

1994

Voter Education Manual

Voter Education and Elections Training Unit

Legal Education Action Project

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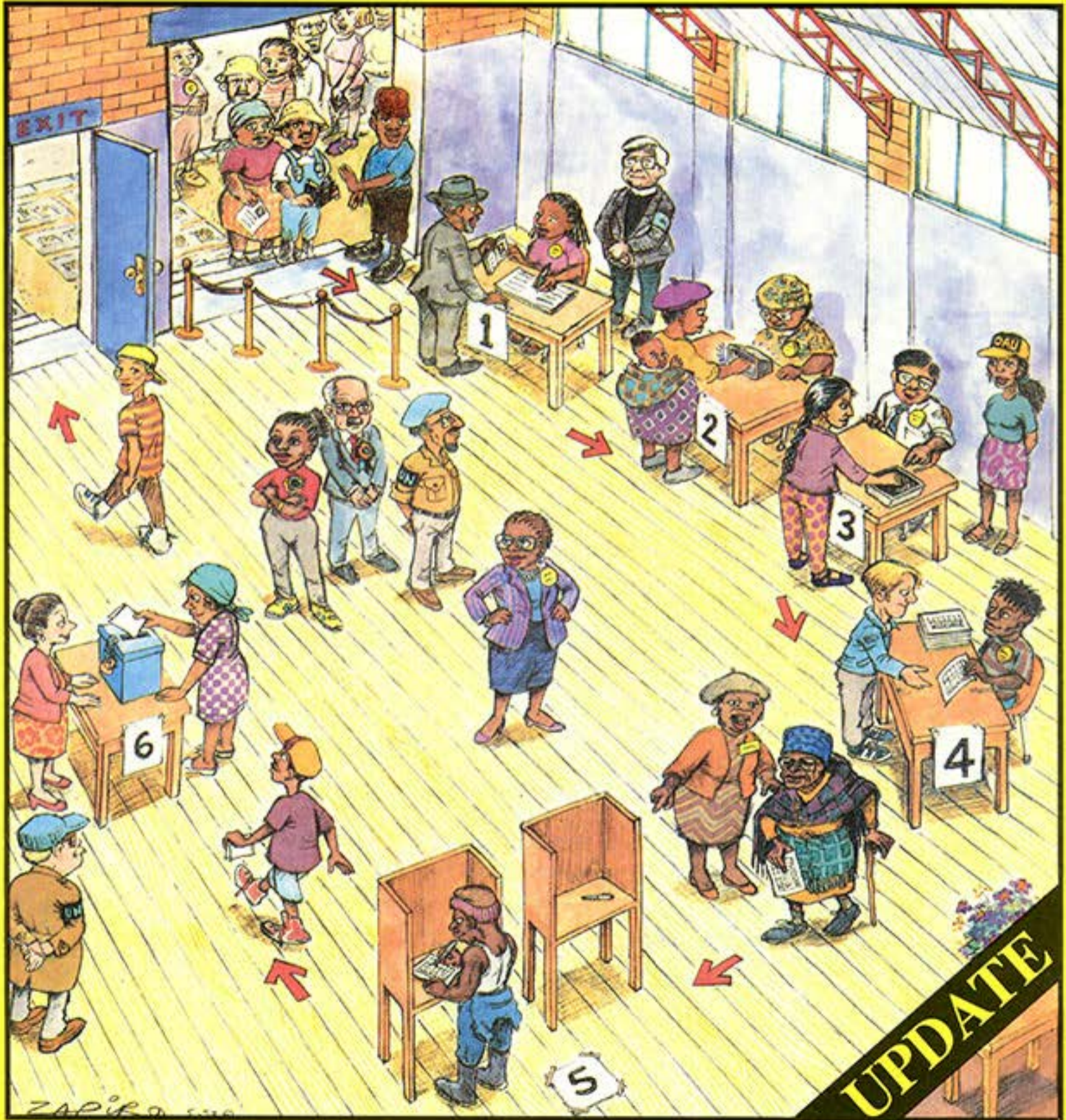
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VOTER EDUCATION MANUAL



**YOUR VOTE IS YOUR POWER
-USE IT!**

INTRODUCTION

A VEETU Manual

Published by:

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VEETU is a voter education and elections training project housed at the following organisations:

**Education Resource Information Project - University of Western Cape
HAP Organisation Development Service - Johannesburg
Centre for Community and Labour Studies - Durban
AFESIS/CORPLAN - East London**

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INTRODUCTION

The majority of South Africans have not voted in national elections before. Most elections in South Africa have been for a white government, elected by whites only. Very few people ever voted in the elections for the tri-cameral parliament. Many people do not see the need to vote because they feel that elections won't make much difference to their lives. Over 18 million voters need to be reached to ensure that they understand:

- ◆ WHY they should vote;
- ◆ HOW to vote;
- ◆ WHEN and WHERE they should vote;
- ◆ HOW to decide which party to vote for.

This manual is aimed at activists and volunteers who will be involved in voter education in communities that have not voted before. This manual has the following sections:

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PART 1: DEMOCRACY AND ELECTIONS

WHAT IS AN ELECTION

An election allows people to choose the leaders or party they want to run the country. In South Africa, elections have always been for a white minority government. The majority of South Africans were not given the right to vote for the government of their choice. In the coming elections, all South Africans 18 years old and over, will have the right to vote. Voting means choosing the party that you think will represent your needs.

The coming elections are for a Constituent Assembly, which will draw up a new constitution for the country. A constitution is a document that lays down the rules and laws governing the country and the rights that citizens will have. The party that wins the most votes in the election will have the major say in drawing up the new constitution.

The Constituent Assembly will also act as an interim government until the constitution is made. Then it will form the new government. It will then have the power to make new laws, to decide how to spend government money and resources to work for a better quality of life for all South Africans.

If these elections are to be truly democratic so that everyone accepts the new government, they need to be free and fair. This means that people must have the freedom to vote without intimidation, false promises and bribery. It also means that all parties who stand for elections must have equal access to voters, facilities and media.

WHAT IS DEMOCRACY

Democracy means being able to take part in the political and economic life of the country. It means having the right to freedom of speech, the right to form organisations like civics and trade unions, the right to meet and the right to vote.

In a democratic country, the government should represent the needs and interests of the majority of the people. All the people have the right to choose the government and the government is accountable to the people. In a real democracy, if the government does not meet the people's needs, it can be voted out of power in the next election. In South Africa, it will take time for a new democratic government to overcome the injustices and inequalities caused by apartheid. These elections are a step forward towards building democracy.

Your vote gives you the power to decide who should run the country. It is one of the ways to make the government provide basic rights and freedoms for all South Africans. This includes the right to housing, education, jobs and access to facilities.

One of the ways we can build a country where there will be a better future for all South Africans, is by using our votes wisely.

In a democratic election every voter has one vote. The party or organisation that gets the most votes, becomes the government.

WHY YOU SHOULD VOTE

We must all understand what difference our votes can make. For decades, the majority of South Africans have suffered under apartheid. Apartheid has left this country with:

- ◆ 60% illiteracy rate
- ◆ 7 million people in squatter camps
- ◆ Over 8 million people unemployed
- ◆ Low wages for African people
- ◆ No access to land for rural African people
- ◆ Poor education system for black students

People have struggled for decades against apartheid and many lost their lives and their homes. We have now won our demand for democratic elections - the right to vote for the government of our choice.

Every vote is important because only parties that win a lot of votes will be able to make the changes we need. By voting, we have the opportunity to change this country and make a better life for ourselves and our children. If we do not vote, we will be giving the present government the power to continue the way it has always been. If we vote, we will be using our power to change this country from apartheid to democracy.

No-one can force you to vote for them. You can make up your own mind about who you want to vote for. You can choose the party that you think will truly represent your needs.

During the election campaign, ask the candidates of the different parties what they will do if they are elected. This will help you to decide which party will best represent you.

PART 2: ELECTIONS, RIGHTS AND IDS

HOW THE ELECTIONS WILL WORK

BEFORE THE ELECTION

In the period, between now and the election days, a climate will be created for free and fair elections to be held. The present government's control over the SABC, the security forces and state money will be changed so that every party has a fair chance in the elections.

All parties and organisations will have equal time on radio and TV. An Independent Media Commission will be set up to control the radio and TV.

A Transitional Executive Council (TEC), made up of different parties and organisations will be formed to take over some of the government's powers. The army and police will fall under the control of the TEC. Seven sub-councils will be set up to control: Defence, Law and Order, Intelligence, Foreign Affairs, Local and Regional Government, Status of Women, and Finance.

An Independent Electoral Commission (IEC) will be set up to control the elections. They will:

- ◆ supervise and run the elections;
- ◆ monitor the election campaign to prevent cheating and intimidation;
- ◆ do voter education;
- ◆ sort out disagreements between political parties; and
- ◆ take action against any party that does not follow the election rules.

There is a Code of Conduct for all political parties to make sure that all can campaign in a free political climate.

HOW WILL WE ELECT PEOPLE

The election system that will be used is called proportional representation. This means that voters will vote for the party or organisation of their choice and not for specific candidates. The ballot form will have the names of all the parties taking part in the elections as well as the symbols for that party and a photo of the party leader. Each voter will only be able to vote for one party by making a cross in the square next to the name of the party they support.

At the end of the elections all the votes will be added together and each party or organisation will get seats in the Constituent Assembly equal to the share of votes they got in the election. If there are 400 seats in the Constituent Assembly and a party gets half of the votes in the election, it will get 200 seats. With proportional representation, even parties or organisations who get a small percentage of the votes will get seats in the Constituent Assembly.

WHO CAN VOTE

Every South African man and woman 18 years or older will be able to vote. This includes people from the "homelands" and Transkei, Bophuthatswana, Venda and Ciskei (TBVC states). People who are married to South Africans or have South African parents, and live in the country, will also be allowed to vote. Some form of voter identification will be needed. This will be an ID document, pass book or "homeland" identity document. There will be a special voter card for people who do not get their IDs in time for elections. It is a good idea for all voters to apply for ID books now so that they will definitely be able to vote. See page 8 about how to get an ID.

WHO CONTROLS THE ELECTIONS

The elections will be run by an Independent Electoral Commission. The IEC will be made up of three sections:

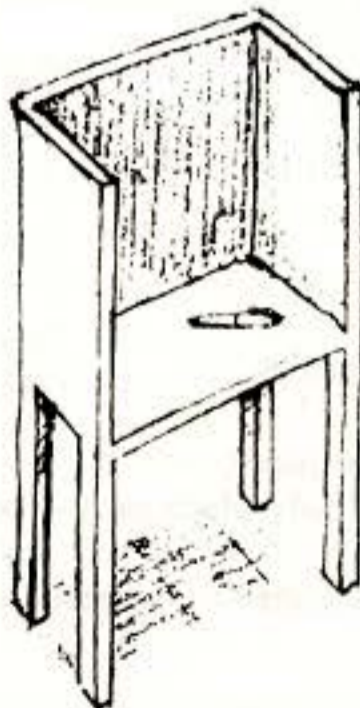
- ◆ Administration - to run the elections
- ◆ Monitoring - to ensure free and fair elections
- ◆ Adjudication - to deal with conflict between parties

WHEN WILL ELECTIONS TAKE PLACE

The elections will be held on 27 April 1994. The elections will probably take place over two or three days and at least one of the days will be a public holiday. This is so that every voter has the chance to get to the voting stations.

WHERE WILL YOU GO TO VOTE

Between 7000 and 9000 voting stations will be set up all over South Africa (including the TBVC states). They will probably be in schools, community halls and other public buildings. Each voting station will be monitored by independent and party monitors and security officials, to prevent intimidation. You can vote at any voting station.



THE VOTE

Each voter will be given one ballot paper on which they can make one cross next to one party of their choice. If voters make mistakes, they can ask the Presiding Officer to destroy the ballot paper and give them another one. The vote will be secret and no-one will know how anyone has voted. At the voting station the voter's hand will be marked so that he or she cannot vote again. After marking the ballot paper, the voter should fold it and put it into the ballot box.

When the voting station closes the ballot boxes will be sealed and taken to a central place for counting. All the different political parties and organisations will be allowed to monitor the counting of votes so that there can be no cheating.

BALLOT PAPER

(Make a cross next to the party or organisation of your choice) : Vote for **ONE** party only.

PAN AFRICANIST CONGRESS		PAC		<input type="checkbox"/>
XIMOKO PROGRESSIVE PARTY		XPP		<input type="checkbox"/>
AFRICAN NATIONAL CONGRESS		ANC		<input type="checkbox"/>
AFRIKANER-VOLKSUNIE		AVU		<input type="checkbox"/>
CONSERVATIVE PARTY		CP		<input type="checkbox"/>
DEMOCRATIC PARTY		DP		<input type="checkbox"/>
DIKWANKWETLA PARTY OF SOUTH AFRICA		DPSA		<input type="checkbox"/>
INKATHA FREEDOM PARTY		IFP		<input type="checkbox"/>
NATIONAL PARTY		NP		<input type="checkbox"/>

*This is a sample and not an official ballot paper.

Some of the above political parties / organisations may choose not to enter the elections.

A Project Vote / Veetu Ballot Form



SPOILT PAPERS

A ballot paper will be spoiled and not counted if:

- ◆ There is no mark on the paper;
- ◆ There is more than one mark on the paper;
- ◆ If the mark made does not show clearly which party or organisation the voter is voting for;
- ◆ The voter's name or ID number is written on the ballot paper.

VOTERS' RIGHTS

THE RIGHT TO ONE VOTE

Every voter can vote once in this election - this means you only get one ballot paper and you can make one cross on it next to the organisation you support. No-one is allowed to stop you from voting.

THE RIGHT TO YOUR OWN FREE CHOICE

You can choose who to vote for - no-one is allowed to force you to vote for a party you do not want to vote for. No-one is allowed to try to buy your vote or to make threats against you.

THE RIGHT TO A SECRET VOTE

No-one is allowed to know who you voted for. The votes are secret - your name is not on the ballot paper and no-one is allowed to watch you when you go into the polling booth to make your cross. The only way anyone will know who you voted for is if you tell them yourself.

THE RIGHT TO HELP

If you are blind, disabled, very old or illiterate, you can ask for someone to help you vote if you are not able to do so yourself. You can bring someone you trust to help you vote or ask the election officials for help. There should also be an interpreter at each voting station to translate for people who need it.

THE RIGHT TO FREE AND FAIR ELECTIONS

You have the right to make up your own mind - this means you must be allowed to hear all the different parties and organisations. For this to happen all political organisations and parties must be able to hold meetings in every area and must be given equal time to speak on the radio and TV.

WHAT CAN YOU DO IF SOMEONE TRIES TO INTIMIDATE YOU, STOPS YOU FROM VOTING OR TRIES TO BUY YOUR VOTE?

You can complain to any of the groups below:

1. Monitors or leaders from the party or organisation you support
2. Independent local or international observers
3. The Independent Electoral Commission
4. The Regional or Local Peace Committee
5. The police or the National Peacekeeping Force (when it is set up)

They will take up your case and try to help. If you are not happy with the help you get from one of these groups, go to another one. You can also tell your story to the newspapers or radio to expose the wrongdoers.

HOW TO GET AN ID

A. WHY DO YOU NEED AN ID DOCUMENT?

1. To identify yourself to vote.
2. To prove that you are a South African citizen
(see *TBVC Books of Life* below and *Citizenship* on page 10).
3. To prove that you are 18 or older on the day that you vote
(if you are 17 now, but will be 18 by the time of the election, you can vote).



IDENTITY
DOCUMENT



B. WHAT KIND OF IDENTITY DOCUMENT CAN YOU USE?

There will be at least 4 kinds of documents that you can use to vote:

1. South African ID book

The SA ID book will definitely be used. The Department of Home Affairs is saying that this should be the only kind of ID for voting.

2. TBVC Books of Life

Many citizens of the "homelands" will not get a chance to get SA ID books before the elections. This is why some political parties are saying that the Books of Life (IDs) of Transkei, Bophuthatswana, Venda and Ciskei (the TBVC states) should also be used in these elections.

3. Old pass books ('dompas')

4. Voter cards

There will not be enough time for everyone to get an SA or TBVC ID before the elections. Closer to elections, the IEC will issue special voter cards to such voters.

The Independent Electoral Commission may decide to allow other kinds of identification.

C. WHAT MUST YOU DO TO GET AN ID?

1. Where

Go to the nearest office of the Department of Home Affairs, to your nearest Magistrates' Court, or in some places the Tribal Authority Office.

2. Proof of birth

Take proof of your birth-date with you. Your birth-certificate is the best proof of your birth. But, if you do not have a birth-certificate, you can take along another document to prove your birth-date, for example:

- ◆ an old Reference Book ("dompas")
- ◆ a baptismal certificate (your church should have a record of your baptism)
- ◆ a clinic card from when you were a baby
- ◆ primary school letters
- ◆ an old house permit showing your name
- ◆ a letter from the chief of the area where you were born
- ◆ a letter from the owner of the farm where you were born
- ◆ an affidavit from two family members or old friends about your age and place of birth

If you have to get one of these documents, make sure you do it as quickly as possible so that you do not delay the processing of your ID application.

3. Photographs

Take 2 passport-size photos with you. If you cannot afford to buy photographs, you can fill in a special form and Home Affairs will take them for you free of charge.

4. Money for the ID

If you are applying for an ID for the first time, it is free. If you are asking for a re-issue of an ID, it costs R3.

5. Forms

You will have to fill in ID application forms. If you need help with this, take someone along with you or ask the clerk at Home Affairs or the Magistrates' Court to help you. Make sure that you fill in the form fully and correctly.

6. Fingerprints

Your fingerprints will then be taken. Everyone who gets an ID, has to be fingerprinted.

D. COMMON PROBLEMS IN GETTING IDs

1. Political suspicion

Some people do not want to get an ID because they think it is like an old "Reference Book". You can start a community campaign to explain to people the importance of IDs, not just for voting, but also for things like applying for a pension or getting a driver's licence.

2. Long delays

Sometimes you have to wait months to get your ID back. Some people have even waited 6 months or longer. Home Affairs say that it should now take only 7 weeks. If you have not got your ID after 7 weeks, you must go back to Home Affairs to find out why. If a lot of people are waiting for their IDs, then organisations should put pressure on Home Affairs.

3. Long distances

In many places, there is no Home Affairs office as it is very far away. Remember, you can apply for an ID at the nearest Magistrates' Court, or in some places the Tribal Authority Office.

Home Affairs have also said that they can take mobile units to small rural towns and urban townships. Organisations should put pressure on Home Affairs to carry out this promise. You can do this by helping to arrange a day for Home Affairs to come and by making sure that everyone is ready on that day.

4. Citizenship

If you came into South Africa (excluding the TBVC states) before 1 July 1986, you can get an SA citizen ID.

If you came into SA after 1 July 1986, you will only get a non-SA citizen ID (you are treated like an immigrant). This means that you do not have the vote. As a non-SA citizen, you have to stay in SA as a "permanent resident" for 5 years before you can apply for an SA citizen ID. This is why TBVC citizens must be allowed to use their 'homeland' IDs for this first election - otherwise, they would have to prove 5 years permanent residence in SA before being allowed to vote in these elections.

5. No birth certificate

Remember that you can use other documents to prove your birth-date - so you do not have to get a birth certificate (see *Proof of birth* on page 9).

If you want to get a birth certificate, you have to go through a procedure called a "late registration of birth", following these steps:

- a) pay R12;
- b) take along other documents to identify yourself, eg. baptismal certificate, old house permit, affidavit from two family members or old friends;
- c) fill in forms at Home Affairs or the Magistrates' Court;
- d) be interviewed about your application.

6. Proof of parents

If you do not have a birth certificate, you may sometimes also be asked to prove that your parents were SA citizens. You do this by bringing along documents such as your parents' old "Reference Books", their IDs, a marriage certificate, an old house permit, death certificates, or even an old relative who can make an affidavit about your parents (one of these documents should be enough).

7. Married women

If you are a married woman and you want your ID in your married surname, it is a good idea to take along a copy of your civil marriage or customary union certificate

8. Wrong information on ID

If the wrong information is on your ID, like your wrong birthdate, go back to Home Affairs and apply for it to be changed. Do it soon so that you can get your ID back in time to vote.

E. WHERE CAN YOU GO FOR HELP?

If you are having trouble getting your ID, then contact one or more of these places:

- ◆ the Director of Home Affairs in your region (see list below)
- ◆ your nearest Black Sash office
- ◆ your nearest advice office (or other para-legals in your community)
- ◆ your political party/organisation

HOME AFFAIRS-REGIONAL DIRECTORS

Region	Regional Director	Telephone No
Western Cape	Mr J J van Wyngaardt	(021) 462 4990
Witwatersrand	Mr G Orr	(011) 834 3405
Natal	Mr J V Grobler	(031) 306 2760
Northern Transvaal	Mr D J Vermeulen	(01311) 53 100
Central Transvaal	Mr P D Hartzenberg	(012) 326 2450
Eastern Cape	Mr W J Espag	(041) 55 1088
Northern Cape	Mr G S Reyneke	(0531) 81 2862
Orange Free State	Mr F J Fourie	(051) 30 1130

PART 3: TEACHING PEOPLE HOW TO VOTE

You can teach people how to vote by visiting them and showing them or by running mock elections for groups of voters. This section first deals with **house visits** and then with **mock election roleplays**. Use the mock election roleplay in one of the workshops as outlined in part 4 of the manual.

Remember to make a special effort to get to women voters. Women will not always come to meetings and you must try to run workshops in places where women gather, and at times that suit them. When you do house visits, make sure that you talk to the women and not just the men. Do not let men visit women who are alone at home.

HOUSE VISITS

When you go to visit voters to canvass them for your organisation, you must be clear about what they will need in order to vote and how the voting will take place so that you can explain this to people. Study this information carefully:

1. WHO CAN VOTE

All South Africans who are 18 or older will be able to vote. But voters will need some form of identification. Those with ID books from South Africa or the homelands will be able to vote. Those without will be given a special voter card closer to the elections so that they can also vote. Tell voters to apply for ID books as soon as possible to make sure that they will be able to vote.

2. HOW DO YOU VOTE

Elections will take place at voting stations where all people in one area will go to vote for the party that they support. Inside the voting station they will be asked for their ID books, or voter cards and their hands will be marked with invisible ink so that they cannot vote twice. They will be given a ballot paper - that is a form that you vote on, with the names and symbols of all the organisations and parties that are standing for elections. A photograph of each party leader will also be on the ballot paper.

They will take this ballot paper and go to a voting booth where no-one can see what they are doing. There they will make a **X** next to the party or organization they support, fold the ballot paper in half and post it into a sealed box where no-one can read it.

BALLOT PAPER

(Make a cross next to the party or organisation of your choice) : Vote for **ONE** party only.

PAN AFRICANIST CONGRESS		PAC		<input type="checkbox"/>
XIMOKO PROGRESSIVE PARTY		XPP		<input type="checkbox"/>
AFRICAN NATIONAL CONGRESS		ANC		<input type="checkbox"/>
AFRIKANER-VOLKSUNIE		AVU		<input type="checkbox"/>
CONSERVATIVE PARTY		CP		<input type="checkbox"/>
DEMOCRATIC PARTY		DP		<input type="checkbox"/>
DIKWANKWETLA PARTY OF SOUTH AFRICA		DPSA		<input type="checkbox"/>
INKATHA FREEDOM PARTY		IFP		<input type="checkbox"/>
NATIONAL PARTY		NP		<input type="checkbox"/>



*This is a sample and not an official ballot paper.

Some of the above political parties / organisations may choose not to enter the elections.

If the voters support your organisation, show them the symbol of your organisation so that they know how to vote for you. Show them how to make a cross on the ballot form in the empty square next to the symbol and photograph, and explain that that is the way that is used to vote. Explain to the voters that they can only vote for one party and that they must make their **X** in the empty square. If they write their name on the ballot paper, or make more than one **X**, their vote will not be counted and will be called a spoil paper.

If voters cannot read or write, ask them to practise making the cross. If they are not used to holding a pen, ask them to practise by drawing a cross in the sand with a stick and then trying it with a pen.

3. THE RIGHTS OF VOTERS AND THE RULES OF VOTING

Explain to all voters that they have the following rights (see *Voters rights* on page 7):

- Your vote is your secret and no-one will know who you voted for unless you tell them yourself.
- No-one is allowed to force you to vote, to buy your vote or to threaten you to vote for their party.
- No-one is allowed to stop you from voting if you want to go and do it. People who threaten you or try to bribe you will never know who you voted for. If you feel scared you can always agree with them but once you are inside the voting station you can do what you like and they will never find out.

MOCK ELECTION ROLEPLAY

Note: This roleplay should be done as part of a workshop on voter education. Read the workshop outlines in Part 4 of this manual to see how to run a workshop.

The roleplay that follows is how voting will happen. Try to follow the steps exactly as they are written, or you may confuse people.

TIPS ON ORGANISING THE ROLEPLAY

Allocate roles to volunteers beforehand and make sure the security officials have good control over the queue. Voters must stick to the rules so that the roleplay does not become noisy and chaotic. Use a big enough space for the voting station to allow the queues to move quickly and in an orderly way. Use at least three or more polling booths so a number of people can vote at the same time.

PREPARING THE ROLEPLAY

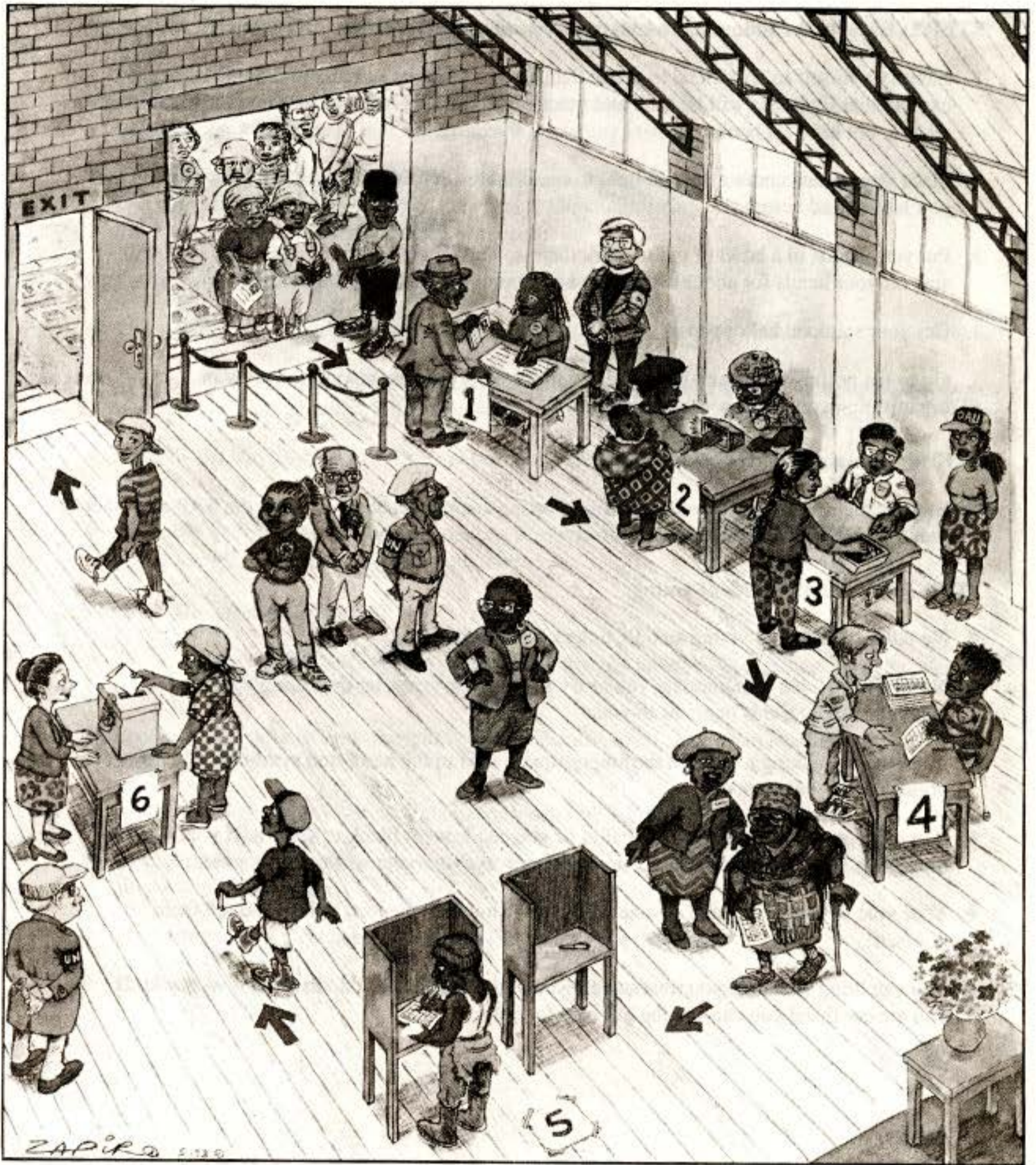
Before you start the roleplay:

Set up a room with two entrances to your voting station. Use tables or chairs to form the outline of the room so that people can see what happens in the voting station.

Ask people with IDs of any kind (student cards, ID books, name tags etc) to play the role of voters. You could give out pieces of paper or cards on which people write their names to use as identification. Be careful to give only one card to each person to prevent them from trying to vote twice.

Get volunteers to play the roles of election officials as follows:

- ◆ Voting agents (party monitors) inside and outside the voting station, to see that there is no cheating. Get ANC, PAC, NP and IFP voting agents, about 4 in all;
- ◆ Presiding Officer, to be in charge of the whole process and to deal with any complaints or decisions. This person must consult with the voting agents if there is a disagreement;
- ◆ Independent or international observers, one inside and one outside, to see that the election is free and fair;
- ◆ Security officials at the entrance and exit, to keep a low profile but to deal with lawlessness;
- ◆ A person to check IDs and voters' cards at point 1 (see picture opposite) inside the voting station, to make sure that people have the right ID or cards;
- ◆ A person to check hands at point 2, to make sure that the voters' hands have not already been marked by invisible ink. This is checked under a special light. This proves that the voter has not voted already. Use a box for people to put their hands into and pretend that it is a light.
- ◆ A person to mark hands at point 3, to mark the voter's hands with invisible ink. Use a bowl or bucket with damp tissue paper for people to dip their hands in.
- ◆ A person to hand out ballot papers at point 4, to put an official stamp on the back of the ballot paper and then give the ballot paper to the voter. This person must keep a count of how many papers are handed out.
- ◆ Interpreter for voters who need translation or help with marking their papers.



FOLLOW THIS PROCESS FOR THE ROLEPLAY

STEP 1: Explain the following five steps of voting to the “voters”:

1. Identify yourself to an official to prove that you are 18 years or older and South African; explain that ID books will be used and voter cards will be given before elections to those who do not have ID books.
2. Place your hands under a special light to see if it has invisible ink on it, which will mean that you have voted before.
3. Put your hands in a bowl of ink to mark them so that you cannot vote again. This ink will stay on your hands for about two weeks and cannot be seen or washed off.
4. Get your stamped ballot paper.
5. Go to the polling booth and make a cross in the empty square next to the party or organisation you want to vote for.

STEP 2: Explain the roles of the officials:

- ◆ Explain the roles of the Presiding Officer, voting agents and observers and the SAP and other security officials. See page 15.

STEP 3: Explain the rules of voting:

- ◆ No talking inside the voting station, unless it is to an official;
- ◆ No-one is allowed to intimidate you or try to buy your vote - let the voting agents or observers know if this happens to you;
- ◆ You vote by making a cross in the empty square next to the name and symbol of the party or organisation you support;
- ◆ You can vote for any party on the ballot or you can leave it blank or spoil it. If you vote for more than one or spoil your paper in any other way, your vote will not be counted;
- ◆ Your vote is your secret and no-one will know who you voted for unless you tell them yourself;
- ◆ You can bring someone you trust to help you vote if you are blind, disabled or very old. If you are confused you can ask the officials for help.

STEP 4: Get ready

- ◆ Ask the Presiding Officer to get everyone to their posts and to check that the equipment is in place.
- ◆ Ask the voters to queue outside. Set up the hall or room so that everyone can see what is going on eg. use chairs to make the walls of the voting station.
- ◆ The Presiding Officer must open the ballot box and show it to all voting agents and observers to show that it is empty, then seal the box with string and wax or tape, leaving the slit at the top open where the ballots will be put in.

STEP 5: Doing the voting

- ◆ The voting station will be declared open at the time the law says.
- ◆ Only one person at a time is allowed at each table so that no long queues build up inside. Let one in to the identity table. When that voter moves to the handchecker, let another one in.
- ◆ Voters must leave through the other (exit) door once they have posted their ballots in the ballot box.
- ◆ Close the voting station at the time the law states, but allow everyone who is still in the queue to vote, even if it is after closing time.

STEP 6: The election results

- ◆ The Presiding Officer seals the top of the ballot box and together with the voting agents and observers takes it to the counting centre.
- ◆ The ballot issuer must state the number of ballots given out so this can be compared with the number in the box.
- ◆ At the counting centre, open the box in front of every voting agent and observer.
- ◆ Separate the votes into different parties or organisations, put them in piles of 10, add up the piles and total the votes.
- ◆ The voting agents can check any of the piles at any time they want.
- ◆ The Presiding Officer announces the results outside the counting centre.

PART 4: VOTER EDUCATION WORKSHOPS

HOW TO PREPARE FOR THE VOTER EDUCATION WORKSHOPS

Go through the workshop programme and the manual in detail so that you know all the steps to follow. Divide the inputs and tasks between the trainers available.

These workshops can take place as events on their own or as part of meetings or workshops of organisations. Make sure the workshops are well advertised. You could run these workshops at schools, in community halls or other places where people gather. Make a special effort to involve women voters.

It is best to run the workshops for 2 to 3 hours so that you cover everything. You should hold the workshops for groups of 20 to 200 people, with about 3 to 5 trainers.

Run the workshop in the language of the people that attend.

Equipment needed:

- ◆ Voter education manual
- ◆ Pieces of card or paper to use as ID cards
- ◆ A bucket or bowl with damp tissue to mark hands
- ◆ Voting kits (or make up your own ballot box, polling booth and ballot papers)
- ◆ A box to check hands for mark
- ◆ Pencils or pens
- ◆ Tables and chairs to set up the voting station
- ◆ Get newsprint and kokis or a blackboard if you need it.

VOTER EDUCATION WORKSHOP OUTLINES

This section shows how to run voter education workshops. There are outlines for 1-hour, 2-hour and 3-hour workshops.

You can use these workshops to teach any groups in your community how to vote.

Each workshop covers:

- ◆ The importance of voting
- ◆ The rights of voters
- ◆ A mock voting roleplay (from part 3 of this manual)
- ◆ Questions about voting

It is best to use the 2- or 3-hour workshops to make sure that you cover everything. Use the 1-hour workshop only if you cannot get the group for more time.

Read the rest of this manual to make sure you know all the facts and how to do the mock election roleplay on page 14.

1-HOUR WORKSHOP

1. WELCOME AND INTRODUCTION [5 min]

Welcome the people and explain who you are and the programme. Tell people that the elections are for a Constituent Assembly that will decide the future of the country and that every South African will have the vote.

2. WHY IS IT IMPORTANT TO VOTE? *Brainstorm* [5 min]

Ask the group why they think it is important to vote and let a few people give their views.

3. WHAT MAY STOP YOU FROM VOTING? *Buzz groups* [10 min]

Ask people to speak to the two next to them for a few minutes [buzz groups] and to list all the things that could stop people from voting. After a few minutes, ask each group to report on one point they came up with. Ask people not to repeat points already made.

4. YOUR RIGHTS AS A VOTER *Input* [5 min]

Explain that an Independent Electoral Commission will control the elections and that each voter will have certain rights. Read the rights on page 7 to the group. Link them to the problems that people raised from the buzz groups. Explain where people can come for help if they are intimidated or have other problems about voting.

5. MOCK ELECTION *Roleplay* [35 min]

Do the *mock election roleplay* on page 14. First explain how voting works and show people how to make the cross on a blackboard or big piece of paper. Then let people vote. While the votes are being counted, answer any questions people have.

2-HOUR WORKSHOP

1. WELCOME AND INTRODUCTION [5 min]

Welcome the people and explain who you are and the programme. Tell people that the elections are for a Constituent Assembly that will decide the future of the country and that every South African will have the vote.

2. WHY IS IT IMPORTANT TO VOTE? *Brainstorm* [10 min]

Ask the group why they think it is important to vote and let a few people give their views. Summarise the discussion if necessary. Explain that democracy means that everyone has a say, and that people can change things by using their vote.

3. WHAT MAY STOP YOU FROM VOTING? *Buzz groups* [15 min]

Ask people to speak to the two next to them for five minutes [buzz groups] and to list all the things that could stop people from voting. After a few minutes, ask each group to report on one point they came up with. Ask people not to repeat points already made.

4. HOW ELECTIONS WILL WORK *Input* [15 min]

Use the section on pages 4 to 7 and explain everything in it. (Independent Electoral Commission, Transitional Executive Council, voting for parties instead of candidates, voting stations, ballot, election days, identification and voter cards, voters rights, monitoring.) Allow a few questions. Explain where people can come for help if they are intimidated or have other problems about voting.

5. GETTING IDs *Discussion* [15 min]

Ask what problems people have had getting IDs. Once a few people have come up with problems, go through some of the solutions. Use the section on page 8 if you need more information on how to get an ID.

6. MOCK ELECTION *Roleplay* [45 min]

Do the *mock election roleplay* on page 14. First explain how voting works and show people how to make the cross on a blackboard or big piece of paper. Then let people vote. While the votes are being counted, answer any questions people have.

7. WINNING VOTES [15 min]

Explain again that voters are free to vote for the organisation of their choice. If you are campaigning for a political organisation, try to persuade the voters to vote for your organisation.

3-HOUR WORKSHOP

- 1. WELCOME AND INTRODUCTION** [10 min]
Welcome the people and explain who you are and the programme. Tell people that the elections are for a Constituent Assembly that will decide the future of the country and that every South African will have the vote.
- 2. WHY IS IT IMPORTANT TO VOTE?** *Brainstorm* [10 min]
Ask the group why they think it is important to vote and let a few people give their views. Summarise the discussion if necessary. Explain that democracy means that everyone has a say, and that people can change things by using their vote.
- 3. POLITICAL UPDATE** *Input* [20 min]
Explain negotiations and the Transitional Executive Council (TEC), the Constituent Assembly that will also act as the interim government and the government of national unity that will follow (see pages 2 to 4). People must be clear on what they will be voting for. Speak for about 10 minutes and allow 10 minutes for questions.
- 4. WHAT MAY STOP YOU FROM VOTING?** *Buzz groups* [15 min]
Ask people to speak to the two next to them for five minutes [buzz groups] and to list all the things that could stop people from voting. After a few minutes, ask each group to report on one point they came up with. Ask people not to repeat points already made.
- 5. HOW ELECTIONS WILL WORK** *Input* [15 min]
Use the section on pages 4 to 7 and explain everything in it (Independent Electoral Commission, voting stations, ballot, election days, identification and voter cards, voters rights, monitoring.) Allow a few questions. Explain where people can come for help if they are intimidated or have other problems about voting.
- 6. GETTING IDs** *Discussion* [20 min]
Ask what problems people have had getting IDs. Once a few people have come up with problems, go through some of the solutions. Use the section on page 8 if you need more information on how to get an ID.
- BREAK** [20 min]
- 7. MOCK ELECTION** *Roleplay* [45 min]
Do the *mock election roleplay* on page 14. First explain how voting works and show people how to make the cross on a blackboard or a big piece of paper. Then let people vote. While the votes are being counted, answer any questions people have.
- 8. WINNING VOTES** *Input* [25 min]
Explain again that voters are free to vote for the organisation of their choice. If you are campaigning for a political organisation, try to persuade the voters to vote for your organisation. Answer any questions that they have.

PART 5: ANSWERING TYPICAL QUESTIONS ABOUT ELECTIONS

1. What about people without IDs?

Special voter cards will be issued to people who do not have IDs. You will be able to get a voter card if you have papers to prove that you are 18 and older and a South African. If you have no papers you can bring two witnesses with IDs who know you.

2. What if the information on my ID is wrong?

If any of the information on your ID is wrong, go back to Home Affairs and ask for it to be changed. Do it as soon as possible so that you get it in time to vote. Do this if something really important like your sex or name is wrong.

3. Who will control the elections?

An Independent Electoral Commission will oversee the elections. They will make the rules, investigate complaints and deal with people who break the rules. All the election officials in the voting stations will fall under their control. They will decide whether the elections had been free and fair.

4. When is a vote spoilt?

A ballot paper is spoilt if the voter made more than one mark on the paper, left it blank, wrote their name on it or if it is not clear next to which party's name the mark is made. A spoilt paper is not counted.

5. What kind of marks will be accepted as a vote?

A cross will definitely be accepted so it is the best mark to use. The cross should be in the shape of an X and should be made in the empty square next to the symbol of the party or organisation you support. Any other clear mark will also be accepted.

6. What is the role of the SAP during the elections?

The Independent Electoral Commission will have to decide who will police the elections. We hope that a multi-party peacekeeping force will do the policing at the voting stations and that the SAP will be restricted to dealing with normal crime.

7. When can someone be arrested at a voting station?

The Electoral Act and Electoral Regulations will say exactly when that can happen but it is safe to say that anyone who tries to disrupt the elections or to interfere with somebody's voting rights will be arrested. If people are just confused or drunk or something like that they will probably just be taken away from the voting station and asked to come back another time.

The police will have to avoid unnecessary harassment or arrest of people.

8. What is the role of the independent observers and voting agents?

The independent local and international observers are there to see that the elections are free and fair. Members of the public could complain to them and they can take the complaints to the authorities. Voting agents from the different parties are there to protect the interests of their party and to see that nobody cheats them or their voters.

The Electoral Act and Regulations will say exactly what the rights, duties and powers of all the observers and voting agents are. They will have to register and will be able to stand inside the voting station to observe the voting process as well as the counting to make sure that it is fair.

9. Will there be any postal votes?

There will be no postal votes since they are meant for the kind of elections where you vote for a candidate to represent your area. Then people who live in a specific place but work somewhere else or visit somewhere else could make a postal vote on election day. In proportional representation elections you vote for a party and not an area candidate, so you will be able to vote anywhere in the country and even in other countries. This means that there is no need for postal votes.

10. What about special votes for people who cannot come to the voting station?

There will be a system of special votes at mobile voting stations. This means that election officials will go to someone to take their vote if they are unable to come to the voting station. Good examples of where special votes will be taken are hospitals and prisons. People who are in hospital or prison and cannot get to a voting station should be visited so that they can vote.

11. What happens to people who are in prison?

In South Africa people who are in prison but who have not yet been convicted, that is awaiting trial prisoners, will definitely be allowed to vote. All people who have served their sentences and who have been released will be allowed to vote. People who are in prison serving sentences for crimes that are not very serious will be allowed to vote. People who committed crimes like murder, kidnapping, rape or armed robbery will not be allowed to vote, unless they are political prisoners.

12. When can a voting station be closed down?

A voting station can only be closed down at a time other than an official closing time, if there is violence or conflict that will stop the elections from being free and fair. The Electoral Regulations will say what powers the Presiding Officer has to close down the station and when this may be done. We have to avoid this happening since all the voters nearby will then have to go somewhere else to vote.

13. What happens when people are still in the queue at normal closing time?

If the voting station is meant to close at 9 p.m. and there are still people waiting to vote those people should be allowed to vote. This means that the Presiding Officer must declare the voting station closed but must say everyone who is already in the queue can still vote. No-one new should be allowed to join the queue after the official closing time.

14. Are the police and election officials allowed to vote?

All South Africans are allowed to vote and the police and officials cannot be denied the vote. They would usually vote right at the beginning when the voting station is first opened.

15. What about people who are unable to vote because they are disabled, blind or illiterate?

Illiterate people should be able to vote if we have done our voter education work properly because there will be a symbol and a photograph on the ballot paper. If someone is still not confident they can ask for help from the interpreter who will be one of the officials at the voting station. People who are too disabled to vote or who are blind can bring someone that they trust along to vote for them. If someone should come without anybody to help them the Presiding Officer can assist or get the interpreter to assist. There should always be a system of checking that the person who assists has not cheated the voter, especially if the voter is blind.

16. Will you be able to wear buttons, badges and t-shirts in the voting station?

This will be decided by the Independent Electoral Commission. It is likely that campaigning will not be allowed near the voting station to avoid fighting or conflict in the queues. But it will be difficult to stop people from wearing t-shirts on election day.

17. How can you make sure that nobody steals the voting box when it is moved from the voting station to the counting centre?

Voting agents and independent observers will have to follow the box when it is taken from the voting station. Some of them should be in the same vehicle and others can follow in another. **DO NOT LET THE BOX OUT OF YOUR SIGHT** as ballots can be added to the box or the box can disappear altogether or the box can be swapped with another box full of votes for the opposition.

18. Will people in exile be able to vote?

All South Africans will be able to vote whether they are living in South Africa or another country. The Independent Electoral Commission will decide exactly how this should happen.

19. What if the National Party imports lots of people from other countries like Ghana to come just before elections? There are stories that foreigners are being given citizenship very quickly so that they can vote for the National Party.

There is very little we can do to prevent that kind of cheating unless we can get the evidence to prove it and report it to the Independent Electoral Commission. We will have to be vigilant and keep our eyes open.

20. What about black people who have worked in this country for a long time? Will they be allowed to vote?

During the white referendum white foreigners who have worked here for five years were allowed to take out citizenship and vote. We will have to fight for the same right to be given to black workers from neighbouring countries such as Lesotho, Malawi and Mozambique who have worked here on the mines for years and want to become citizens. Otherwise the system will benefit whites more than blacks.

21. Will you still be able to get a voter card on election day if you get to the voter station without anything?

This must be decided by the Independent Electoral Commission. We hope that there will still be officials who can issue voter cards at the voting station on election day. We do not want anyone to lose the right to vote just because they did not know or were not reached by voter education.

22. Is there a special way that you must fold your ballot paper?

You should fold your ballot paper in two, lengthways so that it is easy to post and so that no-one can see who you voted for. If you fold it in half in the normal way and you mark the paper with a pen it might smudge and make another mark on your ballot paper.

23. What about people who are in the bush for initiation? Will they be allowed to vote?

Special arrangements should be made for people who cannot come out of the bush so that they can be visited in the same way as people who are in hospitals.

USEFUL NAMES AND ADDRESSES

ORGANISATIONS DOING VOTER EDUCATION IN YOUR AREA

NAME	ADDRESS	PHONE NUMBER
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ORGANISATIONS DOING MONITORING IN YOUR AREA

NAME	ADDRESS	PHONE NUMBER
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DIFFICULT WORDS AND THEIR MEANING

WORD	MEANING
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THE CONTACT ADDRESSES OF THE VEETU OFFICES ARE:

If you need more copies of this manual or other voter education material,
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