

# The Selangor and Federal Territory Hainan Association (‘the Association’)

## 2021-2024 General Council Election Guide and Rules

### 1. Election Committee Members

As per Clause 8.4(a) of the Constitution of the Association (‘the Constitution’), the General Council has appointed five (5) members of Election Committee i.e. Mr. Choo Shi Jin (Chairman), Mr. Gilbert Foo Tun Hua, Mr. Gavin Foo Tun Xiang, Mr. Lim Fang Hau, and Mr. Woo Wee Yoong.

### 2. Election Committee’s Role and Responsibilities

- 2.1 Be responsible for hosting and supervising the election of the Association.
- 2.2 Adopt a complete list of members as at 4-9-2021 for election use.
- 2.3 Be fully in charge of election work, and to conduct the election at best endeavour.
- 2.4 Appoint the Secretariat of the Association as the election workers to assist the Election Committee to arrange, implement and complete the election work.
- 2.5 Request the Association to get Security Guards to take care of and ensure the security of the ballot boxes and ballot papers.
- 2.6 In accordance with Clause 8.4(a) of the Constitution, the Election Committee shall attend to all affairs related to election.
- 2.7 As empowered by Clause 8.4(g) of the Constitution, the Election Committee shall have the authority to disqualify election candidates based on the ground of violation of any of the election rules and guidelines, and the decision of the Election Committee shall be final.

### 3. Election and Nomination

- 3.1 According to Clause 8.1(b), forty-two (42) General Council members shall be elected at an Annual General Meeting.
- 3.2 Any interested member who is eligible for election can be nominated via nomination form as required by Election Committee.

- 3.3 Members shall obtain nomination forms from the Secretariat during office hours from 23/11/2021 onwards, or download such forms from [www.hainannet.com.my](http://www.hainannet.com.my).
- 3.4 Pursuant to Clause 8.4(c), duly completed nomination forms must be submitted to the Secretariat of the Association not later than fourteen (14) days before the date of Annual General Meeting. Mailing of the nomination shall not be entertained. The closing date of nomination shall be on 11/12/2021, 5pm sharp.
- 3.5 As required by Clause 8.4(b), each nomination must be proposed by one member and seconded by another member. The candidate must duly sign the nomination form to signify his or her consent for being nominated and attach a recent passport size photo.
- 3.6 The Election Committee shall reserve its right to reject any incomplete nomination form.
- 3.7 Candidates, Proposer and Secunder must be the Association's qualified members as stated in Clause 4.3(e) of the Constitution. A member whose membership is less than three (3) months shall not be entitled to nominate and elect office bearers and they are not eligible for election as office bearers. Members whose membership was approved by General Council on 4-9-2021 or before are qualified members.
- 3.8 Candidate can withdraw himself/herself from the election within three (3) days from the date of nomination by submitting a written declaration to the Secretariat.
- 3.9 Candidate number shall be obtained after the closing of nomination via a ceremony for drawing lots. The candidate number shall be placed in the Nomination Forms accordingly and published on a notice board.
- 3.10 If there are more than 42 candidates, election shall be held via a voting process. The first 42 candidates with the highest number of votes shall be elected as the General Council members. The Election Committee Chairman shall draw lots to decide the elected General Council member if any subsequent candidate(s) share the same number of votes with the 42<sup>nd</sup> candidate.
- 3.11 If the number of candidates is less than 42, then the Election Committee shall announce all of the candidates as General Council members. Any inadequacy shall be decided by General Council.

#### 4. Nomination

- 4.1 The closing date and time of nomination, shall be a date which is not later than fourteen (14) days before the date of the Annual General Meeting in accordance with Clause 8.4(d) of the Constitution.

- 4.2 Duly completed nomination forms shall be submitted to the Secretariat of the Association at 65, Persiaran Endah, Off Jalan Syed Putra, 50460 K.L before 11-12-2021, 5pm. Late submissions shall not be entertained.

## 5. Voting and Ballot Paper

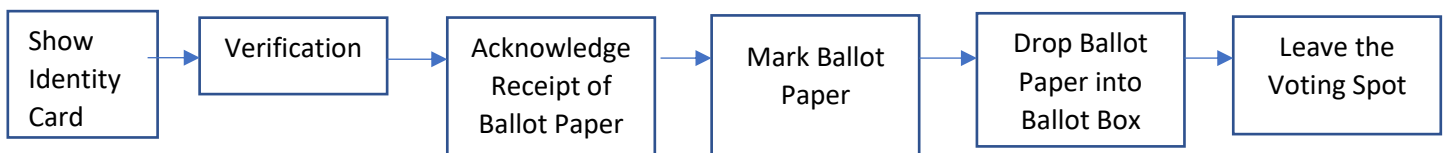
- 5.1 The General Council shall decide the date and duration of election as per Clause 8.4(b) of the Constitution.
- 5.2 The voting spot(s) ('the Polling Station(s)'), dates and time are as stated in the Annual General Meeting cum Election Notice dated 23-11-2021 read together with its Urgent Amendment Notice dated 11-12-2021 ('the Notice'). Please refer to [Appendix 1 to 2](#).
- 5.3 According to Clause 8.4 (e), members shall vote in person by producing their original identity cards to obtain ballot papers and vote on the spot.
- 5.4 Voters who are in the Polling Station(s) at the time of closing shall be allowed to vote provided they reach on time during the close of vote and are entitled to a number given. Otherwise, late comers shall not be entertained.
- 5.5 The General Council shall decide who the ballot paper printing service provider will be. The ballot paper printing service provider shall be required to sign a confidentiality and non-disclosure declaration.
- 5.6 Ballot papers shall be duly stamped with the names of two (2) Election Committee members on the back page before they are issued to the voters.

## 6. Guidelines for Election

- 6.1 Once the nomination is closed, ballot paper printing shall be arranged by the Election Committee. The sample is shown in [Appendix 3](#) herein below (picture is for reference/illustration purpose only).
- 6.2 All ballot papers shall be numbered accordingly.
- 6.3 Each voter shall be required to produce his or her original identity card for identity verification purpose. Ballot paper shall only be issued to eligible voter subject to such verification.
- 6.4 A member whose membership is less than three (3) months shall not be qualified to vote pursuant to Clause 4.3(e).
- 6.5 The verifier shall verify the identity of each voter by matching the original identity card of the voter with the database in the computer system. Facial verification will also be conducted by matching the image shown in the identity card of the voter with the individual before the eyes of the verifier.

If the voter is confirmed to be qualified, the verifier will lock this qualified voter in the computer system and issue him or her the Acknowledgement of Ballot Receipt Slip ('the Slip') for ballot redemption.

- 6.6 The voter shall be given ONE ballot paper upon his or her submission of the Slip at the Ballot Redemption Counter. He or she has to sign on the Slip as an acknowledgement of receipt of the ballot paper. The back page of the ballot paper must be signed or stamped by either the Election Committee member or the Independent Scrutineer who is stationed at the polling station.
- 6.7 If the individual is detected to have registered as a voter at one polling station, he or she shall not be able to vote at other polling station.
- 6.8 Ballot paper shall be deemed spoilt should the voter mark more than 42 crosses on it to indicate his or her choices of candidates.
- 6.9 With regard to the correct way of marking the ballot paper or casting the vote, please refer to [Appendix 4](#) (picture is for reference/illustration purpose only).
- 6.10 Voters shall cast their votes at any one of the 6 polling stations on 25-12-2021 or at Thean Hou Hall on 26-12-2021 at the stipulated time as stated in the Notice.
- 6.11 Voters shall not be allowed to leave the polling station together with the ballot paper or Acknowledgement of Ballot Receipt Slip issued to them.
- 6.12 Voters are required to vote in person and mark the ballot papers themselves. Proxy voting is prohibited.
- 6.13 Each voter is required to vote within the time limit of 15 minutes at the voting booth. The Election Committee shall have the discretion to instruct the security guard or Rela to expel anyone who is deemed to be unfit to vote or behave suspiciously or cause undue delay.
- 6.14 Subject to the circumstances, the Election Committee shall allow handicapped voters or voters with disabilities to vote with help of others under the supervision of the Election Committee.
- 6.15 No change of ballot paper is allowed after its issue.
- 6.16 Voting process:



## 7. Dealing with Ballot Boxes

- 7.1 Before voting starts, the crew member(s) shall open the empty ballot box for the Election Committee member(s) and the Independent Scrutineer to

- check and lock it with padlock(s) immediately after the check-up.
- 7.2 The Keys for the above-mentioned padlock(s) shall be sealed in an envelope. After both the Election Committee member(s) and the Independent Scrutineer sign on the sealed envelope, the Election Committee Member will rubber stamp on it. The sealed envelope shall be kept in a safe box.
  - 7.3 The padlock(s) will also be sealed with tapes on which the Election Committee member(s) and the Independent Scrutineer will sign, followed by a rubber stamp of the Election Committee member.
  - 7.4 After the voting session is closed, under the supervision of the Election Committee Member and the independent scrutineer, the ballot box shall be sealed with tape on which the Election Committee member(s) and the Independent Scrutineer will sign followed by the rubber stamp of the Election Committee member.
  - 7.5 Sealed ballot boxes shall be picked up by the Security Service Provider from respective polling stations and delivered to Thean Hou Temple for storage in a room designated by the Election Committee. The door of the room shall be locked, sealed and guarded. The whole process will be supervised by the Election Committee member(s) and the Independent Scrutineer. Admission shall be strictly prohibited until further instruction given by the Election Committee.
  - 7.6 All ballot boxes shall be unsealed by the Election Committee before the eyes of all members and the Independent Scrutineers who attend the Annual General Meeting.
  - 7.7 One ballot box shall be used for each polling station unless and until the box is full. The Election Committee member(s) shall have the right to increase the number of ballot boxes subject to the circumstances.
  - 7.8 If the said sealed box of the ballot box is broken for whatever reason, the Election Committee shall deem the ballot papers in the ballot box to be null and void.
8. Chief Vote Counting Supervisor (Chief Supervisor), Chief Vote Counting Reader (Chief Reader) and Chief Vote Counting Recorder (Chief Recorder)
    - 8.1 Three members shall be appointed respectively on the spot of the Annual General Meeting as the Chief Supervisor, the Chief Reader and the Chief Recorder in order to assist in vote counting processes. The results of the election shall be handed over to the Election Committee Chairman for announcement.
    - 8.2 There will be 8 groups of tellers ('the Ballot Group') involved in vote counting led by the Chief Supervisor, Chief Reader and Chief Recorder. The number of Ballot Groups may vary either more or less depend on the

availability of manpower.

- 8.3 Each Ballot Group consists of 3 tellers (usually students) who play the respective roles of Vote Counting Supervisor ('the Supervisor'), Vote Counting Reader ('the Reader') and Vote Counting Recorder ('the Recorder') for the given tasks of supervising, reading and recording respectively ('the Given Tasks). The Election Committee or the Independent Scrutineer will observe each Ballot Group.
- 8.4 Before the ballot boxes are unlocked, they will be placed in sequence according to the polling stations, dates and time before the eyes of members during the Annual General Meeting.
- 8.5 After confirming the seal of each ballot box is unbroken, the Election Committee will unlock the first ballot box and take out the votes from it and count them accordingly. The Election Committee will check if the votes tally with the ballot papers issued. The same steps shall be followed when dealing with the subsequent ballot boxes.
- 8.6 The votes in the ballot box cannot be more than the number of ballot papers issued. We will remove the ballot paper with the same serial number and/or not matching the serial number with the polling station. However, it is acceptable if the votes are less than the ballot papers issued.
- 8.7 Once the votes tallying is confirmed by the Election Committee, the votes shall be allocated to the 8 groups of tellers for the Given Tasks.

## 9. Role and Responsibilities of Vote Counting Scrutineer ('the Supervisor')

- 9.1 Supervisor of each Ballot Group shall double check the number of votes allocated by the Chief Supervisor.
- 9.2 If there is any spoilt vote found, the vote shall be confirmed by the Election Committee member(s) and the vote shall be stamped as 'THIS VOTE IS SPOILT' and signed by three parties of that particular group i.e., the Supervisor, the Reader and the Recorder. Please refer to [Appendix 5](#) (picture is for reference/illustration purpose only).
- 9.3 The votes (including spoilt votes, if any) shall be handed over to the Recorder for recording purpose.
- 9.4 Before vote counting starts, the Supervisor is required to ensure that the Recorder has accurately keyed in the Total Ballots and the names of the Ballot Group, the Supervisor, the Reader and the Recorder into the computer system.
- 9.5 The Supervisor has to supervise both the Reader and Recorder and make sure that they have done their tasks correctly.
- 9.6 The Supervisor has to ensure that three parties i.e. the Supervisor, the Reader and the Recorder have duly signed on the Vote/Ballot Counting Report before it is submitted to the Chief Supervisor.

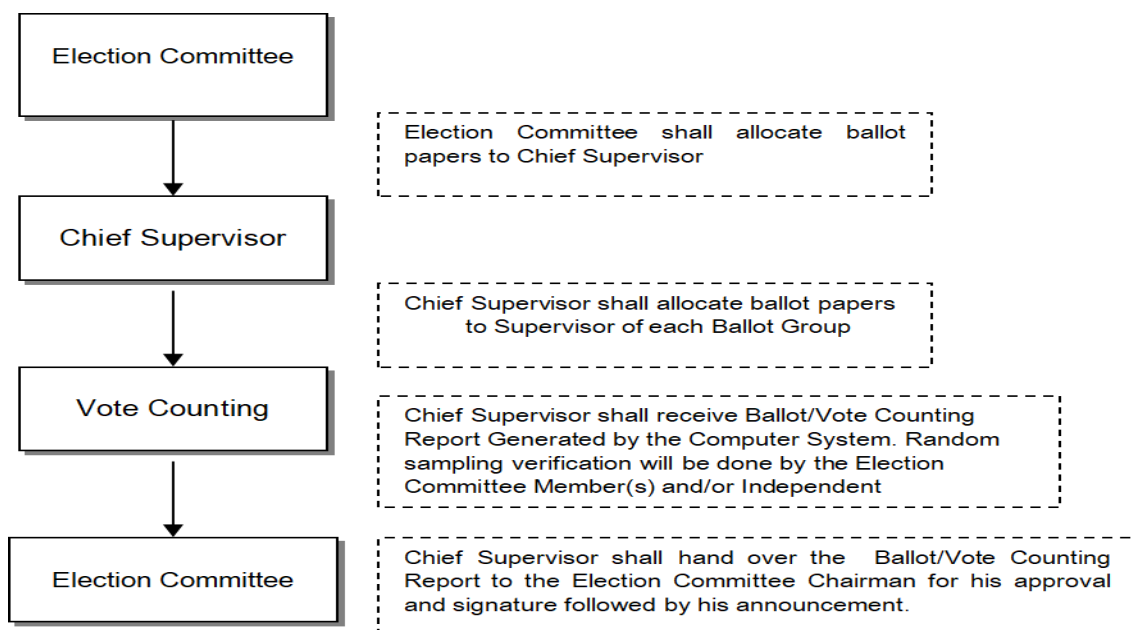
10. Role and Responsibilities of Vote Counting Recorder ('the Recorder')

- 10.1 The Recorder shall fill in the circle at the top-right corner of each ballot paper with the number of Ballot Paper being counted and the Name of the Ballot Group e.g. 23 / A (23 refers to the '23<sup>rd</sup> piece of Ballot Paper', A refers to 'Ballot Group A') .
- 10.2 The Recorder is required to listen carefully the Candidate Number read aloud by the Reader.
- 10.3 The Recorder shall enter the Candidate Number correctly into the computer system after listening to each of the Reader's reading.
- 10.4 The votes and the Ballot/Vote Counting Report shall be submitted to the Supervisor once the Reader has confirmed its accuracy.

11. Role and Responsibilities of Vote Counting Reader ('the Reader')

- 11.1 The Reader shall receive the Ballot Papers from the Recorder.
- 11.2 The Reader shall be required to read out the Candidate Number in sequence according to each ballot paper.
- 11.3 The speed of reading shall be concurrent with the speed of recording.
- 11.4 Once reading of each ballot paper is complete, the Reader must say 'DONE' or '完'. The same steps will be followed for the subsequent ballot paper readings.
- 11.5 If a SPOILT BALLOT is in hand, the Reader shall say 'the X ballot paper is SPOILT!'
- 11.6 The Reader and two other parties i.e., the Supervisor and the Recorder shall sign on the Ballot/Vote Counting Report after the whole counting is complete.

12. Vote Counting Procedure is as follows:



### 13. Guidelines for Candidates

- 13.1 The candidates shall adhere to the Election Guide and Rules.
- 13.2 The candidates shall not set up their booth within the polling stations for their election campaign. They can only set up their booth for such purpose upon approval by the Election Committee.
- 13.3 The expenses of the Candidates' election campaign activities including the setup of booth, the banner, the licensing fee, the cleanliness and etc. shall be borne by the candidates themselves.
- 13.4 Nuisance, assault, provocation and whatsoever are strictly prohibited in the polling stations.
- 13.5 Candidates are not allowed to hire their own Security Guards to guard the ballot boxes.
- 13.6 Bankruptcy search is essential to for verifying the qualification of each candidate. Candidate shall be disqualified due to bankruptcy.
- 13.7 The Election Committee shall have the authority to disqualify any candidates based on the ground of violation of any Election Rules and Guidelines and the decision of the Election Committee shall be final as per Clause 8.4(g) of the Constitution.

### 14. Guidelines for Voters

- 14.1 No speech is allowed while voting.
- 14.2 Phone calls and/or photo/video taking are strictly prohibited in the voting booth.
- 14.3 While voting, no discussion or chit-chat is allowed in the polling station save and except for any clarification with the Election Committee or the Independent Scrutineer, if necessary.
- 14.4 If there is any doubt or query, the voter is required to clarify with the Election Committee or the Independent Scrutineer.
- 14.5 Each eligible voter shall be entitled to one ballot paper only in order to vote once. Repetition of vote casting is strictly prohibited.
- 14.6 Each voter shall be given 15 minutes for voting. The Election Committee shall instruct the Security Guards or Rela to expel any voter who behaves suspiciously or unduly delays the casting of vote. The Election Committee shall have the absolute right to decide if the voter is fit for voting.
- 14.7 The Election Committee shall reserve all rights to take action against anyone who violates the Election Guide and Rules such as verbal warning or expulsion.
- 14.8 Please refer to [Appendix 6-12](#) for the Polling Station Plans (pictures are for reference/illustration purpose only).



## 15. Dealing with Emergency

The Election Committee member(s) at each polling station shall have his or her absolute power to decide the appropriate action taken in any emergency situations such as power outage, computer system breakdown, flood and etc. The decision of the Election Committee is final.

## 16. Amendment, Addition or Deletion

The Election Committee shall reserve all rights to amend, add or delete any clauses in this Election Guide and Rules without prior notice to anyone. Any complaint against this Election Guide and Rules will not be entertained.

## 17. Interpretation

17.1 The Election Committee shall interpret this Election Guide and Rules and, when necessary, determine any point on which the Election Guide and Rules is silent.

17.2 Where there are contrary to, or inconsistent with this Election Guide and Rules, the decision of the Election Committee shall be final.

17.3 The English version shall prevail in case of any discrepancy between the English version and the Chinese version of this Election Guide and Rules.

## 18. Covid 19 Standard of Operating Procedures (SOP)

18.1 Strict compliance to the SOP for the Election shall be required.

18.2 Voters are all required to get their body temperature checked and scan the MySejahtera QR Code.

18.3 Anyone with his/her body temperature of more than 37.5 degree Celsius shall not be admissible to the polling station.

18.4 Only fully vaccinated individuals are allowed to enter into the polling station.

18.5 Wearing a mask is a must for the entire process.

# 雪隆海南会馆

## 2021-2024 理事会选举指南及条规

### 1. 选举委员会成员

理事会援引章程 8.4(a) 委任 5 位非候选人之会员，即朱仕谨（主任）、符敦华、符敦翔、林方浩及吴伟勇，组成选举委员会。

### 2. 选举委员会之职权

- 2.1 负责主持和监督本会选举。
- 2.2 采用一份完整的会员名册（名单截至 4-9-2021）供本届选举使用。
- 2.3 全权负责处理选举事务，尽力进行选举工作。
- 2.4 委任会馆秘书处为工作人员，协助选委会安排、执行及完成选举工作。
- 2.5 要求会馆派出保安人员，负责保管票箱、选票、确保其安全。
- 2.6 根据章程第 8.4 (a)，选举委员会全权处理有关选举之工作。
- 2.7 根据章程第 8.4 (g)，选举委员会有权警告或取消不遵守“选举条规与指南”的候选人资格，选举委员会之决定乃最后之决定。

### 3. 选举及提名

- 3.1 根据本会章程第 8.1 (b)，42 名理事由会员大会中选出。
- 3.2 凡有意参加选举的合格会员，必须采用选举委员会规定的提名表格，提名参选。
- 3.3 会员可从 23-11-2021 开始，星期一至六，上午 9 时至下午 5 时，向秘书处索取提名表格或于本会网站 [www.hainannet.com.my](http://www.hainannet.com.my) 下载。
- 3.4 根据章程第 8.4 (c)，填妥的提名表格必须在会员大会前 14 天，

呈交本会秘书处，谢绝邮寄。提名截止日期 11-12-2021（星期六），下午 5 时正。

- 3.5 根据章程第 8.4 (b)，每张提名表格，必须由一位会员提议和另一位会员附议及签名，并获候选人签名同意，并且附上候选人近期的护照型照片，方为有效。
- 3.6 选举委员会有权拒绝资料不全的提名表格。
- 3.7 候选人、提议人及附议人皆须是本会合格会员。合格会员的定义，请阅章程第 4.3 (e)，即入会不足 3 个月的会员（截至 4-9-2021 理事会通过的会员名单，方为有效），皆不能享有会员大会的发言权、投票权、选举权及被选权。
- 3.8 候选人可在呈交提名表格后的三天内，改变初衷，发出退出参选声明，签署后，呈交秘书处。
- 3.9 候选人在选票中的排名秩序，将在提名截止后，由选举委员会公开抽签候选人的竞选编号，并把候选人提名表格，连同竞选编号，张贴在会馆的布告栏。
- 3.10 如果候选人超过 42 人，将通过投票方式选出。以票数最高之 42 人为理事。倘若排名第 42 名及其后之候选人票数相同，则由选举委员会主任抽签决定之。
- 3.11 如果提名之候选人不足 42 名，则由选委会宣布所有候选人成为理事，不足之数则由理事会处理之。

#### 4. 提名截止

- 4.1 理事会将决定提名截止日期与时间。根据章程 8.4(d)，提名截止日期和时间必须在年度会员大会前 14 天。
- 4.2 提名表格妥后，必须在 11-12-2021，5pm 前，交到本会秘书处（地址：65, Persiaran Endah, Off Jalan Syed Putra, 50460 K. L.），并由秘书处签收，逾时恕不受理。

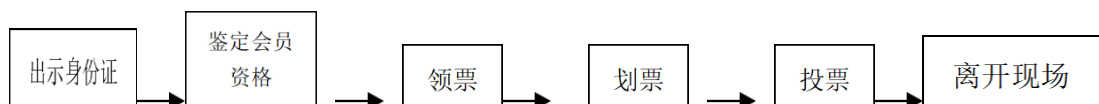
## 5. 投票及发出选票工作

- 5.1 本会理事会根据章程第 8.4 (b) , 定下投票的日期和时间。
- 5.2 投票地点、日期与时间列明在 23-11-2021 的会员大会暨选举通告内, 及与其相关的修改通告志期 11-12-2021 内。请参阅附录 1 及 2。
- 5.3 根据章程第 8.4 (e) , 会员必须凭正本身份证领取选票, 并当场投票。
- 5.4 凡在投票结束时间抵达会场的会员, 皆可投票, 但是他们必须准时在投票结束时候, 准时抵达投票站及获派选举委员会发出的号码。否则, 迟到者一概不受理。
- 5.5 印票的承包商可由理事会决定, 惟该承包商必须签署一份保密声明。
- 5.6 选票发出前, 须经两位选举委员会成员在选票后页盖章, 方为有效。

## 6. 选举须知

- 6.1 提名截止后, 选举委员会即安排印制选票。选票样本, 请阅附录 3 (图片只供参考)。
- 6.2 所有选票将具编号。
- 6.3 投票人须出示身份证, 经证实为合格会员后, 工作人员方可发出选票。
- 6.4 根据章程第 4.3 (e) , 凡入会不足 3 个月的会员将不能享有投票权。
- 6.5 鉴定员须鉴定投票人的身份, 根据他们的正本身份证及电脑系统所显示的资料进行核对。鉴定员也会根据身份证的照片及眼前的投票人进行核对。若投票人被确定资格后, 鉴定员将在电脑系统内锁定此人, 继而向此人发出领票证, 以让他或她领票。

- 6.6 投票人必须向领票处呈上领票证以领取 1 张选票,并于领票证上签署以示签收选票。选票后页,须经当天驻守投票站的选局委员或独立监察员签署或盖章。
- 6.7 如投票人被确认已在其中一个投票站投票,他或她将不能到别个投票站再次投票。
- 6.8 在选票上划叉超过 42 个人选,将作废票论。
- 6.9 有关正确划票或投选的规格,请阅附录 4 (图片只供参考)。
- 6.10 投票人可根据通告在 25-12-2021 到 6 个投票站的任何一个投票站投票,或在 26-12-2021 到天后宫礼堂投票。
- 6.11 所有选票或领票证不得被投票人带离现场范围。
- 6.12 选票必须由投票人自行划叉,不得由他人代表。
- 6.13 投票人被限时在 15 分钟内,于划票处完成投票。选举委员会将有权指示保安或 Rela 驱逐不适宜投票、行为可疑或故意拖延的投票人。
- 6.14 选委会将视情况而决定是否让残障或行动不便的投票者由他人协助,并由选举委员会监督下完成投票。
- 6.15 选票发出之后,不可更换。
- 6.16 投票过程如下:



## 7. 票箱之处理

- 7.1 投票开始前,工作人员将空箱打开,让选举委员会成员及独立监察员检查,即上锁。
- 7.2 上述说锁头之钥匙将被封入信封内,选委员会成员和独立监察员签署将在封口处签署后,再由选局委员盖章。该信封将被存入保险箱保管。
- 7.3 锁头须加封及由选举委员会成员与外部检查员签署盖章。
- 7.4 投票结束后,在选举委员及独立监察员监督下,投票箱将被密封,并由选举委员会成员及外部监察员签署及选委会成员盖章。

- 7.5 密封的票箱由保安人员从投票站运送回天后宫，并安置于选举委员会指定的存放票箱室。房门将被封锁，全程由选局委员会及独立监察员监督进行。任何人皆不得进入票箱存放室，并由保安人员负责看守，直至获得选委会进一步指示。
- 7.6 所有已封口之票箱，须在会员大会上，在众出席会员及独立监察员见证下，由选委会启封。
- 7.7 每个投票站使用一个票箱，直到该票箱已满。选委会有权增加票箱，视情况而定。
- 7.8 任何原因下，若票箱封口被破坏，选举委员会将以废票论处理该票箱。

## 8. 总监票、总唱票及总记票

- 8.1 会员大会上，选出总监票、总唱票及总记票各一名，负责统计票数，监督记票工作之正常进行，将选举总成绩结果提交选委会主任公布。
- 8.2 总监票、总唱票及总记票属下工作人员，分成 8 组或依据情增减组别数量，协助监票、唱票及计票工作。
- 8.3 每组计票工作人员包括 3 人（通常为学生），以协助总监票、总唱票及总计票，进行监票、唱票及计票工作。
- 8.4 开箱前，先将票箱按投票站、投票日期与时间之先后排列。
- 8.5 经选委会检验票箱之封条无误后，先将第一日票箱内的选票倒出，计算总票数是否与当日发出的选票数目相符，以此类推。
- 8.6 票箱内的选票数目，只能比当日发出的票数少，不能比发出的票数多。
- 8.7 若选举委员会证实票数无误后，即将选票分发给 8 组负责记票的工作人员。

## 9. 监票员之职责

- 9.1 必须计算由总监票所分配之选票数目是否正确。
- 9.2 若发现有废票，必须由选委会成员确定，然后才在该废票上盖上“此票作废”之印章。监票员、记票员及唱票员须在印章上共同签署，请阅附录 5（图片只供参考）。

- 9.3 将已检查过之选票包括废票，交记票员作记录。
- 9.4 在未开始计票前，必须确保计票员“组别”、“唱票员”姓名、“记票员”姓名、“监票员”姓名、及选票总数正确的输入电脑。
- 9.5 确保唱票员，记票员所唱及所记录之票，准确无误。
- 9.6 确保“计票报告”皆有监票员、唱票员及记票员共同签署，并负责将此报告交给总监票。

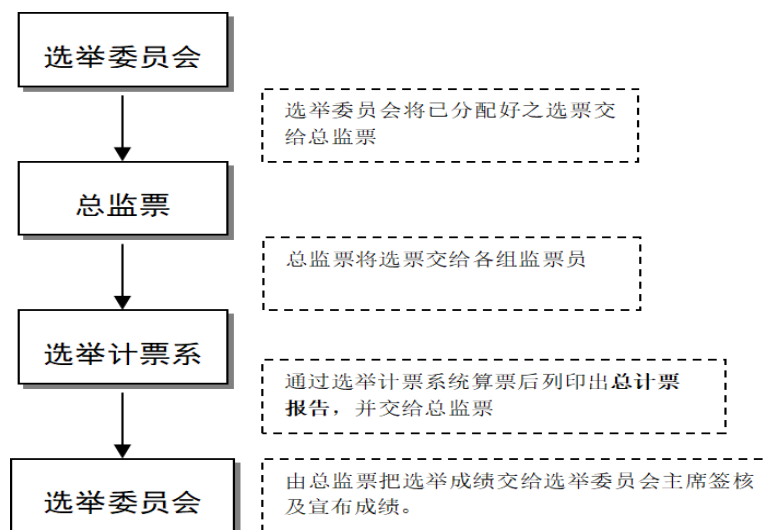
## 10. 记票员之职责

- 10.1 每张选票之右角圆圈内写上：选票序号 / 组别号码。例如：  
23/A (23 代表第 23 张选票，A 代表 A 组)。
- 10.2 注意聆听唱票员朗读候选人编号。
- 10.3 根据电脑程序，正确输入选票。
- 10.4 确保一切无误后，将选票及“计票报告”交监票员。

## 11. 唱票员之职责

- 11.1 根据记票员交予之选票执行任务。
- 11.2 必须按候选人编号，顺序唱票。
- 11.3 唱票速度应以记票速度为依归。
- 11.4 每唱完一张选票后，须报告说“完”，然后才继续唱下一张选票。
- 11.5 若是废票，唱票员必须报告说“第 X 张选票是废票”。
- 11.6 与监票员及记票员在“计票报告”上签署。

## 12. 计票工作流程



### 13. 候选人须知

- 13.1 必须遵守选举委员会所定下的选举条规与指南。
- 13.2 候选人的休息站，不得设在投票站的范围内，只可在选举委员会批准的位置，面积不能超过 300 平方尺。
- 13.3 设立休息站、挂布条、卫生清洁，皆由候选人自理，包括一切相关的官方申请。不可在投票站禁区内无理叫嚣，攻击他人，或对其他候选人作出挑衅。
- 13.4 候选人不得私自聘请保安人员保护票箱。
- 13.5 候选人竞选资格将被鉴定，若是破产人士，即丧失竞选资格。
- 13.6 选举委员会有权警告或取消不遵守选举指南与条规的候选人资格，选举委员会决定乃最后决定。

### 14. 投票人须知

- 14.1 投票时不可高谈论调。
- 14.2 严禁投票人在划票处通电话、拍照或拍摄。
- 14.3 投票时，除了选举委员会之成员，投票人不可与他人交谈或讨论如何投票。
- 14.4 投票时若有任何疑问，投票人只可向选举委员会成员或独立监察员提出。
- 14.5 符合资格的投票者只获一张选票，只能投票一次，不得重复。
- 14.6 投票者拥有 15 分钟的投票时间。超时不离场或犹豫不决或行为怪异的投票人，选举委员会将有权决定其状况是否适合投票，或通知保安或 Rela 将之驱逐。
- 14.7 选举委员会有权警告或驱逐违反选举条规与指南的投票人，选举委员会之决定乃最后决定。
- 14.8 投票场地图请阅附录 6-12（图片只供参考）。

### 15. 紧急事故处理

选举委员会有权决定采取任何适当的应对方案以应付突发事故，例如：停电、电脑系统故障、淹水等。选举委员会之决定乃最后决定。

### 16. 修改或增删

选举委员会保有修改或增删选举指南及标准作业程序程序之权利，而无需事前通知，任何人不得有异议。



## 17. 选举指南的诠释

- 17.1 选举委员会可针对选举指南内的条规作出诠释，必要时，也可对指南中未列明之事项作出决定。
- 17.2 此指南若有任何争议及质疑，皆以选举委员会作出的决定，为最终决定。
- 17.3 此指南、条规及标准作业程序如有任何争论及质疑，皆以英文本为准。

## 18. 新冠肺炎标准作业程序

- 18.1 必须严格遵守新冠肺炎标准作业程序。
- 18.2 投票者须接受体温检查及扫描 MySejahtera 二维码。
- 18.3 体温超过摄氏 37.5 将不能进入投票站。
- 18.4 完成两支接种疫苗者方可进入投票站。
- 18.5 全程佩戴口罩。

Appendix 1 AGM cum Election Notice

附录 1 会员大会暨选举通告

Appendix 2 Urgent Amendment Notice

附录 2 紧急修正通告

Appendix 3 Sample of Ballot Paper (picture is for reference or illustration only)

附录 3 选票样本 (图片只供参考)

Appendix 4 划票方式

附录 4 Mode of Marking Ballot Paper

Appendix 5 This Vote is Spoilt Rubber Stamp (picture is for reference or illustration only)

附录 5 “此票作废”盖印 (图片只供参考)

Appendix 6 Thean Hou Hall Polling Station (25-12-2021)

附录 6 天后宫礼堂投票站 (25-12-2021)

Appendix 7 Thean Hou Hall Polling Station (26-12-2021)

附录 7 天后宫礼堂投票站 (26-12-2021)

Appendix 8 Jinjang Polling Station (25-12-2021)

附录 8 增江投票站 (25-12-2021)

Appendix 9 Cheras Polling Station (25-12-2021)

附录 9 蕉赖投票站 (25-12-2021)

Appendix 10 Klang Polling Station (25-12-2021)

附录 10 巴生投票站 (25-12-2021)

Appendix 11 Sasaran Polling Station (25-12-2021)

附录 11 沙沙然投票站 (25-12-2021)

Appendix 12 Sekinchan Polling Station (25-12-2021)

附录 12 适耕庄投票站 (25-12-2021)