

REGULATION No. 1

**REGULATIONS TO DEFINE THE PROCEDURE FOR ELECTORAL EXECUTION AND
DETERMINATION OF DECISIONS**

PART ONE

DEFINING THE PROCEDURE FOR ELECTORAL EXECUTION AND DETERMINATION OF DECISIONS

CHAPTER ONE

GENERAL

1. *Issuing Authority*

These Regulations are issued by the National Electoral Board Pursuant to authority vested in it by Article 5 sub-article 1 (b) of the Electoral Law of Ethiopia Proclamation No. 64/1993.

2. *Short Title*

These Regulations may be cited as the "Definition of the Procedure for Electoral Execution and Determination of Decisions National Electoral Board Regulations No. 1/1994"

3. *Definitions*

In these Regulations:-

1. "Proclamation" means the Electoral Law of Ethiopia Proclamation No. 64/1993.
2. "Board" Means the National Electoral Board established in accordance with Article 3 of Proclamation No. 64/1993.
3. "Electoral Office" means the relevant branch office of the Board established at Regional, Zonal, or Woreda level.
4. "Woreda Electoral Office" means the branch office of the Board established at a constituency determined in accordance with Article 15 of the Proclamation.
5. "Polling Station" means the last executive body established by the decision of the Board.
6. "Chief Officer" means any person responsible to direct the conducting of election at the relevant Regional, Zonal or Woreda Electoral Office.
7. "Chief Officer of Polling Station" means any person responsible to coordinate the conducting of election at Polling Station.
8. "Candidate" means any person registered in accordance with Article 44 of the Proclamation to campaign for a constituency and is issued with a candidature certificate.
9. "Symbol" means a particular sign provided by a candidate as his own so to be identified by the electors during election.
10. "Political Organizations" means groupings legally promoting their respective political programme.
11. "Courts" means Central Courts established or to be established in accordance with the Central Government Courts Establishment Proclamation No. 40/1993, or Courts of National/Regional Self-Government Establishment Proclamation No. 7/1992.
12. "Complaint" means a grievance or an objection lodged by a person who alleges of being unduly denied of his right or a right has been vested unduly.

PART TWO

PROCEDURE FOR ELECTORAL EXECUTION

CHAPTER TWO

POLLING STATION AND POLLING STATION OBSERVERS

4. *Establishment of Polling stations*

1. Polling stations shall be established at locations suitable for security.
2. Office and Assembly Halls of Urban Dwellers Association or Peasant Association or Producer's Cooperative Association may serve as Polling Station.

5. *Polling Station Observers*

1. The Chief Officer of the Polling Station shall conduct an election of five (5) persons among the residents of the Polling Station who shall observe the process of the election.
2. A person to be elected as Polling Station observer shall be independent of membership of any political organization.
3. After Polling Station Observers are elected, the Chief Officer of the Polling Station shall transfer their list to the Secretariat of the National Electoral Board forthwith, through the electoral office he is accountable.

6. *Responsibilities of Polling Station Observers*

1. Polling Station Observers shall have the duty to observe the electoral process at the polling station where they are elected and indicate irregularities encountered to the Chief Officer of the Polling station in a manner not impeding the election or notify to the Woreda Electoral Office.
2. Except in the manner as provided hereinabove no observer may express his opinion of the electoral Process officially to the public before the conclusion of the election.

CHAPTER THREE

ELECTORAL REGISTRATION

7. *Registration*

1. Any person who fulfills the requirements of Article 19 of the Proclamation and upon whom the restrictions of Article 20 of the Proclamation are not applicable may be registered as an elector appearing at the Polling Station situated in the Constituency where he resides.
2. Without prejudice to the provisions of Article 21/4 of the Proclamation, electoral registration shall be made where appeared in person.
3. Those whose residence is with their place of work or school and are outside kebele administration and employees of state farms, construction, factory mines and energy, water Resource Development and students and employees of schools and training institutions, etc., shall be registered as electors at the polling station to be designated by the woreda Electoral Office thereof.

8. *Registration Process*

1. Any person who is to register as elector shall appear in one of the days fixed for electoral registration, at the polling Station along with such identifying documents specified under Article 30 of the Proclamation.
2. The elector shall present the appropriate identifying documents to the official of the polling station, when requested.

3. The identity of the elector and the necessary information shall be recorded on the electoral roll of the Polling Station.
4. Subsequently, the elector shall put his signature or thumb mark of his right hand on the electoral roll at the space provided against his name.

9. **Elector's Card**

1. Any person duly registered shall be issued with an elector's card, which confirms his registration in accordance with Article 32 of the Proclamation.
2. After the necessary information is entered in the roll and elector's card, the Chief Officer of the Polling Station shall put his signature on the latter.
3. The Elector shall be informed to carry the electors card with him when coming to cast his vote.

10. **Denial or Registration**

1. The registrar of the polling station may deny a person to register where he has reasons to believe that the person does not fulfill the requirements provided under Article 19 of the Proclamation, or that either of the restrictions under Article 20 of the Proclamation is applicable to him.
2. Any person who has been denied registration as provided in sub-article 1 hereinabove, may lodge his complaint to the Polling Station Grievance Hearing Committee, in accordance with Article 69 of the Proclamation.

11. **Registration Hours**

1. Unless it is otherwise provided by the Board, electoral registration shall be continuously conducted from 7:00 a.m. up to 12:00 a.m. in the morning and from 2:00 p.m. up to 6:00 p.m. in the afternoon.
2. The Woreda Electoral Office may extend the registration hours, depending on the gravity of circumstance, where there is an occurrence impeding the continuity of the registration.

12. **Closure of the Electoral Roll**

Up on conclusion of registration, the Chief Officer of the Polling Station, the registrar of electors and one of the Polling Station Observers shall sign on the brief minutes as to the closure of the registration, to be written beginning on the next line to the last registration.

13. **Special Registration**

1. Without prejudice to the provisions of Article 26 of the Proclamation, any person may be registered outside the period fixed for electoral registration, in accordance with Article 28 (2) of the Proclamation, where he lodges a complaint to the Polling Station Grievance Hearing Committee, as to the occurrence of force majeure, and obtains a determination thereon.
2. For the purpose of the Article, force majeure is deemed to exist, where any person is unable to register, in the entire registration period due to unforeseen circumstances or by reason of an occurrence of events beyond his expectation.
3. Special registration is to be conducted for one day, on the date next to the day after the regular registration is completed.
4. A person registered in accordance with Article 28 (2) of the Proclamation, shall be issued with an elector's card marked "Special Registration."
5. Special registration is made in two copies on pages provided for such registration in the electoral registration roll.

6. A copy of the special register, shall be removed from the roll, and sent to the Woreda Electoral Office being annexed with the determination mentioned under sub-article 1 hereinabove.

14. *Effects of Special Registration*

1. A person registered in a special registration may a his vote only where, after the examination of the register and the annexed determination, the Woreda Grievance Committee approves.
2. For voting purposes, the Woreda Electoral Office shall notify the Chief Officer of the Polling Station the determination made in accordance with sub-article 1 hereinabove.

15. *Displaying Electoral Roll to the Public*

1. Upon conclusion of registration and after the roll is closed and signed, the electoral roll shall, within the premises of the Polling Station, be officially displayed to the public, in accordance with the relevant time-table.
2. During public display of the roll, the Chief Officer of the Polling Station shall:-
 - a) ensure the security of the Polling Station;
 - b) follow-up and safeguard, that the public shall not, except to look, put other marks or inscribe on or commit an act that damages the roll;
 - c) ensure that adequate preparation is made to entertain those who, after looking at the roll, may have complaint or grievance;
 - d) ensure that after being displayed to the public for the period determined, the roll is returned back intact to its designated place.

16. *Cancellation of Registration*

During the public display of the electoral roll, any person may lodge a complaint, in accordance with Article 69 of the Proclamation, asking for the cancellation of the registration of a person as an elector.

17. *Transfer of Documents*

Upon conclusion of the electoral registration, each polling station shall, with covering letter, transfer a copy of the electoral roll and other necessary documents to the respective Woreda Electoral Office in accordance with the election time-table.

CHAPTER FOUR

REGISTRATION OF CANDIDATES

18. *Registration*

1. Any person, who fulfills the requirements provided under Article 38 of the Proclamation, may be registered as a candidate: however, a personnel in military or paramilitary duty shall not be registered as a candidate, unless, in accordance with Article 46 (3) of the Proclamation, proof of discharge or dismissal from such duty of transfer to civilian duty is presented.
2. Any person shall, in accordance with Article 39 of the Proclamation, register as a candidate only in the constituency where he resides.
3. Registration of candidates shall be made at the Woreda Electoral Office, in one of the dates fixed for such registration and where applied in person.
4. A registering candidate shall submit at registration, the symbol he chooses in accordance with Article 42 of the Proclamation.

19. *Endorsement Signatures*

1. Endorsement of signatures of registered electors, to be presented in accordance with Article 38 (1) (d) of the Proclamation, shall be made in the form issued by the secretariat of the National Electoral Board for the purpose.
2. The form for collecting endorsement of signature shall have the columns for entering the name of the registered elector, the code of the Polling Station he registered, his electors card number and his signature of thumb mark.

20. *Symbols of Candidates*

1. Each registering candidate shall submit the symbol he chose preparing in a 30 (thirty) by 21 (twenty one) centimeters length and width.
2. A registering candidate shall present a different symbol, where the symbol he presented is similar to the symbol of an earlier registered candidate.
3. A symbol shall not be used as such where it is not presented and registered with the Woreda Electoral Office.

21. *Prohibited Symbols*

The following may not be used or registered as symbols:-

1. the emblem of the Transitional Government or the Ethiopian flag;
2. except for a registered candidate for which permission has been granted, any symbol registered to a political organization;
3. a symbol registered to other candidate;
4. symbols the use of which is believed by the Woreda Electoral Office to be offensive to other candidate or refers to a nation or nationality negatively;
5. religious symbols;
6. emblems and signs of international and non-governmental organizations.

22. *Determination of candidates by Lot*

In accordance with Article 43 of the Proclamation, where it is necessary to determine the twelve (12) candidates to stand for election in a constituency, lots shall be drawn in the presence of the candidates concerned or their legal representatives and members of the Grievance Hearing Committee of the Woreda Electoral Office.

23. *Issuance of Candidature Certificate*

In accordance with Article 43 of the Proclamation, upon the ascertainment of those candidates to stand for election, each candidates shall be issued with a candidature certificate thereof.

24. *Publication of Candidates*

1. In accordance with Article 43 and 45 of the Proclamation, subsequent to the ascertainment of candidates, the Woreda Electoral Office shall publicize the candidates, Woreda Electoral Office shall publicize the candidates, transmitting their list to each of the respective Polling Stations in accordance with the election time-table issued by the Board.
2. The list of candidates, prepared in the form prescribed for the purpose by the Secretariat of the National Electoral Board and signed by the Chief Officer of the Woreda electoral Office, shall be publicized by;

- a) posting on the notice-board of the Woreda Electoral Office;
- b) Posting on the notice-board of the respective Polling Stations;
- c) Posting at public places and by making oral announcement of the list thereof.

25. *Objectives of Campaign*

The Objectives of election campaign by candidates shall be to hold activities to introduce and explain to their supporters and electors the ideological, political and social ideas and programmes they pursue.

26. *Campaign Norms*

Without prejudice to the freedoms, rights and duties under Article 49 of the Proclamation, in election campaign:

1. every candidate shall carry with himself his certificate of candidature, and show where requested by the appropriate person;
2. every candidate or political organizations shall respect the electoral laws and other laws of the country.
3. campaign speeches made, publication, leaf-lets and posters issued by candidates or their representatives or political organizations shall not be prejudicial to the rights of other candidates or political organizations;
4. candidates or political organizations shall refrain from distorting or destroying or taking away campaign materials of other candidate or political or organizations.
5. disparaging, insulting or slandering other candidate or political organization is prohibited;
6. conducting political propaganda within five hundred (500) meters radius from a Polling Station is prohibited;
7. candidates and political organizations shall have the duty to observe every determination of the electoral offices made in relation with the election process;

27. *Duration of Campaigning*

1. Any candidate shall conduct his campaign activity only between the period beginning from the date he is issued with candidature certificate and his name is publicized up till two (2) days before the voting day mentioned on the election time-table issued by the Board.
2. Without prejudice to the provision of Article 26 (b) hereinabove and sub-article 1 of this Article, candidates may, at voting day, initiate and rally their supporters to cast their vote in time.

CHAPTER FIVE

VOTING

28. *Voting Places*

Polling Stations where elector's registration is conducted shall serve as voting places.

29. *Preparation of Voting Place*

1. Before voting day, Polling Stations shall be arranged in a manner where their safety and security is guaranteed.
2. The arrangement of the voting place shall have:

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- a) a booth where an elector can vote on the ballot paper secretly and protected from the observation of any other person, and
 - b) an area to put the ballot box where it can be seen for its security.
3. The officers of the Polling Station shall ensure that the following items are at the voting place seven days before the voting day:
- a) ballot box;
 - b) electoral roll;
 - c) Ballot papers;
 - d) ink and ink pads;
 - e) ballot box seals;
 - f) indelible ink to be used to identify those who cast their vote;
 - g) a box for keeping improperly used ballot papers;
 - h) report forms.
4. The Chief Officer of the Polling Station shall make prior assignment of persons who will conduct various activities in the Polling Station at the voting day.

30. *Preparations at Voting Day*

1. Before the beginning time of voting the Chief Officer of the Polling Station, the members of the Grievance Hearing Committee the Polling Station observers shall, after examining and ensuring that the seal of the ballot box is not broken and the box is not torn and has no defect, open the seal and remove and count the ballot paper send in it and ensure the number is in conformity with the particulars specification of the delivery form.
2. Subsequently, after ensuring that the ballot box is empty, it shall be sealed and prepared for casting of votes.
3. Minutes shall be made and signed by the members of the Grievance Hearing Committee and the Polling Station observers, regarding the proceeding mentioned under sub-Articles 1 and 2 hereinabove.

31. *Voting*

1. In accordance with Article 56 (1) 58 and 59 of the Proclamation, any elector may cast his vote where he appears in person, with his elector's card, at the Polling Station he registered.
2. Without prejudice to the provisions of Article 62 (2) of the Proclamation, no elector is allowed to enter to cast his vote in the premises of the Polling Station, carrying sharp edged instruments.

32. *Voting hours*

1. Unless, due to peculiar circumstances in particular areas, the Board determines otherwise, voting hours shall be from 6:00 a.m. in the morning up to 6 p.m. in the evening at the voting day determined by the Board.
2. Voting shall be carried out without interruption during the voting hours.
3. Where the final voting hour is completed, the Polling Station shall be closed; however, electors in the process of voting and within the premises of the Polling Station shall be allowed to vote.

33. *Casting Vote*

In accordance with the provisions of Article 64 of the Proclamation:

1. The elector shall handover his elector's card to the election coordinators of the Polling station, whereupon, by referring to the electoral roll, they shall proceed to verify his identity and that he has not voted.

2. Subsequently, examining both hands of the elector they shall ascertain that there is no identifying ink that shows he has voted.
3. After verification of his identity and that he has not voted, the elector shall be made to sign or put his right hand thumb mark in the column of the electoral roll designated for the purpose.
4. Subsequently, the left hand thumb of the elector shall be put, up to the nail, into the ink provided for the purpose, after which he shall be handed with a ballot paper and pointed out to the voting booth.
5. In the booth, the elector shall put, on the ballot paper, an "X" or a thumb mark in the square corresponding to the symbol of the candidate for which he wants to vote.
6. After determining his vote, the elector shall fold and introduce the ballot paper into the ballot box and leave the polling station.
7. Electors who are blind or, otherwise, physically disabled, may vote accompanied by assistants of their own choice.
8. Where the elector fails to properly make use of the ballot paper, he may return it and cast his vote upon receipt of another, the electoral coordinator shall mark the returned ballot paper "invalid" and dispose it into the box provided for this purpose.

34. *Persons not Allowed to Vote*

Any person without an elector's card or whose name is not registered in the electoral roll or who is not willing to put an ink on his thumb or whose thumb is marked with ink disclosing that he has voted at other Polling Station, shall not be allowed to vote.

CHAPTER SIX

VOTE COUNTING AND ANNOUNCEMENT OF RESULT

35. *Counting at Polling Station*

Counting of votes at Polling Station shall begin within two hours after the conclusion of the voting process.

36. *Preparation Before Counting*

1. The Chief Officer of the Polling Station, specifying the place and date, shall give notice of invitation to the following in writing and orally, seventy two /72/ hours before the commencement of counting;
 - a) the candidates of the constituency or their representatives;
 - b) two representatives of the Police or Security force of the constituency;
 - c) the polling station observers;
2. The Chief Officer of the Polling Station shall ensure that the place for counting is organized as suitable for the job and its security.

37. *Counting Officers*

1. Counting of votes shall be conducted by the Polling Station Officers only, and others shall have the role of observers.
2. Where the Chief Officer of the Polling Station believes that it is necessary for the job, he may assign other assistants.
3. Assistants assigned for counting by the Chief Officer of the Polling Station shall be independent from membership of any political organization

38. *Counting Process*

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1. Vote Counting may begin where, among those indicated under Article 36 (1) hereinabove, half of the candidates or their representatives and one representative of the Policy or security force and three of the polling Station observers are present.
2. The Chief Officer of the Polling Station shall first record the number of persons who have voted at the polling station, by referring to the signature and thumb mark of elector's in the electoral roll.
3. Subsequently, ballot papers not used properly and kept separately outside the ballot box, shall be counted and recorded.
4. Counting of votes shall begin after the chief Officer of the Polling Station showed, for those present, that the seal of the ballot box is not opened and the box is not torn and a minute is signed thereon.
5. Thereafter, the Chief Officer of the Polling Station shall open the seal and remove the votes on the table.
6. The Chief Officer of the Polling Station shall unfold each vote, see and declare to whom it is voted and arranged them respectively.
7. Where it is difficult to ascertain to whom a vote has been given the chief Officer shall put such ballot papers separately.
8. The counting shall be made by picking one of the arranged votes and count them three times by three different officers.
9. The Chief Officer of the Polling Station, after ascertaining the votes for each candidate and the invalid votes have been properly counted, shall record the detail on the form provided for the purpose and shall be signed by him and the counting officers thereon.
10. Upon conclusion of counting, the Chief Officer of the Polling Station shall make the following calculations on the form provided for the purpose as regards the ballot papers used at the polling station.
 - a) ensure the sum of the valid and invalid votes is equal to the record of the number of people who voted;
 - b) ensure that the sum of valid and invalid votes and invalid ballot papers is equal to the number of ballot papers used;
 - c) ensure that the sum of the total number of the ballot papers used and the ballot papers not used is equal to the number of ballot papers sent to the Polling Station.
11. Where the counting of votes at Polling Station is finalized, in the presence of the observers; the votes shall be returned back into the box and be sealed with the seal provided for the purpose, and shall be, in accordance with article 65 (2) of the Proclamation sent to the Woreda Electoral Office.

39. *Invalid Votes*

The following votes shall be deemed invalid:

1. votes on ballot papers not issued by the Polling Station.
2. Votes on ballot papers not sealed.
3. a ballot paper on which it is voted for more than one candidate.
4. ballot papers with a vote for a person who is not a candidate.
5. ballot papers without vote for any candidate.
6. ballot papers on which the elector has voted disclosing his name or identity.

7. ballot papers which do not enable to determine the intention of the elector.

40. *Announcement of Counting Results*

1. Upon completion of counting of votes at Polling Station, the Chief Officer shall prepare the results of the counting in three /3/ copies in the form provided for the purpose and send one copy to the Woreda Electoral Office along with other relevant documents.
2. Among the remaining two copies of the counting results, one copy shall remain with the Chief Officer of the Polling Station and the other copy shall be posted at a place within the premises of the Polling Station where it can be seen by the public.

41. *Vote Counting at Woreda Electoral Office*

1. Vote counting at Woreda Electoral Office shall begin within twenty four /24/ hours from the arrival of the ballot papers sent from the Polling Stations.
2. Upon the arrival of the ballot papers, the Chief Officer of the Woreda Electoral Office shall; specifying the place and date, give notice of invitation forthwith to the following in writing and orally:
 - a) the candidates of the constituency or their representatives;
 - b) the Chief of the Woreda Police or Security force or his representative;
 - c) five persons from the residents of the Woreda who are not members of any political organizations.
3. The Chief Officer shall ensure that the place for counting is organized as suitable for the job and its security.

42. *Counting Officers of Woreda*

1. The counting of votes shall be conducted only by the officers of the Woreda Electoral Office and, where necessary, by assistants assigned by the Chief Officer of the Woreda Electoral Office.
2. Assistants assigned for counting by the Chief Officer of the Woreda Electoral Office shall be independent from membership of any political organization.

43. *Counting Process at Woreda*

Counting of votes at Woreda Electoral Office shall be made in accordance with the provisions as to counting votes at Polling Station as provided from sub-article (1) up to (10) of Article 38 hereinabove.

44. *Announcement of Counting Results*

1. Upon completion of counting of votes at Woreda Electoral Office, the Chief Officer shall record the results in the form provided for the purpose and publicize same by posting a copy within the premises of the woreda Electoral Office at a place where it can be seen by the public, and send other copies to the Polling Stations to be posted within their premises at a place to be seen by the public.
2. After compiling and recording the counting results in the form provided for the purpose, the Chief Officer of the Woreda Electoral Office shall transmit the result, with a covering letter, to the Zonal/Regional/ Electoral Office forthwith.
3. The respective electoral offices shall transmit the results sent to them from their subordinate offices, to the Secretariat of the National Electoral Board forthwith.

CHAPTER SEVEN

OBSERVERS AND AGENTS OF THE MEDIA

45. *Credentials*

1. An observer or an agent of the media who in accordance with Article 25 and 63 of the Proclamation, may observe the electoral Process, shall carry the proof of credential issued for the purpose.
2. Proof of Credential shall be issued by the Secretariat of the National Electoral Board of the Regional Electoral Offices.

46. *Declaration of Opinion*

1. Agents of the Media and observers may bring to the attention of the Chief Officers of the Electoral Offices irregularities they encountered or observed during the election process.
2. Observers shall not express their opinion as regards the election either within or outside the country except after the official declaration of the election result.

47. *Responsibility of Chief Officers*

1. The Chief Officers of the Electoral Offices at the various levels shall submit a written complaint to their superiors and security forces where they believe that an agent of the media or an observer has behaved to impede the proper conducting of the election.
2. The Chief Officers of the Electoral Offices shall not prohibit or forbid by their own decision any observer or agent of the media with legitimate credentials, from observing the electoral process.

PART THREE

PROCEDURE FOR DETERMINATION OF DECISIONS

CHAPTER EIGHT

THE GRIEVANCE HEARING COMMITTEE

48. *Establishment of Grievance Hearing Committee*

1. In accordance with Article 11(6) of the Proclamation a Grievance Hearing Committee shall be established at every level and at each electoral office and Polling Station which shall render administrative decisions for complaints and grievances made.
2. The Polling Station Grievance Hearing Committee shall be chaired by the Chief Officer of the Polling Station and shall have two of the polling station observers as its members.
3. Each Electoral Office at the level of Woreda and above shall have a Grievance Hearing committee chaired by the Chief Officer and two members independent from membership of a political organization assigned by the Chief Officer among the residents of the locality.
4. Decisions of the committee shall be on majority vote.
5. Where a decision is made on the basis of majority vote, the minority party may put its dissenting opinion in the decision

Where, due to his function, a complaint submitted to the Grievance Hearing Committee, is a matter known to the chair-person, he shall be replaced by one of the electoral officers.

CHAPTER NINE

SUBMISSION OF COMPLAINT AND DETERMINATION OF DECISION

50. *First Instance Jurisdiction*

In accordance with Articles 36, 69 (1), 70(1), 71(1), and 72(1) of the Proclamation there shall be the following first instance administrative jurisdiction to entertain complaints and decide thereon:-

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1. The Polling Station Grievance Hearing Committee on complaint made by a person denied to be registered as elector, a complaint made by any person requesting cancellation of a registration of an elector, and a complaint made during voting by a person prohibited to vote;
2. The Woreda Electoral Office Grievance Hearing committee on complaint made by a person denied to register as a candidate and a complaint made by any person who has complaint on the process of vote counting or counting results.

51. *Appellate Jurisdiction*

In accordance with the relevant provisions under Chapter Four of the Proclamation, Grievance Hearing Committee of Electoral Offices at each level and the Courts shall have the appellate Jurisdiction.

52. *Forms of Complaint*

A complaint to be submitted to any of the Grievance Hearing committees may be made in writing or orally.

53. *Complaint made in writing*

1. A complaint in writing shall be made in three copies and as far as practicable be formed so as to afford ground for final determination and to prevent further litigation.
2. Every written complaint shall contain:
 - a) the name of the body to which the complaint is brought;
 - b) the date on which the complaint is made;
 - c) full name and address of the complaint;
 - d) the facts constituting the cause for complaint and the remedy requested;
 - e) list of evidence and documents;
 - f) where there is witness evidence, the list of witness.
3. Where there are witnesses as proof of evidence, the complaint shall produce the witnesses forthwith.

54. *Complaint made Orally*

1. Where complaint is made orally, the Grievance Hearing Committee shall record the complaint in writing; therefore the committee shall put the following particulars in its record:
 - a) the name of the body to which the complaint is brought;
 - b) the date on which the complaint is made;
 - c) list of the names of members of the committee;
 - d) full name and address of the complaint;
 - e) the facts constituting the cause for complaint and list of evidences produced.
2. Documentary evidence and witnesses shall be produced by the complaint forthwith.
3. Where the complaint is illiterate, the record of his complaint shall be read to him in the presence of the committee members and he shall verify by putting his signature or thumb mark.

55. *Proof for making complaint*

1. Where a complaint is brought before a Grievance Hearing committee, the complaint shall be issued with proof for making complaint, prepared signed and sealed in the form provided for the purpose.
2. The Proof for making complaint shall contain the following:
 - a) full name and address of the complaint;
 - b) the name of the body to which the complaint is made;
 - c) the facts constituting the cause for the complaint in brief;
 - d) the date and time on which the complaint is made.

56. *Examination of complaint and admission of Evidences*

1. After examination of the complaint made the Grievance Hearing Committee shall record the reply made by the electoral body.
2. Where it is found necessary, the committee shall admit documentary, or witness evidence forthwith and record the facts thereon.

57. *Determination of Decision*

1. The Grievance Hearing Committee shall give its determination after examining the complaint lodged and the reply made by the electoral body and relating the evidences.
2. Where the committee believes that it is not necessary for the electoral body to give its reply or where it fails to do so, it may give its determination only upon the examination of the complaint made and the witnesses produced.
3. The determination of the committee shall contain the following:
 - a) the name of the body to which the complaint is brought;
 - b) list of the members of the committee;
 - c) full name and address of the complainant;
 - d) the contents of the documentary evidences and/or the statements of witnesses;
 - e) the reasoning for the determination;
 - f) the date and time in which the determination is made.
4. The members of the Committee shall sign on the determination of the committee.

58. *Keeping Records*

1. The records of the Grievance Hearing committee shall be prepared and kept in three copies.
2. After a determination is made one copy of the record shall be given to the complainant with a covering letter specifying the number of the pages and the other copy shall be sent to the concerned section to execute accordingly.

59. *Appeal*

1. An appeal may be made in writing or orally and shall be submitted to the appellate Committee along with the copy of the determination of the first instance Grievance Hearing Committee and its covering letter.
2. Where the appeal is lodged to Courts the provisions of the relevant laws shall be applicable.

60. *Determination on appeal made*

1. Where an appeal is lodged to an appellate Grievance Hearing Committee, the Provisions of Article 52 to 59 of the regulations hereinabove shall be applicable.
2. A copy of the determination made on an appeal shall be transmitted forthwith to whom that decides upon the complaint at first instance.

CHAPTER TEN

PERIOD OF LIMITATION

61. *On complaints related to Elector's Registration*

1. When a person, is denied of registration as an elector, his right to lodge complaint shall be barred unless he lodges complaint, in accordance with the provisions of Article 69 (1) of the Proclamation, within twenty-four /24/ hours from such occurrence.

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2. Where the Grievance Hearing Committee of the Polling Station does not decide upon a complaint within twenty-four /24/ hours from the time the complaint is lodged, it shall be deemed that it has accepted the request made in the complaint: therefore, where the proof mentioned under Article 55 hereinabove, is presented to the registering officer, he shall comply with the request indicated therein.
3. The right of appeal shall be barred where as appeal to the Woreda Grievance Hearing committee is not made within forty-eight /48/ hours from such time a determination is made by the Grievance Hearing committee of the Polling Station.
4. Where the Woreda Grievance Hearing committee does not decide upon an appeal within twenty-four /24/ hours from the time such an appeal is submitted it shall be deemed that it has confirmed with the determination made by the Grievance Hearing Committee of the Polling Station.

62. *On Complaints related to Registration of Candidates*

1. Where a person is denied of registration as a candidate, his right to lodge complaint shall be barred unless he lodges complaint, in accordance with the provisions of article 70 (1) of the Proclamation, within twenty-four /24/ hours from such occurrence.
2. Where the Woreda grievance Hearing Committee does not decide upon a complaint within twenty four /24/ hours from the time the time the complaint is lodged, it shall be deemed that it has accepted the request made in the complaint: therefore, where the proof mentioned under Article 55 hereinabove is presented to the registering officer, he shall comply with the request indicated therein.
3. The right of appeal shall be barred where an appeal to the Zonal or Regional Grievance Hearing Committee is not made within forty-eight /48/ hours from such time a determination is made by the Woreda Grievance Hearing Committee.
4. Where the Zonal or Regional Grievance Hearing committee does not decide upon an appeal within forty-eight /48/ hours from the time such appeal is submitted, it shall be deemed that it has confirmed with the determination made by the Woreda Grievance Hearing Committee.

63. *On complaints related to voting*

1. Where an elector is denied to vote, his right to lodge complaint shall be barred unless he lodges complaint, in accordance with the provisions of Article 71/1/ of the Proclamation, within five /5/ hours from such occurrence.
2. Where the Grievance Hearing committee of the Polling Station does not decide upon a complaint within five /5/ hours from the time the complaint is lodged, it shall be deemed that it has accepted the request made in the complaint: therefore, where the proof mentioned under Article 55, hereinabove is presented to the registering officer, he shall comply with the request indicated therein.
3. The right of appeal shall be barred where an appeal to the woreda Grievance Hearing committee is not made within twenty-four /24/ hours from such time a determination is made by the Grievance Hearing Committee of the Polling station.
4. Where the woreda Grievance Hearing committee does not decide upon an appeal within twenty-four /24/ hours from the time such an appeal is submitted, it shall be deemed that it has confirmed with the determination made by the Grievance Hearing Committee of the polling stations.

64. *On Complaints Related to Counting of Votes*

Whosoever may have a complaint as regards the vote counting process or its results, his right to lodge compliant to the Woreda Grievance Hearing committee shall be barred unless it is made, in accordance with the provisions of Article 73 (1) of the Proclamation, within forty-eight /48/ hours from the time counting is completed.

65. *Complaints Made to the Board*

Complaints made to the Board at first instance or on appeal shall be made and decided in accordance with the provisions of the Proclamation and the procedure to be determined by the Board for its own purpose.

CHAPTER ELEVEN

MISCELLANEOUS PROVISIONS

66. *Handing over of Electoral Documents and Materials*

1. Upon Completion of the election process, each Polling Station shall return and deliver to the Woreda Electoral Office materials, remaining cards, electoral forms and documents, etc. which were sent to it for the election.
2. The woreda electoral Office in turn shall send the materials and documents used during the election to Zonal/Regional electoral Office, in accordance with the time-table prepared by the zonal/regional electoral Office for the purpose.
3. After taking delivery of documents and materials from the subordinate electoral offices, each Regional Electoral Office shall as determined by the secretariat of the National Electoral Board send the documents and materials to it.
4. The Regional Electoral Office shall as to be determined by the secretariat of the National Electoral Board and in consultation with the relevant administration, Policies and Security Forces, keep the remaining documents and materials at a place where its safety and security is reliable.

67. *Penalty*

Any natural or juridical person obstructing the implementation of these Regulations shall be punishable in accordance with the relevant penal law.

68. *Effective Date*

These Regulations shall come into force as of January 25th 1994.

Done at Addis Ababa, this 1st day of April 1994.

KEMAL BEDRI
CHAIRMAN OF THE NATIONAL ELECTORAL BOARD