



GUIDELINES FOR ELECTION DAY PROCEDURE

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The guidelines have been prepared for the Municipal Elections, October 2, 2021 and is intended for the electoral stakeholders.

The reference guidelines are developed based on the CEC Decree №43/2021 on the Approval of Guidelines for Members of Precinct Election Commissions dated on July 29, 2021, the CEC Decree №52/2021 on determining certain election related measures and sanitary and hygiene requirements for the polling day of 2 October 2021 elections of the municipality bodies in order to prevent the spread of the infection (Covid-19) caused by the novel coronavirus (SARS-CoV-2) dated on August 23, 2021 and the CEC decree №55 / 2021 of August 23, 2021 on determining the rules of video recording of the vote counting process during the Elections of the Representative body of Municipality- Sakrebulo and Major of Self-governing City/Self-Governing Community on October 2, 2021.

For a complete understanding of the powers of a PEC and the legal provisions related to its activities, see the Organic Law of Georgia - the Election Code of Georgia and the relevant legal acts of the CEC.

THE CEC AND THE TRAINING CENTRE ARE NOT RESPONSIBLE FOR AUTHENTICITY OF TRANSLATION. GUIDELINES' TEXT TRANSLATION IS MADE BY BUREAU OF TRANSLATION OF INTERNATIONAL AGREEMENTS.

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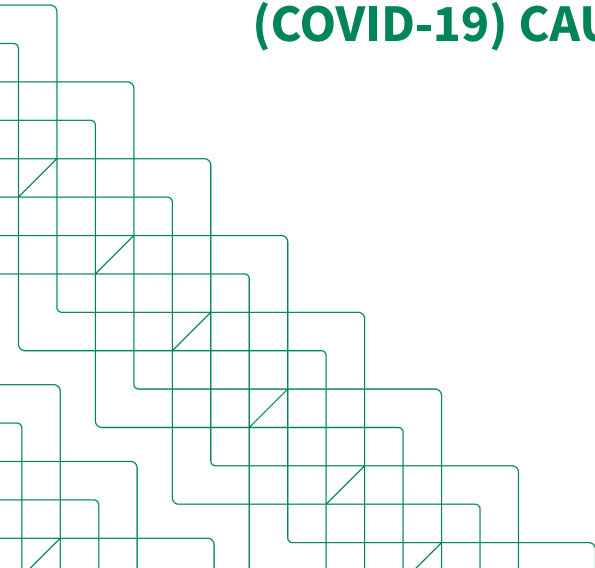
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PART I

PREVENTIVE MEASURES FOR THE SPREAD OF INFECTION (COVID-19) CAUSED BY THE NOVEL CORONAVIRUS (SARS-COV-2)



SANITARY-HYGIENIC MEASURES PROVIDED IN A POLLING STATION TO PREVENT THE SPREAD OF INFECTION CAUSED BY THE NOVEL CORONAVIRUS

Before the opening of a polling station and after the completion of the process of summarizing the voting results, cleaning of the polling station will be ensured and will be treated with a disinfectant solution.

At the entrance to the polling station, the desobarrier will be placed (the means of collective protection) and a hand sanitizer (to disinfect hands when entering and exiting the polling station).

Proper cleaning/disinfection of frequently touched surfaces (including doorknobs, working tables, etc.) and periodic natural ventilation of the polling station will be carried out during the election day.

The closed container for disposable napkins or other hygiene waste used by all persons eligible to be at the polling station will be placed at the polling station on election day.

On election day, the polling station will be provided with an office-cleaner equipped with appropriate personal protective equipment.

SANITARY-HYGIENIC MEASURES PROVIDED IN A POLLING STATION TO PREVENT THE SPREAD OF INFECTION CAUSED BY THE NOVEL CORONAVIRUS

A person entitled to be present in the polling station will not be allowed to enter the polling station without thermoscreening (temperature measurement) and hand treatment with a disinfectant solution. Thermoscreening of voters shall not be carried out.

Following the instruction of the chairperson of the commission, one of the members of the commission shall provide thermal screening of the persons entitled to be present in the polling station at the entrance of the polling station to check the health condition of the persons entering. In case of fever - 37°C or more than 37°C , a person shall be a subject to temperature re-check (with an interval of 5 minutes). In case of repeated fever, the person shall not be admitted to the polling station. The secretary of the commission registers the case of fever in the registration book of the precinct election commission.

If there is a need for repeated thermoscreening of persons at a polling station and, as a result, the fever is observed, the chairperson of the commission shall indicate the person who has a fever to leave the polling station. If the person does not voluntarily comply with the instruction to leave the polling station, the precinct election commission shall make the decision in the prescribed manner on expelling such person from the polling station. The secretary of the commission registers the case of fever in the registration book of the precinct election commission.

ATTENTION!

- ✓ If a member of PEC appointed by a party has a fever, the above information shall be immediately reported to the higher district election commission, and from the district election commission - to the Central Election Commission of Georgia and to the party that appointed the member of the PEC.
- ✓ If a PEC member appointed by the party is not admitted to a polling station or has left the polling station due to the fever, the the nominating electoral subject shall have the right to appoint another PEC member instead (PEC chairperson shall decide the issue of assigning the function to the new member).
- ✓ If a representative of an electoral subject is not admitted to a polling station or has left the polling station due to the fever, the nominating electoral subject shall have the right to appoint another representative.
- ✓ Due to the fever occurrence, a new member of the PEC appointed by the party and a new representative of the electoral subject shall be admitted to the polling station after presenting the ID card or Passport of citizen of Georgia and checking information on his/her appointment in the relevant electronic programme.

A person entitled to be present at a polling station may not be allowed to enter a polling station without a face mask. Furthermore, only those wearing face masks shall be allowed to a polling station.

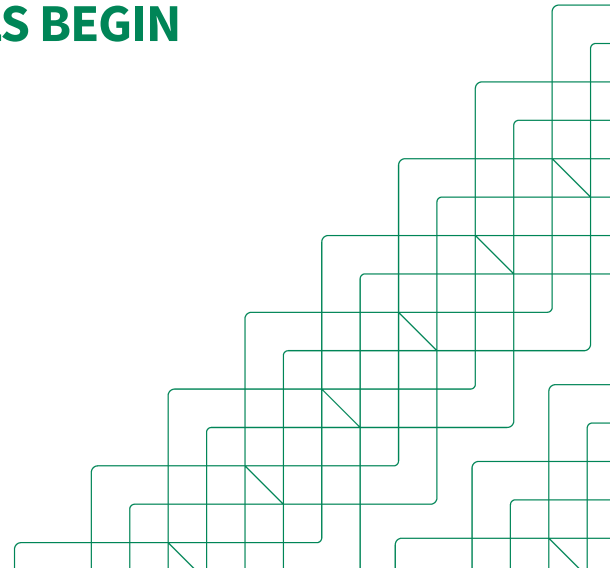
ATTENTION!

- ✓ The use of a face mask shall not be required for a person who has difficulty in wearing the face mask due to a health condition (including chronic obstructive pulmonary disease, bronchial asthma, cardiovascular disease with respiratory failure, autism spectrum disorder and/or developmental abnormalities or defects), which is confirmed by a medical/physician certificate or any other document confirming these diseases (including an extract from the report of social/medical examination, certificate of health status (form No. IV-100/a, etc.)).
- ✓ In case of violation of the rules for wearing a face mask, a chairperson of the commission shall issue a warning to a person. If, despite the warning, the person continues to violate the rules for wearing the face mask established by law, the chairperson of the commission shall order him/her to leave the polling station. If the offender does not voluntarily comply with the order to leave the polling station, the precinct election commission shall make a decision to expel him/her from the polling station in the prescribed manner. A secretary of the commission shall enter information about the offender in the log-book of the precinct election commission.

On election day, PEC members will work in the polling station using personal protective equipments (face masks, protective face shields and disposable gloves).

PART II

OPENING OF A POLLING STATION, PROCEDURES TO BE CARRIED OUT BEFORE POLLS BEGIN



OPENING OF POLLING STATIONS

(The Election Code - Article 61.1)

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

ATTENTION!

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

PEC members shall wear special uniforms designed for them during the polling day. Failure to comply with this requirement shall be considered by the superior election commission as a disciplinary offence serving for the grounds for imposing disciplinary actions.

PERSONS AUTHORISED TO STAY AT A POLLING STATION

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

The following persons may be present at polling stations:

- ▶ the PEC members;
- ▶ the members/representatives of superior election commissions;
- ▶ one representative of the electoral subject registered at the respective PEC;

- ▶ the observers of registered domestic observer organisation (not more than 1 representative per domestic observer organisation);
- ▶ observers of registered international observer organisations (no more than 2 representatives per observer organisation (an interpreter may accompany them));
- ▶ the accredited representatives of the media (no more than 2 representatives from the same press and other media organisation).

ATTENTION!

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

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

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

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

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

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

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

- ▶ interfere with the duties and activities of election commissions;
- ▶ influence the free expression of the will of voters;
- ▶ agitate in favour of or against any electoral subject;
- ▶ wear symbols and signs of any electoral subject;
- ▶ be present at the polling station on the polling day without a badge;
- ▶ violate other requirements under the Organic Law of Georgia - *the Election Code of Georgia*

ATTENTION!

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

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

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

(The Election Code - Articles 61 and 62)

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

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

Immediately after opening an electoral precinct the PEC chairperson shall deliver a log-book of the polling day to the PEC secretary. The PEC secretary, together with the PEC chairperson, shall record every election procedure during the polling day in the log-book of the polling day and specify the time of their implementation. The PEC secretary shall enter on page 1 of the log-book of the polling day the full names of all PEC members present at the opening of the polling station (indicating the subjects which elected/appointed them), and also the full names of all other persons (specifying the organisation or electoral subjects having appointed them) having rights to be present at the polling station, and certify their data with their signatures.

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

II The PEC chairperson shall check the integrity of a sealed package where the special seal of the

Commission and the seals of the registrar are placed and shall open them (the PEC secretary shall indicate the numbers of the seals in the log-book of the polling day).

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

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

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

ATTENTION!

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

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

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

- ▶ **by one member**, the number of PEC registrars of voters shall be reduced;
- ▶ **by two members**, as the number PEC registrars of voters is reduced, the deputy chairperson shall perform

the functions of the commission member responsible for regulating the flow of voters;

- ▶ **by three members**, as the number PEC registrars of voters is reduced, the deputy chairperson shall perform the functions of the commission member responsible for regulating the flow of voters, and the chairperson of the commission shall perform the function of a member of the commission supervising the ballot box and special envelopes.

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

ATTENTION!

Members of the commission appointed by the parties do not participate in the casting of lots to identify the registrar members of the commission.

A PEC chairperson shall:

- ▶ prepare slips of paper of the same type and form according to the number of commission members participating in casting of lots;
- ▶ write “registrar” on the slips of papers with the same writing implement according to the number of registrars to be identified;
- ▶ certify with a special stamp of the commission the slips of paper for casting of lots;
- ▶ fold the slips of paper for casting of lots in such a way that it is impossible to read the text and place them on the table.

The PEC members participating in casting of lots shall pick up the papers one by one. The PEC secretary shall enter the results of casting of lots to the log-book of the polling day (the commission's members shall certify with signatures the assignment of functions).

ATTENTION!

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

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

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

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

The PEC chairperson shall:

- ▶ prepare slips of paper of the same type and form according to the number of commission members participating in casting of lots;

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

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

ATTENTION!

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

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

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

The PEC chairperson shall:

- ▶ prepare slips of paper of the same form and type according to the number of members of the commission;
- ▶ write the name of the function - 'flow regulator', 'supervisor of the ballot box and special envelopes' - on the slips of papers with the same writing implement;

- ▶ certify with a special stamp of the commission the slips of paper for casting of lots;
- ▶ fold the slips of paper for casting of lots in such a way that it is impossible to read the text and place them on the table.

The PEC members participating in casting of lots shall pick up the papers one by one. The PEC secretary shall enter the results of casting of lots in the polling day log-book (the commission's members shall certify with signatures the assignment of functions).

The duties of a PEC member established by casting of lots may be transferred temporarily to another PEC member only with the permission of the PEC chairperson, and a note to that effect shall be made by the PEC secretary in the log-book of the polling day with indication of the time. A member of the commission confirms the transfer of the function by his/her signature.

If a PEC member appears in the commission after the completion of casting of lots, the question of assigning a function to this person shall be decided by the PEC chairperson, and the question of his/her remuneration, by the DEC.

IV The PEC chairperson shall announce the number of voters according to the lists of voters, as well as the number of received ballot papers and special envelopes. The PEC secretary shall enter the data except for the number of special envelopes into the polling day lo-book and in the demonstration protocols of polling results. The number of the voters in the special list shall be entered into the polling day log-book and into the demonstration protocols of polling results after the end of the polling.

V The PEC chairperson shall check and put a seal with a unique number on the main and mobile ballot boxes. The PEC secretary shall enter the numeration of the seals into the polling day log-book.

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

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

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

ATTENTION!

- ✓ The PEC chairperson shall post at each registration desk the list of last names of voters arranged in the alphabet sequence in accordance with the lists placed on the desks.
- ✓ To prevent the spread of the infection caused by the novel coronavirus, pens for individual use shall be placed on the registrar's desk.
- ✓ The number of registrars shall be reduced by the decision of the PEC chairperson if the seals of registrars are less than required or they have been damaged.

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

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

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

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

The PEC chairperson drops a copy of the control sheet in the main ballot box, the second copy – in the mobile ballot box (if any), and keeps the third copy for comparing it with the control sheets kept in ballot boxes.

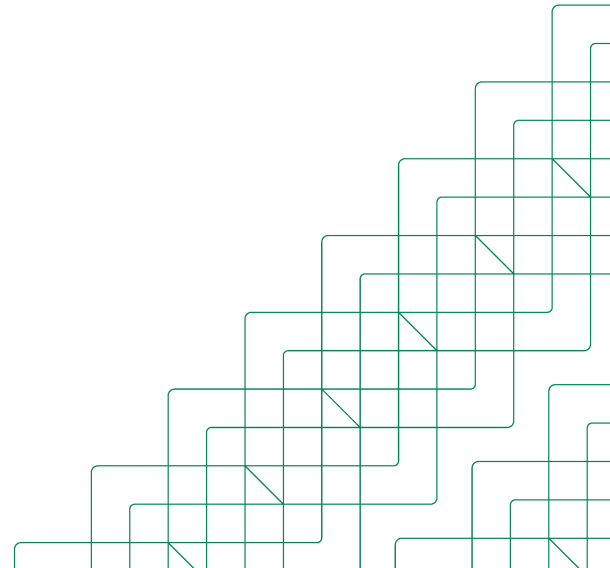
The control sheet data shall be entered into the polling day log-book.

ATTENTION!

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

PART III

POLLING PROCESS



POLLING

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

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

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

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

PEC member responsible for regulating the flow of voter:

- ▶ regulates the flow of voters incoming in the polling station (to prevent the spread of infection caused by the novel coronavirus, ensures a safe distance between voters (if possible)).
- ▶ asks the voter to ipresent an ID card or a passport of a citizen of Georgia and temporarily remove a face mask during the process of checking.

ATTENTION!

If a voter does not temporarily remove a face mask upon presentation of the ID card or a passport of a citizen of Georgia he/she will not be admitted to the polling station.

- ▶ checks with an ultra-violet detector whether the voter has been inked.

ATTENTION!

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

- ▶ Instructs the voter to go to the registration desk that matches the first letter of his/her last name and the number of the voter in the list of voters.

ATTENTION!

- ✓ If there are two voters at the respective registration desk, a flow regulator shall temporarily suspend the entry of the next voter into the polling station.
- ✓ In order to prevent the spread of infection caused by the novel coronavirus, voters and other persons authorized to be at the polling station shall be prohibited from entering the polling station without wearing face masks and treating hands with a disinfectant solution.

II Voters shall be registered with a registrar of voters.

A registrar of voters shall:

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

ATTENTION!

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

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

- ▶ verify the compliance of the voter's registration data contained in the presented document with the data in the list of voters, for this purpose asks the voter to temporarily remove the face mask. A voter may cast a ballot if together with the personal identification number of the citizen of Georgia, the gender and the photograph, at least 3 of the following data fully comply with the data in the respective list of voters:
 - ✓ first name;
 - ✓ last name;
 - ✓ date of birth (day, month, year);
 - ✓ the address (according to the Identity Card of the Citizen of Georgia or the database of the Public Service Development Agency including the address of registration abroad);

ATTENTION!

If the voter does not remove the face mask, he/she shall not have the right to participate in the polling and receive a ballot paper/papers.

- ▶ verify the photographs in the presented document and those in the list of voters against the photos of the voter.

ATTENTION!

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

If the PEC chairperson confirms the above discrepancy, the PEC secretary shall make a note to that effect in the log-book of the polling day 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 log-book of the polling day, on the designated page.

In the cases mentioned above, the PEC secretary shall attach to the book of records of the polling day a copy of the document presented by the voter, which shall be certified with his/her signature.

- ▶ in the cases when the voter's data is verified by the list of voters, provides inking (inking shall not used in penitentiary institutions, hospitals and other inpatient medical establishments (for patients);

ATTENTION!

The inking shall be placed on the nail of the thumb or the forefinger of the right hand, and where this is impossible on other fingers of the right hand, and where this is also impossible, on the left hand with the same manner;

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

- ▶ sign in the relevant box of the unified list of voters;
- ▶ instruct the voter that in order to prevent the spread of the infection caused by the novel coronavirus, the receipt of a ballot paper/papers must be recorded by signing the voter list with a pen for individual use available on the registrar's desk; Explains to the voter that he/she must use the same pen as he/she fills out a ballot paper/papers in the secret voting booth and leave the used pen after voting in a special container at the polling station.

ATTENTION!

If in the process of voting it has been revealed that a voter has signed on another voter's signature line, the voter on whose line the signature has been made shall sign in the same signature line. A registrar of voters shall write an explanatory note (indicating the serial number in the unified list of voters, full name of the voter) on the given fact.

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

ATTENTION!

In the case of the transfer of the functions of a registrar, the registrar shall count the number of voter signatures in the lists of voters and the ballot papers issued by him/her (including spoiled ballot papers submitted to the PEC chairperson) and notify the PEC chairperson of the results; in the case of a mismatch between the data, he/she shall write an explanatory note.

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

ATTENTION!

To prevent the spread of infection caused by the novel coronavirus, the polling booth is designed as follows: the polling booth remains open on one side (voter entrance), and this side shall be directed towards the wall of the polling premise so as not to violate the secrecy of the vote.

If a voter is unable to fill out the ballot papers independently, he/she shall have the right to ask any person for help in the polling booth except for a member of the election commission, a representative of an electoral subject, a representative of the press and other media or an observer.

If a voter or a PEC member spoils a ballot paper(s) or a special envelope, he/she shall notify the PEC chairperson on the given fact. The PEC chairperson shall assign a registrar of voters to replace the spoiled ballot paper(s)/special envelope with a new one. The PEC chairperson shall cut off a corner of the spoiled ballot paper/special envelope in the presence of the voter, mark with the word 'spoiled' and sign it. The PEC chairperson shall store the spoiled ballot papers separately.

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

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

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

ATTENTION!

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

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

To prevent the spread of the infection caused by the novel coronavirus, voters shall be provided with the opportunity to treat their hands with a disinfectant solution at the exit of the polling station.

PROCEDURE FOR VOTING BY A VOTER DUE TO HIS/HER PHYSICAL INCAPACITY

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

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

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

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

(The Election Code - Article 59)

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

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

ATTENTION!

Armed individuals shall be prohibited to enter the polling place.

If there is a threat to public order, polling procedure or the safe movement of election documents at the polling place and in its vicinity, police officers may be called in at the request of the PEC chairperson. The police officers, in agreement with the PEC chairperson, shall leave the polling place and its vicinity as soon as the public order is restored.

In exceptional cases the police officers may be present in the territory adjacent to the polling place but not immediately in the polling place without the request and consent of the chairperson of the PEC provided this is absolutely necessary to eliminate the violation of public order and to maintain the public order. As soon as such necessity is eliminated, the police officers shall leave the adjacent territory of the polling place.

TEMPORARY TERMINATION OF THE POLLING PROCESS

It is forbidden to lock the polling place, to terminate or suspend the polling process during the polling day. If any condition hinders the polling process, the PEC chairperson shall notify the DEC immediately on this fact and wait for respective instructions.

KEEPING RECORDS OF VOTERS PARTICIPATING IN THE VOTING

(The Election Code - Article 65.6)

IT IS RECOMMENDED THAT:

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

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



If the difference is revealed between the data, the voters' registrar shall immediately write an explanatory note (with a view to consider the data in the summary protocol of polling results).

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

MOBILE BALLOT BOX VOTING

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

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

Persons authorised to stay at the polling place shall have the right to monitor the mobile voting procedure, at their own discretion. If a vehicle is used during mobile voting, a PEC shall allocate space in the vehicle for 2 observers selected by casting lots from among persons authorised to be present at a polling station.

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

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

The PEC members transporting the mobile ballot box and the observers, during the voting through the mobile ballot box, shall be equipped with and use the face mask, face shield, disposable gloves and hand disinfectant solution.

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

Commission members transporting the mobile ballot box shall:

- ▶ request voters to present an identification card or passport of a citizen of Georgia;
- ▶ check the compliance of a voter's registration data included in the registration document/documents with the data provided in the mobile ballot box list of voters.

ATTENTION!

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

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

ATTENTION!

If in the process of voting it has been revealed that a voter has signed on another voter's signature line in the mobile ballot box list, the voter on whose line the signature has been made shall sign in the same signature line. The members of the commission carrying the mobile ballot box should write an explanatory note (indicating the serial number, name and surname in the list of the mobile ballot box).

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

ATTENTION!

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

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

- ▶ the voter receives a special envelope and places the ballot paper / ballot papers in it;
- ▶ after the PEC member carrying the mobile ballot box makes sure that a voter has only one envelope in his/ her hand, the PEC member shall open the slot of the ballot box and instruct the voter to drop the envelope into the ballot box.

ATTENTION!

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

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

ATTENTION!

The PEC secretary shall verify the accuracy of the numbers of existing signatures in the list of mobile ballot box, unused and/or spoiled ballot papers and special envelopes. In case of identifying the discrepancies, the PEC members accompanying the mobile ballot box shall write an explanatory note stating the reasons for this.

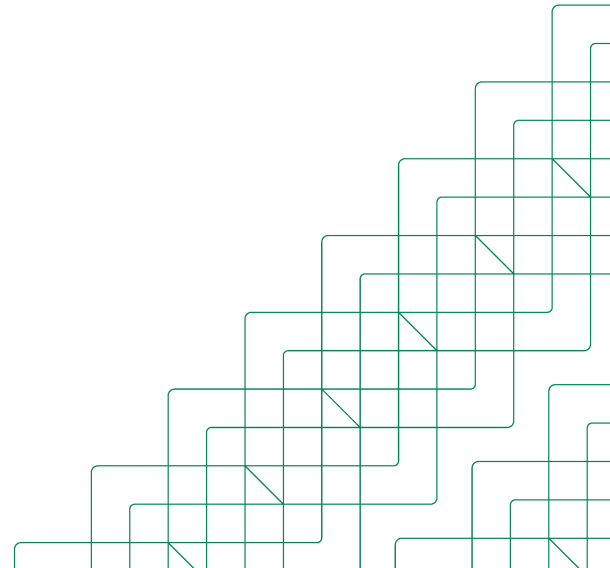
The data given in the explanatory notes shall be included in the data of the summary protocols of the polling results.

The PEC secretary shall enter in the log-book the number of signatures in the list of mobile ballot box, unused ballot papers and the time of return of the mobile box to the electoral precinct.

The PEC chairperson shall cut off corners of the unused/spoiled ballot papers, write on them the word 'spoiled' and certify this with his/her signature.

PART IV

CLOSING ELECTORAL PRECINCTS, SUMMARISING POLLING RESULTS



CLOSING ELECTORAL PRECINCT

(The Election Code - Article 65.8)

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

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

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

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

ATTENTION!

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

It is important that after closing of polls, before casting of lots, the PEC chairperson assign each registrar of the voters to count the number of signatures of voters on the voter lists (taking into consideration the data mentioned in the explanatory notes written by them) and the number of ballot papers issued by them (including the number of spoiled ballot papers handed to the chairperson of the commission).

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

**number of issued
ballot papers**

—

**number of spoiled
ballot papers**

=

**number of signatures
of voters**

ATTENTION!

If the equation is not fulfilled, the registrar of voters shall recount and verify the data. If the equation still cannot be fulfilled, the registrar of voters shall write an explanatory statement (indicating the reasons).

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

After verifying the above data, the registrars should count the gender data of voters who participated in the voting, in all types of lists. The PEC chairperson shall transfer the data to the DEC.

ORGANISING ELECTORAL PRECINCT FOR THE PROCEDURE OF COUNTING VOTES

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

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

In order to identify the officers, the PEC chairperson shall:

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

The PEC members participating in casting of lots shall pick up the papers one by one. The PEC secretary shall enter the results of casting of lots to page 3 of the log-book of the polling day (the commission’s members shall certify with signatures the assignment of functions).

The PEC chairperson shall select, by casting of lots, from among the representatives of electoral subjects present at the polling place, not more than two representatives who shall participate in the process of counting

valid and/or invalid ballot papers along with the counting officers selected by casting of lots from among the PEC members.

ATTENTION!

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

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

- ▶ counting officers stand on one side of the table (to prevent the spread of infection caused by the novel coronavirus, counters must be stand near tables so that they do not face each other);
- ▶ the PEC chairperson shall take a position that enables him/her to see all the counting officers;
- ▶ two representatives identified through casting of lots and two observers shall take his/her place next to the counting officers (one observer stands by the second counting officer and the other with the third counting officer);
- ▶ other persons authorised to be present at the polling place shall take their places at a two-metre distance from the desk (from the counting officers).

The chairperson of commission shall bring to the desk of counting officers the following:

- ▶ the unified list of voters, the special list of voters, the mobile ballot box list (where available);
- ▶ unused ballot papers;

- ▶ spoiled ballot papers;
- ▶ the main and mobile ballot boxes;
- ▶ the control sheet kept for comparison.

PROCEDURES TO BE APPLIED BEFORE OPENING BALLOT BOX

(The Election Code - Article 67.3)

Counting officers shall sequentially count the total number of voters:

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

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

SEALING THE LISTS OF VOTERS, SPOILED AND UNUSED BALLOT PAPERS

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

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

- ▶ unified list of voters;

-
-
-
-
- ▶ special list of voters (where available);
 - ▶ list of mobile ballot box (where available);
 - ▶ unused ballot papers;
 - ▶ spoiled ballot papers;
 - ▶ seals of registrars.

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

Upon the completion of the above procedures, the PEC secretary shall record the number of cases related to the discrepancy between the voter's face and the photographs in presented document and the list of voters, and also the number of documents attached to the log-book of the polling day (enter the relevant data into the log-book). The PEC secretary shall seal the above documents, shall indicate on the sealed package the name and number of the electoral precinct, the type of the documents and signs the sealed package.

ATTENTION!

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

AUDIO-VIDEO RECORDING OF VOTE-COUNTING PROCESS

(Decree №55/2021 of the Central Election Commission of Georgia, August 23, 2021)

The precinct election commission shall be obliged to provide audio-video recording of the vote-counting process (hereinafter - recording) from the moment of opening a ballot box/ballot boxes until the moment of sealing the ballot paper stacks.

ATTENTION!

Recording of the vote-counting process shall be ensured at polling stations where the number of registered voters exceeds 300. The recording of the vote-counting process shall not be carried out in inpatient medical facilities and at polling stations created to ensure the participation of voters in isolation (quarantine, self-isolation).

The PEC chairperson is obliged to place a video recording device in such a manner that the process of counting the votes and the place of putting the ballot papers are fully visible.

Proper use of video equipment in the polling station and video recording of the vote counting process shall be provided by the PEC member appointed by the parties (who are not the part of the parliamentary majority of the Parliament of Georgia), identified through the casting of lots by the DEC in accordance with the rules established by law.

If the PEC member identified by the casting of lots refuses to perform the function assigned to him/her on the polling day, or does not appear at the polling station on the polling day, proper use of the video recording device and video recording of the vote counting process shall be provided by the PEC chairperson, or by the PEC member assigned by the PEC chairperson.

ATTENTION!

The PEC chairperson (or, if necessary, the PEC deputy chairperson) is responsible for the correct use of the video recording device and protection of the video recording data of the ballot-counting process from damage or erasure.

In order to ensure the uninterrupted and technically sound operation of video equipments, employees of the Electoral Information Technology Department of the CEC and technical staff of the DEC's shall have the right to be present at polling stations during the counting of votes, providing PECs with technical assistance if necessary.

If the technical malfunction or damage occurs to a video recorder, the vote-counting process will not stop.

OPENING THE MOBILE BALLOT BOX

(The Election Code - Article 68.1,2,4)

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

ATTENTION!

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

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

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

ATTENTION!

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

OPENING THE MAIN BALLOT BOX

(The Election Code - Article 68.1,2,5)

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

ATTENTION!

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

Counting Officers shall:

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

ATTENTION!

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

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

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

SORTING OF BALLOT PAPERS

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

The first counting officer shall:

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

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

ATTENTION!

At a polling station where the vote-counting process is recorded, the first counter is obliged to hold the ballot paper extracted from a special envelope so that the video recorder can fix the front page of the ballot paper.

Counting officers shall place separately:

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

NOTE!

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

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

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

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

COUNTING OF BALLOT PAPERS

(The Election Code - Article 69.8,9)

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

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

ATTENTION!

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

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

SEALING OF BALLOT PAPERS

(The Election Code - Article 69.6,9)

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

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

ATTENTION!

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

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

DRAWING UP THE SUMMARY PROTOCOLS OF POLLING RESULTS

(The Election Code - Articles 70-71)

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

- ▶ the name of the election and the date of voting;
- ▶ the number and title of the election district;
- ▶ number of the electoral precinct;
- ▶ the number of an electoral precinct created in exceptional cases (if any), which is attached to the main electoral precinct;
- ▶ in column №1 - the number of voters on the unified list;
- ▶ in column №2 - number of received ballot papers;

- ▶ name of electoral subject (with reference to sequential number);
- ▶ month and year of drawing up the protocol.

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

- ▶ in column №3 - the number of voters on the special list;
- ▶ in column №4 - the number of signatures of voters participating in the elections in all types (unified, / special / mobile ballot box list) in the voter lists at 12:00 and 17:00;
- ▶ in column №5 - the total number of voters participating in the elections (total number of signatures on all types of lists, taking into consideration the data reflected in the explanatory notes of the voter registrars (if any));
- ▶ in column №6 - number of ballot papers declared invalid;
- ▶ the number of the votes received by each electoral subject.

ATTENTION!

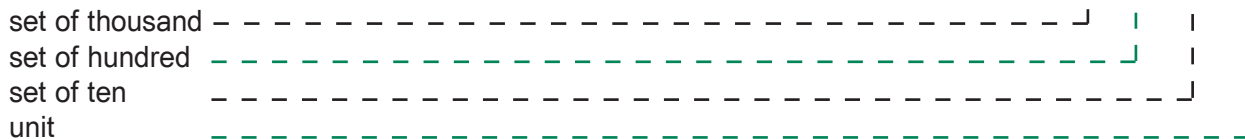
In columns №2, №3, №4, №5, №6, as well as in the columns of the number of votes received by each electoral subject, in the fourth (last) cell of the four-part cells, the secretary should enter the number of unit rank, in the third box the number of tens rank, in the second box - the number of hundreds, in the first box - the number of thousands;

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

5

Total number of voters participating in the elections (sum of signatures in all types of lists)

X 4 2 0



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

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

ATTENTION!

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

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

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

ATTENTION!

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

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



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

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

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

ATTENTION!

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

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

PUBLICITY OF THE SUMMARY PROTOCOLS OF THE POLLING RESULTS

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

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

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

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

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

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

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

The commission shall seal:

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

ATTENTION!

The summary protocols of polling results and registration book shall not be sealed.

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

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

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

ATTENTION!

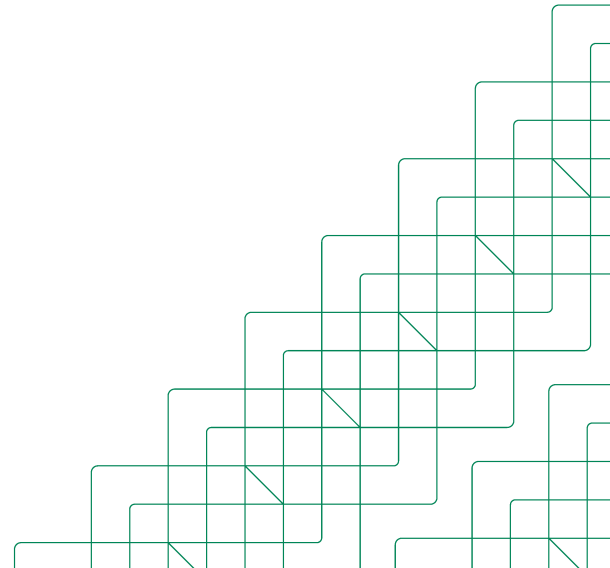
At the polling station, where the vote-counting process was recorded, the PEC chairperson must submit to the DEC a video recorder with the video recordings of the vote-counting process along with the election documentation.

Any interested person can get acquainted with the video recordings of the vote counting process on the relevant internet space, information about which will be posted on the CEC website. To provide access to the video recordings, the Election Information Technology Department of the CEC is obliged to upload all video recordings of the vote-counting process being on the video recorder in the internet not later than 10:00am on the 5th day after polling day. Video recordings of the vote-counting process must be posted online until 31 December 2021.

Upon request, the relevant video equipment or video recording may be transferred only to investigative bodies and courts in the manner established by the legislation of Georgia.

PART V

APPLICATIONS/COMPLAINTS MADE ON THE POLLING DAY



REGISTRATION OF APPLICATIONS/COMPLAINTS MADE ON THE POLLING DAY

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

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

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

ATTENTION!

Nobody may prevent any person authorised to be present at the polling place from entering claims, comments or complaints into the log-book of the polling day.

A person making a record in the log-book of the polling day shall indicate his/her first name, last name and address (according to the ID card of the Citizen of Georgia).

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

A PEC secretary shall register an application/complaint in the part of incoming documentation of the registration book, also in the log-book and issue a notice to the applicant/complainant indicating the date, time and registration number of the application/complaint. The PEC secretary shall confirm the notice with a signature.

ATTENTION!

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

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

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

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

- ▶ the date and time of drawing up the application/complaint;
- ▶ the first and last names of the applicant/complainant, and the place of his/her registration;

- ▶ number of an electoral precinct;
- ▶ in case of a witness – his/her first name, last name and place of registration.

An applicant/complainant may correct the omission within the set deadline by submitting the same or a new application/complaint (indicating the data due to which the shortcomings were identified). A PEC secretary shall make the respective note in the registration book - 'an omission'. The applicant/complainant and the relevant PEC head officer shall sign along the note.

ATTENTION!

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

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

ATTENTION!

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

RESPONDING TO APPLICATIONS/COMPLAINTS MADE ON THE POLLING DAY

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

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

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

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

ATTENTION!

When considering a complaint related to the counting of votes in a district election commission, the complainant may request to check the video recording of the counting process (refers to the polling station where the vote-counting process was recorded). In the complaint, it is necessary to indicate the exact time of the request for an expert examination of the video recording and the violation. The complainant has the right to demand verification of only a 10-minute video recording with an indication of the specific time and violation. The complainant shall be given the opportunity to participate in the verification of the video recording only during the consideration of the complaint in the district election commission, as well as in the case of judicial dispute resolution.

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

- ▶ the application/complaint is drawn up by an unauthorised person;
- ▶ the application /complaint does not specify the substance of the violation and the time of its commission;
- ▶ the application / complaint was entered with the violation of the deadline and rules established by law;
- ▶ the omissions in the application/complaint have not been corrected within the specified time.

ANNEX №1

Photo-Video Shooting at Electoral Precincts

(Prepared in accordance with the Decree №42/2012 of CEC of 24 September 2012)

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

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

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

To ensure that the polling process is carried out smoothly:

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

The following persons may be present at polling stations:

- ▶ voters - during the period necessary for voting;

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

II

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

To ensure transparency of the polling process:

Persons authorized to be present at the polling place may take photos and video from a place specially allocated by the PEC chairperson, from where the polling process is visible.

III

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

To ensure transparency of the polling process:

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

**Violation
response
measures**

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

