’ua pa’anga ‘oku ‘ikai laka hake ‘i he $15,000 pe ki he nofo popula ki ha taimi ‘oku ‘ikai laka hake ‘i he mahina ‘e 18 pe ki he mo’ua pa’anga pea moe nofo popula fakatou’osi.
Contacting the Electoral Commission
Chairman of the Electoral Commission: Mr. Barrie Sweetman.
Supervisor of Elections & Commissioner: Mr. Pita Vuki
Office Address: Cnr Salote & Tupouahi Rd, Fasi moe Afi, NUKU’ALOFA:
Phone: 26884 or 28820, Fax: 676 28668, Email: enquiries@tongaelections.com

Fetu’utaki ki he Komisoni Fili
Sea ‘o e Komisoni Fili: Mr. Barrie Sweetman
Supavaisa ‘o e Fili & Komisiona: Mr. Pita Vuki
Tu’asila ‘o e ‘Ofisi: Tuliki ‘o e Hala Salote & Hala Tupouahi, Fasi-moe e-Afi, NUKU’ALOFA
Phone: 26884 or 28820, Fax: 676 28668, Email: enquiries@tongaelections.com