

GUIDELINES FOR ELECTION DAY PROCEDURES



CEC
ELECTION ADMINISTRATION
OF GEORGIA



ELECTORAL SYSTEMS
DEVELOPMENT, REFORMS AND
TRAINING CENTRE

GUIDELINES FOR ELECTION DAY PROCEDURES

The current Reference Guide is intended for the regular Parliamentary Elections of Georgia to be conducted on October 31, 2020, as well as for the by-elections of the municipality representative body Sakrebulo and the extraordinary elections of the Mayor. The Reference Guide has been prepared in accordance with Decree N21/2020 of the CEC from August 24, and Decree N38/2020 of the CEC from September 18, 2020.

For the complete details of the legislative regulations related to the PEC authorities and rules of operation, please refer to the Organic Law of Georgia - the Election Code of Georgia - and the relevant legal acts of the Central Election Commission (CEC).

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TABLE OF CONTENTS

- Chapter I. Preventive measures against the spread of New Coronavirus (SARS-CoV-2) infection (COVID-19) 7**
 - Sanitary-hygienic measures provided in the polling station to prevent the spread of infection caused by the new coronavirus 8
 - Sanitary and hygiene requirements that shall be applied when entering / exiting polling stations and staying / moving in polling stations in order to prevent the spread of infection caused by the new coronavirus 9

- Chapter II. Opening of electoral precincts, procedures to be applied before the polls begin 12**
 - Opening electoral precincts 13
 - Persons authorised to stay at a polling station 13
 - Legal status of observers, representatives of electoral subjects and representatives of the media 14
 - Procedures to be applied from the time of opening polling station up to the time of starting polling ... 16

- Chapter. III Polling Process 24**
 - Polling 25
 - Voting procedure for voters who cannot sign their name due to ‘physical incapacity’ 34
 - Enforcing the order at polling 35
 - Temporary termination of the polling process 36
 - Keeping records of voters participating in the voting 37
 - Mobile Ballot Box Voting 38

Chapter IV. Closing electoral precincts, Summarising polling results	42
Closing electoral precincts	44
Organising electoral precincts for the procedures of counting votes	46
Procedures to be applied before opening ballot boxes	48
Sealing the lists of voters, spoiled and unused ballot papers	49
Opening mobile ballot boxes	50
Opening the main ballot box	52
SORTING BALLOTS PAPERS	53
COUNTING BALLOT PAPERS	55
Sealing of ballot papers	56
Drawing up a summary protocol of polling results	57
Public access to the summary protocols of polling results	62
CLOSING THE REGISTRATION BOOK, SEALING THE LOG-BOOK OF THE POLLING DAY, TRANSFERRING THE ELECTION DOCUMENTS TO DECS	63
Chapter V. Applications/Complaints made on the Polling Day	65
Registering applications/complaints made on polling day	66
Procedure for identifying deficiency of applications/complaints made on polling day	68
Responding to Applications/Complaints made on the Polling Day	69
Photo-video Shooting at Electoral Precincts Annex N1	71

CHAPTER I

PREVENTIVE MEASURES AGAINST
THE SPREAD OF NEW CORONAVIRUS
(SARS-COV-2) INFECTION (COVID-19)

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

Prior to the opening of the polling station and the completion of the summarizing the polling results, the polling station shall be cleaned and treated with a disinfectant solution.

A disinfectant (collective protection device) and a hand treatment solution required for hand disinfection will be placed at the entrance of the polling station (for hand disinfection when entering and leaving the polling station).

During the polling day, proper handling, cleaning / disinfection of frequently touched surfaces (including door handles, desks, etc.) in a polling station shall be ensured and periodically natural ventilation of polling stations shall take place.

Sealed containers for disposable wipes or other hygienic waste used by all persons authorized to be present in a polling station shall be placed in the polling station.

On the polling day, polling stations shall be provided with cleaners who must be equipped with personal protective equipment.

SANITARY AND HYGIENE REQUIREMENTS THAT SHALL BE APPLIED WHEN ENTERING / EXITING POLLING STATIONS AND STAYING / MOVING IN POLLING STATIONS IN ORDER TO PREVENT THE SPREAD OF INFECTION CAUSED BY THE NEW CORONAVIRUS

A person entitled to be present in the polling station will not be allowed to enter the polling station without thermal screening (temperature measurement) and hand treatment with disinfectant solution. Voter thermal screening shall not be carried out.

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

In the case of fever after the repeated control in the polling station on the polling day, the chairperson of the commission shall indicate to the person who has a fever to leave the polling station. If such person does not voluntarily comply with the instruction to leave the

polling station, the Precinct Election Commission shall make a decision on expelling such person from the polling station in accordance with procedures established by the law. The secretary of the commission registers the case of fever in the registration book of the precinct election commission.

ATTENTION!

- ▶ If a member of PEC appointed by a party has a fever, the above information shall be immediately notified to the superior district election commission.
- ▶ If a representative of an electoral subject is not admitted to a polling station or he/she left the polling station due to fever, the nominating electoral subject shall have the right to appoint another person PEC member instead (PEC chairperson shall decide the issue of assigning the function to the new member).
- ▶ If a representative of an electoral subject is not admitted to a polling station or he/she left the polling station due to fever, the nominating electoral subject shall have the right to immediately appoint another representative.
- ▶ A new member of the precinct election commission and a new representative of the electoral subject appointed because of fever occurrence shall be admitted to the polling station after verifying the information on the ID card or Passport of citizen of Georgia and the information on the appointment in the relevant electronic programme.

A person authorized to be present in a polling station shall not be admitted to the polling station without a face mask. Moreover, staying in the polling station is allowed only by using a face mask.

ATTENTION!

- ▶ The use of a face mask shall not be required for a person who has difficulty in wearing the face mask due to a health condition (including chronic obstructive pulmonary disease, bronchial asthma, cardiovascular disease with respiratory failure, autism spectrum disorder and / or developmental abnormality or defect), which shall be confirmed by a medical / doctor's certificate or any other any document confirming these diseases (including an extract from a medical and social examination act, a certificate on health status (Form No IV-100/a, etc)).
- ▶ In case of violation of the rules of wearing a face mask, the chairperson of the commission shall give a warning to the person. If, despite the warning, the person continues to violate the rules of wearing a face mask, the chairperson of the precinct election commission shall instruct him / her to leave the polling station. If the person in breach does not voluntarily comply with the instruction to leave the polling station, the Precinct Election Commission shall make a decision on expelling such person from the polling station in accordance with procedures established by the law. Information on a person violating the rules of wearing a face mask shall be recorded in the registration book of the precinct election commission.

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

CHAPTER II

OPENING OF ELECTORAL PRECINCTS,
PROCEDURES TO BE APPLIED
BEFORE THE POLLS BEGIN

OPENING ELECTORAL PRECINCTS

(Election Code – Article 61.1)

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

ATTENTION!

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

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

PERSONS AUTHORISED TO STAY AT A POLLING STATION

(Election Code – Article 8. 16,17; Article 39. 3,6; Article 42.1; Article 44.5)

The following persons may be present at polling stations:

- ▶ the PEC members;
- ▶ the members/representatives of upper election commissions;
- ▶ One representative per electoral subject registered at the respective PEC;

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

ATTENTION!

- ▶ Everyone authorised to stay at a polling station shall carry a badge marking his/her identity and status (official ID).
- ▶ A representative of an electoral subject (a party/an election block running in elections, an electoral bloc/ an initiative group of voters) may represent the electoral subject in its relationship with only the election commission where she/he has a registration.

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

(Election Code – Article 8.25; Article 41; Article 42.5)

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

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

- ▶ monitor the process of registration of complaints on the polling day;
- ▶ replace another registered representative of the nominating organisation at any time on the polling day.

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

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

ATTENTION!

- ▶ Observers, representatives of electoral subjects, representatives of the press and mass media may without interfering the election process take photos and videos except for the cases when they are taking photos and/or videos of the polling booth and the table list of the voters.
- ▶ Observers, representatives of the electoral subjects, of the press and mass media shall not be allowed to process (including to collect, record, keep), use, disclose, transfer and/or disseminate data of the table list of the voters. ; they may monitor the process of registration of the voters in the table list of voters, also the process of issuing and certifying the ballot papers.

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

(Election Code – Articles 61; 62; CEC Decree #45/2017 from September 14, 2017)

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

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

Immediately after opening the electoral precinct the PEC chairperson shall deliver the polling day log-book to the PEC secretary. The PEC secretary, together with the PEC chairperson, shall record every election procedure during the polling day in the polling day log-book and specify the time of their implementation.

The PEC secretary shall enter on page 1 of the polling day log-book the full names of all PEC members present at the opening of the polling station (indicating the subjects which elected/appointed them), and also the full names of all other persons (specifying the organisation or electoral subjects having appointed them) having rights to be present at the polling station, and verify their data with their signatures.

The PEC Secretary shall enter on page 2 and if needed on page 10 and consecutive pages, the data of the PEC members and other persons with a right to be present at the polling station

who appeared to the polling station after the opening of electoral precinct, shall indicate the times of their arrival to the electoral precinct, and shall verify the data with their signatures.

II The PEC chairperson shall check the integrity of a sealed package where the special seal of the Commission and the seals of the registrar are placed and shall open them (the PEC secretary shall indicate the numbers of the seals in the polling day log-book).

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

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

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

ATTENTION!

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

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

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

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

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

The PEC chairperson shall:

- ▶ prepare slips of paper of the same type and form according to the number of commission members appointed by the parties;

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

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

ATTENTION!

- ▶ If the person identified as a transporter of the mobile ballot box through casting of lots refuses to perform the function, he/she shall lose a right to participate in casting of lots for distributing other functions (regulator of flow of voters, registrar, supervisor of the ballot box and special envelopes). Regarding the assignment of function to the member of the commission the chairperson of PEC shall decide.
- ▶ If, as a result of the casting lots it is revealed that both PEC members carrying the mobile ballot box are PEC members appointed by the same party, then this function will be performed by one of them via mutual agreement, while new lot will be cast to identify the second PEC member for carrying the mobile ballot box without the participation of the PEC members appointed by this subject.
- ▶ In case of disagreement, a new lot shall be cast to identify 2 PEC members for carrying the mobile ballot box , without the participation of the above-mentioned PEC members. This disagreement represents refusal of PEC members to carry out functions conferred to them, he/she shall lose a right to participate in casting of lots for distributing other functions (regulator of flow of voters, registrar, supervisor of the ballot box and special envelopes). The issue of assigning a function to a this PEC member is decided by the PEC chairperson.

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

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

The PEC chairperson shall

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

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

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

effect shall be made by the PEC secretary to the polling day log-book with indication of the time. PEC member confirms the transfer of the function with signature.

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

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

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

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

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

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

ATTENTION!

- ▶ The alphabetical sequence of the last names of voters (e.g. A- D) and the sequence of voter numbers (e.g. 1 - 300) shall be displayed at the registrar's desk according to the lists arranged on the registrar's desk.
- ▶ To prevent the spread of infection caused by the new coronavirus, voters shall be provided with a pen for individual use placed on the desk of registrars.
- ▶ The number of registrars shall be reduced by the decision of the PEC chairperson if the seals of registrars are less than required or they have been damaged.

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

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

After transferring materials to PEC members, it is recommended that PEC chairperson and secretary fill in control sheets before the polling starts, except for the data on the first voter. The control sheet shall be signed by all PEC members present.

Upon arrival, the first voter shall be registered and given (a) ballot paper(s) ballot. The PEC secretary shall the data about him/her (name, surname and personal number of the citizen of Georgia) in the control sheet, which is signed by the first voter.

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

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

ATTENTION!

After the registration of the first voter, the PEC chairperson shall notify the DEC about box sealing the ballot box/boxes and dropping a control sheet into box/boxes.

CHAPTER III

POLLING PROCESS

POLLING

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

Polling shall be held from 08:00 to 20:00 on the polling day (October 31).

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

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

PEC member responsible for regulating the flow of voter:

- ▶ Regulates the flow of voters inside the polling station (to prevent the spread of infection caused by the new coronavirus, ensures keeping the safe distance between voters (if possible).
- ▶ Asks a voter to present a Georgian ID card or passport and to temporarily remove the face masks in the process of checking.

ATTENTION!

If a voter does not temporarily remove the face mask when presenting an ID card or Passport of Georgian citizen, he / she will not be admitted to the polling station.

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

ATTENTION!

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

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

ATTENTION!

- ▶ If there are two voters standing at the relevant registration desk, halts for a while the entrance of other voters into the polling place.
- ▶ To prevent the spread of infection caused by the new coronavirus, voters and other persons entitled to be present in the polling station will not be allowed to enter the polling station without a face mask, and without treating the hands with the disinfectant solution hand-washing and disinfectant solution.

|| Voters shall be registered with registrar of voters.

The registrar of voters shall:

- ▶ Ask voters to present ID cards or passports of a citizen of Georgia.

ATTENTION!

If a voter's data has not been found in the unified list of voters:

- ▶ In case the electronic lists are available at the electoral precinct, the person responsible for data verification shall find a voter in the electronic lists and provide him/her with the information on the precinct in which he/she is registered. If electronic lists are not provided at an election precinct, the person responsible for the data verification shall get through the DEC or the CEC on a helpline in order to obtain the information on a voter.
- ▶ The voters in the unified list with a status 'staying abroad' or 'on a consular registry' will participate in the polling in accordance with the general procedure.
- ▶ A voter who has been granted the status "registered abroad" in the unified list shall take part in the voting in the relevant polling station established abroad.

- ▶ verify the compliance of the voter's registration data contained in the presented document with the data in the list of voters, and for this reason ask the voter to temporarily remove the face mask. A voter may cast a ballot if together with the personal identification number of the citizen of Georgia, the gender and the photograph, at least the 3 pieces of the following data fully comply with the data in the respective list of voters:
 - first name;
 - last name;
 - date of birth (day, month, year);
 - Address (according to the ID card of the citizen of Georgia or the database of the agency, which also includes the place of registration abroad).

ATTENTION!

If a voter does not remove the face mask, such voter shall not have the right to participate in the polling process and shall not be provided with the ballot paper/papers.

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

ATTENTION!

- ▶ If the verification of the voter's data reveals that the voter's registration data contained in the presented document (except for the photograph) corresponds with the data in the list of voters, but the registrar of voters considers that the photograph in the document presented or in the list of voters does not match the voter's face, he/she shall address the the PEC chairperson, who, after completing the procedures defined below, shall allow the voter to cast a vote.
- ▶ If the PEC chairperson confirms the above discrepancy, the PEC secretary shall make a note to that effect in the polling day logbook on the designated page; he/she shall indicate the voter's first name, last name and his/her number in the list of voters. This notation shall be confirmed by the signatures of the PEC chairperson and secretary.
- ▶ If the PEC chairperson does not confirm the above discrepancy, the registrar of voters may make a note expressing his/her special opinion in the polling day log-book, on the designated page.
- ▶ In the cases mentioned above, the PEC secretary shall attach to the polling day logbook a copy of the document presented by the voter, which shall be certified with his/her signature.

- ▶ In the cases when the voter's data is verified by the list of voters, provide inking to him/her (inking shall not be used in penitentiary institutions, hospitals and other inpatient medical establishments (towards the patients)).

ATTENTION!

- ▶ The inking shall be placed on the nail of the thumb or the forefinger of the right hand, and where this is impossible on other fingers of the right hand, and where this is also impossible, on the left hand with the same manner;
 - ▶ Voters shall not have the right to cast a vote and a ballot paper shall not be issued to them, if they refuse to undergo the inking procedure.
-
- ▶ Signs in the appropriate box of the unified list of voters.
 - ▶ Indicates to the voter that in order to prevent the spread of the infection caused by the new coronavirus, the receipt of the ballot paper / ballot papers should be recorded by signing the voter list with a pen for individual use available on the registrar's desk. Explains to the voter that he / she should use the same pen as he / she fills in the ballot paper / ballot papers in the secret ballot booth and to place the pen used after voting in a special container available in the polling station.

ATTENTION!

If in the process of polling, it has been revealed that a voter has signed in a box along the surname of other voter, the voters along whose surname the given signature has been made, shall sign in the same table box. A registrar of voters shall write an explanatory note (indicating the serial number, name and surname in the unified voter list) on the given fact.

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

ATTENTION!

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

III

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

ATTENTION!

- ▶ In order to prevent the spread of the infection caused by the new coronavirus, the secret ballot booth is arranged as follows: The polling booth remains open on one side (the entrance for the voter) and this side will be directed towards the wall of the polling station in such a way that the principle of secrecy of the ballot is not violated.
- ▶ If a voter is unable to fill out a ballot paper re-counting the ballot papers independently, they shall have the right to ask any person for help in the polling booth except for a member of the election commission, a representative of an electoral subject, a representative of the press and other media or an observer.
- ▶ If a voter or a PEC member spoils a ballot paper(s) or a special envelope, he/she shall notify the PEC chairperson on the given fact. The PEC chairperson shall assign a registrar of voters to replace the spoiled ballot paper(s) /special envelope with a new one. The PEC chairperson shall cut off a corner of the spoiled ballot paper/special envelope in the presence of the voter, mark with the word 'spoiled' and sign it. The PEC chairperson shall store the spoiled ballot papers separately.

IV

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

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

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

ATTENTION!

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

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

In order to prevent the spread of the infection caused by the new coronavirus, voters will be provided with the opportunity to treat their hands with disinfectant solution available at the exit of a polling station.

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

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

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

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

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

(Election Code – Article 59)

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

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

ATTENTION!

- ▶ Armed individuals shall be prohibited to enter the polling place.
- ▶ If there is a threat to public order, polling procedure or the safe movement of election documents at the polling place and in its vicinity, police officers may be called in at the request of the PEC chairperson. The police officers, in agreement with the PEC chairperson, shall leave the polling place and its vicinity as soon as the public order is restored.
- ▶ In exceptional cases the police officers may be present in the territory adjacent to the polling place but not immediately in the polling place without the request and consent of the chairperson of the PEC provided this is absolutely necessary to prevent the violation of public order and to maintain it. As soon as such necessity is eliminated, the police officers shall leave the adjacent territory of the polling place.

TEMPORARY TERMINATION OF THE POLLING PROCESS

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

KEEPING RECORDS OF VOTERS PARTICIPATING IN THE VOTING

(Election Code – Article 65.6)

IT IS RECOMMENDED THAT!

Voter registrars shall count the number of signatures of voters in the voter lists (taking into account the data mentioned in the explanatory notes given by them) and number of ballot papers (including the number of spoiled ballot papers handed over to the PEC chairperson) at 10:00, 12:00, 15:00 and 17:00 and also in case of temporary transfer of function. The number of ballot papers issued can be determined by comparing the number of ballot papers received from the PEC chairperson with the number of ballot papers left with the registrar.

Voter registrars shall inform the PEC chairperson about the counted data in order to verify its accuracy:



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

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

MOBILE BALLOT BOX VOTING

(Election Code – Article 64.5; Article 65.3; Article 66)

The mobile ballot box voting procedure shall start at 9:00 and end at 19:00. The slot of the ballot box for inserting the special envelopes shall be sealed immediately upon the end of the polling. a mobile ballot box shall be returned to an electoral precinct not later than 20:00.

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

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

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

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

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

PEC member Transporting Mobile Ballot Box:

- ▶ Ask voters to present ID cards or passports of a citizen of Georgia.
- ▶ verify the compliance of the voter registration data included in the submitted document and the data in the mobile ballot box list.

ATTENTION!

Inking shall not be applied to voters voting through a mobile ballot box.

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

ATTENTION!

If in the process of polling, it has been revealed that a voter has signed along the surname of other voter in the list of the mobile ballot box, the voters along whose surname the given signature has been made, shall sign in the same table. The PAC members carrying the mobile ballot box should write an explanatory note (indicating the serial number, name and surname in the list of the mobile ballot box).

- ▶ The voter fills in the ballot paper(s) in compliance with the principle of secrecy;

ATTENTION!

- ▶ If a voter is unable to fill out the ballot paper independently, they shall have the right to ask any person for help except for the member of election commission, the candidate, the representatives of election subjects, the representative of press and mass media, and the observers.
 - ▶ If a voter or a PEC member carrying a mobile ballot box spoils the ballot paper or a special envelope, the PEC member is obliged to replace the spoiled ballot paper / special envelope with a new one for the voter.
-
- ▶ The voter receives a special envelope and places the ballot paper / ballot papers in it;
 - ▶ After the PEC member responsible for transport of ballot box makes sure that a voter has only one envelope in his/her hand, the PEC member shall open the slot of the mobile ballot box and instruct the voter to drop the envelope into it.

ATTENTION!

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

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

ATTENTION!

- ▶ The PEC secretary shall verify the accuracy of the numbers of existing signatures in the list of mobile ballot box, unused and/or spoiled ballot papers and special envelopes. In case of identifying the discrepancies, the PEC members accompanying the mobile ballot box shall write an explanation stating the reasons for this.
- ▶ The data reflected in the explanatory note should be included in the data of the summary protocol of the relevant polling results.
- ▶ The PEC secretary shall enter into the logbook the number of signatures in the list of mobile ballot box, unused ballot papers and the time of return of the mobile box to the electoral precinct.
- ▶ The PEC chairperson shall cut off corners of the unused/spoiled ballot papers, write on them the word 'spoiled' and certify this with his/her signature.

CHAPTER IV

CLOSING ELECTORAL PRECINCTS,
SUMMARISING POLLING RESULTS

CLOSING ELECTORAL PRECINCTS

(Election Code – Article 65.8)

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

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

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

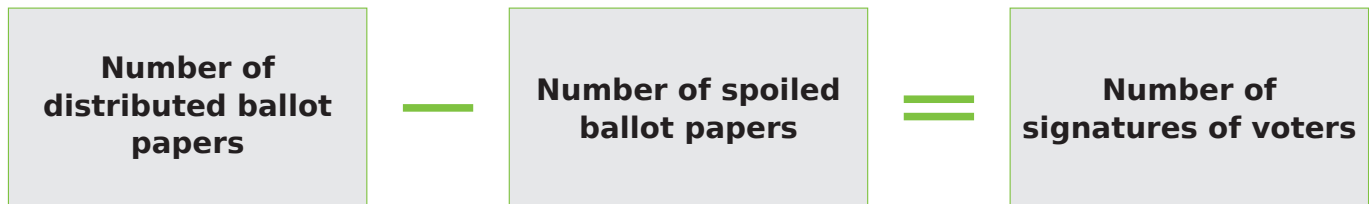
The PEC secretary enters in the polling day log-book the full names of all PEC members present at the polling station when counting the votes (indicating the subjects which elected/appointed them), and also the full names of all other persons (specifying the organisation or electoral subjects having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

ATTENTION!

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

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

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



ATTENTION!

- ▶ If the equation is not fulfilled, the registrar of voters shall recount and verify the numbers. If there is still any difference between the data, the registrar of voters shall write an explanatory statement
- ▶ The data provided in the explanatory notes of the voter registrars (if any) shall be taken into account and reflected when drawing up the summary protocol of polling results.
- ▶ After verifying the above data, the registrars should count the gender data of voters who participated in the voting, in all types of lists. The PEC chairperson shall transfer the data to the DEC.

ORGANISING ELECTORAL PRECINCTS FOR THE PROCEDURES OF COUNTING VOTES

(Election Code – Article 67.1,2; Article 68.3)

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

To identify the counting officer, the PEC chairperson:

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

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

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

ATTENTION!

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

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

- ▶ Counting officers shall take places on one side of the table (to prevent the spread of infection caused by the new coronavirus, the counting officers shall be placed at tables so that they do not face each other);
- ▶ the PEC chairperson shall take a position that enables him/her to see all the counting officers;
- ▶ The two representatives identified by casting of lots and two observers are to sit next to the counters (one observer stands with the other counting officer and the other with the third counting officer);
- ▶ The PEC secretary shall take place next to the PEC chairperson and enter records into the polling day log-book;
- ▶ other persons authorised to be present at the polling place shall take their places at a two-metre distance from the desk (from the counting officers) in a manner so that they can see the ballot sorting and counting process.

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

- ▶ the unified list of voters, the special list of voters, the mobile ballot box list (if any);
- ▶ unused ballot papers;
- ▶ spoiled ballot papers;
- ▶ the main and mobile ballot boxes;
- ▶ the control sheet kept for comparison.

PROCEDURES TO BE APPLIED BEFORE OPENING BALLOT BOXES

(Election Code – Article 67.3)

Counting officers shall sequentially count the total number of voters who cast their ballots:

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

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

SEALING THE LISTS OF VOTERS, SPOILED AND UNUSED BALLOT PAPERS

(Election Code – Articles 67.4,5,5¹)

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

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

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

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

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

OPENING MOBILE BALLOT BOX

(Election Code – Article 68.1,2,4)

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

ATTENTION!

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

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

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

ATTENTION!

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

OPENING THE MAIN BALLOT BOX

(Election Code – Article 68.1,2,5)

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

ATTENTION!

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

Counting Officers shall:

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

ATTENTION!

- ▶ If there is discrepancy between the control sheets or the control sheet is absent from the main ballot box, all special envelopes and ballot papers shall be packaged and sealed, and the relevant protocol shall be drawn up and immediately forwarded to the relevant DEC.
- ▶ If everything is in order, the counting officers shall mix the special envelopes from the main and mobile ballot boxes and begin to count the ballot papers.

Prior to the counting of ballot papers, PEC chairperson seals the control sheets. Indicates the name, number, type of documents of the polling station on the sealed package and signs it.

SORTING BALLOTS PAPERS

(Election Code – Article 69.1,3,5)

The first counting officer shall:

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

- ▶ Hands over invalid ballot papers, suspicious ballot papers and unidentified sample ballot papers to the fourth counting officer;
- ▶ place special envelopes separately.

Counting officers shall place separately:

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

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

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

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

COUNTING BALLOT PAPERS

(Election Code – Article 69.8,9)

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

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

ATTENTION!

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

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

SEALING OF BALLOT PAPERS

(Election Code – Article 69.6,9)

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

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

ATTENTION!

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

DRAWING UP A SUMMARY PROTOCOL OF POLLING RESULTS

(Election Code – Articles 70-71)

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

- ▶ The name of the election and the date of voting;
- ▶ Number and name of the election district;
- ▶ number of an electoral precinct;
- ▶ In exceptional cases, the number of the polling station created (if any) attached to the main polling station;
- ▶ In column N1 – number of voters in the unified list;
- ▶ Name of electoral precinct (with reference to sequential number).

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

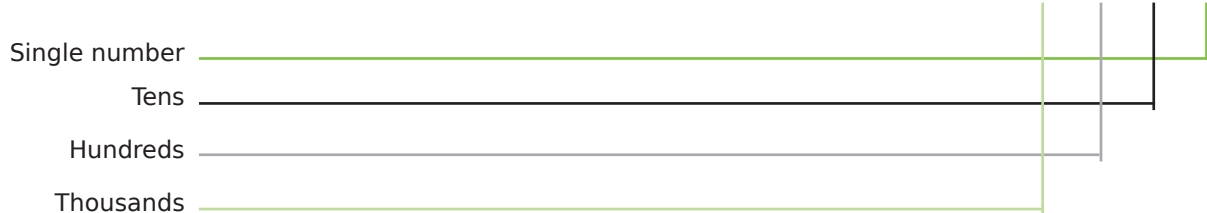
- ▶ In column N2 – number of voters in the special list;
- ▶ In column N3 – Number of signatures of voters participating in the elections in all types (single, / special / portable ballot box list) in the voter lists at 12 and 17 o'clock;

- ▶ In column N4 – Total number of voters participating in the elections (sum of signatures in all types of lists, taking into account the data reflected in the explanatory notes of the voter registrars (if any));
- ▶ In column N5 – number of received ballot papers;
- ▶ In column N6 – number of ballot papers considered invalid;
- ▶ Number of votes cast for election subjects;

ATTENTION!

- ▶ In columns N2, N3, N4, N5, N6, as well as in the columns of the number of votes received by each electoral subject, in the fourth (last) cell of the four-part cells, the secretary should enter the number of unit rank, in the third box the number of tens rank, in the second box – the number of hundreds, in the first box – the number of thousands;
- ▶ In the event that an empty box/ boxes remains in the relevant data table. it is advisable for the PEC secretary to enter the symbol “X” in the empty box/ boxes

4	არჩევნებში მონაწილე ამომრჩეველთა საერთო რაოდენობა (ხელმოწერების ჯამი ყველა სახის სიაში)	X	1	4	8
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- ▶ Numbers of registrar seals and commission seal.

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

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

ATTENTION!

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

If an error was made in entering the data in the columns N2, N3, N4, N5, N6 of the summary protocol of polling results, as well as in the columns of the number of votes cast for the candidates, a note “amended” is made in the summary protocol of polling results along with the relevant data and an amendment protocol is drawn up in order to correct the error.



The PEC secretary shall draw up an amendment protocol in agreement with the PEC chairman, which shall include the following data:

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

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

ATTENTION!

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

PUBLIC ACCESS TO THE SUMMARY PROTOCOLS OF POLLING RESULTS

(Election Code – Articles 2.z¹²; 8.14; 71.8)

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

Photocopies of the summary protocol of polling results and the protocol of amendment (if any) must be certified with the seal of the commission, signed by the PEC chairman of the commission and the PEC secretary. Receipt of photocopies is confirmed by the recipient by signing in the polling day log-book.

Explanatory notes (if any) of the members of the commission related to the summary protocol of polling results / amendment protocol, if any, shall be issued by the DEC within 2 days after the request.

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

(Election Code – Article 62.11; Article 71.12,13)

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

The commission shall seal:

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

ATTENTION!

summary protocol of the voting result and registration books shall not be sealed.

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

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

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

CHAPTER V

APPLICATIONS/COMPLAINTS MADE
ON THE POLLING DAY

REGISTERING APPLICATIONS/COMPLAINTS MADE ON POLLING DAY

(Election Code – Article 61.5; Article 62.10; Article 72.1; Article 73).

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

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

ATTENTION!

- ▶ Nobody may prevent any person authorised to be present at the polling place from entering claims, comments or complaints into the polling day log-book
- ▶ A person making a record in the polling day log-book shall indicate his/her first name, last name and address (according to the ID card of the Citizen of Georgia).

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

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

ATTENTION!

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

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

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

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

- ▶ the date and time of drawing up the application/complaint;
- ▶ the first and last names of the applicant/complainant, and the place of his/her registration;
- ▶ number of an electoral precinct;
- ▶ in case of a witness – his/her first name, last name and place of registration.

The applicant/complainant may correct the defect within the set deadline by submitting the same or a new application/complaint (indicating the data due to which the shortcomings were identified). The PEC secretary shall make the respective note in the registration book – ‘a defect’. The applicant/complainant and the relevant PEC member shall sign along the note.

ATTENTION!

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

Upon the elimination of shortcomings, the PEC secretary, chairperson or deputy chairperson shall make a note, “shortcoming eliminated” in the registration book, with reference to exact time and date of its elimination. The applicant/complainant and the relevant PEC member shall sign along the note.

ATTENTION!

If the defect has not been corrected within the specified deadline, the application/complaint shall not be heard and the PEC shall issue an ordinance to that effect.

RESPONDING TO APPLICATIONS/COMPLAINTS MADE ON THE POLLING DAY

(Election Code – Article 72.3; Article 73.3; Article 74.5; Decree of the Central Election Commission of Georgia №8/2012 of March 3, 2012)

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

If the PEC chairperson / commission has not eliminated the violation or otherwise refused to respond to the application / complaint, an observer / representative of an election subject or another observer of the same observer organization / another representative of an election

subject has the right to immediately file a complaint to the relevant DEC about the violations revealed from the opening of the polling station (07:00) until the opening of the ballot box. (The DEC is obliged to take appropriate measures to eliminate the violation).

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

The submitted applications/complaints shall not be heard and the PEC chairperson shall issue an ordinance regarding the leaving of the application unheard, provided that:

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

PHOTO-VIDEO SHOOTING AT ELECTORAL PRECINCTS

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

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

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

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

To ensure that the polling process is carried out smoothly:

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

The following persons may be present at polling stations:

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



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

To ensure transparency of the polling process:

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



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

To ensure transparency of the polling process:

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

RESPONDING TO VIOLATIONS

In the case of violation of photos and/or videos shooting rules, the PEC shall make a decision majority of votes, on the removal of the person responsible from the polling place.