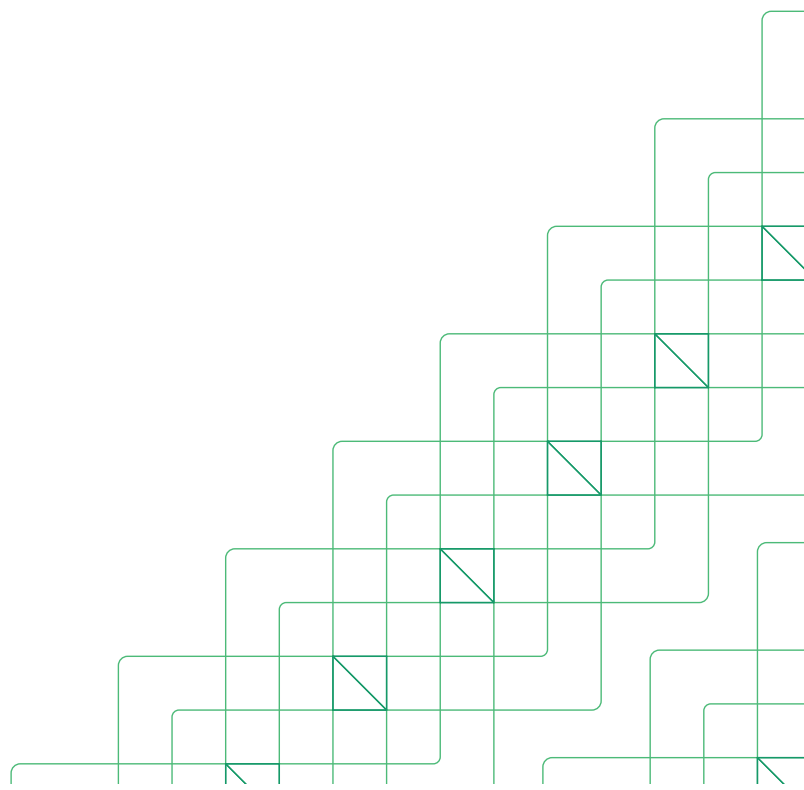




GUIDELINES FOR THE MEMBERS OF PRECINCT ELECTION COMMISSIONS



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

APPROVED BY THE CEC DECREE NO 43/2021 FROM 29 JULY 2021

The present guidelines are intended for the regular Municipality Bodies Elections of October 2, 2021 and for training purposes of the members of precinct election commissions (PECs). For the purpose of full review of legislative regulations related to the authorities and rules of activity of the precinct election commissions, see the Organic Law of Georgia *Election Code* of Georgia and relevant legal acts of the CEC.

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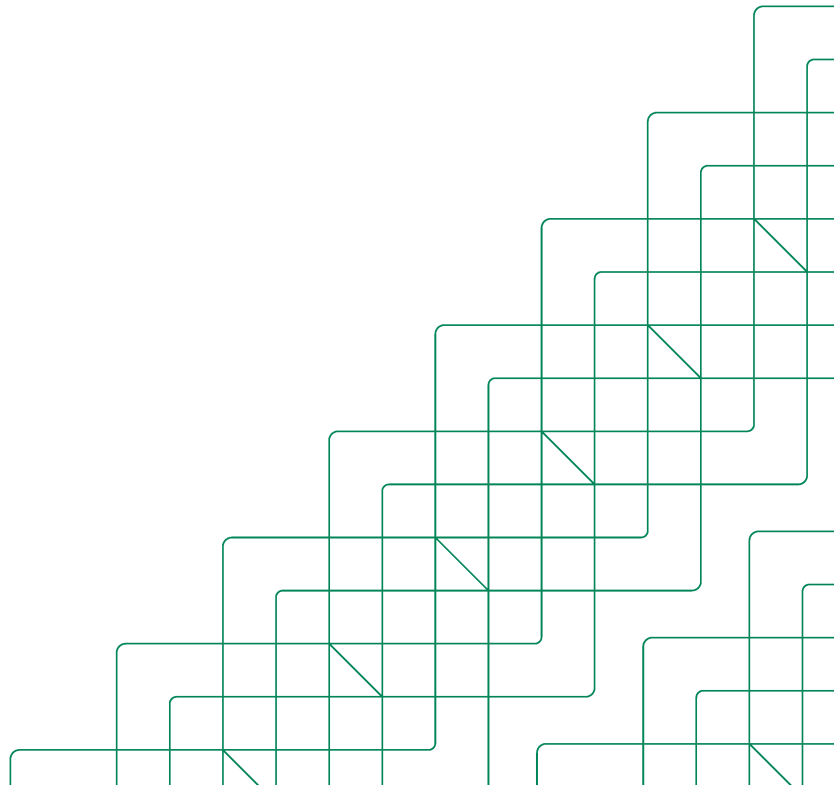
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PART I

THE COMPOSITION AND THE RULES OF PROCEDURE OF A PRECINCT ELECTION COMMISSION



CHAPTER I. RULE OF STAFFING THE PECS

RULE OF STAFFING THE PECS

(Election Code - Articles 8. 21; 24.1,2,4; 25.14; 29.9; 45.4.a; 196^l.14)

PECs shall consist of no more than 17 members:

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

The term of authorities of a member of the precinct election commission commences on the day of the first meeting of the precinct election commission and terminates upon the moment of drawing up the summary protocol of polling results in the relevant district election commission.

It is prohibited to withdraw a member of the precinct election commission within the last 20 days before the polling day (September 12), on the polling day (October 2) and on the day following the polling day (October 3).

ATTENTION!

The member of the precinct 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, the laws and respective subordinate acts of Georgia.

PEC members may not canvass and be engaged in electioneering.

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 activities of the Commission in accordance with the rules established by law;
- ▶ 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;
- ▶ attend the commission meetings and participate in the election activities to be performed by the commission;
- ▶ where there is a good excuse not to attend the meeting, he/she shall inform a deputy chairperson of the commission, or a secretary of the commission of the reasons;
- ▶ perform duties assigned by the PEC chairperson in a timely manner;
- ▶ to be present at the precinct election commission, to be present on the day before the polling, on the polling day and on the day after the polling, as well as, if necessary, as assigned by the chairperson of the precinct election commission.

ATTENTION!

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

RULE OF ELECTING THE PEC CHAIRPERSON/DEPUTY CHAIRPERSON/SECRETARY

(The Election Code - Article 25)

The PEC chairperson/deputy chairperson and the PEC secretary shall be elected by a roll-call on the first meeting of the PEC from the commission members elected by the DEC for a term of the office of PEC, provided that the candidates receive the majority vote of the total number of members elected by the DEC. Not less than 2 members of the PECs shall have the right to nominate a candidate.

ATTENTION!

The same person may be nominated only twice for the position of the PEC chairperson/deputy chairperson/secretary.

The person who is nominated for the position of the PEC chairperson/deputy chairperson/secretary may participate in the voting and cast a vote in his/her own favour.

The minutes shall be drawn up on the PEC and the chairperson and the secretary shall sign the minutes. The minutes of the meeting shall be drawn up within a day from the meeting, and shall indicate the date of the meeting. The fact of election of the PEC chairperson/deputy chairperson/secretary shall be established by the ordinance of the precinct election commission.

If within the established term, the PEC chairperson/deputy chairperson/secretary is not elected, the duties of the above officials prior to their election shall be fulfilled by the commission member with the highest votes during voting; and in case of equal votes – the official, who is elected among them by the casting of lots.

CHAPTER II. RULES OF PROCEDURE OF PECS

COMPETENCES OF THE PEC HEAD OFFICERS

(The Election Code - Article 8.15; Article 27.1,2,3; Precinct Election Commission Regulations - Article 4.1; Article 9.4)

PEC head officers are:

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

The PEC chairperson shall:

- ▶ carry out administrative functions at the PEC;
- ▶ convene and chair PEC meetings;
- ▶ by the ordinance make a decision on the issue of expulsion of the violator from the administration building in case of prevention and disturbance of the work of the election commission;
- ▶ 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 allow persons authorised to stay at the polling place not to wear 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:

- ▶ 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 powers granted by an ordinance of the PEC chairperson (the ordinance shall clearly specify scopes and terms of the powers).

The PEC secretary shall:

- ▶ 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;
- ▶ Perform other authorities granted by the Organic Law of Georgia «Election Code of Georgia».

PEC meetings shall be open to public. The PEC sessions may be attended by the following persons:

- ▶ CEC and DEC members;
- ▶ the representatives of CEC and DEC members;
- ▶ the members of the staff of the CEC and of the relevant DEC;
- ▶ the representatives of media accredited in the respective commission;

- ▶ one representative of each electoral subject to the respective PEC;
- ▶ one observer of the local observer organisation registered with the CEC of the respective DEC;
- ▶ not more than two observers (together with an interpreter) from an international organisation registered with the CEC.

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. If the violator does not voluntarily comply with the expulsion decision, the chairperson of the commission appeals to the police. The police are obliged to immediately enforce the decision for expulsion of the person.

PAPERWORK OF PECS

(Regulations of Precinct Election Commissions - Article 11)

The commission keeps a registration book, the person responsible for which is the secretary of the commission, and in the absence of the secretary of the commission, one of the members of the precinct election commission (authorized person of the commission) at the instruction of the chairperson of the precinct election commission.

The authorized person of the commission receives, issues, records and registers the election documents, applications, complaints in the commission from 10:00 to 18:00 of the working day, except for the polling day. The registration book is divided into two parts: Incoming and outgoing documents from the Commission.

I. Incoming documents

The authorized person of the commission is obliged to immediately register the documents (application, complaint, statement) submitted to the commission in the registration book, in which he / she records them in a continuous sequence according to the order of their entering. Each document will be assigned a relevant number. The date of its entry and the number of pages shall be entered in the registration book. The authorized person of the commission is obliged to indicate the identity of the applicant / complainant in the registration book, as well as other additional information. All the documents registered in the registration book shall be submitted by the authorized person of the commission to the Chairperson of the Commission.

ATTENTION!

After receiving a document or an application and after duly registering it in the registration book, the authorised person of the PEC shall provide the applicant/complainant with the certificate (see annex #2) indicating the exact date and time of the receipt of the application/complaint and the registration number assigned to it in the registration book. The mentioned certificate must be confirmed by the authorized person of the commission with a signature.

II. Outgoing documents

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

Receipt of any document from the Commission is confirmed by the applicant / complainant by signing in the registration book, where the authorized person of the Commission makes the record: "Document is issued" and indicates the date and exact time.

Information about the elections and election documents shall be issued by the precinct election commission within 2 days upon their request, and if the issuance of such information requires more time – in accordance with the General Administrative Code of Georgia (except for legal acts the appeal period of which is set in the Article 77 of Organic Law of Georgia Election Code of Georgia).

ATTENTION!

The ordinances and summary protocols of PECs and of the chairpersons of PECs shall be made available immediately.

The registration book shall be closed at 18:00 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 authorised person of the PEC. No document shall be registered in the registration book after it is closed additionally with the same date.

ATTENTION!

On the polling day, the secretary of the precinct election commission receives applications, complaints and records-registers them within the timeframe established by the Organic Law of Georgia -*Election Code of Georgia*.

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

(The Election Code - Article 30.1.c):

The Legal acts of PECs are the following:

- ▶ PEC ordinances;
- ▶ ordinances of the PEC chairperson;
- ▶ Summary protocol of the polling results.

PROCEDURE FOR ISSUING ORDINANCES AT PEC MEETINGS

(The Election Code - Article 8.4,5; 25.1; 26.3; 30.4)

The draft ordinance of the precinct election commission is prepared by the secretary of the commission. 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 (not less than 6 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 9 votes).

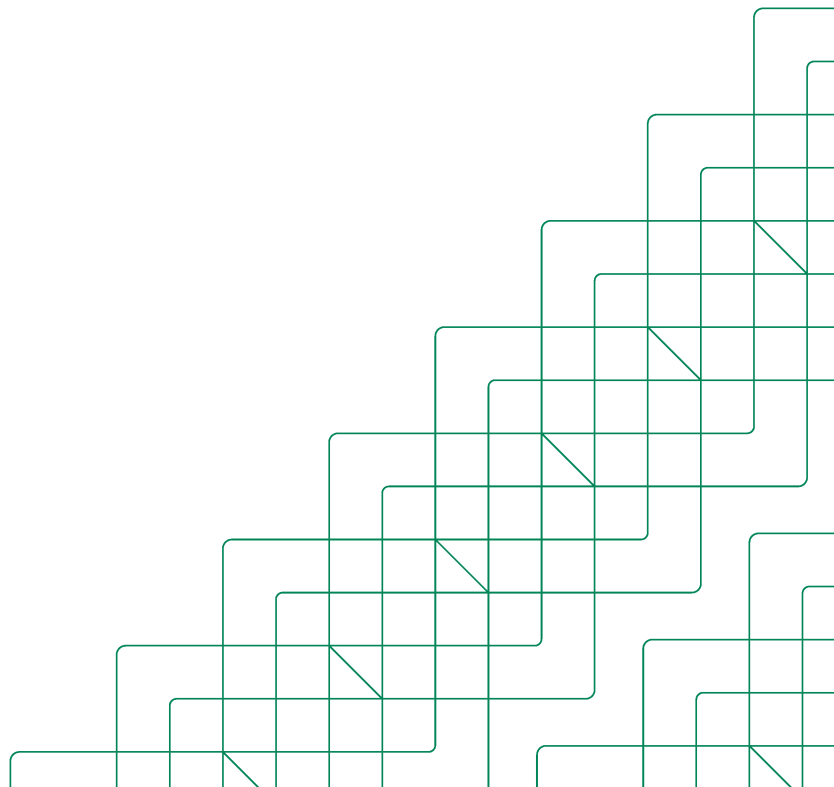
ATTENTION!

The PEC chairperson/deputy chairperson and the PEC secretary shall be elected by a roll-call from the commission members elected by the DEC for a term of the office of PEC, provided that the candidates receive the majority votes of the total number of the members elected by the DEC.

The ordinance of the commission shall be signed by the chairperson and the secretary of the meeting. The ordinance of the commission shall be posted at the electoral precinct on the following day.

PART II

PEC ACTIVITIES IN THE PRE-ELECTION PERIOD



CHAPTER I. LISTS OF VOTERS

UNIFIED LIST OF VOTERS AND ITS PUBLICATION PROCEDURE

(The Election Code - Articles 8.25; 31.11 and 34.1)

The precinct election commission shall be provided with a public version of the lists of voters certified by the CEC not later than the day of the first meeting of the PEC.

ATTENTION!

PECs shall on the first day of meeting post for all to see in the premises of PECs and polling places the list of voters and the procedure laid down for filing complaints with regard to the lists of voters.

PECs shall receive a final public version of the lists of voters certified by the CEC no later than the second day prior to the polling day (September 30) (wall list without photos), and no later than 12 hours before the voting the final versions of the revised lists for the election commission (desk list with photos).

ATTENTION!

The preliminary version of the wall list shall be replaced by the verified version, which shall be placed in the same place.

It is inadmissible for a member of PEC to take out the desk list and its copy, to take a photo or video, to process (including to collect, record, keep), use, disclose, transfer and/or disseminate the data of the voter registered on the desk list, unless such actions are required to be conducted for the exercise of the powers of the PEC under the Election Code and the CEC legal acts.

VERIFICATION OF THE UNIFIED LIST OF VOTERS

(The Election Code - Articles 26.2.b; and 31.7)

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 18th day prior the election day (September 14) 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

(The Election Code - Articles 31.12 and 32)

The DEC shall approve by an ordinance 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 (September 29) 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 station.

The DEC shall provide the PEC with the information on the officers of the 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 18th day (September 14) 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.

In case the ID/passport of the citizen of Georgia submitted by the voter does not indicate the registration address, the chairperson of PEC shall contact the hotline of CEC.

PROVISIONAL REGULATIONS FOR VOTERS IN WHEELCHAIRS TO PARTICIPATE IN GEORGIA'S 2021 MUNICIPALITY ELECTIONS

(The Election Code - Articles 200¹)

Voters using wheelchairs may participate in the elections on any adopted election precincts located on the territory of the respective majoritarian election district, and for this reason the voter shall apply in writing or verbally by phone to the DEC not later than 6 days before the elections (September 26).

An authorized person of the respective election commission shall register a voter's application in the registration book and confirm receipt of the application with his/her signature. The voter's personal number must be indicated in the written application. In case of receiving an oral application by phone, an authorized person of the relevant election commission must indicate in the registration book the exact time of receipt of the telephone message, the telephone number, the first and last names of the voter, his/her personal number and the number of the adapted polling station where he/she requests participation in the elections. The receipt of an oral application by phone is confirmed by an authorized person of the commission by a signature in the registration book.

ATTENTION!

In case where a wheelchair user applies to PEC, the PEC shall provide information about the voter to the DEC not later than the 6th day (September 26) before the polling day.

Members of the precinct election commission, representatives of electoral subjects and observers shall have the right, at any time before election day, to check the validity of the request of voters in wheelchairs to vote at an adapted polling station and raise before the precinct election commission the issue of expediency of including these voters in the corresponding special list.

On the basis of the information received from the respective PECs, including the information received on the expediency to include voters in the corresponding special list, as well as based on the available data, not later than the 3th day before the polling day (September 29) shall establish and approve by an ordinance the special list of voters of the adapted polling stations and immediately transfer to the corresponding PEC (its version intended for public access (wall list)), signed by the same DEC chairperson and secretary.

ATTENTION!

The version of special list of voters for adapted polling stations intended for public access and forwarded by the district election commission to the precinct election commission (without photos) shall be immediately posted in a visible place in the polling station, the premises of precinct election commission.

Not later than 12 hours before the voting, district election commission shall submit the version of special voter list of adapted election precinct (desk list) intended for the election commission to the relevant precinct election commission.

The special voter list of the adapted polling station must contain the same data about the voter as in the unified list of voters, and an additional reference to the serial number of this voter in the unified list of voters.

If a voter in a wheelchair is included in the special voter list of an adapted polling station, the relevant district election commission shall notify the precinct election commission, whose voter registered in the electoral list of the precinct was also included in the special list. In such a case, the relevant precinct election commission shall make a record “Wheelchair user” in the column along the voter surname “Actual status” into the unified list of voters. This notation shall be confirmed by the signatures of the PEC chairperson and secretary.

PROCEDURE FOR DRAWING UP MOBILE BALLOT BOX LISTS

(The Election Code - Articles 33; 34; 66.6)

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 station 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 applications 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!

The voter shall apply the PEC in writing or verbally by telephone on the request for voting by a mobile ballot box at least 2 days before the polling day (September 29).

The voter’s personal number must be indicated in the voter’s written application. The Secretary of the Commission confirms the receipt of this application by his/her signature in the registration book.

In case of verbal application via phone, the PEC secretary shall register in the registration book the verbal telephone notification and indicate exact time of its entry, 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. Receipt of the telephone oral application is confirmed by the secretary of the commission by his/her signature in the registration book.

If the address to which the voter requests the delivery of the mobile ballot box is not within the boundaries of the precinct in which the voter is registered, she/he shall be explained that she/he may not be included in the mobile ballot box list of such precinct.

- ▶ 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 in-patient medical facilities on polling day);
- ▶ voters are under administrative detention;
- ▶ voters who 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;
- ▶ persons with special ranks of the Ministry of Defence of Georgia, the Ministry of Internal Affairs of Georgia, Special Penitentiary Service - the state sub-agency institution within the system of the Ministry of Justice of Georgia, the State Security Service of Georgia, the Georgian Intelligence Service and the Special State Protection Service of Georgia, whose working or health conditions on the

election day requires his/her presence at the location other than the address they are registered at, belonging to another electoral district;

- ▶ Serves in a state subordinate institution within the system of the Ministry of Justice of Georgia - Special Penitentiary Service and cannot leave his/her job due to his/her working conditions.

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 (desk list) shall contain the same data about voters that are entered into the unified list of voters, except for their photographs; in addition, the serial numbers of the voters as given in the unified list of voters or in the special list of voters shall be indicated.

The public version of the mobile ballot box list (the wall list which shall contain the same data as the desk 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 desk) 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 column - 'Actual Status' - in the unified list of voters and the special list of voters, the entry - 'mobile ballot box' - shall be indicated, and in the wall and desk versions of the unified list, the corresponding page is signed by the chairperson and the secretary of the precinct election commission.

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.

VOTER INVITATION CARDS

(The Election Code - Article 35)

A PEC may, not later than two days before the polling day (September 30), 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. ACCEPTING ELECTION DOCUMENTS, ORGANISING POLLING PLACES

ACCEPTING ELECTION DOCUMENTS AND INVENTORY FROM DECS

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

The election documents:

- ▶ final versions of the unified list of voters (for a wall and desk);
- ▶ special lists of voters (for a wall and desk);
- ▶ forms of a mobile ballot box list (for a wall and desk);
- ▶ 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;
- ▶ slot 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-violate detector);
- ▶ PEC seal;
- ▶ registrars' special seals (corresponding to the number of the registrars);
- ▶ photocopier;
- ▶ laptops (if possible);
- ▶ ink pads;
- ▶ magnifying glass for voters with vision impairment and special frame/form for voters with vision loss.

Other election materials:

- ▶ party lists;
- ▶ lists of candidates;
- ▶ 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 etc.

DELIVERY AND ACCEPTANCE CERTIFICATES OF ELECTION DOCUMENTS AND INVENTORY

(The Election Code - Articles 27.1d; 63.9,10)

The chairperson of the precinct election commission is the person responsible for receiving the election documentation / inventory from the district election commission. The chairperson of the commission is

personally responsible for the storage and proper issuance of ballot papers, special envelopes, commission seals, summary protocols and other election documents.

ATTENTION!

The District Election Commission shall deliver the final versions of the revised lists, ballot papers and special envelopes to the precinct election commissions no later than 12 hours before the start of voting.

On delivery of ballot papers and special envelopes, delivery and acceptance certificates in duplicate shall be drawn up indicating the following:

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

ORGANISING POLLING PLACES

(The Election Code - Article 58.4,5)

The PEC members shall organise polling places for conducting polling procedures as provided for by the law no later than one day before the polling day (October 1). The PEC shall organise:

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

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 shall be posted for everyone to see in the polling place:

- ▶ 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;

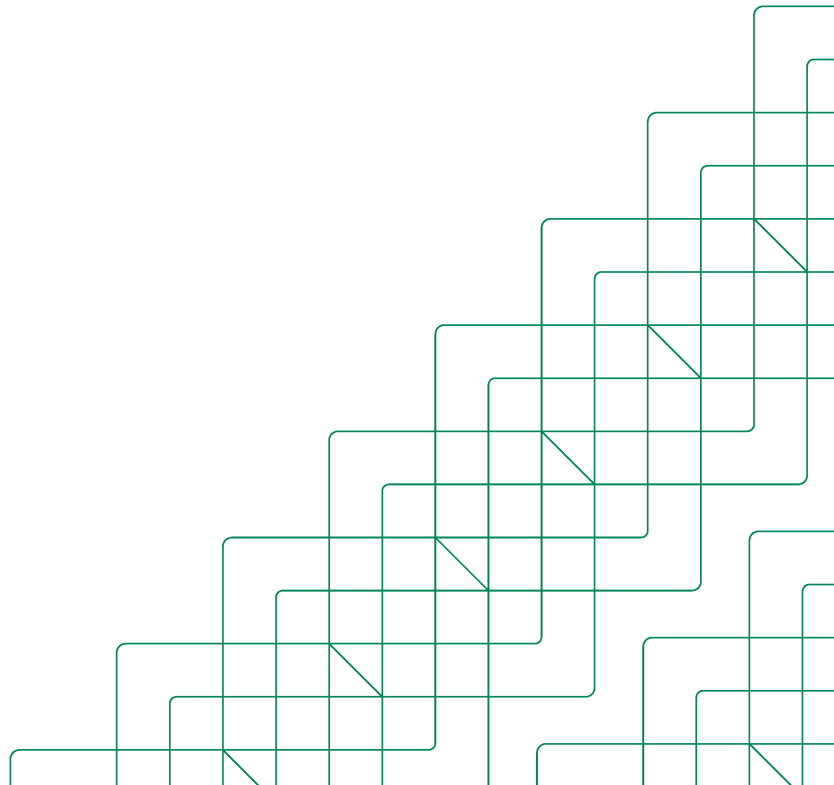
- ▶ extract form the Law providing for the cases in which the ballot papers are deemed void;
- ▶ demonstration protocols of polling results;

ATTENTION!

The District Election Commission shall deliver the final versions of the revised lists, ballot papers and special envelopes to the precinct election commissions no later than 12 hours before the start of voting.

PART III

THE ACTIVITIES OF THE PRECINCT ELECTION COMMISSION ON THE POLLING DAY



CHAPTER I. OPENING OF ELECTORAL PRECINCTS, THE PROCEDURES TO BE APPLIED UP TO THE TIME OF STARTING POLLING

OPENING ELECTORAL PRECINCTS

(The Election Code - Article 61.1)

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

ATTENTION!

If by that time the number of PEC members is less than nine, this shall be notified to the superior 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 considered by the superior election commission as a disciplinary offence serving for the grounds for imposing disciplinary actions.

PERSONS AUTHORISED TO STAY AT A POLLING STATION

(The Election Code - Articles 8.16,17; 39. 3,6; 42.1 and 44.5)

The following persons may be present at polling stations:

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

ATTENTION!

Everyone authorised to stay at a polling station shall carry a badge marking his/her identity and status (official ID).

A representative of an electoral subject (a party running in elections, an initiative group of voters) may represent the electoral subject in its relationship with only the election commission where she/he has a registration.

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

(The Election Code - Articles 8.25; 41 and 42.5)

On the polling day, observers, representatives of the electoral subjects shall enjoy the powers under article 41 of the Election Code, *inter alias* **they may**:

- ▶ 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;
- ▶ monitor the process of registration of complaints on the polling day;
- ▶ replace another registered representative of the nominating organisation at any time on the polling day;

Observers, representatives of electoral subjects and the press and media **may not:**

- ▶ 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;
- ▶ be present at the polling station on the polling day without a badge;
- ▶ violate other requirements under the Organic Law of Georgia - *the Election Code of Georgia*

ATTENTION!

Observers, representatives of electoral subjects, representatives of the press and mass media may without interfering the election process take photos and videos except for the cases when they are taking photos and/or videos of the polling booth and the desk list of the voters.

Observers, representatives of the electoral subjects, of the press and mass media shall not be allowed to process (including to collect, record, keep), use, disclose, transfer and/or disseminate; they may monitor the process of registration of the voters in the desk list of voters, also the process of issuing and certifying the ballot papers.

PROCEDURES TO BE APPLIED FROM THE TIME OF OPENING POLLING STATION UP TO THE TIME OF STARTING POLLING

(*The Election Code - Articles 61 and 62*)

- I From the moment of opening the polling stations until the polling starts, the procedures shall take place in the following sequence:

Upon the opening of the polling station, the polling day log-book shall be opened.

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 their implementation.

The PEC secretary shall enter on page 1 of the polling day log-book the full names of all PEC members present at the opening of the polling station (indicating the subjects which elected/appointed them), and also the full names of all other persons (specifying the organisation or electoral subjects having appointed them) having rights to be present at the polling station, and certify their data with their signatures.

The PEC Secretary shall enter on page 2 and if needed on page 10 and consecutive pages, the data of the PEC members and other persons with a right to be present at the polling station who appeared to the polling station after the opening of electoral precinct, shall indicate the times of their arrival to the electoral precinct, and shall let them certify the data with their signatures.

- II The PEC chairperson shall check the integrity of a sealed package where the special seal of the Commission and the seals of the registrar are placed and shall open them (the PEC secretary shall indicate the numbers of the seals in the polling day log-book).
- III The PEC chairperson shall conduct casting of lots to delegate functions among the PEC members.

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

- ▶ the commission member registering voters (registrar of voters) (at least 1 member per 300 voters);
- ▶ 2 commission members transporting the mobile ballot box (where necessary);
- ▶ the commission member responsible for regulating the flow of voters;
- ▶ the commission member supervising the ballot box and special envelopes.

ATTENTION!

The PEC chairperson, deputy chairperson/secretary may not participate in 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 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**, as the number PEC registrars of voters is reduced, the deputy chairperson shall perform the functions of the commission member responsible for regulating the flow of voters;
- ▶ **by three members**, as the number PEC registrars of voters is reduced, the deputy chairperson shall perform the functions of the commission member responsible for regulating the flow of voters, and the chairperson of the commission shall perform the function of a member of the commission supervising the ballot box and special envelopes.

First, the PEC chairperson shall identify, by casting lots among, the members of the commission who will be responsible for registration of the appearing voters (at least one registrar for every 300 voters).

ATTENTION!

No members of the commission appointed by the parties may participate in the casting of lots to identify the registrar members of the commission.

The PEC chairperson shall:

- ▶ prepare slips of paper of the same type and form according to the number of commission members participating in casting of lots;
- ▶ write “registrar” on the slips of papers with the same writing implement according to the number of registrars to be identified;
- ▶ certify with a special stamp of the commission the slips of paper for casting of lots;
- ▶ fold the slips of paper for 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 casting of lots to page 3 of the polling day log-book (the commissioner members shall certify with signatures the assignment of functions).

ATTENTION!

Where the number of the commission members elected by the DEC equals to the number of the registrars to be identified by casting of lots, no casting of lots shall take place and the commission members elected by the DEC shall by default be assigned the functions of registrar of voters.

Where the number of the commission members elected by the DEC exceeds the number of the registrars to be identified by casting of lots, the registrars of voters shall be identified by casting of lots.

Where the number of the commission members elected by the DEC is less than the number of the registrars to be identified by casting of lots, no casting of lots shall take place, the commission members elected by the DEC shall by default be assigned the functions of registrar of voters and the PEC chairperson shall assign the functions of registrar also to other member(s) of the PEC.

Afterwards, the PEC chairperson shall identify, by casting of 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 participating in casting of lots;
- ▶ write the name of the function - 'transporter of the mobile ballot box' - on two sheets of paper with the same writing implement;
- ▶ certify with a special stamp of the commission the slips of paper for casting of lots;
- ▶ fold the slips of paper for 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 election 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, supervisor of the ballot box and special envelopes). The chairperson of PEC shall decide the issue of assigning a function to the above member of the commission.

The PEC secretary shall enter the results of casting of lots to page 3 of the polling day log-book (the commissioner 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 again to allocate the remaining 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', 'supervisor of the ballot box and special envelopes' - on the slips of papers with the same writing implement;
- ▶ certify with a special stamp of the commission the slips of paper for casting of lots;
- ▶ fold the slips of paper for 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 casting of lots to page 3 of the polling day log-book (the commissioner members shall certify with signatures the assignment of functions).

The duties of a PEC member established by 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. A member of the commission confirms the transfer of the function by his/her signature.

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.

- IV** 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. The number of the voters in the special list shall be entered into the polling day log-book and into the demonstration protocols of polling results after the polling ends.
- V** The PEC chairperson shall check and put a seal with a unique number on the main and mobile ballot boxes. The PEC secretary shall enter the numeration of the seals into the polling day log-book.
- VI** 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 of the non-conformity of voters (if any) to one of the registrars;
- ▶ One block 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 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 ultra violet 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 supervising ballot boxes and special envelopes.

After submitting the materials to the members of the commission, it is recommended that the chairperson of the precinct election commission and the secretary of the commission fill in the control sheets before the voting, except for the data on the first voter. The control sheet shall be signed by all PEC members present.

Upon arrival, the first voter shall be registered and given a ballot paper. The secretary of the commission shall enter his/her data (name, surname and personal identification number of the citizen of Georgia) in the control sheet, which shall be signed by the first voter.

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!

After the registration of the first voter, the PEC chairperson shall notify the DEC about sealing the ballot box(es) and dropping a control sheet(s) into box(es).

CHAPTER II. POLLING PROCESS

POLLING

(The Election Code - Articles 60; 64 and 65)

Polling shall be held from 08:00 to 20:00 on the polling day (October 2).

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 polling station;
- ▶ 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;

ATTENTION!

If an inking verification device detects that a voter has been already inked, he/she shall not be given the right to cast a ballot, and his/her identity will be recorded in the polling day log-book.

- ▶ 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 and to the number of the voter in the voter list;

ATTENTION!

If more than two voters are standing at the relevant registration desk, the commission member responsible for regulation of the flow halt for a while the entrance of other voters into the polling place.

- 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 the data on the voter shall not be found in the unified voter list in case of electronic lists are not provided at an election precinct, the person responsible for the data verification is obliged to find the voter through the electronic lists and provide information about the precinct in which the voter is registered. If electronic lists are not provided at an election precinct, the person responsible for the data verification shall get through the DEC or the CEC on a helpline in order to obtain the information on a voter.

The voters in the unified list with a status 'staying abroad' or 'on a consular registry' will participate in the polling in accordance with the general procedure.

The voter in the unified list with a status "registered abroad" shall participate in the polling in the relevant electoral precinct established abroad.

- ▶ verify the compliance of the voter's registration data contained in the presented document with the data in the list of voters. 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 the 3 pieces of the following data fully comply 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 the Citizen of Georgia or the database of the Public Service Development Agency including the address of registration abroad);
- ▶ verify the photographs in the presented document and those in the list of voters against the photos of the voter.

ATTENTION!

If the verification of the voter's data reveals that the voter's registration data contained in the presented document (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 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 log-book 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 log-book a copy of the document presented by the voter, which shall be certified with his/her signature.

- ▶ in the cases when the voter's data is verified by the list of voters, provide inking (inking shall not apply Penitentiary Institutions, hospitals and other inpatient medical establishments (towards 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 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 write an explanatory note (indicating the serial number in the unified list of voters, full name of the voter) on the given fact.

- ▶ 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 write an explanatory note.

- 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 a ballot paper(s).

ATTENTION!

If a voter is unable to fill out the ballot papers 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.

If a voter or a PEC member spoils a ballot paper(s) or a special envelope, he/she shall notify the PEC chairperson on the given fact. The PEC chairperson shall assign a registrar of voters to replace the spoiled ballot paper(s)/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.

- 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 INCAPACITY'

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

A voter who is not able to perform election procedures (inking, signing upon the receipt of ballot papers, dropping the ballot paper(s) 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 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.

ENFORCING THE ORDER AT POLLING STATION AND ITS VICINITY ON THE POLLING DAY

(The 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 remove the person(s) responsible from the building where the commission is located. In cases of the removal a relevant report shall be drawn up and signed by the PEC chairperson and members. In the cases of the removal, a relevant record shall be made in the log-book. If the violator does not voluntarily comply with the expulsion decision, the chairperson of the commission appeals to the police. The police are obliged to immediately enforce the decision for expulsion of the person.

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 provided 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 TERMINATION OF THE POLLING PROCESS

It shall be forbidden to lock the polling place, to terminate or suspend the polling process during the polling day. If any condition 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

(The Election Code - Article 65.6)

It is recommended that:

Voter registrars without interference in the voting process at 10:00, 12:00, 15:00 and 17:00, as well as in case of temporary transfer of functions, shall count the number of signatures of voters on the voter lists (taking into account the data mentioned in the explanatory notes given by them) and the number of ballot papers issued by them (including the number of spoiled ballot papers handed to the chairperson of the commission). The number of ballot papers issued can be determined by comparing the number of ballot papers received from the chairperson of the commission with the number of ballot papers left with the registrar.

Voter registrars shall inform the chairperson of the commission of the counted data for the purpose of accuracy verification:

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 explanatory note (with a view to consider the data in the summary protocol 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 log-book, and notify the relevant DEC of the number of signatures.

MOBILE BALLOT BOX VOTING

(The Election Code - Article 64.5; 65.3 and 66)

The mobile voting procedure shall start at 09:00 and end at 19:00. The slot of the ballot box for inserting the special envelopes shall be sealed immediately upon the end of the polling. The mobile ballot box shall be returned to an electoral precinct not later than 20:00.

Persons authorised to stay 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, a PEC shall allocate space in the vehicle for 2 observers selected by casting lots from among persons authorised to be present at a polling station.

The PEC chairperson shall provide the election commission members accompanying the mobile ballot box with the following:

- ▶ 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.
- ▶ seal of the slot to 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.

Commission members transporting the mobile ballot box shall:

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

ATTENTION!

Inking shall not be used with respect to mobile ballot box voters.

- ▶ sign in the relevant box of the mobile ballot box 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 in the mobile ballot box list, the voter on whose line the signature has been made shall sign in the same signature line. The members of the commission carrying the mobile ballot box should write an explanatory note (indicating the serial number, name and surname in the list of the mobile ballot box).

- ▶ the voter fills in the ballot paper / ballot papers in adherence to the principle of voter secrecy;

ATTENTION!

If a voter is unable to fill out the ballot paper independently, they shall have the right to ask any person for help except for the member of election commission, the candidate, the representatives of election subjects, the representative of press and mass media, and the observers.

If a voter or a member of the commission carrying a mobile ballot box spoils the ballot paper or a special envelope, the member of the commission is obliged to replace the spoiled ballot paper / special envelope with a new one.

- ▶ the voter receives a special envelope and places the ballot paper / ballot papers in it;
- ▶ after the PEC member carrying the mobile ballot box 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.

ATTENTION!

In case the integrity of the seal of the mobile ballot box is lost, the PEC members transporting the mobile ballot box shall immediately notify the PEC chairperson of the fact and shall write and sign along the accompanying persons an explanatory note stating the reasons for the loss of the integrity of the seal.

The PEC members accompanying the mobile ballot box shall, after returning to the polling place, transfer the unused / spoiled 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 explanatory note stating the reasons for this.

The data given in the explanatory notes shall be included in the data of the summary protocols of the polling results.

The PEC secretary shall 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.

The PEC chairperson shall cut off corners of the unused/spoiled 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 Election Code - Article 65.8)

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.

The PEC chairperson shall ensure that everybody except for those entitled to stay at the polling place leaves the election precinct.

The PEC secretary shall enter on page 26 and 27 of the polling day log-book the full names of all PEC members present at the polling station when counting the votes (indicating the subjects which elected/appointed them), and also the full names of all other persons (specifying the organisation or electoral subjects having appointed them) having rights to be present at the polling station, and let them certify the data with their signatures.

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 signatures of voters on the voter lists (taking into consideration the data mentioned in the explanatory notes written by them) and the number of ballot papers issued by them (including the number of spoiled ballot papers handed to the chairperson of the commission).

Voter registrars shall inform the chairperson of the commission of the counted data for the purpose of accuracy verification:

**number of issued
ballot papers**

—

**number of spoiled
ballot papers**

=

**number of signatures
of voters**

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 statement (indicating the reasons).

The information provided in the explanatory notes (if any) of the registrar of voters shall be taken into account when drawing up the summary protocols.

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 PEC chairperson shall transfer the data to the DEC.

ORGANISING ELECTORAL PRECINCTS FOR THE PROCEDURES OF COUNTING VOTES

(The Election Code - Articles 67.1,2; Article 68.3)

The PEC chairperson shall, in the presence of the persons authorised to be present at the polling place, select by casting of lots at least five counting officers, while observers shall select from among their members not more than two observers 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.

In order to identify the officers, 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’; ‘fifth counting officer’;
- ▶ certify with a special stamp of the commission the slips of paper for casting of lots;
- ▶ fold the slips of paper for 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 casting of lots to page 3 of the polling day log-book (the commissioner members shall certify with signatures the assignment of functions).

The PEC chairperson shall select, by 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 casting of lots from among the PEC members.

ATTENTION!

The representatives of those electoral subjects that appointed the PEC members that are counting officers selected by casting of lots may not participate in casting of lots.

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

- ▶ the PEC chairperson shall take a position that enables him/her to see all the counting officers;
- ▶ two representatives identified through casting of lots and two observers shall take his/her place next to the counting officers (one observer stands by the second counting officer and the other with the third counting officer);
- ▶ 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).

The chairperson of commission 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 (where available);
- ▶ unused ballot papers;
- ▶ spoiled ballot papers;
- ▶ the main and mobile ballot boxes;
- ▶ the control sheet kept for comparison.

PROCEDURES TO BE APPLIED BEFORE OPENING BALLOT BOXES

(The Election Code - Article 67.3)

Counting officers shall sequentially count the total number of voters:

- ▶ 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 explanatory notes written by the registrars) into the demonstration protocols and the polling day log-book.

SEALING THE LISTS OF VOTERS, SPOILED AND UNUSED BALLOT PAPERS

(The Election Code - Articles 67.4,5,5¹,9).

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

- ▶ unified list of voters;
- ▶ special list of voters (where available);
- ▶ list of mobile ballot box (where available);
- ▶ 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 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 signs the sealed package.

ATTENTION!

The PEC chairperson shall be responsible for the failure to seal the election documents and election inventory in the manner as provided for by the law.

OPENING MOBILE BALLOT BOXES

(The Election Code - Article 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 results shall be resumed under the PEC ordinance (the DEC shall be notified on the given fact). Otherwise, the ballot box shall be sealed and immediately forwarded to the superior 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 superior DEC after the completion of the voting and vote-counting procedures at the polling place.

OPENING THE MAIN BALLOT BOX

(The Election Code - Article 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 results shall be resumed under the PEC ordinance (the DEC shall be notified on the given fact). Otherwise, the ballot box shall be sealed and immediately forwarded to the superior 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.

Prior to the counting of ballot papers, the chairperson of the commission seals the control sheets. He/she shall indicate the name of the election precinct, number, type of documents on the sealed package and signs it.

SORTING BALLOTS PAPERS

(The Election Code - Article 69.1,3,5)

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, the third type to the fourth counting officer;
- ▶ ballot papers declared invalid, ballot papers declared dubious and ballot papers of unspecified type transfer to the fifth counting officer;
- ▶ place special envelopes separately.

Counting officers shall place separately:

- ▶ ballot papers according to the votes given to each electoral subject;
- ▶ ballot papers declared invalid;
- ▶ ballot papers raising doubts.

NOTE!

Where there are more than one ballot papers of the same kind found in a special envelope, or where there is a ballot paper found in a ballot box without a special envelope, the counting officers shall, for the purposes of recounting the election results as provided for by the election legislation of Georgia, write on the back of the ballot paper the respective grounds for declaring the ballot paper void (like “an extra ballot paper”, “found without an envelope”).

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 is found 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/or 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 polling 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 decisions shall be made by majority of votes. In the case of equal votes, the vote of the chairperson shall be decisive. 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

(The Election Code - Article 69.8,9)

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 secretary shall verify the accuracy of the data. The PEC secretary shall enter the results into the polling day log-book and into the respective demonstration protocol of polling results.

SEALING BALLOT PAPERS

(The 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');
- ▶ piles of ballot papers belonging to electoral subjects.

ATTENTION!

On the packages belonging to an electoral subject shall be indicated the name and the number of the district and precinct election commissions, the data of the entity (name/ first and last names), the number of ballot papers. The name and number of district and precinct election commissions, type and number of ballot papers shall be written on the package of invalid ballot papers. The sealed packages shall be sealed and signed by counting officers and the PEC chairperson.

The PEC chairperson shall be responsible for the failure to meet the above requirements.

DRAWING UP THE SUMMARY PROTOCOLS OF POLLING RESULTS

(The Election Code - Articles 70-71)

The following information shall be reflected in the relevant protocol summarizing polling results of the precinct election commission:

- ▶ the name of the election and the date of voting;
- ▶ the number and title of the election district;
- ▶ number of the electoral precinct;
- ▶ the number of electoral precinct created in exceptional cases (if any), which is attached to the main electoral precinct;
- ▶ in column N1 - the number of voters on the unified list;
- ▶ in column N2 - number of received ballot papers;
- ▶ name of electoral subject (with reference to sequential number);
- ▶ month and year of drawing up the protocol.

Upon completion of the votes counting process, the secretary of the Commission, in agreement with the chairperson of the Commission, fills in the relevant summary protocol of polling results and enters the following data:

- ▶ in column N3 - the number of voters on the special list;
- ▶ in column N4 - the number of signatures of voters participating in the elections in all types (unified, / special / mobile ballot box list) in the voter lists at 12:00 and 17:00;
- ▶ in column N5 - the total number of voters participating in the elections (total number of signatures on all types of lists, taking into consideration the data reflected in the explanatory notes of the voter registrars (if any));
- ▶ in column N6 - number of ballot papers declared invalid;
- ▶ the number of the votes received by each electoral subject.

ATTENTION!

In columns N2, N3, N4, N5, N6, as well as in the columns of the number of votes received by each electoral subject, in the fourth (last) cell of the four-part cells, the secretary should enter the number of unit rank, in the third box the number of tens rank, in the second box - the number of hundreds, in the first box - the number of thousands;

In the event if an empty box/ boxes remain in the relevant data column, the Secretary of the Commission shall enter the symbol “X” in the empty box/ boxes.

5 Total number of voters participating in the elections (sum of signatures in all types of lists) X 4 2 0



- ▶ the numbers of Registrars’ seals and commission seal.

All members of the PEC are required to sign a summary protocols of polling results, which confirms their presence at the electoral precinct. If a member of the precinct election commission does not agree with the data entered in the summary protocol of polling results of the precinct election commission, he / she has the right to attach a dissenting opinion in writing to the protocol (in the summary protocol of polling results, in a special box shall be indicated the data to which the member of the commission disagrees certifying by his/her signature). Even in case of expressing a dissenting opinion, the member of the precinct election commission is obliged to sign the summary protocol of polling results, in the relevant box for the signature of the commission members.

ATTENTION!

The summary protocols drawn up by PECs shall be legally valid where the protocol is signed by the majority of respective PEC members.

The summary protocols of polling results should also indicate the date and time (hours and minutes) of their drawing up. The summary protocols of polling results shall be endorsed by a special PEC seal. PEC secretary shall register the summary protocols of polling results in the outgoing documents part of the registration book.

ATTENTION!

No changes shall be made to the data entered into the summary protocol of polling results.

If an error was made in entering the data in the columns N3, N4, N5, N6 of the summary protocol of polling results, as well as in the columns of the number of votes cast for the candidates, for the purpose of correcting the error, in the summary protocol of polling results, a notation “amended” shall be made next to the relevant data in the summary protocol and the amendment protocol shall be drawn.

The secretary of the Commission shall draw up an amendment protocol in agreement with the chairperson of the Commission, which shall include the following data:

- ▶ number and title of the election district;
- ▶ number of the electoral precinct;

- ▶ the number of the corresponding column of the summary protocol of polling results, which includes the amendment; The number to be amended in this column and the number to be written instead;
- ▶ name of the electoral subject/first and last names of the candidate, along whom the data is being amended;
- ▶ the number to be amended in this column and the number which should be written instead.

All members of the election commission attending the meeting shall sign the amendment protocol. The amendment protocol will be stamped by the election commission. The secretary of the commission shall register the amended protocol in the part of outgoing documentation of the registration book and in the log-book of the polling day. The amended protocol will be attached to the summary protocol of polling results.

ATTENTION!

After the special seal of the PEC is sealed in the package and package is signed by all members of the PEC, no more amendment protocols to the summary protocols may be drawn up.

If upon the drawing up the summary protocol of polling results an error was made in terms of numbers of the seals of registrars, the number of the seal of the commission, entering the date / time of drawing up the summary protocol of polling results, or if the summary protocol of polling results has not been certified with a special seal of the commission and a photocopy of it has been issued in such a form, the secretary of the commission should write an explanatory note.

PUBLICITY OF THE SUMMARY PROTOCOLS OF THE POLLING RESULTS

(The Election Code - Articles 2.z¹²; 8.14; 71.8)

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

The copies of the summary protocol and of the amendment protocol (where available) shall be certified by the PEC seal and the signatures of the PEC chairperson and PEC secretary. Receipt of photocopies is confirmed by the recipient person by signing in the log-book of the polling day.

Explanatory notes (if any) of the members of the commission related to the summary protocol / amendment protocol of the polling results shall be issued by the District Election Commission upon request within 2 days of the request.

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

(The Election Code - Article 62.11; Article 71.12,13)

Upon the completion of all the procedures, the registration book and log-book of the PEC shall be closed with the signatures of the PEC secretary and chairperson and certified with the seal of the PEC.

The commission shall seal:

- ▶ the polling day log-books and applications/complaints;
- ▶ special stamp of the precinct election commission (sealed package of the special stamp of the commission is signed by all members of the commission).

ATTENTION!

The summary protocols of polling results and the registration book are not to be sealed.

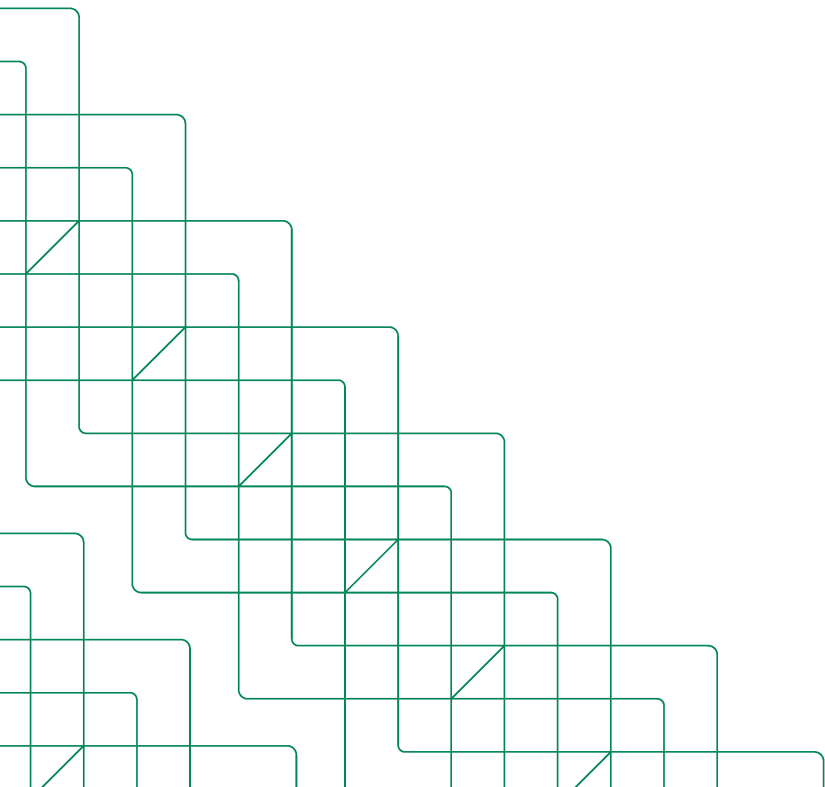
The persons authorized by the PEC shall transfer the box/bag of the election documents and inventory containing the sealed election documentation to the DEC and as separate items the following:

- ▶ the summary protocols of polling results, amendment protocol(s) (if any) and dissenting opinion (if any);
- ▶ registration book and explanatory notes of PEC members (if any);
- ▶ sealed envelope of applications / complaints and log-book of the polling day.

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 OF THE POLLING DAY



CHAPTER I. RESPONDING TO APPLICATIONS/ COMPLAINTS MADE ON THE POLLING DAY

(The Election Code - Articles 61.5; 62.10; 72.1 and 73).

The representatives of parties/initiative groups of voters and observers at PECs may:

- ▶ submit an application/complaint to the PEC chairperson, deputy chairperson or secretary (Annex No 1);
- ▶ 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 may prevent any person authorised to be present at the polling place from entering claims, comments or complaints into the polling day log-book.

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 ballot 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.

PEC secretary shall register the application/complaint in the part 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).

ATTENTION!

If the persons authorised to be present in the polling station have observed (discovered) a violation during the registration of the complaint, the decision on the registration related to this complaint shall be made by the Commission.

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

(The Election Code - Article 72.2; Article 74.2,3,4,5; Decree of the Central Election Commission of Georgia №8/2012 of March 2, 2012)

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 omission within the set deadline by submitting the same or a

new application/complaint (indicating the data due to which the shortcomings were identified). The PEC secretary shall make the respective note in the registration book - 'an omission'. The applicant/complainant and the relevant PEC head officer shall sign along the note.

ATTENTION!

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

Upon the correction of the omission, 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 head officer shall sign along the note.

ATTENTION!

The application/complaint shall be dismissed without prejudice where the omissions are not rectified within the given time.

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

(The Election Code - Article 72.3; Article 73.3; Article 74.5; Decree of the Central Election Commission of Georgia №8 / 2012 of March 2, 2012)

The chairperson / commission of the precinct election commission is obliged to respond immediately to the application / complaint and eliminate the existing violation. In case of elimination of the violation indicated in the application / complaint, the secretary of the commission shall write “the violation has been eliminated” in the log-book of the polling day and shall indicate the exact time.

If the chairperson / commission of the precinct election commission has not eliminated the violation or has refused to react to the application / complaint in any other way, an observer / representative of an electoral subject or another observer / representative of an electoral subject of the same observer organization may immediately appeal about the violations revealed from the moment opening of the electoral precinct (from 07:00) until the opening of the ballot box to the respective district election commission (the District Election Commission shall be obliged to take appropriate measures to eliminate the violation).

If the chairperson / commission of the precinct election commission has not eliminated the violation or has refused to react to the application / complaint in any other way, which is related to the violations committed during the procedures of vote counting and summarizing, the observer / representative of the electoral subject or another observer / the same observer organisation/another representative of the same electoral subject may immediately appeal the action of the precinct election commission / chairperson of the precinct election commission to the relevant district election commission within 2 days (the district election commission shall hear the application / complaint within 4 days of receipt).

The submitted applications/complaints shall not be heard and the PEC shall issue an ordinance on leaving the application dismissed without prejudice, provided that:

- ▶ 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 entered with the violation of the deadline and rules established by law;
- ▶ the omissions in the application/complaint have not been corrected within the specified time.

ANNEX №1

Details of the applications/complaints to be submitted to PECs

The following shall be specified in an application/complaint:

- ▶ date and time of drawing up an application/complaint*;
- ▶ 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*;
- ▶ type and time of the violation**;
- ▶ if the violator is identified, – the data of the violator that was possible to establish**;
- ▶ explanatory note of the violator (where available) **;
- ▶ 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.

* The failure to specify the above details accurately/completely shall be a ground for establishing an omission of the application/complaint, and can serve as a ground for dismissing it without prejudice if the omission is not rectified.

** The failure to specify the above details shall be a ground for leaving the application/complaint dismissed without prejudice without establishing the omission.

*** Specification of inaccurate/incomplete details cannot serve as a ground for establishing an omission of an application/complaint and for dismissing it without prejudice, but can serve as a ground for impossibility to summon a party to the hearing of the complaint.

ANNEX №2

№ „.....“ electoral district

№ „.....“ Precinct Election Commission

Certificate

on registration of an application / complaint in the precinct election commission

Date of receipt of an application/complaint:

Time of receipt of an application/complaint:

Registration number of an application/complaint:

Secretary of the Commission / Authorized Person of the Commission:

/Signature/

ANNEX №3

Powers of the PEC Chairperson

1. The powers of the PEC chairperson are as follows:

- to convene the session of a PEC;
- to chair the session of a PEC.

1. Administrative functions:

- you may give assignments to the deputy chairperson, secretary and other members of the commission;
- you may issue an ordinance within the scope of your competence;
- you shall receive and distribute based on your resolution the electoral documents and correspondence submitted and addressed to the PEC;
- you shall assume personal responsibility for the storage and purposeful distribution of electoral documents, inventory and other materials from PEC.
- for ensuring publicity, please, take into consideration that the following should be posted in a visible place:
 - the PEC contact telephone numbers and other details;
 - the legal acts of the Electoral Administration, which are related to the PEC activities;
 - the ordinances issued by PEC and PEC chairperson;
 - the public version of the unified list of voters (wall list without photos), the procedure and periods for making changes to the lists and filling complaints because of discrepancies in them.

ATTENTION!

No later than the second day before polling day, you will be given the final version of the revised lists - the version for public information - the wall list.

Remove the initial versions of the wall list designated for public information and post the updated list in the same place.

Powers of the PEC Chairperson on the Polling Day (October 1)

1. Powers related to the arrangement of the polling place:

- You shall be responsible for arranging the polling place. Please consider!
 - a place for the registrars of voters shall be made available and the tables shall be placed according to the number of registrars;
 - at least one polling booth shall be made available for every 500 voters (where necessary a polling booth adapted to the needs of persons with disabilities shall be provided);
 - a transparent ballot box shall be installed in a visible place;
 - a table for special envelopes shall be placed near the ballot box;
 - a place should be allocated for video- and photo taking (it is recommended to post an inscription - place for photo-video shooting).
- The following shall be posted in a visible place at the polling place:
 - 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;
 - 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 void;
 - demonstration protocol(s) of polling results;
 - if any electoral subject entered into ballot papers no longer runs in elections, a notice thereof at the polling place and in polling booths for secret voting.

2. Powers related to the receipt of electoral documents:

Remember: The District Election Commission shall deliver the final versions of the revised lists (desk lists), ballot papers and special envelopes to the precinct election commissions no later than 12 hours before the start of voting. Upon the receipt, compare the number of provided ballot papers and special envelopes with the data specified in the delivery and acceptance certificate. Ensure that your PEC and DEC numbers are specified on the ballot papers.

Powers of the PEC Chairperson on the polling day (October 2)

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 (9 members).

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

- 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.

- Publicly check the integrity of the package, which contains a special seal of the commission and registrar seals and open it. The secretary of the commission enters the number of the stamps on page 9 in the registration book of the polling day.

- Provide casting of lots among the commission members to identify the registrar members of the commission.
Please remember! No members of the commission appointed by the parties may participate in the casting of lots to identify the registrar members of the commission.

- Conduct 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 casting of lots).
Remember, if the person identified as a transporter 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).
Remember that the members of the commission carrying the mobile ballot box identified by casting of lot cannot be the members of the commission appointed by the same party.

- Conduct another casting of lots to assign the other functions to the PEC members (PEC members responsible for regulating the flow of voters, supervising ballot boxes and special envelopes). The secretary of the commission shall enter the results of casting lots to page 3 of the log-book of the polling day.

- 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 (where available). PEC secretary shall enter the data on pages 6, 7 and 8 of the polling day log-book and into the demonstration protocol of the polling results (the number of voters on the special list shall be entered into the demonstration protocol and polling day log-book after the polling ends).

- Announce the number of ballot papers and special envelopes received. The secretary of the commission records the number of ballot papers received in the demonstration protocols and on pages 6, 7 and 8 of the log-book of the polling day.

-
- Check that the ballot boxes are empty. Seal the main and mobile ballot boxes with a seal with an individual number. The secretary of the commission shall enter the ballot box seal numbers and the sealing time on page 4 of the log-book of the polling day.
-

- Provide each registrar of voters with: a list of 300 voters (a special list of voters shall be provided to one of the registrars), one block containing respective type of ballot papers, inking liquid, the registrar's seal. The PEC secretary shall enter the numeration of the seals of registrars to page 3 of the polling day log-book.

Please consider!

- ✓ The alphabetical sequence of the last names of voters (e.g., A – D) and the sequence of voter numbers (e.g., 1 – 300) shall be displayed at the registrar's desk according to the lists arranged on the registrar's desk.
 - ✓ The registrars should verify the accuracy of the number of ballot papers in the notebook, after which you must sign the acceptance-delivery act on the cover of the ballot paper together with the registrars.
 - ✓ In case the number of registrars' seals are less than required or the seal is damaged, reduce the number of registrars.
 - ✓ Place on one of the desks of registrars a magnifying glass for the voters with vision impairment, also a special frame (if available) for the voters with vision loss.
-

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

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

- After providing PEC members with the materials, before the beginning of the polling, it is recommended to 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 the control sheet is signed by all PEC members present.
-

From 08:00

- When filling in the control sheet please take into account the following: After the first voter of the day is registered and she/he has received the ballot paper(s), the PEC secretary shall enter the data (first and last names, personal number of the Georgian ID) of the voter to the control sheets and let the voter sign the control sheet. The PEC secretary shall enter the data of the first voter also to page 4 of the polling day log-book.

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.

- After the registration of the first voter, notify the DEC by phone about the sealing of the main ballot box and the mobile ballot box (where available), 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 may not participate in the polling. The PEC secretary shall enter the identity of the voter to page 4 of 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, address) 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 ID or in the list of voters, the registrar shall approach you to confirm the non-correspondence.

ATTENTION!

- ✓ 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 ID 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 ID presented by the voter certified by the signature of the secretary to the polling day log-book.
 - ✓ After the above procedures allow the voter to participate in the polling.
- If the voter refuses to go through the inking procedure, he/she shall be denied the right to participate in the polling.
 - If in the process of voting it has been revealed that a voter has signed on another voter's signature box, instruct the voter on whose box the signature was made to sign in the same signature box. In addition, instruct the registrar of the voters to write an explanatory note about the above-mentioned (by indicating the first and last names, and serial number of the voter in the list of voters).
 - 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.
 - If a voter is incapable to complete a ballot paper independently, pay attention that no PEC member, a candidate, a representative of the electoral subject, a representative of the press and other mass media and an observer is invited to the booth for help. Any person other than the above persons may assist the voter.
 - If a voter due to the physical incapacity (lack of upper limbs) cannot carry out the polling procedures independently, remind the registrar when giving (a) ballot papers to the voter, make a note 'physical incapacity' in the line of 'the voter's signature' and certify this record with a signature.
 - The voters in the unified list with a status 'staying abroad' or 'on a consular registry' will participate in the polling in accordance with the general procedure.

From 09:00

- Assign two PEC members, appointed by casting lots, to conduct mobile voting and provide them with the following:
 - mobile ballot box lists;
 - the necessary amount of the ballot papers of respective type 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 ends).

The PEC secretary shall enter on page 4 of the polling day log-book the number of 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.

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 issued ballot papers (including the number of spoiled ballot papers given to the PEC chairperson) without hindering the polling process. The number of ballot papers issued can be determined by comparing the number of ballot papers received from the chairperson of the commission with the number of ballot papers left with the registrar. Verify the accuracy of the data by using the following method:

$$\text{number of issued ballot papers} - \text{number of spoiled ballot papers} = \text{number of signatures of voters}$$

In case of any difference between the data, the registrar of voters shall immediately write an explanatory note, and the data reflected in the explanatory note shall be considered in drawing up the summary protocols of polling results.

Add up the number of signatures received from each registrar at 10:00, 12:00, 15:00, 17:00 taking into account the explanatory notes written by them (where available) and send the data as an SMS to the number provided by the DEC.

At 12:00 and 17:00 instruct the PEC secretary shall enter the number of signatures of the voters participating in the polling to pages 6, 7 and 8 of the polling day log-book and to the demonstration protocol(s) of the polling results.

Recommendation!

In order to register the data received from the registrars, please use as a sample of the table as provided in Annex №1.

Before 20:00

The mobile ballot box shall be returned to an electoral precinct not later than 20:00. 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 explanatory note stating the reasons for this. When filling out the summary protocols of polling results, take into account, the data reflected in the explanatory notes.

Cut-off the corners of unused ballot papers and special envelopes, write on them 'spoiled' and sign them. The PEC secretary shall enter to page 4 of the polling day log-book the number of signatures of voters on the list of mobile ballot box, the number of unused ballot papers and the time of return of the mobile box 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 (where available). The by the PEC secretary shall enter the data to page 4 of

the polling day log-book. After the end of the voting close the doors of the electoral precinct and seal the slot of the ballot box.

-
- Instruct the PEC secretary to enter to pages 26 and 27 of the polling day log-book the data of persons present at the polling place during counting the votes.

-
- It is important that after closing of polls before casting of lots, you assign each registrar of the voters to count the number of issued ballot papers (taking into account the issued ballot papers according to the mobile ballot box), and the number of spoiled ballot papers, and the number of signatures of voters on the unified list of voters and on the special list of voters (taking into account the data provided in the explanatory notes written by them) and on the list of mobile ballot box available to the registrars (taking into account the data given the explanatory notes written by the commission members transporting the mobile ballot box).

$$\text{number of issued ballot papers} - \text{number of spoiled ballot papers} = \text{number of signatures of voters}$$

The number of ballot papers issued can be determined by comparing the number of ballot papers received from the chairperson of the commission with the number of ballot papers left with the registrar.

Verify the accuracy of the data by using the following method: If the equation is not fulfilled, instruct the registrar of voters to recount and specify the quantities. In case of any difference between the data, ask the registrar of voters to write an explanatory note, and the data reflected in the explanatory note shall be considered in drawing up the summary protocols of polling results.

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

-
- For the purpose of starting the procedure of vote counting, carry out a casting of lots among commission members to select five counting officers. The secretary of the commission shall enter the results of casting lots to page 3 of the log-book of the polling day.

-
- Select by 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. Remember: the representatives of those electoral subjects that have appointed the PEC members that are counting officers selected by casting of lots may not participate in casting of lots. The PEC secretary shall enter the numeration of the results of casting lots to page 3 of the polling day log Page.

-
- If observers fail to select observers of ballot counting process from their compositions by mutual agreement, conduct a casting lot among observers to select 2 observers. The PEC secretary shall enter the data to page 3 of the polling day log-book.

-
- 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).

The Secretary of the Commission shall enter the number of voter signatures counted by the counting

officers, taking into account the data mentioned in the explanatory notes (if any) written by the voter registrars, to pages 6, 7 and 8 of the log-book of the polling day and to the demonstration protocols.

-
- Instruct the PEC secretary to place in separate packages the desk 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.

-
- Instruct the counting officers to seal separately the desk 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.

Sign the sealed packages together with the counting officers. On the sealed package put the name and number of the electoral precinct, as well as the type of the electoral documentation.

Remember!

You shall be responsible for the election documents/inventory are sealed in the manner established by the law.

Opening the ballot box, filing out the summary protocols of polling results

- Check the integrity of the seals of the ballot box and of the mobile ballot box (if any).

-
- 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.

-
- Open the main ballot box. 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.

-
- Open the ballot box of an electoral precinct set up in an exceptional case (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.

-
- If everything is in order, counting officers shall mix the special envelopes from mobile and main ballot boxes and from the ballot boxes of the electoral precinct created in an exceptional case.

-
- Seal the control sheets. Put the name and the number of the electoral precinct as well as the type of the documents on the sealed package and sign.

-
- Instruct the counting officers to sort out the ballot papers.

Please Consider!

- ✓ The first counting officer shall: take the ballot paper(s) from the special envelope; verify the validity of the ballot papers; declare in favour of whom the vote was casted; hand the ballot papers of one type

to the second counting officer, of the second type to the third counting officer, of the third type to the fourth counting officer; hand the ballot papers deemed void, the ballot papers deemed dubious and the ballot papers of undefined sample to the fifth counting officer; put the special envelopes aside.

- ✓ Counting Officers shall: put ballot papers separately according to the votes casted to each electoral subject; the ballot papers of sample; the ballot papers deemed void; the ballot papers deemed doubtful.

-
- Together with the commission, put to the vote the separate ballot papers which raise doubts about their validity. The decisions shall be made by majority of votes. In the case of equal votes, the vote of the chairperson shall be decisive.

-
- Instruct the counting officers to count invalid ballot papers and the votes/ballot papers received by each electoral subject.

-
- 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 to pages 6, 7 and 8 of the polling day log-book and to the demonstration protocols of polling results.

-
- Instruct the counting officers to bind and seal the following: the void ballot papers (the void ballot papers designated for another election precinct if any shall be sealed separately), ballot papers belonging to individual electoral subject.

Indicate on the packages belonging to each electoral subject the title and numbers of district and precinct election commissions, the data of the electoral subject (name, first and last name) and the number of the ballot papers.

On the packages of void ballot papers, there shall be indicated the titles and numbers of district and precinct election commissions, the number and type of ballot papers.

Sign the sealed packages on the line of sealing together with the counting officers.

Remember!

You shall be responsible for the election documents are sealed in the manner established by the law.

-
- The PEC secretary shall, with your consent, complete the summary protocols of polling results. The data, included in the explanatory notes (if any) written by the registrars of voters, shall be considered when drawing up summary protocols of polling results.

All members of the commission are required to sign a summary protocols of polling results, which confirms their presence at the electoral precinct. The summary protocols of polling results shall be endorsed by a special PEC seal.

A PEC secretary shall register the summary protocols of polling results in the outgoing documents part of the registration book.

Please Consider!

The summary protocols drawn up by PECs shall be legally valid where the protocol is signed by the majority of respective PEC members.

No changes shall be made to the data entered into the summary protocols of polling results.

The rules for drawing up the summary protocols of polling results can be found in the Guidelines for the Members of Precinct Election Commissions (Part III, Chapter III, Section “Drawing up the Summary Protocols of Polling Results”).

-
- 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 photocopies shall certify the receipt of the photocopies with his/her signature in the log-book.

Please Consider! Upon request, DEC's shall issue within two days the explanatory notes (where available) made with regard the summary protocols/amendment protocols of polling results.

-
- 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); seal the polling day log-book together with applications/complaints.

Remember! You shall be responsible for the election documents/inventory are sealed in the manner established by the law. Registration books and summary protocols of polling results shall not be sealed.

-
- Place the sealed electoral documents in a big box/ bag and deliver it to the DEC. Separately from the box/bag take the summary protocols of polling results, together with the amendment protocols (where available) and the registration book, together with the explanatory notes of the members of the commission (where available), also the sealed package of the polling day log-book and of the applications and complaints.

Please Consider!

The PEC chairperson shall be obliged to immediately react accordingly to the application/complaint (where available) and eliminate the violation.

See in detail the powers of the chairpersons of the election commissions to be carried out in relation to application/complaints of the polling day in the Guidelines for Precinct Election Commission Members (Part IV).

ANNEX No1							
Please enter the data received from registrars to the table							
Verify the data		Registrar					Send by an SMS
		I	II	III	IV	V	
10:00 h	Issued ballot papers						Total number of signatures ↓
	Spoiled ballot papers						
	Number of signatures in all kinds of lists						
	Number of signatures According to the explanatory notes						
12:00 h	Issued ballot papers						Total number of signatures ↓
	Spoiled ballot papers						
	Number of signatures in all kinds of lists						
	Number of signatures According to the explanatory notes						
15:00 h	Issued ballot papers						Total number of signatures ↓
	Spoiled ballot papers						
	Number of signatures in all kinds of lists						
	Number of signatures According to the explanatory notes						
17:00 h	Issued ballot papers						Total number of signatures ↓
	Spoiled ballot papers						
	Number of signatures in all kinds of lists						
	Number of signatures According to the explanatory notes						
Final (20:00 h)	Issued ballot papers						Total number of signatures ↓
	Spoiled ballot papers						
	Number of signatures in all kinds of lists						
	Number of signatures According to the explanatory notes						
	Number of women participating in the elections						

Attention!

- Verify the accuracy of the data by using the following method: Number of ballot papers issued by registrars - number of spoiled ballot papers = number of voter signatures.
- It is recommended to verify the data with the registrars according to the proportional ballot papers.

ANNEX No4**Powers of a PEC Secretary on the Polling Day
(October 2)****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. Post the demonstration protocols of polling results at a visible place in the electoral precinct.

- Enter to page 1 of the polling day log-book the full names of all PEC members present at the opening of the polling station (indicating the subjects which elected/appointed them), and also the full names of all other persons (specifying the organisation or electoral subjects having appointed them) having rights to be present at the polling station, and let them certify the data with their signatures.

Enter to page 2 and if needed on page 10 and following pages, the data of the PEC members and other persons with a right to be present at the polling station who appeared to the polling station after the opening of electoral precinct, indicating the times of their arrival to the electoral precinct, and certify the data with their signatures.

- After the PEC chairperson opens the sealed packages of the special seal and of the seals of the registrars, indicate the numeration of the above seals to page 9 of the polling day log-book.

- Record on page 3 of the polling day log-book the results of casting of lots conducted for the purpose of assigning functions to the PEC members.

Please Consider!

- ✓ If the member of the commission refuses to undertake the functions assigned by casting of lots, enter his/her data to page 25 of the polling day log-book.
- ✓ In case of temporary transfer of a PEC member's functions chosen by lot to another PEC member, enter this information to page 5 of the polling day log-book.

- Enter to page 6, 7 and 8 of the polling day log-book and to the demonstration protocols of polling results, the number of voters on the unified list of voters and on the mobile ballot box list (if any). The number of voters on the special list shall be entered to the demonstration protocols and to the polling day log-book after the end of the polling.

- Enter to pages 6, 7 and 8 of the polling day log-book and to the demonstration protocols of polling results the number of received ballot papers.

- indicate to page 4 of the polling day log-book, the time of sealing the ballot boxes and individual numbers of seals of the ballot boxes.

- Indicate to page 3 in the polling day log-book, the reference numbers of the seals transferred to the registrars of voters.

- Before the polling starts, it is recommended to 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.
-

From 08:00

- Enter the data on the first voter who arrived at the polling station (name, surname and personal identification number of the citizen of Georgia) in the control sheet and make the first voter sign it. The first voter data shall be entered to page 4 of the polling day log-book.
-

In the process of polling please consider that:

- If, at the time of checking the inking, it is discovered that a voter is already carrying an ink mark, you must record his/her identity on page 4 of the polling day log-book.
 - If the face of the voter in the identification document or the photo in the voter list was considered irrelevant with each other, you must enter the respective details on pages 29-31 of the polling day log-book and confirm with a signature. You must attach to the log-book a photocopy of the ID card submitted by the voter and certify the photocopy with your signature.
-

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.
-

12:00

- Enter the number of signatures of the voters participating in the polling, counted by the registrars, to pages 6, 7 and 8 of the polling day log-book and to the demonstration protocols of the polling results.
-

17:00

- Enter the number of signatures of the voters participating in the polling, counted by the registrars, to pages 6, 7 and 8 of the polling day log-book and to the demonstration protocols of the 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 explanatory note stating the reasons for this. Take into consideration the data reflected in the explanatory note when filling out the summary protocols of polling results.

Enter to page 4 of the polling day log-book the number of signatures in the list of mobile ballot box, unused ballot papers and the time of return of the mobile ballot 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).
-

-
- enter to pages 26 and 27 of the polling day log-book the full names of all PEC members present at the polling station when counting the votes (indicating the subjects which elected/appointed them), and also the full names of all other persons (specifying the organisation or electoral subjects having appointed them) having rights to be present at the polling station, and let them certify the data with their signatures.
-

- On page 3 of the polling day log-book indicate the following:
- The results of the redistribution of the functions of counting officers among the members of the commission through casting of lots;
- the data of the representatives of electoral subjects selected by casting of lots to participate in the process of counting of valid and/or invalid ballot papers together with the counting officers.
- Data of observers revealed from observers to monitor the ballot counting process.

Please Consider!

If a member of the commission and/or a representative of an electoral subject refuses to perform the function assigned to him / her by casting of lots, his / her data must be entered to page 25 of the polling day log-book.

- Enter the number of voter signatures counted by the counting officers, taking into account the data mentioned in the explanatory notes (if any) written by the voter registrars, to pages 6, 7 and 8 of the log-book of the polling day and to the demonstration protocols.
-

- place in separate packages the desk 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. Cut the edges off the unused ballot papers before placing them to the package.
-

- Record the number of cases related to the discrepancy between the face of the voter and the photographs on the submitted ID / voter list. Enter the above-mentioned data, as well as the number of photocopies of IDs, to page 31 of the polling day log-book. Seal a photocopy of ID document. Put the name and the number of the electoral precinct as well as the type of the documents on the sealed package and sign the sealing line.

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

- After counting the invalid ballot papers and the number of votes received by the electoral subjects, check the accuracy of the data with the chairperson of the commission. Indicate the obtained results on pages 6, 7 and 8 of the polling day log-book and to the respective demonstration protocols of polling results (the number of void ballot papers intended for other election precincts is indicated only in the polling day log-book).
-

- With the consent of PEC chairperson, complete the summary protocols of polling results. The data, included in the explanatory notes (if any) written by the registrars of voters, shall be considered when drawing up summary protocols of polling results.

All members of the commission are required to sign a summary protocols of polling results, which confirms their presence at the electoral precinct. The summary protocols of polling results shall be endorsed by a

special PEC seal.

Register the summary protocols of polling results in the outgoing documents part of the registration book.

Please Consider!

The summary protocols drawn up by PECs shall be legally valid where the protocol is signed by the majority of respective PEC members.

No changes shall be made to the data entered into the summary protocols of polling results.

The rules for drawing up the summary protocols of polling results can be found in the Guidelines for the Members of Precinct Election Commissions (Part III, Chapter III, Section “Drawing up the Summary Protocols of Polling Results”).

-
- Upon the issuance of the photocopies of the summary protocols of polling results (if requested), sign them together with the PEC chairperson and approve them with the special seal of the commission. Register the issued photocopies in polling day log-book. Ensure that the receiving person confirms with a signature the receipt of the copies.

Please Consider! Upon request, DEC's shall issue within two days the explanatory notes (where available) made with regard the summary protocols/amendment protocols of polling results.

-
- After drawing up the summary protocols of polling results and after issuing the photocopies, close the log-book of the polling day as well as the registration book, and certify them with the signatures of yours, the PEC chairperson and PEC seal.

Please Consider!

You shall register in the registration book and to pages 21-24 of the log-book of the polling day, all the applications/complaints received on the polling day, and shall issue the applicant/complainant with a certificate indicating the date, time of submission of an application/complaint and the registration number. Approve the certificate with your signature.

See in details the powers of PEC secretary to be carried out in respect to the applications/complaints of the polling day in the Guidelines for Precinct Election Commission Members (Part IV).

ANNEX №5

Functions of the commission members responsible for regulating the flow of voters

- Regulate the flow of voters entering the polling station.
- 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 and to the number of the voter in the voter list.

Please Consider!

- ✓ 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.
- ✓ 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.
- ✓ 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 the inking control procedure.

ANNEX №6

Functions of commission members acting as the registrars of voters

- 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.

Attention!

- ✓ 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, address) fully comply with the data in the respective list of voters.
- ✓ Where you find that the face of the voter does not match with the photograph in presented ID card / 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 polling day log-book your special opinion on this issue and certify this with a signature together with the PEC secretary's signature. Despite the belief that the face of the voter does not correspond to the photo in the ID card/list of voters, the voter shall participate in the polling.
- Place inking on the nail of the thumb or the forefinger of the right hand, 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.

Please Consider! 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(s).

- Sign the respective box 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.

Please Consider!

If in the process of voting it has been revealed that a voter has signed on another voter's signature box, instruct the voter on whose line the signature was made to sign in the same signature box. Further, you have to write an explanatory note on the issue (indicating the first and last names, serial number of the voter in the list of voters).

- When issuing ballot papers, sign ballot paper(s) in the appropriate box on the back page and verify with the registrar's seal.
- Provide the voters with the ballot paper/papers signed by you and approved with the registrar's seal.

Attention!

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.

Please Consider!

- ✓ 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 the inking procedure. Upon handing 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.

- ✓ 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. The number of ballot papers issued can be determined by comparing the number of ballot papers received from the chairperson of the commission with the number of ballot papers left with the registrar.

In the case a difference is revealed between the data, you should immediately write an explanatory note indicating the reasons for the difference. After the polling ends, you shall verify again the accuracy of the data as assigned by the PEC chairperson.

You shall verify the accuracy of the above data also in the case of temporary assignment of the functions of the registrar of the voters.

- ✓ The voters in the unified list with a status 'staying abroad' or 'on a consular registry' will participate in the polling in accordance with the general procedure.

ANNEX №7

Functions of the commission members transporting the mobile ballot box

- The mobile voting box 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 of respective type 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 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 ID card with the data provided in the mobile ballot box list of voters.

Attention!

A voter may cast a ballot if together with the Personal Identification Number of the Citizen of Georgia and gender, at least 3 pieces of data (first name, last name, date of birth, address) fully comply with the data in the respective list of voters.

- Certify the issuance of the ballot papers 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 list of mobile ballot box.

Attention!

If in the process of voting it has been revealed that a voter has signed on another voter's signature box, instruct the voter on whose line the signature was made to sign in the same signature box. Further, you have to write an explanatory note on the issue (indicating the first and last names, serial number of the voter in the 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 take the envelope and place the ballot paper(s) 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 being back to the polling station, hand the unused/spoiled ballot papers, special envelopes and explanatory notes of the commission (where available) to the PEC secretary.

Remember!

- ✓ The voters participating in the polling process by means of mobile ballot boxes, shall not undergo the inking procedure.
- ✓ In the case of using a mobile ballot box for voting by a voter due to a 'physical incapacity', enter - 'physical incapacity' - in the 'voter's signature' box of the mobile ballot box list, and certify it with your signature.
- ✓ The person (except for the PEC member, a representative of an electoral subject, press and other mass media, and an observer) selected by a voter with physical incapacity (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.
- ✓ In case the integrity of the seal of the mobile ballot box is compromised, 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.

ANNEX №8

Functions of commission members supervising ballot boxes and special envelopes

- 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.

Remember!

- ✓ Only a voter may put ballot paper/papers in a special envelope. An exception shall be a voter with physical incapacity, instead and in the presence of whom, a person selected by such voter shall place a ballot paper(s) into a papers 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(s) in the polling booth.
- ✓ No more than one voter at a time shall be allowed to be at the ballot box.
- ✓ No member of PEC may open a filled-out ballot paper(s).
- ✓ 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 papers (without interfering in the secrecy of the polling) and one special envelope. The voter must fulfil the request.

ANNEX №9

Photo-video shooting at electoral precincts

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

I

From the moment of opening an electoral precinct (07:00) through 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:

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

To ensure that the polling process is carried out smoothly:

- ▶ 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 polling stations:

- ▶ voters - during the period necessary for voting;
- ▶ PEC members and the members/representatives of superior election commissions;
- ▶ representatives of the electoral subjects to the respective PEC (not more than 1 representative of the same electoral subject);
- ▶ the accredited representatives of the media to the respective election commission (no more than 2 representatives from the same press and other media organisation);
- ▶ an observers of registered domestic observer organisation registered with the respective election commission (not more than 1 representative per domestic observer organisation);
- ▶ observers of the international observer organisations registered at the CEC (no more than 2 representatives per observer organisation (an interpreter may accompany them));

II

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 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 may take photos and video from a place specially allocated by the PEC chairperson, from where the polling process is visible.

III

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 may 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 photo and video shooting equipment must be removed from the polling place.
- ▶ The same press and other mass media organisations may take photos and video 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 take photos and video for more than 10 minutes) may take photos and video the whole polling day using the stationary photo-video shooting cameras located at a special spot allocated by a PEC chairperson. A ballot box should be visible from the allocated spot.

**Violation
response
measures**

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.

