

HANDBOOK FOR PEC MEMBERS

2014

Municipal Elections

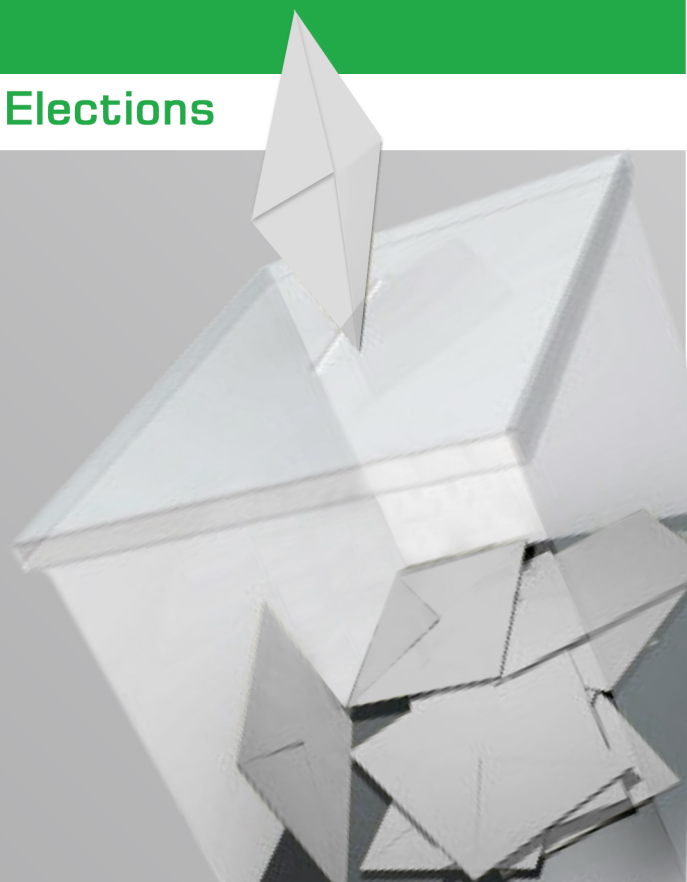


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Chapter I. The rule for setting up the Precinct Election Commission

The rule for setting up the Precinct Election Commission

The PEC shall be composed of 13 members (*Election Code of Georgia - article 24.1,2,4*):

- ▶ 6 members shall be elected by the District Election Commission;
- ▶ 7 members shall be appointed by the parties.

Attention!

- ▶ **A member of the election commission is not the representative of his appointer/elector subject. He/she shall be independent in his/her activities and shall act only in accordance with the Legislation of Georgia (*Election Code of Georgia – article 8.21*).**
- ▶ **Member of election commission shall not be withdrawn 15 days before the polling day**
- ▶ **(31 May) (*Election Code of Georgia - article 29.9*).**

Chapter II. Regulations of the work of Precinct Election Commission

Powers of PEC members and its head officials

The senior officials of PEC are the following (*Election Code of Georgia – article 25.1*):

- ▶ The chairperson of commission;
- ▶ Deputy chairperson of commission;
- ▶ The secretary of commission.

The chairperson of PEC shall (*Election Code of Georgia - article 27.1*):

- ▶ Call and chair the PEC sessions;
- ▶ Receive and distribute election documentation and all correspondence submitted and addressed to the PEC;
- ▶ Assume personal responsibility for saving and distribution of electoral documentation and inventory;
- ▶ Task deputy chairperson, secretary and other members of commission;
- ▶ On the polling day, organize the distribution of functions among the commission members by casting lots;
- ▶ Be responsible for keeping order at the polling place and on the adjacent territories on the Election Day;
- ▶ Be responsible not to allow persons authorized to be present at the polling place at the polling place without appropriate badges;
- ▶ Submit to the upper DEC all election documentation after summarizing of polling results.

The deputy chairperson of the PEC shall (*Election Code of Georgia – article 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 his/her responsibilities

The secretary of the PEC shall (*Election Code of Georgia – article 27.3*):

- ▶ Prepare the agenda of the session of commission and elaborate draft ordinances;
- ▶ Be responsible for the release of public information;
- ▶ Draft PEC session minutes, including summary protocols of polling results.

The session of the election commission shall be open. The following shall be authorized to attend the session of the election commission (*Election Code of Georgia - article 8.15*):

- ▶ The CEC and the DEC members;
- ▶ Representatives of the CEC and the DEC;
- ▶ Employees of the CEC office;
- ▶ Representatives of media accredited in the relevant commission;
- ▶ One representative of election subject in the relevant commission;
- ▶ One observer from domestic observer organization;
- ▶ One observer from international organization (with an interpreter).



In the case of breach of order and obstruction of the work of the election commission, the PEC shall be authorized to make the decision to remove the person violating the order, which shall be recorded in the minutes of the session (*Election Code of Georgia – article 8.15*)

Rule for clerical work in the commission

(*Regulations of the precinct election commission - article 11*)

Secretary of the Commission is responsible for keeping the registration journal of the Commission.

The registration journal consists of two parts:

I. Received documentation:

The secretary of Commission is responsible for registration of documentation/application in registration journal upon its reception.

Attention!

Upon appropriate registration of document/application in the journal, the secretary of commission shall issue certificate, indicating date and time of reception, as well as number assigned in registration journal. The certificate is confirmed with the signature of the Secretary of Commission (*Regulations of the precinct election commission - article 11.5*).

II. Issued documentation

The secretary of commission shall register the issuance of documentation in the registration journal, in part of the documentation issued out of the commission.

Every day at 18.00 the registration journal shall be closed, for this purpose under the last record in both parts of the journal shall be written: “journal is closed”, indicating date and precise time. The secretary of commission confirms mentioned with the signature. Registration of any document in the journal with the same date is prohibited after its closure (*Regulations of precinct election commission – article 11.15*).

Legal acts of PAEC

(*Regulations of precinct election commission - article 6*)

Legal acts of precinct election commission are the following:

- ▶ Ordinance of the commission;
- ▶ Ordinance of the chairperson of the commission;
- ▶ Summary Protocols on the outcomes of polling.

The decision of the PEC shall be issued as an ordinance.

The PEC ordinance shall be issued on the following:

- ▶ Election of head officials of the PEC and their pre term dismissal (*Election Code of Georgia - article 25; article 29.3*);
- ▶ Temporary closure of the polling place; approving or revoking the decision made by the chairperson of the commission after polling is terminated or suspended (*Election Code of Georgia - article 60.4*);

- ▶ Termination of polling or closure of election precinct (Election Code of Georgia – article 60.4);
- ▶ While opening the ballot box; sealing election documentation and its submission to the DEC; if the commission considers that the requirements of the Election Code of Georgia are violated (*Election Code of Georgia - article 68*).

The ordinance of the PEC chairperson shall be issued on:

- ▶ Temporary closure of the polling place; termination/suspension of polling (*Election Code of Georgia - article 60.3*);
- ▶ Reopening of the polling place/resumption of polling (*Election Code of Georgia - article 60.3*);
- ▶ Granting certain powers of the chairperson of commission to the deputy chairperson of commission (*Election Code of Georgia - article 27.2.b*).

Attention!

Ordinance of the PEC chairperson shall be signed by the chairperson of precinct election commission upon its adoption and no later than the next day shall be posted at election precinct on visible place. (*Election Code of Georgia - article 30.4; Regulations of precinct election commission - article 6.4*).

The rule for adopting ordinance at the PEC session

The PEC secretary shall prepare draft ordinance (*regulations of precinct election commission – 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 (not less than 5 members). In case of an equal number of votes, a chairperson shall have the casting vote (*Election Code of Georgia - article 8.4-5*).

The PEC ordinance shall be signed by the chairperson and secretary. The ordinance shall be posted at the election precinct no later than the next day (*Election Code of Georgia - article 30.4; article 26.3; regulations of precinct election commission - article 6.4*).

Restrictions and engagement of the Precinct Election Commission in pre election agitation/cmpeign

The Precinct Election Commission shall post lists of parties and candidates in visible place at the polling place (*Election Code of Georgia - article 58.4.d; regulations of precinct election commission - article 8.2.b-c*).

Attention!

The member of election commission shall not be entitled to participate in pre election agitation (*Election Code of Georgia - article 45.4.a*).

Part II

Precinct Election Commission Activities in Pre Election Period

Chapter I. The list of voters

General list of voters and its publishing procedure

(*Election Code - article 31; article 1841.2*)

General list of voters shall include the following data on a voter:

- ▶ first name, last name;
- ▶ date of birth (day, month, year);
- ▶ address (as provided in the identification card of citizen of Georgia or in the database of the Agency for Development of Public Services);

- ▶ personal number of citizen of Georgia;
- ▶ actual place of residence - temporary place of residence shall be indicated with respect to IDPs from the occupied territories of Georgia; persons registered without indicating the address; persons removed from the registration according to the place of residence; also for person the registration of which was declared as invalid by the decision of the Agency for Development of Public Services; in reference to voters leaving abroad, a note “on a consular registry” shall apply, but in case if such person is not a voter on a consular registry – a note “abroad” shall be indicated;
- ▶ Date of voter registration in the general list of voters.
- ▶ Photo (the newest photo in digital format available in electronic database of the Agency for Development of Public Services);
- ▶ Gender.

The PEC shall receive final, verified versions of the lists of voters not later than the next day prior to polling (13 June):

- ▶ The version designated for election commission (table list);
- ▶ The version designated as public information (wall list).

Attention!

- ▶ **First version of wall list shall be removed and verified version shall be posted on its place.**
- ▶ **The table list and its copy shall not be issued as public information.**

Verification of General List of Voters

(Eleciton Code - Article 26.2.b)

The PEC shall:

- ▶ Verify the accuracy of the list of voters, and in case of identifying errors and inaccuracies, no later than the following day, but no later than 16th day prior the election day (30 May) request the upper DEC to make changes to the lists;
- ▶ Immediately deliver the applications submitted with the regard to the lists of voters to the DEC.

Special list of voters

(Election Code – article 32)

The District Election Commission shall develop special list of voters not later than 3rd day prior polling (12 June) and submit to respective PEC.

If the voter having failed to register no later than 16th day (30 May) prior the election day (arrived from abroad, discharged from in-patient medical establishment, discharged from penitentiary institution), applies to the PEC at the election day with the request for participation in the elections, in case of submission of relevant documentation (entry in a passport on crossing the state border, certificate from an in-patient medical establishment, discharge certificate from a penitentiary institution), the PEC shall register him/her in special list and attach the copies of submitted documents to the lists of voters (*Election Code of Georgia - article 31.12*).

The rule for drawing up the List of Mobile Ballot Box

(Election Code - article 33-34)

The PEC shall be responsible for drawing up the list of mobile ballot box. The list of a mobile ballot box shall be drawn up based on general and special lists of voters.

The voter shall be included in the list of mobile ballot box if:

- ▶ She/he is unable to visit independently the polling premises due to health conditions (number of such voters shall not be more than 3% of the voters in general list of voters at the election precinct. After filling mentioned number the PEC chairperson shall inform the DEC about every new application submitted and wait for respective instructions);

- ▶ a voter is on the territory of the election precinct, but on a place difficult to access (in such case consultation with the DEC is recommended);

Attention!

With the request for voting by mobile ballot box the voter shall apply to the PEC in written or notify via telephone, at least 2 days prior polling (12 June). The secretary of commission shall register in registration journal the voter's written application or telephone notification and indicate exact time of its entry, telephone number, the voter's name, surname, personal number and the address to which the voter requests delivery of mobile ballot box. If the address is not within the boundaries of the precinct in which the voter is registered, she/he shall be explained that she/he shall not be included in mobile ballot box list.

- ▶ a voter is in hospital for treatment or in any other inpatient medical facility with no polling station established in it (the DEC shall deliver to the PEC information on the voter staying in inpatient medical facility at polling day, no later than 2 days prior polling);
- ▶ a voter is a military serviceman, serves in the military unit at the state border, which is located far from the polling station and within which no polling station is established;
- ▶ a voter is imprisoned.

The list of mobile ballot box (table list) shall include data on a voter already included in the general list of voters, except for the photos and a voter's number shall be additionally specified in the general or special lists of voters. (*Election Code of Georgia - article 33.5*).

The mobile ballot box list, designated as public version (wall list in which the same data as in table version of mobile ballot box list, except for personal number of the voter), shall be posted in the visible place in polling stations immediately after it is composed.

In case of inclusion of the voter in mobile ballot box list, in general and special lists of voters next to his/her name in the box - "actual condition" the record - "mobile ballot box" shall be made.

Attention!

- ▶ **The mobile ballot box lists (wall and table) shall be certified by the signatures of the PEC chairperson and secretary.**
- ▶ **Information on the voters to be included in mobile ballot box list shall immediately be posted at the election precinct, in visible place.**
- ▶ **The PEC members, representatives of election subjects and observers shall be eligible to verify the grounds of request for voting through mobile ballot box and state the issue of purposefulness of respective persons' inclusion in the list of mobile ballot box with the commission, any time prior polling day. The PEC shall make a decision with the regard to mentioned issues.**

Electoral right of the voter in special voter's list

Voter in the special list shall participate in both majoritarian and proportional elections if a voter changes location within the territory of the same electoral district (*Election Code of Georgia - article 32.5*).

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 election precinct and included into the list of voters no later than 2 days before polling (13 June).

The PEC members shall return to the secretary of commission the invitation cards which they could not distribute to the voters.

Attention!

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

Reception of election documentation and inventory from the DEC

In purpose of preparing and conducting polling the PEC shall receive from the DEC:

Election documentation:

- ▶ Final version of general list of voters (wall and table);
- ▶ Special list of voters (wall and table);
- ▶ Forms of mobile ballot box lists (wall and table);
- ▶ Voting invitation cards;
- ▶ Set of ballot papers (for proportional/majoritarian elections and of mayor/governor);
- ▶ Special envelopes;
- ▶ Polling day logbook (so-called book with a stripe);
- ▶ Control sheets;
- ▶ The forms of 3 summary protocols of polling results (proportional, majoritarian elections and of mayor/governor) and amendment protocol;
- ▶ Polling results public display protocols.

Election inventory

- ▶ Main and mobile ballot boxes;
- ▶ Seals of ballot boxes;
- ▶ Polling booths;
- ▶ Ink and special device for illuminating the inked spot to make sure that the voter has not been inked (ultra-violet flashlight);
- ▶ Special stamp of the PEC;
- ▶ Registrars' stamps;
- ▶ Copier;
- ▶ Ink pads.

Other election material:

- ▶ Party lists;
- ▶ Candidates' lists
- ▶ Instructions for filling ballot papers;
- ▶ Extract from the Law concerning the case in which the ballot paper is invalidated;
- ▶ Envelopes for wrapping 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 of Georgia - article 63.9*).

Supply acceptance act on election documentation

The chairperson of the commission or the deputy chairperson - based on the ordinance of the chairperson of the commissions – shall be the person responsible for reception of election documentation, and the chairperson and secretary for commission shall be responsible for keeping and purposeful distribution of the election documentation (*Election Code of Georgia - article 27.1.d; article 63.6*).

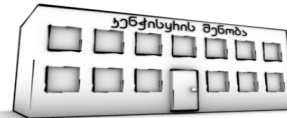


The act shall be signed by the persons issuing and receiving the documents (*Election Code of Georgia - article 63.10*). The secretary of commission shall register supply acceptance act in the part of received documentation of the registration journal.

Arrangement of polling place

The PEC members shall, no later than one day prior polling arrange the polling place for conducting polling procedure in accordance with the rule provided by the law. The PEC shall arrange (*Election Code of Georgia - article 58.4.a–c*):

- ▶ Tables for voters' registration;
- ▶ No less than one polling booth for every 500 voters, in which a pen should be provided;
- ▶ Table for special envelopes (shall be provided close to ballot box);
- ▶ Assembled, unsealed ballot boxes.



At the polling place a transparent ballot box has to be installed in a visible place, the way to allow a voter to access it freely and leave the election precinct immediately after inserting special envelope into it.

At the polling place the following shall be posted in visible place

(*Election Code of Georgia - article 58.4.d; 58.5*):

- ▶ General list of voters designated as public version (wall list);
- ▶ Special list of voters designated as public version (wall list);
- ▶ Mobile ballot box list designated as public version (wall list);
- ▶ Party lists;
- ▶ Candidates' lists;
- ▶ Instruction for filling ballot paper, provided by the CEC;
- ▶ Extract form the Law concerning the case in which the ballot paper shall be invalid;
- ▶ Polling results demonstration protocols.

Part III

Operation of the PEC at polling day

Chapter I. Opening of a polling station, procedures to be carried out prior polling

Opening of a polling station

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

Attention!

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



The PEC members shall wear special uniforms designated for them during the polling. Failure to comply with this requirement shall be reviewed by a higher election commission, as a disciplinary offense, and shall be the basis for imposing disciplinary sanctions.

People entitled to stay at polling place

The following individuals are authorized to remain at the polling place (*Election Code of Georgia - article 8.16; article 39.3,6; article 42.5; article 44.5*):

- ▶ Members of precinct election commission;
- ▶ Members/representatives of upper election commissions;

- ▶ Representatives of election subjects (no more than one representative of one and the same election subject);
- ▶ Observers of registered domestic observer organization (no more than one observer of one and the same domestic observer organization);
- ▶ Observers of registered international organization (no more than one observer of one and the same international organization, (could be accompanied by an interpreter);
- ▶ Accredited representatives of media (no more than 3 representatives of one Media Company).

Attention!

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

Rights of observers, representatives of election subjects and representatives of media

(*Election Code of Georgia - article 41*)

Observer, representative of election subject **shall have a right to:**

- ▶ be present at the polling place at any time during 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 of the nominating organization at any time on the polling day. (in case of availability of such a representative);

An observer, representative of election subject, representative of media shall not be entitled to:

- ▶ interfere with the functions and activities of the election commission;
- ▶ exert an undue 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;

The procedures to be carried out from opening polling station up to the start of the polling

From time of opening of the polling station up to the start of polling relevant procedures shall be carried out in the following sequence: (*Election Code of Georgia - article 61-62*):

- I** Immediately after opening of the polling station the polling day logbook shall be opened (*Election Code of Georgia - article 61.2.a*).

The logbook shall be delegated to the secretary of the commission, responsible with the commission chairperson for recording in the logbook every election procedure of the polling day and indicating the time of its implementation. (*Election Code of Georgia - article 62.3*).



On first and second pages and if necessary on 10th and following pages of polling day logbook, the secretary shall record names and surnames of all commissioners present at polling building (indicating their nominators) and data of all individuals entitled to stay in the polling place (name, surname, nominating organization or election subject) and certify with the signature.

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

- III** The PEC chairperson shall conduct casting of lots for distribution of functions between the members of commission. The functions to be distributed among the PEC members are as following:

- ▶ member of the commission responsible for regulating a flow of voters;
- ▶ member of commission the registrar of voters (at least one member per 300 voters);
- ▶ member of commission the supervisor of ballot box and special envelopes;
- ▶ 2 members of commission for taking mobile ballot box (if necessary).

Attention!

The chairperson/deputy chairperson/secretary of commission shall not participate in casting of lots.

The PEC chairperson shall compare number of the commissioners with the number of functions to be distributed, prior casting of lots.

If in the course of casting of lots number of present commissioners is less than the functions to be distributed:

- ▶ **by one member**, the number of registrar members shall be reduced;
- ▶ **by two members**, deputy chairperson of the commission performs the functions of the commission member responsible for regulating the voter flow;
- ▶ **by three members**, chairperson of the commission performs the functions of the member of commission - the supervisor of ballot boxes and special envelope.

First of all, the chairperson of the commission identifies by casting lots 2 members of the commission from the members of the commission appointed by parties to accompany the mobile ballot box (if necessary).

Attention!

The persons identified by casting of lots shall not be members of the election commission nominated by one election subject (one election subject means bloc “Bidzina Ivanishvili – Georgian Dream” and the parties in its composition: Georgian Dream – Democratic Georgia, Conservative Party, p/u Industry Saves Georgia, p/u National Forum, Our Georgia – Free Democrats) (Election Code of Georgia - article 61.2.d).

Chairperson of Precinct Election Commission shall:

- ▶ Prepare the papers of one and the same form and type in accordance with the number of the members appointed by the parties;
- ▶ Write on 2 papers with one and the same pen – “accompanying mobile ballot box”;
- ▶ Certify the papers of casting of lots with special stamp;
- ▶ File the papers for casting of lots the way to make impossible reading the text and place on the table.



The members of the commission participating in casting lots shall pick up the paper one by one.

Attention!

Just the members appointed by the parties in composition of bloc shall participate in casting lots, and this function is automatically assigned to the member appointed by “United National Movement” (in case of consent).

The PEC secretary shall make a note on the 3rd page of the polling day logbook on the results of casting lots (the commissioners certify with signature the assignment of functions).

After identifying two members to accompany mobile ballot box, the PEC chairperson shall conduct another casting lots to assign other functions to the commission members.

The PEC chairperson shall:

- ▶ Prepare the papers of one and the same form and type according to the number of the members of commission;
- ▶ Write on the papers with one and the same pen name of the function – “flow regulator”, “registrar”, “supervisor of ballot box and special envelopes”;
- ▶ Certify the papers for casting lots with special stamp of the commission;
- ▶ File the papers for casting lots the way make impossible to read the text and place on the table;

The members of the commission participating in casting lots shall pick up the paper one by one.

The PEC secretary shall make a note on the 3rd page of the polling day logbook on the results of casting lots (the commissioners certify with signature the assignment 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 logbook and the commissioner endorses delegation of the function with signature (*Election Code - 61.2.g*).

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

- IV** 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 (*Election Code of Georgia - article 61.5*).

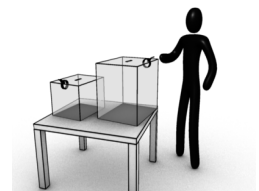
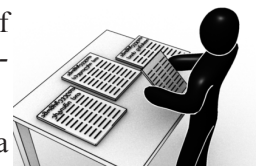
Attention!

The representatives of election subject, appointed the commissioner elected as a secretary of commission shall not participate in casting lots (*Election Code of Georgia - article 61.5*).

- V** The PEC chairperson shall announce the number of voters according to the lists of voters and the number of special voters (*Election Code of Georgia - article 61.6.a-b*).

- VI** The PEC chairperson shall check and seal the main and mobile ballot boxes with a seal that has a unique number (*Election Code of Georgia - article 61.6.c*).

- VII** The PEC chairperson shall transfer materials to the members of commission.



The PEC chairperson shall transfer to registrar commissioners the following:

- ▶ General list of voters divided by alphabet; she/he also shall transfer to one registrar special list of voters (if available);
- ▶ Set of ballot papers for proportional/majoritarian elections and of mayor/governor – one for each;
- ▶ Registrars stamps (the numbers of stamps shall be indicated on 3rd page of the polling day logbook).
- ▶ Ink mark

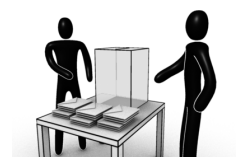


Attention!

The PEC chairperson shall post next to each registration table the alphabet sequence of the voters' surnames, in accordance with the lists placed on the tables.

The PEC chairperson transfers to the commission responsible for regulating the flow of voters, ultra violet flashlight for verification of inking.

The chairperson of precinct election commission shall transfer main ballot box and special envelopes to the commissioner responsible for supervision of ballot box and special envelopes.



- VIII** **The control sheet shall be filled** (*Election Code of Georgia - article 61.10*).

The chairperson and secretary of commission shall fill control sheets before the polling starts (except for the data of first voter). The control sheet shall be signed by all commissioners present.

Attention!

The control sheet shall be filled immediately after the transfer of materials to the commissioners, before polling starts (don't wait for first voter).

Upon entering the polling place first voter shall be registered and get ballot papers. The secretary of commission enters his/her data in control sheet, to be signed by the voter. Exact time of inserting the sheets into ballot box

shall be indicated on control sheet. The PEC chairperson inserts one copy of control sheet in main ballot box and second – in mobile ballot box (if available), and keeps the third copy in purpose to compare with the control sheets available in ballot boxes.

The control sheet data shall be entered in the polling day logbook on page 4.

Attention!

Upon the registration of first voter, the PEC chairperson shall notify the commission about sealing the ballot box and inserting control sheet/s into box/boxes.

Chapter II. Polling process

Conduct of Polling

(Election Code - article 60; article 64; article 65)

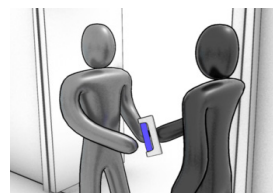
Polling shall be conducted on the polling day (15 June) from 8:00 to 20:00.

Voting procedure is being conducted under the following rule and sequence

I Upon entering the polling place, a voter shall go through the inking verification procedure.

Commission member responsible for regulating the voter flow shall:

- ▶ Regulate the flow of voters entered polling place;
- ▶ Request the voter to submit ID card or passport of the citizen of Georgia;
- ▶ Verify with ultra violet flashlight whether the voter is inked;
- ▶ Observe how many voters are standing near registration table designated for voters; if more than two voters are standing at the registration desk, the commissioner temporarily delays entry of the next voter to polling place;
- ▶ Point the voter to the registration desk corresponding to the first letter of his/her last name in the list of voters.



Attention!

If the inking verification procedure detects that the voter is inked he/she shall not be given the right to cast a ballot, and his/her name will be recorded in polling day logbook.

II The voter shall be registered by the registrar of voters.

The registrar shall:

- ▶ Request the voter to submit ID card of passport of citizen of Georgia (in case of IDP from occupied territory of Georgia – IDP card together with ID card or passport of the citizen of Georgia);

Attention!

If the data on a voter are not found in general list of voters:

- ▶ In case of availability of electronic lists at election precinct, the person responsible for data verification shall find the voter in e-lists and provide the information about the precinct in which she/he is registered;
 - ▶ In case of non-availability of electronic lists at election precinct, the person responsible for data verification shall get in touch with the DEC or the CEC helpline in order to obtain information concerning the voter.
- ▶ Verify compliance of the voter's registration data included in submitted document/s with the data in the list of voters;
 - ▶ Verify compliance of the photos available in submitted documents, the list of voters and face of the voter;

Attention!

If verification of voter's data reveals that voter's registration data entered in submitted document/s (except for the photo) are in compliance with the data available in the list of voters, but the registrar considers that the photo in submitted document/s or in the list of voters does not comply with the voter's face, she/he applies to the PEC chairperson, who upon implementation of respective procedures defined below shall allow the voter to cast the vote.

If the PEC chairperson confirms mentioned discrepancy the PEC secretary makes note, in the polling day logbook on the page designated for this, in which indicates the fact of discrepancy, voter's name, surname and his/her sequential number in the list of voters. This note shall be endorsed by the signatures of the PEC chairperson and secretary.

If the PEC chairperson does not confirm mentioned discrepancy, the registrar of voters is entitled to note his/her special opinion in the polling day logbook, on the page designated for this.

In the cases mentioned above, the PEC secretary shall attach to the polling day logbook the copy of document submitted by the voter, which shall endorse with signature (*Election Code of Georgia - article 65.2.b; article 65.2¹*).

- ▶ In case of verification of the voter's data in the list of voters, provides inking (Inking shall not apply prisons/ penitentiary institution, hospitals and other inpatient medical establishments);

Attention!

In case of refusal to inking procedure, the voter shall not be eligible to cast the vote and ballot paper shall not be issued to him/her.

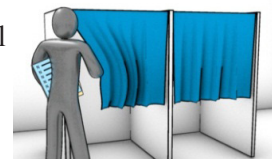
- ▶ Sign in respective box of general list of voters, and then the voter shall endorse the receipt of a ballot papers with a signature in the list of voters;
- ▶ While issuing sign ballot papers on back page and endorse with the registrar's stamp.

Attention!

In case of transfer of the functions of voters' registrar, the registrar shall count the numbers of voters' signatures in the lists of voters and the ballot papers issued by him/her (including spoiled ballot papers) and notify the chairperson of commission about the results; in case of inequality of the data she/he shall write explanation, which will be attached to the summary protocol/s of polling results.

III

The voter shall go to polling booth and fill ballot paper. No other person shall attend filling of ballot paper.



Attention!

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

IV

The voter goes to the desk standing separately with the advice of the supervisor of ballot box and special envelopes; he/she independently takes a special envelope and puts the ballot paper(s) in it.

As soon as the commissioner **responsible for supervision of ballot box and special envelopes** makes sure that the voter has just one envelope in hand, opens the section for inserting envelopes and indicates the voter to place envelope in the ballot box.

V

The voter inserts special envelope into the ballot box.



Attention!

- ▶ **No more than one voter at a time shall be allowed to be at the ballot box**
- ▶ **An observer, representative of election subject is eligible to observe the process of inserting special envelopes into the ballot box.**

VI Upon inserting special envelope into the ballot box the voter leaves election precinct.

Voting procedure for the voter having the status “due to physical condition”

The voter which is not able to conduct election procedures (inking, signing while receiving the ballot papers, inserting the ballot papers into the ballot box) independently, due to physical condition in particular lack of upper limbs, shall participate in the elections taking into consideration following procedures:

- ▶ The voter shall not go through inking verification and inking procedures;
- ▶ While transferring the ballot paper to the voter the registrar makes note “physical condition” in the box for “the voter’s signature” of general list of voters, and endorses with signature;
- ▶ The voter is entitled to ask any person for help, except for the member of commission, candidate, representative of election subject and observer;
- ▶ The person selected by mentioned voter which will help him/her to fill the ballot paper, instead of the voter in his/her presence shall put ballot papers in special envelope and insert into the ballot box

Keeping order at the polling place on the polling day

(Election Code - Article 59)

Chairperson of a precinct 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, the PEC shall be authorized to make a decision on removing a violator from the building in which the commission 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.**
- ▶ **In case if in polling place or adjacent area there is any threat to polling procedure or safe movement of election documentation, policemen might be called and stay at polling place or adjacent territory, with the request of the PEC chairperson.**

Temporary termination of polling process

If any condition hinders to the polling process, the chairperson shall notify the DEC immediately on this matter and wait for respective instructions.

Recording the voters participating in the elections

(Election Code - article 65.6)

It is recommended that the registrars of the voters recount numbers of voters’ signatures and number of ballot papers issued by them without impeding the polling process at 10:00, 12:00, 15:00 and 17:00 (including the number of spoiled ballot papers transferred to the chairperson).

Attention!

If the difference is revealed between the data, the voters’ registrar shall immediately write explanation, which shall be attached to the summary protocols of polling results.

The PEC secretary records the number of the signatures of the voters participating in the polling, according to the condition of 12:00 and 17:00 in public display protocols of polling results and polling day logbook and notifies the DEC.

Mobile voting

Mobile voting procedure shall start at 9:00 and end at 19:00. The section for inserting the ballot of the ballot box shall be sealed immediately upon the end of polling. The mobile ballot box shall be returned to the polling station no later than 20:00 (*Election Code of Georgia - article 66.1*).



The persons eligible to stay at the polling place are entitled to observe mobile voting procedure on their own will. If a vehicle is used during mobile voting, the PEC shall assign space in the car for two observers selected through casting lots among persons authorized to be present at the polling place (*Election Code of Georgia - article 66.5*).

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

- ▶ Sealed mobile box, in which control sheet is placed;
- ▶ The list of mobile box;
- ▶ Special envelopes;
- ▶ Necessary amount of ballot papers signed and sealed with a special stamp by the registrar of voters.

The PEC secretary records above mentioned data on 4th page of the polling day logbook.

Attention!

Inking shall not apply mobile voters (*Election Code of Georgia - article 64.5*).

In case of mobile voting by a person with physical disability the commissioner accompanying the mobile ballot box, shall make record in the box for “voter’s signature” “physical condition” and endorse with signature.

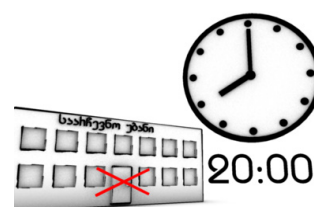
The person selected by mentioned voter (except for the member of commission, candidate, representative of election subject and observer) shall instead of him/her, in his/her presence fill ballot papers, place in special envelope and insert into mobile box (*The CEC Decree №20/2012 of 21 June 2012*).

The commissioners accompanying the mobile ballot box upon coming back to the polling place shall transfer to the secretary of commission unused ballot papers and special envelopes. The secretary of commission shall cut the corner of such ballot papers write on them spoil and store separately upon being signed by the chairperson of commission.

Chapter III. Closing polling place, summarizing polling results

Closing polling place

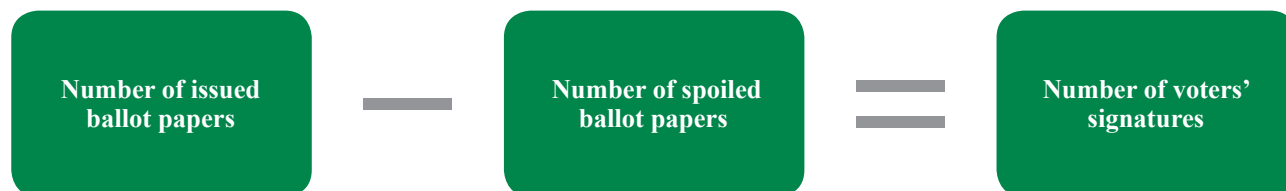
The polling place shall be closed at 20:00. Voters standing in the line by that time shall have a right to cast their votes. For this purpose one of the election commission members, tasked by the PEC chairperson, shall register the names and last names of voters waiting in the line and inform the PEC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



The PEC chairperson shall ensure that everybody except for those entitled to stay at polling place, leaves the election precinct. The PEC secretary shall record in the polling day logbook the names of persons entitled to stay at polling place while counting the votes.

Arranging election precincts for Counting of votes

Upon completion of polling, the PEC chairperson comes to each registrar of voters, who count the following with the instructions of the chairperson (taking into consideration data indicated the explanations written by the registrars prior the completion of polling (if available):



Attention!

- ▶ If there is no equality the registrar of voters shall recount and verify the numbers. If there is still no equality the registrar of voters shall write an explanatory note (indicating the reason), and attach it to summary protocols.
- ▶ The data provided in the explanations (if available) of the registrar of voters shall be envisaged while developing summary protocols.

After verifying above mentioned data the registrars shall count gender data of the voters participated in polling, in all types of the lists. The chairperson transfers the data to the DEC.

After completion of polling the chairperson of the PEC shall select no less than four counting officers by casting lots, while the observers shall select no more than two supervisors from their membership base on mutual consent if observers fail to agree, the chairperson of the PEC shall identify two supervisors from them by casting lots (*Election Code of Georgia - article 67.1*).

Casting lots for identifying counting officers undergoes in compliance with the following rule:

The PEC chairperson shall:

- ▶ prepare the papers of one and the same type in accordance with the number of the commissioners;
- ▶ Write with the same pen on the papers the titles of functions – “first counting officer”, “second counting officer”, “third counting officer”, “fourth counting officer”;
- ▶ Endorse the papers of casting lots with special stamp of commission;
- ▶ Files the papers for casting lots the way to make impossible reading of the text and places them on the table.



The commissioners participating in casting of lots shall take the papers one by one. The PEC secretary shall make a note on the 3rd page of the polling day logbook on the results of assigning functions by casting lots (the commissioners endorse with signature assignment of the function) (*Election Code of Georgia - article 61.2.f*).

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

Attention!

The representative selected by casting lots and a counting officer (commission member) shall not be persons nominated by the same election subject (*Election Code of Georgia - article 67.2*).

The chairperson of commission and counting officers arrange polling station for counting of votes:

- ▶ Counting officers take places on one side of table;
- ▶ The chairperson of commission takes place the way to be able to see counting officers;
- ▶ The secretary of commission takes place next to the chairperson of commission and makes records in polling day logbook;
- ▶ Other persons entitled to stay at polling place shall take place in two meters distance from the table (counting officers) (*Election Code of Georgia - article 68.3*).

The chairperson of commission shall bring to the table of counting officers:

- ▶ General list of voters, special list of voters, mobile ballot box list;
- ▶ Unused ballot papers;
- ▶ Spoiled ballot papers;
- ▶ Main and mobile ballot boxes;
- ▶ Control sheet kept for comparison;
- ▶ calculator



The procedures to be conducted before opening the ballot box

Counting officers sequentially count total number of the voters participating in polling

(*Election Code of Georgia - article 67.3*):

- ▶ According to general list of voters;
- ▶ According to special list of voters;
- ▶ According to mobile box list.

The PEC secretary records immediately the results into polling results public display protocols and polling day logbook.

The secretary of precinct election commission shall cut the corner of unused ballot papers; bundle in separate packages unused and spoiled ballot papers (*Election Code of Georgia - article 67.4*).

Sealing lists of voters, spoiled and unused ballot papers

(*Election Code of Georgia - article 67.3; 67.4–5¹*)

The secretary of commission seals separately:

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

Counting officers seal separately:

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



Counting officers indicate on each package name and number of election precinct, type of election documentation. The package is signed by counting officers and chairperson of commission.

Upon completion of mentioned procedures the secretary of precinct election commission records the number of cases concerning incompliance of the **voter's face and the photos in submitted document/s and list of voters**, as well as number of the documents attached to polling day logbook (enters the data into logbook).

The secretary of precinct election commission shall seal mentioned documents; indicate the name and number of election precinct, type of documents and sign.

Opening mobile box

(*Elecion Code of Georgia - article 68.1,2,4*)

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



Attention!

If the seal is damaged, but the PEC considers that this fact has not violated the requirements of the Law, the procedures of summarizing results shall be resumed under the PEC ordinance (the DEC shall be notified on this matter). Otherwise, the ballot box shall be sealed and the PEC ordinance and the sealed ballot box shall be immediately transmitted to the upper DEC. persons nominated by the same election subject (*Election Code of Georgia - article 67.2*).

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

- ▶ check whether there is a control sheet in the mobile ballot box;
- ▶ compare control sheet in mobile box with the control sheet kept for comparison with the PEC;
- ▶ In case a difference was not identified the chairperson, points to return special envelopes to mobile box temporarily.

Attention!

If there was an absence of a control sheet in the mobile ballot box, 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 main ballot box

(*Election Code of Georgia - article 68.1,2,5*)

The chairperson of the PEC shall check the integrity of the seal on the ballot box in the presence of PEC members and persons authorized to be present in the voting building



Attention!

If the seal of ballot box is damaged, but the PEC considers that this fact has not violated the requirements of the Law, the procedures of summarizing results shall be resumed under the PEC ordinance (the DEC shall be notified on this matter). 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 and ballot papers from main ballot box and place on the desk;
- ▶ Check whether there is a control sheet in the main ballot box and compare it with the control sheet kept for comparison with the PEC;

Attention!

In case a difference was identified between the two control sheets, or there was an absence of a control sheet in the main ballot box, all special envelopes and ballot papers shall be bundled in one package, respective protocol shall be drawn up and immediately transferred to election commission.

Counting of votes:

Counting officers take place at one side of the desk. Two supervisors identified among observers and two representatives of election subjects identified by casting lots shall stand next to them.

Sorting ballot papers

(*Election Code - article 69*)

First counting officer shall:

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

- ▶ special envelopes shall be placed separately

Counting officers shall sort the ballot papers separately:

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

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

- ▶ the special envelope is not in an approved form;
- ▶ more than one ballot papers of one and the same type were in special envelope;
- ▶ the ballot paper in the ballot box was without a special envelope;
- ▶ the ballot paper is not endorsed with the signature of a registrar and a special stamp;
- ▶ it is impossible to determine for which election subject a voter cast a vote;
- ▶ the ballot paper was assigned to another polling station

(such ballot papers are bundled in separate package, their number is not indicated in summary protocol/s of polling results and is recorded only in polling day logbook).

After completion of sorting ballot papers the commission views and makes decision with polling on ballot paper of suspicious authenticity.

The chairperson of commission shall put ballot paper considered as valid into the package of valid ballots (according to the election subject voted for), and ballot paper considered as invalid – into the package of invalid ballot papers.

Counting of ballot papers

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

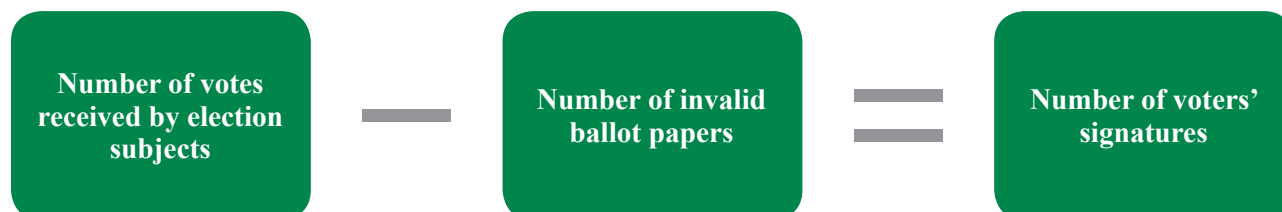
- ▶ Ballot papers considered as invalid;
- ▶ Votes given to each election subject.

Attention!

Every 10 ballot papers belonging to election subject shall be bound with a metal clip and each package, both complete and incomplete, shall have inscribed the number of ballot papers in a package.



The chairperson of commission announces number of votes given to each election subject. The secretary of commission together the chairperson in purpose of verification of accuracy of data checks the following:



If total number of the votes given to election subjects and invalid ballot papers is more than number of voters' signatures, the chairperson of commission indicates counting officers to recount the data, and after that the secretary of commission records the results in polling day logbook and public display protocol/s of polling results.

Sealing ballot papers

(Election Code of Georgia - article 69.6,9)

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

- ▶ Invalid ballots (labeled "invalid")
- ▶ Package of ballot papers belonging to election precinct.

Attention!

Every 10 ballot papers belonging to election subject shall be bound with a metal clip and each package, both complete and incomplete, shall have inscribed the number of ballot papers in a package.

On each package counting officers write 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 summary protocol of polling results

(Election Code of Georgia - article 71)

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

All members of commission shall sign summary protocols. If the commissioner does not agree with the data included in summary protocols of polling results, she/he is entitled to attach different opinion to the protocols, but shall sign the protocols. Summary protocols are endorsed by special stamp of the PEC.

It is prohibited to correct data included in polling results protocols. In order to correct the mistake in summary protocol of polling results, the record – “amended” shall be made next to respective data and amendment protocol shall be drawn up.

Attention!

In the course of the elections of local self governances 3 summary protocols shall be drawn up, including:

- ▶ **For the elections of Sakrebulo conducted through proportional system;**
- ▶ **For the elections of Sakrebulo conducted through majoritarian system;**
- ▶ **For the elections of self-governing community, and in self governing cities – for the elections of mayor.**

Public nature of a summary protocol of polling results

(Election Code of Georgia – article 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 immediate convey to the CEC the summary protocol of polling results together with the amendment protocol and explanatory note by the registrar (if available).

**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 journal of PEC and polling day logbook shall be closed, signed by the PEC chairperson and secretary, and endorsed with the stamp of PEC.

Commission seals:

- ▶ The Log-book, registration journal and applications/complaints
- ▶ Special stamp of the PEC (all commissioners shall sign sealed package of special stamp).

Attention!**Summary protocols shall not be sealed**

Persons authorized by the PEC shall transfer the inventory and election documentation box/sac holding sealed election documentation to the DEC. A supply acceptance 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**

The representative of party/election bloc/initiative group of voters, observer at the **PEC and upper DEC** is entitled to:

- ▶ Submit application/complaint to the PEC chairperson, deputy chairperson or secretary (annex №2).
- ▶ Record claims, complaints and comments concerning the election procedures, submitted on polling day (15 June) into the polling day logbook (10th and following pages).

**Attention!**

- ▶ **Nobody has a right to prevent any person authorized to be present at the polling place from recording a record on claims, complaints and comments in the logbook (*Election Code of Georgia - article 62.10*).**
- ▶ **Person entering a record in polling day logbook 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 journal in the section for received documentation and issue a certificate to the applicant/complainant indicating the date, time and registration number of the application/complaint submitted to the commission; the secretary endorses the certificate with a signature. (annex №3).

For observing complaints registration process, in case of identifying violation by proxies of election subjects, who were identified by casting lots, the decision concerning registration is made by commission.

Rule for identification of errors to applications/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 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 journal. Applicant/complainant and secretary of the PEC shall sign along the note.

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 journal, 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.

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 shall respond adequately and eliminate 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 journal.

The PEC shall not view an application/complaint on violations of the procedure of counting of votes and summing up of polling results, but transfer to the DEC within 2 calendar days from the polling day.

Submitted application/complaint shall not be considered and the PEC shall issue an ordinance on dismissal of the application/complaint, 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 violation of terms required by law;
- ▶ error in the application/complaint was not corrected within the set term.

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

The Code of Ethics of the Officials of the Election Administration

Article 1. General Provisions

The Code of Ethics of the Officials of the Election Administration (hereinafter the Code) sets the rules, which are mandatory for any official of the Election Administration.

Article 2. Legal Basis of the Code

The legal basis for the present Code is formed by the Constitution of Georgia, the Georgian Organic Law “The Election Code of Georgia” (hereinafter the Election Code), Georgian by-laws and normative acts.

Article 3. Definition of Terms

The terms used in the present Code for the purposes of the Code are defined as follows:

- a) Election Administration – CEC, CEC secretariat, SEC, SEC secretariat, district and precinct Election Commissions;
- b) Family member – official’s spouse, son/daughter or stepson/daughter, direct upward or downward relatives, siblings of the official member as well as the person permanently living with him/her.

Article 4. The Purpose, Goals and Scope of the Code

- 1. The goal of the Code is promotion of prestige of the Election Administration among the society, strengthen the trust of the society to the Election Administration, introduction and adherence to the rules of conduct by the parties involved in the election process.
- 2. The purpose of the Code is to strengthen among the officials loyalty to the professional ethic norms and high morality and raise the sense of personal responsibility of the officials in terms of professional duty.
- 3. The Code applies to all officials employed by the Election Administration.

Article 5. Basic principles of the activities of the Election Administration officials (here in after the Officials)

An official member is obliged to:

1. Respect the law:

Ensure precise and consistent enforcement of the election legislation, independently fulfill his/her functions, and be honest and unbiased.

2. Be fair, unbiased and independent:

- a) Ensure creation of fair and equal environment for election subjects, voters and other persons involved in the election process;
- b) Avoid actions, which may be perceived as an action against/for the support of any party or election subject;
- c) In case of registration of any of the relatives of a official member, within 5 working days submit to the higher Election Commission and/or CEC a written note, failure of submission of which may become the basis for imposition of disciplinary responsibility;
- d) Reject any presents or benefit offered by a political party, organization or a person involved in the election process;
- e) Within the election period reject invitations to parties, banquets or events organized by political parties, organizations or a person, involved in the election process;
- f) Within the election period avoid any personal meetings or visits with local or state government authorities.

3. Act transparently:

Support involved parties in obtaining information or documents (save for the information on personal numbers in the voters lists) related to the election process or activities of the Election administration.

4. Be professional, well organized and punctual:

- a) Participate to specially held trainings and learn precisely the election procedures;
- b) Not allow usage of professional time and assets for non-professional purposes;
- c) Be communicable and avoid personal or other kind of conflicts;
- d) While articulating own opinion be tactical in expression of justified criticism;
- e) Be punctual and act within the terms set by the law.

Article 6. Responsibility for violation of the requirements of the present Code

1. Violation of the requirements set by the present Code represents disciplinary deviation, for which a member of the official of the Election Administration may be imposed responsibility in compliance with the rules set by the Election Code of Georgia and the Georgian Law on Public Service.
2. The officials of the Election Administration, who are not public servants and are not covered by Georgian Law on Public Service, shall be responsible for violation of the rules of the present Code in accordance with the measures and rules set by the Election Code.

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;
- ✓ essence 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.

№ „.....“.....Election District

№ „.....“.....Precinct Election Commission

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 of Georgia - Article 8.2*);
- Chair the PEC session (*Election Code of Georgia - 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 of Georgia - Article 27.1.e*);
- you are authorized to issue an ordinance (*Election Code of Georgia - 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 of Georgia - 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 of Georgia - 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 regulations - 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 appealing the 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 of Georgia - 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
(June 14)

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 of Georgia - 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 of Georgia - Article 58.4.d; 58.5*):
 - ☐ General list of voters designated as public version (wall list);
 - ☐ Special list of voters designated as public version (wall list);
 - ☐ Mobile ballot box list, designated as public version (wall list);
 - ☐ Lists of parties;
 - ☐ Lists of candidates;
 - ☐ voting instruction and the procedure for filling in the ballot paper;
 - ☐ 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 of Georgia - 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
(15 June)**

From 07:00—08:00

- ☐ Open the polling station, notify the DEC by phone on the opening of the polling station and the quorum of the commission members (7 members) (*Election Code of Georgia - Article 61.1*)

- ☐ Hand on to the secretary the polling day logbook, registration journal, 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(indicate stamp number in a polling day logbook on page 9) (*Election Code of Georgia - 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 of Georgia - 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 of Georgia - 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 of Georgia - Article 61.5*)

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

- ☐ Announce the number of received ballot papers and special envelopes (Election Code of Georgia - 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 of Georgia - 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 and registrar's stamp. (The number of stamp shall be recorded in the polling day log-book) (*Election Code of Georgia - Article 61.7*)

- ☐ Hand on to the regulator of the voters flow the ultra-violet flashlights, for inking verification.

- ☐ 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 of Georgia - Article 61.10*)

From 08:00

- ☐ After the first voter appears at the polling station, the voter is registered, takes ballot paper/s 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 inserting the ballot paper 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 of Georgia - Article 61.10*)

- ☐ After the registration of first voter inform the DEC by phone on sealing of box/boxes, inserting control sheet(s) into the box/boxes, and starting the polling.

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 of Georgia – 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 papers issued
 - ☐ **12:00** by him/her (including the spoiled ballot papers conveyed to the chairperson). Should the numbers
 - ☐ **15:00** not be equal, an explanation should be written by the registrar and attached to the summary
 - ☐ **17:00** protocol of polling results

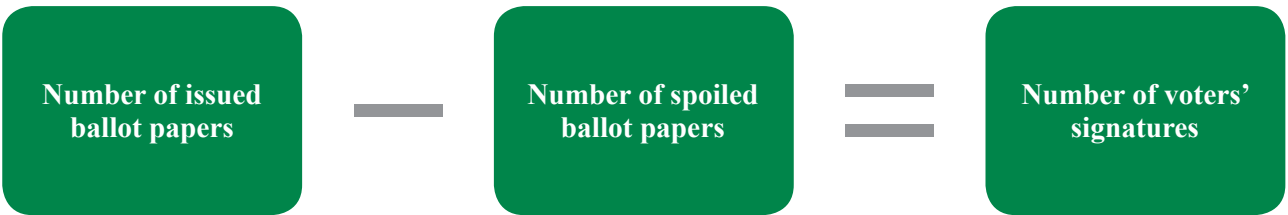
At 12:00 and at 17:00 ask the secretary to record with the registrar the number of signatures of voters counted in the voters’ lists in the public display protocol and the logbook and inform the DEC thereto (*Election Code of Georgia - Article 65.6*)

Before 20:00

-
- ☐ The mobile ballot box shall be returned to the polling station no later than on 20:00 (*Election Code of Georgia - 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 section for inserting ballot paper of the ballot box (*Election Code of Georgia - 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):



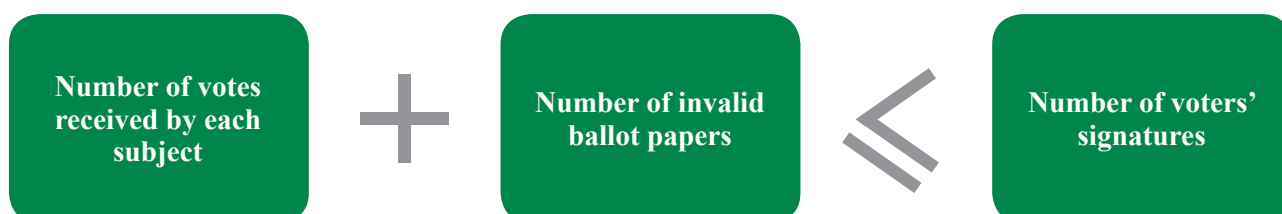
In case a difference between data is identified, task the registrar to re-count and verify the number. If the difference remains, ask the registrar to write an explanation note which shall be annexed to the summary protocol

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- ☐ Upon identification of above mentioned data task the registrars to count gender data of the voters participating in the elections in the lists of all types. Provide the data to District election Commission.
-
- ☐ Select 4 (or more, if necessary) counting officers by casting lots (*Election Code of Georgia - article 67.1*).
 - ☐ 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 of Georgia - 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 of Georgia - Article 67.2*) (*Election Code of Georgia - article 67.2*).
-
- ☐ Give instructions to the counting officers to count the number of the voters' signatures in the general list of voters, special list and the list of mobile ballot box (if available) (*Election Code of Georgia - Article 67.3*)
-
- ☐ Give instructions to the commission secretary to seal separately table versions of general, special and mobile ballot box lists (if available) (*Election Code of Georgia - Article 67.3*)
-
- ☐ Give instructions to the counting officers to seal separately unused and spoiled ballot papers (*Election Code of Georgia - 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 together with the counting officers (*Election Code of Georgia - Article 67.5*)
-

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

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- ☐ 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 of Georgia - 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 of Georgia - article 68.4*).
-
- ☐ Open the main ballot box. The counting officers check whether there is 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 of Georgia - article 68.5*).
-
- ☐ 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
-
- ☐ 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 of Georgia - 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 of Georgia - 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 of Georgia - Article 69.6-9*)
-
- ☐ Together with the secretary of the commission check the authenticity of data included in the summary protocol of polling results:
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- ☐ 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 of Georgia - Article 69.6-9*)
-
- ☐ Commission secretary, with your consent, completes the summary protocol, data included in the explanation note written by the registrars (if available) shall be considered in the course of drawing up of the protocol. The secretary shall register the summary protocol in the registration journal. 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 available) (*Election Code of Georgia - Article 71.14*)
-
- ☐ The secretary makes the copies of summary protocol. While issuing the copy, along with the secretary, you should sign and approve it with special stamp of the commission (*Election Code of Georgia - 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 of Georgia - Article 71.13*), stamps of registrars, logbook, registration journal, 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 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.

Powers of the Secretary of PEC on the Polling Day
(15 June)

07:00-08:00

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- ☐ 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
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- ☐ The public display protocol shall 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*)
-
- ☐ 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 in the general list of voters, in special list and mobile ballot box list on the 6th -7th pages, also of 8th – 9th of the polling day logbook, according to type of the elections (elections of mayor or governor) and in public display protocol (*Election Code of Georgia - Article 61.9*)
-
- ☐ Record the number of received ballot papers on the 6th -7th pages, also of 8th – 9th of the polling day logbook according to type of the elections (elections of mayor or governor) and in public display protocol (*Election Code of Georgia - Article 61.9*)
-
- ☐ Record the number of stamp transferred to each registrar of voters, on 3rd and 9th pages of polling day logbook.
-
- ☐ Indicate the time of sealing ballot boxes and unique numbers of the seals of ballot boxes on 4th page of polling day logbook.
-
- ☐ 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, gets registered, receives the ballot paper/s. After that record the data of the first voter into the control sheet, have the voter sign and indicate exact time of inserting 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

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- ☐ 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 (*Election Code of Georgia - article 62.6*).

12:00

-
- ☐ With each registrar of voters, count the signatures of voters participating in polling present on the voters' list, and note the sum of the signatures on the 6th – 7th as well as on 8th or 9th page, according to the type of the elections (the elections of mayor or governor) of the polling day logbook and in the public display protocol

17:00

-
- ☐ With each registrar of voters, count the signatures of voters participating in polling present on the voters' list, and note the sum of the signatures on the 6th – 7th as well as on 8th or 9th page, according to the type of the elections (the elections of mayor or governor) of the polling day logbook and in the public display protocol
-

From 20:00 until opening of the ballot box

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- ☐ Record the number of the remaining voters in line by 20.00 on the 4th page of the logbook.
 - ☐ Record the results of distribution of functions among the counting officers by casting lots, on 3rd page of polling day logbook.
 - ☐ 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.
 - ☐ Record in the logbook, personal data of the persons present at the polling place while counting the votes.
 - ☐ Record in the polling day logbook and public display protocol the total number of voters participating in the polling by general, special (if available) and mobile ballot box (if available) list, as counted by counting officers (*Election Code of Georgia - Article 67.3*)
 - ☐ Individually bundle and seal table versions of general list of voters, special (if available) and mobile ballot box (if available) list. The packages shall be sealed and signed by the chairperson of PEC and counting officers (*Election Code of Georgia - article 67.3*).
 - ☐ **If available** record the number of cases concerning **incompliance of the voter's face with photos provided in submitted document/s and voters' list**, as well as number of the documents annexed to the polling day logbook. Record the data on 29th and following pages of of polling day logbook and seal mentioned documents. Indicate on sealed package name and number of election precinct, type of the documents and sign (*Election Code of Georgia - article 67.5¹*).
 - ☐ Cut an edge of the unused ballot papers. Bind unused and spoiled ballot papers in separate packages. The packages are signed by the chairperson of PEC and by the counting officers (*Election Code of Georgia - article 67.4*).
-

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

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- ☐ After opening the ballot box record, in the polling day logbook and public display protocols, the numbers of invalid ballot papers counted by counting officers and of votes received by each election subject (number of the ballot papers designated for other election precinct shall be indicated only in polling day logbook) (*Election Code of Georgia - article 69.6,8*).
 - ☐ Together with the secretary of the commission check the authenticity of data included in the summary protocol of polling results: Number of votes received by each subject + Number of invalid ballot papers = or < Number of voters' signatures.
 - ☐ After the end of counting procedure fill in summary protocols in agreement with the chairperson of commission (*Election Code of Georgia - article 71.1*). Data included in written explanation notes of the registrars (if any) shall be taken into consideration while drawing up summary protocol. **Remember: It is prohibited to modify the data in the summary protocol!** (*Election Code of Georgia - article 70.3*).
 - ☐ Sign summary protocols and ensure that all commissioners sign them. Endorse summary protocols with special stamp of the commission and register in the section for issued documentation of registration journal (*Election Code of Georgia - article 71.4*).
-

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

Remember!

- ▶ 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 journal and on page 10th and on the following pages of the logbook all application/complaints related to the polling procedure (*Election Code - Article 62.9*);
- ▶ Upon issuing the copy of summary protocol of polling results certify the copy of the protocol with a PEC stamp and sign it together with the PEC chairperson (*Election Code - Article 71.8*)
- ▶ The persons receiving the copies summary protocols should certify the acceptance with the signature.

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 or passport of Georgian citizen
- Check whether the voter has already been inked, with a ultra-violet flashlights; 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 his/her surname

Attention!

- If a voter cannot present a personal identification card of a citizen of Georgia or a passport of a citizen of Georgia, explain to him/her, that he/she cannot take part in voting and ask the voter to leave the polling station.
- 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 carry out procedures for casting a vote independently due to physical condition, in particular the absence of his/her upper limbs, shall not go through the inking procedures

Functions of the Registrar Member of the Commission
(Election Code of Georgia – article 65)

- Ask the voter to present:
 - ✓ Personal identification card of a citizen of Georgia or a passport of 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.
- 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.
- Verify the compliance of voter's registration data entered in registration document/s with those available in the list of voters.
- Verify the compliance of the photos available in submitted documentation and the list of voters with the voter's face.
- If the voter is present on the voters' list, conduct the inking procedure
- Endorse the granting of a ballot paper with your signature on the voters' list. 6
- Ask the voter to confirm the receipt of a ballot paper by signing along his/her last name in the voters' list. 7
- Sign the back side of the ballot paper. 8
- Endorse the ballot/ballots (by signing on the back, on a designated place) with registrar's special stamp. 9
- Give the voter ballot paper signed by you and approved with the stamp of the registrar 10
- Point to the voter to the secret polling booth 11

Attention!

- You shall not give the voter ballot paper if she/he cannot present a personal identification card of a citizen of Georgia or a passport of Georgian citizen, or in case of IDPs from the occupied territories of Georgia - an IDP certificate together with either a personal identification card of Georgian citizen, or a passport.
- In case a voter refuses to be inked, she/he shall not be entitled to vote and a ballot paper shall not be issued to him/her
- A voter unable to independently carry out procedures for casting a vote due to physical condition in particular the absence of 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 you or a voter spoil ballot paper, immediately inform the PEC chairperson on this matter and give to the voter new one (sealed by the stamp of a registrar and signed by you)

Remember!

- ✓ It is recommended that the registrar at 10:00, 12:00, 15:00 and 17:00 without hindering the polling process, recounts 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). If the numbers are not equal, an explanation should be immediately written by the registrar and attached to the summary protocol/s 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. If the numbers are not equal, an explanation should be written by the registrar and attached to the summary protocol/s of polling results.

Functions of the Member of the Commission Accompanying the Mobile Ballot Box
(Election Code of Georgia - 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:
 - ✓ personal identification card of a citizen of Georgia or a passport of Georgian citizen
 - ✓ In case of IDPs from the occupied territories of Georgia - an IDP certificate together with either a personal identification card of 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/s signed and certified with a registrar's seal.
- After the voter has filled 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 section for inserting ballot paper of the mobile ballot box, in a way to be impossible to open it 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!

- If 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.
- The person selected by mentioned the voter with physical disability (except for the member of commission, candidate, representative of election subject and observer) shall instead of him/her, in his/her presence fill ballot papers, place in special envelope and insert into mobile box

Functions of a Member of the Commission Responsible for Supervision of Ballot

Boxes and Special Envelopes

(Election Code of Georgia - 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 section for inserting special envelopes closed
- After the voter has left the secret voting booth you should instruct him/her to take independently one special envelope from the table standing aside and place folded ballot paper/s into 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 who, a person selected by a voter with physical disability shall place a ballot paper/s into a special envelope and insert into the ballot box; He/she shall also help the above voter to fill out the ballot paper/s 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/s.
- Before the voter inserts the ballot paper into the special envelope, you may ask him/her to show you that he/she has defined number of ballot papers (no more than 3) 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, the following is prohibited:

- ▶ photo or video shooting of the **voting booth** in order not to disclose the choice of the voter;
- ▶ Film voter lists meant for the use of election commissions (table versions) and other information and materials that are not designated 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 allowed **only outside of the polling station**;
- ▶ Interviews with the 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 are:

- ▶ Voters, during the period needed for voting;
- ▶ PEC members and representatives/members of upper 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 by an 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, from where they can see the election process.



If the polling place does not allow 3 meters distance, the PEC chairperson shall determine the place for shooting.

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.

Responding to violations

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

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