

PRESIDENTIAL ELECTIONS

HANDBOOK FOR PEC MEMBERS

OF GEORGIA
2013



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CHAPTER I. RECRUITMENT RULE OF THE PRECINCT ELECTION COMMISSION

Recruitment rule and the term of authority of the Precinct Election

PEC is composed of 13 members (*Election Code - Article 24.1*):

- ▶ 6 members shall be elected by the DEC, based on the competition;
- ▶ 7 members shall be appointed by the parties.

Attention!

A member of the election commission is not the representative of his appointer/voter. He/she shall be independent in his/her activities and shall act only in accordance with the Legislation of Georgia.

Term of authority of a member of the Precinct Election Commission (the PEC) starts at the first session of the PEC and ends by the time of drafting of the summary protocol of polling results in the relevant District Election Commission (the DEC) (*Election Code - Article 25.14*).

Attention!

The PEC member shall not be withdrawn 15 days prior to the polling day (October 12) (*Election Code - Article 29.9*).

Rule of election of the Precinct Election Commission head

(*Election Code - Article 8.23; Article 25.21*)

The head officials of the PEC are:

- ▶ Chairperson of the Commission;
- ▶ Deputy Chairperson of the Commission;
- ▶ Commission Secretary.

PEC Chairperson, deputy chairperson and secretary shall be elected at the first session of the PEC (See Annex N1), which shall be held no later than on the 34th day before the Elections Day (September 23). The session shall be convened by the DEC chairperson. The Commission session shall be authorized, if attended by a majority of the total number of the Commission, not less than 7 members. The commission session shall be chaired by the senior member of the commission until the election of the chairperson.

Rule of election of PEC chairperson/deputy chairperson/secretary

(*Election Code - Article 25*)

The PEC chairperson and deputy chairperson shall be elected from the commission members, by a roll-call, by a majority vote of the total number of members. Not less than 2 members of the commission shall be authorized to nominate a candidate.

Attention!

- ▶ **Same candidate may be nominated only twice.**
- ▶ **Nominated candidate shall be entitled to participate in polling and cast a vote for himself/herself.**
- ▶ **PEC chairperson, deputy chairperson and secretary cannot be appointed by the same election subject (same election subject is block "Bidzina Ivanishvili - Georgian Dream" and political parties under this block - "Georgian Dream - Democratic Georgia," "Conservative Party," political movement "Industry will Save Georgia," political movement "National Forum," Republican Party, Our Georgia - Free Democrats).**

Election of PEC chairperson/deputy chairperson/secretary shall be documented by the PEC ordinance (see Annex N2).

If within the established term, the chairperson, deputy chairperson, and secretary of the PEC are not elected, prior to their election, duties of the above official shall be fulfilled by the election commission member with the highest votes during the process of casting votes; and in case of equal votes - the official shall be elected by casting lots.

CHAPTER II. WORK REGULATIONS OF THE PRECINCT ELECTION COMMISSION

Authorities and Powers of the head officials of Precinct Election

Chairperson of the PEC shall (*Election Code - Article 27.1*):

- ▶ convene and chair the Commission session;
- ▶ receive and distribute the documentation and correspondence submitted to the Commission;
- ▶ assume personal responsibility for keeping/issuance of the election documentation and the inventory;
- ▶ task a Deputy Chairperson, Commission Secretary and other members of the Commission;
- ▶ organize the division of functions among the Commission members by casting lots on the polling day;
- ▶ be responsible for keeping an order at the polling place and on the adjacent territories;
- ▶ be responsible not to allow persons at the polling place without wearing appropriate badges;
- ▶ submit to the upper DEC all election documentation after summarizing of polling results.

Deputy Chairperson of the PEC shall (*Election Code - 27.2*):

- ▶ perform duties of the PEC Chairperson if the Commission does not have a Chairperson or he/she is unable to fulfill his/her duties;
- ▶ by the ordinance of the PEC Chairperson, fulfill some of the PEC Chairperson's responsibilities.

The PEC Secretary shall (*Election Code - 27.3*):

- ▶ prepare the Commission session agenda and draft ordinances of the PEC;
- ▶ be responsible for the release of public information;
- ▶ draft the minutes of the PEC session, including summary protocol of polling results.

Preparation of the Precinct Election Commission

The Commission Chairperson convenes the PEC session on its own initiative or upon the request of his/her Deputy.

Once the decision on convening of the session is made, the Commission Secretary posts the statement on convening of the session in a visible place, indicating the date, exact time and possible agenda, in the visible place at the PEC (*the PEC Regulation - Article 9.1 - 9.2*).



The Deputy Chairperson, and in case of his/her absence, the Commission Secretary, is personally responsible for informing all members of the Commission on the session date and the exact time of its start (*the PEC Regulation - Article 9.3*).

The PEC session shall be open. The following persons are authorized to attend the PEC session (*Election Code - Article 8.15*):

- ▶ members of the CEC and the DEC;
- ▶ representatives of the CEC and the DEC;
- ▶ staff of the CEC Secretariat;
- ▶ representatives of media accredited in the relevant election commission;
- ▶ each representative of the election subjects;
- ▶ one observer from a domestic observer organization;
- ▶ one observer from an international observer organization (with an interpreter).

In case of breach of order and obstructing the work of the PEC, the commission shall be authorized to make a decision on the removal of the person violating the order, which shall be recorded in the minutes of the session (*Election Code - Article 8.15*).

Running of the Precinct Election Commission session

The PEC Chairperson, or upon his/her instruction, a Deputy Chairperson chairs the Commission session (*The PEC Regulation - Article 9.7*). A session is authorized, if attended by the majority of the total number of the Commission (not less than 7 members) (*Election Code - Article 8.3*).

The Commission members endorse their attendance at the session by signing the attendance paper (*The PEC Regulation - Article 9.5*).

The Commission session agenda is prepared by the Commission Secretary. The issues under discussion are put to the vote in accordance with the sequence of topics introduced (*The PEC Regulation - Article 9.4; Article 10.2*).

Every member of the Commission shall be entitled to make a speech for the duration of 2 minutes regarding the topic envisaged by the agenda. Persons authorized to attend the Commission session make a speech following the Commission members, with the consent of the Chairperson of the session (*The PEC Regulation - Article 10.6; Article 9.11*).

Minutes of the Precinct Election Commission session

The process of discussion of topics and making of decisions at the PEC session are reflected in the minutes of the session. The Commission Secretary draws up the minutes of the session within 1 day after the session (*Election Code - Article 8.8*). The minutes of the session is signed by the session Chairperson and the Commission Secretary (*The PEC Regulation - Article 9.8*).

The minutes of the session are numbered and registered in the registration book, in the section "Outgoing Documentation".

Attention!

A member of the Commission objecting the decision of the Commission shall be entitled to express his/her dissenting opinion in writing, which shall be attached to the minutes of the session. The member of the Commission having a dissenting opinion shall respect and obey the decision delivered by the Commission. He/she shall have no right to impede, by his/her action, the execution of the decision (*Election Code - Article 8.9*).

Rules of correspondence of the Precinct Election Commission

(The PEC Regulation - Article 11)

A registration book operates at the PEC and the Commission Secretary is in charge of its management. The registration book consists of two parts:

I. Incoming Documentation

The Commission Secretary is obliged to register the document/application upon its receipt.

Attention!

Once the document/application is received and registered in the registration book, the Commission Secretary is under a duty to issue a notification indicating the date and exact time of the receipt of the document, as well as the registration number indicated in the registration book. The Commission Secretary shall endorse the above notification with his/her signature (*the PEC Regulation - Article 11.5*).

II. Outgoing Documentation

The Commission Secretary is obliged to register the issuance of the document in the section of outgoing documentation.

The registration book is closed at 18:00 of each day. In both parts of the registration book, following the last entry, the note: "the registration book is closed" shall be made and the date and exact time shall be indicated. The Commission Secretary shall endorse the above note with his/her signature (*the PEC Regulation - Article 11.15*).

Legal acts of the Precinct Election Commission

(The PEC Regulation - Article 6)

The following are the legal acts of The PEC:

- ▶ Ordinance of the Commission;
- ▶ Ordinance of the Commission Chairperson;
- ▶ Summary Protocol of polling results.

The PEC decision is endorsed by an ordinance.

The PEC Ordinance may be issued:

- ▶ on the appointment of the PEC head officials and pre-term termination of their authority (*Election Code - Article 25; Article 29.3*);
- ▶ concerning the temporary closure of the polling place/suspension/termination of polling on approving or revoking of the ordinance of the PEC Chairperson (*Election Code - Article 60.4*);
- ▶ regarding the termination of polling and the closure of the polling station (*Election Code - Article 60.4*);
- ▶ during the opening the ballot box, on sealing of the election documentation and submitting it to the DEC, if the Commission deems that the requirements of the Election Code are breached (*Election Code - Article 68*).

The PEC Chairperson ordinance shall be issued:

- ▶ concerning the temporary closure of the polling place/suspension/termination of polling (*Election Code - Article 60.3*);
- ▶ on the opening of the polling place/continuation of polling (*Election Code - Article 60.3*);
- ▶ regarding the granting to the Deputy Chairperson certain powers of the Commission Chairperson (*Election Code - Article 27.2.b*).

Attention!

The ordinance of the PEC Chairperson shall be recorded upon its adoption, which shall be posted at the polling station in a visible place no later than the second day. The ordinance of the PEC Chairperson shall be signed by the Commission Chairperson (*Election Code - Article 30.4; the PEC Regulation - Article 6.4*).

Procedures for adoption of an ordinance at the Precinct Election Commission session

The Commission Secretary draws up a draft ordinance of the PEC (*the PEC Regulation - Article 9.4*). The decision of the Commission shall be considered adopted, if supported by a majority of the members present at the session, but not less than one-third of the total number of the Commission members (not less than 5 members). In case of an equal number of votes, a session Chairperson shall have the casting vote (*Election Code - Article 8.4-5*).

The Commission ordinance is signed by the session Chairperson and the Commission Secretary. The Commission ordinance shall be posted at the polling station on the next day (*Election Code - Article 30.4; Article 26.3; The PEC Regulation - Article 6.4*).

Precinct Election Commission engagement and restrictions during the pre-election agitation/campaign

The PEC shall post the lists of candidates in a visible place at the polling place (*Election Code - 58.4.d; the PEC Regulation - Article 8.2.b-c*).

Attention!

An Election Commission member shall be prohibited to participate in the pre-election agitation (*Election Code - Article 45.4.a*).

PART II

ACTIVITIES OF THE PRECINCT ELECTION COMMISSION DURING A PREELECTION PERIOD

CHAPTER I. LISTS OF VOTERS

General list of voters and its publication procedures

(Election Code - Article 31)

A general list of voters signed by the DEC Chairperson and the Commission Secretary, which is designated for public information (wall list), shall be handed to the PEC no later than on the day of its first meeting (*no later than the 34th day before polling - September 23*).

The wall list shall be immediately posted in a visible place at the PEC premises.

Final versions of the verified lists shall be transmitted to the PEC no later than on the second day prior to polling (October 25):

- ▶ a version for the Election Commission (table list);
- ▶ a version designated for public information (wall list).

Attention!

- ▶ **The first version of the wall lists shall be removed and the verified version shall be posted at the same place.**
- ▶ **It is prohibited to issue the table list or its copy as public information.**

Verification of the general list of voters

(Election Code - Article 26.2.b)

The PEC shall:

- ▶ verify the accuracy of the general list of voters;
- ▶ in case of identifying errors and inaccuracies, no later than the following day, but no later than on the 16th day before the Election Day (October 11) request the DEC to make changes to the lists;
- ▶ immediately forward to the DEC the applications submitted with respect to the lists.

Special list of voters

(Election Code - Article 32)

The DEC shall draw up and approve by an ordinance the special list of voters, and no later than on the 3rd day before polling day (October 24) shall convey it to the respective PEC.

If on the polling day a voter addresses the PEC with the request to participate in the elections, who no later than on the 16th day before the Election Day (October 11) failed to address the with the request to be registered in the list (**arrived from abroad, was discharged from the hospital, was released from the penitentiary institution**), once the relevant documentation is submitted (certificate on crossing of a border - entry in the passport, certificate from the medical institution on discharge, or a certificate from the penitentiary institution on release), a voter shall be registered by the respective PEC in the special list of voters and the commission shall attach to the voters lists the photocopies of relevant documentation (*Election Code - Article 31.12*).

Procedures for drawing up of the mobile Voter's lists

(Election Code - Article 33; Article 34.2.e)

The PEC is responsible for forming of a mobile ballot box list. The list of a mobile ballot box shall be formed on the basis of general and special lists.

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

- ▶ a voter is unable to independently visit the polling premises due to limited capabilities and/or health conditions (the number of such voters shall not exceed 3 percent of the existing voters in the general list of voters per election precinct. After filling up the above number, the PEC Chairperson is obliged to notify the DEC on each new application submitted and wait for the relevant directions);
- ▶ a voter is on the territory of the polling station, but on a place difficult to access (in such case, it is recommended to consult with the DEC);

Attention!

- ▶ **A voter addresses the PEC in writing or by telephone with a mobile vote request at least 2 days prior to polling (October 24). The Secretary of the PEC indicates the precise time/telephone number of the application/telephoned verbal application in the registration book.**
- ▶ **The Commission secretary shall include a voter in the mobile list of voters, in case the voter is included in the general list of voters and his/her actual location is assigned to the territory of the election precinct in which he/she is registered.**

- ▶ a voter is imprisoned;
- ▶ a voter is in hospital for treatment or in any other inpatient medical facility with no polling station established in it (no later than 2 days prior to polling, the DEC forwards to the PEC information on the voter being in an inpatient medical facility on the polling day).

The list of mobile ballot box shall include data on a voter already included in the general list of voters, and a voter's number shall be additionally specified in the general or special lists of voters.

In case of inclusion of a voter in the list of mobile ballot box, across general and special lists, a box "Actual Status" shall indicate: "mobile ballot box".

The mobile ballot box list shall be posted in the visible place in the PEC and polling stations immediately after it is composed.

Attention!

- ▶ **Information concerning voters to be included into the mobile ballot box list shall be immediately posted in a visible place of the polling station.**
- ▶ **Members of the PEC, proxies and observers have a right to inspect whether the mobile voting requirements are well-substantiated and raise the issue of appropriateness of inclusion of these individuals into the mobile ballot box list before the PEC any time prior to the Election Day. The PEC shall make decisions with respect to this issue.**

Voter's data card

(#17 ordinance of CEC of Georgia of July 4, 2013)

With the purpose of verifying voter lists PEC members, no earlier than 30th day (September 27) and no later 20th day (October 7) before the voting day distribute voter's card.

Attention!

Distribution of voter data cards should be conducted in accordance with the timetable created by PEC Chair person, by no less than 2 members of the PEC together. Failure to meet these requirements are qualified as disciplinary violation.

Voting Invitation Card

(Election Code - Article 35)

The PEC is authorized to issue the voting invitation card to all voters registered in the territory of the polling station and included into the general list of voters no later than October 24.

The PEC receives from the DEC printed voting invitation cards, which covers the following:

- ▶ date and time of polling;
- ▶ address of the polling place, floor and room numbers;
- ▶ number of a voter in the list of voters;
- ▶ procedures for submission of an application or appeal by a voter requesting mobile voting, due to his/her health condition or other reasons, telephone (fax) numbers of the PEC and other information;
- ▶ number of the polling station;
- ▶ last name, first name, date of birth (day, month, year) of a voter;
- ▶ place of registration of a voter.

A commission member shall return to the Commission Secretary those voting invitation cards that could not be handed out to voters in accordance with the indicated addresses.

Attention!

Failure to receive the voting invitation card does not constitute the basis for limiting the right to suffrage.

CHAPTER II. RECEIPT OF ELECTION DOCUMENTATION AND ARRANGEMENT OF THE POLLING PLACE

Receipt of the election documentation and election inventory from the District Election Commission

For preparation and conduct of polling, The PEC receives the following from the DEC:

Election Documentation

- ▶ final version of the general list of voters;
- ▶ voting invitation cards;
- ▶ forms of the mobile voters' lists;
- ▶ ballot paper books;
- ▶ special envelopes;
- ▶ polling day log-book;
- ▶ control sheets;
- ▶ summary protocol of polling results and "Amendment Protocol" forms;
- ▶ public display protocol.

Election Inventory

- ▶ general and mobile transparent ballot boxes;
- ▶ seals of the ballot boxes;
- ▶ polling booths;
- ▶ ink and a special device for checking inking (Ultra-violet Lights);
- ▶ special stamps of the PEC;
- ▶ registrars' stamps;
- ▶ copy machine;
- ▶ inking stamps.

Other Election Materials

- ▶ list of candidates of presidency;
- ▶ instruction for filling in the ballot paper;
- ▶ extract from the law, concerning in which case the ballot paper is deemed invalid;
- ▶ envelopes to pack the election documentation.

Attention!

The DEC shall transfer the ballot papers and special envelopes to the PEC no later than 12 hours before the polling starts (*Election Code - Article 63.9*).

Receipt-delivery act of the election documentation and inventory

The Commission Chairperson, or based on the Chairperson ordinance - the Deputy Chairperson, is responsible to receiving the election documentation from the DEC. The PEC Chairperson and the Commission Secretary shall be personally responsible for the storage and purposeful distribution of the election documentation (*Election Code - Article 27.1.d; Article 63.6*).

A receipt-delivery act shall be signed by persons issuing and receiving the election documentation (*Election Code - Article 63.10*). A receipt-delivery act is registered by the Precinct Election Commission Secretary in the registration book, section "incoming documentation".

Arrangement of a polling place

For carrying out polling procedures, members of the PEC are obliged to arrange a polling place in accordance with the procedures established by law, no later than one day before polling. The PEC shall arrange (*Election Code - Article 58.4.a-c*):

- ▶ voters' registration desk (*Election Code - Article 61.2.e.b*);
- ▶ secret polling booths: one booth for every 500 voters. One side of the booth shall be open up to the half of its height, and the upper half shall be covered with a curtain. One pen shall be available in every polling booth; an extract from the Law defining cases, when a ballot paper shall be considered invalid, and the procedure defined by the CEC for filling in the ballot paper;
- ▶ special table for envelopes (shall be placed close to the ballot box);
- ▶ set up ballot boxes (unsealed).



A transparent ballot box has to be installed in a visible place at the polling premises so that the voter has an unimpeded access to it and immediately leave the polling station after putting an envelope in the box.

No later than on the 25th (October 2) day prior to the polling day, The PEC, upon the request of the handicapped voters, no later than on the 20th day (October 7) before the polling day applies to the state agencies and local self-government bodies with the request to insure that a polling place is temporarily and easily adaptable (*Election Code - Article 58.3*).



The Following shall be posted in a visible place at the polling station

(*Election Code - Article 58.4.d; 58.5*):

- ▶ list of voters;
- ▶ list of candidates of presidency participating in elections;
- ▶ procedure for filling in the ballot paper established by the Central Election Commission (CEC);
- ▶ an extract from the law, defining cases, when a ballot paper shall be considered invalid;
- ▶ public display protocol of polling results.

CHAPTER I. OPENING OF THE POLLING STATION AND PRE-POLLING PROCEDURES

Opening of the polling station

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

Attention!

If by this time the numbers of PEC members are less than seven, the upper DEC shall be immediately informed about this, which makes a relevant decision.



PEC members shall wear special uniforms designated for them during the polling day.

Failure to fulfill this requirement shall be reviewed by the upper election commission as a disciplinary offence and shall constitute the basis for imposing a disciplinary liability.

Persons authorized to be present at the polling place

(Election Code - Article 8.16; Article 39.3,6; article 42.5; Article 44.5)

Following persons are authorized to be present at the polling place:

- ▶ Members of the PEC;
- ▶ Members/representatives of upper level election commissions (DEC, CEC);
- ▶ Representatives of election subjects (not more than 1 representative authorized to be present per each election subject);
- ▶ Observers of registered local observer organizations (not more than 1 representative authorized to be present from each local observer organization);
- ▶ Observers of registered international observer organizations (not more than 2 representatives authorized to be present from each international observer organization. Observers can be accompanied by an interpreter);
- ▶ Accredited mass-media representatives (not more than 3 representatives from each press and other mass-media source).

Attention!

Everyone authorized to stay at the polling place shall carry a badge (certificate) indicating his/her identity and title (Election Code - Article 8.17).

Authority of an observer, election subject and a representative of mass media

(Election Code - Article 41)

An observer and representative of an election subject have **the right** to:

- ▶ be present at the polling place at any time during the polling day, unrestrictedly move within the precinct territory and observe all stages of the polling process from any point of the precinct in a free and unhindered manner;
- ▶ replace another registered representative if the nominating organization at any time on the polling day.

An observer, representative of an election subject, and representative of press or other media are **not entitled** to:

- ▶ interfere with the functions and activities of the election commission;
- ▶ exert influence upon the free expression of will of voters;
- ▶ agitate in favor or against an electoral subject;
- ▶ wear symbols or signs of any election subject.

Pre-polling procedures to be carried out from the opening of the polling station until it starts

(Election Code - Article 61-62)

From the opening of the polling station until the voting starts procedures are to be performed in the following sequence:

I Immediately after opening of the polling station the polling day log-book shall be opened. *(Election Code - Articles 61.2.a).*

The Chairperson of the Commission shall delegate the polling day log-book to the secretary of the commission, responsible together with the commission chairperson for recording in the log-book every election procedure of the polling day and indicating the time of its implementation *(Election Code - Article 62.3).*



On the first and second pages, and in case of necessity , on the 10th and following pages of the log-book secretary of the commission will write the names and surnames of all commission members present at the polling place (including reference to the subject which they represent) and names and surnames (including reference to the organization or election subject which they represent) of all persons authorized to be present at the polling place and ask them to certify with signature.

II The PEC chairperson shall inspect the integrity of the sealed package, which contains the special stamp of PEC, open and put a special carve on the seal, the sample of which shall be recorded in the polling day log-book *(Election Code - Article 61.2.b).*

III Chairperson of the commission shall cast lot to distribute functions.

Functions to be assigned to members of the PEC:

- ▶ member of the commission responsible for regulating the flow of voters;
- ▶ registrar of voters (at least one registrar per 300 voters);
- ▶ supervisor of ballot boxes and special envelopes;
- ▶ two members of the commission to accompany the mobile ballot box.

Attention!

Chairperson of the commission/deputy/ secretary of the commission shall not participate in casting lots.

Prior to casting lots PEC Chairperson should compare the number of PEC members to the number of functions to be assigned.

If on the polling day the number of commission members with regards to functions to be assigned turns out to be:

- ▶ **less by one member**, the number of the members of the registrar commission of voters shall be reduced;
- ▶ **less by two members**, deputy chairperson of the commission performs the functions of the commission member responsible for regulating the voter flow at the polling place;

- ▶ **less by three members**, chairperson of the commission performs the functions of the member of the supervisory commission of ballot boxes and special envelopes.

In the first place the chairperson of commission reveals by casting of lots, two members of commission responsible for accompanying the mobile ballot box (if necessary).

Attention!

Persons identified by casting lots shall not be members of the election commission nominated by the same election subject (same election subject is block “Bidzina Ivanishvili - Georgian Dream” and political parties under this block - “Georgian Dream - Democratic Georgia,” “Conservative Party,” political movement “Industry will Save Georgia,” political movement “National Forum,” Republican Party, Our Georgia - Free Democrats) (Election Code - Article 61.2.d).

The PEC Chairperson:

- ▶ prepares respective number of papers and same shape and type of papers according to the number of commission members appointed by parties;
- ▶ writes the title of the function to be assigned on 2 papers with the same pen “Carrier of a mobile ballot box”;
- ▶ certifies papers for casting lots by putting a special stamp of the commission;
- ▶ folds the papers in a way that the text inside could not be read and places them on the table;
- ▶ members of the Commission participating in casting lots shall pick up the paper one by one.

Attention!

Only Commission members appointed by the parties united in the Bloc participate in casting votes, while Commission member appointed by political movement United National Movement are automatically granted this function (in case of agreement).

Secretary of the Commission shall make a note on the 3rd page of the polling day log-book on the results of assigning functions by casting lots (members of the Commission endorse with his/her signature acceptance of functions).

After selecting members of the Commission to accompany the mobile ballot box, another casting of lots shall be conducted by the Chairperson to assign other functions to the commission members.

The PEC Chairperson:

- ▶ prepares respective number of papers and same kind of sheets according to the number of Commission members;
- ▶ writes the title of the function to be assigned on 2 papers with the same pen “Regulator of the flow of voters”, “Registrar”, “Supervisor of ballot boxes and special envelopes”;
- ▶ certifies papers for casting lots by putting a special stamp of the commission;
- ▶ folds the papers in a way that the text inside could not be read and places them on the table;
- ▶ members of the commission participating in casting lots shall pick up the paper one by one.

Secretary of the Commission shall make a note on the 3rd page of the polling day log-book on the results of assigning functions by casting lots (members of the Commission endorse with his/her signature acceptance of functions).

Temporary delegation of functions defined through casting lots of a commission member to another member of the commission shall be undertaken by the authorization of the commission chairperson, which shall be

noted by the commission secretary on the 5th page of the polling day log-book by specifying the time (members of the Commission endorse with his/her signature acceptance of functions) (Election Code - article 61.2.g).

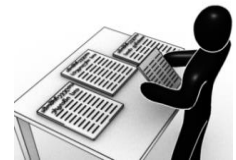
The issue of assigning functions to a PEC member having appeared at the commission after the conclusion of casting lots person shall be handled by the chairperson of PEC, while the issue of his/her remuneration shall be decided by the DEC (*Election Code - article 61.4*).

IV Chairperson of the commission selects by casting lots no more than 2 representatives from the election subjects representatives, present at the polling station, who shall observe the process of registration of complaints, (*Election Code - article 61.5*).

Attention!

Representative appointed by the party nominating the commission secretary, as well as the representatives of the party presenting candidate for Presidency shall not participate in the casting lots (*Election Code - article 61.5*).

V Commission chairman announces the number of voters according to lists, number of ballot papers and packages of special envelopes received, (*Election Code - article 61.6. a-b*).



VI Commission Chairperson checks and seals the general and mobile ballot boxes with a seal that has a unique number (*Election Code - article 61.6.c*).

VII Commission Chairperson hands in materials to commission members.



Commission Chairperson shall give to registrars of voters:

- ▶ general voters list distributed according to the alphabet; one of the registrars shall also be given a special list (where such list exists);
- ▶ one book containing majoritarian ballot paper;
- ▶ seal of the registrar selected through casting lots, prior to such transfer, commission chairperson makes a special carve on a seal of a registrar (sample of the seal shall be recorded in the polling day log-book) (*Election Code - article 61.8*);
- ▶ inking fluid.



Attention!

Chairperson of the Commission should post the alphabetical sequence of voters' last names according to the lists placed on the relevant table.



Commission Chairperson shall give to the Regulator of the flow of voters: ultra-violet lights for inking verification procedure.

Commission Chairperson shall give to Supervisor of ballot boxes and special envelopes: main ballot box and special envelopes.



VIII Control sheets are filled in (*Election Code - article 61.10*).

Before the polling starts, the chairperson and the secretary of the commission fill out the control sheets (except for the data of a first voter). All present members of PEC shall sign the control sheets.

Attention!

Control sheet has to be filled out immediately after materials have been handed over to commission members, before the polling starts (Do not wait for the first voter).

After the first voter appears, he/she passes registration and takes a ballot paper, after which the commission secretary includes data of the first voter in the control sheet and asks the voter to sign. The precise time of inserting a ballot paper into the ballot box is also noted on the control sheet.

The chairperson of the commission shall insert one copy of the control sheet into the main ballot box after the first voter appears, the second copy shall be inserted into the mobile ballot box (if available) and the third copy shall be kept for the purpose of further comparison with the control sheets in ballot boxes.

Control sheet data shall also be included on the 4th page of the polling day log-book.

Attention!

After the first voter registers, chairperson of the commission shall notify the DEC on sealing the box(es), inserting control sheet(s) into the box(es), putting a special carve on the special seal of the commission and registrars' seals and reflecting the sample of the carve in the polling day log-book.

CHAPTER II. POLLING PROCESS

Conduct of polling

(Election Code - Article 64-65)

Polling is conducted on the voting day (October 27) from 08:00 to 20:00.

Voting takes place in accordance with the following rules and sequence:

I

Upon entering the polling place, a voter shall go through the inking verification procedure conducted by regulator of the flow of voters.



Regulator of the flow of voters:

- ▶ regulates the flow of voters entering the polling station;
- ▶ asks the voter to present a personal identification card of a citizen of Georgia/ID card or a passport of a Georgian citizen; or a passport of a citizen of EU;
- ▶ checks whether the voter has already been inked with ultra-violet lights;
- ▶ checks how many voters are standing at the registration table designated for voters. If there are more than two voters standing at the registration table, halts the entrance of the voter into the polling room for a while;
- ▶ points the voter towards the registration table designated for the alphabetical letter corresponding to the first letter of the voter's surname.

Attention!

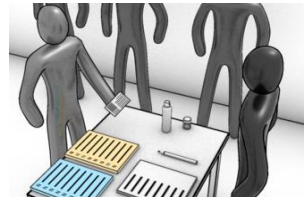
If the device determines that a voter has been inked, he/she shall be restricted from participating in polling and the person's name shall be recorded in the log-book.

II

Voters' registration procedure is conducted by a registrar.

The Registrar of voters:

- ▶ asks the voter to present a personal identification card of a citizen of Georgia /ID or a passport of a citizen of Georgia, (in cases of IDPs from the occupied territories of Georgia - an IDP certificate together with a personal identification card of a Georgian citizen); requests the citizen of the European Union member state, registered in the general list, to present the passport of a member state of the European Union.



Attention!

If the data of a voter was not found in the general list:

- ▶ **In case of electronic voter lists available at the precinct, the person responsible for verifying data seeks for the voter in voter lists and provides information on the precinct where he/she is registered.**
- ▶ **In case of no electronic voter lists available on the precinct, person responsible for verifying information shall contact DEC or CEC hotline to receive information on the voter.**

Attention!

If a voter appears at the polling station and his/her status in the general list is - “abroad”, the voter shall participate in the polling in accordance with the general procedure.

- ▶ verifies the availability of a voter’s name in the list of voters, after which he/she conducts the inking (inking is not used at prisons/penitentiary institutions, hospitals, other infirmaries);

Attention!

In case of refusal to inking, a voter shall not be entitled to vote and a ballot paper shall not be issued to him/her.

- ▶ signs in the designated place in the list of voters, and after that the voter endorses the receipt of a ballot paper with his/her signature;
- ▶ issue of a ballot paper shall be endorsed with the signature of the registrar on the back side in the designated place and certifies the ballot paper with a special stamp.

Attention!

In case of transfer of functions of a registrar, the registrar is obliged to recount the number of signatures in the list of voters and ballot papers issued by him/her (including the spoiled ballot papers conveyed to the chairperson) and report the results to the chairperson. Should the numbers not be equal, an explanation should be written and attached to the summary protocol of polling results.

- III** Voter goes into the secret polling booth and fills out the ballot paper. It is restricted for any other person to be present at the moment of filling out the ballot paper.

Attention!

- ▶ **A voter unable to fill out the ballot paper independently shall be entitled to ask any person for help in the secret polling booth except for: a member of the election commission, a candidate, a representative of an election subject, an observer (*Election Code - article 65.3*).**
- ▶ **If a voter or a member of PEC spoils a ballot paper or a special envelope, he/she should inform the chairperson of PEC on this. According to the order of the PEC chairperson, the registrar is obliged to replace spoiled ballot paper with a new one. The spoiled ballot paper/special envelope shall be cut a corner in the presence of the voter by the PEC chairperson, inscribed "spoiled", signed by the chairperson of PEC and stored separately (*Election Code - article 65.4*).**

IV

The voter goes to the desk standing separately. Following the instruction of supervisor of ballot boxes and special envelopes, voter takes a special envelope and puts the ballot paper in it.



Supervisor of ballot boxes and special envelopes:

After having checked that a voter has only one special envelope at hand, opens the cut (ballot box section for inserting envelopes) and points the voter to insert a special envelope into the ballot box.

V

Voter inserts the special envelope into the ballot box.

Attention!

- ▶ **Not more than one voter at a time can be present at the ballot box.**
- ▶ **Observer, candidate representative are entitled to observe the ballot box, process of insertion of special envelopes into the ballot box.**

VI

After dropping the envelope into the ballot box the voter leaves the precinct.

Procedure for casting a vote by a voter due to his/her physical condition

(The CEC Decree N20/2012, dated June 21, 2012)

A voter unable to independently carry out procedures (physical condition) for casting a vote (inking, signing the receipt of a ballot paper, inserting a ballot paper in the ballot box) due to the absence of his/her upper limbs, shall participate in the polling process under the following procedures:

- ▶ a voter shall not go through the inking verification and inking procedure;
- ▶ while handing ballot paper to the voter, a registrar of voters shall make a note - "physical condition" in the box of the general list of voters - "signature of a voter" and verify it with his/her signature;
- ▶ a voter has a right to ask for help to any person, except of the election commission member, candidate, proxy and observer;
- ▶ a person, selected for help by the voter shall put the ballot paper in a special envelope and thereafter insert it (them) in the ballot box instead of this voter, in his/her attendance, also helps the voter to fill in the ballot paper in the polling booth.

Keeping order at the polling place on the polling day

(Election Code - article 59)

Chairperson of an election commission shall be responsible for keeping order at the polling place on the polling day. Fulfillment of decisions made by the PEC chairperson on keeping order at the polling place shall be mandatory for members of the election commission, all persons and voters authorized to be present at the polling place.



In cases of hindering the operations of the commission and violation of order, PEC shall be authorized take a decision on removing a violator from the polling place in which the PEC is located; relevant act is issued and signed by the chairperson and members of the commission on this matter.

Attention!

- ▶ **Armed individuals shall be prohibited to enter the polling premises.**
- ▶ **If at the polling place and adjacent territory, the polling process or a free movement of election documentation is threatened, at the request of the chairperson, police officer shall be called to the polling place and the adjacent territory and remain there until the public order is restored.**

Registration of the number of voters participating in the polling

(Election Code - article 65.6)

On the polling day it is recommended, that the registrars count the number of signatures of voters participating in the polling in the list of voters (including the number of spoiled ballot papers transferred to the chairperson) at 10:00, 12:00, 15:00, 17:00, and at 19:00, without causing hindrance to the voting process.

Attention!

If a difference is revealed between data, the registrar should immediately write an explanation note which shall be appended to the summary protocol of voting.

The PEC secretary counts the number of signatures of voters participating in the polling in the list of voters twice - at 12:00 and at 17:00, records the number in the public display protocol and the PEC log-book, and informs the DEC.

Mobile voting

Mobile voting procedure starts at 9:00 and ends at 19:00. After the conclusion of polling, the cut (ballot box section for inserting envelopes) of the mobile ballot box should immediately be sealed. The mobile ballot box should be returned to the polling station no later than 20:00 *(Election Code - Article 66.1)*.



Persons authorized to be present at the polling place can observe the conduct of polling procedure by means of a mobile ballot box if they wish to do so.

If a vehicle is used during mobile voting, the PEC shall assign space in the car for **2 observers selected through casting lots** among persons authorized to be present at the polling place.

The PEC chairperson provides the members of election commission accompanying the mobile ballot box with *(Election Code - article 66.3)*:

- ▶ sealed Mobile ballot box with a control paper inserted in it;
- ▶ special envelopes;
- ▶ necessary amount of ballot papers signed and sealed with a special stamp by the registrar of voters;
- ▶ mobile ballot box list.

Above data shall be included on the 4th page of the polling day log-book.

Attention!

Inking shall not be applied to mobile voters (*Election Code - Article 64.5*).

In case a voter casts a vote through a mobile voting due to his/her physical condition, a member of the election commission accompanying the mobile ballot box shall make a note - “physical condition” across the column of the mobile ballot box list - “signature of a voter” and verify it with his/her signature.

a person selected for help by the voter (except of the election commission member, candidate, proxy and observer) shall fill in the ballot paper, put it (them) in a special envelope and insert in the mobile ballot box instead of this voter, in his/her presence (*The CEC Decree N20/2012, dated June 21, 2012*).

After returning to the polling station members of election commission accompanying the mobile ballot box should give unused ballot papers and special envelopes to the commission secretary. Commission secretary should cut an edge of such spoiled ballot papers, inscribe "spoiled" and after the signature of the chairperson of the PEC, store them separately.

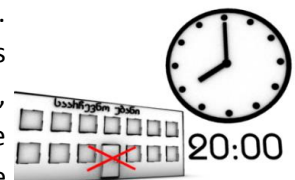
Temporary suspension of the polling process

If there is any reason hindering the polling process, chairperson of the PEC is required to report the matter immediately to the DEC and wait for relevant instructions.

CHAPTER III. CLOSING OF A POLLING STATION, SUMMARIZING OF POLLING RESULTS

Closing of a polling station

The polling procedure is concluded and the polling place shall be closed at 20:00. Voters standing in the line by that time shall have a right to cast their votes. For this purpose one of the election commission members, tasked by the PEC chairperson, shall register the names and last names of voters waiting in the line and inform the PEC chairperson about their number, while the commission secretary records the quantity of voters standing in the line in the log-book. As soon as the last voter casts a ballot, the polling procedure is announced to have concluded, after which PEC seals the cut (ballot box section for inserting envelopes) (*Election Code - Article 65.8*).



Attention!

- ▶ **PEC set up for exceptional cases, can announce conclusion of polling any time before 20:00, provided all voters on the voters' list have already cast their votes.**
- ▶ **After the conclusion of polling, PECs formed for exceptional cases seals the cut (ballot box section for inserting envelopes), the list of voters, unused and spoiled ballot papers (ballot papers shall be cut an edge prior to sealing).**

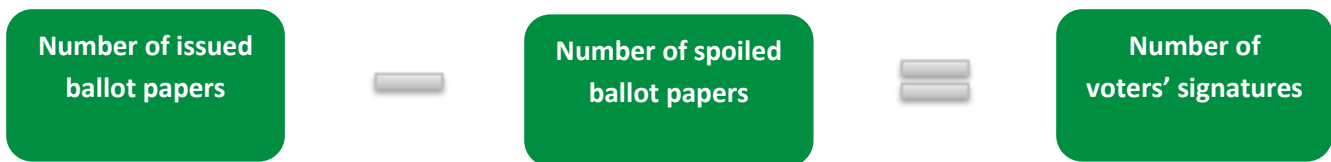
Chairperson of PEC shall make sure that all persons, except for those authorized to be present at the polling place during counting of votes, leave the precinct. Secretary of PEC should indicate identity of persons present during counting of votes in the polling-day log-book.

Attention!

After closing the polling place, representatives of the PEC established for exceptional cases take the ballot box and election documentation of an election precinct established for exceptional cases and move to the polling place pre-defined by the DEC

Arrangement of a polling station for the vote counting

After conclusion of polling, Chairperson of the commission approaches each registrar, who under the instructions by the Chairperson of the commission (considering the data included in the explanation written before the completion of the polling process by the registrars (if any)) shall count:



Attention!

- ▶ **In case a difference between data is identified, registrar shall re-count and verify the number. If the difference remains, registrar shall write an explanation note (with the reasons indicated) which shall be appended to the summary protocol.**
- ▶ **Data included in the explanation notes written by the registrars (if any) shall be taken into account in the course of drawing up summary protocol of polling results.**

After the conclusion of polling, chairperson of PEC shall put a second special carve to the commission and registrar seals in presence of persons authorized to be present at the polling place. The sample of seals with the cut shall be included in the log-book (*Election Code - Article 67.1*).

Chairperson of PEC, in presence of persons authorized to be present at the polling place, selects no less than three counting officers from the commission members, by casting lots, while the observers shall select no more than two supervisors from their membership based on mutual consent. If observers fail to agree, the chairperson of PEC shall identify two supervisors from them by casting lots (*Election Code - Article 67.1*).

In order to reveal counting officers, casting of lots is conducted in accordance with the following procedure - the chairperson of the PEC:

- ▶ prepares respective number of papers and same kind of sheets according to the number of commission members;
- ▶ writes the title of the function to be assigned on papers with the same pen "1st counting officer", "2nd counting officer", "3rd counting officer";
- ▶ certifies papers for casting lots by putting a special stamp of the commission;
- ▶ folds the papers in a way that the text inside could not be read and places them on the table.

Members of the commission participating in casting lots shall pick up the paper one by one. Secretary of the Commission shall make a note on the 3rd page of the polling day log-book on the results of casting lots (members of the Commission endorse with his/her signature) (*Election Code - Article 61.2.f*).

The chairperson of the commission shall select, by casting lots from the representatives present at the polling station, no more than 2 representatives, who participate in the counting process of valid and/or invalid ballot papers together with the counting officers selected by casting lots from the commission members (*Election Code - Article 67.2*).

Attention!

Representatives of those election subjects, whose appointed commission members are the counting officers selected through casting lots shall not participate in the casting lots (*Election Code - Article 67.2*).

Chairperson of the commission and counting officers prepare the precinct for the procedure of counting votes:

- ▶ Counting officers take their places at one side of the desk;
- ▶ Chairperson of the commission takes a place so as to be able to see each counting officer;
- ▶ Secretary of the commission takes a place by the side of the chairperson and fills out the log-book;
- ▶ Other persons authorized to be present at the polling station take their places at the desk in such a way as to maintain two meters distance from the counting officers (*Election Code - Article 68.3*).

Chairperson of the PEC shall take to the counting officer's desk:

- ▶ General list of voters, special list, mobile ballot box list;
- ▶ Unused ballot papers;
- ▶ Spoiled ballot papers;
- ▶ Main and mobile ballot boxes;
- ▶ Control sheets stored for comparison;
- ▶ Candles, flashlight (in case of electricity black-out);
- ▶ Calculator.



Procedures to be conducted before the opening of a ballot box

(*Election Code - Article 67*)

Counting officers consecutively count the total number of voters participating in the polling, according to (*Election Code - 67.3*):

- ▶ General list of voters;
- ▶ Special list of voters;
- ▶ Mobile ballot box list.

The secretary of PEC immediately incorporates the results into the public display protocol and the polling day log-book.



Commission secretary shall cut an edge of the unused ballot papers. Unused and spoiled ballot papers shall be bound in separate packages by the commission secretary (*Election Code - Article 67.4*).

Sealing of lists of voters, spoiled and unused ballot papers

(*Election Code - Article 67.3; 67.4*)

Secretary of the Commission shall seal separately:

- ▶ General list of voters;
- ▶ Special list;
- ▶ Mobile ballot box list.

Counting Officers separately seal:

- ▶ Unused ballot papers;
- ▶ Spoiled ballot papers.

Counting officers indicate on each of the packages: name and number of the polling station, type of election documentation. The package envelope is sealed and signed by the counting officers and chairperson of PEC.

Opening of the Mobile Ballot Box

(Election Code - Article 68.1,2,4)

Commission shall first open the mobile ballot box. Chairperson of PEC checks the integrity of the seal on the ballot box in presence of PEC members and persons authorized to be present in the voting building.



Attention!

If the seal is damaged, but the PEC presumes that this fact has not violated the requirements of the Law, the procedures of summarizing polling results shall be resumed under the PEC ordinance. Otherwise, the ballot box shall be sealed and the PEC ordinance and the sealed ballot box shall be immediately transmitted to the upper DEC.

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

- ▶ they check whether there is a control sheet in the mobile ballot box;
- ▶ compare the control sheet with the control sheet kept with PEC for comparison;
- ▶ in case no discrepancy is identified, chairperson of the commission instructs counting officers to temporarily return special envelopes to the mobile box.



Attention!

In case the control sheet turned out not to be in the mobile ballot box, or a difference was identified between the two control sheets, all special envelopes and ballot papers shall be bundled in one package and labeled “invalid”, and transferred to the upper DEC after the conclusion of the procedures of polling and counting of votes at the polling station.

Opening of the Main Ballot Box

(Election Code - Article 68.1,2,5)

Chairperson of PEC checks the integrity of the seal on the ballot box in presence of PEC members and persons authorized to be present in the voting building.

Attention!

If the seal is damaged, but the PEC presumes that this fact has not violated the requirements of the Law, the procedures of summarizing polling results shall be resumed under the PEC ordinance. Otherwise, the ballot box shall be sealed and the PEC ordinance and the sealed ballot box shall be immediately transmitted to the upper DEC.

Counting officers:

- ▶ place special envelopes and ballot papers from the main ballot box and place them on the desk;
- ▶ check whether there is a control sheet in the main ballot box and compare it with the control sheet kept with PEC for comparison.

Attention!

In case a difference was identified between the two control sheets, or the control sheet turned out not to be in the main ballot box, all special envelopes and ballot papers shall be bundled in one package and sealed, relevant protocol shall be drawn up, and materials shall be immediately transferred to the upper DEC.

Opening of a ballot box of a PEC set up for exceptional cases

(Election Code - Article 67.7-8)

Ballot box of a polling station set up for exceptional cases (if any) shall be opened after mobile and main ballot boxes of the main election precinct are opened.

If no discrepancy is identified, counting officers shall mix together the special envelopes from the main and mobile ballot boxes and from ballot boxes of precincts established for exceptional cases (if any), and start counting of ballot papers.

Counting of Votes

Counting officers take places at one side of the desk. Two supervisors selected out of observers, as well as two representatives of the election subjects revealed through casting lost shall stand next to them.

Sorting of ballot papers

(Election Code - Article 69)

First counting officer:

- ▶ takes the ballot paper out of the special envelope;
- ▶ announces to whom the vote was cast;
- ▶ transfers the ballot paper to counting officers;
- ▶ places special envelope separately.

Counting officers sort separately:

- ▶ votes given to each election subject;
- ▶ invalid ballot papers;
- ▶ ballot papers with suspicious authenticity.

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

- ▶ the special envelope is not in an approved form;
- ▶ the number of ballots in the special envelope exceeds one ballot paper;
- ▶ ballot paper in the ballot box was without a special envelope;
- ▶ ballot paper is not endorsed with the signature of a registrar and a special stamp;
- ▶ it is impossible to determine for which candidate a voter cast a vote;
- ▶ ballot paper was assigned to another polling station (such ballot papers shall be packed in a separate bundle and their quantity shall be recorded only in the log-book). This data is not recorded in the protocol.

After the sorting is complete, commission reviews and decides by vote the question of validity of ballot papers deemed as having suspicious authenticity.

Chairperson of the commission shall add ballot papers that are deemed valid to the pile of valid ballot papers (in accordance with the number of votes cast for each election subject), while ballots that are deemed invalid are added to the pile of invalid ballot papers.



Counting of ballot papers

After sorting the ballot papers chairperson of the commission orders the counting officers to count:

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



Attention!

Every 10 ballot papers belonging to an election subject are bound with a metal clip and each package, both complete and incomplete, shall be inscribed the number of ballot papers in a package. These packages shall be bound into a single bundle.

Chairperson of the commission announces number of votes cast for each election subject. With an objective to verify data, secretary of the commission together with the chairperson of the commission shall check:

Number of votes
received by each
subject



Number of invalid
ballot papers



Number of voter's
signatures

If the total sum of votes received by the subjects and invalid ballot papers **is more** than the number of signatures of voters, the chairperson of the commission shall instruct the counting officers to re-count the data, result of which shall be included in the polling day logbook and the public display protocol by the commission secretary.

Sealing of ballot papers

(Election Code - Article 69.6,9)

After the completion of counting of votes, the chairperson of the commission instructs the counting officers to label in separate envelopes:

- ▶ ballot papers that have been found invalid (with appropriate inscription - "invalid");
- ▶ bundle of ballot papers belonging to an election subject.



Attention!

The bundle of ballot papers cast for the each election subject should have an inscription including the title and number of the election precinct, information about the election subject (title, first and last name) and the number of votes received by the election subject, also the number of ballot papers in the bundle.

On each package counting officers incript the title and number of the election district and election precinct, type and number of ballot papers. Counting officers and chairperson of the commission sign across the sealing line of the envelope.



Drawing up of a summary protocol of polling results

(Election Code - Article 71)

The secretary of PEC in agreement with the PEC chairperson shall draw up summary protocol of polling results and registers it in the registration book.

Attention!

- ▶ **Data included in the explanation notes written by the registrars (if any) shall be taken into account in the course of drawing up summary protocol of polling results.**
- ▶ **All members of PEC shall be obliged to sign the summary protocol of polling results.**
- ▶ **If a PEC member does not agree with the data included in the PEC summary protocol of polling results, he/she shall be entitled to attach to the protocol a dissenting opinion in writing, but is nevertheless under a duty to sign the summary protocol of polling results.**
- ▶ **It is prohibited to modify the data in the summary protocol.**
- ▶ **When correcting a mistake , an inscription "corrected" shall be put immediately along the relevant data in the summary protocol and an amendment protocol shall be set up.**

Public nature of a summary protocol of polling results

(Election Code - Article 71.8)

PEC is responsible for posting a copy of the summary protocol of polling results for public information.



If requested, PEC shall immediately give the copy of the protocol enclosed with the dissenting opinions (if any) of the commission members to all persons authorized to be present at the polling station.



The copy of the protocol should be certified by the PEC stamp and signatures of the PEC chairperson and its secretary. The person receiving the copy of the protocol should endorse such receipt by a signature in the PEC log-book.

The commission is responsible to immediately convey to the CEC: the summary protocol of polling results together with the amendment protocol and explanatory note by the registrar (where such exists).

Sealing of a registration book, polling day log-book, transmission of election documentation to the District Election Commission

After completion of all polling procedures, the registration book of PEC and polling day log- book shall be closed, signed by the PEC chairperson and its secretary, and endorsed with the stamp of PEC.

Commission seals:

- ▶ the Log-book, registration book and applications/complaints;
- ▶ special stamp of the PEC (all members of the commission shall sign the package sealed by the stamp).

Attention!

Summary protocol shall not be sealed.

Persons authorised by the PEC shall transfer the inventory and election documentation box/sac holding sealed election documentation to the DEC. A receipt-delivery act is drawn up for these purposes. The document is signed by persons transferring the documents and those receiving them. Both parties are given one copy of the document.



PART IV

APPLICATION/COMPLAINTS OF THE POLLING DAY

CHAPTER I. REGISTRATION OF APPLICATION/COMPLAINTS ON THE POLLING DAY

At the PEC and upper DEC, representative of a party/ initiative group of voters, observer is entitled to:

- ▶ hand application/complaints to the PEC chairperson, his/her deputy or the secretary of the commission;
- ▶ record all election-related claims, complaints, and comments in the log-book on the election day (October 27) (on 10th and subsequent pages).

Attention!

- ▶ **No one can preclude a person authorised to be present in the polling station from entering complaint, comment, or claim in the log-book (*Election Code - 62.10*).**
- ▶ **Person entering a note in the log-book has to indicate his/her full name, and address (in accordance with the Identification Card of Georgian Citizen).**

Secretary of the commission shall register the application/complaint in the registration book in the section for incoming documentation and issue a (signed) certificate to the applicant/complainant indicating the date, time and registration number of the application/complaint submitted to the commission; (Prior to issuing such certificate, secretary of the commission should register the notice in the registration book in the section of outgoing documentation). The notice is certified by the signature of the PEC secretary (annex №5).



Observing the process of registration of complaints

Chairperson of the commission selects by casting lots no more than 2 representatives from the election subjects present at the polling station, who shall observe the process of registration of complaints. If these representatives find (identify) a violation during the registration of a complaint, the commission shall make a relevant decision on the registration of the complaint.

Rule of identification of errors to an application/complaints

Secretary of the commission, chairperson or deputy chairperson of the PEC, shall indicate the error of the application/complaint to the applicant and define the reasonable term for its rectification if the application/complaint does not include:

- ▶ date and time of drafting the application/complaint;
- ▶ full name and place of registration of the applicant/complainant;

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

The applicant/complainant may correct the error by submitting the similar application/complaint indicating grounds for the error eradicated, or submit a new application (indicating the data due to which the error has been established).

Secretary of the commission should indicate relevant note - “error” - in the registration book. Applicant/complainant and secretary of the PEC shall sign along the note in the registration book.

Attention!

Term for rectification of the error is defined by agreement between commission secretary and applicant/complainant. In case agreement is not reached, the term for rectification of error is unilaterally determined by the secretary of the PEC.

If the error is corrected, secretary of the PEC notes - “error eradicated” - in the registration book, with reference to exact time and date when the error was corrected. Applicant/complainant and secretary of the PEC shall sign along the relevant note in the registration book.

Attention!

In case the error is not corrected during the defined period, the application/complaint shall not be reviewed, on which the PEC shall deliver ordinance (title of which should indicate reasons for not reviewing the application/complaint).

CHAPTER II. RESPONDING TO APPLICATION/COMPLAINTS OF THE POLLING DAY

With regards to an application/complaint on violation of the polling procedure from 7:00 of the polling day until the ballot box is open, chairperson of the PEC has the duty of adequate response and elimination of the violation.

In case of elimination of the violation relevant note “violation eliminated” with reference to exact time and date is recorded in the registration book.

An application/complaint on violations conducted during the procedure of counting of votes and summing up of polling results shall not be reviewed by the PEC but transferred to the DEC within 3 calendar days from the polling day.

Submitted application/complaint shall not be considered and the PEC shall issue an ordinance on leaving the application/complaint unconsidered, if:

- ▶ an application/complaints is drawn up by an unauthorized person;
- ▶ an application/complaint does not provide for an essence of violation and the place of its commitment;
- ▶ an application/complaint was transmitted to the election commission in breach of terms required by law;
- ▶ error in the application/complaint was not corrected within the set term.

Specific reason for leaving the application/complaint unconsidered shall be indicated in the title of the ordinance.

Annex N1

Sample

N-----of the election districts

N-----of the PEC

Minutes of the Session N-----

(city, town, village)

_____ 2013

Session was attended by:

(last name and first name)

- 1. ----- 2. -----
- 3. ----- 4. -----
- 5. ----- 6. -----
- 7. ----- 8. -----
- 9. ----- 10. -----
- 11. ----- 12. -----
- 13. -----

The session was also attended by:

Before electing the commission chairperson, the session was chaired by the senior member

Heard: the session was announced open by the session chairperson, who introduced the commission with the draft agenda

Opinion expressed: -----

The chairperson of the session put the draft agenda to vote.

Voting results:

For___

Against___

(Voting was attended by ---- members of the commission)

Agenda was approved in the following manner:

Agenda:

- 1. On the election of the PEC chairperson.
- 2. On the election of the PEC deputy chairperson.
- 3. On the election of the PEC secretary.
- 4. other.

1. On the election of the PEC chairperson.

Heard: not less than 2 commission members _____ and _____ the proposal on nominating _____ as the candidate for the position of the commission chairperson.

Not less than 2 commission members _____ and _____ the proposal on nominating _____ as alternative (other) candidate for the position of the commission chairperson.

Opinion expressed:

The chairperson of the session put the proposal N--- to vote concerning the election of the PEC chairperson of the election district N---.

Roll-call vote results

-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against

For ____

Against _____

(Voting was attended by ----- members of the commission)

The chairperson of the session put the proposal to vote concerning the election _____ as the N--- PEC chairperson of the election district N--- (in case other candidacy for the position of the chairperson has been named).

Roll-call vote results

-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against

For ____

Against _____

(Voting was attended by ----- members of the commission)

Ordinance N---- on the election _____ as the N---- PEC chairperson of the election district N---- is adopted (enclosed).

The session is chaired by the commission chairperson_____.

2. On the election of the PEC deputy chairperson.

Heard: not less than 2 commission members _____ and _____ the proposal on nominating _____ as the candidate for the position of the deputy chairperson of the commission.

Not less than 2 commission members _____ and _____ the proposal on nominating _____ as alternative (other) candidate for the position of the deputy chairperson of **N---- Precinct election** commission of **N---- election district.**

Opinion expressed: _____

The chairperson of the commission put the proposal to vote concerning the election _____ as the PEC deputy chairperson N--- precinct election commission of the election district N----.

Roll-call vote results

-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against

For ____

Against _____

(Voting was attended by ----- members of the commission)

The chairperson of the commission put the proposal to vote concerning the election _____ as the PEC deputy chairperson N--- precinct election commission of the election district N---- (in case other candidacy for the position of the deputy chairperson has been named).

Roll-call vote results

-----for	-----against
-----for	-----against

-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against

For ____

Against _____

(Voting was attended by ----- members of the commission)

Ordinance N---- on the election _____ as the PEC deputy chairperson N---- precinct election commission of the election district N---- is adopted (enclosed).

3. On the election of the PEC secretary.

Heard: not less than 2 commission members appointed by the parties (except for the member appointed by the party, who has received the best results in the previous parliamentary elections) _____ and _____ the proposal on nominating _____ as the candidate for the position of the secretary of the commission.

Not less than 2 commission members appointed by the parties (except for the member appointed by the party, who has received the best results in the previous parliamentary elections) _____ and _____ the proposal on nominating alternative (other) candidate for the position of the secretary of the commission.

Opinion expressed: _____

The chairperson of the commission put the proposal to vote concerning the election _____ as the PEC secretary of N---- precinct election commission of the election district N---- (members appointed by the parties participate in voting, except for the member appointed by the party, who has received the best results in the previous parliamentary elections).

Roll-call vote results

-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against

For _____

Against _____

(Voting was attended by ----- members of the commission)

The chairperson of the commission put the proposal to vote concerning the election _____ as the PEC secretary of N--- precinct election commission of election district N--- (members appointed by the parties participate in voting, except for the member appointed by the party, who has received the best results in the previous parliamentary elections).

(In case other candidacy for the position of the secretary has been named)

Roll-call vote results

-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against
-----for	-----against

For _____

Against _____

(Voting was attended by ----- members of the commission)

Ordinance N--- on the election _____ as the PEC secretary N--- precinct election commission of the election district N--- is adopted (enclosed).

4. other

No issue for discussion has been raised.

The chairperson of the session announced the session closed.

Commission Chairperson /-----/

Commission Secretary /-----/



Election Administration of Georgia
N-----of the election district
N----- the PEC
Ordinance N---/2013

N _____ of the election district N _____

on the election of the PEC chairperson

City, town, village

2013 _____

Based on paragraphs 1 and 3 of Article 25 and paragraph 2 of Article 77 of the Organic Law of Georgia - Election Code of Georgia, the PEC N--- of the of the election district N— holds:

Article 1. ----- shall be elected as a chairperson of the PEC N--- of the of the election district N—

Article 2. The present ordinance may be appealed before the DEC N --- (address: -----), within 3 calendar days from its adoption.

Article 3. The present ordinance shall enter into force upon adoption.

Commission chairperson

Commission Secretary



Election Administration of Georgia

N-----of the election district

N----- the PEC

Ordinance N---/2013

N _____ of the election district N _____

on the election of the PEC deputy chairperson

City, town, village

2013 _____

Based on paragraphs 1 and 3 of Article 25 and paragraph 2 of Article 77 of the Organic Law of Georgia - Election Code of Georgia, the PEC N--- of the election district N— resolves:

Article 1. ----- shall be elected as a deputy chairperson of the PEC N--- of the election district N—

Article 2. The present ordinance may be appealed before the DEC N --- (address: -----), within 3 calendar days from its adoption.

Article 3. The present ordinance shall enter into force upon adoption.

Commission chairperson

Commission Secretary

Sample



Election Administration of Georgia
N-----of the election district
N----- the PEC
Ordinance N---/2013

N _____ of the election district N _____
on the election of the PEC secretary

----- 2013 _____
City, town, village

Based on Article 25.1 and 25.3 and Article 77.2 of the Organic Law of Georgia - Election Code of Georgia, the PEC N--- of the election district N— resolves

Article 1. ----- shall be elected as a secretary of the PEC N--- of the of the election district N—

Article 2. The present ordinance may be appealed before the DEC N --- (address: -----), within 3 calendar days from its adoption.

Article 3. The present ordinance shall enter into force upon adoption.

Commission chairperson

Commission Secretary

Code of Ethics of the Election Administration Officials

Article 1. General provisions

Code of Ethics of the Election Administration Officials (hereinafter “the Code”) establishes the rule of conduct compulsory for any election administration official.

Article 2. Legal basis of the Code

Legal basis for the present Code is the Constitution of Georgia, Organic Law of Georgia – Election Code of Georgia (hereinafter “the Election Code”), legislative and sub-legislative normative acts of Georgia.

Article 3. definition of terms

Terms used for the purpose of the present Code have the following meaning:

- a. Election administration – the CEC, the CEC Secretariat, the Supreme Election Commission (SEC), the SEC secretariat, District and Precinct Election Commissions.
- b. Family member – spouse of the official, child and stepchild, direct relatives in the ascending and descending line, sister and brother, as well as the person permanently residing with him/her.

Article 4. Object and purpose of the Code and the scope of application

1. The purpose of the Code is to foster the increase of the election administration prestige in the society, consolidate the trust of the members of the society with respect to the election administration, protect and strengthen these rules of conduct as regards the parties engaged in the election process.
2. The object of the Code is to enhance the devotion, high morality of officials towards professional norms of ethics, and increase the sense of responsibility of officials with regard to the performance of their official duties.
3. The Code shall be applied to the officials employed in the election administration.

Article 5. Basic principles for the activities of the election administration officials (hereinafter “officials”).

An official is obliged to:

1. Respect the law:

Ensure exact and consecutive implementation of the election legislation; be independent, conscientious and impartial in the course of performance of duties.

2. Be fair, impartial and independent:

- a. ensure creation of equal and fair environment for the election subjects, voters and other persons participating in the election process;
- b. refrain from such an action that can be considered as an action supporting/against any party or an election subject;
- c. in case of registration as an election subject of a family member of the official, within 5 working days submit to the upper election commission and/or to the CEC a written application, failure of submission of which within the above term may become the basis for imposition of a disciplinary liability;
- d. not to accept a gift or any profit from a political party, organization or a person engaged in the election process;

- e. during the election period not to attend parties, banquets and holiday occasional events organized by the political party, organization or a person engaged in the election process;
- f. during the election period refrain from private meetings and visits with local or state officials.

3. Act transparently:

Support interested parties to receive information and documentation related to the election process or activities of the election administration (except for information including personal number in the voters' lists).

4. Be professional, organized and punctual:

- a. take part in the trainings conducted for him/her and thoroughly study the election procedures;
- b. not to allow to use work time and property for nonofficial purposes;
- c. be social and refrain from seeding of kindling personal or other types of conflicts;
- d. tactfully present substantiated critic while expressing personal opinion;
- e. be punctual and act in accordance with the terms established by law.

Article 6. Responsibility for breaching the requirements of this Code

- 1. Violation of the requirements of this Code shall constitute a disciplinary offence and in accordance with the procedures stipulated by the Election Code and the Law of Georgia on Public Service a responsibility may be imposed over the election administration official for its breach.
- 2. Election administration officials, who are not public servants and are not covered by the Law of Georgia on Public Service, shall be held responsible under the rule and measures established by the election Code for violation of the requirements of this Code.

Annex N4

Information to be included in the Application/Complaint submitted to the Election Commission

Application/Complaint shall include:

- ✓ date and time of filling in the application/complaint*;
- ✓ first name, last name and place of registration of an applicant/complainant*;
- ✓ polling station number*;
- ✓ in the case of witness – his/her first name, last name and place of registration*;
- ✓ substance of violation and the time of its conduct**;
- ✓ in the case of determining the violator – data, that was possible to obtain on him/her**;
- ✓ explanation of a violator (if applicable)**;
- ✓ telephone number (home and/or cell phone) of an applicant/complainant***;
- ✓ fax and e-mail of an applicant/complainant (if applicable)***;
- ✓ other additional information.

* Failure to indicate the above information incorrectly or incompletely shall become the basis for identifying an error in the application/complaint, and if the error is not corrected, the latter shall constitute the basis for not considering the application/complaint.

** Failure to indicate the above information shall become the basis for not considering the application/complaint without identifying an error.

*** Failure to indicate above information incorrectly or incompletely shall not be the ground for identifying an error and not considering the application/complaint; but it may become the basis for impossibility of calling the party at the considering of the complaint.

Annex N5

N “.....” Election District

N “.....” the PEC

**Certificate
On registration of an application/complaint**

Date of the receipt of an application/complaint

Time of the receipt of an application/complaint

Registration number of an application/complaint

Commission Secretary:

.....
/Signature/

POWERS OF THE PRECINCT ELECTION COMMISSION CHAIRPERSON

1. Authorities related to the PEC session:

- convene the session of the commission (*Election Code - Article 8.2*);
- chair the PEC session (*Election Code - Article 27.1.b*).

2. Administrative functions:

- you are authorized to task the deputy chairperson, commission secretary and other members of the commission (*Election Code - Article 27.1.e*);
- you are authorized to issue an ordinance (*Election Code - Article 30.1.c*);
- you receive and by your resolution distribute the election documentation and all correspondence submitted and addressed to the PEC (*Election Code - Article 27.1.c*);
- you are responsible for receipt, keeping and purposeful distribution of the election documentation, inventory and other materials from the DEC (*Election Code - Article 27.1.d; Article 63.6*);
- for ensuring the publicity, you should take into account that the following is posted in a visible place at the polling station (*the PEC regulation - Article 8*):
 - telephone numbers (fax) of the commission and other information;
 - legal acts of the election administration that are related to the activities of the PEC;
 - ordinances of the commission and the commission chairperson;
 - voter lists, rule and terms of appeal of amendments to and inaccuracies in the lists of voters.

Attention!

- No later than on the 2nd day before the polling, you will be provided with the final versions of verified lists (version designated for the election commission - table list and the version designated for public information - wall list) (*Election Code - Article 31.11*).
- Primary version of the wall list meant for public information shall be taken off and the verified list shall be posted in the same place.

POWERS OF THE PRECINCT ELECTION COMMISSION CHAIRPERSON
THE DAY BEFORE POLLING
(OCTOBER 26)

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

- You are responsible for arranging the polling place. bear in mind the following (*Election Code - Article 58.4*):
 - polling booths shall be installed for a secret ballot at the polling place (not less than one booth shall be provided for every 500 voters). One pen shall be available in every polling booth;
 - places shall be allocated for registration of voters and tables shall be put in accordance with the number of registrars;
 - a transparent ballot box has to be installed in a visible place;
 - a table for special envelopes shall be provided close to the ballot box.

- The following shall be posted in a visible place at the polling place (*Election Code - Article 58.4.d; 58.5*):
 - list of voters;
 - list of election subjects (lists of candidates);
 - voting instruction and the procedure for filling in the ballot paper as established by the CEC (the latter shall also be posted in the secret ballot booth);
 - an extract from the law, in which case the ballot paper is invalid;
 - public display protocol of polling results.

2. Authorities related to the receipt of the election documentation:

Remember! that no later than 12 hours before the polling starts, you should receive the ballot papers and special envelopes from the DEC. Upon receipt, **it is necessary to count** and compare the number of the received ballot papers and special envelopes with the data included in the receipt-delivery act (*Election Code - Article 63.9-11*). Check that your precinct and election district number is indicated in the ballot papers.

**POWERS OF THE PRECINCT ELECTION COMMISSION CHAIRPERSON
ON THE POLLING DAY
(OCTOBER 27)**

07:00—8:00

- Open the polling station at 07:00, inform the DEC by phone on the opening of the polling station and the quorum of the commission members (7 members) (*Election Code - Article 61.1*)

- Hand on to the secretary the polling day logbook, registration book, summary protocol of polling results and public display protocol (posted in the visible place)

- Check the accreditation cards of persons authorized to be present at the polling place

- Publicly inspect the integrity of the envelope, which contains the stamp of the PEC, open and put a first carve. The sample of carved stamps shall be recorded in the polling day logbook (*Election Code - Article 61.2.b*)

- Identify by casting lots 2 members of the commission to accompany the mobile ballot box, where only the members of the commission appointed by parties shall take part (*Election Code - Article 61.2.d*)

- Conduct casting lots for assigning remaining functions (regulator of the voters flow; registrars of voters, a member of commission supervising the ballot box and special envelopes) to the PEC members (*Election Code - Article 61.2.e*)

- For the purpose of observing the process of registration of complaints, select by casting lots no more than 2 representatives from the representatives of the election subjects present at the polling station
Remember! Representatives revealed by casting of lots and secretary of the commission, shall not be persons nominated by the same election subjects (*Election Code - Article 61.5*)

- Announce the number of voters in the general and special lists, as well as mobile ballot box lists (*Election Code – Article 61.6.a*)

- Announce the number of received ballot papers and special envelopes (*Election Code - Article 61.6.b*)

- Check that the ballot boxes are empty and seal general and mobile ballot boxes with a seal having a unique number (*Election Code - Article 61.6.c*)

- Hand on to each registrar: list of 300 voters (as well as the special list - to one of the registrars), one book of ballot papers, ink. Assign the registrar’s stamps to the registrars by casting lots; make a first carve on a stamp. The sample of the carve shall be recorded in the polling day logbook (*Election Code - Article 61.7-8*)

- Hand on to the regulator of the voters flow the ultra-violet light, device for checking inking

- Give to the member of the commission, supervising the ballot box and envelopes, special envelopes and the main ballot box
-
- Before the polling starts, and immediately after distributing the materials among the commission members, fill out the self-copy control sheets forms (except for the data of a first voter) with the PEC secretary. Pay attention that every commission member signs the control sheet (*Election Code - Article 61.10*)
-

08:00

- Inform the DEC by phone on the start of polling
-

From 08:00

- After the first voter appears at the polling station, the voter is registered, takes a ballot paper and after that you should indicate to the commission secretary to include the data of the first voter in the control sheet, sign it and indicate the time of dropping into the ballot box. Insert one copy of the control sheet into the main ballot box, the second copy shall be inserted into the mobile ballot box (if any) and the third copy shall be kept (*Election Code - Article 61.10*)
-
- After the registration of first voter inform the DEC by phone on sealing of box(es), inserting control sheet(s) into the box(es), making the first carve on the special stamp of the commission and the stamps of the registrars, as well as on recording the sample of the first carve in the polling day logbook
-

From 09:00

- From 09:00 task 2 members of the commission, selected by casting lots, to conduct the polling through mobile ballot box and hand on to them the following (*Election Code – Article 66.3*):
 - list of mobile ballot box
 - necessary amount of ballot papers endorsed by the signature of the voters’ registrar and the special stamp
 - special envelopes
 - sealed mobile ballot box with the control sheet inserted in it
-

- 10:00** Ask the registrar to recount the number of signatures in the list of voters and ballot
- 12:00** papers issued by him/her (including the spoiled ballot papers conveyed to the
- 15:00** chairperson). Should the numbers not be equal, an explanation should be written by the
- 17:00** registrar and attached to the summary protocol of polling results
- 19:00**

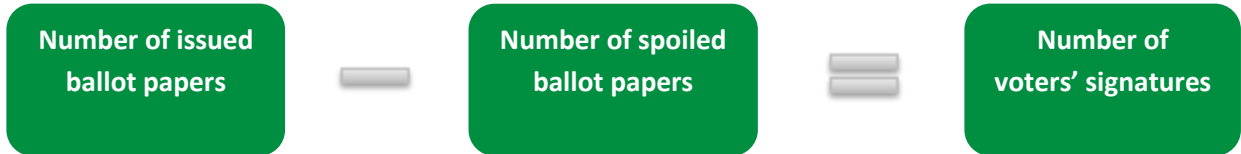
At 12:00 and at 17:00 ask the secretary to record with the registrar the number of signatures of voters counted in the voters’ lists in the public display protocol and the logbook and inform the DEC thereto (*Election Code - Article 65.6*)

Before 20:00

- The mobile ballot box shall be returned to the polling station no later than on 20:00 (*Election Code - Article 66.1*)
-

From 20:00 until the opening of the box

- Declare the polling closed at 20:00. Task one of the members of the commission to count the number of voters standing in the line. After the polling is over, close the door of the polling station and seal the ballot box section (*Election Code - Article 65.8*)
- After conclusion of polling, approach each registrar and instruct to count (considering the data included in the explanation written before the completion of the polling process by the registrars (if any)):



In case a difference between data is identified, task the registrar to re-count and verify the number. If the difference remains, ask the registrar to write an explanation note which shall be appended to the summary protocol

- In presence of persons authorized to be at the polling place, make a second carve on the stamps of the commission and voters' registrars. The sample of the carved stamp shall be recorded in the polling day logbook (*Election Code - Article 67.1*)
- Select 3 (or more, if necessary) counting officers by casting lots. If the observers fail to select observers to be present at the counting process from their members, based on mutual consent, select, by casting lots, 2 supervisors among the observers (*Election Code - Article 67.1*)
- By casting lots, select not less than 2 representative of the election subjects, present at the polling station, who will take part of counting process of valid and/or invalid ballot papers with the counting officers revealed from the members of commission (*Election Code - Article 67.2*)
- Give instructions to the counting officers to count the number of the voters' signatures in the unified list of voters, special list and the list of mobile ballot box (*Election Code - Article 67.3*)
- Give instructions to the commission secretary to separately seal the voters' table, special and mobile ballot box lists (*Election Code - Article 67.3*)
- Give instructions to the counting officers to separately seal unused and spoiled ballot papers (*Election Code - Article 67.4*)
- Put the name and number of the polling station, as well as the type of the election documentation on the sealed package and sign it with the counting officers (*Election Code - Article 67.5*)

Opening of the ballot box, filing the summary protocol of polling results

- Check the integrity of the seal of the ballot box, mobile ballot box, and in exceptional cases, ballot box of the established polling station (if any) (*Election Code - Article 68.1*)

- First of all open the mobile ballot box (if any). The counting officers check whether there is a control sheet in the mobile ballot box and prove its identity with the control sheet kept for comparison at the commission (*Election Code - Article 68.4*)

- Open the main ballot box. The counting officers check whether there is a control sheet in the ballot box and for proving its validity compare it with the control sheet kept for comparison at the commission

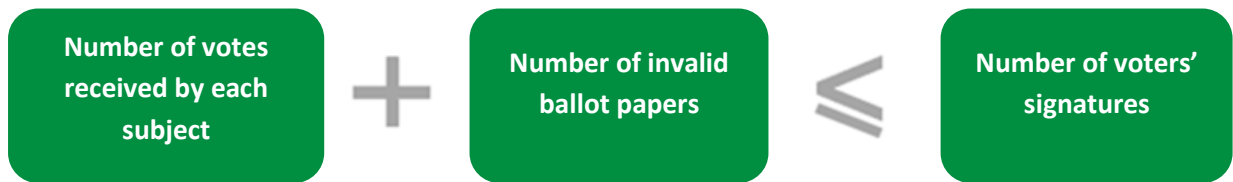
- Open the ballot box of the polling station established in exceptional cases (if any). The counting officers check whether there is a control sheet in the ballot box and for proving its validity compare it with the control sheet kept for comparison at the commission (*Election Code – Article 68.5*)

- If everything is in order, the counting officers shall mix the envelopes from the main, mobile ballot boxes and the ballot boxes of the polling station established in exceptional cases (*Election Code - Article 68.5*)

- Give instructions to the counting officers to sort the ballot papers. Along with the commission, put on vote separate ballot papers with suspicious authenticity (*Election Code - Article 69.5*)

- Give instructions to the counting officers to count invalid ballot papers and the votes/ballot papers received by each election subject (*Election Code - Article 69.6-9*)

- Together with the secretary of the commission check the authenticity of data included in the summary protocol of polling results:



- Indicate to the counting officers to bundle and seal: invalid ballot papers (invalid ballot paper designated for another polling station shall be sealed separately), ballot papers of each election subject (packages shall be signed by the counting officers and a chairperson) (*Election Code - Article 69.6-9*)

- Commission secretary, with your consent, completes the summary protocol (data included in the explanation note written by the registrars (if any) shall be considered in the course of drawing up of the protocol). The secretary shall register the summary protocol in the registration book. Every member of the commission is obliged to sign the summary protocol. Approve the completed summary protocol with the commission stamp. Immediately convey to the CEC copy of the summary protocol of polling results, along with the amendment protocol and the written explanation notes of the registrars (if any) (*Election Code - Article 71.14*)

- The secretary makes the copies of summary protocol. While issuing the copy, along with the secretary, you should sign and approve the copies of summary protocol with special stamp of the commission. The secretary shall register the issued copies (*Election Code - Article 71.8*)

- Seal the commission stamp (every member of the commission signs the package sealed by the special stamp of the commission) (*Election Code - Article 71.13*), stamps of registrars, logbook, registration book, complaints in a separate envelope. Summary protocol of polling results shall not be sealed

- Insert the sealed election documentation in a big box or a bag and take it to the DEC. Take the summary protocol of polling results, logbook, sealed envelopes of an application-complaint and the polling day registration book separately from the box/bag

Annex N 7

**Powers of the Secretary of PEC on the Polling Day
(October 27)**

07:00 - 08:00

- Upon opening the polling station, receive the logbook, registration book, summary protocol of polling results and public display protocol from the chairperson of the commission

- The public display protocol must be visibly displayed inside the polling station

- When opening the polling station, on the first and the second pages, and if needed, on the 10th and following pages of the polling day logbook, record the name and the last name of persons (commission members, observers, representatives) authorized to be present at the polling place; ask them to certify their presence in the polling station by signing in the logbook (*Election Code of Georgia - Article 61.2.a*)

- On the 5th page of the polling day logbook record the sample of the Commission seal, where the first carve is made (*Election Code of Georgia - Article 61.2 b*)

- Record the results of assigning functions by casting lots between the members of commission on the 3rd page of the polling day log-book (*Election Code of Georgia, Article 61.2.f*)

- On the 3rd page of the logbook include the data of the representatives of election subjects revealed through casting lots, which was held for observing the process of registration of complaints

- Record the number of voters on the general list of voters and on special list on the 6th page of the polling day logbook and in public display protocol (*Election Code of Georgia - Article 61.9*)

- Record the number of received ballot papers on the 6th page of the polling day logbook and in the public display protocol (*Election Code of Georgia - Article 61.9*)

- Record the time of sealing of the ballot boxes, note the individual number of ballot box seal on the 4th page of the polling day log book

- On the 5th page of the polling day log book record a sample of each registrar's seal on which the first carve is made (*Election Code of Georgia - Article 61.8*)

- Before the polling starts, together with the chairperson of the commission, fill out the self-copying form of the control sheets (except for the data of a first voter). Pay attention that the control sheet is signed by each member of the commission present (*Election Code of Georgia - Article 61.10*)

From 08:00

- The first voter enters the precinct, registers, receives the ballot paper, and only then record the data of the first voter in the control sheet, have the voter sign and indicate exact time of dropping the control sheet into the ballot box (Note the data on the control sheets on the 4th page of the polling day logbook)

From 09:00

- On the 4th page of the polling day logbook, record the number of ballot papers and special envelopes which were transferred to commission members accompanying the mobile ballot box

At 12:00

- With each registrar, count the signatures of voters participating in polling present on the voters' list, and note the sum of the signatures on the 6th page of the polling day logbook and in the public display protocol

At 17:00

- With each registrar, count the signatures of voters participating in polling present on the voters' list and note the sum of the signatures on the 6th page of the polling day logbook and in the public display protocol

From 20:00 pm - until the opening of the ballot box

- At 20:00, record the number of the remaining voters in line on the 4th page of the logbook

- After the polling has concluded, chairperson of PEC shall put a second special carve on the commission and registrar seals. Record the samples of the above mentioned seals in the logbook. (*Election Code of Georgia - Article 67.1*)

- On the 3rd page of the logbook record the results of assigning functions of counting officers by casting lots

- On the 3rd page of the logbook record the data of supervisors revealed from observers for the purpose of observing the counting process of ballot papers

- On the 3rd page of the logbook record the data of the representatives of election subjects revealed by casting lots, who participate in the counting process of valid and/or invalid ballot papers together with the counting officers

- When counting the votes, in the logbook, record personal data of those present

- Record in the polling day logbook and public display protocol the total number of voters participating in the polling by general, special and mobile ballot box list, as counted by counting officers (*Election Code of Georgia - Article 67.3*)

- Individually bundle and seal general list of voters, special and mobile ballot box list (*Election Code of Georgia - Article 67.3*). The packages shall be sealed and signed by the chairperson of PEC and counting officers

- Cut an edge of the unused ballot papers. Bind unused and spoiled ballot papers in separate packages. (*Election Code of Georgia - Article 67.4*). The packages are signed by the chairperson of PEC and by the counting officers

Opening of the ballot box, drawing up of summary protocol of polling results

- After opening the ballot boxes, record the number of counted invalid ballot papers and the number of votes obtained by each election subject in the log-book and public display protocol (number of invalid ballot papers designated for another precinct is recorded only in the log-book) (*Election Code of Georgia - Article 69.6 and Article 69.8*)

- Together with the chairperson of the commission, check the validity of the summary protocol: number of votes received by each election subject + number of invalid ballot papers = or < to the number of signatures on the voters' lists

- After the counting officers have completed counting of the votes, in coordination with the PEC chairperson, fill out summary protocol of polling results (*Election Code of Georgia - Article 71.1*). Data included in the registrar's explanation note shall be incorporated into the protocol. **Remember!** It is prohibited to amend the inserted data in the summary protocol (*Election Code of Georgia - Article 70.3*)

- Sign the summary protocol of the polling results and ensure that all the members of the commission sign these protocol. Endorse the protocol with a PEC stamp and register it in registration book, in the section for outgoing documentation (*Election Code of Georgia - Article 71.4*)

- After summary of the polling results, close the logbook and the registration book, with an appropriate indication that "registration book closed". Certify this with your and the commission chairperson signature. Further, certify the signatures with the seal of the Commission (*the PEC Regulation - Articles 11, 15, Election Code - Article 62.11, 71.12*)

Attention!

- ✓ Record temporary delegation of functions defined through casting lots of a commission member to another member of the commission on the 5th page of the polling day log-book (*Election Code - Article 61.2.g*)
- ✓ During the inking verification procedure, if the voter is discovered to bare an ink mark, record his/her name and personal details in the log-book, on the 4th page.
- ✓ Record in the registration book and on page 10th and on the following pages of the log-book all application/complaints related to the polling procedure (*Election Code - Article 62.9*)
- ✓ Upon issuing the copy of summary protocol of polling results register it in registration book, certify the copy of the protocol with a PEC stamp and sign it together with the PEC chairperson (*Election Code - Article 71.8*)

Annex N8

Functions of the Member of the Commission Responsible for Regulating the Flow of Voters (Election Code - Articles 64, 65)

- Regulate the flow of voters entering the polling station
- Ask the voter to present a personal identification card of a citizen of Georgia/ID card or a passport of a Georgian citizen
- Check whether the voter has already been inked with a ultra-violet light; as soon as you verify that the voter has not been inked already, give the voter possibility to participate in the polling process
- Check how many voters are standing at the registration table designated for voters. If there are more than two voters standing at the registration table, halt the entrance of the voter into the polling room for a while
- Point the voter towards the registration table designated for the alphabetical letter corresponding to the first letter of the voter's surname

Attention!

- If it occurs, that a voter cannot present a personal identification card of a citizen of Georgia/ID card or a passport of a Georgian citizen, explain to him/her, that he/she cannot take part in voting. Ask the voter to leave the polling station
- In accordance with the procedures established by Article 185¹ of the Election Code, a citizen of the European Union member state registered in the list of voters, born in Georgia and over the recent 5 years has permanently lived in Georgia, shall have a right to cast a vote in the elections. Such an individual, while being at the precinct, shall use a passport of a member state of the European Union instead of a passport of a Georgian citizen and a Personal Identification Card
- If the device determines that a voter has already been inked, he/she shall be restricted from participating in polling; notify the chairperson of the PEC about the personal data of the voter; ask the voter to leave the polling station
- A voter unable to independently carry out procedures for casting a vote due to the absence of his/her upper limbs, shall not go through the inking procedures

Functions of the Registrar Member of the Commission (Article 65)

- Ask the voter to present:
 - ✓ Personal identification card of a citizen of Georgia/ID card or a passport of a Georgian citizen
 - ✓ In cases of IDPs from the occupied territories of Georgia - an IDP certificate together with either a personal identification card of a Georgian citizen, or a passport
 - ✓ European Union member state passport to the citizen of the European Union member state registered in the general list of voters
- Verify the availability of a voter's name in the general or special list of voters, and compare the personal number of the voter to that which is indicated on the voters' list
- If the voter is present on the voters' list, conduct the inking procedure
- Approve the bulleting (by signing on the back, on a designated place)
- Sign the back side of the bulletin
- Endorse the granting of a ballot paper with your signature on the voters' list
- Ask the voter to confirm the receipt of a ballot paper by signing along his/her last name in the voters' list
- Give the voter bulletin signed by you and approved by the seal of the registrar
- Sign on the back side of the ballot paper
- Certify the ballot paper (by sealing the designated area on the back side of the ballot paper) with a registrar's seal
- Give the voter ballot paper signed and certified with a registrar's seal
- Point to the voter to the secret polling booth

Attention!

- You should not give the voter ballot paper if it occurs, that a he/she cannot present a personal identification card of a citizen of Georgia/ID card or a passport of a Georgian citizen, or In cases of IDPs from the occupied territories of Georgia - an IDP certificate together with either a personal identification card of a Georgian citizen, or a passport, in case of European Union member state citizen-passport of the citizen of European Union member state
- In case a voter refuses to be inked, he/she shall not be entitled to vote and a ballot paper shall not be issued to him/her
- A voter unable to independently carry out (physical condition) procedures for casting a vote due to the absence of his/her upper limbs, shall not go through inking procedures and upon handing ballot paper to the voter you shall make a note – “physical condition” in the box of the general list - “signature of the voter” and verify it with your signature

- If the data of a voter was not found in the general list, instruct the voter to address the last registrar for verification of the voter's data (the above registrar shall verify the voter's data in the data of voters included in the lists of voters after the lists organized in alphabetical order, with an entry - "removed from the address of registration" (if any)
- If you or a voter spoil ballot paper, immediately inform the PEC chairperson on this and deliver the new one (sealed by the stamp of a registrar and signed by you)
- If a voter appears at the polling station and his/her status in the general list is - "abroad", the voter shall participate in the polling in accordance with the general procedure (Election Code - Article 65, 184.9¹)

Attention!

- ✓ It is recommended that the registrar at 10:00, 12:00, 15:00 17:00 and 19:00 without hindering the polling process, recount the number of signatures and ballot papers issued by him/her in the list of voters (including the spoiled ballot papers conveyed to the chairperson). Should the numbers not be equal, an explanation should be immediately written by the registrar and attached to the summary protocol of polling results.
- ✓ In case of transfer of functions of a registrar, the registrar is obliged to recount the number of signatures in the list of voters and ballot papers issued by him/her (including the spoiled ballot papers conveyed to the chairperson) and report the results to the chairperson. Should the numbers not be equal, an explanation should be written by the registrar and attached to the summary protocol of polling results.

Functions of the Member of the Commission Accompanying the Mobile Ballot Box (Article 66)

Attention!

Mobile voting procedure starts at 9:00 and ends at 19:00

- From 9 a.m. on the polling day, the chairperson of the PEC should provide you with:
 - ✓ Mobile ballot box list
 - ✓ Necessary amount of ballot paper signed and sealed with a special stamp by the registrar of voters
 - ✓ Special envelopes
 - ✓ Sealed Mobile ballot box with a control paper inserted in it
- When approaching the voter, ask him/her to present:
 - ✓ A personal identification card of a citizen of Georgia/ID card or a passport of a Georgian citizen
 - ✓ In cases of IDPs from the occupied territories of Georgia - an IDP certificate together with either a personal identification card of a Georgian citizen, or a passport
- Compare the personal number of the voter to that which is indicated on the mobile ballot box list
- Endorse the granting of a ballot paper with your signature on the mobile ballot box list
- Ask the voter to confirm the receipt of a ballot paper by signing along his/her last name in the mobile ballot box list
- Issue the voter ballot paper signed and certified with a registrar's seal
- After the voter has completed ballot paper(s), issue him/her a special envelope and instruct a voter to place the folded ballot paper inside the envelope
- Ask the voter to place the special envelope in the mobile ballot box
- After the conclusion of polling seal the cut of the mobile ballot box in a way to be impossible to open the cut without damaging the seal
- Return the mobile ballot box to the precinct no later than 20:00 on the polling day
- After returning to the polling station, transfer the unused ballot papers and special envelopes to the secretary of the PEC and wait for further instructions of the chairperson of the PEC

Attention!

- Should the integrity of the mobile ballot box seal be damaged, immediately inform the chairperson of the PEC, draw up relevant protocol (indicating the reason) and sign it together with a person accompanying you. Wait for further instructions of the chairperson of the PEC
- Inking shall not be applied to mobile voters
- In case of mobile voting by a voter with physical disability, in the mobile ballot box list, the line "signature of voter" shall include a note "physical condition" and shall be confirmed by your personal signature

**Functions of a Member of the Commission Responsible for Supervision of Ballot
Boxes and Special Envelopes
(Article 65)**

- You should be attending the ballot box at all times
- You should control the ballot box and special envelopes
- You should maintain the ballot box cut for inserting special envelopes closed
- After the voter has left the secret voting booth you should instruct him/her to independently take one special envelope from the table standing aside and place folded ballot paper inside it
- After you make sure that the voter holds only one envelope in hands, you should open the cut of the ballot box and instruct the voter to place the special envelope inside it
- Ask the voter to leave the polling station

Attention!

- Only voter may place the ballot paper inside the special envelope. Except for a voter with physical disability, instead of whom, a person selected by a voter with physical disability shall place a ballot paper into a special envelop and insert into the ballot box; He/she shall also help the above voter to fill out the ballot paper in the polling booth
- No more than one voter at a time can approach the ballot box
- PEC member is not entitled to open filled in ballot paper
- Before the voter inserts the ballot paper into the special envelope, you may ask him/her to show you that he/she has only one ballot paper and one envelope in hands. Voter is obliged to fulfill your request

Photo and video shooting at the polling station

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

I

From the moment of opening election precinct (7:00 am) up to and including the period of drawing up summary protocols by PEC

To ensure secrecy of vote, it is prohibited to:

- ▶ photo or video shooting within the voting booth, in order not to disclose the choice of the voter;
- ▶ Film voter lists meant for the use of election commissions (desk versions) and other information and materials that are not listed as public information according to the election legislation of Georgia.



To ensure smooth implementation of the process of polling:

- ▶ Interviewing persons authorized to be present at the polling station is only allowed outside of the polling station;
- ▶ Interviews of Commission members should be conducted so that it **does not interfere with their duties** during the polling process.



Persons authorized to be present at the polling station that leave the building with the camera to record an interview, lose the right to photo or video shooting at the polling station and can only re-enter the building for observation **without photo or video shooting equipment**

Persons authorized to be present at the polling station are:

- ▶ Voters, during the period needed for voting;
- ▶ PEC members and representatives/members of superior election commission members
- ▶ Representatives of election subjects (no more than one representative of the same election subject)
- ▶ Accredited representatives of media (press and mass media, no more than three representatives of the same media outlet)
- ▶ Observers of the registered local observer organizations (no more than one observer of the same local observer organization)
- ▶ Observers of registered international organizations (no more than two representatives of the same organization possibly accompanied with interpreter)

II

On polling day, starting from 07.00 am before the appearance of the first voter to the election precinct and after the voting of the last voter, including the period of drawing up summary protocols

To ensure transparency of election process:

Persons authorized to be at the polling station are entitled to make photo and video shooting from a space specially allocated by the PEC Chair, no less than **3 meters** from the subject/object of the recording, where they can see the election process.

III

On the Election Day, from the moment of arrival of the first voter at the polling station within the period of voting of the last voter

To ensure transparency of the election process:

- ▶ Persons authorized to be present at the polling station can freely film the process of voting at the polling station where voters of high interest (political authorities, leaders of election subjects and political unions, religious leaders) vote, after which all cameras should be removed from the building.
- ▶ Same press and other mass media outlets are entitled to film at the polling station once and for no more than 10 minutes during the voting process from any spot, provided that secrecy of ballot is protected.
- ▶ Persons entitled to be present at the polling station (including media wishing to film for more than 10 minutes) can film using stationary cameras located at the spot allocated by the Chair of PEC. Ballot box should be visible from the allocated spot.



Person authorized to be at the polling station that moves around with the camera, leaves the premises with the camera, loses the right for filming at the polling station and can re-enter the polling station only without the camera.

Responding to violations

In case of violation of photo and video recording at the polling station the PEC makes a decision on dismissal of the appropriate person from the polling station.



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