

# ELECTION DAY PROCEDURES



ELECTIONS OF PARLIAMENT OF GEORGIA  
2012



## TABLE OF CONTENTS

<b>CHAPTER I. OPENNING OF THE POLLING STATION AND PRE-POLLING PROCEDURERS.....</b>	<b>3</b>
Opening of the polling station.....	3
Persons authorized to be present at the polling place.....	3
Authority of an observer, election subject and a representative of mass media.....	4
Pre-polling procedures to be carried out from the opening of the polling station until it starts.....	5
<b>CHAPTER II. POLLING PROCESS .....</b>	<b>9</b>
Conduct of polling .....	9
Keeping order at the polling place on the polling day .....	12
Registration of the number of voters participating in the polling .....	13
Mobile voting .....	13
<b>CHAPTER III. CLOSING OF A POLLING STATION, SUMMERIZING OF POLLING RESULTS.....</b>	<b>15</b>
Closing of a polling station.....	15
Arrangement of a polling station for the vote counting procedure .....	16
Procedures to be conducted before the opening of a ballot box.....	19
Sealing of lists of voters, spoiled and unused ballot papers .....	19
Opening of the Mobile Ballot Box.....	20
Opening of the Main Ballot Box.....	21
Opening of a ballot box of a PEC set up for exceptional cases .....	22
Sorting of ballot papers .....	22

Counting of ballot papers .....	24
Sealing of ballot papers.....	25
Drawing up of a summary protocol of polling results .....	25
Public nature of a summary protocol of polling results.....	26
Sealing of a registration book, polling day log-book, transmission of election documentation to the District Election Commission .....	26
<b>CHAPTER IV. APPLICATION/COMPLAINTS OF THE POLLING DAY .....</b>	<b>27</b>
Registration of application/complaints on the polling day .....	27
Rule of identification of errors to an application/complaints .....	28
Responding to application/complaints of the polling day .....	29

## CHAPTER I. OPENNING OF THE POLLING STATION AND PRE-POLLING PROCEDURES

### Opening of the polling station

Polling station shall be open at 7:00 in the morning of the polling day.  
PEC members shall wear special uniforms designated for them during the polling day.



### Persons authorized to be present at the polling place

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

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

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

**Attention!**

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

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

(*Election Code - Article 41*)

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

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

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

- ▶ exert an undue influence upon the free expression of will of voters;
- ▶ agitate a voter in favor or against an electoral subject;
- ▶ wear symbols or signs of any election subject;

**Attention!**

A violation of the above requirements shall lead to the imposition of a fine upon relevant individuals in the amount of 500 GEL (*Election Code – Article 92*):

- ▶ interfere with the functions and activities of the Election Commission;
- ▶ be without a badge at the polling place on the polling day.

### **Attention!**

**An Election Commission is authorized to remove a violator from the Commission premises, in the case of breach of order and obstruction of the work of the Commission (*Election Code – Article 8.18*).**

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

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

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

In the log-book the secretary of the commission will write the names and surnames of all commission members present at the polling place (including reference to the subject which they represent) and names and surnames (including reference to the organization or election subject which they represent) of all persons authorized to be present at the polling place and ask them to certify with signature.



**II** The PEC chairperson shall open a sealed package and put the first special carve on the seal (*Election Code - Article 61.2.b*).

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

Functions to be assigned to members of the PEC:

- ▶ member of the commission responsible for regulating the flow of voters;
- ▶ registrar of voters (at least one registrar per 300 voters);

- ▶ supervisor of ballot boxes and special envelopes;
- ▶ two members of the commission to accompany the mobile ballot box.

**Attention!**

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

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

**Attention!**

**Persons identified by casting lots shall not be members of the election commission nominated by one election subject; (*Election Code – Article 61.2.d*).**

**The PEC Chairperson:**

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



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

### The PEC Chairperson:

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

Secretary of the Commission shall make a note in the polling day log-book on the results of assigning functions by casting lots.

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 in the polling day log-book by specifying the time (*Election Code – article 61.2.g*).

- 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 – article 61.5*).

#### **Attention!**

**Representative appointed by the party nominating the commission secretary, as well as the election bloc, within which the party is integrated, shall not participate in the casting lots (*Election Code – article 61.5*).**

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

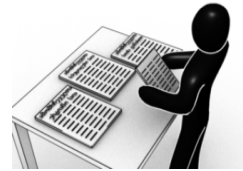


VI

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

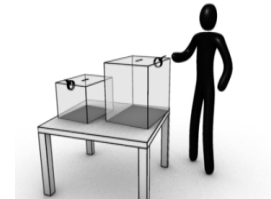
VII

Commission Chairperson hands in materials to commission members.



**Commission Chairperson shall give to registrars of voters:**

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



**Commission Chairperson shall give to the Regulator of the flow of voters:**

black lights for inking verification procedure.

**Commission Chairperson shall give to Supervisor of ballot boxes and special envelopes:**

main ballot box and special envelopes.



VIII

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

Before the polling starts, the chairperson and the secretary of the commission fill out the control sheets (except for the data of a first voter). All present members of PEC shall sign the control sheets. After the first voter appears, he/she passes registration and takes a ballot paper, after which the commission secretary includes data of the first voter in the control sheet.

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

Control sheet data shall also be included in the polling day log-book.

## CHAPTER II. POLLING PROCESS

### Conduct of polling

*(Election Code – Article 64-65)*

Polling is conducted on the voting day (October 1) from 08:00 to 20:00.

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

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

#### Regulator of the flow of voters:

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



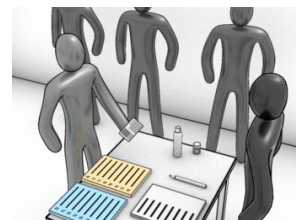
### **Attention!**

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

**II** Voters' registration procedure is conducted by a registrar.

### **The Registrar of voters:**

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



### **Attention!**

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

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

**Attention!**

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

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

**III**

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

**Attention!**

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

**IV**

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

### Supervisor of ballot boxes and special envelopes:

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



**V** Voter inserts the special envelope into the ballot box.

#### **Attention!**

**Observer, candidate representative are entitled to observe the ballot box, process of insertion of special envelopes into the ballot box.**

### Keeping order at the polling place on the polling day

*(Election Code – article 59).*

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

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



### **Attention!**

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

### **Registration of the number of voters participating in the polling**

*(Election Code - article 65.6)*

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

### **Attention!**

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

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

### **Mobile voting**

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

Persons authorized to be present at the polling place can observe the conduct of polling procedure by means of a mobile ballot box if they wish to do so. If a vehicle is used during mobile voting, the PEC shall assign space in the car for **2 observers selected through casting lots** among persons authorized to be present at the polling place.



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

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

Above data shall be included in the polling day log-book.

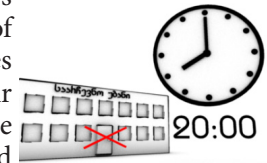
**Attention!**

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

## CHAPTER III. CLOSING OF A POLLING STATION, SUMMERIZING OF POLLING RESULTS

### Closing of a polling station

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



#### **Attention!**

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

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

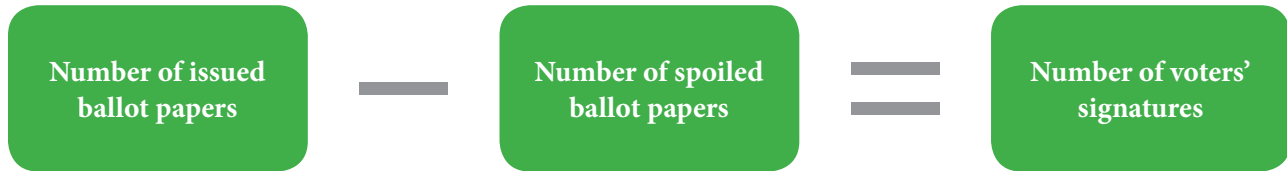


**Attention!**

After closure of the polling station, representatives of the PEC set up for exceptional cases, shall submit ballot box and sealed election documentation of the PEC set up for exceptional cases, to the polling station (main polling station) pre-determined by DEC.

**Arrangement of a polling station for the vote counting procedure**

After conclusion of polling, chairperson of the commission approaches each registrar, who under the instruction of the commission chairperson (considering the data included in the explanation note written by the registrars - if any) shall count:



**Attention!**

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

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

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

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

- ▶ prepares the same form and type of papers in accordance with the number of commission members participating in the casting lots;
- ▶ writes the title of the function to be assigned on papers with the same pen “1<sup>st</sup> counting officer”, “2<sup>nd</sup> counting officer”, “3<sup>rd</sup> counting officer”;
- ▶ certifies papers for casting lots by putting a special stamp of the commission;
- ▶ folds the papers in a way that the text inside could not be read and places them on the table.

Members of the commission participating in casting lots shall pick up the paper one by one. Secretary of the Commission shall make a note in the polling day log-book on the results of casting lots, (*Election Code - Article 61.2.f*).

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

### **Attention!**

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

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

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



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

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

## Procedures to be conducted before the opening of a ballot box

*(Election Code –Article 67)*

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

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

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

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

## Sealing of lists of voters, spoiled and unused ballot papers

Secretary of the Commission shall seal separately *(Election Code - Article 67.3; 67.4)*:

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

### Counting Officers separately seal:

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



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

## Opening of the Mobile Ballot Box

*(Election Code – Article 68.1,2,4)*

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



### **Attention!**

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

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

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



**Attention!**

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

**Opening of the Main Ballot Box**

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

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

**Attention!**

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

**Counting officers:**

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

### **Attention!**

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

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

*(Election Code -Article 67.7-8)*

Ballot box of a polling station set up for exceptional cases (if any) shall be opened after mobile and main ballot boxes of the main election precinct are opened. If no discrepancy is identified, counting officers shall mix together the special envelopes from the main and mobile ballot boxes and from ballot boxes of precincts established for exceptional cases (if any), and start counting of ballot papers.

### **Counting of Votes**

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

### **Sorting of ballot papers**

*(Election Code –Article 69):*

#### **First counting officer:**

- ▶ takes the ballot paper out of the special envelope;
- ▶ announces to whom the vote was cast;

- ▶ transfers the ballot paper of one type to the second counting officer, the second type of ballot paper - to the third counting officer, etc;
- ▶ places special envelope separately.

### Counting officers sort separately:

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

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

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

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

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

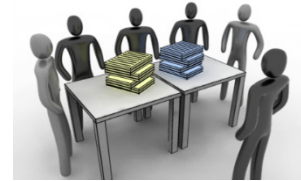




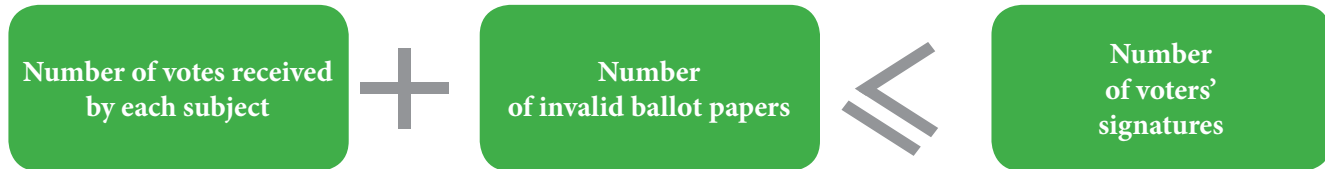
## Counting of ballot papers

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

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



Chairperson of the commission announces number of votes cast for each election subject. With the purpose of verifying data, considering the data included in the explanation note (if any) written by the registrars secretary of the commission together with the chairperson of the commission shall check:



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

## Sealing of ballot papers

*(Election Code - Article 69.6,9)*

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

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

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



## Drawing up of a summary protocol of polling results

*(Election Code -Article 71)*

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

### **Attention!**

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

## Public nature of a summary protocol of polling results

*(Election Code- Article 71.8)*

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

If requested, PEC shall immediately give the copy of the protocol enclosed with the dissenting opinions (if any) of the commission members to the representatives of election subject or the member of PEC appointed by the party and the observers of an observer organization.

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.



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

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

### Commission seals:

- ▶ the Log-book and applications/complaints;
- ▶ special stamp of the PEC.
- ▶ All members of the commission shall sign the package sealed by the stamp.



**Attention!**

**Summary protocol shall not be sealed.**



Persons authorised by the PEC shall transfer the inventory and election documentation box/sac holding sealed election documentation to the DEC.

## CHAPTER IV. APPLICATION/COMPLAINTS OF THE POLLING DAY

### Registration of application/complaints on the polling day

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

- ▶ hand application/complaints to the PEC chairperson, his/her deputy or the secretary of the commission;
- ▶ record all election-related claims, complaints, and comments in the log-book on the election day (October 1) (on 10<sup>th</sup> and subsequent pages).

**Attention!**

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

Secretary of the commission shall register the application/complaint in the registration book and issue a certificate to the applicant/complainant indicating the date, time and registration number of the application/complaint submitted to the commission.

### Rule of identification of errors to an application/complaints

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

- ▶ date and time of drafting the application/complaint;
- ▶ full name and place of registration of the applicant/complainant;
- ▶ number of the election precinct;
- ▶ in case of a witness - his/her first name, last name and place of registration.

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

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

**Attention!**

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

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

**Attention!**

**In case the error is not corrected during the defined period, the application/complaint shall not be reviewed, on which the PEC shall deliver ordinance.**

**Responding to application/complaints of the polling day**

With regards to an application/complaint on violation of the polling procedure from 07:00 of the polling day until the ballot box is open, chairperson of the PEC has the duty of adequate response. In case of elimination of the violation relevant note “violation eliminated” with reference to exact time and date is recorded in the registration book.

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

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

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

### Remarks

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გამოცემა დაფინანსებულია ევროკავშირისა (EU) და გაერთიანებული ერების კავშირის (UNDP) მიერ. გამოცემის შინაარსი ნაწილობრივად სარგებლობს სისამართის განვითარების, რეფორმების და სწავლების ცენტრის პასუხისმგებლობას და არ გამოხატავს ევროკავშირისა თუ გაერთიანებული ერების კავშირის შეხედულებებს.

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*Empowered lives.  
Resilient nations.*