



CEC

ELECTION ADMINISTRATION
OF GEORGIA



ELECTORAL SYSTEMS
DEVELOPMENT, REFORMS AND
TRAINING CENTRE

ELECTION DAY PROCEDURES

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

ELECTION DAY PROCEDURES

THE PRESENT GUIDELINES HAS BEEN PREPARED ACCORDING TO THE CEC OF GEORGIA AUGUST 25, 2017 DECREE N41 ISSUED FOR THE OCTOBER 21, 2017 ELECTIONS OF REPRESENTATIVE BODY OF MUNICIPALITY – SAKREBULO AND MAYOR OF SELF-GOVERNING CITY/ SELF-GOVERNING COMMUNITY, AND IS INTENDED FOR TRAINING PURPOSES. 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

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 registered in the relevant PEC (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 42.2²*).

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*):

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

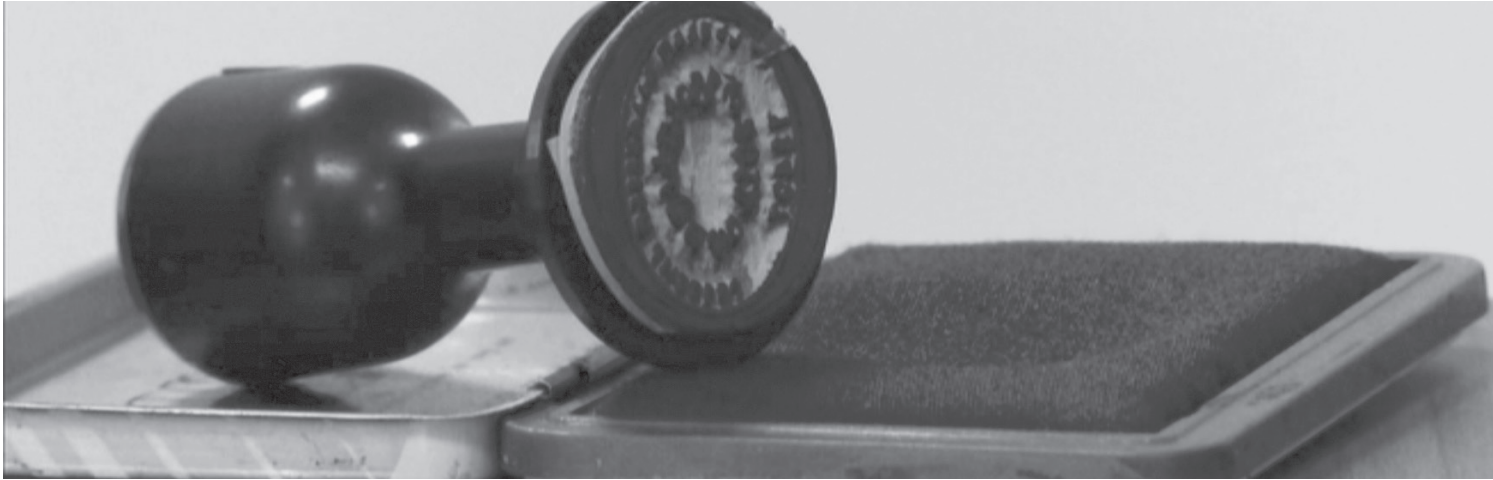
Immediately after opening the electoral precinct the PEC chairperson shall deliver the polling day log-book to the PEC secretary. The PEC secretary, together with the PEC chairperson, shall record every election procedure during the polling day in the polling day log-book and specify the time of the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



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 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 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 PEC 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 in 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.



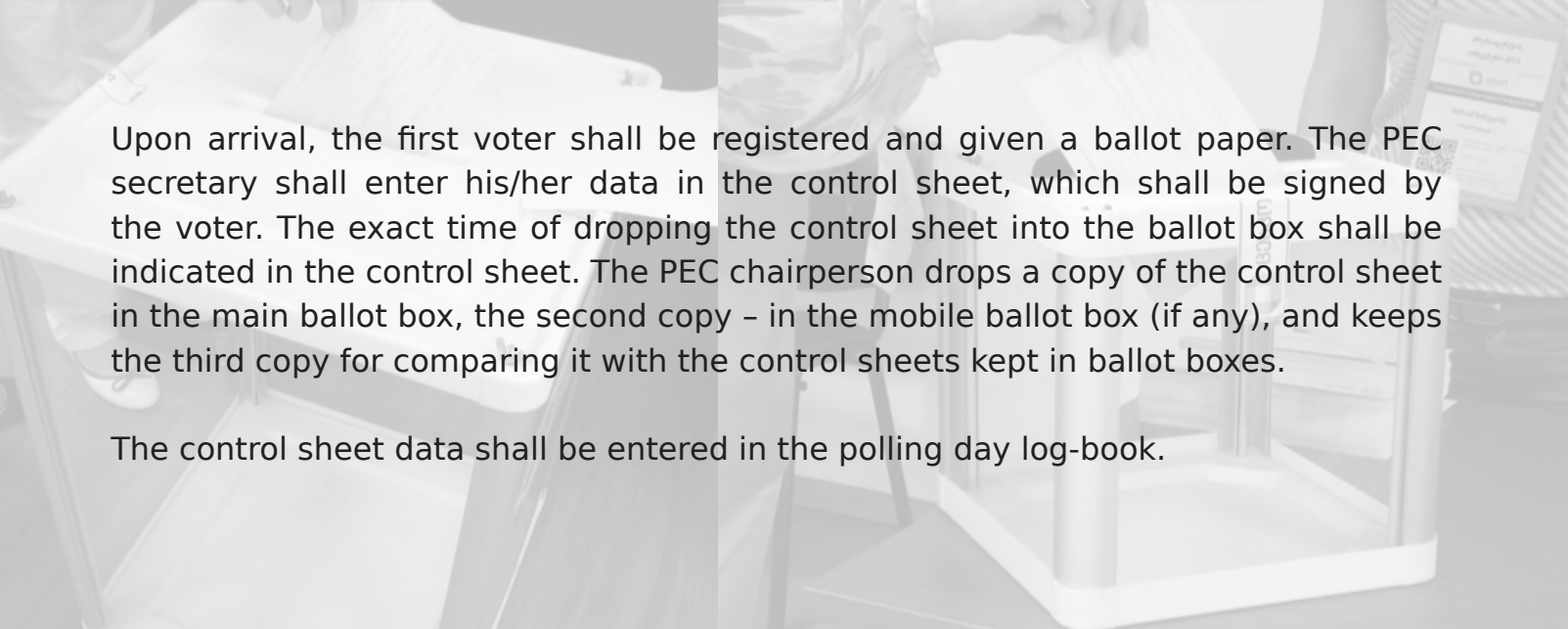
The PEC chairperson shall transfer the main ballot box and special envelopes to the PEC member responsible for supervising ballot boxes and special envelopes.

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.

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.

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!

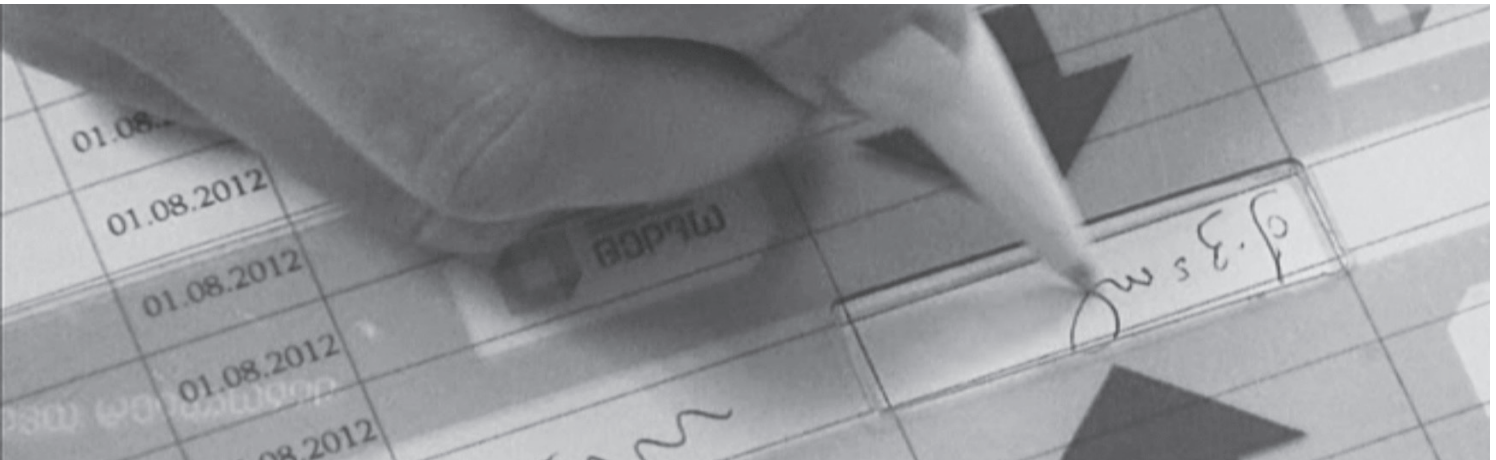
- ▶ If the verification of the voter's data reveals that the voter's registration data contained in the presented document(s) (except for the photograph) corresponds with the data in the list of voters, but the registrar of voters considers that the photograph in the document(s) presented or in the list 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 log-book, 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 65.2¹*).

- ▶ 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!

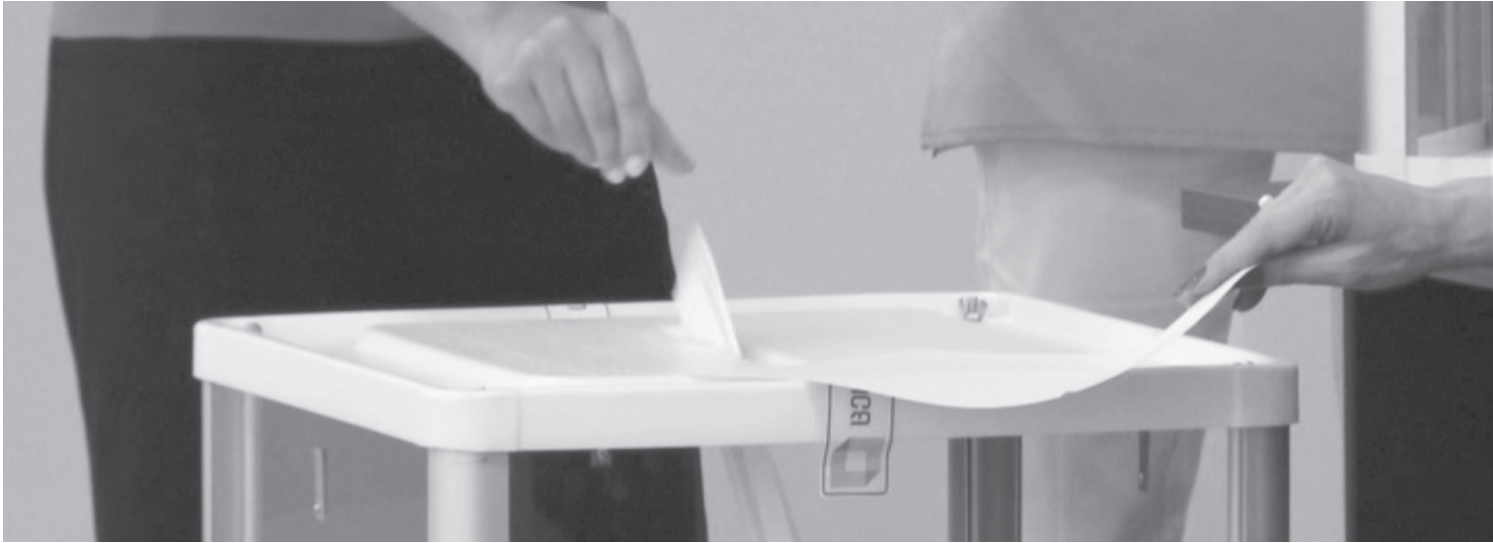
- ▶ If a voter is unable to fill out a ballot paper independently, they shall have the right to ask any person for help in the polling booth except for a member of the election commission, a representative of an electoral subject, a representative of the press and other media or an observer (*Election 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

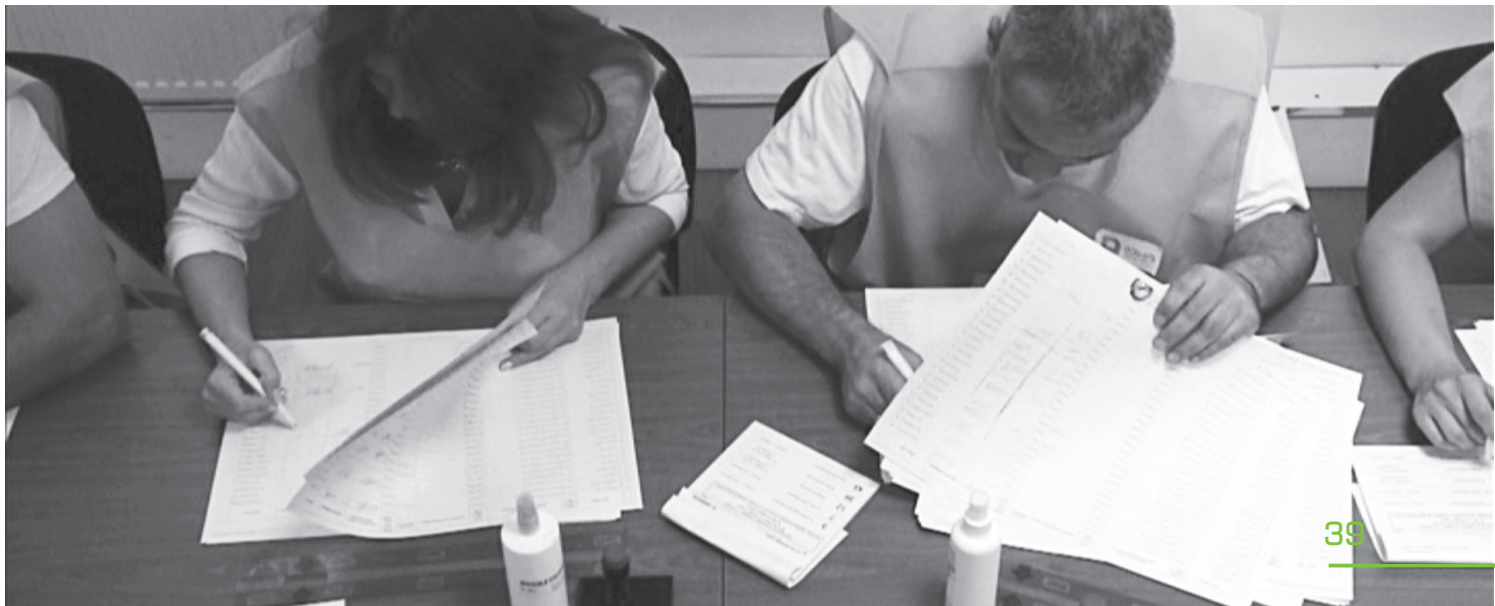
It shall be prohibited to close the polling place, to terminate or suspend the polling process during the polling day. If any circumstances hinders the polling process, the PEC chairperson shall notify the DEC immediately on this fact and wait for respective instructions.

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:



$$\begin{array}{|c|} \hline \text{number of issued} \\ \text{ballot papers} \\ \hline \end{array} \quad - \quad \begin{array}{|c|} \hline \text{number of spoiled} \\ \text{ballot papers} \\ \hline \end{array} \quad = \quad \begin{array}{|c|} \hline \text{number of} \\ \text{signatures of} \\ \text{voters} \\ \hline \end{array}$$

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 ballot box 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 ballot box 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 in 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 the respect of mobile ballot box voting (*Election Code – Article 64.5*).
- ▶ In case the integrity of the seal of the mobile ballot box is violated, 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 secretary shall enter the results of the casting of lots in 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; 67.4-5¹*)

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 ballot 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.

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 signed by counting officers and the PEC chairperson.



(Election Code – Articles 70-71)

After having sealed the ballot papers, the PEC secretary, in agreement with the PEC chairperson shall enter data into the summary protocols of the polling results.



All PEC members shall sign the summary protocols of polling results, and if they do not agree with the data entered in it, they shall have the right to attach their dissenting opinion to the protocol in writing. The summary protocols of polling results shall be endorsed by a special PEC seal. The summary protocol shall be registered in the registration book in the part of outgoing documents.

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

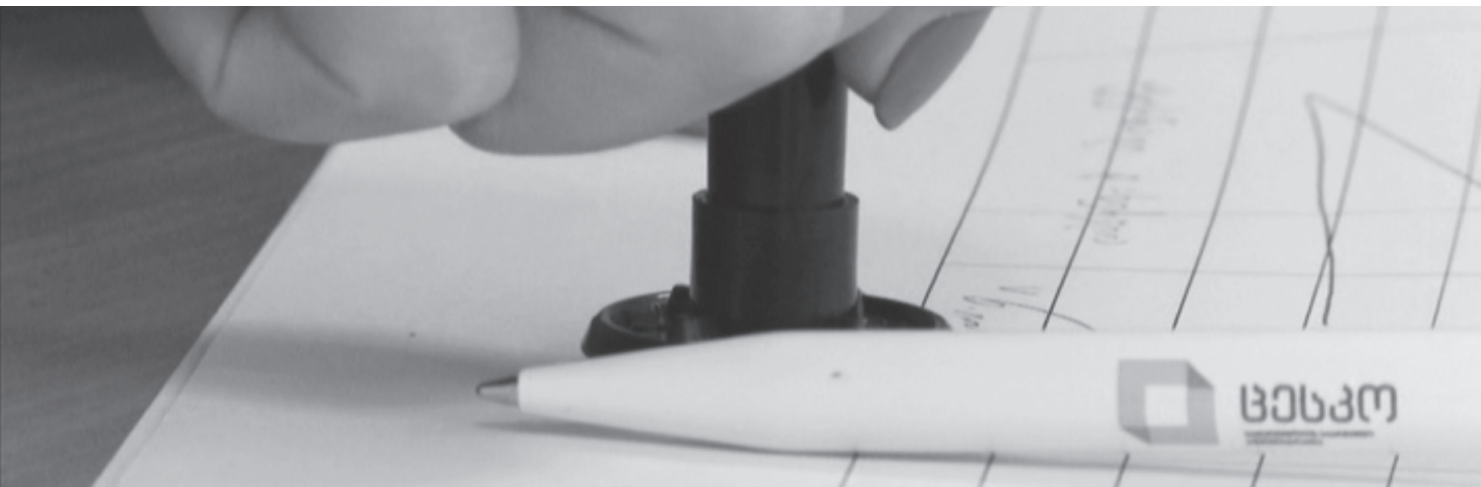
(Election Code – Article 71.8)

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).

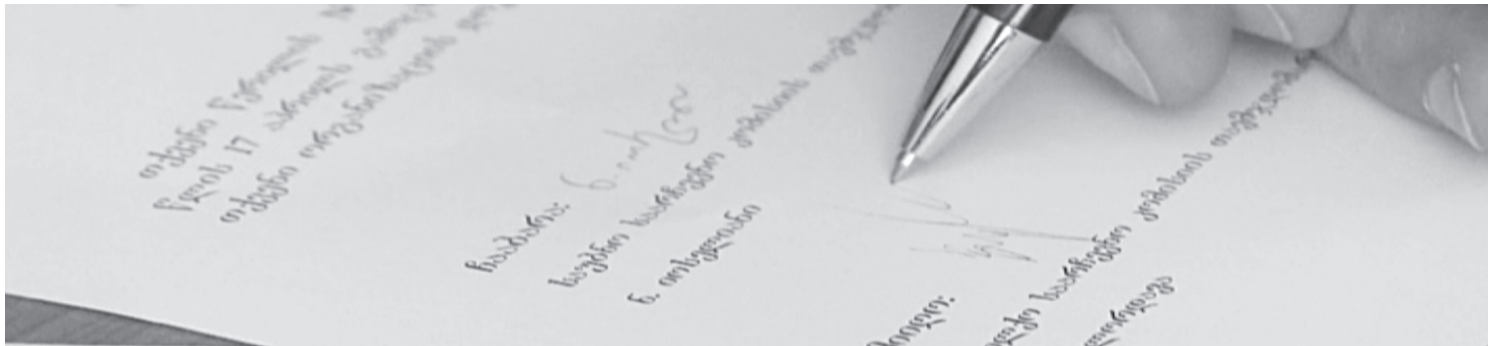
ATTENTION!

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 II

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.
- ▶ 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.

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 commitment;
- ▶ 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.

PHOTO-VIDEO SHOOTING AT ELECTORAL PRECINCTS

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

I

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 2 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 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.

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