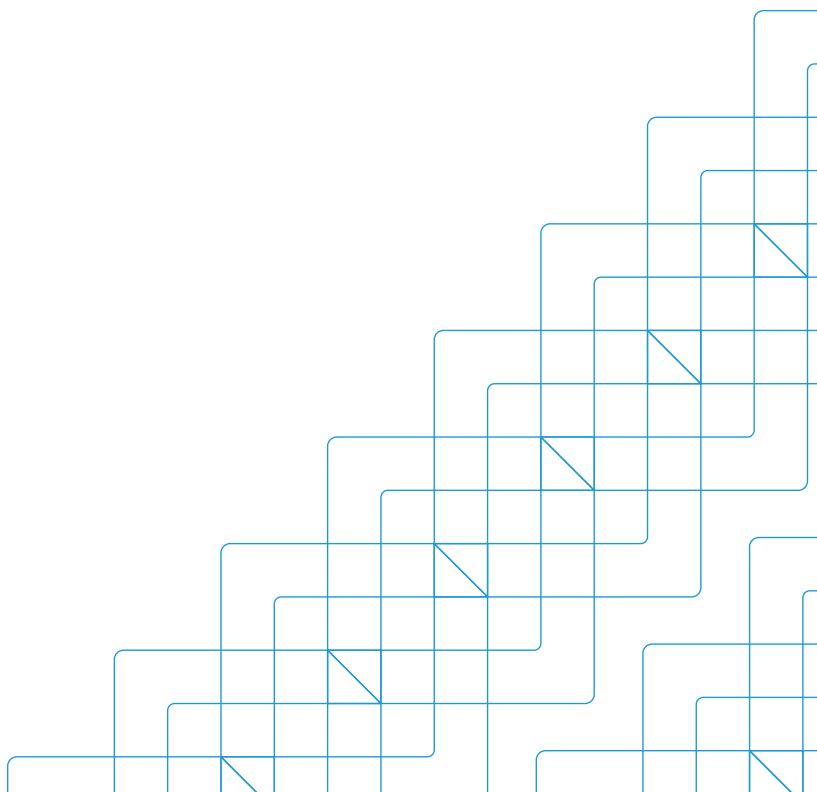


GUIDELINES FOR THE MEMBERS OF THE DISTRICT ELECTION COMMISSIONS



GUIDELINES FOR THE MEMBERS OF THE DISTRICT ELECTION COMMISSIONS

APPROVED BY THE CEC DECREE NO 42/2021 FROM JULY 29, 2021
THE PRESENT GUIDELINES ARE INTENDED FOR THE PURPOSES OF REGULAR ELECTIONS OF MUNICIPAL BODIES OF OCTOBER 2, 2021 AND FOR TRAINING PURPOSES OF THE MEMBERS OF DISTRICT ELECTION COMMISSIONS (DECS) IN THIS REGARD. THE GUIDELINES ARE PREPARED ON THE BASIS OF THE ORGANIC LAW OF GEORGIA ELECTION CODE OF GEORGIA AND THE RELEVANT LEGAL ACTS OF THE CEC. FOR A FULL UNDERSTANDING OF THE DEC'S POWERS AND RULES OF PROCEDURE, SEE ORGANIC LAW OF GEORGIA ELECTION CODE OF GEORGIA AND RELEVANT LEGAL ACTS OF THE CEC.

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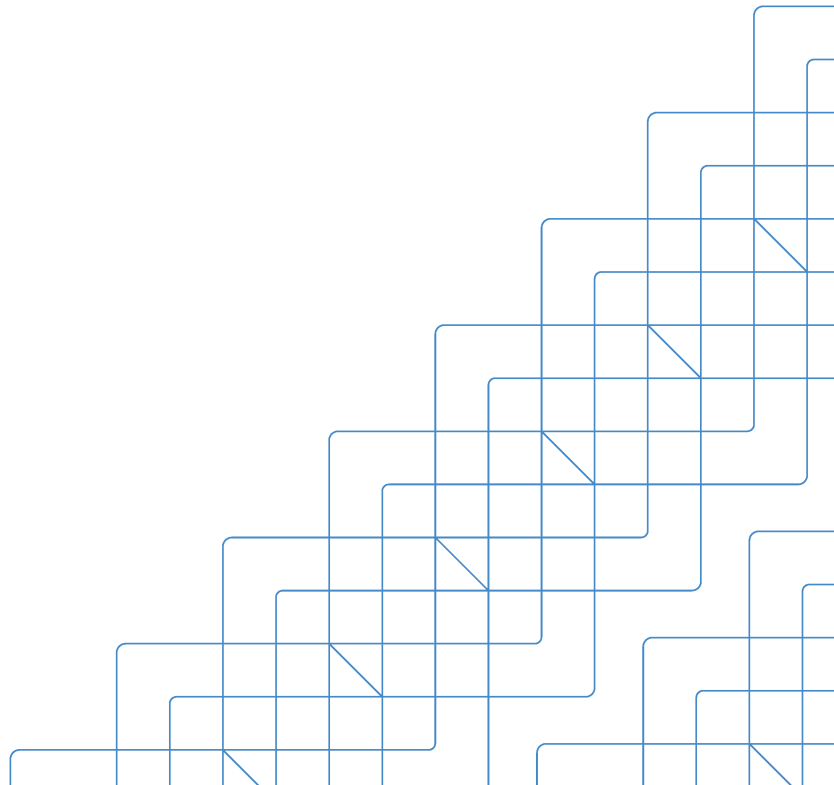
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PART I

COMPOSITION OF DECS AND THE RULES OF PROCEDURE



CHAPTER I. STAFFING RULES FOR DECS AND THEIR POWERS

STAFFING RULES FOR DECS AND THEIR TERM OF OFFICE

(Election Code - Articles 19; 20 and 196^{1.14})

DECs shall consist of no more than 17 members:

- ▶ five members shall be elected by the CEC (with a term of 5 years);
- ▶ three members shall be elected by the CEC (the members shall be elected after the elections are called and their term of office shall terminate upon the announcement of the final results of the elections);

ATTENTION!

The CEC shall elect the DEC members under a roll-call procedure. Each candidate shall be put on the vote separately. The candidate who is supported by at least two thirds of all the members of the CEC shall be considered elected. If the number of these candidates turns out to be more than the number to be elected, the candidates with better results among them shall be considered elected. If the winner cannot be identified due to the equality of votes received by the candidates, these candidates shall be put to the vote immediately to determine the winner among them. If the winner is still not identified, he/she shall be determined by casting of lots. If a member of the DEC could not be elected in accordance with the established procedure, the candidates shall be put on the vote again. In the case of revote, the candidate who will be supported by the majority of all members of the CEC shall be considered elected. If the winner cannot be identified due to the equality of votes received by the candidates, he/she shall be determined by casting of lots. If the vacancy is still not filled, the competition for the remaining vacancy shall be re-announced.

- ▶ nine members shall be appointed by parties (the abovementioned members shall be appointed after calling of the elections and their term of authority ends after the announcement of the final results of the elections);

ATTENTION!

Parties may withdraw and appoint a new member of the DEC only 3 weeks before the polling day. Parties may appoint a new member of the DEC within the last 3 weeks before the voting day only in the case of resignation or death of the appointed member, as well as, in case of a court ruling making it impossible for a person to perform the activities of a member of the DEC.

DEC'S POWERS

The DECs shall within their territorial limits fully exercise their authorities as laid down by Article 21 of the Organic Law of Georgia - the Election Code of Georgia, including the following:

- ▶ ensuring the organization of elections in the electoral districts, monitoring the observance of the electoral legislation of Georgia and ensuring its uniform application;
- ▶ establishing and ascertaining the boundaries of electoral precincts by an ordinance;
- ▶ developing the texts of ballot papers for the elections of municipal bodies in the election district by an ordinance;
- ▶ promoting the formation of voter lists in accordance with the established procedure, ensuring their publicity and availability;

- ▶ granting the status of a local observer to non-entrepreneurial (non-commercial) legal entities by an ordinance;
- ▶ reviewing the applications and complaints related to the election process and making relevant decisions within the scope of their powers;
- ▶ determining the polling results of the elections in the electoral district for the municipal bodies (except for the Sakrebulo of Tbilisi) and for the mayors of self-governing cities (except for Tbilisi)/ self-governing communities, by drawing up the DEC summary protocols of polling results based on the summary protocols of polling results of PECs, taking into the consequences deriving from the judgements by district and city courts on the violations of the election legislation;
- ▶ electing the members of DEC and defining their powers by an ordinance;
- ▶ ensuring the organisation of re-run elections, repeat voting, and run-off elections;
- ▶ hearing the applications and complaints related to the election process and making relevant decisions within the scope of their powers, including the decision of dismissing application/complaint without prejudice, in case of absence of established grounds supporting the application/complaint.

DECS' HEAD OFFICERS AND THEIR POWERS

(The Election Code - Articles 8 and 22. The Regulations of DEC - Articles 2; 4; 9.4; The Regulations of PECs - Article 1.5)

The following persons shall be the DEC head officers:

- ▶ DEC chairperson;
- ▶ DEC deputy chairperson;
- ▶ DEC secretary.

The DEC chairperson shall:

- ▶ carry out administrative functions at the DEC;
- ▶ chair DEC meetings;
- ▶ take a decision by issuing an ordinance to remove a person interfering with the work of the commission and breaking an order from the premises of the commission (the commission takes a decision on removing a person from the room during the session);
- ▶ manage financial resources of a DEC;
- ▶ conclude labour contracts with the support and technical staff of the DEC;
- ▶ give assignments to the deputy chairperson, secretary, other members, and assisting and technical personnel in accordance with the regulations of the election administration;
- ▶ convene the first session of a PEC under an ordinance and determine the agenda of the first sessions;
- ▶ determine by an order the number of working days and hours of the commission;
- ▶ provide appropriate certificates to the candidates nominated by parties/voter initiative groups;
- ▶ provide the appropriate certificate to the elected Sakrebulo member (except for the member of Tbilisi Sakrebulo), while in the case of early termination of his/her office – to his/her assignee, as well as to the mayor (except for the mayor of Tbilisi municipality);
- ▶ submit to the CEC the documentations necessary to verify the powers of the person elected as a member of Sakrebulo and also as a mayor and documents as provided for by the electoral legislation of Georgia.

The DEC deputy chairperson shall:

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

The DEC secretary shall:

- ▶ distribute electoral documents and correspondence submitted to the DEC;
- ▶ prepare drafts of commission ordinances, draw up minutes of election commission sessions, including the summary protocols of polling and election results;
- ▶ register by an ordinance the representatives of the party participating in the elections in PECs and the representatives of initiative groups of voters in the relevant district and precinct election commissions, and provide them with respective certificates;
- ▶ register by an ordinance the observers appointed by the non-entrepreneurial (non-commercial) legal entities with the status of election observers in DEC and PECs, and provide them with observer certificates;
- ▶ accredit by an ordinance media representative and provide them with accreditation cards.

LEGAL ACTS OF DECS

(The Election Code - Article 30.1.b;; The Regulations of DECs - Article 7)

The Legal acts of DECs are:

- ▶ DEC ordinances;
- ▶ ordinances of the DEC chairperson;
- ▶ orders of the DEC chairperson;
- ▶ ordinances of the DEC secretary;
- ▶ DEC's summary protocols on voting and election results.

ENGAGEMENT OF DECS AND RESTRICTIONS APPLIED TO THEM IN PRE-ELECTION CANVASSING/CAMPAIGNING

(Election Code - Article 45(4)(a); Article 45(9-10) and Article 46(4))

DECs shall obtain information from municipal bodies on premises suitable for conducting pre-election campaigns (canvassing) and also, information about areas allocated for displaying canvassing material and/or election campaign banners. The DECs shall send the mentioned information to the CEC.

DECs shall make public the list of premises allocated by the local self-government bodies within two days after the receipt thereof, shall ensure equal availability of the premises for all political parties and electoral subjects, and shall draw up a schedule, in agreement with political parties and electoral subjects, for the electoral events (if the events of different electoral subjects coincide and the electoral subjects fail to come to agreement, the sequence of events shall be determined by casting lots).

A DEC shall give a well-grounded written response to any respective application filed by an electoral subject for the use of premises within 24 hours from filing the application. Any failure to give a response within the above time frame shall be regarded as consent to the application.

ATTENTION!

A member of the District Election Commission may not conduct pre-election canvassing and participate in canvassing.

CHAPTER II. THE RULES OF PROCEDURE OF DECS

RULES FOR PREPARATION OF DEC MEETINGS

(The Election Code - Article 8; The Regulations of DECs - Article 9; Article 10)

A chairperson of the district election commission convenes a session of the commission on his / her own initiative or at the request of his / her deputy.

Upon making a decision to convene a session, a secretary of the commission shall place a notice on convening the session in a visible place in the District Election Commission, indicating the date, exact time, and approximate agenda of the session.

A deputy chairman, and in his/her absence the secretary of the Commission, shall be personally responsible for notifying all members of the Commission of the date of the meeting and the exact time of its commencement.

The session of the District Election Commission shall be open. The following persons are entitled to attend the session of the Commission:

- ▶ CEC members and CEC representatives;
- ▶ the members of the staff of the CEC and of the respective DEC;
- ▶ the representatives of media accredited by the CEC secretary or by the respective DEC secretary;
- ▶ one representative of each electoral subject to the respective DEC;
- ▶ one observer of the local observer organisation registered by the CEC secretary or by the respective DEC secretary;
- ▶ not more than two observers (together with an interpreter) from the international organisation registered with the CEC.
- ▶ interested parties invited to review specific issue(s), (who shall leave the meeting immediately after the relevant decision envisaged by the agenda has been made).

Persons entitled to attend the session of the commission, without interfering with the session of the commission, can take photos and videos in accordance with the rules established by the CEC Decree N33 / 2017 of 21 August 2017.

In case of obstruction of the work of the Election Commission during the session of the District Election Commission and violation of order, the commission shall have the right to make a decision on expulsion of the offender (including the commission member) from the commission session, which is recorded in the minutes. Expulsion of the offender from the session of the election commission shall also imply expulsion from the building of the election commission. If the offender does not voluntarily comply with the decision on expulsion, the chairperson of the commission shall appeal to the police. The police shall be obliged to immediately enforce the decision to expel the person.

ATTENTION!

Interference with the functions and activities of the election commission is an administrative offense, for which a report on administrative offenses shall be drawn up by a person (official) authorized by the relevant district election commission and immediately sent to the relevant district / city court. In case of confirmation of the violation, the court shall make a decision on imposing a fine of 500 GEL on the relevant person (Election Code of Georgia - Article 91¹; Article 93.1).

THE COURSE OF DEC SESSIONS

(Election Code - Article 8.3; Article 42.5; The Regulations of DECs - Article 9; Article 10)

DEC meetings shall be chaired by a DEC chairperson or his/her deputy assigned by the chairperson. The meeting shall be competent if it is attended by the majority of the members.

ATTENTION!

The full composition of the election commission is the sum of the number of commission members elected in accordance with the Election Code of Georgia and the number of commission members appointed by the parties which have obtained the right to appoint a member of the election commission in accordance with the same Law.

The DEC members shall verify their attendance by signing an attendance sheet. A DEC secretary shall prepare the agenda of DEC meetings.

Every member of the Commission may deliver a speech for two minutes related to the topic under the agenda, following the sequence determined by the chairperson of the meeting. The members of the DEC may deliver an additional speech on the same issue for two minutes with the consent of the chairperson of the meeting.

The members and the employees of the election commission as reporters on the issue under the agenda shall have no more than 10 minutes for the speech and where needed may be added another 5 minutes by the decision of the chairperson of the meeting.

During the discussion of a specific issue, with the consent of the chairman of the meeting and at the time specified by him/her, interested parties authorized to attend the commission meeting and participate in the discussion, may be given time- After commission members that should be reasonable and should not exceed two minutes at a time. On the same issue in relation to the same person, the chairman of the meeting may, if necessary, decide to allocate additional time, which should not exceed 2 minutes.

ATTENTION!

The representative of an electoral subject may ask for a speech and for expressing the opinion at the respective meeting of the election commission regarding the decision to be taken.

During the discussion of issues, the questions may be asked to parties and by the parties and responded to only with the consent of the chair of the meeting.

PROCEDURE FOR ADOPTING ORDINANCES AT DEC MEETINGS

(Election Code - Article 8.4; 8.5; 8.6; The Regulations of DEC's Article 7; Article 10)

A DEC ordinance shall be drafted by A Commission secretary. A DEC ordinance shall be deemed adopted if it is supported by the majority of the members present at the DEC meeting (unless a higher quorum is established by the Election Code), but not less than by one-third of all members (at least 6 members) of the DEC.

In the case of an equal number of votes at the DEC session, the chairperson of the meeting shall give the casting vote except for making decisions on the issues of human resources and when deciding on the issues of declaring void the results of electoral precincts, opening the packages from PECs and recounting the ballot papers (these decisions are made by at least two thirds of the persons attending the meeting).

An ordinance of the commission shall be signed by a chairperson and a secretary of the meeting.

ATTENTION!

A district electoral commission, a chairman and a secretary of the commission shall be obliged to post an ordinance as soon as it is signed in a visible place in the district electoral commission for public access.

MINUTES OF DEC MEETINGS

(The Election Code - Article 8.7-9; The Regulations of DEC's - Article 9; Article 10)

The sequence of reviewed issues and rendered decisions at a DEC meeting shall be recorded in the minutes of the DEC meeting. The minutes of the DEC meeting shall be signed by a DEC chairperson and a secretary.

The secretary of the meeting shall draw up minutes of the meeting within a day from the meeting and shall indicate the date of the meeting.

ATTENTION!

A DEC member objecting to the decision of the commission shall be entitled to express his/her dissenting opinion, which shall be attached to the minutes of the meeting.

A DEC member with a dissenting opinion shall respect and comply with the decisions delivered by the commission. He/she may not impede the execution of the DEC decision by his/her action/inaction.

PAPERWORK OF DECS

(The Election Code - Articles 71.9; 75.8; 77.5³; 29. The Regulations of DECs - Article 11)

The records management in the DECs is carried out both in an electronic and tangible manners. The electronic case management is carried out by software of automated case management system – “eDocument”, which allows for receiving and processing incoming and outgoing correspondences, including the receipt and processing of applications/complaints. The case management in a tangible manner is carried out through drafting and processing the management documents such as: ordinances of the DECs, ordinances/orders of the DEC chairpersons, ordinances of the DEC secretaries, DEC session minutes and summary protocols of DECs on voting and election results. Receipt/registration of applications/complaints may also be done in a tangible manner.

The person responsible for registering letters/applications/ complaints is the secretary of the DEC or when it is impossible for the secretary to exercise his/her authority, one of the members elected by the district election commission for 5 years shall perform the functions as assigned by the order of the DEC chairperson. Where the member of DEC is not able to perform the function, the DEC chairperson shall assign one of the support staff of the DEC to do the task (hereinafter “a person authorized by the commission”).

ATTENTION!

On the polling day, the DEC secretary shall receive applications, complaints and record/register them in the eDocument system in the manner and within the timeframe established by the Organic Law of Georgia - the Election Code.

The person authorized by the commission shall immediately register all documents (application, complaint, statement) submitted to the commission in the eDocument system where the documents are registered in a continuous sequence according to the order of their receipt. Each document shall be assigned a number and date of receipt and the number of pages shall be entered in the registration book. The person authorized by the commission shall indicate the identity of the applicant/complainant in the registration book as well as other additional information.

After receiving a document or an application and after duly registering it in the eDocument system, the person authorised by the commission shall provide the applicant/complainant with the certificate 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 shall be confirmed by the authorized person of the commission by his/her signature.

ATTENTION!

The DECs may receive the documents from 10:00 to 18:00 on working days, no document may be registered in eDocument system after 18:00.

The DEC secretary shall be the responsible person in the DEC for ensuring access to public information and proactive publication of information. Information about the elections and election documents shall be issued

within 2 days upon their request, and if the issuance of such information requires more time – the information shall be issued in the manner provided for by the General Administrative Code of Georgia (except for the legal acts the appeal period of which is set in Article 77 of Organic Law of Georgia - the Election Code of Georgia).

ATTENTION!

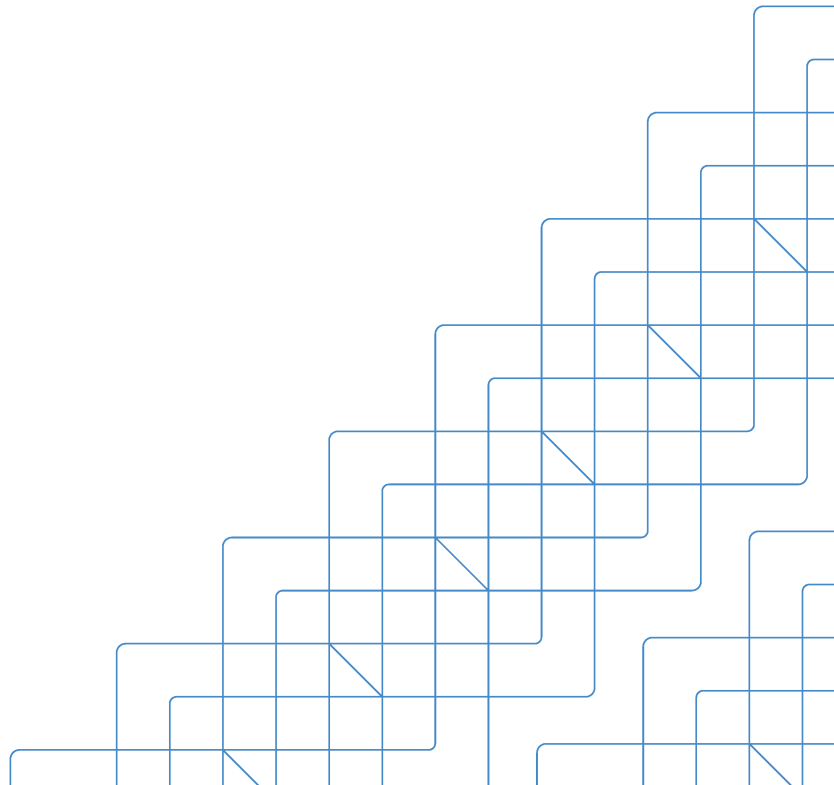
A photocopy of the summary protocol (attached with dissenting opinions of commission members) shall be immediately given to representatives of a party/initiative group of voters and to observers from an observer organisation.

From the second day of the polling day, the DEC's shall issue photocopies of the PEC's summary protocol of the polling results. Receipt of a photocopy of the protocol shall be confirmed by a representative / observer by signing the registration book of the District Election Commission.

The decision relating to the complaints (except for the minutes of the commission meeting) shall be delivered to the party participating in the hearing of the complaint before 12:00 of the next day after adopting the decision, taking into account the timeframe envisaged by the Georgian legislation for drafting the respective documents.

PART II

DEC ACTIVITIES DURING THE PRE-ELECTION PERIOD



CHAPTER I. STAFFING THE PECS AND ORGANISING THE FIRST MEETING OF PECS

STAFFING RULES FOR PECS

(The Election Code - Article 24.1,2,4; Article 196¹.14; CEC Decree №30/2021 of July 15, 2021)

PECs shall consist of no more than 17 members. Nine members of the Precinct Election Commission shall be appointed by the relevant parties in accordance with Article 13 of the Organic Law of Georgia - the Election Code of Georgia; whereas, 8 members of PECs shall be elected by the DEC on the sessions of the DEC under a roll-call procedure. The PEC members shall be elected by the respective DEC by at least two thirds (12 members) of all the members of the DEC, provided that at least 3 of the 12 supporting members must be the members of the DEC elected for a term of 5 years.

ATTENTION!

A member of the District Election Commission shall not participate in the election procedure if he / she is a family member of a candidate for membership in the relevant precinct election commission (a spouse, direct ascendant or descendant relative, stepchild, sister, brother, stepchild of his/her parents or children, the spouse's sister, brother, or parent). It shall be inadmissible to elect a person as a member of the Precinct Election Commission who was appointed as a member of any election commission by a political party during the last general elections.

If the number of candidates exceeds the number of candidates to be elected, the candidates with better results among them shall be considered elected, and in the case the winner is not determined due to the equality of votes received by the candidates, the candidates shall be immediately put on the vote to determine the winner. The decision shall be considered adopted where the candidate is supported by the majority (9 members) of all the members of the DEC. If the winner is still not identified, he/she shall be determined by casting of lots. For casting lots, the secretary of the DEC as assigned by the DEC chairperson shall:

- prepare slips of paper of the same form and type according to the number of members of the commission;
- write with same writing implement on the slips of paper the data of the candidates (first and last names);
- the slips of paper shall be certified by the DEC seal.

The DEC secretary places the folded slips of papers on the table (the slips of paper must be folded in such a way that it is impossible to read the data written on them). The DEC chairperson takes one by one the slips of papers according to the number of vacancies. The candidate/candidates identified as a result of casting of lots shall be considered elected.

ATTENTION!

If a member of the PEC could not be elected under the above procedure, a revote shall be held and the candidate who would be supported by the majority of the DEC i.e., by 9 members shall be considered elected. If all vacancies are still not filled, the candidate who receives more votes than the others in the re-vote procedure shall be considered elected as a member of the PEC. If the winner cannot be identified due to the equality of votes received by the candidates, these candidates shall be put to the vote immediately to determine the winner among them.

Each member of the DEC may get acquainted with the competition documents of the candidates for the purposes of reviewing the candidates. DEC members shall comply with the requirements of the Law of Georgia on Personal Data Protection when getting acquainted with the competition documents of the candidates for the membership of PECs.

At the session for electing the members of the PECs, the DEC members shall be given a list of candidates printed in the form of a table indicating in addition to the name of the contestant also the vacant position of

the PEC he/she has applied to. Each member of the DEC shall check by a circle the candidate(s) in the table he/she is voting for, indicate his own first name and last name on each page of the list, sign and submit the document to the secretary of the relevant DEC. The DEC secretary shall count the voting results and register them in a special table and announce the number of votes received by each candidate.

ATTENTION!

If, within the period determined by the law, the number of members of the PEC is less than required by the law, within 3 days the DEC may elect the members to fill the vacancies in the PEC from the candidates participating in the competition or based on the re-announced competition.

PEC'S FIRST SESSION

(The Election Code - Articles 8.2,3,23; and 25.21)

The first meeting of PECs shall be held no later than 30 days before the elections (September 2). The first session of PECs shall be convened by the DEC chairperson by issuing an ordinance and stipulating the agenda of the first session. The meeting of the precinct election commission shall be legally competent if it is attended by the majority of the full composition of the PEC, but not less than 9 members of the commission. The meeting shall be chaired by a senior member of the commission until the chairperson of the commission is elected.

ATTENTION!

The full composition of the election commission is the sum of the number of commission members elected in accordance with the Election Code of Georgia and the number of commission members appointed by the parties which have obtained the right to appoint a member of the election commission in accordance with the same Law.

PROCEDURE FOR 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 the candidates receive the majority vote of the total number of members elected by the DEC. No 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 DEC chairperson/deputy chairperson/secretary.

A candidate nominated as the chairperson / deputy chairperson of the precinct election commission / secretary of the commission shall have the right to participate in the voting and vote in favour of his / her candidacy.

Minutes shall be drawn up at a PEC session, which shall be signed by the chairperson and the secretary of the commission. The minutes of the session shall be drawn up within 1 day after the sitting, and the date of the sitting shall be entered in the minutes. The election of the chairperson / deputy chairperson / secretary of the precinct election commission shall be formalized by an ordinance of the precinct election commission.

If a chairperson / deputy chairperson / secretary of the election commission is not elected within the established timeframe, the duty of the mentioned official shall be performed by the member of the commission who receives the most votes in the voting, and in case of equality of votes – by the person determined by lot.

CHAPTER II. THE PROCEDURE FOR FORMING, PUBLISHING AND VERIFYING OF THE LISTS OF VOTERS

THE UNIFIED LIST OF VOTERS

(The Election Code - Article 31)

The unified list of voters is a list of persons with active suffrage registered in the manner established by the legislation of Georgia, which is divided according to the polling stations. The unified list of voters is compiled based on data provided by the State Services Development Agency within the Ministry of Justice of Georgia, other relevant ministries and agencies. The CEC is responsible for formation a unified list of voters, processing it by computer and posting publicly available information on the CEC's official website.

The following voter data shall be included in the unified list of voters:

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

SUBMISSION OF THE UNIFIED LIST OF VOTERS TO A PEC AND THE PROCEDURE OF ITS PUBLICATION

(The Election Code - Article 31.11; Article 34.1)

The DEC's shall provide the precinct election commissions located on the territory of the corresponding municipality with a version of the unified list of voters (wall list) designated for public information and certified by the CEC not later than the first day of the meeting (not later than the 30th day before the polling day – September 2).

A version of the unified list of voters (wall list - no photos) designated for public information and information about the procedure of filling a complaint in relation to them must be immediately posted in a visible place at the polling station. The PEC chairperson shall be responsible for the failure to meet the above requirements.

Informational versions of the specified lists (wall list) must be submitted to a precinct election commission not later than the second day before the polling day (September 30), and the final versions of the specified lists for the election commission (desk list) - not later than 12 hours before the polling day.

ATTENTION!

It is inadmissible to issue the desk list and its copy in the form of public information. The original version of the wall list must be removed and the specified version must be posted in the same place.

VERIFICATION OF DATA OF THE UNIFIED LIST OF VOTERS

(The Election Code - Article 31.7-7¹)

A party with an election registration, an initiative group of voters registered in accordance with the Election Code, an observer organization defined by Article 39 of the Election Code and a voter shall have the right to get acquainted with the public version of the lists of voters available at the CEC, DEC and PECs (an initiative group of voters shall have the right to get acquainted with the version of the lists of voters designated for public information) and registered within the respective majoritarian electoral district, and a voter shall have the right to get acquainted only with the data available about himself/herself and members of his/her family, and to amend them) and in the case of any inaccuracies, to request changes in the voters' data and the lists of voters not later than the 18th day (September 14) before the election day.

ATTENTION!

The access to the data on voters and the release of the copies of such data shall be carried out in accordance with the procedure established by the legislation of Georgia for accessing and releasing public information. The public version of the unified list of voters with photos shall be issued only in electronic form. A person authorised to receive the mentioned list shall submit to the DEC an electronic storage device with adequate storage capacity.

CONSIDERATION OF THE RESULTS OF THE VERIFICATION OF THE LISTS OF VOTERS AND MAKING A DECISION

(Election Code: Articles 21.1; 26.2.b and 31.8-9)

During the election period, the Election Administration of Georgia shall check the voter lists on its own initiative and on the basis of applications / complaints. A relevant district election commission shall review the results of the inspection and make an appropriate decision within 2 days of receiving the application and the proposals of the precinct election commissions (about the changes in the voter lists, if any), but not later than the 16th day (September 16) before the election day.

ATTENTION!

For the above purposes, a respective district election commission shall be entitled to apply to a legal entity under public law LEPL – The Public Services Development Agency within the Ministry of Justice of Georgia / Ministry of Internally Displaced Persons from the Occupied Territories of Georgia, Labour, Health and Social Protection of Georgia and/or its territorial bodies. In case of application, the Agency / Ministry and / or its territorial bodies shall be obliged to immediately provide the relevant information to the District Election Commission.

The DEC ordinance on making amendments to the data on the voters or to the lists of voters shall be provided to the CEC and the relevant PEC within 2 days.

TERMS AND PROCEDURE FOR APPEALING DEC DECISIONS ON VOTERS IN RELATION TO THE DATA OF VOTERS/THE LISTS OF VOTERS

(The Election Code - Article 31.10)

An ordinance of the relevant district election commission on the refusal to make changes to the voter data / voter lists must be submitted to the applicant upon request on the next day after the day of its issuance.

A DEC ordinance about the refusal to amend the data of voters/the lists of voters may be appealed to any respective district/city court within two days after issuance.

If a lawsuit is satisfied by the court, the court decision shall be submitted to the DEC within two days, but not later than the 13th day prior to the Election Day (September 19). The DEC shall submit the relevant information to the CEC and also provide the relevant PEC with the information. The district election commission shall immediately make respective amendments to the data of voters/lists of voters.

SPECIAL LIST OF VOTERS

(The Election Code - Article 32; Article 31.12)

A DEC shall establish and approve by an ordinance the special voter list not later than the 3rd day before the polling day (September 29) and with the signatures of the chairperson of the same DEC and the secretary of the same DEC shall immediately submit the versions designated for public information to a respective PEC, and not later than 12 hours before voting - the versions intended for the election commission.

The special voter list shall include the same voter data that are entered in the unified list of voters, with or without photos. DEC's shall enter into the special list of voters the following persons:

- ▶ the Electoral Administration officers who are unable to vote in elections on the polling day according to their place of registration because of their activities in election commissions (a respective DEC shall enter the Electoral Administration officers in the list of pre-defined electoral precincts not later than the fifth day before the polling day (September 27));
- ▶ the voters who undergo treatment in a hospital or in any other inpatient facility and who cannot be discharged from hospital on polling day because of their health problems (the head of the relevant medical institution shall submit it to the respective DEC not later than the sixth day before the polling day (September 26));
- ▶ the voters serving a sentence in prison on the polling day (the head of the relevant penitentiary institution shall submit it to the respective DEC not later than on the sixth day before polling (September 26));
- ▶ the voters that are in administrative detention on the polling day (the head of the relevant institution shall submit it to the respective DEC not later than the sixth day before polling (September 26));
- ▶ the service members and 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 their presence at the location other than the address they are registered at, belonging to another electoral district (the lists of these persons shall be submitted to the DEC's by the commanders of respective divisions/units or heads of respective institutions/divisions not later than on the 25th day (September 7) before the polling day, and taking into account the results of conscription - not later than on the 6th day (September 26) before the polling day)). The starting and ending dates of the service of such category of voters at the relevant deployment shall also be entered into the special list of voters.

After forming the special lists of voters, a respective DEC shall forward to the relevant PEC the data of persons who are entered into another precinct's special list of voters.

A PEC Secretary shall find voters incorporated into special lists or transferred to the special lists of another precinct in the unified list of voters (both in the desk and wall lists) and in the box "actual status", shall make a respective note.

ATTENTION!

The public version of the special list of voters (wall list) shall be posted in the premise of PECs and polling places in visible place.

Where a voter applies to the DEC who not later than 18th day before the election day (September 14) failed to address the DEC with the request to be registered in the list (arrived from abroad, was discharged from a hospital, was released from the penitentiary institution), he/she shall be registered by the DEC within 2 days after the submission of the application and the documents (entry in the passport on crossing the border, a certificate from the medical institution on discharge, or a certificate from the penitentiary institution on release), and if there are less than 2 days left before the polling day – he/she shall be registered immediately (information on the voter shall be entered into the special list of voters). Voters will be immediately notified of the negative decision.

SPECIAL VOTER LIST FOR ADAPTED POLLING STATIONS - INTERIM RULE FOR VOTERS IN WHEELCHAIRS TO PARTICIPATE IN GEORGIA'S 2021 ELECTIONS MUNICIPALITY BODIES

(Election Code - Article 200¹)

Voters using wheelchairs may participate in the elections at any adopted election precincts, and for this reason the voter shall apply in writing or verbally by phone to the DEC or the PEC 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.

the district election commissions, on the basis of the information received from the respective precinct election commissions, including the information received on the expediency of including voters in the corresponding special list, as well as the available data, not later than the 3rd day before the polling day (September 29) shall establish and approve by an ordinance a special list of voters of the adapted polling stations and immediately transfer its version intended for public access to the corresponding precinct election commission (wall list)), signed by the chairperson and secretary of the same commission.

ATTENTION!

The version of special list of voters for adapted polling stations intended for public access and forwarded by a DEC to a PEC (without photos) shall be immediately posted in a visible place in PEC buildings and polling stations.

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

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 this case, the relevant precinct election commission shall enter the entry “Wheelchair user” in the column “Actual status” into the unified list of voters. The record shall be certified by the signatures of the chairperson of the precinct election commission and the secretary of the commission.

THE RULE FOR MAKING A LIST OF MOBILE BALLOT BOXES

(The Election Code - Articles 32.8; 33 and 34.1,2.e).

A Precinct Election Commission shall be responsible for forming a list of mobile ballot boxes. A list of the mobile ballot box is compiled on the basis of unified and special lists.

A voter is included in the list of a mobile ballot box if:

- ▶ he/she is located on the territory of a polling station, but in a hard-to-reach place (in this case, it is recommended to consult with the district election commission);
- ▶ he/she cannot come to a polling station due to health reasons. The number of such voters may not exceed 3 percent of voters included in the unified list at a polling station.

ATTENTION!

After the envisaged limit has been reached, the PEC chairperson shall inform the DEC about every new application submitted. A district election commission shall hear applications and make a decision on the expediency of including a voter in the list of a mobile ballot box by at least two-thirds of the participants in the meeting.

Where it is impossible for the vote to arrive at the polling station on the polling day, the voter shall apply to the PEC with a request to vote through a mobile ballot box at least 2 days before the polling day (September 29).

If necessary, a precinct election commission shall include a voter in the mobile list of ballot boxes based on a special list of voters and information provided by the district election commission, who:

- ▶ are admitted to a hospital or any other inpatient 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 the voters staying at inpatient medical facilities on polling day);
- ▶ is in custody;
- ▶ is under administrative arrest;
- ▶ serves in a military unit deployed on the state border of Georgia, or in a border police unit located far from a polling station;
- ▶ is a military serviceman and a person 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, and cannot leave his / her workplace due to special working or health conditions during the voting period;
- ▶ serves in the Special Penitentiary Service - the state sub-agency institution within the system of the Ministry of Justice of Georgia and cannot leave his/her workplace due to the working conditions.

If a voter is included in the list of a mobile ballot box, an entry “Mobile Ballot Box” shall be made in the column “actual status” along with his/her first and last names in the unified or special list of voters (the reason for including the voter in the special list of voters is also indicated) and confirmed by the signatures of the chairperson of the precinct election commission and the secretary of the commission.

ATTENTION!

The list of a mobile ballot box must contain the same data about the voter as in the unified voter list, with the exception of his/her photo and additionally indicate his/her serial number in the unified or special list.

The version (wall list) of the mobile voting list assigned to the public information must be posted in a visible place in the buildings of precinct election commissions and polling stations immediately after it has been drawn up.

CHAPTER III. PREPARING FOR POLLING DAY

TRANSFERRING ELECTION DOCUMENTS AND INVENTORY TO PECS

(The Election Code - Article 63.9-11)

For the purpose of preparing and conducting polling, the DEC's shall transfer all required election documentation and inventory to precinct election commissions located in their municipal territories before the polling day, in particular:

Election documentation:

- ▶ the final versions of the unified list of voters (wall list; desk list - not later than 12 hours before voting);
- ▶ special list of voters if available (wall list; desk list - not later than 12 hours before voting);
- ▶ forms of the list of mobile ballot box (wall and desk lists);
- ▶ voter invitation cards;
- ▶ notebooks of ballot papers;
- ▶ special envelopes;
- ▶ the polling day log-book (a so-called lace-bound log-book);
- ▶ control sheets;
- ▶ summary protocols of polling results and 'amendment protocol' forms;
- ▶ demonstration protocols of polling results.

Election inventory:

- ▶ main and mobile transparent ballot boxes;
- ▶ seals of ballot boxes;
- ▶ polling booths (where necessary polling booths adapted to the needs of persons with disabilities shall be provided);
- ▶ ink and voter verification device (an ultra-violet detector);
- ▶ PEC seal;
- ▶ special registrars' stamps;
- ▶ photocopier;
- ▶ ink pads.

Other election materials:

- ▶ party lists, lists of candidates;
- ▶ instructions for filling in ballot papers;
- ▶ an excerpt from the law providing for the cases where the ballot papers are deemed void;
- ▶ packaging envelopes for election documents, etc.

The district election commissions shall hand over the ballot papers and special envelopes to the relevant precinct election commissions not later than 12 hours before the start of voting, at which time a delivery and acceptance act shall be drawn up in two copies. The delivery and acceptance act shall reflect:

- ▶ names of issuing and receiving commissions;
- ▶ number of special envelopes;
- ▶ the types of ballot papers;
- ▶ the number of the blocks of ballot papers (indicating their reference numbers and ballot numbers);
- ▶ the names of persons issuing and receiving them.

A delivery and acceptance act shall be signed by the persons issuing and receiving election documents. One copy of the act remains with the district election commission, the other is submitted to the precinct election commission. The delivery and acceptance act are public information.

ATTENTION!

Before a delivery and acceptance act is 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 delivery and acceptance act. Thereafter, the ballot papers shall be sealed again, which is certified by the signatures of the parties.

ARRANGEMENT OF POLLING STATION

(The Election Code - Article 58.4; Article 58.5)

The PEC members shall arrange polling places for conducting polling procedures as provided for by the law not later than one day before the polling day. The PEC shall arrange:

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

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

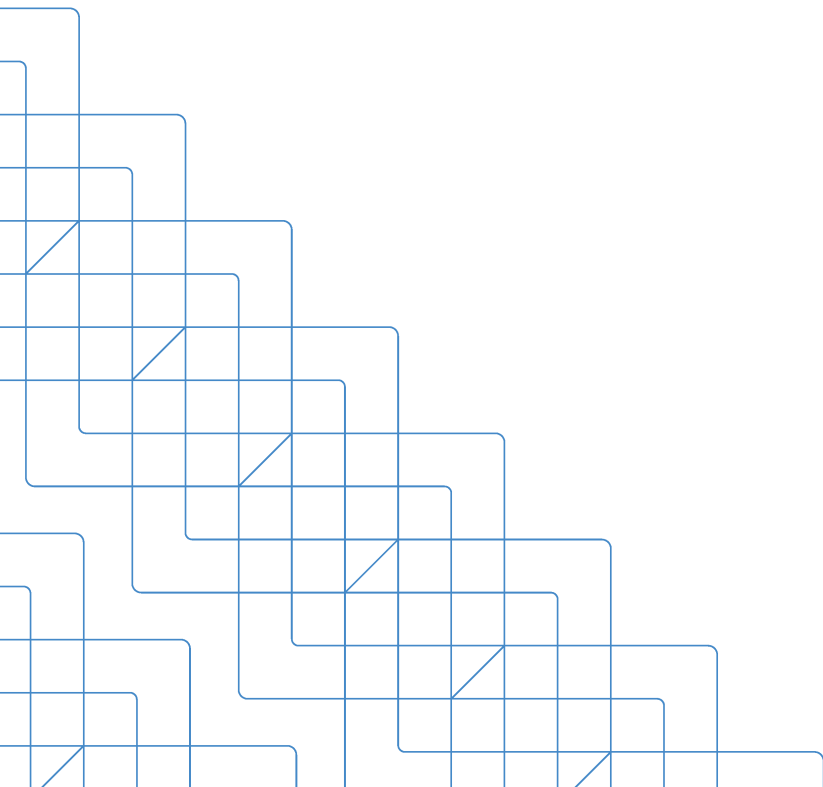
- ▶ version of the unified list of voters (wall list) intended for public information;
- ▶ version of the special voter list (if any) intended for public information (wall list);
- ▶ version of the mobile ballot box list (if any) intended for public information (wall list);
- ▶ party lists;
- ▶ list of candidates;
- ▶ rules for filling in the ballot paper established by the CEC;
- ▶ excerpt from the law in which case the ballot paper is deemed void;
- ▶ demonstration protocols of polling results.

ATTENTION!

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

PART III

REGISTRATION OF PERSONS PARTICIPATING IN THE ELECTION PROCESS



CHAPTER I. REGISTRATION OF OBSERVERS, REPRESENTATIVES OF ELECTORAL SUBJECTS, ACCREDITATION OF REPRESENTATIVES OF THE PRESS AND OTHER MASS MEDIA

REGISTRATION OF OBSERVER ORGANISATIONS

(The Election Code - Article 39.2,4; Article 40)

A local observer organization observing in one election precinct must be registered with the relevant district election commission.

A local observer organisation may be a local non-entrepreneurial (non-commercial) legal entity registered in accordance with the legislation of Georgia not later than one year prior to polling day and the charter or statute (constituent documents) of which, at the time of registration, envisages the monitoring of elections and/or the protection of human rights and which is registered with the CEC or the relevant DEC for the purpose of observing the elections.

For registration purposes, a local observer organization shall have the right, not later than the 10th day before the polling day (September 22), to apply to the district election commission and provide an extract from the register of entrepreneurs and non-entrepreneurial (non-commercial) legal entities (the extract must be issued within the last 10 days before submitting the application to the election commission, indicating the person (persons) authorized to manage / represent the organization). The application shall include the name of the election district in which the organisation carries out observations.

The DEC shall make a decision on registration of the organisation within five days of the receipt of the application.

ATTENTION!

While registering an organization, for the purpose of verifying/approving the accuracy of data envisaged in the extract issued by the registry of entrepreneurial and non-entrepreneurial (non-commercial) legal entities, operating under the Ministry of Justice of Georgia and the requirements provided for by Article 39(2) of the Election Code of Georgia, the National Agency of Public Registry shall provide the CEC with the possibility to have an access to and verify relevant electronic data.

If requested, the CEC Department for Managing the Elections Processes shall immediately send a written notice to a DEC for the purpose of verifying/approving the accuracy of data of the extract submitted by the organization and the requirements provided for by Article 39.2 of the Election Code of Georgia.

If a local observer organization complies with the requirements established by the Election Code of Georgia, the district election commission shall have no right to refuse its registration.

An ordinance of the DEC on refusal to register a local observer organisation shall be substantiated and communicated to the organisation not later than the following day after the decision is rendered. In that case, the ordinance of the DEC may be appealed in a court within two days after its approval.

Where a person authorised to manage or represent the registered local observer organisation is registered as an electoral subject and/or a representative of the electoral subject, the local observer organisation shall within 5 calendar days from the registration submit to a respective election commission a document evidencing that the powers of the person registered as the electoral subject or as the representative of the electoral subject are or shall be seized as of the leader or the representative of the observer organisation. The failure to submit the document shall serve as a ground to revoke the registration of the organisation.

In case of registration, not later than the fifth day prior to the polling day (September 27) a local observer organisation shall submit to the DEC secretary an application on registration of observers at the PECs and/or DEC, specifying that the observers nominated in the list meet the requirements established by article 39.4 of the Election Code of Georgia. The application shall be accompanied by the list of observers appointed at DEC(s) and/or PEC(s) and the copies of the ID cards and passports of a citizen of Georgia of each observer.

The following shall be specified in the list of observers:

- ▶ identity of an observer (first and last names, place of registration, ID number of the citizen of Georgia);
- ▶ the electoral district and electoral precinct(s) at which he/she is to observe the elections.

An application submitted to the Election Commission shall also be accompanied by the electronic list of observers (in an excel format, CD or other electronic form) appointed in the respective election commissions (the CEC Ordinance N297/2016 of 14 July 2016 on Establishing the Electronic Form of the Annex to the Application for the Appointment of Observers by a Local Observer Organization in Election Commissions).

ATTENTION!

The procedure and conditions for submitting and registering the applications submitted via electronic means on appointment of observers by local observer organizations are defined by the CEC Decree N41/2021 of July 26, 2021.

Local observers of a local observer organisation may be citizens of Georgia from the age of 18 (The Election Code - Article 39.4), except for:

- ▶ judges;
- ▶ members of the election commissions;
- ▶ officials of the prosecutor's office;
- ▶ electoral subjects and their representatives;
- ▶ observers from other observer organizations;
- ▶ representatives of the press and other mass media;
- ▶ public political officials determined by the Law of Georgia on Public Service;
- ▶ members of Sakrebulo – representative bodies of municipalities;
- ▶ heads and deputy heads of executive bodies of local self-governments;
- ▶ employees of the Ministry of Internal Affairs of Georgia, the Ministry of Defence of Georgia, as well as the employees of the sub-agencies of the Ministry of Justice of Georgia – Special Penitentiary Service, Offices of State Security and Intelligence of Georgia and the Special State Protection Service of Georgia.

REGISTRATION TERMS FOR OBSERVERS FROM AN OBSERVER ORGANISATION

(The Election Code - Article 40.9-10)

The DEC secretary shall, not later than the 2nd day after the submission of the list of observers, register, by an ordinance, the observers and provide the observer organisation with observer certificates. The observer's certificate is also the observer's badge, and is valid together with the ID card / passport of the citizen of Georgia.

ATTENTION!

The local observers registered at the CEC may monitor the elections at all levels of any election commissions. An observer of the local observer organisation at a DEC and an observer observing elections at a PEC within the territory of the election district may on the polling day observe any electoral precinct within territory of the respective district.

REGISTRATION OF REPRESENTATIVES OF AN ELECTORAL SUBJECT

(The Election Code - Article 42)

A party registered by the CEC chairperson may appoint two representatives to each election commission. An initiative group of voters registered by the District Election Commission shall have the right to appoint two representatives to the relevant district and precinct election commissions.

A representative of an electoral subject may be a legally capable citizen of Georgia from the age of 18.

The following persons may not be appointed as the representatives of an electoral subject:

- ▶ a candidate nominated by the same or other electoral subject;
- ▶ a representative of another electoral subject;
- ▶ a member of an election commission;
- ▶ a local observer;
- ▶ a representative of the press and other mass media.

ATTENTION!

The representatives of the electoral subjects appointed at the CEC and DEC may not be simultaneously appointed at other election commissions; and the representatives of the electoral subjects appointed at the PEC may not simultaneously be appointed at the CEC or DEC;

Where a person registered as a representative of an electoral subject is registered as an electoral subject, his/her registration as a representative shall be revoked in the respective election commission.

A representative of an election subject shall represent an election subject in relation to only that election commission with which it is registered.

The representatives of the party in precinct election commissions shall be registered by an ordinance of the secretary of the relevant district election commission. For this purpose, the party shall file an application with a relevant DEC secretary on appointment of a representative at the PEC; an initiative group shall file an application on appointment of the representatives of the initiative group of voters at the DEC and relevant PECs to the secretary of the DEC the chairperson of which has registered the initiative group of voters.

A relevant application on the appointment of the representative of an electoral subject shall be signed by a head of the party or a person authorized by him / her, a representative of the initiative group of voters in the District Election Commission.

An application must include the following data about the representative of an electoral subject:

- ▶ first and last names;
- ▶ address;
- ▶ contact phone number (if any).

An application must be accompanied by a photocopy of the ID card of the citizen of Georgia or the photocopy of the passport of the citizen of Georgia of the representative of the electoral subject.

In case of complete submission of the relevant information, a secretary of the DEC shall register the representative of an electoral subject within 24 hours under an ordinance and issue a representative card, which is also a badge of the representative valid together with a Georgian ID card or Georgian passport.

ATTENTION!

An electoral subject shall have the right, at any time, except the day before the polling day (October 1) and the polling day (October 2), to appoint / revoke and / or change his / her representative, about which he / she must inform the relevant election commission.

The terms and conditions for the submission and registration of applications for the appointment of representatives by electoral subjects through electronic means of communication shall be defined by the CEC Decree N41/2021 of July 26, 2021.

ACCREDITATION OF REPRESENTATIVES OF THE PRESS AND OTHER MASS MEDIA

(The Election Code - Article 44)

Accreditation of representatives of the press and other mass media working in the territory of several election districts shall be done by the CEC Secretary or secretaries of the relevant district election commissions, and the representatives of the press and other mass media working in the territory of only one election district – shall be accredited by the relevant district election commission.

The press and other mass media shall have the right to submit an application for accreditation of representatives to the district election commissions not later than the 5th day before the polling day (September 27). The representative of the press and other mass media must be at least 18 years old at the time of accreditation. He/she may not simultaneously be:

- ▶ a representative of the electoral subject;
- ▶ an observer of the observer organization;
- ▶ a representative of other press and mass media.

An application must be accompanied by photocopies of the ID cards or passports of the representatives. In case of an application of the organisation, the application must be accompanied by an extract from the register of entrepreneurs and non-entrepreneurial (non-commercial) legal entities issued by the National Agency of Public Registry under the Ministry of Justice of Georgia within the last 10 days before submitting the application to the Election Commission, with the reference to the person (persons) authorized to lead / represent the organization. Extract for accreditation of foreign media and other mass media, the Public Broadcaster and the Adjara TV and Radio of the Public Broadcaster shall not be required.

An application submitted to the election commission must also be electronically accompanied by a list of representatives appointed to the relevant election commissions in excel format, in the form of a CD or other electronic form (ordinance №298 / 2016 of the Central Election Commission of Georgia of 14 July 2016 on establishing an electronic application form for accreditation of representatives of the press and other mass media to be submitted to the CEC and district election commissions).

ATTENTION!

While registering an organization, for the purpose of verifying/approving the accuracy of data envisaged in the extract issued by the National Agency of Public Registry, operating under the Ministry of Justice of Georgia, National Agency of Public Registry shall provide the CEC with the capacity to have an access to and verify an electronic data. In case of request, the CEC Department for Election Processes Management shall immediately send a written notice to the DEC for the purpose of verifying/ approving the accuracy of data of the extract submitted by the organization.

Within two day after submitting an application, the DEC secretary shall decide the issue of accreditation of the representatives of press and other mass media, and provide representative certificates to the accredited representatives within one day after the decision is made; in the case of denial of accreditation, the representatives shall be provided with an appropriate ordinance within the same time limits.

Where a person authorized to manage / represent an accredited press or other mass media is registered as an electoral subject and/or a representative of an electoral subject, press and other mass media is obliged to submit within 5 calendar days from the registration a document to the relevant election commission confirming that the powers of the person in charge of managing / representing the press and other mass media registered as an election subject / representative have been terminated or shall be terminated. The failure to submit the document shall serve as a ground to revoke the accreditation of the press or other mass media.

The same organization of the press and other mass media shall have the right to simultaneously have not more than 2 representatives in a polling station on the polling day.

CHAPTER II. SUBMISSION/REGISTRATION OF THE CANDIDATES AT THE DECS AND PARTY LISTS FOR THE MEMBERSHIP OF THE MUNICIPAL REPRESENTATIVE BODY - SAKREBULO AND THE CANDIDATES FOR A MAYORSHIP OF MUNICIPALITY

RIGHT TO PARTICIPATE IN THE ELECTIONS OF SAKREBULO OF MUNICIPALITY/MAYOR OF MUNICIPALITY

(The Election Code - Articles 134.1,2; 141.1 and 167.1)

A party, a majoritarian candidate registered with the relevant election commission nominated by a party or 5-member initiative group of voters may participate in the elections of Sakrebulo of municipality or mayor of municipality.

As a member of the representative body of municipality – Sakrebulo may be elected a citizen of Georgia who at the time of the polling has attained 21 years of age and has lived in Georgia at least for 5 years.

As a mayor of self-governing city and self-governing community may be elected a citizen of Georgia from the age of 25 years having lived in Georgia for at least five years.

REGISTRATION OF AN INITIATIVE GROUP

(The Election Code - Article - 36¹; Article 141; Article 144; Article 167.2¹; Article 169; CEC Decree №30/2017 of August 21, 2017; CEC Decree №32/2017 of August 21, 2017)

In order to nominate a majoritarian candidate for the elections of Sakrebulo municipality and a candidate for mayor municipality (except for Tbilisi mayor elections), the initiative group of voters must apply to the relevant DEC no later than the 47th day before the polling (August 16) and afterwards the group may collect the signatures of supporting voters.

An initiative group of voters shall be entitled to nominate only one candidate. The following information of a candidate shall be specified in the application:

- ▶ first name and last name;
- ▶ date of birth;
- ▶ profession;
- ▶ position (occupation);
- ▶ place of employment (if unemployed, the word ‘unemployed’ shall be specified);
- ▶ place of registration;
- ▶ membership to a party (where she/he is not a member to any party, ‘non-partisan’ shall be indicated);
- ▶ personal number of a citizen of Georgia;
- ▶ duration of residence in Georgia;
- ▶ name of an election district/local majoritarian district where he/she has been nominated as a candidate;
- ▶ first name, surname, personal number of the citizen of Georgia, place of registration, contact phone number and other requisites (if any) of members of an initiative group of voters (at least 5 members) nominating him/her, and of their representative.

ATTENTION!

A citizen of Georgia from the age of 18 can be a member of the initiative group of voters. However, a member of the initiative group of voters may not be at the same time be a member of another initiative group of voters or an electoral subject or a candidate for becoming an electoral subject.

An application, which is signed by all members of the initiative group of voters, must be accompanied by:

- ▶ written consent of a nominated candidate to run in the elections;
- ▶ photocopy of ID card of a citizen of Georgia or passport of a citizen of Georgia;
- ▶ certificate of deprivation of rights;
- ▶ two photos;
- ▶ a registration card signed by the candidate;
- ▶ in the registration card along with the questionnaire data of the candidate (first name, last name, personal number of the citizen of Georgia, the address (according to the ID of Georgian citizen or data base of the agency), date of registration, date of birth) shall be indicated the fact of living in Georgia for 5 years and the consent of the candidate to run in the respective electoral district/local majoritarian electoral district.

ATTENTION!

The application for the nomination of a candidate for mayor of municipality must be accompanied by a registration card signed by the candidate in one copy, while the application for the nomination of a candidate for the membership of Sakrebulo of municipality must be accompanied by a registration card signed by the candidate in 2 copies.

The chairperson of a DEC shall, not later than the following day after an application is submitted, registers an initiative group of voters. If the requirements established by the law are not observed, the DEC chairperson shall immediately notify the applicant about the omission. The corrected documents shall be returned to the DEC chairperson not later than the following day who makes a decision on the registration of the initiative group.

REVOCATION OF THE ELECTORAL REGISTRATION OF THE INITIATIVE GROUP OF VOTERS

(The Election Code - Articles 146¹)

The registration of an initiative group of voters shall be revoked by an ordinance of the respective DEC chairperson:

- ▶ following an application of the initiative group of voters;
- ▶ if a candidate nominated by an initiative group of voters was not registered, or if the registration of a candidate nominated by an initiative group of voters was revoked;
- ▶ in the case, all members of an initiative group of voters leave the group.

VERIFYING THE LISTS OF SUPPORTERS OF THE CANDIDATES NOMINATED BY THE INITIATIVE GROUP AND REGISTERING THE CANDIDATE

(The Election Code - Article 14.1.z7; Article 38; Article 141.8. CEC Decree N11/2014 of March, 20, 2014; CEC Decree N30/2017 of August 21, 2017; CEC Decree №32/2017 of August 21, 2017)

In order to register a candidate, the representative of the initiative group of voters shall submit the list of supporters of the candidate to the relevant DEC not later than 40 days before the polling (August 23).

ATTENTION!

The minimal number of the signatures of the supporting voters shall be defined by the ordinance of the CEC.

The lists of supporters shall be sealed in the presence of the representative of the initiative group as soon as they are submitted to the District Election Commission, which is confirmed by putting the signatures of both the employee of the District Election Commission and the representative of the initiative group on the seal.

The deadline for verifying the list of supporters of a candidate shall be three days after its submission. A representative of the electoral subject may attend the process of verification of the list of supporters. Supporters' signatures must be completed on a sample form approved by the Central Election Commission ordinance. The form has a distinctive mark, which is different for each candidate and is indicated on the form, one copy of which is kept in the DEC. In case of submitting an unidentified sample form with the lists of supporters to the relevant election commission, the mentioned signatures shall not be considered as a total number of signatories and shall not be subject to verification procedures.

ATTENTION!

If, except for the signatures on the unidentified sample form, the number of remaining signatures is less than the established minimum amount, a person wishing to register as an electoral subject shall be denied registration.

The signature of a voter in the list of supporters shall be considered invalid if:

- ▶ the form indicates insufficient data of the supporting voter like: only the first name; only the last name; the last name and only the initials of the first name; the first name and only the initials of the last name; only the initials;
- ▶ the number and month of birth (indicated by a two-digit number) and the year (indicated by a four-digit number) are not fully indicated;
- ▶ the personal 11-digit number of a citizen of Georgia is not fully indicated;
- ▶ the date of signature (e.g., 01.08.2021) is not fully indicated, which must coincide with the period between the dates of withdrawal and submission of the form by the representative of the party / initiative group;
- ▶ the date of issuance of the form is recorded and certified by the signature of the representative of the initiative group, one copy of which is kept in the relevant department of the DEC;
- ▶ voter's signature is not recorded.

ATTENTION!

An employee of the DEC shall be authorized to check the data of supporters on a selective basis in the unified voter database. In addition, the employee of the DEC shall be obliged to check the fact of registration of the supporting voters in the territory of the respective election district/local majoritarian election district, in addition to the data indicated in the list of supporters, when checking the voter data.

The signature of a voter in the list of supporters shall be also considered invalid if:

- ▶ the signature is made by another person and this is confirmed in writing by the voter (in whose place the signature is made);
- ▶ the signatory confirms by a notarized statement submitted to the relevant election commission that the signature was made by deception, threats or coercion;
- ▶ a voter registered in another election district/local majoritarian election district is included in the list of supporters of a candidate nominated in the election district.

All signatures shall be invalid if they made on the form, which is not certified by a person responsible for collecting signatures, or in which the following data of the person responsible for collecting signatures is not indicated or is incompletely indicated:

- ▶ the first and last names;
- ▶ personal number;
- ▶ contact phone number;
- ▶ signature;
- ▶ date of filling in the form (which must coincide with the period between the dates of withdrawal and submission of the form by a representative of the initiative group).

If, considering the invalidated signatures as a result of the inspection, the number of supporters' signatures is less than the established minimum amount, the invalidated part shall be returned to the initiative group of voters and given 2 days to fill in the gaps.

A District Election Commission shall, in the same manner, again check the corrected part of the list of supporters submitted by an initiative group of voters. If, despite filling in the gaps, the number of signatures of supporters is still less than the established minimum amount, the list of supporters shall be completely cancelled and the candidate shall be denied election registration by an ordinance of the chairperson of the district election commission.

Within 2 days after checking the lists of supporters of the Sakrebulo candidate for Sakrebulo of municipality/ mayor of municipality, a chairperson of the relevant election commission shall:

- ▶ register a candidate for running in the election, if the candidate's registration documentation meets the requirements defined by the legislation;
- ▶ inform the representative of the initiative group of voters in writing about the non-compliance if any of the data in the candidate's registration documentation with the requirements defined by the legislation (with indication of non-compliance).

The representative of the initiative group of voters shall be given 2 days to rectify the gaps in above documents. The corrected data shall be verified and the issue of the registration of the candidate shall be decided:

- ▶ within 3 days after submitting the data of the majoritarian candidate for the membership of Sakrebulo of municipality;
- ▶ within 2 days after submitting the data of the candidate for mayor of municipality.

The respective DEC chairperson shall register the candidate for Sakrebulo of municipality/mayor of municipality by an ordinance not later than 30th day before the election day (September 2) and within 3 days shall issue the respective certificate, provided the corrected data meet the requirements under the Election Code and CEC Decree; otherwise, within the same period shall issue an ordinance on refusing the candidate the registration (the ordinance shall give the precise reasons for the refusal and also the norms of the Law not meeting the requirements of which resulted in refusal). A representative of the initiative group of voters shall be notified immediately of the ordinance and shall be delivered upon request.

PROCEDURE FOR THE PARTIES PARTICIPATING IN THE ELECTIONS TO NOMINATE CANDIDATES FOR MAYOR OF MUNICIPALITY, TO SUBMIT THE PARTY LISTS, AND TO NOMINATE CANDIDATES FOR SAKREBULO MEMBERSHIP IN LOCAL MAJORITARIAN ELECTION DISTRICTS

(The Election Code - Articles 143; 144 ; 167; 203.8,9)

The party participating in the elections of the local representative body of municipality Sakrebulo, and mayor of municipality may apply to the relevant district election commission no later than the 30th day before

the election day (September 2) to nominate majoritarian candidate for Sakrebulo, and that of the mayor of municipality and to submit a party list (for the purposes to submit a party list for proportional elections procedure of Tbilisi Sakrebulo and for mayor of Tbilisi, the application shall be submitted to the CEC of Georgia).

A party participating in the elections of a mayor of municipality shall apply to the relevant district election commission with a respective application **to nominate a mayoral candidate**. The application shall include following data of the candidate for mayor:

- ▶ first name and last name;
- ▶ date of birth;
- ▶ profession;
- ▶ position (occupation);
- ▶ place of employment (if unemployed, the word 'unemployed' shall be specified);
- ▶ place of registration;
- ▶ membership to a party (where she/he is not a member to any party 'non-partisan' shall be indicated);
- ▶ personal number of a citizen of Georgia;
- ▶ the name of the electoral district where she/he is nominated as a candidate for mayor.

The application for nomination of a candidate, which must be certified by the signature of the person(s) in charge of the party, must be accompanied by:

- ▶ written consent of any nominated candidate for mayor to run in the elections;
- ▶ photocopy of ID card of a citizen of Georgia or passport of a citizen of Georgia;
- ▶ certificate of deprivation of rights;
- ▶ two photographs and a registration card signed by the candidate (the registration cards will be handed over to the party representative in advance by the relevant DEC).

ATTENTION!

The application for the nomination of a candidate for mayor of municipality must be accompanied by a registration card signed by the candidate in one copy, while the application for the nomination of a candidate for the membership of Sakrebulo of municipality must be accompanied by a registration card signed by the candidate in 2 copies.

The registration card along with the questionnaire data (first name, last name, personal number of the citizen of Georgia, gender, the address (according to the ID of Georgian citizen or database of the Agency), date of registration, date of birth) of the candidate must indicate the place of work (institution, organization, enterprise, etc.), the position (if unemployed, "unemployed" shall be indicated), party affiliation (if non-partisan, "non-partisan" shall be indicated), signature and date of signature, fact of living in Georgia for 5 years and the consent of the candidate to run for mayor in the given electoral district.

A party participating in the elections of Sakrebulo of municipality shall apply to the relevant district election commission with a respective application **to nominate a majoritarian candidate for membership of Sakrebulo**. The application shall include the following data of the majoritarian candidate:

- ▶ first and last names;
- ▶ date of birth;
- ▶ profession;
- ▶ position (occupation);
- ▶ place of employment (if unemployed, the word 'unemployed' shall be specified);
- ▶ personal number of a citizen of Georgia;

- ▶ place of registration;
- ▶ the name of the electoral district where she/he is nominated as a majoritarian candidate;
- ▶ party affiliation (if not a member of any party, the word 'non-partisan' shall be specified);

The application must be certified by the signatures of the authorized persons of the party and must be accompanied by a photocopy of the Georgian ID card or Georgian passport of the candidate, a certificate of deprivation of rights, 2 photographs and a registration card signed by the candidate in 2 copies (the registration cards will be handed over to the party representative in advance by the relevant DEC). In the registration card along with the questionnaire data of the candidate (first name, last name, personal number of the citizen of Georgia, the address (according to the ID of Georgian citizen or data base of the agency), date of birth) shall be indicated the fact of living in Georgia for 5 years and the consent of the candidate to run in the respective electoral district.

ATTENTION!

The majoritarian candidate nominated in the electoral district by a party running in the elections may at the same time be in the party list of the respective party.

In order to submit the party lists, the party participating in the municipal elections of Sakrebulo may submit one party list in the respective electoral district. The number of the candidate for the membership of Sakrebulo in the submitted party list shall not be less than the number of the members to be elected under the proportional system and shall not be more than three times of the number of the members to be elected (except for Tbilisi).

Only a member of this party or a person who is not a member of another party running in the elections may be included in the party list. The rules for compiling a party list shall be determined by the parties in such a way that at least one out of every three candidates on the submitted list must be of a different gender.

The party list must indicate the following data for each candidate:

- ▶ first and last names;
- ▶ date of birth;
- ▶ profession;
- ▶ position (occupation);
- ▶ place of employment (if unemployed, the word 'unemployed' shall be specified);
- ▶ party affiliation (if not a member of any party, the word 'non-partisan' shall be specified);
- ▶ personal number of a citizen of Georgia;
- ▶ place of registration;
- ▶ in case of nomination in the local majoritarian electoral district - the name and number of the district.

The party list must be certified by the signature of the head of the party participating in the elections. The party list shall be attached with a photocopy of the Georgian ID card or passport of the candidate, a certificate of deprivation of rights, 2 photographs and a registration card signed by the candidate in 2 copies (the registration cards will be handed over to the party representative in advance by the relevant DEC) indicating the date of completion.

In the registration card along with the questionnaire data of the candidate (first name, last name, personal number of the citizen of Georgia, the address (according to the ID of Georgian citizen or data base of the agency), date of birth) shall be indicated the fact of living in Georgia for 5 years and the consent of the candidate to run under the party list.

PROCEDURE FOR THE PARTIES PARTICIPATING IN THE ELECTIONS TO REGISTER CANDIDATES FOR MAYORSHIP OF MUNICIPALITY, THE PARTY LISTS, AND THE CANDIDATES FOR SAKREBULO MEMBERSHIP NOMINATED IN LOCAL MAJORITARIAN ELECTION DISTRICTS

(The Election Code - Articles 145; 167; 203.8,9)

The respective DEC chairperson shall examine the documents, submitted for the registration of the candidate for mayor of municipality, that of the party lists and the candidates for Sakrebulo in the local majoritarian electoral districts as submitted by the parties, and shall within two days of receiving the documents but not later than 28 days before the election day (September 4) register the candidate for mayor, the party list, the candidate for Sakrebulo submitted by an electoral subject, provided the submitted party list and accompanying documents and the registration documents of the majoritarian candidate for Sakrebulo/candidate for mayor meet the requirements under the law; otherwise, the DEC chairperson shall inform in writing the representative of the electoral subject about non-compliances (if any) of the data in the party list and accompanying documents, in the registration documents of majoritarian candidate for Sakrebulo or candidate for mayor with the requirements under the law (indicating the particular gaps in the documents).

The party representative shall be given 2 days to rectify the gaps in the above list and documents.

ATTENTION!

If the list submitted by a political party does not observe the gender balance established for the general elections of the bodies of municipalities, the list shall be returned to the party and the party shall in 3 days rectify the omission. If the omission is not rectified, the party list shall not be registered.

The corrected data will be verified and the issue of election registration of the party list, as well as the majoritarian candidate for Sakrebulo will be solved within 3 days after the submission of data, and the issue of election registration of the candidate for mayor shall be solved within 2 days of data submission.

If the corrected details meet the requirements of the law, the DEC chairperson shall register for the elections the majoritarian candidate for Sakrebulo/candidate for mayor, party list or the part of the party list that meets the established requirements (provided that the number of candidates in the part of the list is not less than the established minimum number). As for the remaining candidates, the DEC chairperson shall within the same period issue an ordinance on refusing the registration to them (the ordinance shall give the precise reasons for refusal and also the norms of the Law not meeting the requirements of which resulted in refusal). A representative of the party shall be notified immediately of the ordinance and shall be delivered upon request.

Within 3 days after the registration of the candidates for Sakrebulo/mayor of municipality, the chairperson of the relevant DEC shall hand over the certificates of candidates to them.

REFUSAL TO REGISTER A PARTY LIST, A CANDIDATE IN AN ELECTION / CANCELLATION OF REGISTRATION IN AN ELECTION

(The Election Code: Article 136; Article 141.9; Article 145.7; Article 167.10; Article 203.9; CEC Decree №11 of Georgia of March 14, 2013)

The DEC chairperson shall not register or shall revoke the registration of the majoritarian candidate for Sakrebulo/mayor nominated by an initiative group of voters, and the party list submitted by a party if the application and documents submitted to the election commission do not meet the requirements established by the Election Code, or there are other grounds for this under the Election Code, including the following:

- ▶ data mentioned in the applications and documents are incomplete or incorrect;
- ▶ the list of voters supporting the candidate was not submitted by the initiative group or the list of supporting voters was submitted in violation of the deadlines established by law;
- ▶ the list of supporting voters submitted by the initiative group shall contain less signatures than the established number of voters;
- ▶ there is or there has been a simultaneous consent of the candidate for mayor to participate in a status of a candidate in the elections of a mayor of other municipality, and/or for Sakrebulo elections in the same or different self-governing unit;
- ▶ the candidate on the party list is a member of another party participating in the elections;
- ▶ the candidate is on more than one party lists and there was or is his/her consent to be on more than one party lists;
- ▶ the candidate on the party list provides his/her written consent to be nominated as a candidate by another party/initiative group of voters;
- ▶ by not later than the 2nd day before the election day, the number of candidates registered on the party list is less than the minimal required number under the Law.
- ▶ the party list submitted by the political party still does not observe the required balance between genders;
- ▶ there is or there has been a simultaneous consent of the candidate for Sakrebulo membership to participate in a status of a candidate in the elections of Sakrebulo of the same or any other municipality, or in the elections of a mayor of the same or any other municipality;
- ▶ the candidate for the membership of the representative body nominated by the majoritarian system is a member of another party participating in the elections;
- ▶ there is a written consent of the candidate for the membership of the representative body nominated by the majoritarian system to be nominated simultaneously in several electoral districts or to be nominated by two or more electoral subjects simultaneously in the elections;
- ▶ requirements for incompatibility of the candidate status with his/her office position are violated;
- ▶ election registration of the election subject nominating a candidate was cancelled;
- ▶ based on the application of the candidate;
- ▶ a person has died.

ATTENTION!

If the fact of voter bribery has been confirmed (Election Code - Article 47), the electoral registration of a nominated candidate shall be revoked by a court judgement.

CANCELLATION OF THE DECISION ON RUNNING IN THE ELECTIONS/NOMINATING A CANDIDATE

(The Election Code: Article 146.1,2,2¹,3; Article 168)

The candidate/nominating electoral subject may at any time but no later than 12 days before the voting (September 20), withdraw from the elections / withdraw the nominated candidate (this reservation does not apply to the second round of elections), for which they must apply to the relevant election commission.

ATTENTION!

The DEC shall immediately publish a note on the official website of the CEC on the cancellation of the registration of the candidate and on the revocation of the decision to nominate the candidate.

PROCEDURES RELATED TO THE REGISTRATION FOR ELECTIONS OF THE PERSONS WITH “BODILY IMPAIRMENTS” NOMINATED BY ELECTORAL SUBJECTS AND PROCEDURES FOR REVOCATION OF THE REGISTRATION THEREOF

(The Decree No 39/2017 of the CEC of August 22, 2017)

The registration card of the candidate with bodily impairments nominated by the party shall be filled out in the presence of the candidate, signed, incorporated with a written consent to participate in the elections and submitted to the respective election commission together with the candidate by the person selected by the candidate (the selected person must be other than a member of the election commission, observer and other media representative), while the registration card of the candidate with bodily impairments nominated by an initiative group of voters shall be filled out in the presence of the candidate, incorporated with a written consent to participate in the elections by one of the members of the initiative group as selected by the candidate.

The application on withdrawal from the elections shall be written in the presence of the candidate with bodily impairment and submitted to the relevant election commission together with the candidate by a person selected by the candidate (the selected persons must be other than a member of election commission, observer and representative of the press and other mass media).

ATTENTION!

The term “bodily impairment” has the following meaning: – A candidate for Sakrebulo/mayor of a self-governing city/self-governing community, nominated by an electoral subject due to a lack of upper limbs or otherwise limited (temporarily/permanently) condition is unable to independently perform the procedures related to election registration/revocation of registration provided by the Organic Law of Georgia - the Election Code of Georgia.

DETERMINATION OF THE SEQUENCE NUMBER OF ELECTORAL SUBJECTS

(The Election Code - Article 381.1,8,11)

Majoritarian candidates nominated by parties and mayoral candidates have the same serial number as their nominating party.

The serial numbers are assigned to the candidates nominated by an initiative group of voters, by the respective DEC not later than the 30th day before the polling day (September 2). The procedures of casting lots shall be held in the premise of the election commission in the presence of the persons entitled to attend the sessions. A chairman of the commission for casting lots shall:

- ▶ write with same writing implement on the same form and type slips of paper corresponding to the number of majoritarian candidates/mayoral candidate nominated by the initiative group of voters in the constituency, starting from the next number of the highest ordinal number assigned to the parties participating in the elections;
- ▶ certify each slip of paper with the seal of the commission.

ATTENTION!

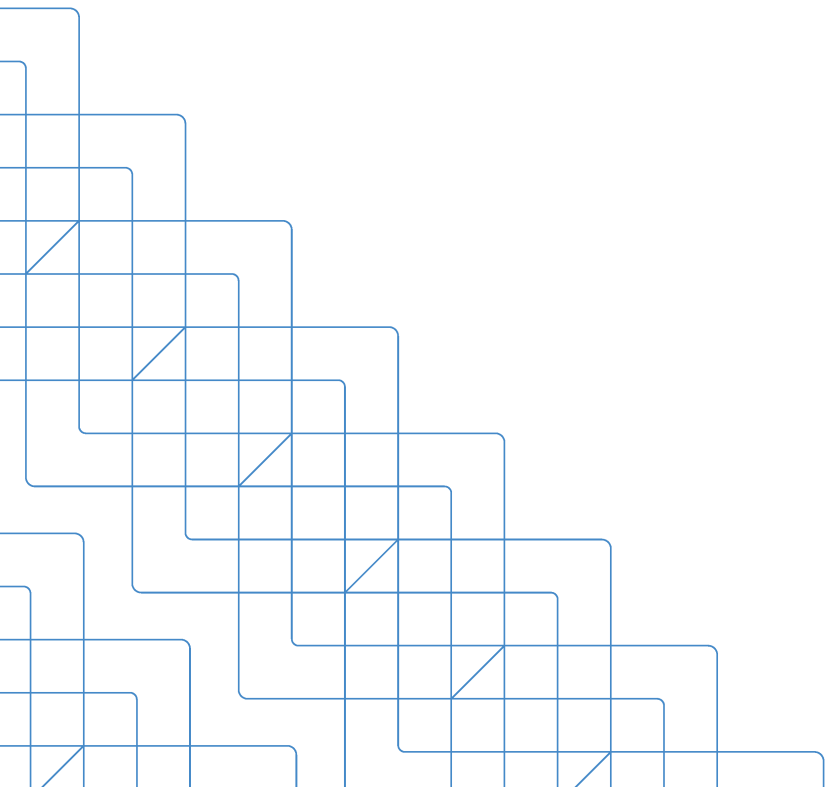
The slip of papers for casting the lots must be folded in such a way that it is impossible to read the numbers written on them.

The DEC chairperson shall put the filled-in slips of paper in a transparent box and the representatives of the initiative groups of voters shall take them one by one. assign the number identified by casting lots to the electoral subject as its sequence number.

The data of the candidates registered in the electoral district which are entered to the ballot paper shall be published by the CEC on its official website not later than the 25th day before the polling day (September 7).

PART IV

DEC ACTIVITIES ON ELECTION DAY AND IN THE FOLLOWING PERIOD



CHAPTER I. COORDINATION/COMMUNICATION WITH PECS

On the polling day, a DEC shall receive different kinds of mandatory information, including information about:

- ▶ opening of the PEC and number of PEC members;
- ▶ sealing of ballot box/boxes, registration of the first voter, placing of control sheets in the ballot box/boxes and starting of polling;
- ▶ the number of signatures of voters participating in the voting after the end of voting, as well as at 10:00, 12:00, 15:00 and 17:00, and gender statistics.

ATTENTION!

A DEC shall submit to the CEC data regarding the number of signatures of voters and gender data.

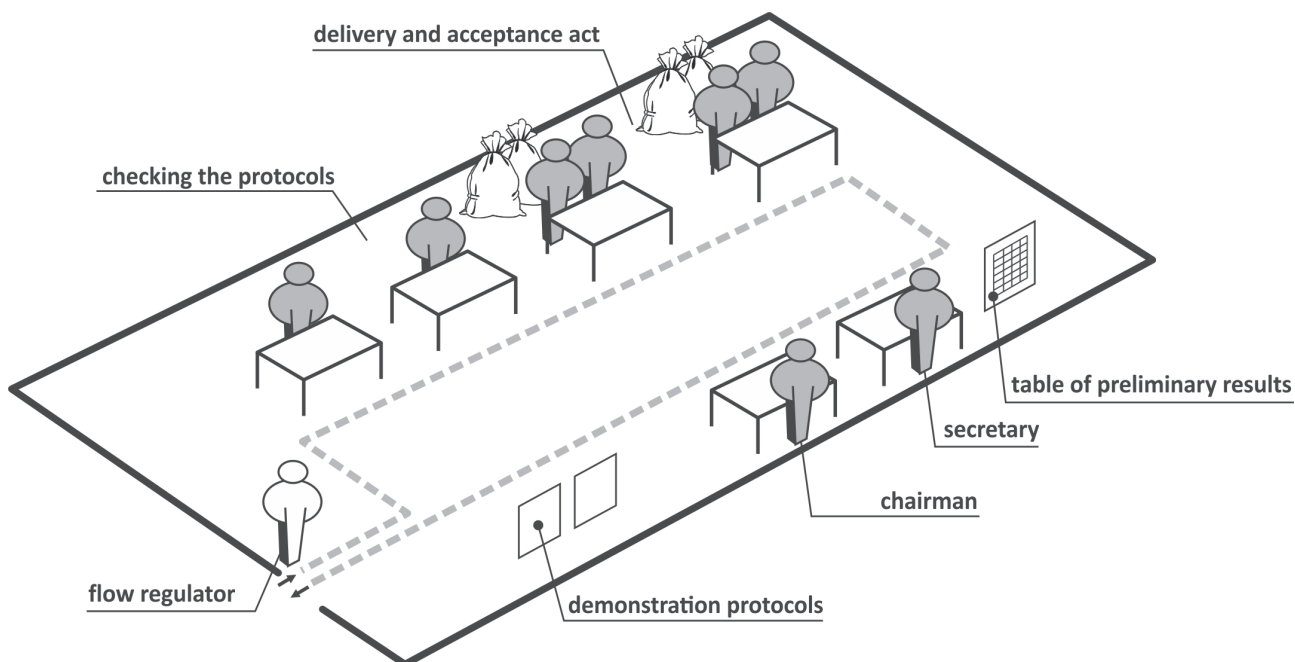
CHAPTER II. RECEIPT/SORTING OF DOCUMENTS AT DECS

RECEIPT/SORTING OF DOCUMENTS

The authorised persons of PECs shall transfer to the superior DEC, the box/bag of election documents, and also the following in a separate set:

- ▶ summary protocols of polling results, amendment protocol/protocols (if any);
- ▶ registration book and the explanation note of the commission members (if any);
- ▶ a sealed envelope of the applications/complaints and the log-book of the polling day.

It is recommended to receive/sort the documents* according to the chart given below.



A commission member regulating the flow of voters shall control the flow of PEC authorized persons and shall send the summary protocols of polling results to authorized members of the DEC for verification.

A DEC member/member authorized to verify summary protocols of polling results shall receive summary protocols of polling results (amendment protocols, and written explanatory notes (if any)), and shall verify data and information included in the summary protocols of polling results.

A DEC member/member shall submit to the DEC secretary summary protocols of polling results together with amendment protocols and written explanatory letters (if any), taking into account verification results.

ATTENTION!

After the seal of the PEC is sealed as provided for in Article 71.13 of the Election Code and all the members of the PEC sign the sealing sheet, no more protocols amending the summary protocol of the voting results of the PEC may be drawn up (The Election Code - Article 70.4¹).

A DEC secretary shall upload summary protocols of polling results together with amendment protocols and written explanatory letters (if any), in the election electronic management system.

A commission member authorized to receive documentation from PECs shall make a record on the receipt of material and issue a delivery-acceptance act.

* Election documents – incoming and outgoing applications, complaints, letters, protocols, ballot papers, special envelopes, legal acts of the Electoral Administration of Georgia, control sheets, registration books, voter list, voter cards, explanation notes of the members of the election commissions.

VERIFICATION/RECOUNTING OF THE POLLING RESULTS OF PECS BY THE DEC

(The Election Code - Article 8.4; Article 21.d1,d2,e; Article 75.11; CEC Decree N 40/2021 of July 26, 2021)

The DEC shall, no later than the 6th day (October 8) after the polling day, select 5 polling stations from the polling stations within the election district by a random sample on the session of the PEC, open the packages received from the PECs of these polling stations and re-count the ballots papers. In order to identify 5 polling stations by a random sample, the chairperson of the DEC shall write with the same writing implement the corresponding numbers of the number of polling stations in the territory of the respective DEC on the slip of papers of the same form and type. Each slips of paper shall be certified by the DEC seal. The slips of paper shall be folded in such a way that it is impossible to read the numbers of the polling stations written on them. The DEC chairperson shall place the filled-in slips of paper in a transparent box, from which he/she shall take 5 slips one by one. The identified numbers of the PECs shall be the polling stations to be recounted and shall be recorded in the minutes of the DEC session. The relevant procedures for identifying the polling stations shall be conducted at the DEC session in the premises of the relevant DEC in the presence of the persons eligible to attend the DEC sessions.

ATTENTION!

In selecting the polling stations in a random sample, the polling stations where the electronic ballot counters were installed shall not be taken into account. Therefore, the slips of papers for random selection shall be prepared excluding the numbers of such polling stations.

The DEC shall open the relevant election documents and recount the voting results in case the number of votes cast for an electoral subject, or the total number of voters participating in polling and/or total number of invalid ballot papers has been corrected in the summary protocol of the voting results drawn up by the PEC in the manner that no amendment protocols are attached to the documents.

ATTENTION!

The above obligation shall be fulfilled in the manner that firstly the data that is corrected in the summary protocol of polling results must be recounted, and then other data as needed.

The DEC shall notify all electoral subjects and observer organizations whose representatives attended the counting of ballot papers at the PEC about the recounting process of the polling results, and, shall ensure that the representatives are present at the process of recounting when they so wish.

The polling results may be recounted in the DEC premises or in another building as selected by the DEC chairperson.

ATTENTION!

In case of recounting the voting results outside the premises of the DEC, the transportation of the election documents in a sealed condition outside the premises of the DEC and subsequent return to the DEC shall be ensured by the chairperson of the relevant DEC.

In the process of recounting the polling results of each polling station, the following persons shall take part as counting officers:

- ▶ the chairperson of the relevant PEC, and in case of impossibility of the latter to participate in the process, the deputy chairperson of the same PEC, and in case of impossibility of the deputy chairperson to take part in the process, one of the members of the PEC selected by the DEC for a recount process who is identified by casting of lots, the same person shall perform the functions of the first counting officer and determine the sequence of the counting officers identified by the casting of lots;

- ▶ one member selected by casting of lots from among the PEC members elected by the DEC, and one member selected by casting of lots from among the PEC members appointed by parties;
- ▶ one member selected by casting of lots from among the DEC members elected by the CEC, and one member selected by casting of lots from among the DEC members appointed by parties.

In order to identify the counting officers for recounting the polling results, the casting of lots shall be performed by the DEC chairperson in the presence of the commission members and persons entitled to attend the session of the DEC and shall not involve the chairperson of the DEC, the secretary of the DEC and the chairperson of the respective PEC.

In order to conduct the casting of lots procedure, the chairperson of the DEC shall prepare the slips of paper with the same writing implement, certify them with the DEC and fold them in such a way that it is impossible to read the text. The total number of blank and filled-in slips of paper shall be equal to the number of members of the commission participating in the casting of lots. The slips of paper shall be thrown on the table and the members of the commission participating in the casting of plots shall pick them one by one. The members of the commission participating in the casting of lots shall take turns in picking the slips of paper; the function of counting officers shall be performed by the two members of the district and precinct election commissions (one member elected by the CEC / DEC and one member appointed by the parties) who would first pick the filled-in slips of papers.

The counting officers shall count the polling results in the following order and sequence:

The first counting officer shall:

- ▶ take ballot papers
- ▶ 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; third type to the fourth counting officer;
- ▶ hand over the invalid ballot papers, ballot papers deemed dubious and unidentified sample ballot papers to the fifth counting officer.

Counting officers shall place separately:

- ▶ ballot papers according to the votes cast to each electoral subject;
- ▶ ballot papers declared invalid;
- ▶ ballot papers deemed dubious.

After all ballot papers are sorted into different categories, the DEC shall review and decide by voting the issue of validity of the ballot papers deemed dubious. The decisions shall be made by majority of votes. In the case of equal votes, the vote of the chairperson shall be decisive. The first counting officer shall add the ballot papers deemed valid to the pile of valid ballot papers (according to votes given to the electoral subject), while ballot papers deemed void, to the pile of invalid ballot papers.

After sorting out the ballot papers, the counting officers shall count separately the following data:

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

ATTENTION!

It would be impossible to re-count the polling results of several polling stations in the same building at the same time without interfering the counting process of the polling results of each polling station. All members of the relevant PECs may attend the re-counting process of the polling results. However, a member of the DEC shall attend the recounting process of the polling results.

The outcomes obtained as a result of the recounting process shall be entered in the minutes of the session of the DEC by the secretary of the DEC, and after the recounting process is finalised the relevant election

documents shall be sealed by the counting officers. The data of the recounting process of the polling results shall be approved by an ordinance of the DEC.

Noteworthy, the DEC may on the basis of the application/complaint (if the application/complaint is submitted to the DEC in the manner and time limits provided for by the law), as well as on its own initiative verify the accuracy of the summary protocols of the polling results of the PECs.

The data in the summary protocol of the polling results drawn up by the PEC may be amended by the ordinance of the DEC which should be based on the decision of the DEC on opening the sealed packages received from the PEC and recounting the number of signatures of voters participating in the polling and that of the ballot papers. The decision shall be made by the DEC with at least 2/3 of the votes present at the session.

In case of making the decision on opening the packages received from PECs and re-counting the ballot papers, the DEC shall notify all electoral subjects and observer organisations, whose representatives attended the process of counting the ballot papers at the electoral precinct, and if they so wish, ensure that their representatives attend the process of recounting.

ATTENTION!

The DEC may in any such or different case as provide for by the legislation be guided by the above-mentioned procedure when recounting the polling results.

CHAPTER III. SUMMARISING THE POLLING RESULTS IN A DEC

SUMMARISING THE POLLING RESULTS IN A DEC

(The Election Code - Articles 75; 150; 169.1)

On the basis of the summary protocols of the PECs, the DEC shall, taking into account the results of the review of the violations of the election legislation of Georgia, summarize the election results of the representative body of municipality - Sakrebulo and that of the mayor of municipality no later than the 14th day after the polling day (October 16); shall establish the elections results – for Sakrebulo and mayor elections, – the results of the Sakrebulo and Mayor elections for each type of summary protocols of the polling and election results held in the electoral district, which shall be submitted to the CEC no later than the next day.

ATTENTION!

The CEC shall perform the functions of the summarizing election commission for Tbilisi Sakrebulo. Furthermore, the results of Tbilisi mayor elections shall be summed by the relevant DEC members established by the CEC.

The DEC secretary shall enter the data to be entered in the summary protocols as soon as it is established in the demonstration protocols posted in a visible and accessible place for everyone in the DEC.

All members of the District Election Commission who attend sessions of the commission shall be obliged to sign the summary protocols of the voting / election results. The protocols shall be certified with the seal of the District Election Commission. If a member of the District Election Commission does not agree with the data entered in the summary protocol, he / she shall have the right to state in the protocol what he / she does not agree with and attach a dissenting opinion in writing to the protocols. In addition, even in case of having dissenting opinion, the member of the District Election Commission shall be obliged to sign the summary protocol of the polling results in the appropriate box for the signature of the member of the commission.

ATTENTION!

The summary protocols of polling and elections results drawn up by DEC members shall be legally valid where the protocol is signed by the majority of respective DEC members.

Within ten days from summing up the election results, the DEC shall post a notice on the official website of the CEC regarding the results of elections for Sakrebulo and mayor in the respective district. The notice shall also indicate the party affiliation of the elected mayor/Sakrebulo member (if the Sakrebulo member is non-partisan, indicate “non-partisan”), year of birth, professional background, main occupation, place of work.

PUBLICITY OF A SUMMARY PROTOCOL ON ELECTION RESULTS

(The Election Code - Article 75.7-9)

The summary protocols of the DEC (together with the dissenting opinions of the DEC members), as well as the DEC ordinances on making amendments to the PEC summary protocols (if such amendments are made) shall be immediately submitted to the CEC.

Upon a request, the DEC shall immediately forward a copy of summary protocols (together with the dissenting opinions of commission members), to the representatives of the party/initiative group and the observers of the observer organisations. The photocopy of the summary protocol shall be certified with the DEC seal and by the signatures of the DEC chairperson and secretary. The representative/observer shall acknowledge the receipt of the copy of the summary protocol(s) of election results with his/her signature in the DEC registration book.

ATTENTION!

Failure to provide a certified copy of the summary protocol(s) of polling results in the manner as provided for by the law, shall result in the liability of the DEC chairperson and DEC secretary in accordance with the legislation of Georgia.

DECS ESTABLISHING THE RESULTS OF THE SAKREBULO ELECTIONS CONDUCTED UNDER PROPORTIONAL AND MAJORITARIAN ELECTORAL SYSTEMS AND THAT OF THE MUNICIPAL MAYORAL ELECTIONS

(The Election Code: Articles 148; 149; 149¹; 169; 169¹)

To determine the number of seats received by the party list, the number of votes received by the party list shall be multiplied by the number of seats proportionally distributed in the constituency and divided by the sum of the votes received by the parties that received at least 3 percent of the votes. The integral of the number obtained shall be the number of seats received by the party list. If none of the party lists could obtain seats through initial distribution of the seats, one seat shall be allocated, out of the number of seats to be allocated under the proportional system, to each of the electoral subjects having received more votes than others.

ATTENTION!

The number of votes participating in the elections shall not include the number votes by the ballot papers declared void.

If the sum of the seats obtained by the party lists is less than the total number of seats, one seat out of the undistributed seats shall be allocated firstly to the party lists with better results in a consistent manner who after the first distribution of the seats could not obtain any seat, however have received at least 3 % of the votes participating in the elections. If afterwards there are still left undistributed seat(s), each seat shall be allocated in a consistent manner to the party lists that acquired at least one seat and have the largest fractional remainder among the parties.

ATTENTION!

If after the secondary distribution of the seats, those two or more than two party lists to which one seat is to be assigned receive equal number of votes, the seat shall be assigned to the party list that was registered earlier for Sakrebulo elections with the respective DEC.

Candidates whose sequence numbers in a party list are less or equal to the number of seats obtained by the given party shall be deemed elected to Sakrebulo through the proportional electoral system.

If a candidate for member of a Sakrebulo is elected either from a single-seat majoritarian district or on a party list, he/she shall be deemed elected from the single-seat majoritarian electoral district and shall be removed from the party list, while the next candidate on the list shall move up in the manner provided by the Law.

Under the majoritarian electoral system, the candidate who received more than 40% of the votes cast in the elections shall be considered elected as a member of Sakrebulo, and the candidate who received more than 50% of the votes cast in the elections shall be considered elected in the mayoral elections.

ATTENTION!

The number of votes participating in the elections shall not include the number of votes on invalid ballot papers. If two candidates in the elections receive an equal number of votes, the candidate who was registered first at the respective DEC shall be deemed elected.

If none of the candidates in Sakrebulo elections under the majoritarian electoral system, as well as none of the candidates in the municipal mayoral elections, receive the required number of votes, the second round of elections shall be appointed. The two candidates with the highest number of votes in the first round shall participate in the second round. If more than two candidates receive an equally high number of votes, or if several candidates following the top candidate receive an equal number of votes, all those candidates shall take part in the second round.

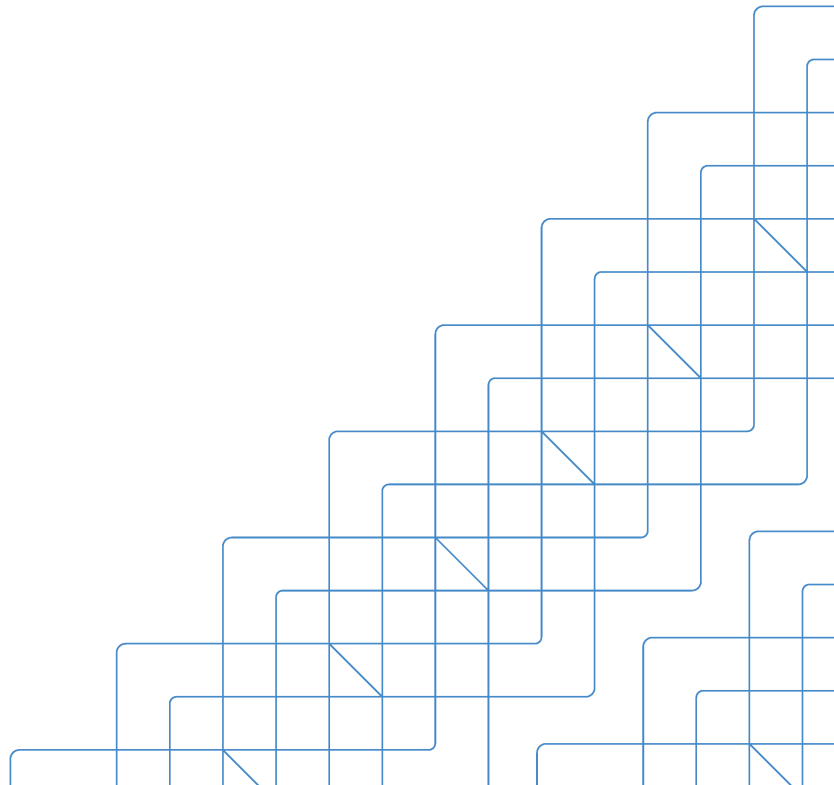
The CEC shall appoint the second round(s) of elections upon summarising the results of the first round. The second round(s) of elections shall be held on the fourth Saturday after the elections (October 30).

The candidate who receives more votes will be considered elected in the second round of elections. If the candidates receive an equal number of votes, the candidate receiving more votes in the first round will be considered elected. If the number of votes is also equal, the winner shall be the candidate who has registered earlier.

If the registration of one or both candidates eligible for the second round has been revoked or any of the candidate dies, new elections shall be held in 2 months. The date of the new election shall be called by the CEC within 3 days after the occurrence of the above fact.

PART V

RULES FOR SUBMISSION AND HEARING OF APPLICATIONS / COMPLAINTS IN DECS



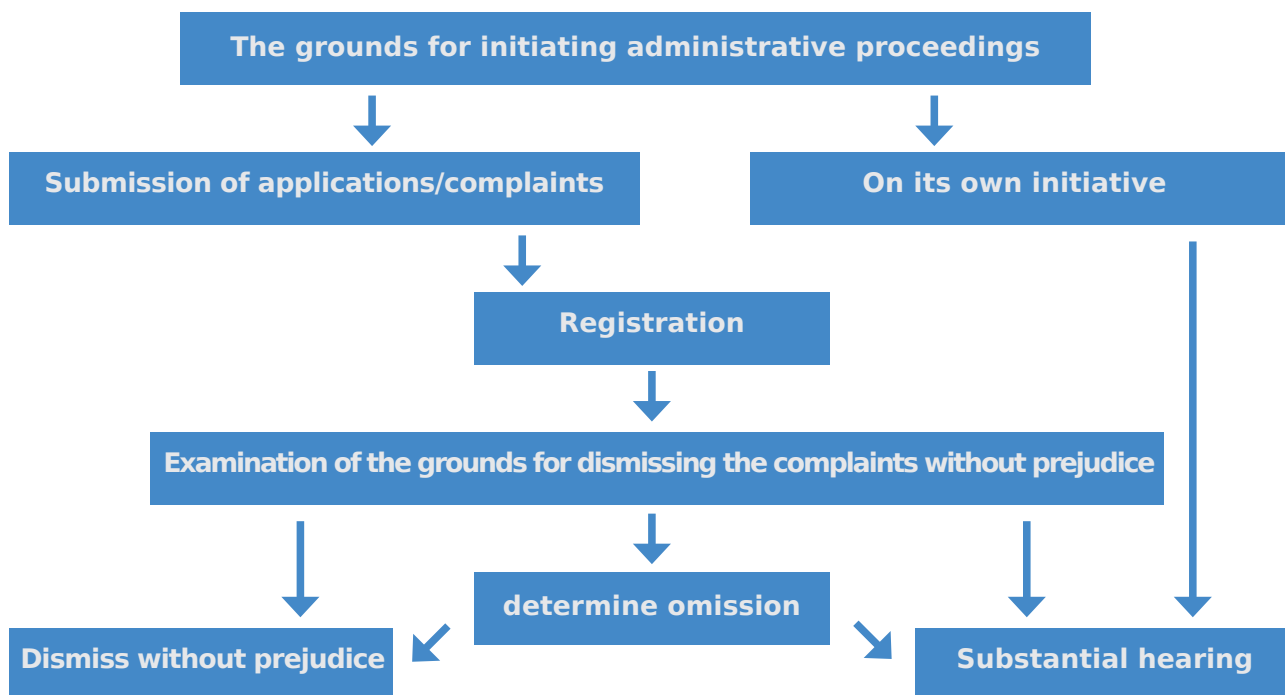
CHAPTER I. ADMINISTRATIVE PROCEEDINGS ON ELECTION DISPUTES

In administrative proceedings of election disputes the DEC's shall be guided by the Organic Law of Georgia - the Election Code of Georgia, also by the Guidelines for Filing Applications/Complaints with the Election Administration and Hearing thereof (the Guidelines) approved by Decree N8/2012 of the CEC from March 2, 2012, and also by the Regulations of DEC's approved by Decree N2/2012 of the CEC from February 3, 2012, and also by the General Administrative Code of Georgia.*

The grounds for initiating the administrative proceedings at the DEC related to the election disputes may be as follows:

- ▶ an application/complaint;**
- ▶ a decision by the DEC to examine an issue based on his own initiative.

The administrative proceedings initiated on the election disputes in the DEC's including based on the applications/complaints filed during the polling, and also based on the own initiative of the DEC shall be conducted in accordance with the stages given in the scheme below.



* For imposing disciplinary actions on the members of PECs, the DEC's, the rules of the simple administrative proceedings shall be applicable as provided for by the General Administrative Code of Georgia (Chapters VI, VII, XIII of the General Administrative Code of Georgia).

** An application is a formal written or oral request by a party interested in issuing/adoption of an individual administrative act on obtaining the right. A complaint – is a formal written request to restore violated rights submitted by an interested party to the PEC/DEC in the established manner, to declare null and void or modify an administrative act issued by the PEC/a head of the PEC; or to issue a new administrative act; or to perform or abstain from performing an action by the PEC/DEC/a head of PEC/a head of DEC that does not entail the issuance of an individual administrative act.

CHAPTER II. SUBMISSION AND REGISTRATION OF APPLICATIONS/COMPLAINTS OF POLLING DAY

APPLICANTS/COMPLAINANTS AND THEIR RIGHTS IN PRECINCT AND SUPERIOR DISTRICT ELECTION COMMISSIONS

(The Election Code - Article 72; Article 73; CEC Decree №8/2021 of March 2, 2012: Article 6.1,3,4,5)

The administrative proceedings related to the application/complaint of the polling day shall begin in the DEC provided the interested party (authorised person) submits the application/complaint.

Observers of the organization with the status of election observers and representatives of electoral subjects may file applications/complaints to the PEC regarding the violations committed/identified during the polling, vote counting and summarizing the polling results in accordance with the Organic Law of Georgia - the Election Code of Georgia.

If the PEC chairperson/Commission does not rectify or otherwise has refused to react on the application/complaint, an observer/a representative of an election subject or other observer /other representative of an election subject of the same organization shall have the right to immediately appeal the violations revealed after opening of the polling place (7:00) until the time when the ballot box was opened before the respective DEC (the DEC shall take relevant measures to eliminate the violation).

If the PEC chairperson/commission does not rectify or otherwise has refused to react on the application/complaint related to vote counting and the procedures for summarizing polling results, an observer/a representative of an election subject or other observer /other representative of an election subject of the same organization shall have the right to appeal the action of the PEC/PEC Chairperson before the relevant DEC within two days (the DEC shall hear the application/complaint within 4 days period).

REGISTRATION OF APPLICATIONS/COMPLAINTS AT THE DEC

(The Election Code - Article 72; Article 73; Article 77.8,9; The Regulations of DEC's - Article 11; CEC Decree №8/2012 of March 2, 2012: Article 1)

An application/complaint to be filed with the DEC shall be deemed filed after the registration of the application by the DEC. The filing of the application/complaint shall not suspend the validity of the appealed decision.

ATTENTION!

The complaints may be filed with DEC's and the CEC allowed both in tangible and electronic form. The procedure for submitting complaints in electronic form shall be determined by the CEC with an ordinance.

An application / complaint filed at the District Election Commission shall be registered by a Secretary of the Commission or another authorized person designated in accordance with the regulations of the District Election Commission in compliance with the following procedure:

- ▶ Upon receipt by the DEC, the application/complaint shall be immediately registered in the registration book of the DEC where they shall be registered in a continuous sequence according to the order of their entry;
- ▶ Each document shall be assigned a number and the date and time of receipt and the number of pages shall be entered in the registration book;
- ▶ The identity of the applicant/complainant and the contact telephone number shall be indicated in the registration book.

After proper registration in the registration book, the applicant/complainant shall be given a certificate indicating the date and exact time of receipt of the application/complaint, as well as the number assigned to the document in the registration book. The mentioned certificate/registration card shall be confirmed with a signature by the officer of the commission receiving the application/complaint (see the sample certificate in Appendix №2).

When registering the application/complaint, the DEC secretary/the authorised person of the DEC shall check that the application/complaint includes all the details determined by the Organic Law of Georgia - the Election Code of Georgia (see Appendix №1).

ATTENTION!

On the polling day, a Secretary of the District Election Commission shall receive applications, complaints and register them in the DEC in accordance with the terms and conditions established by the Organic Law of Georgia – the Election Code of Georgia. If a secretary of the DEC / a person authorized by the commission does not take upon an application / complaint, an applicant / complainant shall have the right to contact the CEC hotline at the telephone number: 032-251 00 51.

PREREQUISITES FOR DETECTING AN OMISSION AND CHECKING THE GROUNDS FOR DISMISSING APPLICATION/COMPLAINT WITHOUT PREJUDICE

(The Election Code: Article 74; CEC Decree №8/2012 of March 2, 2012: Article 6)

A DEC secretary/a person authorized by the commission shall specify omissions to an applicant/complainant if the application/complaint does not contain:

- ▶ 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.

In such a case, a DEC secretary / an authorized person of the commission shall define a reasonable time limit for an applicant/ complainant to rectify the omission. The time limit must be reasonable for the nominating subject to be able to rectify the omission.

NOTE:

The reasonable time limit for rectifying the omission shall be determined based on the agreement between a DEC secretary/an authorized person of the commission and a person submitting the application/complaint. If the parties fail to agree on the time limit to rectify the omission, the DEC secretary/the authorized person of the commission shall set the time limit unilaterally.

The applicant/complainant and the DEC secretary/the person authorized by the DEC shall sign alongside the record of omissions in the registration book.

An applicant/complainant may rectify the omission within the established time limits by submitting a similar application/complaint not providing the grounds for establishing a omission, and/or by filing an application providing the data lack of which resulted in establishing the omission.

If the omission is rectified, a DEC secretary/an authorized person of the commission shall enter “rectified” along with the application/complaint registered in the registration book, and specify the exact date and time of correcting the omission. An applicant/complainant and the DEC secretary/the authorized person of the commission shall sign along with the entry.

If the omission has not been rectified within the specified deadline, the application/complaint shall be dismissed without prejudice and the PEC shall issue an ordinance to that effect.

Noteworthy, the omission shall not be identified in the applications/complaints related to the summary protocols of polling results of the PECs. The DEC shall also dismiss the applications/complaints without prejudice where the applications/complaints are submitted in violation of the following procedures:

- ▶ the application/complaint on the violation of the polling procedures in the polling station has not been drawn up upon noticing the violation of the election legislation from 07:00 until the opening of the ballot box;
- ▶ the application /complaint does not specify the substance of the violation and the time of its occurrence;
- ▶ The application/complaint on the violation committed during the polling procedure has not been submitted to the PEC chairperson, deputy chairperson or the secretary before the opening of the ballot box, who would have registered the application/complaint in the log-book and in accordance with the Election Code would have handed to the applicant a certificate (signed by the PEC member) indicating the date, time and registration number of the relevant application/complaint received by the PEC;
- ▶ the application/complaint regarding the violations committed during the vote counting and polling results summarising procedures, or the same requesting the verification of the polling results or declaring them void has not been registered by the PEC secretary in the log-book;
- ▶ terms and rules of submission are violated
- ▶ the application/complaint is filed by an unauthorised person.

CHAPTER III. HEARING OF AN APPLICATION / COMPLAINT OF POLLING DAY

(The Election Code: Article 77; CEC Decree №8/2012 of March 2, 2012: Article 10)

The applications/complaints related to the polling procedure, counting of votes and summing up of the polling results shall be heard by the respective DEC and the decision shall be made on them within fourdays of the registration of the application/complaint.

A DEC shall make a decision to consider an application/complaint after a proper examination and study of the evidence, submitted by the parties, and the materials obtained by the electoral administration on its own initiative. The DEC shall make a decision by issuing an ordinance which may be appealed only to a court in accordance with the procedure established by the Election Code of Georgia.

A party shall have the right to participate in the hearing of a complaint in accordance with the procedure established by the election legislation. In addition, photocopies of the materials related to the hearing of his / her complaint shall be provided to the party attending the session of the Election Commission before the beginning of the session, upon request. The non-appearance of a party at the DEC session shall not create a ground for postponing the hearing of the complaint.

A DEC shall inform the party on the time and place of hearing of the matter not later than 3 hours before the beginning of the hearing of the matter. If an author of the complaint is:

- ▶ the observer organisation registered at the election commission or its representative, the time and place of the hearing of the complaint shall be notified to the respective observer registered at the election commission or the organisation;
- ▶ an electoral subject or its appointed representative, the time and place of the hearing of the complaint shall be notified to the representative appointed by the electoral subject;
- ▶ a DEC member, the time and place of the hearing of the complaint shall be notified personally to him/her.

The parties may be summoned for hearing of the complaint in writing as well as by phone (including a mobile phone; short text messages), e-mail, fax or other technical means.

Summoning of a party by technical means shall be confirmed:

- ▶ by contacting on the phone number specified by him/her;
- ▶ in case of an e-mail, fax or short text message – by an appropriate delivery report provided by the technical means.

ATTENTION!

A party shall be considered to be summoned if it is impossible to contact him/her by the technical means as indicated in the complaint (because of a shut-down mobile phone, fax, or computer etc.).

When summoning a party by technical means, a report shall be drawn up and shall be attached to a complaint submitted at a commission meeting. The report in the DEC shall be drawn up by one of the members of the commission as assigned by the chairperson and shall be signed by the drafter of report and by the DEC chairperson.

A party shall have the right to:

- ▶ communicate with the election commission through a representative;
- ▶ use the assistance of a lawyer.

A representative shall submit to the election commission a document of representation certified in accordance with the procedure established by law:

- ▶ the representation of citizens shall be evidenced by an appropriate document of representation;
- ▶ the representation of the initiative group of voters shall be evidenced by an appropriate document certifying representation;
- ▶ the representation of a party, observer organisation shall be evidenced by a power of attorney issued by its head;
- ▶ the representation of a lawyer shall be evidenced by the document (power of attorney/warrant) issued to him/her by a principal in accordance with the established procedure.

ATTENTION!

If a representative fails to present a duly certified document of representation, he/she shall not be allowed to participate in hearing of an application/complaint and the decision shall be made without taking his/her opinion into account.

A person having filed an application/complaint may reject the application/ complaint (withdraw the application/complaint) before the DEC adopts a decision on it.

Rejection of the application/complaint must be stated in writing, the DEC shall attach the written statement of rejection to the application/complaint. During the oral hearing, an applicant/ complainant may reject the application/complaint orally that is entered in the minutes of the DEC session.

ATTENTION!

Where the applicant/complainant withdraws the application/complaint (rejects the application/complaint), the DEC shall not issue an ordinance on dismissing the application/complaint without prejudice.

CHAPTER IV. HEARING OF AN APPLICATION / COMPLAINT ABOUT VIOLATIONS OF ELECTORAL LEGISLATION (EXCEPT FOR POLLING DAY)

(The Election Code: Article 77.4; CEC Decree №8/2012 of March 2, 2012: Article 4)

Registration of an application / complaint related to the violations of the election legislation (except for the polling day) in the District Election Commission, as well as summoning the parties to the review of the application / complaint and hearing of the application / complaint shall be carried out in a uniform manner, which is given in relation to the applications / complaints submitted on the violations of voting and counting procedures.

The DEC's shall not identify omissions of applications/complaints submitted due to violations of election legislation (except for polling day). If appropriate grounds are present, an application/complaint is dismissed without prejudice.

ATTENTION!

In relation to the legal disputes under article 78 the Organic Law of Georgia - the Election Code of Georgia, the persons defined by the same article (also the persons registered in the electronic based on the application or statement of the above persons) may submit an application/complaint to the election commission, while the application/complaint submitted by other persons to the election commission shall be dismissed.

The decision of the PEC/head officer of the PEC may be appealed to the relevant DEC within 2 calendar days of its receipt, and the DEC shall hear the complaint within 4 calendar days of its receipt.

CHAPTER V. TERMS AND PROCEDURE FOR APPEALING DECISIONS OF DECS / DEC HEAD OFFICERS TERMS AND PROCEDURE FOR APPEALING THE DECISION OF DECS AND DEC OFFICERS

The decision of the DEC/head officer of the DEC, except for the decisions specified below, may be appealed to the CEC within two calendar days after it is adopted.

The decisions of a DEC, such as the decisions on refusal to make amendments to the data/lists of voters and refusal to register local observer organisations, as well as the decisions of a PEC/head officers of a PEC (including the decisions on drawing up summary protocols of polling results) may be appealed to the relevant district/city court within two calendar days.

APPENDIX №1

Details of an application / complaint submitted to an Election Commission

The following shall be specified in an application/complaint:

- ▶ date and time of drawing up an application/complaint*;
- ▶ the first name, last name 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*;
- ▶ the essence of the violation and the time of its commission**;
- ▶ if the violator is identified, the data of the violator that was possible to establish**;
- ▶ explanation of the infringer (if any) **;
- ▶ contact phone number (home phone and/or mobile phone number) of an applicant/ complainant***;
- ▶ fax number and an e-mail address (if any) of the applicant/complainant***;
- ▶ other additional information.

* An inaccurate or incomplete reference to the specified details shall be the basis for establishing a omission in the application / complaint, and if the omission is not rectified, it is the basis for dismissing it without prejudice.

** Failure to indicate the specified details shall be a reason dismisses application/complaint without prejudice without identifying the omission.

*** An inaccurate or incomplete reference to the above details may be the basis for identifying a omission in the application / compliant and dismissing it without prejudice, but it may be the basis for the inability to summon a party to hear the complaint.

APPENDIX №2

№ „... .. “..... District Election Commission

Certificate
On Registration of an Application/Complaint

Date of receipt of an application/complaint:

Time of receipt of an application/complaint:

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

A DEC Secretary/An authorized person of the election commission:

/Signature/

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