

NO.: 160/CNE/IV/07

**REGULATION ON POLLING AND RESULT TABULATION PROCEDURES FOR
THE SECOND ROUND OF PRESIDENTIAL ELECTIONS**

PREAMBLE

The definition of polling and tabulation regulations is crucial in order to make Presidential Elections transparent and democratic, and allows candidates, electoral officers, party agents, observers, and, most of all, citizens to understand the actions to be taken in order to exercise their right to vote as provided for in the Constitution of the Democratic Republic of Timor-Leste.

Thus, the NATIONAL ELECTORAL COMMISSION (CNE) approves, pursuant to No. 1 of Article 67 of Law No. 7/2006, of 28 December, and paragraph c) of Article 8 of Law 5/2006 of 28 December, and paragraph c), No. 3 of Article 5 of Law No. 1/2002 of 07 August, to come into force as regulation, the following:

**Chapter I
Scope**

**Article 1
Scope**

The present regulation applies to the election of the President of the Republic and, as a whole, guides its respective polling, ballot counting, and tabulation procedures.

**Article 2
Contents**

The following matters are specifically regulated:

- a) Organization of the polling centers and polling stations;
- b) Constitution, competence, and functioning of the polling stations and polling centers;
- c) Polling procedures and operations;
- d) Guarantee of freedom of vote;
- e) Counting procedures at the polling station;
- f) Result tabulation procedures at district and national tabulation centers.

**Chapter II
Organization of the polling center**

Section I

Polling center

Article 3 Definition

The polling center is the place where voters cast their votes and it may consist of one or more polling stations.

Article 4 Sites

At least one polling center shall be operational in each Suco and STAE, following CNE's recommendation and in virtue of the number of voters or distance between different villages, shall establish as many polling stations as necessary observing the safeguard of the secrecy of vote.

Article 5 Disclosure of site locations

Only locations of polling stations added for the Second Round of Presidential Elections shall be announced.

Article 6 Establishment of the polling center

1. Polling centers and polling stations shall be established in public buildings, preferably schools, offering voters good security and access conditions.
2. In case of no public buildings in good conditions available, community halls shall be requested.
3. In case it is impossible to ensure any of the places referred to in previous numbers, the STAE shall promote the provisional construction of polling centers or polling stations.

Article 7 Forbidden locations

The following places shall not be used as polling centers or polling stations:

- a) Police stations;
- b) Military units;
- c) Residence of traditional chief;
- d) Political parties or Church buildings, halls for worshipping or similar places;
- e) Hospital;

Article 8 Brigadas

In each polling center the STAE shall appoint a person henceforth referred to as “brigadista” to be in charge of the support and provision of technical assistance to electoral officers at the polling stations of that polling center.

Article 9
Working hours

In the day of the Election, polling centers and polling stations shall be open for polling from 07:00 AM to 04:00 PM.

Section II
Electoral officers

Article 10
Composition of a polling station

1. Each polling station consists of 5 electoral officers:
 - a) The presiding officer;
 - b) The identification officer;
 - c) The ballot paper issuer;
 - d) The ballot box controller;
 - e) The queue controller.

2. For the constitution of the station’s team, in case the replacement provided for in Article 21 of this regulation is not possible, the polling station shall operate only when a minimum number of 03 electoral officers is available.

Article 11
Requirements for electoral officer’s accreditation

1. Electoral officers are chosen by the STAE among local voters who are able to read and write and bear the Timorese nationality.

2. All appointed electoral officers shall accomplish their duties, except when a justifiable reason, presented in a written form, prevents them from doing so.

3. The appointed electoral officers shall be subject to a previous training provided by the STAE.

4. After conclusion of the training, the Director of the STAE shall send to the CNE a full listing of electoral officers considered capable for the performance of their duties and call for the disclosure of this information by requiring the display of the listing at the entrance of STAE’s district and national headquarters.

5. Electoral officers shall not begin to perform their tasks before signing the non-disclosure statement prepared by the STAE.

Article 12
Training of electoral officers

1. The training of electoral officers may be followed by CNE members, representatives of candidacies specifically appointed for this purpose, and observers.
2. Time and place for the training of electoral officers in each district shall be communicated to the CNE in a written form at least 72 hours before the beginning of the training schedule.

Article 13
Rights and duties of electoral officers

1. On the day of the election and during the time of their duties – training included –, electoral officers are exempt from being present at work without any damage of their rights, namely the right to their full compensation, presenting for this purpose a certificate to be issued by the STAE.
2. During the accomplishment of their duties, electoral officers shall:
 - a) Receive the training provided by STAE;
 - b) Be unbiased and impartial regarding all candidacies;
 - c) Keep secrecy on all information they might become aware of;
 - d) Remain on duty until all polling and tabulation procedures are finished.

Article 14
General duties of electoral officers

Electoral officers shall:

- a) Conduct polling and counting procedures at the polling station where they are located;
- b) Comply with and uphold the electoral legislation, as well as regulations, procedures, and codes of conduct in force;
- c) Respond to any presented doubts, and review and decide on complaints and protests to them presented during polling and counting procedures with possibility of receiving technical assistance upon consultation with the STAE;
- d) Close, seal and label ballot boxes before the start of the polling procedure;
- e) Close, seal and label ballot boxes at the end of polling and counting procedures;
- f) Prepare the electoral operations minute;
- g) Perform other duties to them assigned by force of law or regulations.

Article 15
Presiding officer of the polling station

The presiding officer of a polling station shall:

- a) Announce the opening of the polling station and verify identity and credentials of electoral officers, candidacy verifiers, observers, and media professionals;
- b) Conduct the verification procedure regarding polling booths and working documents in the polling station;
- c) Ensure the freedom of vote;

- d) Ensure the maintenance of order in the polling station so as to guarantee the normal execution of polling procedures;
- e) Order voters who have already voted to leave the polling station;
- f) Enforce the prohibition on electoral propaganda as provided for in Article 43 of this regulation;
- g) Clarify polling procedures when requested by voters, in presence of electoral officers, candidacy verifiers, and observers, without indicating the candidate for which to vote;
- h) Receive from candidacy verifiers any claims or protests presented;
- i) Announce the closing of polling at the polling station;
- j) Fill in the electoral operations minute;
- k) Cancel ballot papers made ineffective or returned due to voters' mistake when voting by stamping it with the applicable stamp, stamp null, blank, and non used ballot papers in the back;
- l) Be directly accountable for the security and delivery to the District Tabulation Center of the sealed ballot box containing materials listed in Article 41 of this regulation;
- m) Perform other duties to them assigned by force of law or regulations.
- n) Follow the transportation of ballot boxes to the District Tabulation Center;
- o) Notify the STAE and the CNE about any impossibilities to hold the election;

Article 16
Identification officer

The identification officer shall:

- a) Identify the voter by checking his/her voter registration card;
- b) Identify the voter by checking his/her Timorese passport, in case they have no voter registration card;
- c) Verify if the voter is at least 17 years old at the day of the election;
- d) See voter's hands in order to make sure he/she has not already voted in that election;
- e) Check if the voter's registration card is punched;
- f) Tell the ballot paper issuer if the voter is entitled to a ballot paper;
- g) Write down the voter registration card number or the voter's name and his/her Timorese passport number, as well as the voter's gender, in the electoral operations minute;
- h) Perform other duties to them assigned by force of law or regulations.

Article 17
Ballot paper issuer

The ballot paper issuer shall:

- a) Stamp and sign the back of the ballot paper;
- b) Hand the ballot paper over to the voter;
- c) Show the voter the way to the polling booth;
- d) Hand the voter a new ballot paper upon return of the previous one in case of deterioration or mistake in marking it and inform the presiding officer in order to make the first ballot paper ineffective;
- e) Perform other duties to them assigned by force of law or regulations.

Article 18
Ballot box controller

The ballot box controller shall:

- a) Ensure the safekeeping and security of the ballot box;
- b) Make sure each voter places only one ballot paper inside the ballot box;
- c) Stain the voter's right index finger with marking ink up to the cuticle after the voter votes and make sure the ink gets dry;
- d) Request the voter to leave the polling station after he/she has voted;
- e) Perform other duties to them assigned by force of law or regulations.

Article 19
Queue controller

The queue controller shall:

- a) Organize the queue for voters waiting to cast their vote so that only authorized people may enter the polling station;
- b) Request voters to have their voter registration card or Timorese passport in hands in order to present them to the identification officer;
- c) See who is the last voter in the queue at 04:00 PM so that no one else is allowed to vote, according to No. 2 of Article 34 of this regulation;
- d) Perform other duties to them assigned by force of law or regulations.

Article 20
Ineligibility

Members of the Parliament, members of the Government, judges, procurators, District and Sub-District Administrators, Heads of Sucos and Villages, ministers of any religion or religious sect, CNE members, candidates and candidacy representatives, and party agents shall not be accredited as electoral officers.

Article 21
Replacement of electoral officers

1. At the day of the election in case it is not possible to constitute a board of at least 3 officers until 30 minutes before the opening of the polling station, the STAE's representative shall chose replacements from among local electors of recognized capacity.

2. In case the polling station is constituted and any of the officers is found to be absent, the presiding officer shall replace him/her for any other elector of recognized capacity there present.

3. In case the presiding officer has to leave the polling station for any period or in case he is absent, he/she shall be replaced for the identification officer.

4. After replacement the appointment of absent electoral officers shall be deemed ineffective and presiding officer shall report their names to the STAE.

5. All replacements shall be clearly indicated in the minute.

Article 22
Inalterability of composition

1. Once constituted the polling station shall not be altered except in case of *force majeure* to be indicated in the minute.

2. Alterations in the constitution of the polling station, as well as respective reasons shall be communicated by way of an announcement to be displayed at the entrance of that polling station immediately after such alterations are noticed.

Chapter III
Polling procedure

Section I
General rules

Article 23
Right and duty to vote

1. Voting is a civic right and duty for all citizens fully entitled to their political rights.

2. People in charge of public and private companies and services working in the day of the election shall exempt their staff from work for the time they may need to vote without any damage to their compensations.

Article 24
Secrecy and freedom of the vote

1. The act of voting shall be freely exercised and no one may be forced to reveal, in or out of the polling center or polling station who they voted or will vote for.

2. The polling booth shall be positioned in a way as to ensure the secrecy of the vote.

Article 25
Personality, presentiality and uniqueness of the vote

The right to vote shall be directly, personally and presentially by the voter, who may only vote once on each election.

Article 26
Disabled voters

Blind voters or voters affected by any other condition that might prevent them to vote alone shall vote accompanied by another voter chosen by him/her who is obliged to ensure his/her will, as well as to keep secrecy of his/her vote.

Article 27
Continuity of the electoral operations

The polling shall go on without any interruptions according to the schedule provided for in Article 9 of this regulation.

Article 28
Interruption of electoral operations

1. Operations shall be interrupted in the following cases, under penalty of the polling being considered ineffective:
 - a) Serious disturbance of the public order affecting the freedom of the vote;
 - b) Serious disaster in the affected area on the day of the election.
2. Electoral operations shall only be resumed after the presiding officer verifies that existing conditions can ensure the polling procedure.

Section II
Operations to take place before the polling

Article 29
Polling station staff

The STAE shall ensure that every polling station receives the necessary polling materials, namely those listed in Attachment I.

Article 30
Preliminary operations

1. Electoral officers shall meet at the polling station to which they were assigned at 06:00 AM in the day of the elections in order to accomplish the electoral operations described in the following articles.
2. The STAE “brigadista” hands over the necessary electoral materials to the presiding officer. The presiding officer, then, shall:
 - a) Check the identity and credentials of other electoral officers, party agents, observers and media professionals;
 - b) Order an enlarged version of the ballot paper to be displayed at a visible location;

- c) Perform the checking of polling booths, as well as working documents and materials of the polling station together with electoral officers and party agents;
- d) Count ballot papers received and register that number and the serial number of ballot papers in the minute;
- e) Show the ballot box to those there present so that they can see it is empty.

3. After this, the presiding officer shall seal the ballot box and read in loud voice the numbers on seals applied to it and register the number of respective seals in the electoral operations minute.

Section III Polling operations

Article 31 Polling order

1. The presiding officer shall announce the opening of the polling station at 07:00 AM and electoral officers vote first, followed by party agents and national observers who wish to vote there.
2. Voters cast their vote by order of arrival in the organized queue to the polling center or polling station with no harm to the following number.
3. The queue controller shall prioritize voters in charge of the protection and security of the polling center, voters evidently ill or physically disabled, pregnant women, elderly, and medical and paramedical personnel.

Article 32 Polling procedure

1. The voter shall identify him/herself to an electoral officer by showing his/her voter registration card which is checked by the identification officer
2. The identification officer shall verify if the voter is at least 17 years old and that his/her hands are not stained with marking ink in order to make sure that voter has not voted yet.
3. In the absence of a voter registration card, the identification shall be done with the presentation of a Timorese passport.
4. When the voter presents a voter card, the identification officer writes down the number of the card in the document referred to as “list of voters voting with a voter card”.
5. When the voter presents a Timorese passport, the identification officer writes down the voter’s full name and the passport number in the document referred to as “list of voters voting with a passport”.
6. When a voter presents the old or the new voter card, the identification officer shall check if it is punched. In case it is not punched more than once, the identification officer shall punch that voter card in the upper right corner.

7. In case the voter card is not punched, the identification officer shall punch it twice, once in the upper left corner and again in the upper right corner.
8. After this, the voter shall receive the ballot paper which was stamped and signed on the back by the ballot paper controller.
9. The voter, then, shall go alone into the polling booth and vote by signing or punching the ballot paper in the space corresponding to his/her preferred candidate. After this, the voter shall fold the ballot paper four times and proceed to the ballot box in order to deposit his/her ballot paper in it.
10. In case the voter damages the ballot paper or makes a mistake when voting, he/she shall request another one to the ballot paper issuer by returning the previous one, which is to be signed and made ineffective by the presiding officer who shall stamp it "cancelled".
11. After the voter votes the ballot box controller shall stain the right index finger of that voter with marking ink up to the cuticle in order to ensure the voter votes only once.
12. In case it is not possible to stain the right index finger, the officer shall choose another finger of the right hand, or, if necessary, of the left hand.
13. After voting the voter shall leave the polling station.

Article 33
Doubts, claims and protests

1. Every voter or party agent may have doubts, and present a claim or a protest regarding electoral operations.
2. Doubts, claims, and protests presented during the polling or after its closing shall be immediately analyzed by electoral officers. In case of necessity these may consult the STAE.
3. Claims shall be subject to electoral officers' deliberation and be approved by 3 of them, at least.
4. The deliberation shall be communicated to claimants. In case they wish, claimants may address the claim to the CNE and for this purpose, it shall be presented at the same polling center or polling station followed by all documentation related to that polling center.

Article 34
Closing of polling

1. Voters shall be admitted in the queue to the polling station until 04:00 PM.
2. After 04:00 PM only voters already in the queue will be allowed to vote, which shall be verified by the queue controller and reported to the presiding officer of that polling station.

3. In case it is necessary, the queue controller may distribute tickets to voters referred to in the previous number.

4. The presiding officer shall announce the closing of the polling at 04:00 PM or after the last voter waiting in the queue at that time voted.

Chapter IV Counting at the polling station

Article 35 Opening of ballot boxes

1. Immediately after the closing of the polling and doubts, claims, and protests are resolved, the presiding officer shall read aloud the number of security seals and request verifiers to check the numbers of ballot box seals.

2. After this and still before opening the ballot box, the presiding officer shall count unused ballot papers and make them ineffective by stamping “unused” on their front, as well as cancelled ballot papers which shall be stamped “cancelled”, then register in the minute the respective numbers and serial numbers of unused ballot papers and put them in the envelope for “unused ballot papers” or in the envelope for “cancelled ballot papers”.

3. The presiding officer shall count the number of voters in the voter presence list as referred to in No. 4 and 5 of Article 32 of this regulation and register this number in the minute.

4. The ballot box is then opened in the presence of electoral officers, verifiers and observers.

5. In case the counting and tabulation can not be started within one hour after the closing of the polling, sealed and labeled ballot boxes shall be immediately transported by electoral officers to the District Tabulation Center.

Article 36 Counting of ballots

The counting of ballots shall proceed without interruptions and comply with the following procedures:

- a) Once the ballot box is opened, the presiding officer shall remove the ballot papers from the box, unfold them and place them on the table with their backs up. The presiding officer, then, verifies if they are duly stamped and signed, counts them and registers respective numbers in the minute;
- b) After that, the presiding officer shall read aloud the votes, showing each one to those in attendance and separate valid, null, and blank votes into groups, per candidacy;
- c) Invalid and the blank votes shall be counted and stamped – in case of any;
- d) Valid votes shall be counted per candidacy;

- e) Any doubts and protests regarding the counting shall be resolved by agreed decision of at least 03 electoral officers;
- f) In case verifiers do not agree with decisions regarding doubts and protests they may present their claims making use of adequate forms available at the polling station. The verifier who presents a complaint shall receive a copy of it.
- g) In case any claims have been presented, their original version and disputed votes shall be introduced in the envelope labeled “disputed votes”;
- h) After valid votes have been counted, the counting of disputed votes shall proceed – in case of any.

Article 37
Valid votes

A ballot paper clearly showing the intention of the voter expressed by the mark made by him/her in the space identifying a candidate shall be considered a valid vote.

Article 38
Blank votes

A ballot paper not signed, punched or marked by a voter shall be considered a blank vote.

Article 39
Null votes

1. A ballot paper shall be considered a null vote if:
 - a) It is signed or punched in more than one square corresponding to more than one candidacy or if it is not clear which square has been signed or punched;
 - b) It is signed or punched in a square corresponding to a candidacy that has resigned from the election or was not entitled to it;
 - c) It features any cut, drawing, erasure, or word written on it;
 - d) It features any word or mark allowing the identification of the voter.
2. A ballot paper shall not be considered a null vote even when the mark exceeds the rectangle designed to the chosen candidacy unless it reaches the other candidacy’s space.

Article 40
Filling in the minute

1. Once valid votes per candidacy are counted and checked, results shall be filled in the minute and the ballot papers per candidacy shall be inserted in envelopes identified as “Valid votes per candidacy”.
2. Envelopes containing valid votes per candidacy shall be inserted in an enveloped labeled “valid votes”.
3. Once blank votes are counted, checked, and stamped – if any –, results shall be filled in the minute and ballot papers shall be inserted in an envelope labeled “Blank votes”.

4. Once null votes are counted, checked, and stamped – if any –, results shall be filled in the minute and ballot papers shall be inserted in an envelope labeled “Null votes”.
5. Once disputed votes are counted, checked, and stamped – if any –, results shall be filled in the minute and ballot papers shall be inserted in an envelope labeled “Disputed votes” together with presented claims and protests.
6. Once cancelled ballot papers are counted, checked, and stamped – if any –, results shall be filled in the minute and ballot papers shall be inserted in an envelope labeled “Cancelled ballot papers”.
7. Once the unused ballot papers are counted, checked, and stamped – if any –, results and the serial number shall be filled in the minute and ballot papers shall be inserted in an envelope labeled “Unused ballot papers”.
8. Envelopes shall be sealed and, in addition to the identification, indicate the number of ballot papers they contain and name of the polling station, Suco, Sub-District, and District to which they belong.
9. The minute shall also include the number of security seals of the ballot box, the location of the polling station, the time of opening and closing for polling, names of electoral officers and party agents there present the total number of voters per gender, the presentation of claims or protests, and deliberations made at the polling station.
10. After forms of presented complaints are counted – if any –, the number of complaints is written in the minute.

Article 41
Ending of counting at the polling station

1. Electoral officers shall sign the electoral operations minute once results of the counting are filled in it.
2. One party agent of each candidacy there present is entitled to sign the electoral operations minute. The minute shall not be considered invalid in case those signatures are missing with no harm to the following items.
3. The signature in the electoral operations minute is mandatory for a verifier who has presented any claim.
4. The number of votes included in the following envelopes shall be read aloud and inserted in the ballot box:
 - a) Envelopes with “Valid votes”, “Null votes”, “Blank votes”, “Challenged votes”, “Unused ballot papers”, and “Cancelled ballot papers”;

b) The envelope containing the electoral operations minute, non-disclosure statements, electoral officers presence list, book of remarks, voters presence list of voters who voted with a voter card, and the voter presence list of voters who voted with a passport.

c) Non-used seals and stamps.

5. After materials have been placed into the ballot box, it shall be sealed and remain under the vigilance of all electoral officers of the polling station. The presiding officer is in charge of its immediate delivery to the District Tabulation Center.

6. Operational procedures for guarding and transporting ballot boxes to the District Tabulation Center shall be defined within the operational and security plan prepared by the STAE with cooperation of the PNTL and the UNPol and knowledge of the CNE.

7. Other documents and materials shall be collected and delivered to the STAE brigadista of the respective polling center.

8. The result of the counting shall be displayed at the entrance of the polling station on a specific form prepared by the STAE, which shall be signed by the presiding officer of the polling station.

Chapter V Guarantees of freedom of vote

Article 42 Maintenance of order and discipline

The presiding officer of the polling station, supported by the other officers, shall take all necessary measures to ensure the maintenance of order and discipline during electoral operations in order to guarantee the freedom of vote.

Article 43 Forbidden presences at the polling centre

1. Entry into the polling centers and polling stations shall be forbidden to voters who present clear signs of being drunk or under the influence of drugs, voters who bear any kind of weapon or, voters who disturb the order and discipline in any way, with no harm to possible criminal accountability.

2. Members of F-FDTL and PNTL are forbidden to carry any kind of weapons when exercising their right to vote.

3. Entrance into the polling centers and polling stations shall also be forbidden to voters who have already voted and are not party agents, duly accredited media professionals or observers.

Article 44
Propaganda prohibition

1. In the day of the election it shall be forbidden any sort of electoral propaganda inside or at surroundings of polling centers or polling stations.
2. Electoral propaganda includes the display of stickers, T-shirts, banners, leaflets, symbols, signs, badges, posters, etc., as well as any candidacy promoting activities.
3. In the event of electoral propaganda violating No. 1 of this article, the presiding officer shall request the PNTL to remove the propaganda.
4. Party agents shall not bear any symbol or object identifying them with candidacies or political parties.
5. In case anything happens as stated in the previous item, the presiding officer shall ask the party agent to remove it. Should this request not be obeyed, the presiding officer shall remove the verifier's accreditation and ask him/her to leave the polling station, indicating the incidence in the book of remarks.

Article 45
Presence forbidden for the F-FDTL

1. Entrance into the polling centers shall be forbidden to FALINTIL-FDTL elements when performing their duties.
2. In the event provided for in the previous item, electoral operations shall be suspended until the presiding officer understands there are conditions to resume them.

Article 46
Presence forbidden for the PNTL

1. The presence of PNTL elements in the accomplishment of their duties shall be allowed only 25 meters from the polling stations.
2. The presiding officer at the polling station may request the presence of the PNTL, if necessary, to end disturbances or acts of violence, as well as in case of non-compliance with orders given by him/her when performing his/her duties.
3. The occurrence of any of the situations described in the previous item shall be registered in the book of remarks, namely the identification of people involved, the sort of occurrence, its duration, as well as reasons for the request and the duration of the PNTL presence.

Article 47
Opinion surveys

1. No opinion surveys shall be allowed within 500 meters from the polling centers in the day of the election.

2. The release of any survey results is forbidden within the 2 days preceding the election and up until the closing of the polling.

Article 48
Presence of observers

Duly accredited and identified national and international observers shall be entitled to have access to the polling centers, polling stations and tabulation centers in order perform their duties in strict compliance with the laws, regulations and codes of conduct approved by the CNE.

Chapter VI
Tabulation centers

Article 49
Locations of District Tabulation Centers

1. The CNE shall establish locations for the District Tabulation Centers after STAE's proposition.
2. The STAE shall provide the training and necessary equipment and materials, namely those contained in Attachment II, as well as operators so that District Tabulation Centers can perform their duties in safe conditions.
3. The STAE shall establish District Tabulation Centers and provide them with necessary equipment and materials at least 24 hours before the day of the polling.
4. The STAE shall provide food for the staff working at District Tabulation Centers.

Article 50
Working elements in the District Tabulation Center

The STAE shall ensure the provision of all necessary electoral materials to each polling station, namely those contained in Attachment II, as well as operators to fill data in the district tabulation minute.

Article 51
District Tabulation Center

1. The District Tabulation Center shall be consist of one CNE member, who presides over it, one STAE district representative, half of presiding officers of polling stations in the district chosen by means of a drawing, half of STAE "brigadistas" in the district chosen by means of a drawing, and two CNE district focal points appointed by the CNE member.
2. The drawing shall be performed by the STAE at the CNE headquarters in Dili at the seventh day before the day of the election. The drawing shall be managed by the respective

president with the presence of the Director of the STAE, candidates or their representatives, observers, and media representatives who want to assist the event.

3. The result of the drawing shall be displayed on the door of the CNE headquarters with a copy immediately sent to the STAE in order to inform the people who are to form the District Tabulation Center.

4. The drawing shall be performed by introducing the numbers of polling stations and names of polling centers in two different pouches representing the presiding officers of polling stations and brigades, respectively.

5. Half of names and half of numbers shall be taken from each pouch. Number and names taken from pouches correspond to presiding officers and “brigadistas” chosen to take part in the district tabulation process.

Article 52

District tabulation operations

1. The presiding officer of the District Tabulation Center may constitute a group of 05 presiding officers and 05 brigades among drawn members and start to fill in the minute of the District Tabulation Center.

2. After the constitution of that group, the process of receiving ballot boxes at the area destined to it, “Reception Area”, shall begin.

3. At the reception area, the presiding officer shall read aloud the numbers of the seals and proceed to the opening of the ballot boxes, one by one. Then, members of the District Tabulation Center duly constituted for this shall confirm the contents of the boxes by filling in the form “delivery terms of ballot boxes”.

4. In case all materials are proven to be in the ballot boxes, the corresponding presiding officer of the polling station and the presiding officer of the District Tabulation Center shall sign the delivery terms of ballot boxes and a copy shall be given to the presiding officer of the polling station.

5. In case not all materials are found in the ballot boxes as referred to in No. 4 of Article 40 of this regulation, or in case the electoral operations minute is not completely or correctly filled in, the presiding officer of corresponding polling station shall provide a written justification in the field for remarks contained in the “delivery terms of ballot boxes” stating the reasons why that happened and sign it.

6. In the case referred to in the previous item, the presiding officer of the District Tabulation Center shall write in the delivery terms of ballot boxes that he/she is aware of that non-compliance and sign the form. Then, he/she shall give a copy to the presiding officer of the polling station and write in the center operations minute what have occurred in order to inform the District Tabulation Center so that it can take its decision.

7. After this, the presiding officer of the District Tabulation Center shall take from the ballot box the original electoral operations minute, the envelope containing disputed votes, the envelope containing null votes, and the envelope containing claims – if any.

8. A photocopy of the electoral operations minute containing the results shall be made and inserted in the ballot box of the polling station.

9. After that, all stamps shall be removed and placed in a separate box in order to be sent to the STAE.

10. Inside the ballot box of a polling station shall be the envelope with valid ballot papers, the envelope with unused ballot papers, the envelope with cancelled ballot papers, the envelope with blank ballot papers and the envelope with the copy of the sheet of results from the electoral operations minute.

11. The Center shall proceed the tabulation of results by adding up totals indicated in electoral operation minutes from polling stations.

12. Data from each electoral operations minute shall be inserted in the electronic form prepared by the STAE and approved by the CNE by operators trained for this purpose by the STAE.

13. Once the tabulation of every minute in the district is complete, the district tabulation final minute and the joint minute presenting results per polling station for that district shall be printed and both shall be signed by all members constituting the District Tabulation Center and verifiers there present, if they wish. Then they shall be stamped with the District Tabulation Center stamp.

14. A copy of the minutes above mentioned shall be displayed on the outside of the tabulation center and one copy of each shall be given to each of the candidates' verifier.

15. Once all tabulation operations are finished, all electoral operation minutes, the final district tabulation minute and the joint district tabulation minute, and envelopes containing “disputed votes” and the envelope containing “null votes” – in case of any -, shall be put inside a ballot box to be sent to CNE, in Dili.

16. Candidates' verifiers, observers, and media professionals shall be allowed to be present during all stages of the district tabulation at the District Tabulation Center.

Article 53

Non-tabulated ballot boxes

In case any non-tabulated ballot box comes from the polling center, the presiding officer shall perform the counting pursuant to Chapter IV of this regulation, with necessary adaptations.

Article 54

Disclosure of district tabulation results

1. The presiding officer of the District Tabulation Center shall send the minute of district tabulation results to the presiding officer of the National Tabulation Center, at the CNE, Dili,

together with sealed envelopes containing “claims”, “disputed votes”, and “null votes”, in case of any, within 02 days from the day of the election.

2. The presiding officer of the District Tabulation Center shall also send ballot boxes containing valid votes, non used ballot papers, cancelled ballot papers, blank votes, and the envelope with a copy of the results sheet of the electoral operations minute to the National Tabulation Center, at the CNE, Dili, within the same deadline of 02 days after the day of the election.

3. The candidacy verifiers shall be allowed to follow the ballot boxes during the whole process until the announcement of final results.

4. Copies of district tabulation minutes produced during the district tabulation shall be sent to the STAE.

Article 55 **National Tabulation Center**

1. After receiving district tabulation minutes, the CNE shall proceed the national tabulation within 72 hours, checking the district tabulation minutes and taking ultimate decisions on null and disputed ballot papers – in case of any –, as well as on other claims presented pursuant to the law and electoral regulations.

2. The checking of district tabulation minutes shall include the possibility to determine and take ultimate decisions on any inconsistency or mathematical errors that might be found.

3. In case of any corrections to electoral operations minutes due to reasons above mentioned, a new minute shall be printed containing corrections and justifications, which shall be corrected at the initial minute.

4. After operations are finished and within the deadline referred to in item 1 of this Article, the CNE shall prepare and display at its headquarters the minute with provisional tabulation of national results and send a copy to the STAE and national information bodies.

5. In case no appeals are filed during the deadline established for their presentation, the CNE shall send the Minute of National Tabulation Results to the Supreme Court together with district tabulation minutes, as well as any other documents.

6. The STAE shall provide all equipment and materials – namely those contained in Attachment II – necessary to guarantee the National Tabulation Center safe working conditions.

7. The STAE shall provide operators to insert the data in the national tabulation minute, as well as a representative from each District Tabulation Center to support the National Tabulation Center.

Article 56
Obligation of secrecy concerning Tabulation Center operations

1. All members of National or District Tabulation Centers, CNE focal points and IT operators working in the National Tabulation Centers in the districts or nationwide are bound to secrecy regarding all data, information, and documents they might be made aware of during the accomplishment of their duties.
2. All people included in the previous item shall sign a non-disclosure statement before the beginning of operations in their respective centers.

Chapter VII
Miscellaneous

Article 57
Claims and protests

For the purposes of the present regulation, it is considered that:

- a) A claim is the act of contesting a decision which refers to an irregularity aiming the revocation or replacement of the claimed decision;
- b) A protest is the act addressed against an irregularity that has been verified but is yet to be considered by the competent electoral administration body.

Article 58
Destination of ballot papers and electoral operation minutes

1. Ballot papers and electoral operation minutes, both in paper and electronic formats, shall be kept under vigilance of the STAE, accessible to the Supreme Court of Justice, for one year after results of the election are announced with no harm to the following items.
2. When the time limit mentioned above expires and no judicial decision claims otherwise, the STAE shall proceed to the destruction of ballot papers except for one of them which shall be put together with electoral operations minutes and taken to the National Files in order to be kept.
3. The lists of voters presence in the day of the election, which are part of the electoral operation minutes at the polling stations, shall be eliminated by the CNE under instructions of the Supreme Court of Justice, within ten days following the publication by Jornal da República of STJ sentence stating the validity of the elections and proclaiming ultimate results.

Article 59
Entry into force

The present regulation shall enter into force on the following day after its publication by *Jornal da República*.

Regulation proposed by the STAE.

Tomás do Rosário Cabral
STAE, Director

Approved in Dili: / /2007

By the National Electoral Commission (CNE)

No	Name	Signature
1	Maria Domingas Fernandes Alves	[signed]
2	Faustino Cardoso Gomes	[signed]
3	Joana Maria Dulce Victor	
4	Maria Angelina Lopes Sarmiento	[signed]
5	José Agostinho da Costa Belo	[signed]
6	Silvestre Xavier	[signed]
7	Lucas de Sousa	[signed]
8	Teresinha Maria Noronha Cardoso	[signed]
9	Tomé Xavier Jeronimo	[signed]
10	Deolindo dos Santos	[signed]
11	Vicente Fernandes e Brito	
12	Sérgio de Jesus Fernandes da Costa Hornai	
13	Pe. Martinho Germano da Silva Gusmão	
14	Arif Abdullah Sagan	[signed]
15	Manuela Leong Pereira	[signed]



ATTACHMENT I

List of electoral materials necessary for polling station works:

1. Ballot boxes with the respective numbered security seals;
2. Ballot papers;
3. Marking ink;
4. Polling booths in sufficient number;
5. Form of electoral operations minute consisting of the following:
 - a) Sheet of elections results;
 - b) Electoral officers presence list;
 - c) Non-disclosure statements to be signed by electoral officers;
 - d) Book of remarks;
 - e) Presence list of voters who voted with their passport;
 - f) Presence list of voters who voted with their voter card.
6. Form of tabulation results to be displayed in a public place;
7. Form of material delivery terms;
8. A sign to identify the polling station;
9. Announcements list in order to inform names of electoral officers;
10. An enlarged version of the ballot paper;
11. Forms for claims and protests;
12. Specific badges for electoral officers, candidacy verifiers, and observers;
13. Puncher for old voter registration cards;
14. Stamp reading "CANCELLED";
15. Stamp reading "DISPUTED";
16. Stamp reading "BLANK";
17. Stamp reading "NULL";
18. Stamp reading "UNUSED";
19. Stamp reading "2007 Presidential Elections";
20. Envelope for unused ballot papers;
21. Envelope for cancelled ballot papers;
22. Envelope for disputed ballot papers;
23. Envelope for null ballot papers;
24. Envelope for blank ballot papers;
25. Envelope for valid ballot papers;
26. Calculator;
27. Staplers, ball pens, and nails in sufficient number;
28. Lamps, flashlights or other means of illumination;
29. Adhesive tape;

ATTACHMENT II

List of some electoral materials necessary for district and national tabulation centers works:

1. Form for the polling station minute;
2. Form for the joint minute;
3. Form for the final minute;
4. Forms of delivery terms of ballot boxes (District Tabulation Center);

5. Form for delivery terms of ballot boxes coming from the District (National Tabulation Center);
6. Form for claims and protests;
7. Stamp of District or National Tabulation Center;
8. Numbered security seals;
9. Boxes for the transportation of minutes, and null and disputed votes, in case of any;
10. Envelopes;
11. Other stationery;
12. Computers, printers, copy machines, and other necessary IT materials.

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