

ELECTION DAY PROCEDURES



Municipal Elections 2014

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Chapter I. Opening of a polling station, procedures to be carried out prior polling

Opening of a polling station

Polling station shall be open at 7:00 in the morning

Attention!

If by this time the numbers of the PEC members are less than seven, the DEC shall be immediately informed about this, which makes a relevant decision.

The PEC members shall wear special uniforms designated for them during the polling. Failure to comply with this requirement shall be reviewed by a higher election commission, as a disciplinary offense, and shall be the basis for imposing disciplinary sanctions.



People entitled to stay at polling place

The following individuals are authorized to remain at the polling place: (*Election Code of Georgia - article 8.16; article 39.3,6; article 42.5; article 44.5*):

- ▶ Members of precinct election commission;
- ▶ Members/representatives of upper election commissions;
- ▶ Representatives of election subjects (no more than one representative of one and the same election subject);
- ▶ Observers of registered domestic observer organization (no more than one observer of one and the same domestic observer organization);

- ▶ Observers of registered international organization (no more than one observer of one and the same international organization, (could be accompanied by an interpreter);
- ▶ Accredited representatives of media (no more than 3 representatives of one Media Company).

Attention!

Everyone authorized to stay at the polling place shall carry a badge (certificate) indicating his/her identity and title (*Election Code of Georgia - article 8.17*).

Rights of observers, representatives of election subjects and representatives of media

(Election Code of Georgia- article 41)

Observer, representative of election subject **shall have a right to:**

- ▶ be present at the polling place at any time during polling day, unrestrictedly move within the precinct territory and observe all stages of the polling process from any point of the precinct in a free and unhindered manner;
- ▶ replace another registered representative of the nominating organization at any time on the polling day. (in case of availability of such a representative);

An observer, representative of election subject, representative of media shall not be entitled to:

- ▶ interfere with the functions and activities of the election commission;
- ▶ exert an undue influence upon the free expression of will of voters;
- ▶ agitate in favor or against an electoral subject;
- ▶ wear symbols or signs of any election subject;

The procedures to be carried out from opening polling station up to the start of the polling

From time of opening of the polling station up to the start of polling relevant procedures shall be carried out in the following sequence: (*Election Code of Georgia - article 61-62*):

- I immediately after opening of the polling station the polling day logbook shall be opened (*Election Code of Georgia - article 61.2.a*).

The logbook shall be delegated to the secretary of the commission, responsible with the commission chairperson for recording in the logbook every election procedure of the polling day and indicating the time of its implementation. (*Election Code of Georgia - article 62.3*).



The secretary shall record in polling day logbook, names and surnames of all commissioners present at polling building (indicating their nominators) and data of all individuals entitled to stay in the polling place (name, surname, nominating organization or election subject) and certify with the signature.

- II The PEC chairperson shall inspect the integrity of the sealed package, which contains the special stamp of the PEC, open and put a special carve on the seal, the sample of which shall be recorded in the polling day logbook (*Election Code of Georgia - article 61.2.b*).

- III The PEC chairperson shall conduct casting of lots for distribution of functions between the members of commission. The functions to be distributed among the PEC members are as following:

- ▶ member of the commission responsible for regulating a flow of voters;
- ▶ member of commission the registrar of voters (at least one member per 300 voters);
- ▶ member of commission the supervisor of ballot box and special envelopes;
- ▶ 2 members of commission for taking mobile ballot box (if necessary).

Attention!

The chairperson/deputy chairperson/secretary of commission shall not participate in casting of lots.

The PEC chairperson shall compare number of the commissioners with the number of functions to be distributed, prior casting of lots.

If in the course of casting of lots number of present commissioners is less than the functions to be distributed:

- ▶ **by one member**, the number of registrar members shall be reduced;
- ▶ **by two members**, deputy chairperson of the commission performs the functions of the commission member responsible for regulating the voter flow;
- ▶ **by three members**, chairperson of the commission performs the functions of the member of commission - the supervisor of ballot boxes and special envelope.

First of all, the chairperson of the commission identifies by casting lots 2 members of the commission from the members of the commission appointed by parties to accompany the mobile ballot box (if necessary).

Attention!

The persons identified by casting of lots shall not be members of the election commission nominated by one election subject (one election subject means bloc “Bidzina Ivanishvili – Georgian Dream” and the parties in its composition: Georgian Dream – Democratic Georgia, Conservative Party, p/u Industry Saves Georgia, p/u National Forum, Our Georgia – Free Democrats) (*Election Code of Georgia - article 61.2.d*).

Chairperson of Precinct Election Commission shall:

- ▶ Prepare the papers of one and the same form and type in accordance with the number of the members appointed by the parties;

- ▶ Write on 2 papers with one and the same pen – “accompanying mobile ballot box”;
- ▶ Certify the papers of casting of lots with special stamp;
- ▶ File the papers for casting of lots the way to make impossible reading the text and place on the table.

The members of the commission participating in casting lots shall pick up the paper one by one.

Attention!

Just the members appointed by the parties in composition of bloc shall participate in casting lots, and this function is automatically assigned to the member appointed by “United National Movement” (in case of consent).



The PEC secretary shall make a note on the in the polling day logbook on the results of casting lots (the commissioners certify with signature the assignment of functions).

After identifying two members to accompany mobile ballot box, the PEC chairperson shall conduct another casting lots to assign other functions to the commission members.

The PEC chairperson shall:

- ▶ Prepare the papers of one and the same form and type according to the number of the members of commission;
- ▶ Write on the papers with one and the same pen name of the function – “flow regulator”, “registrar”, “supervisor of ballot box and special envelopes”;
- ▶ Certify the papers for casting lots with special stamp of the commission;
- ▶ File the papers for casting lots the way make impossible to read the text and place on the table;

The members of the commission participating in casting lots shall pick up the paper one by one.

The PEC secretary shall make a note in the polling day logbook on the results of casting lots (the commissioners certify with signature the assignment of functions). Temporary delegation of functions defined through casting lots

of a commission member to another member of the commission shall be undertaken by the authorization of the commission chairperson, which shall be noted by the commission secretary in the polling day logbook and the commissioner endorses delegation of the function with signature (*Election Code - 61.2.g*).

The issue of remuneration of a PEC member having appeared the commission after the conclusion of casting lots shall be decided by the DEC, while the issue of assigning functions to this person shall be handled by the chairperson of the PEC (*Election Code of Georgia - article 61.4*).

- IV** Chairperson of the commission selects by casting lots no more than 2 representatives from the election subjects present at the polling station, who shall observe the process of registration of complaints (*Election Code of Georgia - article 61.5*).

Attention!

The representatives of election subject, appointed the commissioner elected as a secretary of commission shall not participate in casting lots (*Election Code of Georgia - article 61.5*).

- V** The PEC chairperson shall announce the number of voters according to the lists of voters and the number of special voters (*Election Code of Georgia - article 61.6.a-b*).
- VI** The PEC chairperson shall check and seal the main and mobile ballot boxes with a seal that has a unique number (*Election Code of Georgia - article 61.6.c*).
- VII** The PEC chairperson shall transfer materials to the members of commission.



The PEC chairperson shall transfer to registrar commissioners the following:

- ▶ General list of voters divided by alphabet; she/he he also shall transfer to one registrar special list of voters (if available);

- ▶ Set of ballot papers for proportional/majoritarian elections and of mayor/governor – one for each;
- ▶ Registrars stamps (the numbers of stamps shall be indicated in the polling day logbook).
- ▶ Ink mark



Attention!

The PEC chairperson shall post next to each registration table the alphabet sequence of the voters' surnames, in accordance with the lists placed on the tables.



The PEC chairperson transfers to the commission responsible for regulating the flow of voters, ultra violet flashlight for verification of inking.

The chairperson of precinct election commission shall transfer main ballot box and special envelopes to the commissioner responsible for supervision of ballot box and special envelopes.



The control sheet shall be filled

(Election Code of Georgia - article 61.10).

The chairperson and secretary of commission shall fill control sheets before the polling starts (except for the data of first voter). The control sheet shall be signed by all commissioners present.

Attention!

The control sheet shall be filled immediately after the transfer of materials to the commissioners, before polling starts (don't wait for first voter).

Upon entering the polling place first voter shall be registered and get ballot papers. The secretary of commission enters his/her data in control sheet, to be signed by the voter. Exact time of inserting the sheets into ballot box shall

be indicated on control sheet. The PEC chairperson inserts one copy of control sheet in main ballot box and second – in mobile ballot box (if available), and keeps the third copy in purpose to compare with the control sheets available in ballot boxes.

The control sheet data shall be entered in the polling day logbook.

Attention!

Upon the registration of first voter, the PEC chairperson shall notify the commission about sealing the ballot box and inserting control sheet/s into box/boxes.

Chapter II. Polling process

Conduct of Polling

(Election Code - article 60; article 64; article 65)

Polling shall be conducted on the polling day (15 June) from 8:00 to 20:00.

Voting procedure is being conducted under the following rule and sequence

I Upon entering the polling place, a voter shall go through the inking verification procedure.

Commission member responsible for regulating the voter flow shall:

- ▶ Regulate the flow of voters entered polling place;
- ▶ Request the voter to submit ID card or passport of the citizen of Georgia;



- ▶ Verify with ultra violet flashlight whether the voter is inked;
- ▶ Observe how many voters are standing near registration table designated for voters; if more than two voters are standing at the registration desk, the commissioner temporarily delays entry of the next voter to polling place;
- ▶ Point the voter to the registration desk corresponding to the first letter of his/her last name in the list of voters.

Attention!

If the inking verification procedure detects that the voter is inked he/she shall not be given the right to cast a ballot, and his/her name will be recorded in polling day logbook.

II

The voter shall be registered by the registrar of voters.

The registrar shall:

- ▶ Request the voter to submit ID card of passport of citizen of Georgia (in case of IDP from occupied territory of Georgia – IDP card together with ID card or passport of the citizen of Georgia);

Attention!

If the data on a voter are not found in general list of voters:

- ▶ **In case of availability of electronic lists at election precinct, the person responsible for data verification shall find the voter in e-lists and provide the information about the precinct in which she/he is registered;**
 - ▶ **In case of non-availability of electronic lists at election precinct, the person responsible for data verification shall get in touch with the DEC or the CEC helpline in order to obtain information concerning the voter.**
- ▶ Verify compliance of the voter's registration data included in submitted document/s with the data in the list of voters;
 - ▶ Verify compliance of the photos available in submitted documents, the list of voters and face of the voter;

Attention!

If verification of voter's data reveals that voter's registration data entered in submitted document/s (except for the photo) are in compliance with the data available in the list of voters, but the registrar considers that the photo in submitted document/s or in the list of voters does not comply with the voter's face, she/he applies to the PEC chairperson, who upon implementation of respective procedures defined below shall allow the voter to cast the vote.

If the PEC chairperson confirms mentioned discrepancy the PEC secretary makes note, in the polling day logbook on the page designated for this, in which indicates the fact of discrepancy, voter's name, surname and his/her sequential number in the list of voters. This note shall be endorsed by the signatures of the PEC chairperson and secretary.

If the PEC chairperson does not confirm mentioned discrepancy, the registrar of voters is entitled to note his/her special opinion in the polling day logbook, on the page designated for this.

In the cases mentioned above, the PEC secretary shall attach to the polling day logbook the copy of document submitted by the voter, which shall endorse with signature (*Election Code of Georgia - article 65.2.b; article 65.2'*).

- ▶ In case of verification of the voter's data in the list of voters, provides inking (Inking shall not apply prisons/penitentiary institution, hospitals and other inpatient medical establishments);

Attention!

In case of refusal to inking procedure, the voter shall not be eligible to cast the vote and ballot paper shall not be issued to him/her.

- ▶ Sign in respective box of general list of voters, and then the voter shall endorse the receipt of a ballot papers with a signature in the list of voters;
- ▶ While issuing sign ballot papers on back page and endorse with the registrar's stamp.

Attention!

In case of transfer of the functions of voters' registrar, the registrar shall count the numbers of voters' signatures in the lists of voters and the ballot papers issued by him/her (including spoiled ballot papers) and notify the chairperson of commission about the results; in case of inequality of the data she/he shall write explanation, which will be attached to the summary protocol/s of polling results.

III

The voter shall go to polling booth and fill ballot paper. No other person shall attend filling of ballot paper.



Attention!

- ▶ If the voter is unable to fill out the ballot paper independently shall be entitled to ask any person for help in the secret polling booth except for the member of election commission, representative of election subject and observer (*Election Code of Georgia - article 65.3*).
- ▶ If a voter or a member of the PEC spoils a ballot paper or a special envelope, he/she should inform the chairperson of the PEC on this; the chairperson shall entrust the registrar to provide new ballot paper to the voter. The spoiled ballot paper/special envelope shall be cut a corner in the presence of the voter, inscribed "spoiled", signed by the chairperson of the PEC and stored separately (*Election Code of Georgia - article 65.4*).

IV

The voter goes to the desk standing separately with the advice of the supervisor of ballot box and special envelopes; he/she independently takes a special envelope and puts the ballot paper(s) in it.

As soon as the commissioner **responsible for supervision of ballot box and special envelopes** makes sure that the voter has just one envelope in hand, opens the section for inserting envelopes and indicates the voter to place envelope in the ballot box.

V

The voter inserts special envelope into the ballot box.



Attention!

- ▶ **No more than one voter at a time shall be allowed to be at the ballot box**
- ▶ **An observer, representative of election subject is eligible to observe the process of inserting special envelopes into the ballot box.**

VI Upon inserting special envelope into the ballot box the voter leaves election precinct.

Voting procedure for the voter having the status “due to physical condition”

The voter which is not able to conduct election procedures (inking, signing while receiving the ballot papers, inserting the ballot papers into the ballot box) independently, due to physical condition in particular lack of upper limbs, shall participate in the elections taking into consideration following procedures:

- ▶ The voter shall not go through inking verification and inking procedures;
- ▶ While transferring the ballot paper to the voter the registrar makes note “physical condition” in the box for “the voter’s signature” of general list of voters, and endorses with signature;
- ▶ The voter is entitled to ask any person for help, except for the member of commission, candidate, representative of election subject and observer;
- ▶ The person selected by mentioned voter which will help him/her to fill the ballot paper, instead of the voter in his/her presence shall put ballot papers in special envelope and insert into the ballot box

Keeping order at the polling place on the polling day

(Election Code - Article59)

Chairperson of a precinct election commission shall be responsible for keeping order at the polling place on the polling day. Fulfillment of decisions made by the PEC chairperson on keeping order at the polling place shall be

mandatory for members of the election commission, all persons and voters authorized to be present at the polling place.

In cases of hindering the operations of the commission and violation of order, the PEC shall be authorized to make a decision on removing a violator from the building in which the commission is located; relevant act is issued and signed by the chairperson and members of the commission on this matter.



Attention!

- ▶ **Armed individuals shall be prohibited to enter the polling premises.**
- ▶ **In case if in polling place or adjacent area there is any threat to polling procedure or safe movement of election documentation, policemen might be called and stay at polling place or adjacent territory, with the request of the PEC chairperson.**

Temporary termination of polling process

If any condition hinders to the polling process, the chairperson shall notify the DEC immediately on this matter and wait for respective instructions.

Recording the voters participating in the elections

(Eleciton Code - article 65.6)

It is recommended that the registrars of the voters recount numbers of voters' signatures and number of ballot papers issued by them without impeding the polling process at 10:00, 12:00, 15:00 and 17:00 (including the number of spoiled ballot papers transferred to the chairperson).

Attention!

If the difference is revealed between the data, the voters' registrar shall immediately write explanation, which shall be attached to the summary protocols of polling results.

The PEC secretary records the number of the signatures of the voters participating in the polling, according to the condition of 12:00 and 17:00 in public display protocols of polling results and polling day logbook and notifies the DEC.

Mobile voting

Mobile voting procedure shall start at 9:00 and end at 19:00. The section for inserting the ballot of the ballot box shall be sealed immediately upon the end of polling. The mobile ballot box shall be returned to the polling station no later than 20:00 (*Election Code of Georgia - article 66.1*).



The persons eligible to stay at the polling place are entitled to observe mobile voting procedure on their own will. If a vehicle is used during mobile voting, the PEC shall assign space in the car for two observers selected through casting lots among persons authorized to be present at the polling place (*Election Code of Georgia - article 66.5*).

The PEC chairperson provides the members of election commission accompanying the mobile ballot box with (*Election Code of Georgia - article 66.3*):

- ▶ Sealed mobile box, in which control sheet is placed;
- ▶ The list of mobile box;
- ▶ Special envelopes;
- ▶ Necessary amount of ballot papers signed and sealed with a special stamp by the registrar of voters.

The PEC secretary records above mentioned data in the polling day logbook.

Attention!

Inking shall not apply mobile voters (*Election Code of Georgia - article 64.5*).

In case of mobile voting by a person with physical disability the commissioner accompanying the mobile ballot box, shall make record in the box for “voter’s signature” “physical condition” and endorse with signature.

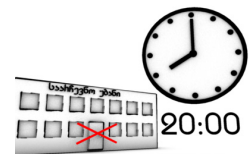
The person selected by mentioned voter (except for the member of commission, candidate, representative of election subject and observer) shall instead of him/her, in his/her presence fill ballot papers, place in special envelope and insert into mobile box (*The CEC Decree №20/2012 of 21 June 2012*).

The commissioners accompanying the mobile ballot box upon coming back to the polling place shall transfer to the secretary of commission unused ballot papers and special envelopes. The secretary of commission shall cut the corner of such ballot papers write on them spoil and store separately upon being signed by the chairperson of commission.

Chapter III. Closing polling place, summarizing polling results

Closing polling place

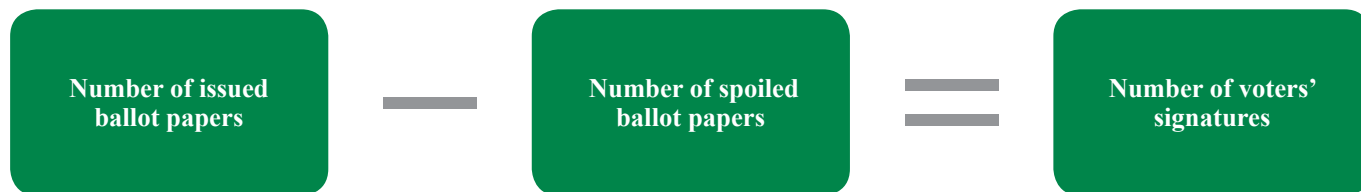
The polling place shall be closed at 20:00. Voters standing in the line by that time shall have a right to cast their votes. For this purpose one of the election commission members, tasked by the PEC chairperson, shall register the names and last names of voters waiting in the line and inform the PEC chairperson about their number, while the commission secretary records the quantity of voters standing in the line in the book of records. As soon as the last voter casts the vote, the polling is announced as completed and the precinct election commission seals the section for inserting the ballot paper (*Election Code of Georgia - article 65.8*).



The PEC chairperson shall ensure that everybody except for those entitled to stay at polling place, leaves the election precinct. The PEC secretary shall record in the polling day logbook the names of persons entitled to stay at polling place while counting the votes.

Arranging election precincts for Counting of votes

Upon completion of polling, the PEC chairperson comes to each registrar of voters, who count the following with the instructions of the chairperson (taking into consideration data indicated the explanations written by the registrars prior the completion of polling (if available):



Attention!

- ▶ **If there is no equality the registrar of voters shall recount and verify the numbers. If there is still no equality the registrar of voters shall write an explanatory note (indicating the reason), and attach it to summary protocols.**
- ▶ **The data provided in the explanations (if available) of the registrar of voters shall be envisaged while developing summary protocols.**

After verifying above mentioned data the registrars shall count gender data of the voters participated in polling, in all types of the lists. The chairperson transfers the data to the DEC.

After completion of polling the chairperson of the PEC shall select no less than four counting officers by casting lots, while the observers shall select no more than two supervisors from their membership base on mutual consent if observers fail to agree, the chairperson of the PEC shall identify two supervisors from them by casting lots (*Election Code of Georgia - article 67.1*).

Casting lots for identifying counting officers undergoes in compliance with the following rule:

The PEC chairperson shall:

- ▶ prepare the papers of one and the same type in accordance with the number of the commissioners;
- ▶ Write with the same pen on the papers the titles of functions – “first counting officer”, “second counting officer”, “third counting officer”, “fourth counting officer”;
- ▶ Endorse the papers of casting lots with special stamp of commission;
- ▶ Files the papers for casting lots the way to make impossible reading of the text and places them on the table.



The commissioners participating in casting of lots shall take the papers one by one. The PEC secretary shall make a note in the polling day logbook on the results of assigning functions by casting lots (the commissioners endorse with signature assignment of the function) (*Election Code of Georgia - article 61.2.f*).

The chairperson of commission shall select, by casting lots from the representatives present at the polling station, no more than two representatives, who shall participate in the process of counting valid or/and invalid ballot papers (*Election Code of Georgia - article 67.2*).

Attention!

The representative selected by casting lots and a counting officer (commission member) shall not be persons nominated by the same election subject (*Election Code of Georgia - article 67.2*).

The chairperson of commission and counting officers arrange polling station for counting of votes:

- ▶ Counting officers take places on one side of table;
- ▶ The chairperson of commission takes place the way to be able to see counting officers;

- ▶ The secretary of commission takes place next to the chairperson of commission and makes records in polling day logbook;
- ▶ Other persons entitled to stay at polling place shall take place in two meters distance from the table (counting officers) (*Election Code of Georgia - article 68.3*).

The chairperson of commission shall bring to the table of counting officers:

- ▶ General list of voters, special list of voters, mobile ballot box list;
- ▶ Unused ballot papers;
- ▶ Spoiled ballot papers;
- ▶ Main and mobile ballot boxes;
- ▶ Control sheet kept for comparison;
- ▶ calculator



The procedures to be conducted before opening the ballot box

Counting officers sequentially count total number of the voters participating in polling

(*Election Code of Georgia - article 67.3*):

- ▶ According to general list of voters;
- ▶ According to special list of voters;
- ▶ According to mobile box list.

The PEC secretary records immediately the results into polling results public display protocols and polling day logbook.

The secretary of precinct election commission shall cut the corner of unused ballot papers; bundle in separate packages unused and spoiled ballot papers (*Election Code of Georgia - article 67.4*).

Sealing lists of voters, spoiled and unused ballot papers

(*Election Code of Georgia - article 67.3; 67.4–5¹*)

The secretary of commission seals separately:

- ▶ General list of voters;
- ▶ Special list of voters;
- ▶ Mobile box list.

Counting officers seal separately:

- ▶ Unused ballot papers;
- ▶ Spoiled ballot papers.

Counting officers indicate on each package name and number of election precinct, type of election documentation. The package is signed by counting officers and chairperson of commission.

Upon completion of mentioned procedures the secretary of precinct election commission records the number of cases concerning incompilance of the **voter's face and the photos in submitted document/s and list of voters**, as well as number of the documents attached to polling day logbook (enters the data into logbook).

The secretary of precinct election commission shall seal mentioned documents; indicate the name and number of election precinct, type of documents and sign.



Opening mobile box

(Eleciton Code of Georgia - article 68.1,2,4)

The PEC shall first open the mobile ballot box. The chairperson of the PEC shall check the integrity of the seal on the ballot box in the presence of PEC members and persons authorized to be present in the voting building.



Attention!

If the seal is damaged, but the PEC considers that this fact has not violated the requirements of the Law, the procedures of summarizing results shall be resumed under the PEC ordinance (the DEC shall be notified on this matter). Otherwise, the ballot box shall be sealed and the PEC ordinance and the sealed ballot box shall be immediately transmitted to the upper DEC.

Counting officers shall take special envelopes from the mobile ballot box and place them on the desk and then:

- ▶ check whether there is a control sheet in the mobile ballot box;
- ▶ compare control sheet in mobile box with the control sheet kept for comparison with the PEC;
- ▶ In case a difference was not identified the chairperson, points to return special envelopes to mobile box temporarily.



Attention!

If there was an absence of a control sheet in the mobile ballot box, all special envelops and ballot papers shall be bundled in one package and labeled “invalid” and transferred to the upper DEC after the conclusion of the procedures of polling and counting of votes at the polling station.

Opening main ballot box

(Election Code of Georgia - article 68.1,2,5)

The chairperson of the PEC shall check the integrity of the seal on the ballot box in the presence of PEC members and persons authorized to be present in the voting building

Attention!

If the seal of ballot box is damaged, but the PEC considers that this fact has not violated the requirements of the Law, the procedures of summarizing results shall be resumed under the PEC ordinance (the DEC shall be notified on this matter). Otherwise, the ballot box shall be sealed and the PEC ordinance and the sealed ballot box shall be immediately transmitted to the upper DEC.

Counting officers shall:

- ▶ Take special envelopes and ballot papers from main ballot box and place on the desk;
- ▶ Check whether there is a control sheet in the main ballot box and compare it with the control sheet kept for comparison with the PEC;

Attention!

In case a difference was identified between the two control sheets, or there was an absence of a control sheet in the main ballot box, all special envelopes and ballot papers shall be bundled in one package, respective protocol shall be drawn up and immediately transferred to election commission.

Counting of votes:

Counting officers take place at one side of the desk. Two supervisors identified among observers and two representatives of election subjects identified by casting lots shall stand next to them.

Sorting ballot papers

(Election Code- article 69)

First counting officer shall:

- ▶ take the ballot paper out of the special envelopes;
- ▶ verify authenticity of ballot papers;
- ▶ announce to whom the vote was cast;
- ▶ transfer the ballot papers of one type to the second counting officer, the second type of ballot papers to the third counting officer and the third type of ballot papers to the fourth counting officer;
- ▶ special envelopes shall be placed separately

Counting officers shall sort the ballot papers separately:

- ▶ votes given to each election subject;
- ▶ ballot papers deemed invalid;
- ▶ Unidentified ballot papers.

A default ballot paper shall be deemed invalid only in the following cases:

- ▶ the special envelope is not in an approved form;
- ▶ more than one ballot papers of one and the same type were in special envelope;
- ▶ the ballot paper in the ballot box was without a special envelope;
- ▶ the ballot paper is not endorsed with the signature of a registrar and a special stamp;
- ▶ it is impossible to determine for which election subject a voter cast a vote;

- ▶ the ballot paper was assigned to another polling station

(Such ballot papers are bundled in separate package, their number is not indicated in summary protocol/s of polling results and is recorded only in polling day logbook).

After completion of sorting ballot papers the commission views and makes decision with polling on ballot paper of suspicious authenticity.

The chairperson of commission shall put ballot paper considered as valid into the package of valid ballots (according to the election subject voted for), and ballot paper considered as invalid – into the package of invalid ballot papers.



Counting of ballot papers

After sorting ballot papers the chairperson of commission indicates counting officers to count:

- ▶ Ballot papers considered as invalid;
- ▶ Votes given to each election subject.



Attention!

Every 10 ballot papers belonging to election subject shall be bound with a metal clip and each package, both complete and incomplete, shall have inscribed the number of ballot papers in a package.

The chairperson of commission announces number of votes given to each election subject. The secretary of commission together the chairperson in purpose of verification of accuracy of data checks the following:



If **total number of the votes** given to **election subjects** and invalid ballot papers is more than number of voters' signatures, the chairperson of commission indicates counting officers to recount the data, and after that the secretary of commission records the results in polling day logbook and public display protocol/s of polling results.

Sealing ballot papers

(Election Code of Georgia - article 69.6,9)

After counting the ballot papers, the chairperson shall indicate counting officers to seal in separate packages:

- ▶ Invalid ballots (labeled “invalid”)
- ▶ Package of ballot papers belonging to election precinct.



Attention!

The bundles of ballot papers shall have inscribed the title and number of the election precinct, information about the election subject(s) (title, first and last name), the number of votes received by the election subject(s), and the number of ballot papers in the bundle.

On each package counting officers write the title and number of the election district and election precinct, type and number of ballot papers. Counting officers and chairperson of the commission sign across the sealing line of the envelope.

Drawing up of summary protocol of polling results

Election Code of Georgia - article 71)

The secretary of PEC in agreement with the PEC chairperson shall draw up summary protocol of polling results and register it in the registration book.

All members of commission shall sign summary protocols. If the commissioner does not agree with the data included in summary protocols of polling results, she/he is entitled to attach different opinion to the protocols, but shall sign the protocols. Summary protocols are endorsed by special stamp of the PEC.

It is prohibited to correct data included in polling results protocols. In order to correct the mistake in summary protocol of polling results, the record – “amended” shall be made next to respective data and amendment protocol shall be drawn up.

Attention!

In the course of the elections of local self governances 3 summary protocols shall be drawn up, including:

- ▶ **For the elections of Sakrebulo conducted through proportional system;**
- ▶ **For the elections of Sakrebulo conducted through majoritarian system;**
- ▶ **For the elections of self-governing community, and in self governing cities – for the elections of mayor.**

Public nature of a summary protocol of polling results



(Election Code of Georgia – article 8)

PEC is responsible for posting a copy of the summary protocol of polling results for public information. If requested, PEC shall immediately give the copy of the protocol enclosed with the dissenting opinions (if any) of the commission members to all persons authorized to be present at the polling station.

The copy of the protocol should be certified by the PEC stamp and signatures of the PEC chairperson and its secretary. The person receiving the copy of the protocol should endorse such receipt by a signature in the PEC log-book.

The commission is responsible to immediately convey to the CEC the summary protocol of polling results together with the amendment protocol and explanatory note by the registrar (if available).



Sealing of a registration book, polling day log-book, transmission of Election documentation to the District Election Commission

After completion of all polling procedures, the registration journal of PEC and polling day logbook shall be closed, signed by the PEC chairperson and secretary, and endorsed with the stamp of PEC.

Commission seals:

- ▶ the Log-book, registration journal and applications/complaints
- ▶ Special stamp of the PEC (all commissioners shall sign sealed package of special stamp).

Attention!

Summary protocols shall not be sealed

Persons authorized by the PEC shall transfer the inventory and election documentation box/sac holding sealed election documentation to the DEC. A supply acceptance act is drawn up for these purposes. The document is signed by persons transferring the documents and those receiving them. Both parties are given one copy of the document.



Chapter IV. Registration of application/complaints on the polling day

The representative of party/election bloc/initiative group of voters, observer at the **PEC and upper DEC** is entitled to:

- ▶ Submit application/complaint to the PEC chairperson, deputy chairperson or secretary.
- ▶ Record claims, complaints and comments concerning the election procedures, submitted on polling day (15 June) into the polling day logbook



Attention!

- ▶ **Nobody has a right to prevent any person authorized to be present at the polling place from recording a record on claims, complaints and comments in the logbook (*Election Code of Georgia - article 62.10*).**
- ▶ **Person entering a record in polling day logbook has to indicate his/her full name, and address (in accordance with the Identification Card of Georgian Citizen).**

Secretary of the commission shall register the application/complaint in the registration journal in the section for received documentation and issue a certificate to the applicant/complainant indicating the date, time and registration number of the application/complaint submitted to the commission; the secretary endorses the certificate with a signature.

For observing complaints registration process, in case of identifying violation by proxies of election subjects, who were identified by casting lots, the decision concerning registration is made by commission.

Rule for identification of errors to applications/complaints of the polling day

Secretary of the commission, chairperson or deputy chairperson of the PEC, shall indicate the error of the application/complaint to the applicant and define the reasonable term for its rectification if the application/complaint does not include:

- ▶ date and time of drafting the application/complaint;
- ▶ full name and place of registration of the applicant/complainant;
- ▶ number of the election precinct;
- ▶ in case of a witness - his/her first name, last name and place of registration

The applicant/complainant may correct the error by submitting the similar application/complaint indicating grounds for the error eradicated, or submit new application (indicating the data due to which the error has been established).

Secretary of the commission should indicate relevant note - “error” - in the registration journal. Applicant/complainant and secretary of the PEC shall sign along the note.

Attention!

Term for rectification of the error is defined by agreement between commission secretary and applicant/complainant. In case agreement is not reached, the term for rectification of error is unilaterally determined by the secretary of the PEC.

If the error is corrected, secretary of the PEC notes - “error eradicated” - in the registration journal, with reference to exact time and date when the error was corrected. Applicant/complainant and secretary of the PEC shall sign along the relevant note.

Attention!

In case the error is not corrected during the defined period, the application/complaint shall not be reviewed, on which the PEC shall deliver ordinance (title of which should indicate reasons for not reviewing the application/complaint).

Chapter V. Responding to application/complaints of the polling day

With regards to an application/complaint on violation of the polling procedure from 7:00 of the polling day until the ballot box is open, chairperson of the PEC shall respond adequately and eliminate the violation.

In case of elimination of the violation relevant note “violation eliminated” with reference to exact time and date is recorded in the registration journal.

The PEC shall not view an application/complaint on violations of the procedure of counting of votes and summing up of polling results, but transfer to the DEC within 2 calendar days from the polling day.

Submitted application/complaint shall not be considered and the PEC shall issue an ordinance on dismissal of the application/complaint, if:

- ▶ an application/complaints is drawn up by an unauthorized person;
- ▶ an application/complaint does not provide for an essence of violation and the place of its commitment;
- ▶ an application/complaint was transmitted to the election commission in violation of terms required by law;
- ▶ Error in the application/complaint was not corrected within the set term.

Specific reason for dismissal of the application/complaint shall be indicated in the title of the ordinance.

Photo and video shooting at the polling station
(Prepared according to decree №42/2012 of CEC of September 24, 2012)

I

From the moment of opening election precinct (7:00 am) up to and including the period of drawing up summary protocols by PEC

To ensure secrecy of vote, the following is prohibited:

- ▶ photo or video shooting of the **voting booth** in order not to disclose the choice of the voter;
- ▶ Film voter lists meant for the use of election commissions (table versions) and other information and materials that are not designated as public information according to the election legislation of Georgia.



To ensure smooth implementation of the process of polling:

- ▶ Interviewing persons authorized to be present at the polling station is allowed **only outside of the polling station**;
- ▶ Interviews with the Commission members should be conducted so that it **does not interfere with their duties** during the polling process.

Persons authorized to be present at the polling station are:

- ▶ Voters, during the period needed for voting;
- ▶ PEC members and representatives/members of upper election commission members;

- ▶ Representatives of election subjects (no more than one representative of the same election subject);
- ▶ Accredited representatives of media (press and mass media, no more than three representatives of the same media outlet);
- ▶ Observers of the registered local observer organizations (no more than one observer of the same local observer organization);
- ▶ Observers of registered international organizations (no more than two representatives of the same organization possibly accompanied by an interpreter);

II

On polling day, starting from 07.00 am before the appearance of the first voter to the election precinct and after the voting of the last voter, including the period of drawing up summary protocols

To ensure transparency of election process:

Persons authorized to be at the polling station are entitled to make photo and video shooting from a space specially allocated by the PEC Chair, no less than **3 meters** from the subject/object of the recording, from where they can see the election process.

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If the polling place does not allow 3 meters distance, the PEC chairperson shall determine the place for shooting.

III

On the Election Day, from the moment of arrival of the first voter at the polling station within the period of voting of the last voter

To ensure transparency of the election process:

- ▶ Persons authorized to be present at the polling station can freely film the process of voting at the polling station where voters of high interest (political authorities, leaders of election subjects and political unions, religious leaders) vote, after which all cameras should be removed from the building.

- ▶ Same press and other mass media outlets are entitled to film at the polling station once and for no more than 10 minutes during the voting process from any spot, provided that secrecy of ballot is protected.
- ▶ Persons entitled to be present at the polling station (including media wishing to film for more than 10 minutes) can film using stationary cameras located at the spot allocated by the Chair of PEC. Ballot box should be visible from the allocated spot.

**Responding to
violations**

In case of violation of photo and video recording at the polling station the PEC makes a decision on removal of the appropriate person from the polling station.

NOTE

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NOTE

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

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