



**CEC**  
ELECTION ADMINISTRATION  
OF GEORGIA



ELECTORAL SYSTEMS  
DEVELOPMENT, REFORMS AND  
**TRAINING CENTRE**

# **GUIDELINES FOR THE MEMBERS OF PRECINCT ELECTION COMMISSIONS**

**OCTOBER 21, 2017 ELECTIONS  
OF REPRESENTATIVE BODIES OF  
MUNICIPALITIES AND MAYORS  
OF SELF-GOVERNING CITIES  
AND SELF-GOVERNING COMMUNITIES**

# GUIDELINES FOR THE MEMBERS OF PRECINCT ELECTION COMMISSIONS

APPROVED BY CEC DECREE NO 41/2017 FROM AUGUST 25, 2017

THE PRESENT GUIDELINES ARE INTENDED TO TRAIN THE MEMBERS OF THE PRECINCT ELECTION COMMISSIONS (PECS) FOR OCTOBER 21, 2017 ELECTIONS OF REPRESENTATIVE BODY OF MUNICIPALITY – SAKREBULO AND MAYOR OF SELF-GOVERNING CITY/SELF-GOVERNING COMMUNITY.

FOR THE COMPLETE DETAILS OF THE LEGISLATIVE REGULATIONS RELATED TO THE PEC AUTHORITIES AND RULES OF OPERATION, PLEASE REFER TO THE ORGANIC LAW OF GEORGIA – THE ELECTION CODE OF GEORGIA – AND THE RELEVANT LEGAL ACTS OF THE CENTRAL ELECTION COMMISSION (CEC).

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# PART I

## COMPOSITION OF PECS AND THEIR RULES OF OPERATION

## CHAPTER I      PROCEDURE FOR STAFFING THE PECS

### PROCEDURE FOR STAFFING THE PECS

#### **The PECs shall be composed of 13 members**

*(Election Code – Articles 24.1, 24.2, 24.4 and 29.9)*

- ▶ 6 members shall be elected by a respective DEC on the basis of a competition;
- ▶ 7 PEC members shall be appointed by the political parties.

The members of the election commission may not be withdrawn within 15 days before polling day (October 6).

#### **ATTENTION!**

- ▶ The member of the election commission is not a representative of the electoral subject that has appointed or elected him/her. He/she shall be independent in his/her activities and shall act only according to the Constitution of Georgia, law, and respective subordinate acts *(Election Code – Article 8.21)*.

### RIGHTS AND DUTIES OF PEC MEMBERS

*(Regulations of Precinct Election Commissions – Article 5)*

#### **From the moment of being appointed or elected, PEC members shall:**

- ▶ participate in the daily activities of the commission;
- ▶ participate in trainings, workshops and courses organised by the Election Administration of Georgia or by the Training Centre for improving the competences of commission members;
- ▶ regularly attend the commission meetings and participate in the election activities to be performed by the commission;
- ▶ in case of absence from a meeting for a reasonable excuse, notify the deputy chairperson of the commission, or the secretary of the commission;
- ▶ perform duties assigned by the PEC chairperson in a timely manner.

#### **ATTENTION!**

The failure to fulfil the above-mentioned liabilities by PEC members may be considered as disciplinary misconduct by the respective higher election commission and serve as grounds for imposing disciplinary action on the member.

## CHAPTER II RULES OF OPERATION OF PECS

### COMPETENCES OF PEC HEAD OFFICERS

*(Election Code – Article 25.1):*

- ▶ PEC chairperson;
- ▶ PEC deputy chairperson;
- ▶ PEC secretary.

#### **The PEC chairperson shall**

*(Election Code – Articles 8.15 and 27.1):*

- ▶ carry out complete administrative functions at the PEC;
- ▶ convene and chair PEC meetings;
- ▶ take a decision to remove an interfering person from the premises of PEC;
- ▶ receive and distribute the electoral documents and correspondence;
- ▶ assume personal responsibility for the storage and distribution of the electoral documents and inventory;
- ▶ in accordance with the regulations of the election administration, give assignments to the deputy chairperson, secretary and other members of the commission;
- ▶ organise the distribution of duties among the commission members on the polling day by casting lots;
- ▶ be responsible for keeping order inside the polling place on the polling day;
- ▶ not grant access to persons authorized to be present at the polling place who are not wearing appropriate badges;
- ▶ submit all electoral documents to the higher election commissions after polling results are summarised;
- ▶ exercise other powers as provided for by the election legislation of Georgia.

#### **The PEC deputy chairperson shall:**

*(Election Code – Article 27.2):*

- ▶ perform the duties of the PEC chairperson if the PEC does not have a chairperson or the PEC chairperson is unable to perform his/her duties;
- ▶ exercise certain authorities of chairperson under an ordinance of the PEC chairperson (the ordinance shall clearly specify scopes and terms of the powers).

#### **The PEC secretary shall**

*(Election Code – Article 27(3)):*

- ▶ prepare the agenda of PEC meetings and draft the PEC ordinances;
- ▶ be responsible for the release of public information;
- ▶ draw up minutes of PEC sessions, including, summary protocols of polling results;
- ▶ exercise other powers provided by the legislation of Georgia.



**PEC meetings shall be open to public. Only the following persons shall have the right to attend a PEC meeting:**

*(Election Code – article 8.15)*

- ▶ CEC and DEC members;
- ▶ the representatives of CEC and DEC members;
- ▶ staff members of the CEC;
- ▶ the representatives of media accredited in the CEC or/and respective DEC;
- ▶ one representative of each electoral subject to the respective PEC;
- ▶ one observer of the local observer organization registered with the CEC or/and respective DEC;
- ▶ two observers from each international organisation (together with an interpreter).

**ATTENTION!**

- ▶ In case of breach of order or interference with the work of the commission, the commission shall decide on removing the person(s) responsible from the room, which shall be recorded in the minutes of the session.
- ▶ Removing the person interfering with the work or breaching the order means removing him/her from the premises of the election commission or from the election place.

**RULES OF CORRESPONDENCE OF PECS**

*(Regulations of Precinct Election Commissions – Article 11)*

Each PEC shall keep the registration book, the PEC secretary shall be responsible for maintaining it.

**The registration book shall consist of two parts:**

**I – Incoming documents**

The PEC secretary shall, upon the receipt of a documents (application, complaint, certificate), register the incoming document in the registration book.

**ATTENTION!**

After receiving a document or an application and after duly registering it in the registration book, the PEC secretary shall issue a certificate (see annex #2) indicating the exact date and time of the receipt of the document/application and the registration number assigned to it in the registration book. The above-mentioned notice shall be confirmed by the signature of the PEC secretary *(Regulations of Precinct Election Commissions – Article 11.5)*.

## II – Outgoing documents

The PEC secretary shall register the issuance of a document in the part of outgoing documents of the registration book.

The election documentation shall be available to any person except the cases as provided for by the legislation of Georgia. The election commission shall provide election documents and the information about the election to the interested persons within two days after the request is made. Where the provision of the information needs more time, the provision of the information shall be carried out in accordance with the General Administrative Code of Georgia.

### ATTENTION!

The ordinances of PEC/PEC chairperson and copies of summary protocols of polling results shall be submitted immediately upon the request.

The registration book shall be closed at 06:00 p.m. except for the polling day. The indication 'the book is closed' shall be made under the last record in both parts of the registration book with the indication of the date and accurate time. The above-mentioned indication shall be confirmed by the signature of the PEC secretary. No other documents shall be registered under the same date in the registration book after it has been closed (*Regulations of Precinct Election Commissions – Article 11.15*).

### ATTENTION!

The registration book shall be maintained throughout the entire election process on the polling day. The registration book shall be closed after completing all procedures of the polling day and registering all election documents by the signatures of the PEC secretary and chairperson and certified by the PEC seal.

## LEGAL ACTS OF PECS

(*Regulations of Precinct Election Commissions – Article 6*)

### The Legal acts of PECs are the following:

- ▶ PEC ordinances;
- ▶ ordinances of the PEC chairperson;
- ▶ summary protocols of polling results.

**ATTENTION!**

The ordinance of the PEC chairperson shall be registered upon its adoption and no later than the next day shall be posted on a visible place at the election precinct. The ordinance of the PEC chairperson shall be signed by the PEC chairperson (*Election Code – Article 30.4; Regulations of Precinct Election Commissions – Article 6.3,4*).

**PROCEDURE FOR ISSUING ORDINANCES AT THE PEC MEETING**

The draft of a PEC ordinance shall be prepared by the PEC secretary (*Regulations of Precinct Election Commissions – Article 9.4*). A PEC ordinance shall be deemed adopted if it is supported by the majority of presented members, but not less than one third of its full composition (no less than 5 members). In the case of an equal number of votes, the chairperson of the meeting shall cast the deciding vote, except on the issues of human resources (not less than 7 votes) (*Election Code – Article 8.4, 5*).

The ordinance of the commission shall be signed by the chairperson and the secretary of the meeting. All ordinances issued by a PEC and its chairperson shall be posted at the electoral precinct on the following day (*Election Code – Articles 26.3, 30.4; Regulations of Precinct Election Commissions – Article 6.4*).

**ENGAGEMENT OF PECS AND RESTRICTIONS APPLIED TO THEM IN PRE-ELECTION AGITATION/CAMPAIGN**

The lists of candidates and parties shall be posted in a visible place in polling places by PECs. (*Election Code – Article 58.4(d); Regulations of Precinct Election Commissions – Article 8.2(c)*).

**ATTENTION!**

PEC members may not participate in the election agitation (*Election Code – Article 45.4(a)*).

# PART II

## PEC ACTIVITIES IN THE PRE-ELECTION PERIOD

## CHAPTER I      LISTS OF VOTERS

### UNIFIED LIST OF VOTERS AND ITS PUBLICATION PROCEDURE

*(Election Code – Article 31)*

**The unified list of voters shall include the following data of voters:**

- ▶ last name, first name;
- ▶ date of birth (day, month, year);
- ▶ address (according to an identity card of a citizen of Georgia or the database of the Public Service Development Agency (the Agency));
- ▶ personal number of a citizen of Georgia;
- ▶ actual place of residence (for internally displaced persons (IDPs) from the occupied territories of Georgia, for individuals registered without an indication of an address, for individuals removed from registration according to their place of residence, as well as for individuals, whose registration has been declared invalid by a decision of the Agency, a temporary place of residence shall be indicated; for individuals living abroad, 'on a consular registry' shall be indicated, and, if individuals living abroad are not on a consular registry of Georgia, 'staying abroad' shall be indicated);
- ▶ date of registration in the unified list of voters;
- ▶ photograph (the latest digital photograph available in the electronic database of the Agency);
- ▶ gender.

PECs shall receive a public version of the lists of voters certified by the CEC not later than the day of the first meeting of the PEC, and no later than the second day prior to the polling day (19 October) PECs shall receive the final version of the lists:

- ▶ version intended for PECs (the table list with photographs);
- ▶ version intended for public (the wall list without photographs).

#### ATTENTION!

- ▶ PECs shall on the first day of meeting post at the visible place of the premises of PECs and polling stations the procedure stipulated by law for filing complaints with regard the lists of voters (*Election Code – Article 34*);
- ▶ The preliminary version of the wall list shall be replaced by the verified version, which shall be placed in the same place.
- ▶ The table list and its copy shall not be issued as public information, and may not be photographed or videoed.

## VERIFICATION OF THE UNIFIED LIST OF VOTERS

*(Election Code – Article 26.2(b)):*

### PECs shall:

- ▶ verify the accuracy of the unified list of voters and in case of identifying errors and inaccuracies, no later than the following day, but no later than on the 18<sup>th</sup> day prior the election day (October 3) apply to the DEC to make changes to the lists;
- ▶ immediately deliver to the DEC applications (along with the attached documents where available) submitted in relation to the lists of voters.

## SPECIAL LIST OF VOTERS

*(Election Code – Article 32)*

The DEC shall draw up and certify with signatures of the chairperson of the DEC and the secretary of the DEC the special lists of voters no later than the third day before the polling day (October 18) and shall immediately provide the list to the relevant PEC. The version of the special list of voters (wall list) categorized as public information shall be posted for all to see in the polling place.

The DEC shall provide the PEC with the information on the officers of election administration who because of being occupied in the election commissions cannot participate in the elections at the places of their registrations. In case such voters are included in the special list of voters, next to his/her name in the box – "actual situation" the record "member of the commission" shall be made.

If a voter having failed to register no later than the 18<sup>th</sup> day (October 3) before the election day *(due to the fact that he/she arrived from abroad, was discharged from in-patient medical establishment or a penitentiary institution)*, applies to the PEC on the election day with the request to vote in the elections, in case of submission of relevant documents (the entry in a passport on crossing the state border, the certificate from an in-patient medical establishment, the discharge certificate from a penitentiary institution), the PEC shall register him/her in the special list and attach the copies of submitted documents to the lists of voters *(Election Code – Article 31.12)*.

In case the ID card of the voter does not indicate the registration address, the chairperson of PEC shall contact the hotline of CEC.

## PROCEDURE FOR DRAWING UP MOBILE BALLOT BOX LISTS

*(Election Code – Articles 33 and 34)*

PECs shall be responsible for compiling mobile ballot box lists. Mobile ballot box lists shall be drawn up based on the unified and special lists of voters.

### **Voters shall be entered into mobile ballot box lists, if:**

- ▶ they are unable to visit the polling place due to health problems; (The number of such voters shall be no more than 3% of the total number of voters registered in the unified list of voters for the respective precinct. After the mentioned number has been filled, the PEC chairperson shall inform the DEC about every new application submitted and wait for respective instructions);
- ▶ a voter is in the territory of the election precinct, but in a place difficult to access (in such case consultation with the relevant DEC is recommended).

### **ATTENTION!**

Voters shall apply to the PEC in writing or by telephone with a request to vote by a mobile ballot box at least 2 days before polling day (October 18). The PEC secretary shall register in the registration book the voter's written or verbal telephone application and indicate the exact time of the call, the telephone number, the voter's full name, personal identification number and the address to which the voter requests the delivery of the mobile ballot box. If the address is not within the boundaries of the precinct in which the voter is registered, he/she shall be informed that he/she will not be included in the mobile ballot box list.

- ▶ voters are receiving treatment in hospital or at any other in-patient medical facility where there is no electoral precinct (the relevant DEC shall, not later than 2 days before polling day, transfer to the PEC information on voters staying at an in-patient medical facility on polling day);
- ▶ voters are under administrative detention;
- ▶ voters are in custody;
- ▶ voters are in military service, serve in a military unit or a border police unit at the state border of Georgia that is located far from the electoral precinct;
- ▶ voters serve in the Medical Department of the Ministry of Corrections of Georgia, the Penitentiary Department and Penitentiary institutions and whose working conditions on the Election Day require their presence at the working place;
- ▶ voters are service members and persons with special ranks of the Ministry of Defence of Georgia, the Ministry of Internal Affairs of Georgia, the Ministry of Corrections of Georgia, the State Security Service of Georgia, the Georgian Intelligence Service and the Special State Protection Service of Georgia, and for work or health reasons, cannot abandon the work place on polling day.

**ATTENTION!**

Information on the voters to be included in the mobile ballot box list shall immediately be posted at the election precinct, in visible place.

A mobile ballot box list (table list) shall contain the same data about voters that are entered into the unified list of voters, except for their photographs; additionally the serial numbers of the voters as given in the unified list of voters or in the special list of voters shall be indicated. (*Election Code – Article 33.5*)

The public version of the mobile ballot box list (the wall list which shall contain the same data as the table version of the mobile ballot box list, except for personal numbers of voters), shall be displayed in a visible place in the polling place immediately after it is compiled.

The mobile ballot box list (for a wall and table) shall be certified by the signatures of the PEC chairperson and the secretary.

**ATTENTION!**

- ▶ In the case of the inclusion of voters in a mobile ballot box list, next to his/her last name in the box – 'Actual Status' – in the unified list of voters and the special list of voters, the entry – 'mobile ballot box' – shall be made.
- ▶ PEC members, representatives of electoral subjects and observers may verify the grounds for requests for voting through a mobile ballot box, and at any time before polling day raise a question before the PEC as whether it is advisable to enter such voters in the mobile ballot box list. The PEC shall make a decision with the regard to the said issue. (*Election Code – Article 33.3*)

**VOTER INVITATION CARDS**

(*Election Code – Article 35*)

A PEC may, not later than two days before the polling day (October 19), issue voter invitation cards provided by the DEC to all the voters registered in the territory of the election precinct and entered into the unified list of voters.

The PEC members shall return to the commission secretary the invitation cards that they could not distribute to the voters.

**ATTENTION!**

Failure to receive a voter invitation card shall not constitute grounds for limiting the right to vote.



## CHAPTER II RECEIPT OF ELECTION DOCUMENTS, ORGANISING POLLING PLACES

### RECEIPT OF ELECTION DOCUMENTS AND INVENTORY FROM DECS

For the purposes of preparing and organizing voting PECs shall receive from DECs the following:

#### **The election documents:**

- ▶ final versions of the unified list of voters (for a wall and table);
- ▶ special lists of voters (for a wall and table);
- ▶ forms of a mobile ballot box list (for a wall and table);
- ▶ voter invitation cards;
- ▶ notebooks of ballot papers;
- ▶ special envelopes;
- ▶ the polling day log-book (so-called log-book bound with a lace);
- ▶ control sheets;
- ▶ summary protocols of polling results and forms of amendment protocols;
- ▶ demonstration protocols of polling results.

#### **Election inventory:**

- ▶ main and mobile transparent ballot boxes;
- ▶ seals of ballot boxes;
- ▶ polling booths (where necessary polling booths adapted to the needs of persons with disabilities shall be provided);
- ▶ ink and voter verification device (ultra-violet detector);
- ▶ PEC seal;
- ▶ registrars' special seals (corresponding to the number of the registrars);
- ▶ photocopier;
- ▶ ink pads.
- ▶ magnifying glass for voters with vision impairment and special frame for voters with vision loss.

#### **Other election materials:**

- ▶ list of candidates;
- ▶ party lists;
- ▶ instructions on how to complete ballot papers;
- ▶ extract from the Law providing for the cases in which the ballot papers are deemed void;
- ▶ packaging envelopes for election documents.

## DELIVERY AND ACCEPTANCE CERTIFICATES OF ELECTION DOCUMENTS AND INVENTORY

*(Election Code – Articles 27<sup>1</sup>.(d) and 63.6)*

The PEC chairperson, or on the basis of an ordinance of the PEC chairperson, the deputy chairperson, shall be responsible for the receipt of election documents from the DEC, and the PEC chairperson and the secretary shall be responsible for the storage and distribution of election documents for their intended purposes.

### ATTENTION!

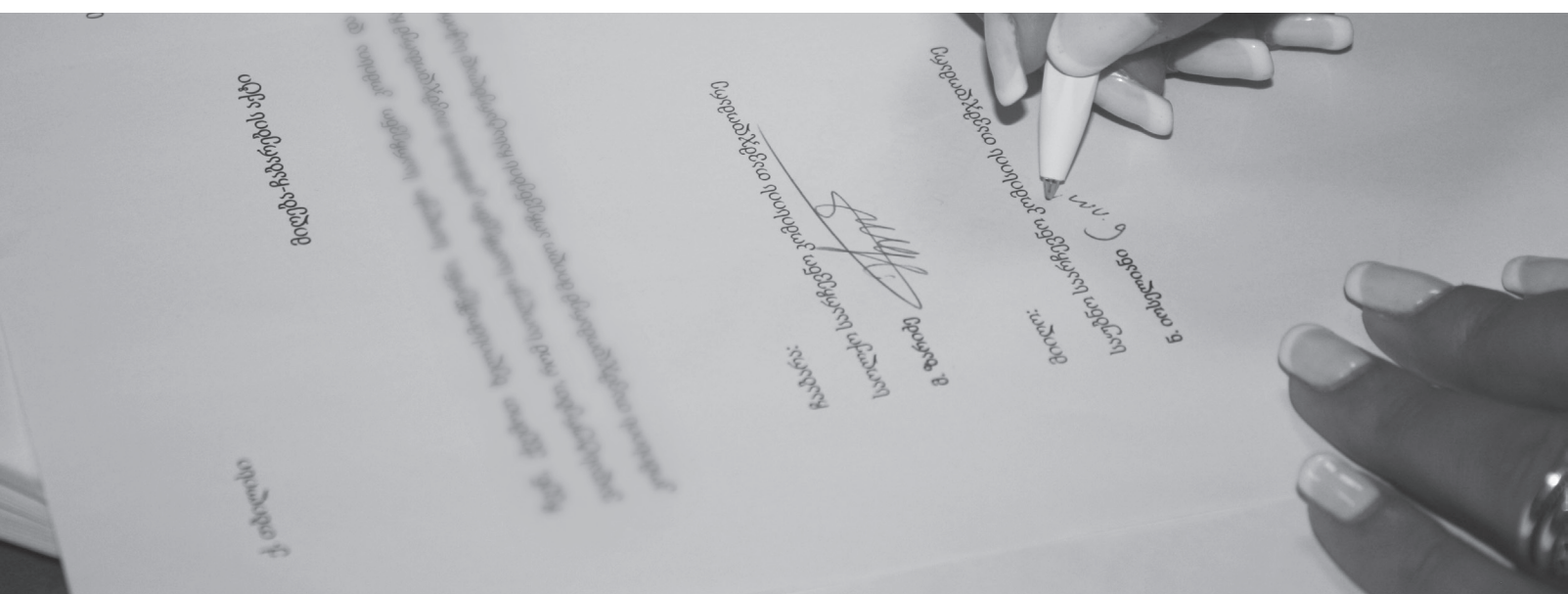
DECs shall transfer ballot papers and special envelopes to PECs no later than 12 hours before polling starts (*Election Code – Article 63.9*).

On delivery of ballot papers and special envelopes, delivery and acceptance certificates in duplicate shall be drawn up indicating the following (*Election Code – Article 63.10*):

- ▶ The names of the issuing commission and of the receiving commission;
- ▶ The number of special envelopes;
- ▶ The types of ballot papers;
- ▶ The number of the blocks of ballot papers (with indication of the reference numbers of the blocks and the reference numbers of the ballot papers);
- ▶ The names of the issuing persons and of the receiving persons;

### ATTENTION!

Before the acceptance and delivery certificates are signed the issuing and receiving persons shall verify the accuracy of the details of ballot papers and the numbers of ballot papers and special envelopes against the data entered in the acceptance and delivery certificates. Thereafter, the ballot papers shall be sealed again and the seal is certified by the signatures of the parties.



Delivery and acceptance certificates shall be signed by the persons issuing and receiving the election documents. One copy of the certificate shall remain with DEC and another shall remain with PEC. The PEC secretary shall register delivery and acceptance certificates in the part of incoming documents of the registration book. The delivery and acceptance certificates are public information.

## ORGANIZING POLLING PLACES

The PEC members shall organize polling places for conducting polling procedures as provided for by the law no later than one day before the polling day. PECs shall organize the following (*Election Code – Article 58.4(a)-(c)*):

- ▶ voter registration desks;
- ▶ at least one polling booth with one pen shall be made available for every 500 voters;
- ▶ a desk for special envelopes (shall be placed close to the ballot box);
- ▶ assembled, unsealed ballot boxes.

A transparent ballot box shall be installed in a visible place at a polling place in such a way as to allow a voter to access it freely and leave the election precinct immediately after inserting special envelope into it.

The following information shall be posted in a visible place at the polling place (*Election Code – Article 58.4(d); 58.5*):

- ▶ the public version of the unified list of voters (the wall list);
- ▶ the public version of the special list of voters (the wall list) (if any);
- ▶ the public version of the mobile ballot box list (the wall list) (if any);
- ▶ party lists;
- ▶ lists of candidates;
- ▶ instructions established by the CEC for completing ballot papers;
- ▶ extract from the Law providing for the cases in which the ballot papers are deemed void;
- ▶ demonstration protocols of polling results.

### ATTENTION!

If any electoral subject entered into a ballot paper no longer runs in the elections, a notice to that effect shall be displayed in a visible place both at the polling place and in the polling booth for secret voting.

# PART III

## THE ACTIVITIES OF THE PECS ON THE POLLING DAY

## CHAPTER I OPENING OF ELECTORAL PRECINCTS, PROCEDURES TO BE APPLIED BEFORE THE POLLING

### OPENING OF ELECTORAL PRECINCTS

Polling place shall be open at 07:00 in the morning.

#### ATTENTION!

If by that time the number of PEC members is less than seven, this shall be notified to the DEC, which shall make a relevant decision immediately.

PEC members shall wear special uniforms designed for them during the polling day. Failure to comply with this requirement shall be reviewed as a disciplinary offence by the DEC, and create grounds for imposing disciplinary sanction.

### PERSONS AUTHORISED TO BE PRESENT AT A POLLING PLACE

**The following individuals shall have the right to be present at a polling place:** (*Election Code – Articles 8.16; 39.3,6; 42.5; and 44.5*):

- ▶ PEC members;
- ▶ members/representatives of upper election commissions;
- ▶ representatives of electoral subjects (not more than 1 representative per electoral subject);
- ▶ observers of registered domestic observer organisations (not more than 1 representative per domestic observer organisation);
- ▶ observers of registered international observer organisations (not more than 2 representatives per observer organisation (an interpreter may accompany them);
- ▶ accredited representatives of media (no more than 3 representatives from the same press and other media organisation).

#### ATTENTION!

- ▶ Everyone authorised to be present at a polling place shall carry a badge confirming his/her identity and status. (*Election Code – Article 8.17*).
- ▶ A representative of an electoral subject (a party independently running in elections, an electoral bloc, an initiative group of voters) may represent the electoral subject only in the relationship with the election commission where she/he has a registration (*Election Code – Article 42.1*).
- ▶ A candidate nominated by the same or other electoral subject may not be appointed as a representative of the electoral subject (*Election Code – Article 42.2<sup>2</sup>*).

## LEGAL STATUS OF OBSERVERS, REPRESENTATIVES OF ELECTORAL SUBJECTS AND THE MEDIA

*(Election Code – Article 41)*

### **Observers and representatives of electoral subjects shall have the right to**

- ▶ be present at the polling place at any time during the polling day, move without restrictions within the precinct territory and observe all stages of the polling process from any point in the precinct in a free and unhindered manner;
- ▶ replace another registered representative of the nominating organisation at any time on the polling day;

### **Observers, representatives of electoral subjects and the media shall not have the right to:**

- ▶ interfere with the duties and activities of election commissions;
- ▶ influence the free expression of the will of voters;
- ▶ agitate in favour of or against any electoral subject;
- ▶ wear symbols and signs of any electoral subject.

## PROCEDURES FROM THE TIME OF OPENING ELECTORAL PRECINCTS UP TO THE TIME OF STARTING POLLING

**Procedures between opening the electoral precinct and the opening of the polls shall be carried out in the following sequence:** *(Election Code – Article 61-62):*

-  immediately after opening the electoral precinct the polling day log-book shall be opened *(Election Code – Article 61.2(a))*.

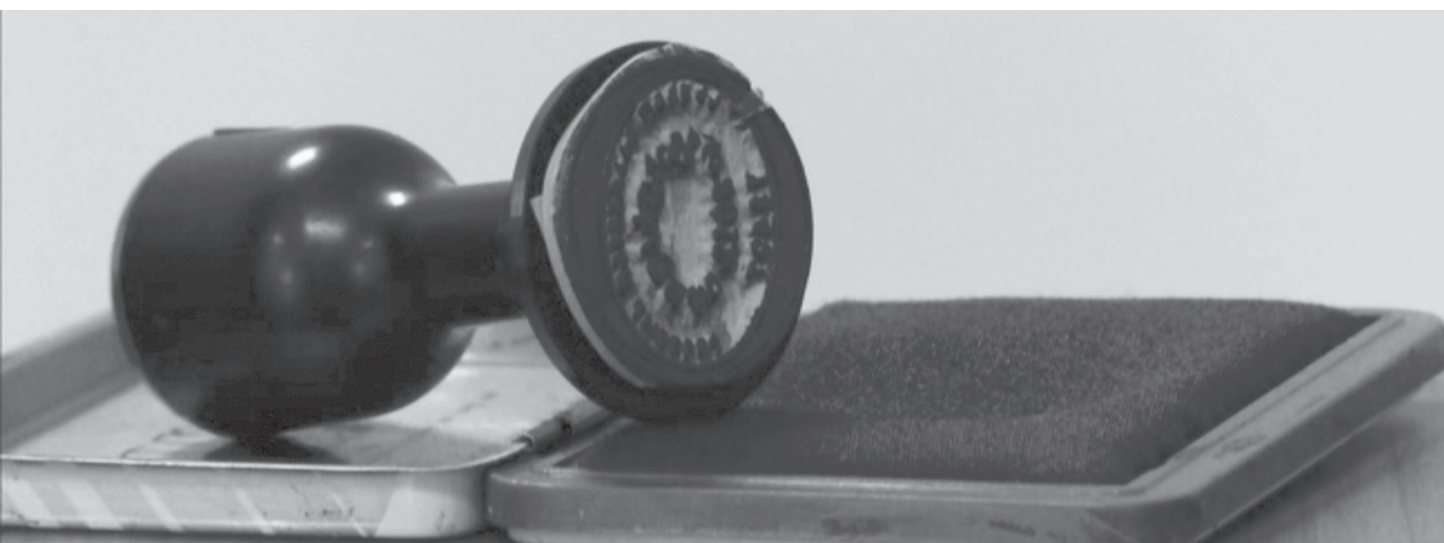
Immediately after opening the electoral precinct the PEC chairperson shall deliver the polling day log-book to the PEC secretary. The PEC secretary, together with the PEC chairperson, shall record every election procedure during the polling day in the polling day log-book and specify the time of the procedure *(Election Code – Article 62.3)*.

The PEC secretary shall record the full names of all PEC members present at the polling place (indicating subjects nominating them) and the data of all other persons (full names, nominating organisation or electoral subjects) on pages 1 and 2 of the polling day log-book, and, where necessary, on page 10 and the following pages, and shall have such persons verify the data with their signatures.



II

The PEC chairperson shall inspect the integrity of the sealed package that contains a special seal of the PEC, and open it (the seal number shall be entered into the polling day log-book by the PEC secretary) (*Election Code – Article 61.2(b)*).



III

The PEC chairperson shall conduct casting of lots to distribute functions among the PEC members.

The following functions are to be distributed among the PEC members:

- ▶ the commission member responsible for regulating the flow of voters;
- ▶ the commission member registering voters (registrar of voters) (at least 1 member per 300 voters );



- ▶ the commission member supervising the ballot box and special envelopes;
- ▶ 2 commission members responsible for transporting the mobile ballot box (where necessary).

**ATTENTION!**

The PEC chairperson/deputy chairperson/secretary may not participate in the casting of lots.

The PEC chairperson shall, before casting the lots, compare the number of PEC members to the number of functions to be distributed.

**If, during the casting of lots, the number of attending commission members is less than the functions to be distributed:**

- ▶ **by one member**, the number of PEC registrars of voters shall be reduced;
- ▶ **by two members**, the PEC deputy chairperson shall perform the functions of the commission member responsible for regulating the flow of voters;
- ▶ **by three members**, the PEC chairperson shall perform the functions of commission member responsible for supervising ballot boxes and special envelopes.

First, the PEC chairperson shall identify, by casting lots, two members of the commission who will be responsible for transporting the mobile ballot box (if necessary).





### **The PEC chairperson shall**

- ▶ prepare slips of paper of the same type and form according to the number of commission members appointed by the parties;
- ▶ write the name of the function – "transporter of the mobile ballot box" – on two sheets of paper with the same writing implement;
- ▶ certify the slips of paper for the casting of lots with a special stamp;
- ▶ fold the slips of paper for the casting of lots in such a way that it is impossible to read the text and place them on the table.

The PEC members participating in casting of lots shall pick up the papers one by one.

### **ATTENTION!**

If the person identified as a transport of the mobile ballot box through casting of lots refuses to perform the function, he/she shall lose a right to participate in casting of lots for distributing other functions (regulator of flow of voters, registrar, supervisor of the ballot box and special envelopes). Regarding the assignment of function to the member of the commission the chairperson of PEC shall decide.

The PEC secretary shall enter the results of the casting of lots into page 3 of the polling day log-book (the commission members shall certify with signatures the assignment of functions).

After identifying PEC members responsible for transporting a mobile ballot box, the PEC chairperson shall cast lots to allocate other functions.

### **The PEC chairperson shall**

- ▶ prepare slips of paper of the same form and type according to the number of members of the commission;
- ▶ write the name of the function – "flow regulator", "registrar", "supervisor of the ballot box and special envelopes" – on the slips of papers with the same writing implement;
- ▶ certify the slips of paper for the casting of lots with a special stamp;
- ▶ fold the slips of paper for the casting of lots in such a way that it is impossible to read the text and place them on the table;
- ▶ the PEC members participating in casting of lots shall pick up the papers one by one.

The PEC secretary shall enter the results of the casting of lots into page 3 of the polling day log-book (the commission members shall certify with signatures the assignment of functions).

The duties of a PEC member established by the casting of lots may be transferred temporarily to another PEC member only with the permission of the PEC chairperson, and a note to that effect shall be made by the PEC secretary on page 5 of the polling day log-book with indication of the time. The PEC member shall confirm the transfer of the function with signature (*Election Code – 61.2(g)*).

If a PEC member appears in the commission after the completion of casting of lots, the question of assigning a function to this person shall be decided by the PEC chairperson, and the question of his/her remuneration, by the PEC (*Election Code – Article 61.4*).

**IV** The PEC chairperson shall select, by casting of lots, not more than 2 representatives from among the electoral subjects present at the polling place, who shall observe the process of registration of the complaints (*Election Code – Article 61.5*).

#### **ATTENTION!**

The representatives of electoral subjects that appointed the PEC member elected as the PEC secretary shall not participate in the casting of lots (*Election Code – Article 61.5*).

**V** The PEC chairperson shall announce the number of voters according to the lists of voters, as well as the number of received ballot papers and special envelopes. The PEC secretary shall enter the data except the number of special envelopes into the polling day log-book and in the demonstration protocols of polling results (*Election Code – Articles 61.6 (a-b) and 61.9*). The number of the voters shall be entered into the polling day log-book and into the demonstration protocols of polling results after the polling ends.

**VI** The PEC chairperson shall check and put a seal with a unique number on the main and mobile ballot boxes (*Election Code – Article 61.6(c)*). The PEC secretary shall enter the numeration of the seals into the polling day log-book.

**VII** The PEC chairperson shall transfer materials to the PEC members.



**The PEC chairperson shall transfer the following materials to the PEC members acting as registrars of voters:**

- ▶ the unified list of voters divided by alphabet. She/he also shall transfer the special list of voters (if any) to one of the registrars;
- ▶ one block of all types of ballot papers (on the front page of the block the DEC chairperson and the registrar member of the PEC shall put their signatures. The registrar shall verify the accuracy of the number of ballot papers in each block);
- ▶ electoral ink;
- ▶ seals of registrars (the seals numbers shall be recorded on page 3 of the polling day log-book).



### ATTENTION!

- ▶ The PEC chairperson shall post at each registration desk the list of last names of voters arranged in the alphabet sequence in accordance with the lists placed on the desks.
- ▶ The number of registrars shall be reduced by the decision of the PEC chairperson if the seals of registrars are less than required or they have been damaged.

The PEC chairperson transfers an ultraviolet detector for checking inking to the PEC members responsible for regulating the flow of voters.



The PEC chairperson shall transfer the main ballot box and special envelopes to the PEC member responsible for supervising ballot boxes and special envelopes.

**VIII** The control sheet shall be completed (*Election Code – Article 61.10*).

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

### ATTENTION!

Control sheets shall be completed immediately after the submission of materials to the PEC members, before the opening of the polls (do not wait for the first voter).

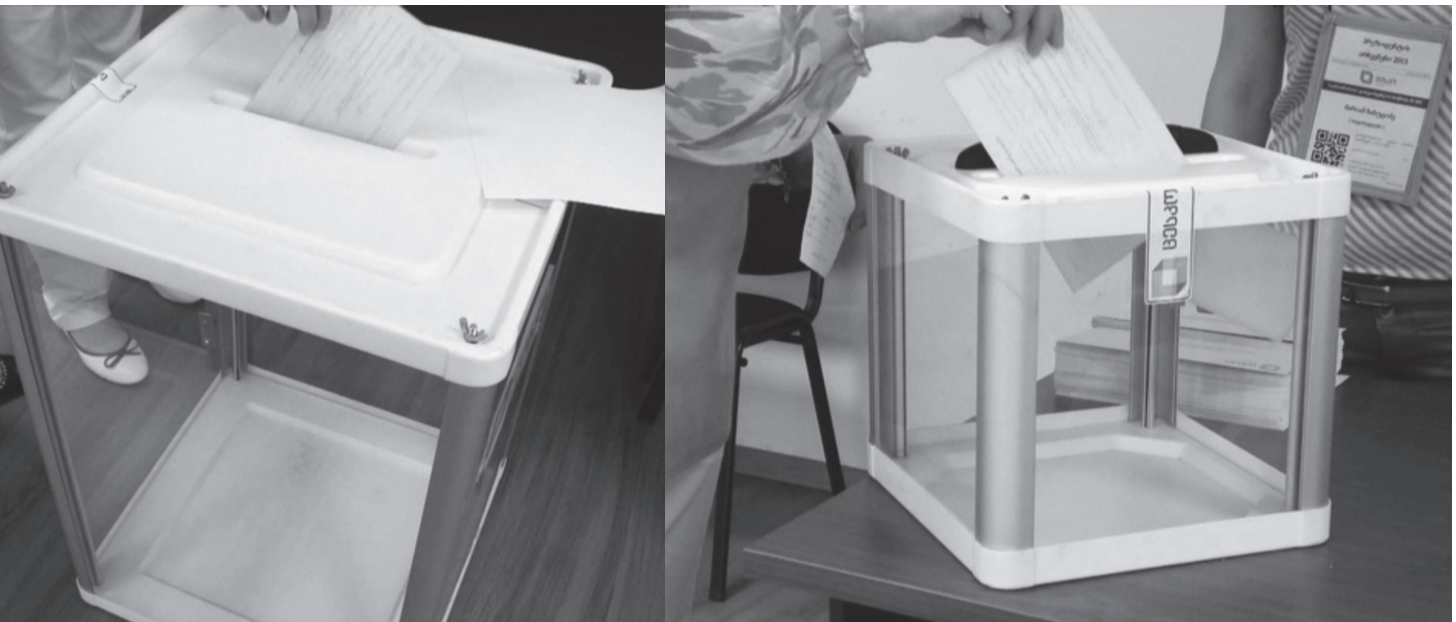


Upon arrival, the first voter shall be registered and given a ballot paper. The PEC secretary shall enter his/her data in the control sheet, which shall be signed by the voter. The exact time of dropping the control sheet into the ballot box shall be indicated in the control sheet. The PEC chairperson drops a copy of the control sheet in the main ballot box, the second copy – in the mobile ballot box (if any), and keeps the third copy for comparing it with the control sheets kept in ballot boxes.

The control sheet data shall be entered in the polling day log-book on page 4.

### ATTENTION!

- ▶ If the identification document presented by the voter does not contain a registration address, the PEC secretary shall transfer this to the control sheet from the respective list of voters.
- ▶ After the registration of the first voter, the PEC chairperson shall notify the DEC about sealing the ballot box and dropping a control sheet(s) into box/boxes.



## CHAPTER II POLLING PROCESS

### POLLING

*(Election Code – Articles 60; 64 and 65)*

Polling shall be held from 08:00 to 20:00 on the polling day (October 21).

The voting procedure shall be held in accordance with the following rules and sequence:

- I Upon entering the polling place the voters shall go through the inking verification procedure with the commission member responsible for the regulation of the flow of voters.

**The commission member responsible for regulation of the flow of voters shall:**

- ▶ regulate the flow of voters entering the electoral precinct;
- ▶ request voters to present an identification card or passport of a citizen of Georgia;
- ▶ check with an ultra-violet detector whether the voter has been inked;
- ▶ observe the number of voters standing near the voter's registration desk; if more than two voters are standing at the registration desk, the commission member shall temporarily delay the entry of the next voter into the polling place;
- ▶ ask voters to go the registration desk that matches the first letter of his/her last name in the list of voters.



### ATTENTION!

If a inking verification device detects that a voter has been already inked he/she shall be prohibited from casting a ballot, and his/her identity shall be recorded in the polling day log-book.

- II Voters shall be registered with registrar of voters.

**The registrar of voters shall:**

- ▶ request voters to present an identification card or passport of a citizen of Georgia;

**ATTENTION!**

If a voter's data has not been found in the unified list of voters:

- ▶ The person responsible for data verification shall find a voter in the electronic lists if the electronic lists are available at the electoral precinct and provide him/her with the information on the precinct in which he/she is registered;
  - ▶ If electronic lists are not available at the election precinct, the person responsible for data verification shall contact the relevant DEC or the CEC through a helpline in order to obtain the information on the voter;
  - ▶ The voters in the unified list with a status 'is abroad', 'resides abroad' or 'is on consular registration' will participate in the polling in accordance with the general procedure.
- ▶ verify the compliance of the voter's registration data contained in the presented document(s) with the data in the list of voters. A voter shall have the right to cast a ballot if together with the personal identification number of the citizen of Georgia, the gender and the photograph, at least three of the following items of data fully match with the data in the respective list of voters:
    - first name;
    - last name;
    - date of birth (day, month, year);
    - the address (according to the identity card of a citizen of Georgia or the database of the Agency);



- ▶ verify the photographs in the presented document(s) and those in the list of voters against the face of the voter.

### ATTENTION!

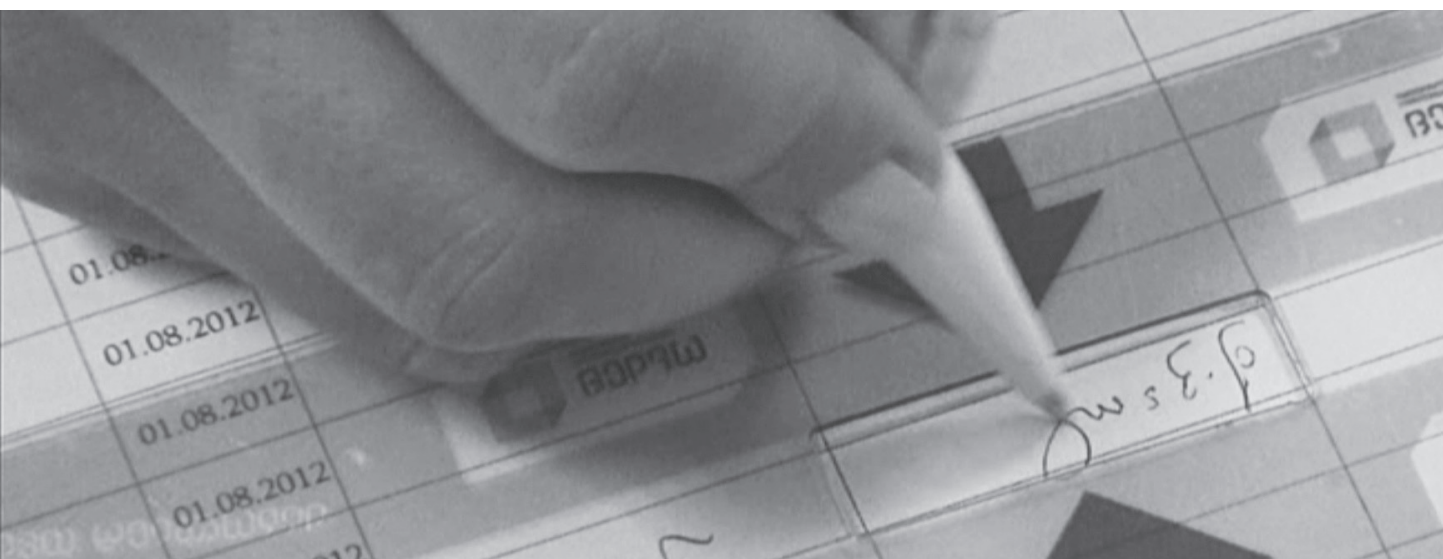
- ▶ If the verification of the voter's data reveals that the voter's registration data contained in the presented document(s) (except for the photograph) corresponds with the data in the list of voters, but the registrar of voters considers that the photograph in the document(s) presented or in the list of voters does not match the voter's face, he/she shall apply to the PEC chairperson, who, after completing the procedures defined below, shall allow the voter to cast a vote.
  - ▶ If the PEC chairperson confirms the above discrepancy, the PEC secretary shall make a note to that effect in the polling day logbook on the designated page; he/she shall indicate the voter's first name, last name and his/her number in the list of voters. This notation shall be confirmed by the signatures of the PEC chairperson and secretary.
  - ▶ If the PEC chairperson does not confirm the above discrepancy, the registrar of voters may make a note expressing his/her special opinion in the polling day logbook, on the designated page.
  - ▶ In the cases mentioned above, the PEC secretary shall attach to the polling day logbook a copy of the document presented by the voter, which shall be certified with his/her signature (*Election Code – Article 65.2(b); Article 65.2<sup>1</sup>*).
- ▶ if the voter's data match with data in the list of voters, ink the voter. (Inking shall not be used in penitentiary institutions, hospitals and other in-patient medical establishments (with respect to the patients));





**ATTENTION!**

- ▶ The inking shall be placed on the nail of the thumb or the forefinger of the right hand, and where this is impossible inking shall be placed on other fingers of the right hand, and where this is also impossible, on the left hand with the same manner;
- ▶ Voters shall not have the right to cast a vote and a ballot paper shall not be issued to them, if they refuse to undergo the inking procedure.
- ▶ sign in the relevant box in the unified list of voters, after which the voter shall confirm the receipt of the ballot paper(s) by his/her signature;

**ATTENTION!**

If in the process of voting it has been revealed that a voter has signed on another voter's signature line, the voter on whose line the signature has been made shall sign in the same signature line. A registrar of voters shall draw up a written explanation (indicating the full name of the voter) on this issue.

- ▶ when issuing ballot papers, sign ballot papers in the appropriate box on the back page and certify with the registrar's seal.



**ATTENTION!**

In the case of the transfer of the functions of a registrar, the registrar shall count the number of voter signatures in the lists of voters and the ballot papers issued by him/her (including spoiled ballot papers submitted to the PEC chairperson) and notify the PEC chairperson of the results; in the case of a mismatch between the data, he/she shall give a written explanation, which shall be attached to the summary protocol(s) of the polling results.

**III**

A voter shall go to a polling booth and fill out a ballot paper(s). No other person shall attend the process of filling out a ballot paper(s).

**ATTENTION!**

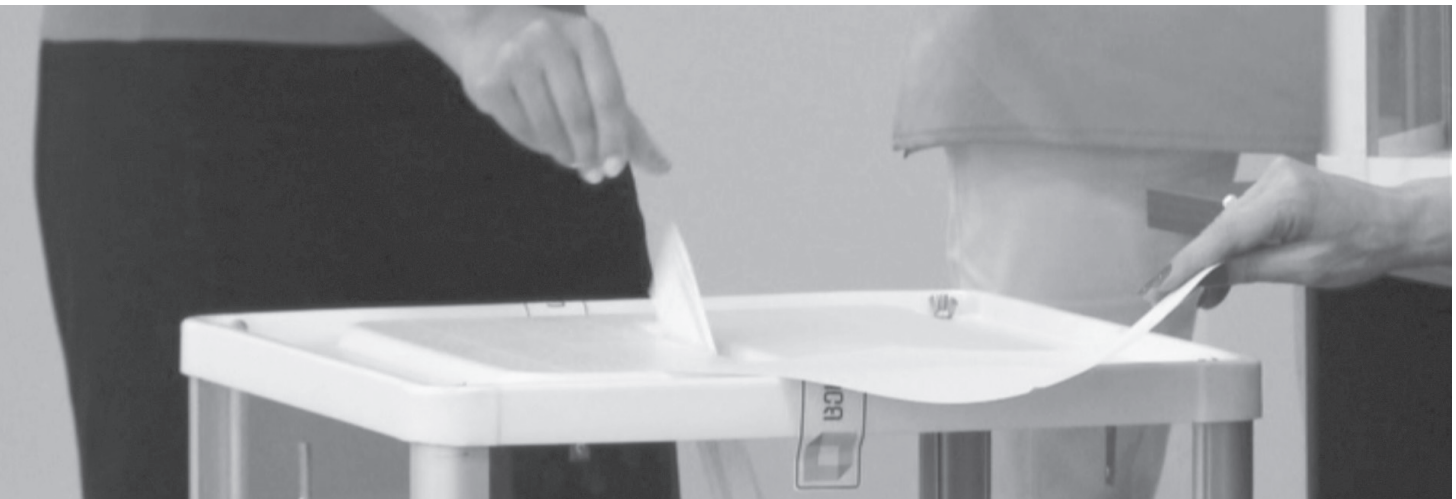
- ▶ If a voter is unable to fill out a ballot paper independently, they shall have the right to ask any person for help in the polling booth except for a member of the election commission, a representative of an electoral subject, a representative of the press and other media or an observer (*Election Code – Article 65.3*).
- ▶ If a voter or a PEC member spoils a ballot paper or a special envelope, he/she shall notify the PEC chairperson. Upon the instruction of the PEC chairperson the registrar of voters shall replace the spoiled ballot paper/special envelope with a new one. The PEC chairperson shall cut off a corner of the spoiled ballot paper/special envelope in the presence of the voter, mark with the word "spoiled" and sign it. The PEC chairperson shall store the spoiled ballot papers separately (*Election Code – Article 65.4*).



IV

A voter shall go to a separate desk and, upon the instructions of the supervisor of the ballot box and special envelopes, independently take a special envelope and put the ballot paper(s) in it.

After the PEC member responsible for supervising ballot boxes and special envelopes makes sure that a voter has only one envelope in his/her hand, the PEC member shall open the slot of the ballot box and instruct the voter to drop the envelope into the ballot box.



V

The voter shall drop a special envelope into the ballot box.

### ATTENTION!

- ▶ No more than one voter at a time shall be allowed to be at the ballot box.
- ▶ Observers and the representatives of electoral subjects shall have the right to monitor the process of dropping special envelopes into the ballot box.

- VI** A voter shall leave the electoral precinct after dropping the special envelope into the ballot box.

### **Voting procedure for voters who cannot sign their name due to 'physical condition'**

*(Decree of the CEC No 20/2012 of June 21, 2012)*

A voter who is not able to perform election procedures (inking, signing upon the receipt of ballot papers, dropping ballot papers into the ballot box) independently due to their physical condition, namely the lack of upper limbs, shall participate in the elections in accordance with the following procedure:

- ▶ a voter shall not go through the inking verification and inking procedures;
- ▶ upon transferring a ballot paper(s) to the voter the registrar makes note – 'physical incapacity' in the box for 'the voter's signature' of unified list of voters, and verifies it with a signature;
- ▶ the voter shall have the right to ask the assistance of any person, except for the commission members, candidates, representatives of election subjects and media, and observers;
- ▶ the person selected by the voter shall help him/her to fill out a ballot paper in the polling booth and in his/her presence shall put ballot papers in a special envelope and drop them into the ballot box instead of the voter.

### **MAINTAINING ORDER AT A POLLING PLACE AND IN ITS VICINITY ON THE POLLING DAY**

*(Election Code – Article 59)*

The PEC Chairperson shall be responsible for keeping order at the polling place on the polling day. The decisions made by the PEC chairperson for the purpose of keeping order at a polling place shall be binding upon the PEC members, all persons authorized to be present at the polling place and voters.

In the case of interference with the work of a PEC and a disturbance of order, the PEC shall have the right to expel the person(s) responsible from the building where the commission is located. In cases of the expulsion a relevant report shall be drawn up and signed by the PEC chairperson and members. In the cases of the expulsion, a relevant record shall be made in the log-book.



**ATTENTION!**

- ▶ Armed individuals shall be prohibited to enter the polling place.
- ▶ If there is a threat to public order, polling procedure or the safe movement of election documents at the polling place and in its vicinity, police officers may be called in at the request of the PEC chairperson. The police officers, in agreement with the PEC chairperson, shall leave the polling place and its vicinity as soon as the public order is restored.
- ▶ In exceptional cases the police officers may be present in the territory adjacent to the polling place but not immediately in the polling place without the request and consent of the chairperson of the PEC if this is absolutely necessary to eliminate the violation of public order and to maintain the public order. As soon as such necessity is eliminated, the police officers shall leave the adjacent territory of the polling place.

**TEMPORARY SUSPENSION OF THE POLLING PROCESS**

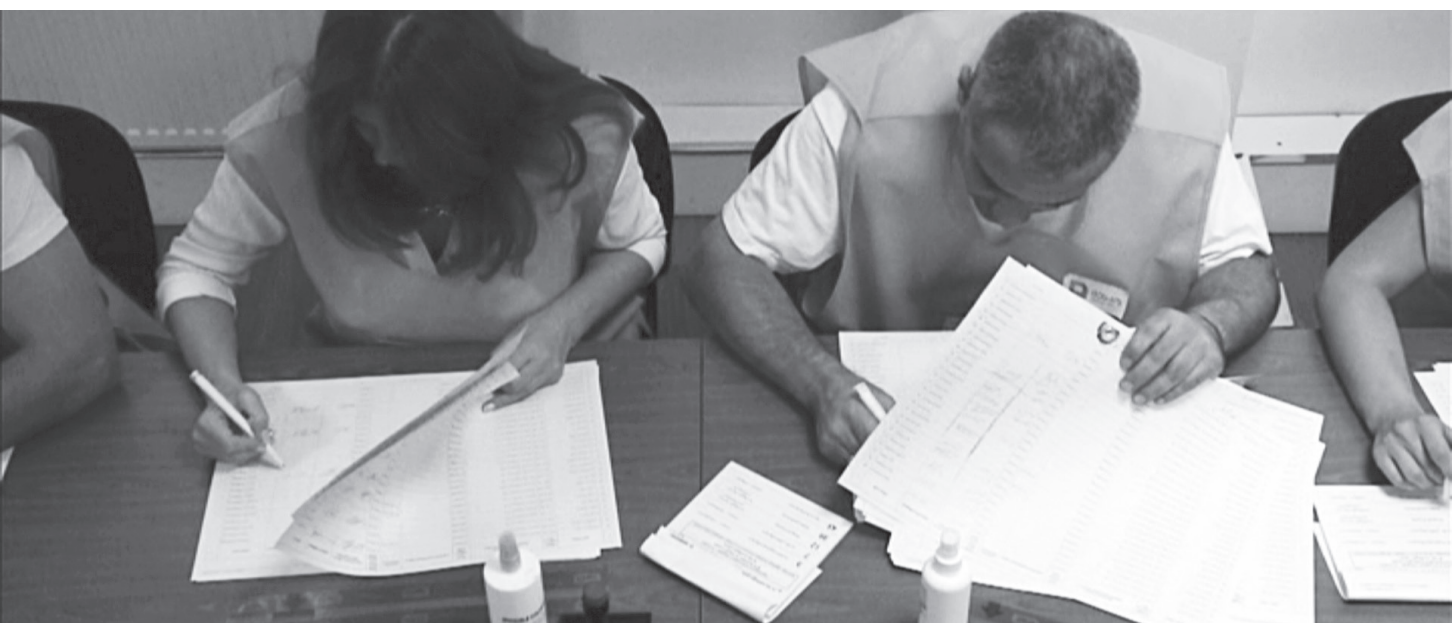
It shall be prohibited to close the polling place, to terminate or suspend the polling process during the polling day. If any circumstances hinders the polling process, the PEC chairperson shall notify the DEC immediately on this fact and wait for respective instructions.

**KEEPING RECORDS OF VOTERS PARTICIPATING IN THE VOTING**

*(Election Code – Article 65.6)*

**IT IS RECOMMENDED!**

The registrars of voters to count the number of signatures of voters in the lists of voters and the number of ballot papers issued by them (including the spoiled ballot papers submitted to the PEC chairperson), at 10.00, 12.00, 15.00 and 17.00 on the polling day without hindering the polling process, and then to notify the PEC chairperson for verifying the data:



**number of issued  
ballot papers**

**number of spoiled  
ballot papers**

**number of  
signatures of  
voters**

If the difference is revealed between the data, the voters' registrar shall immediately write an explanation, which shall be attached to the summary protocols of polling results (the data given in the explanations shall be included in the data of the summary protocols of polling results.)

The PEC secretary shall record the number of signatures of voters casting votes at 12:00 and 17:00 and record the results in the demonstration protocols of polling results, in the polling day logbook, and notify the relevant DEC of the number of signatures.

## **MOBILE BALLOT BOX VOTING**

The mobile voting procedure shall start at 09:00 and end at 19:00. The slot of the mobile ballot box for inserting the special envelopes shall be sealed immediately upon the end of the polling. A mobile ballot box shall be returned to an electoral precinct not later than 20:00 (*Election Code – Articles 66.1; 66.10*)



Persons authorised to be present at the polling place shall have the right to monitor the mobile voting procedure, at their own discretion. If a vehicle is used during mobile voting, the PEC shall allocate space in the vehicle for 2 observers selected by the casting of lots from among the persons authorised to be present at the polling place (*Election Code – Articles 66.4; 66.5*).

**The PEC chairperson shall provide the election commission members accompanying the mobile ballot box with the following** (*Election Code – Article 66.3*):

- ▶ the sealed mobile ballot box with the control sheet in it;
- ▶ the list of mobile ballot box voters;
- ▶ special envelopes (corresponding to the number of voters in the mobile ballot box list);
- ▶ required amount of ballot papers signed and sealed with a registrar's seal by the registrar of voters.
- ▶ the seal to be applied for sealing the slot of the mobile ballot box.

The PEC secretary shall enter on page 4 of the polling day log-book the number of ballot papers and special envelopes given to the PEC members accompanying the mobile ballot box, and also the time when the mobile ballot box was taken from the electoral precinct.

#### **ATTENTION!**

- ▶ Inking shall not be used with respect to mobile ballot box is violated (*Election Code – Article 64.5*).
- ▶ In case the integrity of the seal of the mobile ballot box, the PEC members transporting the mobile ballot box shall immediately inform the PEC chairperson of the fact and shall write and sign along the accompanying persons an explanation stating the reasons for the violation of the integrity of the seal.

In the case of mobile ballot box voting due to "physical condition", the PEC member accompanying the mobile ballot box shall write – "physical condition" in the box – "voter's signature" – and endorse it with his/her signature.

A person chosen by the mentioned voter (except for a member of the commission, a candidate, a representative of an electoral subject, representatives of the press and other media or an observer) shall, instead of the person with a physical incapacity, in his/her presence, complete the ballot paper(s), place it (them) in a special envelope and insert it (them) into the mobile ballot box (*The CEC Decree No 20/2012 of June 21, 2012*).

The PEC members accompanying the mobile ballot box shall, after returning to the polling place, transfer the unused ballot papers and special envelopes to the PEC secretary.

#### **ATTENTION!**

- ▶ The PEC secretary shall verify the accuracy of the numbers of existing signatures in the list of mobile ballot box, unused and/or spoiled ballot papers and special envelopes. In case of identifying the discrepancies, the PEC members accompanying the mobile ballot box shall write an explanation stating the reasons for this. The data given in the explanations shall be included in the data of the summary protocols of the given polling and shall be attached to the summary protocols of the polling.
- ▶ The PEC secretary shall enter into the logbook the number of signatures in the list of mobile ballot box, unused ballot papers and the time of return of the mobile box to the electoral precinct.
- ▶ The PEC chairperson shall cut off corners of the unused ballot papers, write on them the word 'spoiled' and certify this with his/her signature.

## CHAPTER III CLOSING ELECTORAL PRECINCTS, SUMMARISING POLLING RESULTS

### CLOSING ELECTORAL PRECINCTS

The polling procedure shall be completed and polling places shall be closed at 20:00.

Voters queuing at that time shall have the right to cast their votes. One of the PEC members, upon the instructions of the PEC chairperson, shall register the first and last names of the voters in the queue and give information about their number to the PEC chairperson, while the PEC secretary shall record the given number in the polling day log-book. As soon as the last voter casts the vote, the polling shall be announced as completed and the PEC shall seal the slot for inserting the ballot paper (*Election Cod – Article 65.8*).

The PEC chairperson shall ensure that everybody except for those authorised to be present at the polling place leaves the election precinct. The PEC secretary shall record in the polling day logbook the names of persons present at the polling place at the time of counting the votes.

#### ATTENTION!

Only persons authorised to be present in the polling place shall have the right to enter and leave the polling place after its closure.

It is important that after closing of polls, before casting of lots, the PEC chairperson assign each registrar of the voters to count the number of issued (taking into account the issued ballot papers according to the mobile ballot box) and spoiled ballot papers, and also the number of signatures in the unified list of voters and special list of voters available to them (taking into account the data provided in the explanations written by them):





**ATTENTION!**

- ▶ If the equation is not fulfilled, the registrar of voters shall recount and verify the numbers. If the equation still cannot be fulfilled, the registrar of voters shall write an explanatory note (indicating the reasons), and attach it to the summary protocol(s).
- ▶ The information provided in the explanations (if any) of the registrar of voters shall be taken into account when drawing up the summary protocol(s).
- ▶ After verifying the above data, the registrars should count the gender data of voters who participated in the voting, in all types of lists. The chairperson shall transfer the data to the DEC.

## ORGANIZING ELECTORAL PRECINCTS FOR THE VOTE-COUNTING PROCEDURE

The PEC chairperson shall, in the presence of the persons authorised to be present at the polling place, select by the casting of lots at least three counting officers, while observers shall select from among their members not more than two supervisors by mutual agreement. If observers fail to come to an agreement, the PEC chairperson shall select 2 supervisors from among the observers by casting lots (*Election Code – Article 67.1*).

**The procedure for selecting counting officers by the casting of lots shall be conducted as follows:**

**The PEC chairperson shall**

- ▶ prepare slips of paper of the same form and type according to the number of the members of the commission;
- ▶ write, with the same writing implement, on the slips of paper the name of the function – "first counting officer", "second counting officer", "third counting officer"; "fourth counting officer";
- ▶ certify the slips of paper for the casting of lots with a special stamp;
- ▶ fold the slips of paper for the casting of lots in such a way that it is impossible to read the text and place them on the table.



The PEC members participating in casting of lots shall pick up the papers one by one. The PEC members participating in the casting of lots shall draw the slips of paper one by one. The PEC secretary shall enter the results of the casting of lots on page 3 of the polling day log-book (the PEC members shall certify with signatures the assignment of functions) (*Election Code – Article 61.2(f)*).

The PEC chairperson shall select, by the casting of lots, from among the representatives of electoral subjects present at the polling place, not more than two representatives who shall participate in the process of counting valid and/or invalid ballot papers along with the counting officers selected by the casting of lots from among the PEC members (*Election Code – Article 67.2*).

### ATTENTION!

The representatives of those electoral subjects that appointed the PEC members that are counting officers selected by casting lots may not participate in the casting of lots (*Election Code – Article 67.2*).

### **The PEC chairperson and counting officers shall arrange the electoral precinct for the vote counting procedure in the manner that:**

- ▶ counting officers shall take their places at one side of the desk;
- ▶ the PEC chairperson shall take a position that enables him/her to see all the counting officers;
- ▶ two representatives of electoral subjects selected by casting lots process and two observers shall take place next to counting officers;
- ▶ the PEC secretary shall take place next to the PEC chairperson and enter records into the polling day log-book;
- ▶ other persons authorised to be present at the polling place shall take their places at a two-metre distance from the desk (from the counting officers) (*Election Code – Article 68.3*).

### **The PEC chairperson shall bring to the desk of counting officers the following:**

- ▶ the unified list of voters, the special list of voters, the mobile ballot box list;
- ▶ unused ballot papers;
- ▶ spoiled ballot papers;
- ▶ the main and mobile ballot boxes;
- ▶ the control sheet kept for comparison;
- ▶ a calculator.



## PROCEDURES TO BE CARRIED OUT BEFORE OPENING A BALLOT BOXES

*(Election Code – Article 67)*

**Counting officers shall sequentially count the total number of voters (Election Code – Article 67.3):**

- ▶ according to the unified list of voters;
- ▶ according to the special list of voters (where available);
- ▶ according to the list of mobile ballot box (where available).

The PEC secretary shall immediately incorporate the results (taking into account the data given in the explanations written by the registrars) into the demonstration protocol and the polling day log-book.



## SEALING THE LISTS OF VOTERS, SPOILED AND UNUSED BALLOT PAPERS

*(Election Code – Article 67.3; 67.4-5<sup>1</sup>)*

The PEC secretary shall cut off corners of unused ballot papers and afterwards shall place separately in packages:

- ▶ the unified list of voters;
- ▶ special list of voters;
- ▶ the list of mobile ballot box voters;
- ▶ unused ballot papers;
- ▶ spoiled ballot papers.
- ▶ seals of registrars.

Each package shall specify the name and number of the electoral district, of the electoral precinct, and the type and number of the election documentation. The packages shall be sealed and the sealing line shall be signed by counting officers and the PEC chairperson.

Upon the completion of the above procedures, the PEC secretary shall record the number of cases related to the discrepancy between the voter's face and the photographs in presented document/s and the list of voters, and also the number of documents attached to the polling day log-book (enter the relevant data into the log-book).

The PEC secretary shall seal the above documents, shall indicate on the sealed package the name and number of the electoral precinct, the type of the documents and sign the sealed package.

## **OPENING MOBILE BALLOT BOXES**

*(Election Code – Articles 68.1,2,4)*

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

### **ATTENTION!**

If the integrity of the seal on the ballot box is damaged, but the PEC considers that this fact has not violated the requirements of the Law, the procedures of summarising the voting results shall continue under the PEC ordinance (the DEC shall be notified on the given fact). Otherwise, the ballot box shall be sealed and immediately transferred to the upper DEC together with the PEC ordinance.

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

- ▶ check whether the control sheet is present in the mobile ballot box;
- ▶ compare the control sheet in mobile box with the control sheet kept for comparison with the PEC;
- ▶ if no violation has been identified, the PEC chairperson shall instruct the counting officers to return special envelopes to the mobile box temporarily.

**ATTENTION!**

If the control sheet is absent from the mobile ballot box, or there are discrepancies between the control sheets, all special envelopes and ballot papers shall be bundled in one package and labelled 'invalid'. The given documents shall be transferred to the relevant DEC after the completion of the voting and vote-counting procedures at the polling place.

**OPENING THE MAIN BALLOT BOX**

*(Election Code – Articles 68.1,2,5)*

The PEC chairperson shall check the integrity of the seal on the ballot box in the presence of the PEC members and persons authorized to be present at the polling place.

**ATTENTION!**

If the integrity of the seal on the ballot box is damaged, but the PEC considers that this fact has not violated the requirements of the Law, the procedures of summarising the voting results shall continue under the PEC ordinance (the DEC shall be notified on the given fact). Otherwise, the ballot box shall be sealed and immediately transferred to the upper DEC together with the PEC ordinance.

**Counting Officers shall:**

- ▶ place on the desk the special envelopes and ballot papers contained in the main ballot box;
- ▶ check the presence of the control sheet in the main ballot box and compare it with the control sheet kept for comparison with the PEC.



**ATTENTION!**

If there is discrepancy between the control sheets or the control sheet is absent from the main ballot box, all special envelopes and ballot papers shall be packaged and sealed, and the relevant protocol shall be drawn up and immediately forwarded to the relevant DEC.

If everything is in order, the counting officers shall mix the special envelopes from the main and mobile ballot boxes and begin to count the ballot papers.

**SORTING BALLOTS PAPERS**

*(Election Code – Article 69)*

**The first counting officer shall:**

- ▶ take ballot papers out of special envelopes;
- ▶ verify the 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, etc.
- ▶ place special envelopes separately.

**Counting officers shall place separately:**

- ▶ ballot papers according to the votes given to each election subject;
- ▶ ballot papers of unidentified type;
- ▶ ballot papers declared invalid;
- ▶ ballot papers raising doubts;



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

- ▶ the special envelope does not comply with the standard sample;
- ▶ there is more than one ballot paper of the same type in excess of the required number of ballot papers in a special envelope;
- ▶ a ballot paper has been dropped in a ballot box without a special envelope;
- ▶ the ballot paper has not been endorsed by the signature and special seal of a registrar of voters;
- ▶ it is impossible to determine for which electoral subject a voter cast a vote;
- ▶ the ballot paper was intended for another electoral precinct (such ballot papers shall be bundled in a separate package and their number shall not be included in the summary protocol of voting results, but recorded only in the polling day log-book).

After all ballot papers are sorted into different categories, the PEC shall review and decide by voting whether ballot papers raising doubt about their validity are authentic. The ballot papers that are deemed valid shall be added to the pile of valid ballot papers (according to votes given to the electoral subject), while ballot papers that are deemed void shall be added to the pile of invalid ballot papers.



## COUNTING BALLOT PAPERS

**After all ballot papers are sorted into different categories, the PEC chairperson shall instruct the counting officers to count:**

- ▶ ballot papers declared invalid;
- ▶ votes given to each electoral subject.

### ATTENTION!

Every 10 ballot papers designed for the electoral subject shall be bound with metal clips and each package, either complete or incomplete, shall specify on the quantity of ballot papers in the package.

The PEC chairperson shall announce the number of votes given to each electoral subject and together with the PEC chairperson shall verify the accuracy of the data. The PEC secretary shall enter the results into the polling day log-book and into the demonstration protocols of polling results.

## SEALING BALLOT PAPERS

*(Election Code – Article 69.6,9)*

**After counting the ballot papers, the PEC chairperson shall instruct the counting officers to seal the following in separate packages:**

- ▶ invalid ballot papers (the package shall be marked with 'invalid');
- ▶ the pile of ballot papers belonging to an electoral subject.

### ATTENTION!

The package must specify the numbers and names of the DEC and PEC, the number and types of ballot papers (valid or invalid ballot papers). The package belonging to each electoral subject shall specify the data of the subject (name, first name and last name). The sealed packages shall be sealed and signed by counting officers and the PEC chairperson.



*(Election Code – Articles 70-71)*



No changes shall be made to the data entered into the summary protocol of polling results. If a mistake has been made when entering data into the summary protocol, in order to correct the mistake, a notation – "amended" – shall be made next to the relevant data in the summary protocol. The PEC shall draw up an amendment protocol that shall specify the amended data entered into the

summary protocol and the date and time of drawing up the protocol. All members of the election commission attending the meeting shall sign the amendment protocol. The amendment protocol shall be affixed with the PEC seal and recorded in the log-book and shall be attached to the summary protocol whose data were amended.



## PUBLICITY OF THE SUMMARY PROTOCOLS OF POLLING RESULTS

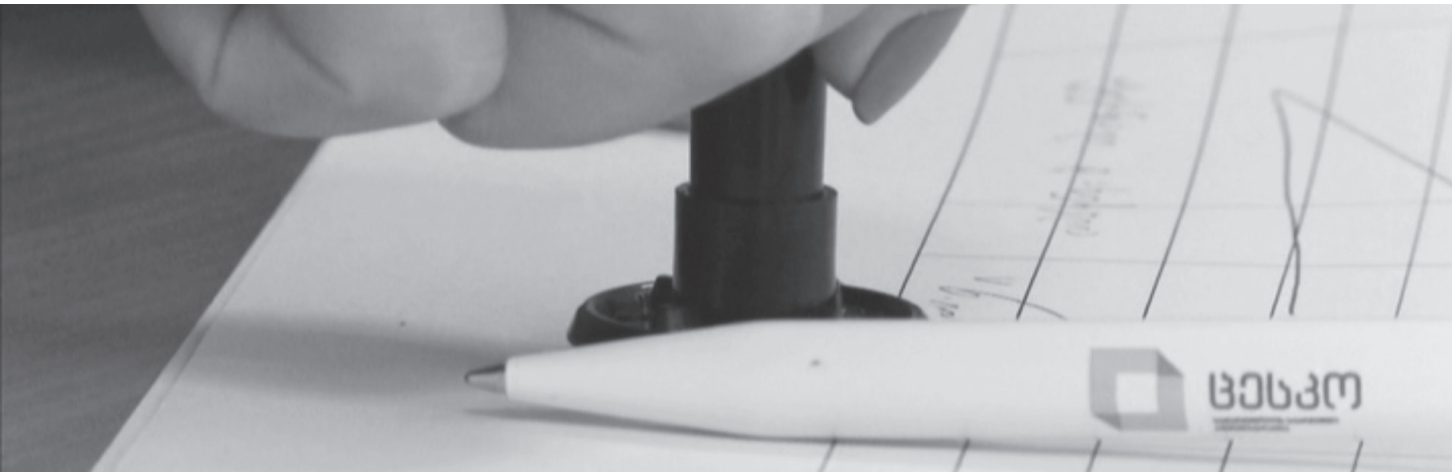
*(Election Code – Article 71.8)*

A PEC shall post the photocopies of the summary protocol of polling results for public review. A PEC shall, upon request, immediately make available the photocopies of the summary protocols and of amendment protocols (if any), together with the dissenting opinions (if any) of commission members, to all persons authorised to be present at the polling place.

The photocopies of summary protocols shall be certified by the PEC seal and the signatures of the PEC chairperson and secretary. The person receiving the photocopies of summary protocols shall confirm receipt by signing in the polling day log-book.

## CLOSING THE REGISTRATION BOOK, SEALING THE POLLING DAY LOG-BOOK, TRANSFERRING THE ELECTION DOCUMENTS TO THE DEC

After completing all procedures, the registration book and the polling day log-book shall be closed, signed by the PEC chairperson and secretary, and certified by the special PEC seal.



### **The commission shall seal:**

- ▶ The polling day log-books and applications/complaints;
- ▶ The special seal of the PEC (all PEC members shall sign the sealed package of the special seal of the PEC).

### **ATTENTION!**

Summary protocols and registration books shall not be sealed.

The persons authorized by the PEC shall transfer the box/bag of the election documents and inventory containing the sealed election documentation to the DEC and as separate items the following:

- ▶ The summary protocols of the polling results, the amendment protocol or protocols (if any) and the dissenting opinions (if any) along with the explanations (if any) concerning the data and details of the protocols;
- ▶ The registration book;
- ▶ The sealed envelope of the applications/complaints, and of polling day log-book.

A delivery and acceptance certificate shall be drawn up when the election inventory and election documentation are submitted. The delivery and acceptance certificate shall be signed by the issuer and receiver of the election documentation and both of them shall retain one signed copy of the certificate.



# PART IV

## APPLICATIONS/COMPLAINTS MADE ON THE POLLING DAY

## CHAPTER I REGISTERING APPLICATIONS/ COMPLAINTS MADE ON POLLING DAY

**The representatives of parties/election blocs/initiative groups of voters and observers at PECs have the right to:**

- ▶ submit an application/complaint to the PEC chairperson, deputy chairperson or secretary (Annex No 2).
- ▶ enter claims, complaints and comments related to the election procedures, made on polling day into the polling day log-book (on page 10 and the following pages).

### ATTENTION!

- ▶ Nobody shall prevent any person authorised to be present at the polling place from entering claims, comments or complaints into the polling day log-book (*Election Code – Article 62.10*).
- ▶ A person making a record in the polling day log-book shall indicate his/her first name, last name and address (according to the ID card of the Citizen of Georgia).

The application or a complaint regarding the violation of the polling procedure in the electoral precinct shall be made upon the moment when the violation was noticed, from 07:00 of the polling day till the opening of the box, and the application or complaint regarding the violations of the procedures for counting the votes and summarizing the polling results, and requesting the revision or declaring void of the polling results shall be made from the time of opening the ballot box till the time of drawing up of the summary protocols of polling results.

The PEC secretary shall register the application/complaint in the section of incoming documentation of the registration book and issue a notice to the applicant/complainant indicating the date, time and registration number of the application/complaint. The PEC secretary shall confirm the notice with a signature (annex No 2).

For the purposes of observing the registration process of complaints, if representatives of election subjects, who were selected by the casting of lots, identify the violations, the PEC shall make the decision concerning the registration.

## PROCEDURE FOR IDENTIFYING DEFICIENCY OF APPLICATIONS/ COMPLAINTS MADE ON POLLING DAY

The PEC secretary, the PEC chairperson or deputy chairperson may identify a deficiency to the applicant/complainant and establish the reasonable deadline for its correction if the application/complaint does not include:

- ▶ the date and time of drawing up the application/complaint;
- ▶ the first and last names of the applicant/complainant, and the place of his/her registration;
- ▶ number of an electoral precinct;
- ▶ in case of a witness – his/her first name, last name and place of registration.

The applicant/complainant may correct the defect within the set deadline by submitting the same or a new application/complaint (indicating the data due to which the deficiencies were identified). The PEC secretary shall make the note in the registration book – "a defect". The applicant/complainant and the respective PEC member shall sign along the note.

### ATTENTION!

The parties shall determine the deadline for correcting the defect. If the parties fail to agree on the deadline for correcting the defect, the person receiving the application/complaint shall determine the deadline unilaterally.

Upon the correction of the defects, the PEC secretary, chairperson or deputy chairperson shall make a note – "corrected" – in the registration book, indicating the exact time and date of the correction. The applicant/complainant and the relevant PEC official shall sign along the note.

### ATTENTION!

If the defect has not been corrected within the specified deadline, the application/complaint shall not be heard and the PEC chairperson shall issue an ordinance to that effect.



## CHAPTER II      RESPONDING TO APPLICATIONS/ COMPLAINTS MADE ON THE POLLING DAY

A PEC chairperson shall respond promptly and adequately to the applications/complaints related to the procedural violations occurring between 07:00 of the polling day and the opening of the ballot box and shall rectify the violation.

### ATTENTION!

If the PEC chairperson does not or cannot rectify the violation or otherwise has refused to react, the applicant/complainant may file the application/complaint regarding the same violation with the DEC.

In the case of rectification of the violation, a relevant note – "violation rectified" – as well as the exact time of rectifying the violation shall be recorded in the polling day log-book.

The PEC shall not hear the application/complaint on the violation of the procedures of counting votes and summarising the polling results, and shall forward the application/complaint to the DEC within 2 calendar days from the polling day.

The submitted applications/complaints **shall not be heard** and the PEC chairperson shall issue an ordinance regarding the leaving of the application unheard, if:

- ▶ the application/complaint is drawn up by an unauthorised person;
- ▶ the application/complaint does not specify the substance of the violation and the time of its commission;
- ▶ the application/complaint was submitted to the election commission in violation of terms determined by law;
- ▶ the defects in the application/complaint have not been corrected within the specified time.



**Annex No 1****Details of the applications/complaints submitted  
to the election commissions**

The following shall be specified in an application/complaint:

- ✓ date and time of drawing up an application/complaint\*;
- ✓ The first name, last surname and place of registration of the applicant/complainant\*;
- ✓ number of an electoral precinct\*;
- ✓ in case of a witness – his/her first name, last name and place of registration\*;
- ✓ substance and time of the violation\*\*;
- ✓ if the violator is identified, the data of the violator that was possible to establish\*\*;
- ✓ explanation of the violator (if any)\*\*;
- ✓ contact phone number (home phone and/or mobile phone number) of an applicant/complainant\*\*\*;
- ✓ fax number and an e-mail address (if any) of the applicant/complainant\*\*\*;
- ✓ Other additional information.

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\* Failure to specify the above details accurately/completely shall be a ground for establishing a defect of the application/complaint, and can serve as a ground for not hearing the application/complaint if the defect is not corrected.

\*\* Failure to specify the above details shall be a ground for leaving the application/complaint unheard without prior establishing the defects.

\*\*\* Specification of inaccurate/incomplete details cannot serve as a ground for establishing the defects of the application/complaint and leaving it unheard, however may can serve as a ground for impossibility to summon a party to the hearing of the complaint.

**Annex No 2****№ „.....“ ..... electoral district****№ „.....“ ..... Precinct Election Commission****Certificate****On Registration of an Application/Complaint**

Date of receipt of an application/complaint: .....

Time of receipt of an application/complaint: .....

Registration number of an application/complaint: .....

PEC secretary: .....

/Signature/

## Annex No 3

**The authorities of the PEC chairperson****1. The authorities of the PEC chairperson are as follows:**

- ▶ to call a PEC meeting (*Election Code – Article 8.2*);
- ▶ to chair a PEC meeting (*Election Code – Article 27.1(b)*).

**2. Administrative functions:**

- ▶ Have a right assign tasks to the PEC deputy chairperson, secretary and other PEC members (*Election Code – Article 27.1(e)*);
- ▶ **You may issue a decree within your competence** (*Election Code – Article 30.1(c)*);
- ▶ You shall receive and distribute under your resolution the electoral documents and correspondence submitted and addressed to the PEC (*Election Code – Article 27.1(c)*);
- ▶ You shall assume personal responsibility for the storage and purposeful distribution of electoral documents, inventory and other materials from a DEC (*Election Code – Articles 27.1(d); 63.6*).
- ▶ For ensuring publicity, please, take into consideration that the following should be posted in a visible place (*Regulations of the Precinct Election Commissions – Article 8*):
  - ☐ The PEC contact telephone numbers, fax numbers and other details;
  - ☐ The legal acts of the Electoral Administration, which are related to the PEC activities;
  - ☐ The ordinances issued by the PEC and PEC chairperson;
  - ☐ The public version of the unified list of voters (wall list without photos), the rules and dates for making changes to the lists and filing complaints because of discrepancies in them.

**ATTENTION!**

- ▶ Not later than the second day before the polling day you will be provided with the final versions of the updated lists (versions designated for election commissions, table lists, and versions designated for public information, wall lists) (*Election Code – Article 31.11*);
- ▶ Remove the initial versions of the table list designated for public information and post the updated list in the same place.

**Authorities of the PEC Chairperson  
Day before the polling day  
(October 20)**

**1. Authorities related to the arrangement of the polling place:**

- ▶ You shall be responsible for arranging the polling place. Please consider the following (*Election Code – Article 58(4)*):
  - ☐ at least one polling booth with one pen shall be arranged for every 500 voters (where necessary a polling booth adapted to the needs of persons with disabilities shall be provided);
  - ☐ a place for the registrars of voters shall be made available and the tables shall be placed according to the number of registrars;
  - ☐ a transparent ballot box shall be installed in a visible place;
  - ☐ a table for special envelopes shall be placed near the ballot box.
  - ☐ magnifying glass for voters with vision impairment and special frame for voters with vision loss shall be places on the table of the PEC secretary.
  
- ▶ The following shall be posted in a visible place at the polling place (*Election Code – Article 58.4(d); 58.5*):
  - ☐ the public version of the unified list of voters (the wall list);
  - ☐ the public version of the special list of voters (the wall list) (if any);
  - ☐ the public version of the mobile ballot box list (the wall list) (if any);
  - ☐ lists of candidates;
  - ☐ party lists;
  - ☐ voting instructions and the procedures for filling out ballot papers as determined by the CEC;
  - ☐ extract from the Law providing for the cases in which the ballot papers are deemed invalid;
  - ☐ demonstration protocol(s) of polling results;
  - ☐ If any electoral subject entered into ballot papers no longer runs displayed.

**2. Authorities related to the receipt of electoral documents:**

Remember: Not later than 12 hours before the opening of the polls you should receive ballot papers and special envelopes from the DEC. Upon the receipt, compare the number of provided ballot papers and special envelopes with the data specified in the delivery and acceptance certificate (*Election Code – Article 63.9-11*). Ensure that your PEC and DEC numbers are specified on the ballot papers.

## Authorities of a PEC Chairperson On the polling day (21 October)

### 07:00-08:00

- ☐ Open the electoral precinct at 07:00, notify the DEC by phone on opening the electoral precinct and the quorum of the PEC members (7 members) (*Election Code – Article 61.1*).

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- ☐ Provide the PEC secretary with a polling day log-book, registration book, summary protocols and demonstration protocols (shall be posted in a visible place).

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- ☐ Check the accreditation certificates (which are valid together with ID cards) of the authorised persons present at the polling place Remember that only the persons provided for by law are authorised to be present at the polling place.

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- ☐ Publicly check the integrity of the sealed package , that contains a special seal of the PEC and open it (specify the number of the seal on page 9 of the polling day log-book) (*Election Code – Article 61.2(b)*).

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- ☐ Conduct the casting of lots among the commission members for identifying two members of the commission to transport the mobile ballot box (the head officers of the PEC may not participate in the casting of lots) (*Election Code – Article 61.2(d)*).  
Remember that If the person identified as a transporter of the mobile ballot box through the casting of lots refuses to perform the function, he/she shall lose a right to participate in the casting of lots for distributing other functions (regulator of flow of voters, registrar, supervisor of the ballot box and special envelopes).

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- ☐ Conduct another casting of lots to assign the other functions to the PEC members (PEC members responsible for regulating the flow of voters, registering voters, supervising ballot boxes and special envelopes) (*Election Code – Article 61.2(e)*).

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- ☐ Identify, by casting of lots, at least 2 representatives from among the electoral subjects present at the electoral precinct for the purpose of monitoring the registration of complaints process. Remember: The representatives, identified by casting of lots, and the PEC secretary may not be the persons nominated by the same electoral subject (*Election Code – Article 61.5*).

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- ☐ Announce the number of the voters in the Unified List of Voters, in the special list of voters and in the mobile ballot box list (if any). Ask the PEC secretary to enter the data on pages 6, 7 and 8 of the polling day log-book and into the demonstration protocols of polling results (the number of voters in the special list shall be entered into the demonstration protocols and polling day log-book after the polling ends) (*Election Code – Articles 61.6(a) and 61.9*).

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- ☐ Announce the number of received ballot papers and of special envelopes, ask the PEC secretary to enter the number of the received ballot papers into the demonstration protocols and polling day log-book (*Election Code – Article 61.6(b) and 61.9*).

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- ☐ Do check that the ballot boxes are empty and that main and mobile ballot boxes are sealed with the seals having unique numbers (*Election Code – Article 61.6(c)*).

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- ☐ Provide each registrar of voters with: 300 voters list (provide one of the registrars with a special list of voters), one block of different type of ballot papers (sign and make the registrar sign the front page of the block, the delivery and acceptance certificate, ask the registrar to verify the accuracy of the number of ballot papers in each block), inking liquid, the registrar's seal (enter the number of the seal on page 9 of the polling day log-book).

- ☐ In case the number of registrars' seals are less than required or the seal is damaged, reduce the number of registrars (*Election Code – Article 61.7*).

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- ☐ Provide a person responsible for regulating the flow of voters with the ultraviolet detector to check inking.

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- ☐ Provide the observer of the ballot box and special envelopes with special envelopes and the main ballot box.

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- ☐ Immediately, after providing PEC members with the materials, before the beginning of the polling, fill out a self-copyable form of the control sheet (except for the data on the first voter) together with the secretary. Pay attention that a control sheet is signed by all PEC members present (*Election Code – Article 61.10*).

### From 08:00

- ☐ Upon the arrival at the electoral precinct the first voter shall be registered and take a ballot paper. After that instruct the PEC secretary to enter the data of the first voter into the control sheet (the PEC secretary shall take the data from the respective list of voters), to make the voter sign it, and to specify the exact time the control sheets are placed into the ballot boxes. Insert one copy of the control sheet into the main ballot box, the second copy – into the mobile box (if any) and keep the third copy (*Election Code – Article 61.10*).

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- ☐ After the registration of the first voter, notify the DEC by phone about the sealing of the ballot box(es), about dropping the control sheet(s) into the ballot box(es) and about the beginning of the voting.

In the process of polling please consider that:

- If the ultraviolet detector detects that a voter has already been inked, he/she has no right participate in the polling. Instruct the PEC secretary to enter the identity of the voter into the polling day log-book.
- A voter may cast a ballot if together with the Personal Identification Number of the Citizen of Georgia, the gender and the photograph, at least 3 pieces of data (first name, last name, date of birth) fully comply with the data in the respective list of voters.
- Where the registrar of voters finds the face of the voter not corresponding to the photograph in the presented documents or in the list of voters, the registrar shall approach you to confirm the non-correspondence.

If you confirm the non-correspondence, instruct the PEC secretary to make a relevant entry into the polling day log-book (indicating the first name, last name of the voter and the serial number of the voter in the list of voters). Certify the entry together with the PEC secretary by signatures. The PEC secretary shall attach a photocopy of the document presented by the voter certified by the signature of the secretary to the log-book.

If you do not confirm the non-correspondence, the registrar of voters may make a note expressing his/her special opinion in the polling day log-book. The PEC secretary shall make a relevant entry into the polling day log-book (indicating the first name, last name of the voter and the serial number of the voter in the list of voters). The entry shall be certified by the signatures of the registrar and the PEC secretary. The PEC secretary shall attach a photocopy of the document presented by the voter certified by the signature of the secretary to the polling day log-book.

After the above procedure allow the voter to participate in the polling.

- If the voter refuses to go through the inking procedure, do not let him/her participate in the polling.
- If in the process of voting it has been revealed that a voter has signed on another voter's signature line, the voter on whose line the signature has been made shall sign in the same signature line. Further,



instruct the registrar of voters to write an explanation (indicating first and last names of the voter) on the given fact.

- If a voter of a PEC member incidentally spoils a ballot paper, instruct the registrar of voters to replace the spoiled ballot paper with a new one. Cut-off a corner of the spoiled ballot paper, write on it 'spoiled', sign it and keep it separately (*Election Code – Article 65(4)*).
- If a voter is incapable to complete a ballot paper independently, pay attention that to the booth are not invited the PEC member, the candidate, the representative of the electoral subject, the representative of the press and other mass media and observers. Any person other than the above persons may assist the voter (*Election Code – Article 65.3*).
- If a voter due to the physical condition (lack of upper limbs) cannot perform the polling procedures independently, remind the registrar when giving (a) ballot paper/papers to the voter, make a note 'physical condition' in the line of 'the voter's signature' and to certify this with a signature.

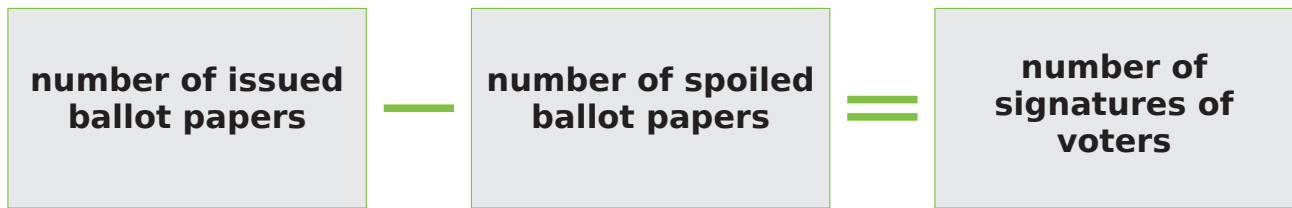
### **From 09:00**

- ☐ Assign two PEC members, appointed by casting lots, to conduct mobile voting and provide them with the following (*Election Code – Article 66.3*):
  - ☐ mobile ballot box lists;
  - ☐ necessary amount of the ballot papers signed and sealed with the registrar's seal by the registrar of voters;
  - ☐ special envelopes (corresponding to the number of votes in the mobile ballot box list);
  - ☐ the sealed ballot boxes which must contain a control sheet.
  - ☐ The seal to be applied for sealing the slot of the ballot box (the mobile ballot box shall be sealed after the polling through the mobile ballot box finishes).
- ☐ Instruct the PEC secretary to enter into the polling day log-book the number of the ballot papers given to the PEC members accompanying the mobile ballot box, and also the time when the mobile ballot box was taken from the electoral precinct.
- ☐ Upon the return of the mobile ballot box to the electoral precinct, instruct the PEC secretary to verify the accuracy of the numbers of existing signatures in the list of mobile ballot box, unused and/or spoiled ballot papers and special envelopes. In case of identifying the discrepancies, the PEC members accompanying the mobile ballot box shall write an explanation stating the reasons for this. The data given in the explanations shall be included in the data of the summary protocols of the given polling and shall be attached to the summary protocol/s of the polling.
- ☐ Cut-off the corners of unused ballot papers and special envelopes, write on them 'spoiled' and sign them. Instruct, the PEC secretary to enter into the log-book the number of signatures in the list of mobile ballot box, unused ballot papers and the time of return of the mobile box to the electoral precinct.

### **At 10:00, 12:00, 15:00 and 17:00**

Ask the registrars of voters to count the number of signatures of voters in the lists of voters and the number of distributed ballot papers (including the number of spoiled ballot papers given to the PEC chairperson) without hindering the polling process. It is recommended to verify the data with the registrars according to the proportional ballot papers.

Verify the accuracy of the data by using the following method:



In case of any difference between the data, the registrar of voters shall immediately write an explanation, which must be attached to the summary protocols of polling results and the data entered in the explanations must be considered when drawing up the summary protocols.

Add up the number of signatures received from each registrar at at 10.00 a.m., 12.00 p.m., 3.00 p.m. and 5.00 p.m. taking into account the explanations written by them (if any) and send the data as an sms on the number provided by the DEC.

At 12:00 and 17:00 instruct the PEC secretary to enter the number of signatures of the voters participating in the polling on the lists of voters in the polling day log-book and in the demonstration protocol(s) of the polling results (*Election Code – Article 65.6*).

#### Before 20:00

- ☐ The mobile ballot box shall be returned to the electoral precinct not later than 20:00 (*Election Code – Article 66.1*) Instruct the PEC secretary to enter into the polling day log-book the number of the unused ballot papers left after the polling through the mobile ballot box, and also the time when the mobile ballot box was returned to the electoral precinct.

#### From 20:00 to the opening of the ballot box

- ☐ Announce the closing of the polls place at 20:00. Instruct one of the PEC members to count the number of voters waiting in the line (if any). After the end of the voting close the doors of the electoral precinct and seal the slot of the ballot box (*Election Code – Article 65.8*).
- ☐ Assign the PEC secretary to enter in the polling day log-book the identities of persons present at the polling place while counting the votes.
- ☐ It is important that after closing of polls, before the casting of lots, you assign each registrar of the voters to count the number of issued (taking into account the issued ballot papers according to the mobile ballot box) and spoiled ballot papers, and also the number of signatures in the unified list of voters and special list of voters available to them (taking into account the data provided in the explanations written by them):



If the equation is not fulfilled, instruct the registrar of voters to recount and specify the quantities. If the equation still is not fulfilled, ask the registrar of voters to write an explanation, which you must attach to the summary protocol/protocols of polling results, and the data you have to enter into the summary protocol/protocols respectively.

- ☐ After determining the above data, instruct the registrars to count, in all types of lists, the gender data (number of females) of voters participating in the voting. Submit the data to the DEC.

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- ☐ Select by the casting of lots four counting officers (*Election Code – Article 67.1*).

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- ☐ Select by the casting of lots 2 supervisors from among the observers, unless the observers select from within their members the supervisors by mutual agreement for the process of counting the ballot papers (*Election Code – Article 67.1*).

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- ☐ Select by the casting of lots not more than 2 representatives of the electoral subjects present at the electoral precinct, who will participate in the process of counting of valid and/or invalid ballot papers together with the counting officers selected from among the PEC members by the casting of lots. Remember: The representatives of those electoral subjects that have appointed the PEC members that are counting officers selected by the casting of lots may not participate in the casting of lots (*Election Code – Article 67.2*).

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- ☐ Instruct the counting officers to count the number of signatures of the voters in the unified list of voters, in the special list of voters as well as on the mobile ballot box list of voters (if any) (*Election Code – Article 67.3*).

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- ☐ Instruct the PEC secretary to place in separate packages the table versions of the unified list of voters, the special list of voters and the mobile ballot box list of voters (if any), unused ballot papers and spoiled ballot papers. The PEC secretary shall cut-off the corners of the unused ballot papers before placing them into the package (*Election Code – Article 67.3,4*).

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- ☐ Instruct the counting officers to seal separately the table versions of the unified list of voters, the special list of voters and the mobile ballot box list of voters (if any), also the packages of unused and spoiled ballot papers and also the seals of the registrars of the voters (*Election Code – Article 67.4,5*).

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- ☐ Sign the sealed packages together with the counting officers.  
On the sealed package put the name and number of the respective DEC and PEC, as well as the type of the electoral documentation (*Election Code – Article 67.5*).

### **Opening of ballot boxes, filing out summary protocols of polling results**

- ☐ Check the integrity of the seals of the ballot box and of the mobile ballot box (if any) (*Election Code – Article 68.1*).

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- ☐ First, open the mobile ballot box (if any). Counting officers shall check the existence of a control sheet in the mobile ballot box and establish its correspondence with the control sheet kept at the PEC for comparison (*Election Code – Article 68.4*).

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- ☐ Open the main ballot box. The counting officers shall check the existence of the control sheet in the ballot box and establish its validity by comparing it with the control sheet kept at the PEC (*Election Code – Article 68.5*).

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- ☐ Open the ballot box of an electoral precinct set up in an exceptional case (if any). The counting officers shall check the existence of the control sheet in the ballot box and establish its validity by comparing it with the control sheet kept at the PEC (*Election Code – Article 67.8*).

- 
- ☐ If everything is in order, the counting officers shall mix the special envelopes from the mobile and main ballot boxes and the ballot boxes of the electoral precinct created in an exceptional case (*Election Code – Articles 68.5 and 67.7*).
- 
- ☐ Instruct the counting officers to sort out the ballot papers. Together with the commission, put to the vote the separate ballot papers which raise doubts about their validity (*Election Code – Article 69.5*).
- 
- ☐ Instruct the counting officers to count invalid ballot papers and the votes/ballot papers received by each electoral subject (*Election Code – Article 69.6-9*).
- 
- ☐ Announce the number of the votes received by each electoral subject and the number of invalid ballot papers and together with the PEC secretary verify the accuracy of the data. The PEC secretary shall enter the results into the polling day log-book and into the demonstration protocols of polling results. (*Election Code – Article 69.8*).
- 
- ☐ Instruct the counting officers to bind and seal the following: The invalid ballot papers (invalid ballot papers designated for another electoral precinct shall be sealed separately), the ballot papers of each electoral subject (packages shall be signed by the counting officers and the PEC chairperson) (*Election Code – Article 69.6-9*).
- 
- ☐ The PEC secretary shall, with your consent, complete the summary protocol of polling results. The data, included in the explanations written by the registrars of voters (if any), shall be considered when drawing up summary protocols of polling results. A PEC secretary shall register the summary protocol of polling results in the outgoing documents part of the registration book. All commission members are required to sign a summary protocol of polling results, which confirms their presence at the electoral precinct. Approve the completed summary protocols of polling results with the special seal of the commission. (*Election Code – Article 71*)
- 
- ☐ Upon the issuance of the photocopies of the summary protocols of polling results (if requested), sign them together with the PEC secretary and approve them with the special seal of the commission. The person receiving the photocopy shall confirm this with a signature in the log-book (*Election Code – Article 71.8*).
- 
- ☐ Seal in separate packages the special seal of the commission (all PEC members shall sign the sealed package containing the special seal of the commission) (*Election Code – Article 71.13*), the seals of the registrars of voters and the polling day log-book together with applications/complaints.
- Remember: the registration book and the summary protocols of polling results shall not be sealed.
- 
- ☐ Place the sealed electoral documents in a big box or bag and deliver it to the DEC. Transport the summary protocols of polling results and sealed packages of the registration book, the log-book and applications and complaints separately from the box/bag. (*Election Code – Article 71.11*)

## Annex No 4

### Authorities of a PEC Secretary on the Polling Day (21 October)

**07:00-08:00**

- ☐ Upon opening the electoral precinct, receive a log-book, registration book, summary protocols of polling results and demonstration protocols from the PEC chairperson.

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- ☐ Post the demonstration protocols of polling results at a visible place in the electoral precinct.

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- ☐ Record the first and last names of the authorised persons (PEC members, observers, representatives) present at the polling place at the time of opening the electoral precinct on pages 1 and 2, and if necessary, on page 10 and following pages of the polling day log-book, and ask them to confirm their presence at the polling place by signing in the log-book (*Election Code – Article 61.2(a)*).

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- ☐ After the PEC chairperson opens a sealed package of the special seal, specify the number of the seal on page 9 of the polling day log-book.

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- ☐ Record on page 3 of the polling day log-book the results of the casting of lots conducted for the purpose of assigning functions to the PEC members (*Election Code – Article 61.2(f)*).

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- ☐ Record on page 3 of the polling day log-book the data of the representatives of electoral subjects selected by casting lots for observing the process of registration of complaints. (*Election Code – Article 61.5*)

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- ☐ Enter on pages 6, 7 and 8 of the polling day log-book and in the demonstration protocols of polling results the numbers of voters in the unified list of voters, in the special and mobile ballot box lists (where available) (the number of voters in the special list shall be entered into the demonstration protocols of polling results and the polling day log-book after the polling ends) (*Election Code – Article 61.9*).

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- ☐ Enter on pages 6, 7 and 8 of the polling day log-book and the demonstration protocols of polling results the number of received ballot papers (*Election Code – Article 61.9*).

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- ☐ Record the time of sealing the ballot boxes and individual numbers of seals of the ballot boxes on page 4 of the polling day log-book.

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- ☐ Record on pages 3 and 9 of the polling day log-book the reference numbers of the seals transferred to each registrar of voters.

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- ☐ Before the polling starts, fill out a self-copying form of a control sheet (except for the data of the first voter) together with the PEC chairperson. Pay attention that the control sheet is signed by all PEC members present (*Election Code – Article 61.10*).

**From 08:00**

- ☐ Upon arriving at the electoral precinct, the first voter is registered and takes a ballot paper. After that, enter the data of the first voter into the control sheets (you have to take the data from the respective list of voters), have the voter sign and indicate the exact time of dropping the control sheets into the ballot box (enter the details of the control sheets on page 4 of the polling day log-book).

**From 09:00**

- ☐ Record on page 4 of the polling day log-book the number of ballot papers transferred to the commission members accompanying the mobile ballot box, and specify the time of taking the mobile ballot box out of the electoral precinct (*Election Code Article – 62.6*).

**12:00**

- ☐ Count, together with each registrar of voters, the number of signatures put on the lists of voters by voters participating in the voting and record the sum of the signatures on pages 6, 7 and 8 of the polling day log-book and in the demonstration protocols of polling results.

**17:00**

- ☐ Count, together with each registrar of voters, the number of signatures put on the lists of voters by voters participating in the voting and record the sum of the signatures on pages 6, 7 and 8 of the polling day log-book and in the demonstration protocols of polling results.

**Before 20:00**

- ☐ Upon the return of the mobile ballot box to the electoral precinct, verify the accuracy of the numbers of existing signatures in the list of mobile ballot box, unused and/or spoiled ballot papers and special envelopes. In case of identifying the discrepancies, the PEC members accompanying the mobile ballot box shall write an explanation stating the reasons for this. Include the data given in the explanations in the data of the summary protocols of the polling results, and attach the explanations to the summary protocols of the polling results.

The PEC chairperson shall cut off the corners of the unused ballot papers and special envelopes, write on them the word 'spoiled' and certify this with a signature. Enter on page 4 of the log-book the number of signatures in the list of mobile ballot box, unused ballot papers and the time of return of the mobile box to the electoral precinct.

**From 20:00 to the opening of ballot boxes**

- ☐ Record on page 4 of the polling day log-book the number of the remaining voters in line by 20:00 (if there are any).

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- ☐ Record in the polling day log-book the identities of persons present at the polling place while counting the votes.

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- ☐ Record on page 3 of the polling day log-book the results of the casting of lots for distributing the functions among the counting officers.

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- ☐ Record on page 3 of the polling day log-book the data of the supervisors selected from observers for the purpose of supervising the process of counting of ballot papers.

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- ☐ Record on page 3 of the polling day log-book the data of the representatives of electoral subjects selected by the casting of lots to participate in the process of counting of valid and/or invalid ballot papers together with the counting officers.



- ☐ Record in the polling day log-book and in the demonstration protocols of polling results the total number of voters participating in the polling as determined by the counting officers based on the unified list of voters, special list of voters (if any) and mobile ballot box list of voters (if any) (*Election Code – Article 67.3*).

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- ☐ Pack separately and seal the table versions of the unified list of voters, special list and mobile ballot box list (if any) of voters. Before packing cut off the corners of the unused and the spoiled ballot papers. The sealed packages shall be signed by the commission chairperson and the counting officers (*Election Code – Article 67.3; 67.4; 67.5*).

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- ☐ Register the number of cases, if there any, related to **the mismatch of the faces of the voters with their photographs in the submitted document(s) or the list of voters** and the number of documents attached to the polling day log-book. Record the data on page 29 and the following pages of the polling day log-book and then seal the documents. Put the name and the number of the electoral precinct as well as the type of the documents on the sealed package. Sign the sealing line (*Election Code – Article 67.5<sup>1</sup>*).

### Opening of ballot boxes, drawing up summary protocols of polling results

- ☐ After opening the ballot box, record in the polling day log-book and in the demonstration protocols of polling results the number of invalid ballot papers counted by the counting officers and the number of votes received by the electoral subjects (number of invalid ballot papers designated for other electoral precincts shall be recorded only in the polling day log-book) (*Election Code – Article 69.6,8*).

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- ☐ Verify the accuracy of the data with the PEC chairperson. Enter the obtained data into the polling day log-book and into the demonstration protocols of polling results. (*Election Code – Article 69.8*).

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- ☐ After the counting officers complete the process of counting the votes, fill out the summary protocols of polling results in agreement with the PEC chairperson (*Election Code – Article 71.1*). The data included in the explanations (if any) written by the registrars of voters shall be taken into account when drawing up the summary protocols of polling results. Remember: The data included in the summary protocols of polling results may not be changed! (*Election Code – Article 70.3*).

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- ☐ Sign the summary protocol of the polling results and ensure that all members of the commission sign the protocols. Approve the summary protocols of polling results with the special PEC seal and register them in the section of outgoing documents of the registration book (*Election Code – Article 71.4*).

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- ☐ Upon the issuance of the photocopies of the summary protocols of polling results, certify the photocopies with the special PEC seal and sign it together with the PEC chairperson. Register the issued copies in polling day log-book. Ensure that the receiving person confirms with a signature the receipt of the copies (*Election Code – Article 71.8*).

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- ☐ After summing up the polling results, close the polling day log-book and the registration book with a relevant notation 'the book is closed', sign them together with the PEC chairperson and approve them with the special PEC seal (*Election Code – Articles 62.11 and 71.12*).

**Remember!**

- ▶ Register all the incoming applications/complaints in the registration book and on page 10 and the following pages of the polling day log-book (*Election Code – Article 62.9*);
- ▶ Record on page 5 of the polling day log-book the information on the temporary transfer of a PEC member's functions chosen by lot to another PEC member (*Election Code – Article 61.2(g)*);
- ▶ If, at the time of checking the inking, it is discovered that a voter is already carrying an ink mark, record his/her identity on page 4 of the polling day log-book.

**Annex No 5****Functions of Commission Members Responsible for Regulating  
the Flow of Voters*****(Election Code – Articles 64 and 65)***

- ▶ Regulate the flow of voters entering the electoral precinct.
- ▶ Ask voters to present ID cards or passports of a citizen of Georgia.
- ▶ Check with an ultra-violet detector whether the voter has already been inked, after verifying that the voter has no inking allow the voter to participate in the polling process.
- ▶ Monitor the number of voters standing at the registration desk designated for voters. If more than two voters are standing at the registration desk, halt for a while the entrance of other voters into the polling place.
- ▶ Instruct voters to go to the registration desks designated for the alphabetical letter corresponding to the first letters of their last names enlisted in the list of voters.

**ATTENTION!**

- ▶ If a voter cannot present an ID card or a passport of a citizen of Georgia, explain to him/her that he/she cannot take part in the polling and ask the voter to leave the polling place.
- ▶ If the check with an ultraviolet detector detects that a voter has already been inked, he/she shall not participate in polling. Notify the PEC chairperson on the identity of the voter. Ask the voter to leave the polling place.
- ▶ Voters, who are unable to participate in the voting procedures independently due to physical condition, namely due to the absence of upper limbs, shall not go through checking for inking and the inking procedure.

## Annex No 6

### **Functions of Commission Members Acting as the Registrars of Voters**

#### ***(Election Code – Article 65)***

- ▶ Ask voters to present ID cards or passports of a citizen of Georgia.
- ▶ Check whether a voter's name is included in the unified or special list of voters, and compare the personal number of the voter with the number specified in the list of voters.
- ▶ Check the compliance of a voter's registration data included in the registration document/documents with the data provided in the list of voters.
- ▶ Check that the photographs in the presented documents, and in the relevant list of voters match with the face of the voter. Where you find that the face of the voter does not match with the photograph in presented documents or in the list of voters, approach the PEC chairperson to confirm the mismatch and wait for his/her instructions. If the PEC chairperson does not confirm the mismatch, you have the right to enter in the log-book your special opinion on this issue and certify this with a signature together with the PEC secretary's signature.
- ▶ Where the match is confirmed and the Personal Identification Number of the Citizen of Georgia, the gender and the photograph, correspond to at least 3 pieces of data (first name, last name, date of birth and the address) fully comply with the data in the respective list of voters (CEC Decree #41/2012 from September 21, 2012), place the inking on the nail of the thumb or the forefinger of the right hand of the voter, and where this is impossible on other fingers of the right hand, and where this is also impossible, on the left hand with the same manner.) (CEC decree #20/2012 from June 21, 2012)
- ▶ If a voter refuses to be inked, such voter shall not have the right to participate in the polling process and shall not be provided with the ballot paper/papers.
- ▶ Sign the respective line of the list of voters alongside the last name of the voter.
- ▶ Ask the voter to certify the receipt of the ballot paper/papers by signing alongside his/her last name in the list of voters. If in the process of voting it has been revealed that a voter has signed on another voter's signature line, instruct the voter on whose line the signature was made to sign in the same signature line. Further, you have to write an explanatory statement on the issue (indicating the first and last names of the voter).
- ▶ When issuing the ballot papers, sign the ballot papers in the appropriate box on the back page and certify them with the registrar's seal (also on the back page).
- ▶ Provide the voters with the ballot paper/papers signed by you and approved with the registrar's seal.
- ▶ If you or a voter spoils the ballot paper/papers, immediately inform the PEC chairperson on this and provide the voter with a new ballot paper/papers (signed by you and sealed with a registrar's seal).
- ▶ Instruct the voters to enter the polling booths.

**Remember!**

- ✓ Voters, who are unable to participate in the voting procedures independently due to physical incapacity, namely due to the lack of upper limbs, shall not go through the inking procedure. Upon handing the ballot paper/papers to the voter you shall make a note – "physical incapacity" in the box of the unified list of voters 'signature of the voter' and certify this with your signature. (CEC decree #20/2012 from June 21, 2012)
- ✓ It is recommended that at 10:00, 12:00, 15:00 and 17:00 you without hindering the polling process as being assigned by the PEC chairperson, recount the number of signatures of voters in the lists of voters, the number of the ballot papers issued by you and the number of spoiled ballot papers handed to the PEC chairperson, and inform the PEC chairperson on the data. In case of any difference between the data, you shall immediately write an explanation indicating the reasons thereof, which must be attached to the summary protocol/s of the polling results. After the polling ends, you shall verify again the accuracy of the data as assigned by the PEC chairperson.
- ✓ In the case of the transfer of the functions of a registrar of voters, the registrar is obliged to recount the number of signatures on the list of voters and the number of ballot papers issued by him/her (including the number of spoiled ballot papers transferred to the PEC chairperson) and notify the results to the PEC chairperson. In case of any difference between the data, you shall immediately write an explanation indicating the reasons, which must be attached to the summary protocol/s of the polling results.

## Annex No 7

**Functions of Commission Members Transporting Mobile Ballot Boxes****(Election Code – Article 66)****ATTENTION!**

The mobile voting procedure starts at 09:00 and ends at 19:00 of the polling day.

- ▶ From 09:00 of the polling day, the PEC chairperson shall provide you with:
  - ✓ mobile ballot box lists;
  - ✓ the necessary amount of the ballot papers signed and sealed with the registrar's seal by the registrar of voters;
  - ✓ the special envelopes;
  - ✓ the sealed mobile ballot box which must contain a control sheet;
  - ✓ the seal to be applied for sealing the slot of the ballot box (the mobile ballot box shall be sealed after the polling through the mobile ballot box ends).
- ▶ When you arrive to the voter, ask voters to present ID cards or passports of a citizen of Georgia;
- ▶ Compare the personal number of a voter with the personal number specified in the mobile ballot box list of voters.
- ▶ Check the compliance of a voter's registration data included in the registration document/ documents with the data provided in the mobile ballot box list of voters.
- ▶ Certify the issuance of the ballot paper by your signature in the mobile ballot box list of voters.
- ▶ Ask the voters to certify the receipt of the ballot paper/papers by signing alongside their last names in the mobile ballot box list of voters.
- ▶ Provide the voters with the ballot paper/papers signed by the registrars of voters and approved with the registrar's seal.
- ▶ After a voter fills out the ballot paper/s, provide him/her with a special envelope and instruct him/her to place the folded ballot paper in the envelope.
- ▶ Ask the voter to insert a special envelope into the mobile ballot box.
- ▶ After completing the polling process, seal the slot of the mobile ballot box in such that it would be impossible to open it without damaging the seal.
- ▶ Return the mobile ballot box to the electoral precinct by not later than 20:00 of the polling day.
- ▶ After returning to the polling place give the unused polling papers and special envelopes to the PEC secretary. Wait for further instructions of the PEC chairperson.



**ATTENTION!**

- ▶ In case the integrity of the seal of the mobile ballot box is damaged, you shall immediately notify the PEC chairperson of the fact and shall write and sign along the accompanying person an explanatory statement stating the reasons for the irregularity.
- ▶ The voters participating in the polling process by means of mobile ballot boxes, shall not undergo the inking procedure (*Election Code - Article 64.5*).
- ▶ In the case of using a mobile ballot box for voting by a voter due to a "physical condition", enter – "physical condition" – in the "voter's signature" box of the mobile ballot box list, and certify it with your signature. (*CEC decree #20/2012 from June 21, 2012*)
- ▶ The person (except for the PEC member, candidate, a representative of an electoral subject, press and other mass media, and an observer) selected by a voter with physical condition (also by a voter who is unable to independently fill out a ballot paper) shall instead of him/her and in his/her presence fill out a ballot paper, place it in a special envelope and insert it into a mobile ballot box (*CEC Decree #20/2012 from June 21, 2012*).

**Annex No 8****Functions of PEC Members Supervising Ballot Boxes and Special Envelopes**  
***(Election Code – Article 65)***

- ▶ Attend the ballot box all the time.
- ▶ Monitor the ballot box and special envelopes.
- ▶ Keep covered the slot of the ballot box for inserting special envelopes.
- ▶ After a voter leaves a polling booth, instruct him/her to take one special envelope independently from a separately standing table and to put the folded ballot paper(s) into it.
- ▶ Once you make sure that a voter holds only one special envelope, uncover the slot of the ballot box and instruct the voter to insert the special envelope into the ballot box.
- ▶ After the voter drops the special envelope into the ballot box, ask the voter to leave the ballot place.

**ATTENTION!**

- ▶ Only a voter may put ballot paper/papers in a special envelope. An exception shall be a voter with physical condition, instead and in the presence of whom, a person selected by such voter shall place a ballot paper into a special envelope and insert the envelope into the ballot box, who will also help the voter with physical incapacity to fill out a ballot paper in the polling booth.
- ▶ Not more than one voter at a time shall be allowed to be at the ballot box.
- ▶ A PEC member shall not have the right to open a ballot paper/papers.
- ▶ Before a voter places a ballot paper(s) in a special envelope, you may ask him/her to show you that he/she is holding the established number of ballot paper(s) (without interfering in the secrecy of the polling) and one special envelope. The voter must fulfil the request. The voter must fulfil the request. The voter must fulfil the request.

## Annex No 9

**PHOTO-VIDEO SHOOTING AT ELECTORAL PRECINCTS**

(prepared according to the Decree No 42/2012 of CEC of 24 September 2012)

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From the moment of opening an electoral precinct (07:00) through to the period of the drawing up of summary protocols of polling results by the PEC

**To ensure secrecy of polling, the following shall be prohibited:**

- ▶ photographic-video shooting in a **polling booth**, to prevent the disclosure of a voter's choice;
- ▶ Photographic-video shooting of the version of the lists of voters, designated for the PEC (table versions), and other information or materials, which are not public information under the election legislation of Georgia.

**To ensure an unhindered polling process:**

- ▶ The persons, authorised to be present at the polling place, **may be interviewed only** outside the polling place;
- ▶ PEC members shall give interviews **without interfering with the fulfilment of their duties** during the polling process.

**The following persons may be present at a polling place:**

- ▶ voters – during the period necessary for voting;
- ▶ PEC members and the members/representatives of upper election commissions;
- ▶ representatives of the electoral subjects (not more than 1 representative of the same electoral subject);
- ▶ accredited representatives of the media (not more than 3 representatives from the same press and other media organisation);
- ▶ observers of registered local observer organisations (not more than 1 representative per domestic observer organisation);
- ▶ observers of registered international organisations (not more than two observers of the same international organisation)(they may be accompanied by an interpreter).



From 07:00 on polling day up to the arrival of the first voter at the electoral precinct, and from the moment when the last voter casts his/her vote at the electoral precinct through to the period of drawing up the summary protocols of polling results

### **To ensure transparency of the polling process:**

Persons authorized to be present at the polling place shall have the right to carry out photographic-video shooting from a place specially allocated by the PEC chairperson, at a distance of not less than 3 metres from the subject/object of shooting, from where the polling process is visible.

If the polling place does not allow observance of 3 metres distance, the place for shooting shall be determined by the PEC chairperson.



On polling day, during the period from the moment of arrival of the first voter at the electoral precinct up to the moment when the last voter casts his/her vote

### **To ensure transparency of the polling process:**

- ▶ Persons, authorised to be present at the polling place, shall have the right to film the polling process at the electoral precincts during the period when the voters of high public interest (political officials, heads of electoral subjects and political unions, religious leaders) vote, after which all photographic-video shooting equipment must be removed from the polling place.
- ▶ The same press and other mass media organisations shall have the right to film at the polling place once and for not more than 10 minutes during the voting process from any place, provided that secrecy of polling is ensured.
- ▶ Persons authorised to be present at the polling place (including the representatives of media wishing to film for more than 10 minutes) can film during the whole polling day using the stationary photo-video shooting equipment located at a special spot allocated by a PEC chairperson. A ballot box should be visible from the allocated spot.

## **RESPONDING TO VIOLATIONS**

In the case of violation of photographic-video shooting rules, the PEC shall make a decision majority of votes, on the removal of the person(s) responsible from the polling place.

## NOTES

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.

## This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a guide for handwriting or typing. The paper itself is a clean, off-white color. There are no margins, text, or other markings present on the page.



## NOTES

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.

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