

ELECTION DAY PROCEDURES

PARLIAMENTARY ELECTIONS OF GEORGIA, OCTOBER 8, 2016

The present Guideline is elaborated for the October 8, 2016 Parliamentary Elections of Georgia in accordance with the decree of Central Election Commission of Georgia N 52, July 27, 2016 for training purposes. For complete details of legislative regulations related to PEC authority and rules of operation, please refer to the Organic Law of Georgia on the “Election Code of Georgia” and the relevant legal acts.

TABLE OF CONTENTS

CHAPTER I – OPENING OF ELECTORAL PRECINCTS, PROCEDURES TO BE APPLIED BEFORE THE OPENING OF THE POLLS 7

Opening of electoral precincts	8
Persons authorised to be present at a polling place	8
Legal status of observers, representatives of electoral subjects and the media	9
Procedures to be carried out between the opening of electoral precincts and the opening of the polls	10

CHAPTER II – POLLING PROCESS 23

Polling	24
Voting procedure for voters who cannot sign their name due to 'physical incapacity'	35
Maintaining order at a polling place and in its vicinity on polling day	36
Keeping records of voters participating in the voting	37
Mobile ballot box voting	38

CHAPTER III – CLOSING ELECTORAL PRECINCTS, SUMMARISING POLLING RESULTS 41

Closing electoral precincts	42
Procedures to be carried out before opening a ballot box	47

Sealing the lists of voters, spoiled and unused ballot papers	48
Opening mobile ballot boxes	49
Opening the main ballot box	50
Sorting ballots papers	52
Counting ballot papers	54
Sealing ballot papers	55
Drawing up summary protocols of polling results	56
Publicity of the summary protocols of polling results	58
Closing the registration book, sealing the polling day log-book, transferring the election documents to the DEC	58

CHAPTER IV – REGISTERING APPLICATIONS/ COMPLAINTS MADE ON POLLING DAY 61

Registering applications/complaints made on polling day	62
Procedure for identifying deficiency of applications/complaints made on polling day	63
Responding to applications/complaints made on polling day	64

ANNEX N1. Photographic-video Shooting at Electoral Precincts 66

CHAPTER I – OPENING OF ELECTORAL PRECINCTS, PROCEDURES TO BE APPLIED BEFORE THE OPENING OF THE POLLS

OPENING OF ELECTORAL PRECINCTS

Electoral precincts shall be opened at 7 a.m.

ATTENTION!

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

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

PERSONS AUTHORISED TO BE PRESENT AT A POLLING PLACE

The following individuals shall have the right to be present at a polling place: (*Election Code – Article 8(16); Article 39(3),(6); Article 42(5); Article 44(5)*)

- ▶ PEC members;
- ▶ members/representatives of higher election commissions;
- ▶ representatives of electoral subjects (not more than one representative per electoral subject);
- ▶ observers of registered domestic observer organisations (not more than one representative per domestic observer organisation);

- ▶ observers of registered international observer organisations (not more than two representatives per observer organisation (an interpreter may accompany them);
- ▶ accredited representatives of the media (not more than three representatives from the same press and other media organisation).

ATTENTION!

Everyone authorised to be present at a polling place shall carry a badge confirming his/her identity and status.
(*Election Code – Article 8(17)*).

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

(*Election Code – Article 41*)

Observers and representatives of electoral subjects shall have the right to:

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

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

- ▶ interfere with the duties and activities of an election commission;
- ▶ influence the free expression of the will of voters;
- ▶ agitates for or against any electoral subject;
- ▶ wear the symbols and signs of any electoral subject.

PROCEDURES TO BE CARRIED OUT BETWEEN THE OPENING OF ELECTORAL PRECINCTS AND THE OPENING OF THE POLLS

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

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

Immediately after opening an electoral precinct the PEC chairperson shall deliver the polling day log-book to the PEC secretary. The PEC secretary, together with the PEC chairperson, shall record every election procedure during polling day in the polling day log-book and specify the time of the procedure (*Election Code – Article 62(3)*).

The PEC secretary shall record the full names of all PEC members present at the polling place (indicating subjects nominating them) and the data of all other persons (full names, nominating organisation or

electoral subjects) on pages 1 and 2 of the polling day log-book, and, where necessary, on page 10 and following pages as well, and shall have such persons verify the data with their signatures.



II

The PEC chairperson shall inspect the integrity of the sealed package that contains a special seal of the PEC, and open it (the seal number shall be entered into the polling day log-book by the PEC secretary) (*Election Code – Article 61(2)(b)*).



III

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

The following functions are to be distributed among PEC members:

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

ATTENTION!

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

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

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

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

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



ATTENTION!

Persons identified by the casting of lots shall not be the election commission members nominated by one electoral subject.

The PEC chairperson shall

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

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

ATTENTION!

- ▶ If the persons selected through the casting of lots are PEC members nominated by different subjects the casting lots shall be deemed completed.
- ▶ If the PEC members nominated by a party bloc draw both of the slips paper when casting lots, one of them shall perform the function in agreement with the PEC chairperson, and the casting of lots shall be conducted again among the PEC members nominated by other subjects to determine the second member.

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

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

The PEC chairperson shall

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

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

The duties of a PEC member established by the casting of lots may be transferred temporarily to another PEC member only with the permission of the PEC chairperson, and a note to that effect shall

be made by the PEC secretary into polling day log-book. The PEC member shall confirm the transfer of the function with his/her signature (*Election Code – 61(2)(g)*).

If a PEC member appears in the commission after the completion of the casting of lots, the question of assigning a function to this person shall be decided by the PEC chairperson, and the question of his/her remuneration by the PEC. (*Election Code – Article 61(4)*).

IV The PEC chairperson shall select, by the casting of lots, not more than two representatives from among the electoral subjects present at the electoral precinct, who shall observe the process of registering complaints (*Election Code – Article 61(5)*).

V The PEC chairperson shall announce the number of voters according to the lists of voters, as well as the number of received ballot papers and special envelopes (*Election Code –Article 61(6)(a)-(b)*).

VI The PEC chairperson shall check and put a seal with a unique number on the main and mobile ballot boxes (*Election Code –Article 61(6)(c)*).



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

The PEC chairperson shall transfer materials to the PEC members who act as registrars of voters:

- ▶ The Unified List of Voters divided by alphabet. To one of the registrars he/she shall also transfer the special list of voters (if any);
- ▶ one notebook of ballot papers;
- ▶ electoral ink;
- ▶ seals of registrars (the seal numbers shall be recorded on page 3 of the polling day log-book).

ATTENTION!

- ▶ The PEC chairperson shall post at each registration desk the list of voters' surnames arranged in an alphabetical order, according to the lists placed on the desks.
- ▶ The number of registrars shall be reduced by a decision of the PEC chairperson if the seals of registrars are less than required or they have been damaged.

The PEC chairperson shall transfer an ultra-violet detector for checking inking to the PEC member responsible for regulating the flow of voters.



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

VIII The control sheet shall be completed. (*Election Code - Article 61(10)*).

The PEC chairperson and secretary shall complete control sheets before the opening of the polls (except for the details of the first voter). The control sheet shall be signed by all PEC members present.

საქართველოს მართლმეტყველების არქივებში

№ _____ (საოლქო საარჩევნო კომისიის ნომერი და დასახელება) საარჩევნო ოლქის

№ _____ საარჩევნო უბანი

(საუბნო საარჩევნო კომისიის ნომერი)

(პირველი ამომრჩევლის ხელმოწერა) / _____ (სახელი და გვარი)

საქართველოს მოქალაქის პირადი №

--	--	--	--	--	--	--	--	--	--

 (რეგისტრაციის ადგილი)

კომისიის: თავმჯდომარე _____

თავმჯდომარის მოადგილე _____

წევრები: _____

ATTENTION!

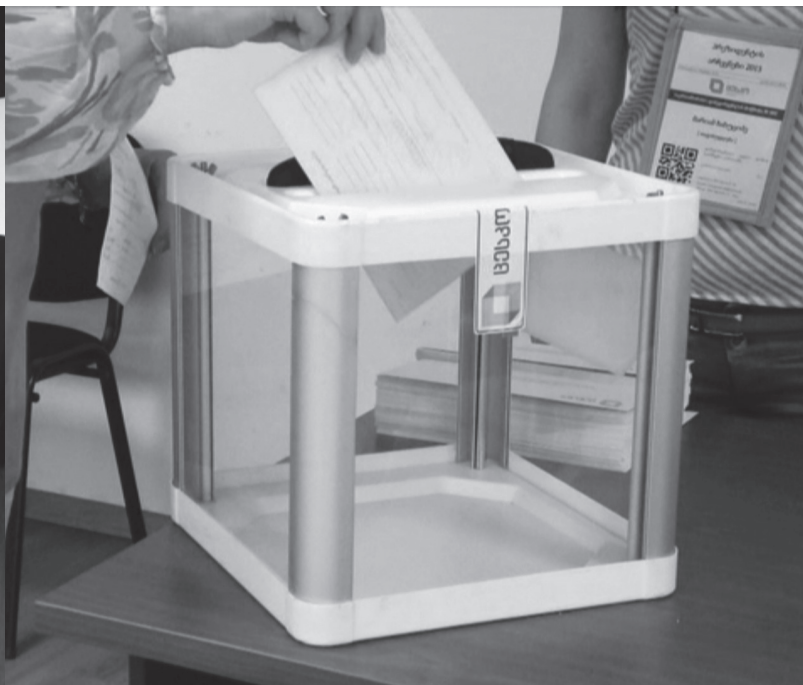
Control sheets shall be completed immediately after the submission of materials to the PEC members, before the opening of the polls (do not wait for the first voter).

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

The control sheet data shall be entered into the polling day log-book.

ATTENTION!

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



CHAPTER II – POLLING PROCESS

POLLING

(Election Code – Article 60; Article 64; Article 65)

Polling shall be held from 8 a.m. to 8 p.m. of polling day (8 October). Voting procedure shall be held according to the following procedure:

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

The PEC member responsible for regulating the flow of voters shall:

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



ATTENTION!

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

Voters shall be registered with the registrar of voters.

The registrar of voters shall:

- ▶ request voters to present an identification card or passport of a citizen of Georgia (in the case of IDPs from the occupied territory of Georgia, an IDP card together with an identification card or passport of a citizen of Georgia);

ATTENTION!

If a voter's data has not been found in the Unified List of Voters:

- ▶ if electronic lists are available at the electoral precinct, the person responsible for data verification shall find a voter in the electronic lists and provide him/her with the information on the precinct in which he/she is registered;
 - ▶ if electronic lists are not available at the election precinct, the person responsible for data verification shall contact the relevant DEC or the CEC through a helpline in order to obtain the information on the voter.
-
- ▶ verify the compliance of the voter's registration data contained in the presented document(s) with the data in the list of voters. A voter shall have the right to cast a ballot if, together with the personal identification number of a citizen of Georgia, the gender and the photograph, at least three of the following items of data fully match with the data in the relevant list of voters:
 - the first name;
 - the last name;

- the date of birth(day, month, year);
- the address (according to the identity card of a citizen of Georgia or the database of the Agency);



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

ATTENTION!

If the verification of the voter's data reveals that the voter's registration data contained in the presented document(s) (except for the photograph) corresponds with the data in the list of voters, but the registrar of voters considers that the photograph in the document(s) presented or in the list of voters does not match the voter's face, he/she shall apply to the PEC chairperson, who, after completing the procedures defined below, shall allow the voter to cast a vote.

If the PEC chairperson confirms the above discrepancy, the PEC secretary shall make a note to that effect in the polling day logbook on the designated page; he/she shall indicate the voter's first name, last name and his/her number in the list of voters. This notation shall be confirmed by the signatures of the PEC chairperson and secretary.

If the PEC chairperson does not confirm the above discrepancy, the registrar of voters may make a note expressing his/her special opinion in the polling day log-book, on the designated page.

In the cases mentioned above, the PEC secretary shall attach to the polling day logbook a copy of the document presented by the voter, which shall be certified with his/her signature (*Election Code – Article 65(2)(b); Article 65(21)*).

- ▶ in cases where the match of the voter's data with those in the list of voters is verified, ink the voter (inking shall not be used in penitentiary institutions, hospitals and other in-patient medical establishments (with respect to patients));



ATTENTION!

Voters shall not have the right to cast a vote and a ballot paper shall not be issued to them if they refuse to undergo the inking procedure.

- ▶ sign in the relevant box in the Unified List of Voters, after which the voter shall confirm the receipt of the ballot paper(s) by his/her signature;



ATTENTION!

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

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



ATTENTION!

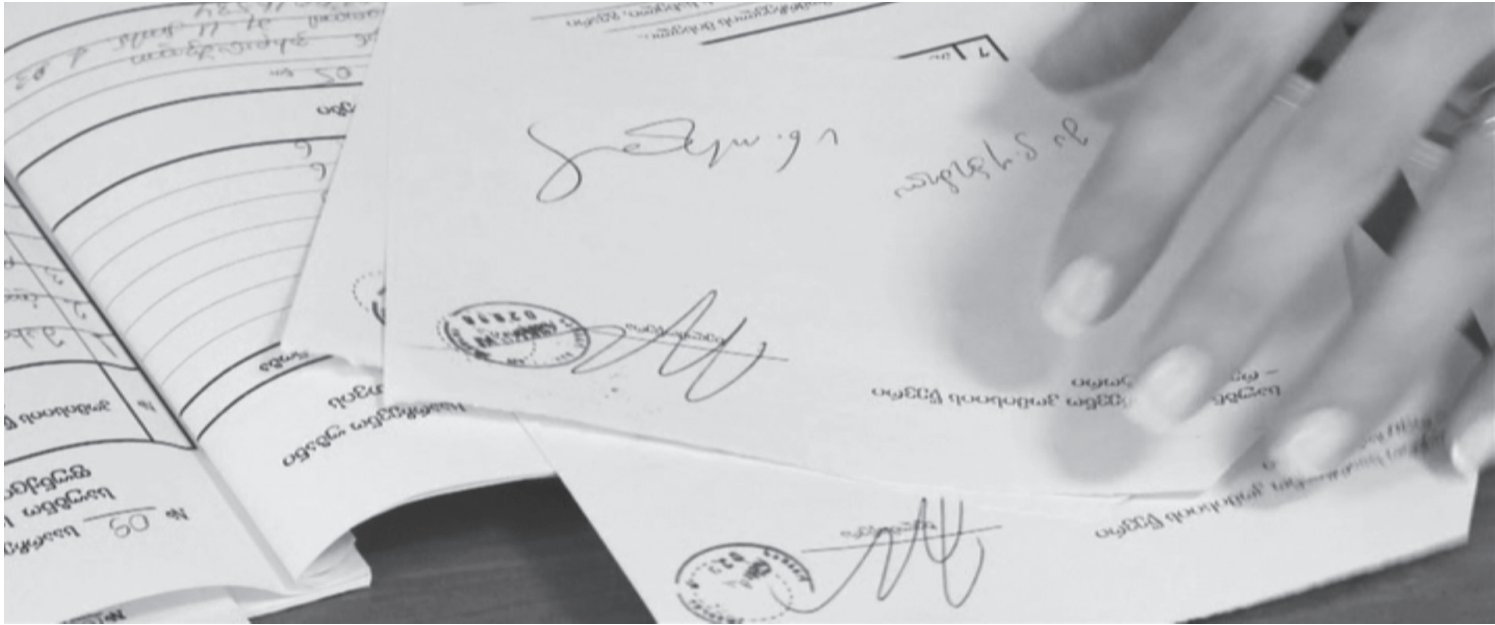
In the case of the transfer of the functions of a registrar, the registrar shall count the number of voter signatures in the lists of voters and the ballot papers issued by him/her (including spoiled ballot papers submitted to the PEC chairperson) and notify the PEC chairperson of the results; in the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

III

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

ATTENTION!

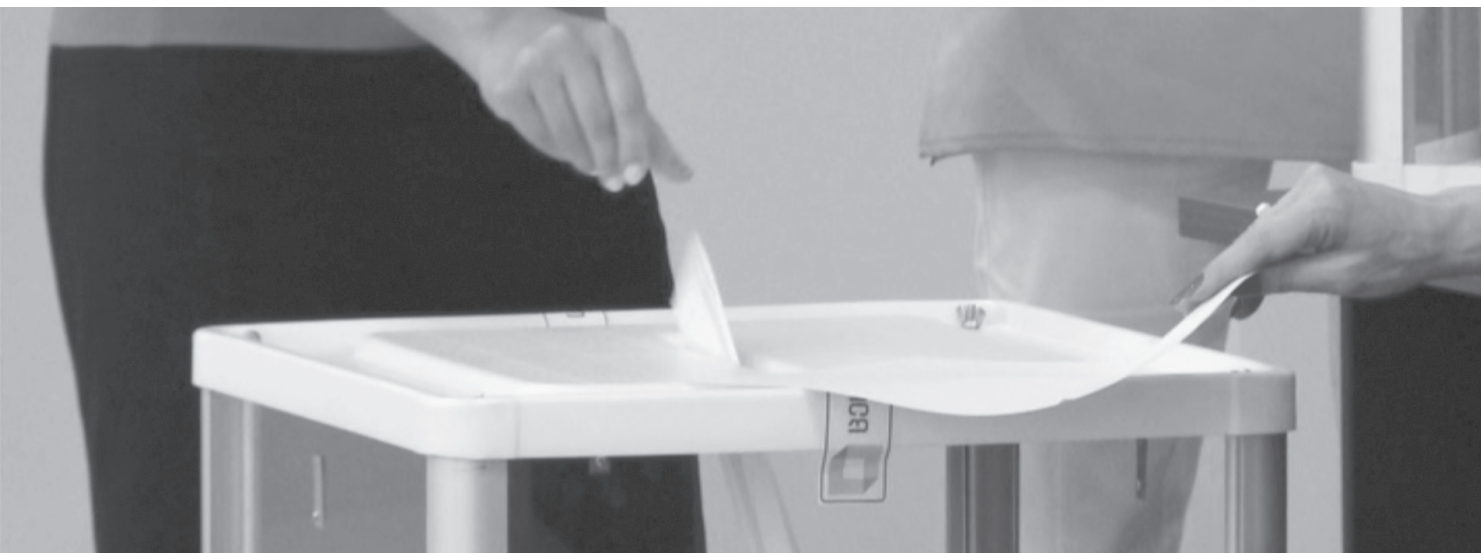
- ▶ If a voter is unable to fill out a ballot paper independently, they shall have the right to ask any person for help in the polling booth except for a member of the election commission, a representative of an electoral subject, a representative of the press and other media or an observer (*Election Code – Article 65(3)*).
- ▶ If a voter or a PEC member spoils a ballot paper or a special envelope, he/she shall notify the PEC chairperson. Upon the instructions of the PEC chairperson the registrar of voters shall replace the spoiled ballot paper/special envelope with a new one. The PEC chairperson shall cut off a corner of the spoiled ballot paper/special envelope in the presence of the voter, mark with the word 'spoiled' and sign it. The PEC chairperson shall store the spoiled ballot papers separately (*Election Code – Article 65(4)*)



IV

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

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



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

ATTENTION!

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

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

VOTING PROCEDURE FOR VOTERS WHO CANNOT SIGN THEIR NAME DUE TO ‘PHYSICAL INCAPACITY’

(Decree of the CEC No 20/2012 of 21 June 2012) A voter who is not able to perform election procedures (inking, signing upon the receipt of ballot papers, dropping ballot papers into the ballot box) independently due to their physical condition, namely the lack of upper limbs, shall participate in the elections in accordance with the following procedure:

- ▶ the voter shall not go through inking verification and inking procedures;
- ▶ upon transferring a ballot paper(s) to the voter the registrar shall make a note – ‘physical condition’ – in the box – ‘the voter’s signature’ – in the Unified List of Voters, and shall verify it with a signature;
- ▶ the voter shall have the right to ask the assistance of any person, except for commission members, candidates, representatives of electoral subjects, the press and other media, or observers;
- ▶ the person selected by the voter shall help him/her to fill out a ballot paper in the polling booth and in his/her presence shall put ballot papers in a special envelope and drop them into the ballot box instead of the voter.

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

(Election Code – Article 59)

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

In the case of interference with the work of a PEC and a disturbance of order, the PEC shall have the right to expel the person(s) responsible from the building where the commission is located. In the cases of expulsion, a relevant order shall be issued and signed by the PEC chairperson and members.

ATTENTION!

- ▶ Armed individuals may not enter a polling place.
- ▶ If there is a threat to public order, polling procedure or the safe movement of election documents at a polling place and in its vicinity, police officers may be called in at the request of the PEC chairperson. Police officers, in agreement with the PEC chairperson, shall leave the polling place and its vicinity as soon as public order is restored.

KEEPING RECORDS OF VOTERS PARTICIPATING IN THE VOTING

(Election Code – Articles 65(6))

Registrars of voters are recommended to count the number of signatures of voters in the lists of voters and the number of ballot papers issued by them (including the spoiled ballot papers submitted to the PEC chairperson), at 10.00, 12.00, 15.00 and 17.00 on polling day without hindering the polling process, and then to notify the PEC chairperson of the results.

ATTENTION!

If there is a discrepancy between the results of counting, the voters' registrar shall immediately write an explanation, which shall be attached to the summary protocol(s) of polling results.

The PEC secretary shall record the number of signatures of voters casting votes at 12.00 and 17.00 and record the results in the demonstration protocols of polling results, in the polling day logbook, and notify the relevant DEC of the number of signatures.

MOBILE BALLOT BOX VOTING

The mobile ballot box voting procedure shall start at 9.00 and end at 19.00. The slot for inserting ballots in the ballot box shall be sealed immediately upon the end of voting. A mobile ballot box shall be returned to the relevant electoral precinct not later than 20.00(*Election Code – Article 66(1)*)

Persons authorised to be present at a polling place shall have the right to monitor the mobile voting procedure, at their own discretion. If a vehicle is used during mobile voting, the relevant PEC shall allocate space in the vehicle for 2 observers selected by the casting of lots from among the persons authorised to be present at the polling place (*Election Code – Article 66(5)*).

The PEC chairperson shall provide the election commission members accompanying a mobile ballot box with (*Election Code – Article 66(3)*):

- ▶ the sealed mobile ballot box with a control sheet in it;
- ▶ the list of mobile ballot box voters;
- ▶ special envelopes;
- ▶ the required number of ballot papers signed and sealed with a special seal by the registrar of voters.



The PEC secretary shall enter into polling day log-book the number of ballot papers given to PEC members accompanying the mobile ballot box and the number of returned ballot papers left unused after the end of the voting, as well as the time when the mobile ballot box was taken from and returned to the electoral precinct.

ATTENTION!

Inking shall not be used with respect to mobile ballot box voters (*Election Code – Article 64(5)*).

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

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

The PEC members accompanying the mobile ballot box shall, after returning to the polling place, transfer the unused ballot papers and special envelopes to the PEC secretary. The PEC secretary shall cut off a corner of such ballot papers, write on them the word 'spoiled' and store them separately after they have been signed by the PEC chairperson.

CHAPTER III – CLOSING ELECTORAL PRECINCTS, SUMMARISING POLLING RESULTS

CLOSING ELECTORAL PRECINCTS

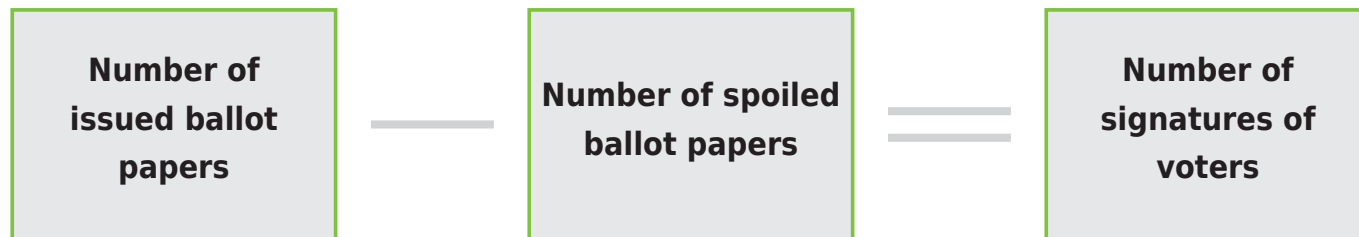
The polling procedure shall be completed and polling places shall be closed at 20.00. Voters queuing at that time shall have the right to cast their votes. One of the PEC members, upon the instructions of the PEC chairperson, shall register the first and last names of the voters in the queue and give information about their number to the PEC chairperson, while the PEC secretary shall record the given number in the polling day log-book. As soon as the last voter casts the vote, polling shall be announced as completed and the PEC shall seal the slot for inserting ballot papers (*Election Code – Article 65(8)*).

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

ATTENTION!

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

After the close of the polls, the PEC chairperson shall go to each registrar, who, upon the instructions of the PEC chairperson, shall (taking account of the data in the written explanations (if any) drawn up by the registrar of voters before the end of the voting) count:



ATTENTION!

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

The PEC chairperson shall, in the presence of the persons authorised to be present at the polling place, select by the casting of lots at least three counting officers, while observers shall select from among their members not more than two supervisors by mutual agreement. If observers fail to come to an agreement, the PEC chairperson shall select two supervisors from among the observers by the casting lots (*Election Code – Article 67(1)*).

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

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

The PEC members participating in the casting of lots shall draw the slips of paper one by one. The PEC secretary shall enter the results of the casting of lots into polling day log-book (the PEC members shall certify with signatures the assignment of functions) (*Election Code – Article 61(2)(f)*).



The PEC chairperson shall select, by the casting of lots, from among the representatives of electoral subjects present at the polling place, not more than two representatives who shall participate in the process of counting valid and/or invalid ballot papers along with the counting officers selected by the casting of lots from among the PEC members (*Election Code – Article 67(2)*).

ATTENTION!

The representatives of those electoral subjects that appointed the PEC members that are counting officers selected by casting lots may not participate in the casting of lots (*Election Code – Article 67(2)*).

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

- ▶ counting officers shall take their places at one side of the desk;
- ▶ the PEC chairperson shall take a position that enables him/her to see all the counting officers;
- ▶ the PEC secretary shall take his/her place next to the PEC chairperson and enter records into the polling day log-book;
- ▶ other persons authorised to be present at the polling place shall take their places at a two-metre distance from the desk (from the counting officers) (*Election Code – Article 68(3)*).

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

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

PROCEDURES TO BE CARRIED OUT BEFORE OPENING A BALLOT BOX

(Election Code – Article 67)

Counting officers shall sequentially count the total number of voters

(Election Code – Article 67(3)):

- ▶ according to the Unified List of Voters;
- ▶ according to the special list of voters;
- ▶ according to the mobile ballot box list.



The PEC secretary shall immediately incorporate the results into the demonstration protocol and the polling day log-book.

The PEC secretary shall cut off a corner of any unused ballot paper; and bind unused and spoiled ballot papers in separate packages (*Election Code – Article 67(4)*).

SEALING THE LISTS OF VOTERS, SPOILED AND UNUSED BALLOT PAPERS

(*Election Code – Article 67(3); 67(4-51)*)

The PEC secretary shall seal separately:

- ▶ the Unified List of Voters;
- ▶ the special list of voters;
- ▶ the list of mobile ballot box voters.

Counting officers shall seal separately:

- ▶ unused ballot papers;
- ▶ spoiled ballot papers.

Counting officers shall specify the name and number of the electoral precinct, and the type of the election documentation. Packages shall be signed by counting officers and the PEC chairperson.

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

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

OPENING MOBILE BALLOT BOXES

(Election Code – Articles 68(1),(2),(4))

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

ATTENTION!

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

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

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

ATTENTION!

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

OPENING THE MAIN BALLOT BOX

(Election Code – Articles 68(1),(2),(5))

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

ATTENTION!

If the integrity of the ballot box is damaged, but the PEC considers that this fact has not violated the requirements of the law, the procedure for summarising the voting results shall continue under a PEC ordinance (the relevant DEC shall be notified of this fact). Otherwise, the ballot box shall be sealed and immediately transferred to the higher DEC together with the PEC ordinance.

Counting officers shall:

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

ATTENTION!

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

Vote-counting procedure:

Counting officers shall take their places at one side of the desk. Two monitoring officers selected from among the observers and two representatives of electoral subjects selected by casting lots shall stand next to them.

SORTING BALLOTS PAPERS

(Election Code – Article 69)

The first counting officer shall:

- ▶ take ballot papers out of special envelopes;
- ▶ verify the authenticity of ballot papers;
- ▶ announce for whom the vote was cast;
- ▶ transfer the ballot papers of one type to the second counting officer, the second type of ballot papers to the third counting officer, etc.
- ▶ place special envelopes separately.



Counting officers shall place separately:

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

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

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

After all the ballot papers are sorted into different categories, the PEC shall review and decide by vote whether the ballot papers raising doubts about their validity are authentic.

The ballot papers that are deemed valid shall be added to the pile of valid ballot papers (according to votes given to the electoral subject), while the ballot papers that are deemed void shall be added to the pile of invalid ballot papers.

COUNTING BALLOT PAPERS

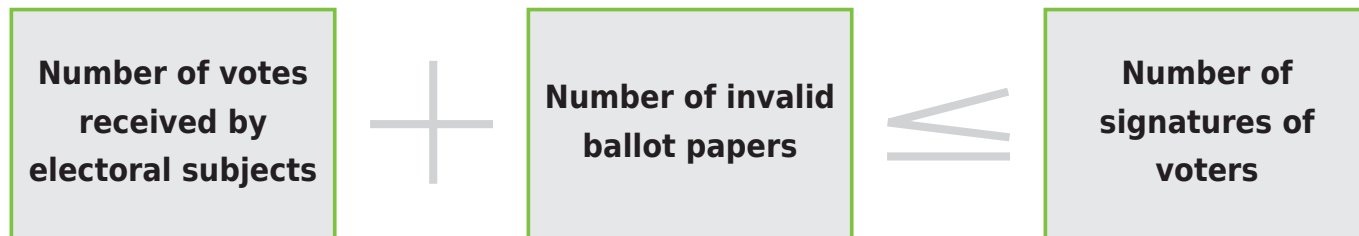
After all ballot papers have been sorted into different categories, the PEC chairperson shall instruct the counting officers to count:

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

ATTENTION!

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

The PEC chairperson shall announce the number of votes given to each electoral subject. For the purpose of verifying the accuracy of the data, the PEC secretary, together with the PEC chairperson, shall check:



If the sum of the votes received by electoral subjects and invalid ballot papers is more than the number of voters' signatures, the PEC chairperson shall instruct the counting officers to recount the data, after which the PEC secretary shall enter the results into the polling day log-book and the demonstration protocols of polling results.

SEALING BALLOT PAPERS

(Election Code – Articles 69(6.9))

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

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

On each package the counting officers shall specify the numbers of the district and the precinct, and the type and quantity of ballot papers in the package. The sealing line of the packages shall be signed by the counting officers and the PEC chairperson.

ATTENTION!

The packages belonging to an electoral subject shall specify the name and the number of the electoral precinct, the information on the electoral subject (name, first and last names), the number of votes received by him/her and the number of ballot papers in the package.

DRAWING UP SUMMARY PROTOCOLS OF POLLING RESULTS

(Election Code – Articles 70-71)

The PEC secretary shall, in agreement with the PEC chairperson, enter data into the summary protocol of polling results after the sealing of ballot papers.



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

No changes shall be made to the data entered into the summary protocol of polling results. If a mistake has been made when entering data into the summary protocol, in order to correct the mistake, a notation – 'amended' – shall be made next to the relevant data in the summary protocol. The PEC secretary shall draw up an amendment protocol that shall specify the amended data entered into the summary protocol and the date and time of drawing up the protocol. All PEC members attending the meeting shall sign the amendment protocol.

The amendment protocol shall be affixed with the PEC seal and recorded in the log-book and the registration book, and shall be attached to the summary protocol whose data were amended.



PUBLICITY OF THE SUMMARY PROTOCOLS OF POLLING RESULTS

(Election Code – Articles 71(8))

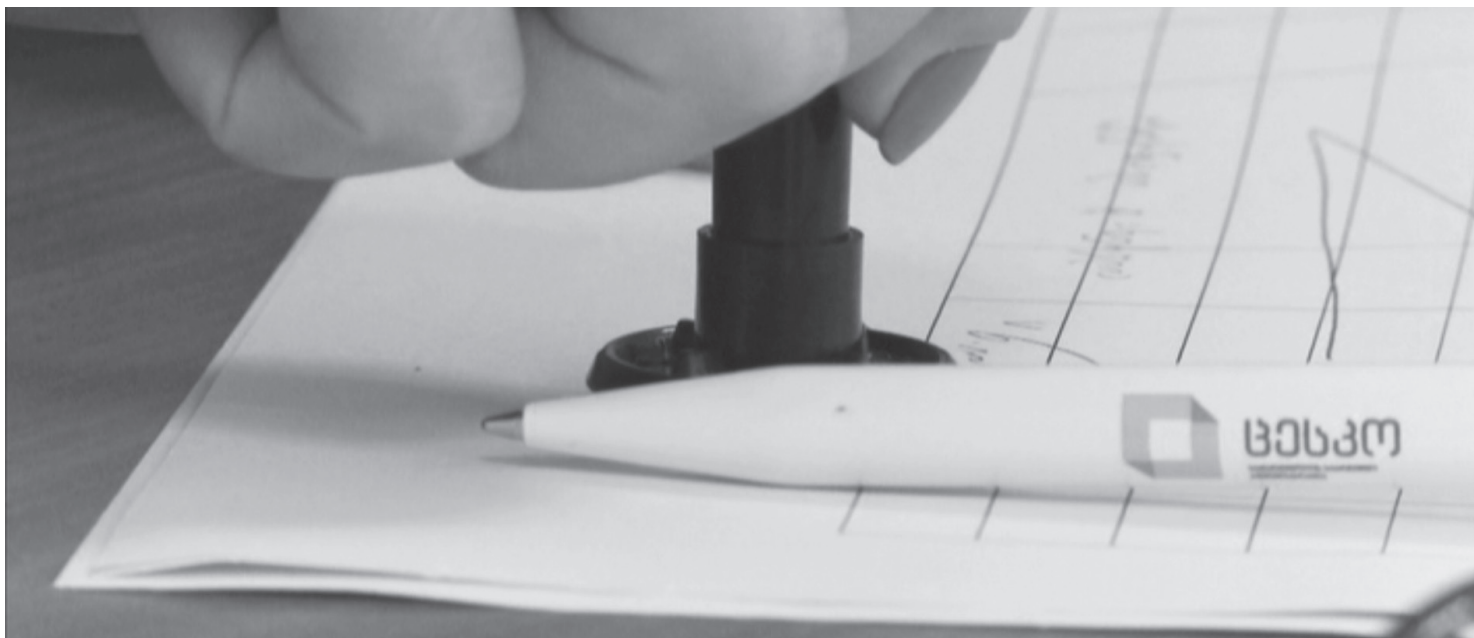
A PEC shall post the photocopies of the summary protocol of polling results for public review. A PEC shall, upon request, immediately make available the photocopies of the summary protocols, together with the dissenting opinions (if any) of commission members, to all persons authorised to be present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

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

The PEC shall immediately forward the photocopies of the summary protocols of polling results, together with the amendment protocols and written explanations of registrars (if any) to the CEC by the technical means available to it.

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

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



The commission shall seal:

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

ATTENTION!

Summary protocols and registration book shall not be sealed.

Persons authorized by a PEC shall transfer to the relevant DEC the election inventory and a box/bag of election documents containing sealed election documentation. A delivery and acceptance certificate shall be drawn up to that effect. The delivery and acceptance certificate shall be signed by the issuer and receiver of election documentation and both of them shall retain one signed copy of the document.



CHAPTER IV – REGISTERING APPLICATIONS/ COMPLAINTS MADE ON POLLING DAY

REGISTERING APPLICATIONS/COMPLAINTS MADE ON POLLING DAY

Representatives of the parties/electoral blocs/initiative groups of voters and observers at PECs and higher DEC's shall have the right to:

- ▶ submit an application/complaint to the PEC chairperson, deputy chairperson or secretary;
- ▶ enter claims, complaints and comments related to election procedures made on polling day into the polling day log-book (on page 10 and following pages).

ATTENTION!

- ▶ Nobody shall prevent a person authorised to be present at a polling place from entering claims, comments or complaints into the polling day log-book (*Election Code – Article 62(10)*).
- ▶ A person entering a record into the polling day log-book shall indicate his/her first name, last name and address (according to the identification card of a citizen of Georgia).

The PEC secretary shall register the application/complaint in the incoming documentation section of the registration book and issue a certificate to the applicant/complainant indicating the date, time and registration number of the application/complaint. The PEC secretary shall confirm the certificate with a signature.

If representatives of electoral subjects selected by lot for the purposes of observing the registration process of complaints identify violations, the PEC shall make a decision concerning the registration.

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

The PEC secretary, chairperson or deputy chairperson may identify deficiency of an application/complaint and allow the applicant/complainant a reasonable time for its correction if the application/complaint does not include:

- ▶ the date and time of drawing up the application/complaint;
- ▶ the first and last names of the applicant/complainant, and the place of his/her registration;
- ▶ the number of the election precinct;
- ▶ the first and last names and the place of registration of a witness, if any.

The applicant/complainant shall have the right to correct the defect within the set deadline by submitting the same or a new application/complaint (indicating the data for which deficiency was identified in the application/complaint). The PEC secretary shall make a note – ‘defect’ – in the registration book. The applicant/complainant and the PEC secretary shall sign along the note.

ATTENTION!

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

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

ATTENTION!

If the defect has not been corrected within the specified deadline, the application/complaint shall not be reviewed and the PEC shall issue an ordinance to that effect (the specific reasons for leaving the application/complaint without review shall be indicated in the title of the ordinance).

Responding to applications/complaints made on polling day

A PEC chairperson shall respond promptly and adequately to applications/complaints related to procedural violations occurring between 7 am of polling day and the opening of the ballot box and shall rectify the violation.

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

The PEC shall not review applications/complaints concerning the violation of procedures for counting and summarising votes. The PEC shall forward such complaints to the DEC within two calendar days after polling day.

The submitted applications/complaints shall not be reviewed, and the PEC shall issue an ordinance on leaving an application/complaint without review if:

- ▶ an application/complaint is drawn up by an unauthorised person;
- ▶ an application /complaint does not specify the substance of the violation and the time of its commission;
- ▶ an application/complaint was submitted to the election commission in violation of the terms determined by law;
- ▶ the defects in an application/complaint have not been corrected within the specified time. The reasons for leaving the application/complaint without review shall be specified in the title of the ordinance.

PHOTOGRAPHIC-VIDEO SHOOTING AT ELECTORAL PRECINCTS

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

I

From the moment of opening an electoral precinct (7.00) through to the period of the drawing up of summary protocols of polling results by the PEC

To ensure the secrecy of voting, the following shall be prohibited:

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

To ensure an unhindered polling process:

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

The following persons may be present at a polling place:

- ▶ voters – for the period necessary for voting;
- ▶ PEC members and the members/representatives of the higher election commission;
- ▶ representatives of the electoral subjects (not more than one representative of the same electoral subject);
- ▶ accredited representatives of the media (not more than three representatives of the same press and other media);
- ▶ observers of registered local observer organisations (not more than one observer of the same local observer organisation);
- ▶ observers of registered international organisations (not more than two observers of the same international organisation)(they may be accompanied by an interpreter).

II

From 7.00 on polling day up to the arrival of the first voter at the electoral precinct, and from the moment when the last voter casts his/her vote at the electoral precinct through to the period of drawing up the summary protocols of polling results

To ensure the transparency of the polling process:

Persons authorised to be present at the polling place shall have the right to carry out photographic-video shooting from a place specially allocated by the PEC chairperson, at a distance of at least 3 metres from the subject/object of the shooting, from where the polling process is visible.



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



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

[illegible]

[illegible]