



# GUIDELINES FOR THE MEMBERS OF DISTRICT ELECTION COMMISSIONS

For the Elections of the Parliament of Georgia  
on 26 October 2024

Approved by the CEC Decree N37/2024 of 16 August 2024.

The reference guide has been prepared by the LEPL - Center for the Development, Reform and Training of Electoral Systems for the upcoming elections to the Parliament of Georgia, which will be held on 26 October 2024. It is intended for DECs (District Election Commissions).

The Guidelines have been developed on the basis of the Organic Law of Georgia - Election Code of Georgia and the relevant legal acts of the CEC (the Central Election Commission).

To fully familiarize yourself with the legislative regulations concerning the powers and the rules of procedure of the District Election Commission, please read the Organic Law of Georgia - Election Code of Georgia and the relevant legal acts of the CEC.

The CEC and the Training Centre are not responsible for the authenticity of the translation. Guidelines' text translations is made by the Bureau of Translation of International Agreements.



**ON 26 OCTOBER  
2024**




**THE CITIZENS OF GEORGIA WILL ELECT  
THE PARLIAMENT OF GEORGIA**

The District Election Commission is aware of the importance of democratic elections, promotes the development and strengthening of democratic electoral processes, is guided by the principles of legality, political neutrality and professionalism, carries out its activities in compliance with high ethical standards of conduct and creates an electoral environment where:

- the free and unrestricted exercise of the right to suffrage is protected and guaranteed
- equal and affordable electoral services are provided
- the use of the legitimate rights of observers and representatives of electoral subjects is guaranteed.

The District Election Commission is a permanent territorial body of the Electoral Administration of Georgia, during the election period consisting of 17 members (5 members are elected by the CEC for a period of 5 years; 12 members are added to the composition of the District Election Commission during the election period, of which 3 members are elected by the CEC, 9 members are appointed by political unions with the right to appoint members).

A member of the DEC is not a representative of his/her appointing/electing body. He/she shall be prohibited from pre-election campaigning and participating in campaigning. Influencing a member of the DEC, as well as interfering in his/her activities in order to influence decision-making, is prohibited and punishable by law.



Supervises subordinate Precinct Election Commissions and ensures uniform application of the election legislation.

Ensures that Precinct Election Commissions are properly equipped to provide voting services to voters.



Promotes the formation of voter lists, ensures their publicity and availability.



District Election Commission



Ensures the accreditation of persons with the right to be in the voting building and the issuance of badges.

Summarizes the voting results in the electoral district.



Considers election disputes within its competence.

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## 01

## HOW DOES A DISTRICT ELECTION COMMISSION ENSURE THE IMPLEMENTATION OF THE DATA VERIFICATION SERVICE IN THE UNIFIED VOTER LIST

### To implement the data verification service in the unified voter list, a District Election Commission shall provide:

- publication of the unified voter list through Precinct Election Commissions
- distribution of voter registration cards through Precinct Election Commissions
- receiving and responding to applications requesting changes to voter data/voter lists
- publication of the decision to amend the voter data/voter lists.

#### Publication of the unified voter list

A District Election Commission shall provide the Precinct Election Commissions with a publicly available version of the unified voter list, certified by the CEC (wall list - without photos and personal numbers of voters) starting from the 30th day (26 September) before election day.

A Precinct Election Commission shall be obliged to immediately post the specified list and the rules for filing a complaint in connection with it in a prominent place in the building of the Precinct Election Commission, which provides access to information for voters, representatives of observing organisations and parties that have the right to electoral registration (electoral subjects).

A District Election Commission shall monitor the performance of this duty by Precinct Election Commissions.

A District Election Commission shall, not later than the second day (24 October) before the voting day, transfer to the Precinct Election Commissions a version of the final updated list intended for general information. The Precinct Election Commission shall be obliged to delete the original version of the unified voter list and place an updated version of the list there.

In order to verify the data in the voter list, a District Election Commission shall, upon request, provide a controlling organisation, a party with electoral registration, with a copy of the version of the unified voter list intended for general information, both in printed and electronic form in the manner established for the provision of public information.

A photo version of the unified voter list, intended for general information, shall be issued only in electronic form. To do this, an authorised person must submit to the District Election Commission an electronic data carrier of the appropriate volume.

#### Distribution of voter registration cards

In order to verify the data in the voter list, not earlier than the 30th day (26 September) before the voting day and not later than the 20th day (6 October), Precinct Election Commissions shall distribute voter registration cards issued by the District Election Commission. to voters at their addresses, which

indicate the identity of the voter reflected in the unified voter list, and in case of inaccuracy, the procedure for requesting changes in the list of voters.

Voter registration cards shall be sorted according to the schedule drawn up by the chairperson of the Precinct Election Commission, with the participation of at least 2 members of the Precinct Election Commission/special group as part of the group/groups responsible for distribution.

A District Election Commission shall control the process of distribution of election registration cards by the Precinct Election Commission.

In case of culpable non-fulfillment or improper fulfillment of the duties assigned to the members of the Precinct Election Commission/members of the special group, the District Election Commission shall consider bringing disciplinary responsibility against them.

### **Receiving and responding to applications requesting changes to voter data/voter lists**

A voter, an observation organisation and a party with electoral registration shall have the right to apply directly to the District Election Commission or use the services of the Precinct Election Commission in case of inaccuracies in the unified voter list not later than the 18th day (8 October) before election day.

Applications received by the Precinct Election Commission (with attached documents, if any) shall be immediately forwarded to the District Election Commission for response.

A District Election Commission shall consider applications at a meeting within 2 days from the date of their receipt and decide by a decree:

- ✓ on making changes to voter data/voter lists;
- ✓ on refusal to make changes to voter data/voter lists. This decision must be justified.

A District Election Commission shall submit within two days a decree on amendments to the unified voter list to the CEC and the Precinct Election Commission, which, for the purpose of publicity, shall post the decree in a prominent place in the commission's building.

A District Election Commission shall hand over the decision on refusal to amend the unified voter list to the applicant if requested, immediately after the day of its publication.

An applicant shall have the right to appeal the decision on refusal to amend the unified voter list within 2 days after its publication to the district/city court. If the claim is satisfied, the court's decision shall be transferred to the District Election Commission, which, in turn, shall immediately provide relevant information to the Central Election Commission and the relevant Precinct Election Commission.

#### *Legal grounds for the issue under discussion:*

- ✓ *Organic Law of Georgia - Election Code of Georgia, Article 31.*
- ✓ *CEC Decree №62/2024 of 10 July 2024 on determination of the terms for handing over a voter registration card to a voter for the elections of the Parliament of Georgia to be held on 26 October 2024, the procedure for making an application or request by the voter to participate in voting through a mobile ballot box due to health conditions or for other reasons and providing relevant information to the voter.*

## 02

## HOW DOES THE DISTRICT ELECTION COMMISSION ENSURE THE IMPLEMENTATION OF THE SERVICE OF ADDING VOTERS TO A SPECIAL LIST

### **To implement the service of adding voters to a special list of voters, a District Election Commission shall provide:**

- receiving and responding to applications from voters with a request to include in a special list of voters of the adapted polling station
- receiving and responding to information about voters to be included in a special list of voters from various institutions

### **Inclusion of voters in wheelchairs in the special list of voters of the adapted polling station**

A voter in a wheelchair shall have the right to apply directly to the District Election Commission or use the services of the Precinct Election Commission in order to be included in the special list of voters of an adapted polling station.

A voter must apply to the district or Precinct Election Commission not later than 18:00 on the 11th day (15 October) in the form of a written application or an oral statement by phone.

To register a written application, it is necessary to indicate the name, surname of the voter, personal number and number of the adapted polling station where the voter wishes to participate in the elections. A secretary of the commission shall, if necessary, clarify the applicant's information.

To register an oral telephone statement, a secretary of the commission must specify the name, surname, personal number of the voter, the exact time of receipt of the telephone message, phone number and the adapted number of the polling station where the voter requests to participate in elections, in the registration log.

A secretary of the commission shall record a written application/oral telephone statement of the voter in the registration log and confirm its receipt with a signature.

If a voter applies to the Precinct Election Commission with a request to include in a special list of voters of the adapted polling station, the Precinct Election Commission shall immediately transmit the incoming applications (with attached documents, if any) to the District Election Commission for a response.



Members of the Precinct Election Commission, representatives of electoral subjects and observers shall have the right to verify the validity of the request of voters in wheelchairs to vote at an adapted polling station and submit to the Precinct Election Commission, not later than 18:00 on the 10th day (16 October) before election day a question of the feasibility of including these voters in the relevant special list. The District Election Commission shall make a decision on the issue based on the information provided by the Precinct Election Commission.

A District Election Commission shall, not later than the 10th day (16 October) after 18:00, on the basis of applications/information received from Precinct Election Commissions, as well as its own data, establish and approve by a decree a special list of voters of adapted polling stations.

After the approval of the special list of voters of the adapted polling station, the District Election Commission shall:

- ✓ submit to the relevant Precinct Election Commission a version of the above mentioned list intended for public information (wall list) for the purpose of publication;
- ✓ provide information about the voters included in the list to the Precinct Election Commission, whose voter registered in the precinct voter list is included in the special list of voters of the adapted polling station, in order to make an entry „a wheelchair user“ next to the name of the corresponding voter in the unified list of voters.

### **Registration of voters in a special list of voters**

A District Election Commission shall include voters who meet the requirements established by the Organic law of Georgia - Election Code of Georgia in a special list of voters, and their inclusion in a special list is initiated by the authorized body in compliance with the established deadlines.

<b>Grounds for including a voter in a special list of voters</b>	<b>An institution responsible for providing information to the District Election Commission</b>	<b>The deadline for submitting information to the District Election Commission</b>
He/she is an official of the election commission who cannot participate in elections on election day due to work in election commissions, depending on the place of registration.	The District Election Commission.	Not later than the 11th day (15 October) before the voting day.
A voter is being treated in a hospital or other inpatient medical institution and for health reasons cannot be discharged from this institution by the day of voting.	The head of the medical institution.	Not later than the 11th day (15 October) before the voting day.

A voter is a serviceman of a state subordinate institution that is part of the system of the Ministry of Defence of Georgia, the Ministry of Internal Affairs of Georgia, the Ministry of Justice of Georgia – the Special Penitentiary Service, the State Security Service of Georgia, the Intelligence Service of Georgia and the Special State Protection Service, or is a person of special rank whose conditions of service or health condition require his/her presence on election day at an address other than the place of registration, which belongs to another electoral district.	The commanders of the relevant military units/parts or the heads of the relevant institutions/units.	a) not later than the 25th day before the voting day (1 October) b) taking into account the results of conscription not later than the 11th day (15 October) before voting.
On the day of voting, the voter is in custody.	The head of the relevant penitentiary institution.	Not later than the 11th day (15 October) before the voting day.
On the day of voting, the voter is under administrative arrest.	The head of the relevant institution.	Not later than the 11th day (15 October) before the voting day.

A District Election Commission shall draw up special voter lists and approve them by a decree not later than the 10th day (16 October) before the voting day. The head of the relevant institution shall be responsible for the correctness of the data included in the special list of voters, which is confirmed by his/her signature.

After the approval of the special lists, the District Election Commission shall immediately transfer information about the voters included in the special lists to the CEC, which shall ensure that printing of the versions of these lists intended for general information, as well as those versions intended for the election commission.

A District Election Commission shall:

- ✓ transmit a version of the special list of the same precinct, assigned for public information, to the relevant Precinct Election Commission for the purpose of publication;
- ✓ provide information about the voters included in the special list to the Precinct Election Commission, whose registered voter was included in the special list of voters, indicating in the column „Actual status“ opposite the name of the respective voter in the unified list of voters the corresponding entry „is a member of the commission“, „is in the hospital“ or „is in custody“.

*Legal grounds for the issue under discussion:*

- ✓ *Organic Law of Georgia - Election Code of Georgia, Article 32, Article 2002.*
- ✓ *CEC Ordinance №7/2023 of 6 February 2023 on Determining the Procedure and Conditions for Voting Using Electronic Means.*

## 03

## HOW DOES THE DISTRICT ELECTION COMMISSION ENSURE THE IMPLEMENTATION OF THE SERVICE OF TRANSFERRING A VOTER TO THE LIST OF A PORTABLE BALLOT BOX

### **To implement the service of adding voters to the list of mobile ballot boxes, the District Election Commission shall provide:**

- receiving and responding to applications from Precinct Election Commissions on the inclusion of voters in the list of mobile ballot boxes
- transferring voters included in the special list to the list of mobile ballot boxes.

### **The inclusion of voters in the list of mobile ballot boxes on the basis of applications**

A voter who cannot come to the polling station for health reasons or is located on the territory of the polling station, but in a hard-to-reach place, shall have the right to use the voting service with a mobile ballot box.

A voter shall apply with a request to use the voting service with a mobile ballot box directly to the Precinct Election Commission not later than 18:00 on the 11th day (15 October) in the form of a written application or an oral statement by phone.

In order to include voters in the list of mobile ballot boxes, on the basis of registered applications, a District Election Commission shall provide the verification of the fact of registration of voters in the unified list of the polling station (if necessary) on the basis of an appeal from the Precinct Election Commission.

For health reasons, the number of voters included by the Precinct Election Commission in a mobile ballot box may not exceed 3 percent of the number of voters included in the unified list of voters at the polling station. After filling in the specified number, a chairperson of the Precinct Election Commission shall send the received applications to the District Election Commission for a response.

A District Election Commission shall consider the issue of the feasibility of including the voters in the list of mobile boxes and make a decision by two-thirds of those present at the commission session. The decree shall be communicated with the relevant Precinct Election Commission, which ensures the disclosure of information about the obtained results.

### **Transfer of voters to the list of mobile ballot boxes included in the special list**

A District Election Commission shall automatically transfer voters registered in a special list of voters to the list of mobile ballot boxes, subject to the conditions established by the Organic Law of Georgia - Election Code of Georgia.

The grounds for transferring a voter from a special list of voters to the list of mobile ballot box are:

- ✓ the voter is being treated in a hospital or other inpatient medical facility and the polling station is not open there;
- ✓ the voter serves in a military unit located on the state border of Georgia, or in a border police unit located far from the polling station;
- ✓ the voter is a serviceman of the state subordinate institution of the Ministry of Defence of Georgia, the Ministry of Internal Affairs of Georgia, the Ministry of Justice of Georgia – the Special Penitentiary Service, the State Security Service of Georgia, the Intelligence Service of Georgia and the Special State Protection Service, or is a person with a special rank, unable to leave the workplace due to a special service during the voting period or health condition;
- ✓ he/she serves in a state subordinate institution within the system of the Ministry of Justice of Georgia – in the Special Penitentiary Service and cannot leave his/her workplace under the conditions of service;
- ✓ he/she is in custody or in administrative detention.

A District Election Commission shall submit a printed version of the list of the mobile ballot box (wall list) to the Precinct Election Commission for publication. The specified list contains the data of voters who are:

- ✓ included by the Precinct Election Commission in the list of mobile ballot boxes;
- ✓ included by the District Election Commission in the list of mobile ballot boxes, as a result of consideration of the issue of expediency;
- ✓ transferred from the special list of voters approved by the District Election Commission to the list of mobile ballot boxes.

The CEC shall ensure that lists of mobile ballot boxes are printed both for public information and for the election commission. To do this, the district and Precinct Election Commissions shall, after compiling the list of mobile ballot boxes, immediately transmit to the CEC information about the voters included in the list of mobile ballot boxes.

*Legal grounds for the issue under discussion:*

- ✓ *Organic Law of Georgia - Election Code of Georgia, Article 33.*
- ✓ *CEC Ordinance №7/2023 of 6 February 2023 on Determining the Procedure and Conditions for Voting Using Electronic Means.*

## 04

## HOW DOES THE DISTRICT ELECTION COMMISSION ENSURE THE IMPLEMENTATION OF THE SERVICE FOR REGISTERING OBSERVERS, REPRESENTATIVES OF ELECTORAL SUBJECTS AND ACCREDITATION OF REPRESENTATIVES OF THE PRESS AND OTHER MASS MEDIA

**To implement the service of registration of observers, representatives of electoral subjects and accreditation of representatives of the press and other mass media, a District Election Commission shall ensure the following:**

- on the basis of an application from a local non-entrepreneurial (non-profit) legal entity, resolving the issue of granting observer status to the organisation
- resolving the issue of registration of observers of the local observer organisation registered by the District Election Commission
- registration of representatives of electoral subjects in subordinate Precinct Election Commissions
- resolving the issue of accreditation of representatives of the press and other mass media.

### Registration of local observer organisations

A local non-entrepreneurial (non-profit) legal entity wishing to conduct observance at one polling station shall have the right to apply to the relevant District Election Commission for registration not later than the 10th day (16 October) before election day.

A written application submitted by the organisation must indicate the name of the electoral district in which the organisation wishes to monitor. The application must be accompanied by an extract from the register of entrepreneurs and non-entrepreneurial (non-profit) legal entities issued within the last 10 days before applying to the election commission.

In order to verify the accuracy of the data in the extract and compliance with the requirements established for the registration of an organisation, a District Election Commission shall have the right to apply to the CEC, which has access to electronic databases and the ability to verify data.

A District Election Commission shall, within 5 days from the date of receipt of the application, decide on the registration of the organisation at a meeting of the commission and adopt a resolution on:

- ✓ registration of a local observer organisation, if the local observer organisation meets the requirements established by the Organic Law of Georgia – Election Code of Georgia;

- a) organisation is a local non-entrepreneurial (non-profit) legal entity registered not later than 1 year before election day;
- b) the charter or other constituent document of the organisation provides for election observance and/or protection of human rights;
- c) in order to monitor the elections, the organisation applied to the District Election Commission in compliance with the terms and rules established by law.

- ✓ refusal to register a local observer organisation if the local observer organisation does not comply with the requirements established by the Organic Law of Georgia - Election Code of Georgia. This decision must be justified.

A District Election Commission shall hand over to the organisation, not later than the next day after its approval, a decree on refusal to register a local observer organisation. The decree of the commission may be appealed to the court within 2 days from the date of its approval.

A District Election Commission shall cancel the registration of a registered local observer organisation if the person authorised to lead/represent the registered local observer organisation is registered as an electoral subject and/or representative of an electoral subject and does not submit to the District Election Commission a document confirming that the powers of the person authorised to lead/represent the organisation have been terminated or shall be terminated.

### **Registration of observers of a local observer organisation registered by the District Election Commission**

A local observer organisation registered by the District Election Commission must submit an application for registration of observers in election commissions to the secretary of the same District Election Commission not later than the 5th day (21 October) before election day.

A local observer organisation shall have the right to submit an application in tangible form directly to the District Election Commission, or use a remote service and submit/register an application online.

A list of observers appointed to district/Precinct Election Commissions (indicating the surname, first name, place of registration and personal number of a citizen of Georgia) and a photocopy of the ID card of a citizen of Georgia or a passport of a citizen of Georgia must be attached to the application submitted in tangible form.

A Georgian citizen from the age of 18 may be a local observer of a local observer organisation, with the exception of:

- ✓ judges;
- ✓ members of election commissions;
- ✓ officials of the Prosecutor 's Office;
- ✓ the candidate of the electoral subject, the electoral subject and its representative;
- ✓ observers of another observer organisations;
- ✓ representatives of the press and other media;
- ✓ state-political officials defined by the Law of Georgia on Public Service;
- ✓ members of Sakrebulo - the representative body of the municipality;
- ✓ the mayor of the municipality and his/her deputy;

- ✓ employees of the Ministry of Internal Affairs and the Ministry of Defence of Georgia, as well as the employees of the state subordinate institution within the system of the Ministry of Justice of Georgia – the Special Penitentiary Service, the State Security and Intelligence Service of Georgia and the Special State Protection Service of Georgia;
- ✓ a person who, after the appointment of one of the last two general elections or the last two mid-term elections, was a member of an election commission appointed by a party, an electoral subject or a representative of an electoral subject;
- ✓ a person who has been a donor to any party since the beginning of the year of the last general election or the beginning of the year of the last midterm elections.

A secretary of the District Election Commission shall make a decision and issue a decree not later than 2 days after the submission of the list of observers:

- ✓ on registration of an observer/observers, if the submitted documentation meets the requirements established by law;
- ✓ on refusal to register an observer/observers if the submitted documentation does not comply with the requirements established by law.

A secretary of the commission shall hand over the certificates of registered observers to the observer organisation. At the same time, the observer's ID card is the observer's badge, which is valid together with the ID card of a citizen of Georgia/passport of a citizen of Georgia.

### **Registration of representatives of electoral subjects in Precinct Election Commissions**

A party with electoral registration (an electoral subject) shall have the right to appoint two representatives to each Precinct Election Commission. To do this, the electoral subject must contact the secretary of the relevant District Election Commission.

A party with electoral registration shall have shall have the right to submit an application for the appointment of representatives to Precinct Election Commissions in tangible form directly to the District Election Commission, or use a remote service and submit an application/registration online.

In the application submitted in tangible form, the following about the representative of the electoral subject must be indicated:

- ✓ first and last names;
- ✓ address;
- ✓ contact phone number (if available).

An application must be signed by the head of the party or a person authorized by him/her and accompanied by a photocopy of the ID card of a citizen of Georgia or the passport of a citizen of Georgia of a representative of the electoral subject.

A legally capable citizen of Georgia who has reached the age of 18 may be a representative of an electoral subject in a Precinct Election Commission, but the following may not be appointed as the representative of an electoral subject:

- ✓ a candidate nominated by the same or another electoral subject;
- ✓ a representative of another electoral subject;
- ✓ representatives of electoral subjects appointed to the CEC and the District Election Commission;

- ✓ a member of the election commission;
- ✓ local observers, international observers;
- ✓ a representative of the press or other mass media.

A secretary of the District Election Commission shall make a decision and issue a decree within 24 hours if the relevant information is fully provided:

- ✓ on registration of an electoral subject, if the submitted documentation meets the requirements established by law;
- ✓ on refusal to register an electoral subject if the submitted documentation does not comply with the requirements established by law.

A secretary of the District Election Commission shall issue to registered representatives a representative's certificate, which is simultaneously the badge of the representative of the subject, valid together with the ID card of a citizen of Georgia/passport of a citizen of Georgia.

A party with electoral registration shall have the right at any time, except on the day before voting day (25 October) and voting day (26 October), to appoint/recall and/or replace its representatives in Precinct Election Commissions, informing the District Election Commission about this.

In the case of registration of a person registered as a representative of an electoral subject as an electoral subject, a secretary of the District Election Commission shall issue a decree on the cancellation of registration of the representative in the relevant Precinct Election Commission.

### **Accreditation of representatives of the press and other mass media**

The press and other mass media wishing to carry out their activities in the territory of one electoral district shall have the right to contact the secretary of the relevant District Election Commission not later than the 5th day before the election day (21 October) in order to accredit representatives.

An application for accreditation of representatives of the press and other mass media may be submitted in tangible form directly to the District Election Commission, or a remote service may be used - filing / registering an application online.

Photocopies of ID cards or passports of the representatives must be attached to the application submitted in tangible form.

If the organisation applies to the secretary of the District Election Commission for the purpose of accreditation of representatives, an extract from the register of entrepreneurs and non-entrepreneurial (non-profit) legal entities issued to the election commission within the last 10 days prior to submitting the application must also be attached to the application.

To verify the accuracy of the extract data, a District Election Commission shall have the right to contact the CEC, which has access to electronic databases and the possibility to verify the data.

A legally capable citizen of Georgia from the age of 18 may be a representative of the press and other mass media, but the following may not be appointed as the representative:

- ✓ a state-political official defined by the Law of Georgia on Public Service;



- ✓ a member of Sakrebulo - the representative body of the municipality;
- ✓ Mayor of the municipality, Deputy Mayor of the municipality;
- ✓ a judge;
- ✓ an employee of the Ministry of Internal Affairs, the Ministry of Defence of Georgia, the General Inspectorate of the Ministry of Justice of Georgia, as well as an employee of the state subordinate institution within the system of the same Ministry – the Special Penitentiary Service, the State Security Service of Georgia, the Intelligence Service of Georgia and the Special State Protection Service of Georgia;
- ✓ an employee of the Prosecutor's Office of Georgia;
- ✓ the candidate of the electoral subject, the electoral subject, its representative;
- ✓ a member of the election commission;
- ✓ an observer of the observer organisation;
- ✓ a representative of other press and other mass media.

Within 2 days from the date of filing an application, the secretary of the District Election Commission shall decide on the accreditation of representatives of the press and other mass media and issue a decree:

- ✓ on the accreditation of representatives, if the submitted documentation meets the established requirements;
- ✓ on refusal to accredit representatives if the submitted documentation does not meet the established requirements. The specified decision shall be delivered to the representative within 1 day after the decision is made.

A secretary of the commission shall, within 1 day from the date of the decision, hand over to accredited representatives the relevant certificates, which at the same time represent a badge valid together with the ID card of a citizen of Georgia/passport of a citizen of Georgia.

A secretary of the District Election Commission shall revoke the accreditation of accredited representatives if the person authorised to direct/represent the press and other mass media registers as an electoral subject and/or a representative of the electoral subject and within 5 calendar days after registration, does not submit to the District Election Commission a document confirming that the powers of the person authorised to lead/represent the organisation have been terminated or shall be terminated.

*Legal grounds for the issue under discussion:*

- ✓ *Organic Law of Georgia - Election Code of Georgia, Article 39; Article 40; Article 42; Article 44.*
- ✓ *CEC Decree №297/2016 of 14 July 2016 on Establishing an Electronic Form of the Annex to the Application for the Appointment of Observers by a Local Observer Organisation in Election Commissions and CEC Decree №298 / 2016 of 14 July 2016 on Establishing an Electronic Application Form for Accreditation of Representatives of the Press and Other Mass Media to Be Submitted to the CEC and District Election Commissions.*
- ✓ *CEC Ordinance №51/2023 of 17 August 2023 on Determining the Registration Rules and Conditions for the Appointment/Nomination of Commission Members by Parties, Representatives by Electoral Subjects, Candidates for Electoral Subjects and Observers by Local and International Observer Organisations, as well as the Submission of Applications in Electronic Form for Accreditation of Representatives of the Press and Other Mass Media*

## 05

## WHAT ELECTION DOCUMENTATION/ INVENTORY AND ELECTRONIC VOTING DEVICES DOES THE DISTRICT ELECTION COMMISSION TRANSFER TO THE PRECINCT ELECTION COMMISSION ON THE DAY OF VOTING

A District Election Commission shall gradually transfer various technical equipment/inventory and materials to Precinct Election Commissions from the day they start working to exercise their powers.

In order to provide voting services to voters on election day, a District Election Commission shall transfer the specified electoral documentation/inventory and electronic voting devices to Precinct Election Commissions.

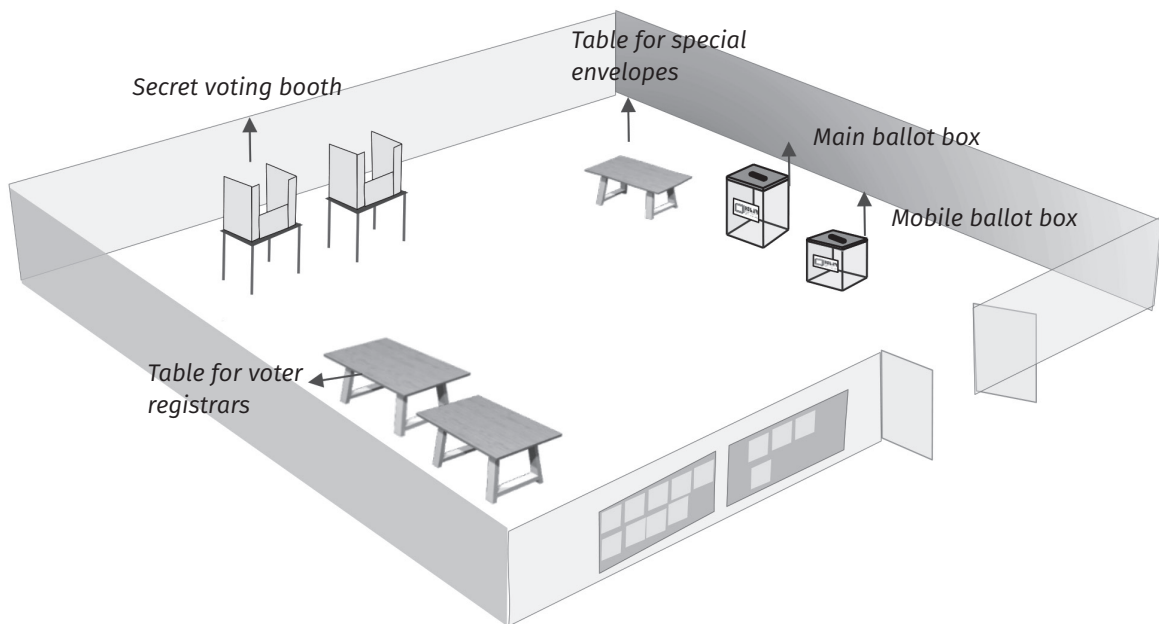
Electoral documents/electronic voting devices and other voting equipment to be transferred to Precinct Election Commissions	Are transferred to polling stations where voting takes place with the help of technologies	Are transferred to polling stations where voting takes place without technologies
A version of the unified voter list intended for the commission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A version of the special list of voters (if available) intended for the commission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A version of the mobile ballot box list (if applicable) intended for the commission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ballots packed in 50-50 pieces	<input checked="" type="checkbox"/>	
Special envelope frames	<input checked="" type="checkbox"/>	
Ballot notebooks		<input checked="" type="checkbox"/>
Special envelopes		<input checked="" type="checkbox"/>
Control sheets		<input checked="" type="checkbox"/>
Audit Confirmation Form	<input checked="" type="checkbox"/>	
The form of the voter verification documents	<input checked="" type="checkbox"/>	
Log-book	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Summary protocol form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The form of the protocol for making changes to the summary protocol	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Demonstration protocol	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Voter verification machines	<input checked="" type="checkbox"/>	
Special electronic devices for counting votes	<input checked="" type="checkbox"/>	
A copy machine	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tablet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Secret voting booths	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mobile ballot box	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Basic transparent boxes		<input checked="" type="checkbox"/>
Basic opaque boxes	<input checked="" type="checkbox"/>	
Opaque boxes for storing voter verification receipts	<input checked="" type="checkbox"/>	
Seals for basic ballot boxes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seal of the slot to the main ballot box	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seals for mobile ballot boxes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seal of the slot to the mobile ballot box	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seals of opaque boxes for storing voter verification receipts	<input checked="" type="checkbox"/>	
Seal of the slot to the opaque boxes for storing voter verification receipts	<input checked="" type="checkbox"/>	
Locks of a special place for placing a memory card in devices	<input checked="" type="checkbox"/>	
Special markers for filling out a ballot	<input checked="" type="checkbox"/>	
UV lamp for marking verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Marking liquids	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A sealed package with a special seal of the Precinct Election Commission and an ink pad	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A sealed package with registrar's seals		<input checked="" type="checkbox"/>
Magnifying lens for visually impaired voters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A special frame form for blind voters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The procedure for filling out a ballot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Party lists submitted by the parties participating in the elections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Excerpts from the law on cases when the ballot is invalid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Metal fasteners	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Metal binders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Envelopes/polyethylene bags for packing electoral documents/inventory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

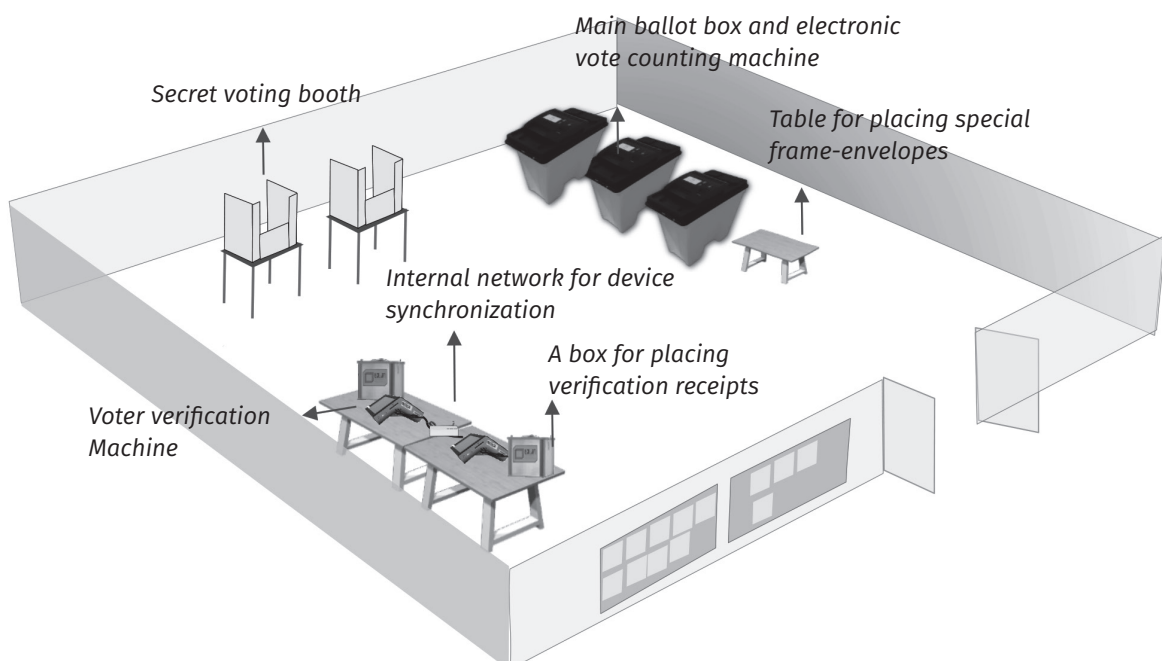
A person responsible for receiving electronic devices, electoral documentation and inventory from the District Election Commission shall be a chairperson of the Precinct Election Commission. Delivery and acceptance process shall be confirmed by an act (in two copies).

A Precinct Election Commission shall arrange polling stations not later than one day (25 October) before the voting. A District Election Commission shall monitor the fulfillment of its duties on the arrangement of the polling stations by the Precinct Election Commission.

*A sample of the arrangement of a polling station for voting without the use of voting technologies*



*A sample of the arrangement of a polling station for voting with the use of voting technologies*



The technical assembly of the machines for verification and counting votes (without turning on the machines) shall be provided by a representative of the District Election Commission - an electronic technical specialist in the presence of the chairperson of the Precinct Election Commission.

A Precinct Election Commission shall be obliged to post in a prominent place in the polling station:

- a version of the unified list of voters for public information;
- a version of the special list of voters for public information (if available);
- a version of the list of mobile ballot box for public information (if available);
- party lists submitted by the parties participating in the elections;
- a statement about an electoral subject included in the ballot paper that no longer participates in the elections (if available, the statement is posted both in the polling station and in the booths for secret voting);
- the procedure for filling out the ballot established by the CEC;
- an excerpt from the Organic Law of Georgia - Election Code of Georgia, which establishes the grounds for the invalidity of the ballot;
- a demonstration protocol of the voting results of the Precinct Election Commission.

*Legal grounds for the issue under discussion:*

- ✓ *Organic Law of Georgia - Election Code of Georgia, Article 58.*
- ✓ *CEC ordinance №7/2023 of 6 February 2023, Article 3, Article 4.*

## 06

## WHAT ARE THE MAIN ISSUES THAT THE DISTRICT ELECTION COMMISSION COMMUNICATES/ COORDINATES WITH PRECINCT ELECTION COMMISSIONS ON THE DAY OF VOTING

A Precinct Election Commission shall provide services to voters on election day, create all conditions for observers and representatives to exercise their powers in relation to all procedures at the polling station, including in the process of counting ballots and summarising the results.

A District Election Commission shall monitor the activities of subordinate Precinct Election Commissions and periodically receive various kinds of mandatory information about the opening of a polling station, including:

- ✓ on the opening of the polling station and the number of members of the Precinct Election Commission;

A Precinct Election Commission shall be authorized to begin preparatory procedures for voting if at least 9 of its members are present. In case of absence of the respective number of members, the District Election Commission shall make an appropriate decision.

A District Election Commission shall be authorized by the decision of the majority of the full composition to put before the CEC the issue of termination of the powers of this commission. By the decision of the CEC, a temporary group may be created, which shall be entrusted with the implementation of the powers of the Precinct Election Commission.

- ✓ about the start of voting;
- ✓ if there are appropriate circumstances, about the temporary closure of the polling station, the suspension of voting, as well as the opening of the polling station and the continuation of voting.

A Precinct Election Commission shall have the right to decide on the termination of voting in the presence of appropriate circumstances. If the voting is declared interrupted, it shall not be resumed.

- ✓ on the number of voters who took part in the voting/elections as of 10:00, 12:00, 15:00, 17:00;
- ✓ the total number of voters who participated in the voting/elections, including by gender, after the completion of the voting process.

The voting process shall end at 20:00, except for the cases when by that time there are voters in the queue to participate in the voting. As soon as the last registered voter standing in line votes, the voting shall be declared over.

A Precinct Election Commission, which provides voting services to voters using voting technologies, shall also provide the District Election Commission with information on the temporary suspension of the voting process related to the detection of a technical malfunction in special electronic voter verification devices and vote counting machines.

If it is impossible to start voting or the voting process is delayed due to a technical malfunction of special electronic devices for verification/counting votes, a representative of the District Election Commission (an electronic technology technician) shall eliminate the technical malfunction on the spot. If the technical malfunction is fixed in time, the voting process shall continue on the same machines.

If the error cannot be fixed, the voting process shall continue without using machines. The CEC shall be notified about it.

*Legal grounds for the issue under discussion:*

- ✓ *Organic Law of Georgia - Election Code of Georgia, Article 21(a); Article 21(c), Article 14(1)(g).*
- ✓ *CEC Ordinance №28/2024 of 10 July 2024 on Approval of Guidelines for Members of the Precinct Election Commission on the Implementation of Certain Electoral Procedures by Electronic means at the Elections of the Parliament of Georgia on 26 October 2024 and CEC Ordinance №29/2024 of 10 July 2024 on Approval of Guidelines for Members of the Precinct Election Commission at the Elections of the Parliament of Georgia on 26 October 2024.*

## 07

## WHAT ELECTION DOCUMENTATION/ INVENTORY AND ELECTRONIC VOTING DEVICES DOES THE DISTRICT ELECTION COMMISSION TAKE FROM THE PRECINCT ELECTION COMMISSION AFTER THE END OF THE VOTING DAY

After completion of all the procedures of the voting day, a chairperson of the Precinct Election Commission and/or a secretary of the commission shall submit to the District Election Commission:

- ✓ summary protocol on the results of voting, protocol of amendments (if any) and a document reflecting a dissenting opinion (if any);
- ✓ the log-book and the explanatory statements/acts of the members of the Precinct Election Commission/secretary of the commission attached to it (if any);
- ✓ a sealed package containing: a record book; statements/complaints (if any); initial reports printed out from voter verification machines and a final report printed out from the machine; „Zero statements“ printed out from special electronic machines for counting votes, and a summary statement of preliminary results printed out from the machine;
- ✓ a completed audit confirmation form of voting conducted using electronic means – if voting at the polling station was conducted using voting technologies.

Upon submission of each type of electoral documentation, a corresponding delivery and acceptance act/acts shall be executed, which is signed by authorised persons.

In addition to the above-mentioned electoral documentation, a chairperson of the Precinct Election Commission or the deputy chairperson of the commission shall deliver to the authorised person of the District Election Commission other sealed election documents (including invalid ballots; ballots belonging to each electoral subject), voting inventory and electronic devices in the warehouse of the District Election Commission, on the basis of the delivery and acceptance act.

A District Election Commission shall, within 2 days from the voting day, be obliged to digitalize sealed ballots received from polling stations where a special electronic vote counting device was not placed on the day of voting.

In order to convert the ballot papers into digital format, an employee/employees of the Election Administration of Georgia, appointed by a chairperson of the District Election Commission, shall ensure the opening of sealed packages, the conversion of ballots into digital format, the placement of digitized ballots in the Internet space and the repackaging of ballots.



*Legal grounds for the issue under discussion:*

- ✓ *Organic Law of Georgia - Election Code of Georgia, Article 71(7).*
- ✓ *CEC Ordinance №15/2023 of 20 February 2023 on Determining the Procedure for Converting and Publishing Ballot Papers into Digital Format.*
- ✓ *CEC Ordinance №28/2024 of 10 July 2024 on Approval of Guidelines for Members of the Precinct Election Commission on the Implementation of Certain Electoral Procedures by Electronic means at the Elections of the Parliament of Georgia on 26 October 2024, CEC Ordinance №29/2024 of 10 July 2024 on Approval of Guidelines for Members of the Precinct Election Commission at the Elections of the Parliament of Georgia on 26 October 2024.*

## 08

## HOW WILL THE PROCESS OF SUMMARIZING THE VOTING RESULTS BE CONDUCTED BY THE DISTRICT ELECTION COMMISSION

A District Election Commission shall, based on the summary protocols of the voting results of Precinct Election Commissions, taking into account the results of discussing the violations of the electoral legislation of Georgia, as well as taking into account the recounted results of the polling stations, summarize the voting results and draw up the final protocol on the voting results of the District Election Commission.

### **Rechecking and recounting of the voting results of the Precinct Election Commission by the District Election Commission**

A District Election Commission shall, not later than the 6th day after the voting day (1 November), at a meeting of the commission, randomly select 5 electoral districts from among the electoral precincts located on the territory of the electoral district, open the packages received from the District Election Commissions of these electoral precincts and recount the voting results.

In case of a random selection, the polling stations may not be taken into account if their voting results are to be recounted due to the following circumstances:

- ✓ In the summary protocol on the voting results completed by the Precinct Election Commission, data on the number of votes cast for the electoral subject, the total number of voters who participated in the elections, and/or the number of invalid ballots are corrected so that it is not accompanied by a correction protocol;
- ✓ the sum of the number of invalid ballots and the number of votes cast for electoral subjects exceeds by 5 or more than the total number of voters who participated in the elections indicated in the summary protocol on the voting results compiled by the Precinct Election Commission;
- ✓ the sum of the number of invalid ballots and the number of votes cast for electoral subjects is 10 or more than 10 less than the total number of voters who participated in the elections indicated in the summary protocol on the voting results compiled by the Precinct Election Commission.

A District Election Commission shall have the right, on the basis of an application/complaint (in case of filing an application/complaint with the District Election Commission in the manner and within the time limit established by law), as well as on its own initiative, to verify the correctness of the summary protocol of the Precinct Election Commission on the voting results.

If a District Election Commission decides to recount votes, the District Election Commission shall be obliged to inform all electoral subjects and observer organisations whose representatives were present at the counting of ballots at the polling station, and, if they wish, ensure the presence of their representatives at the recounting process.

*Legal grounds for the issue under discussion:*

- ✓ *Organic Law of Georgia – Election Code of Georgia, Article 8(4); Article 21(d1), (d2), (d3), (d4), (e).*
- ✓ *CEC Ordinance №22/2023 of 24 February 2023 on Determining the Deadline and Procedure for Re-counting the Voting Results by District Election Commissions.*

## **Summing up the results of the elections in the District Election Commission**

A District Election Commission shall, not later than the 15th day (10 November) after the voting day, summarize the results of the elections to the Parliament of Georgia and draw up a summary protocol on the voting results, which it submits to the CEC not later than the next day.

The data to be included in the summary protocol shall be entered by the secretary of the District Election Commission, as soon as they are determined, in the demonstration protocol posted in a conspicuous place accessible to all in the District Election Commission.

All members of the District Election Commission present at the meeting of the commission shall be required to sign a summary protocol on the results of voting for the elections to the Parliament of Georgia. If a member of the commission does not agree with the data included in the summary protocol on the voting results of the Precinct Election Commission, he/she shall have the right to attach a written dissenting opinion to the protocol (the data with which the member of the commission does not agree are marked in a specially designated column in the summary protocol on the voting results, which is confirmed by his/her signature). Even if a member of the commission expresses a dissenting opinion, he/she shall be obliged to sign the summary protocol on the voting results in the appropriate column for the signature of the member of the commission.

The summary protocol on the voting results drawn up by the District Election Commission shall have legal force if it is signed by a majority of the members of the election commission. The date and time (hour and minute) of their compilation must be noted in the summary protocol of the voting results for the elections to the Parliament of Georgia. The summary protocol on the voting results shall be certified by the seal of the District Election Commission.

## **Publication of the summary protocol on the voting results**

The summary protocol of the District Election Commission (with the attached dissenting opinions of the commission members), as well as the commission's decrees on amendments to the summary protocols of Precinct Election Commissions (if such changes are made) shall be submitted to the CEC.

A District Election Commission shall immediately transmit a photocopy of the summary protocol (with attached dissenting opinions of the commission members) to the representatives of the party and observers of the observer organisations as requested. A photocopy of the summary protocol shall be certified by the seal of the District Election Commission and the signatures of the chairperson of the District Election Commission and the secretary of the commission. A representative/observer shall confirm receipt of a photocopy of the summary protocol on the results of the elections with his/her signature in the log-book of the District Election Commission.

*The legal basis of the issue under discussion: The Organic Law of Georgia – Election Code of Georgia, Article 75, Article 124.*

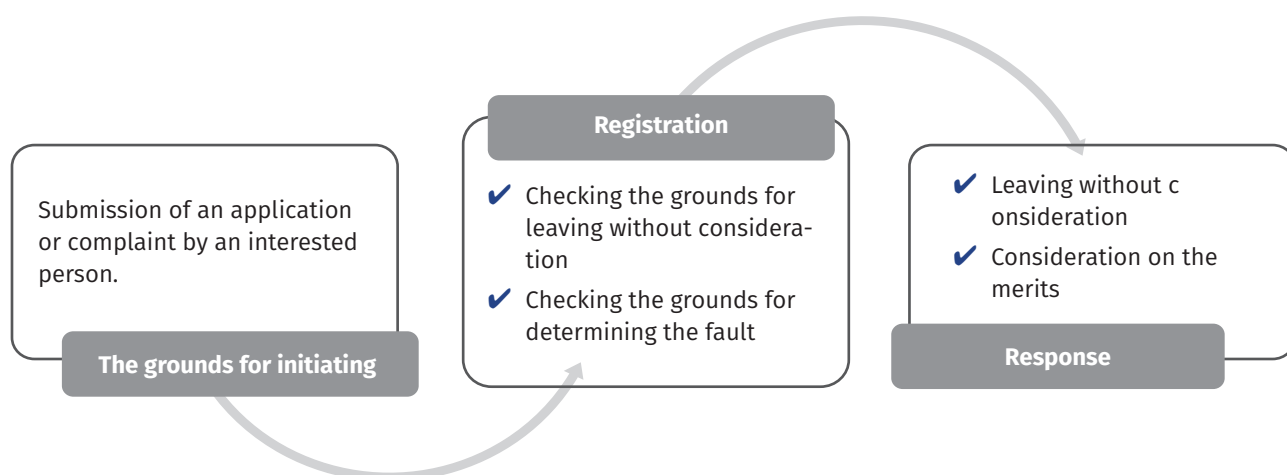
## 09

## HOW A DISTRICT ELECTION COMMISSION REACTS TO APPLICATIONS AND COMPLAINTS

The grounds for initiating administrative proceedings on electoral disputes in the District Election Commission may be:

- an application/complaint;
- a decision of the District Election Commission to study the issue on its own initiative.

*The diagram illustrating the stages of administrative proceedings initiated on the basis of an application/complaint on the voting day at the District Election Commission.*



### Submission of an application/complaint by an interested person on election day to the District Election Commission

Observers of the local observer organisation and representatives of electoral subjects shall have the right to apply to the District Election Commission with a statement/complaint about violations committed/revealed during the voting procedures, counting of votes and summing up of voting results, if:

- ✓ a chairperson of the Precinct Election Commission did not eliminate the violation or refused to respond to the statement/complaint related to violations identified from the moment the polling station opened (from 06:45) to the opening of the main ballot box. The application/complaint must be submitted immediately to the District Election Commission;

A District Election Commission shall take appropriate measures to eliminate the violation.

- ✓ a chairperson of the Precinct Election Commission/commission did not eliminate the violation or refused to respond in any other way to the application/complaint related to violations committed

during the procedure of counting votes and summarizing the results of voting (from opening the ballot box to preparing the summary protocol). The application/complaint must be submitted to the District Election Commission within 3 days.

### **Registration of applications/complaints on the voting day at the District Election Commission**

An application/complaint shall be considered to be submitted to the District Election Commission from the moment of its registration with the commission. Submitting an application/complaint to the election commission shall not suspend the validity of the appealed decision.

Filing a complaint with the District Election Commission shall be allowed both in tangible and electronic form. The procedure for filing a complaint in electronic form is defined by the CEC Decree №94/2021 of 29 July 2021.

A secretary of the District Election Commission or another authorized person of the commission shall register an application/complaint in the log-book and hand over a written notification/check list certified by his/her signature to the applicant/complainant, indicating the date and exact time of receipt of the application /complaint and the number assigned to the document in the log-book.

*A sample of the notification/check list*

№ „.....“..... District Election Commission

#### **Notification/Check List**

On Registering an Application/Complaint

Date of receipt of application/complaint:.....

Application/complaint receipt time: .....

Application/complaint registration number: .....

Secretary of the commission/authorized person of the election commission: .....

*/Signature/*

A secretary of the District Election Commission/other authorized person of the commission shall identify shortcomings in the applicant's application/complaint and set a reasonable time for filling it out if the application/complaint does not contain:

- ✓ the date and time of filing the application/complaint;
- ✓ name, surname and place of registration of the applicant/complainant;
- ✓ election precinct number;
- ✓ if there is a witness – his/her first name, last name and place of registration.

An applicant/applicant shall have the right to fill in the gap by submitting a similar application/complaint, or to submit a new application (which indicates the data through which the gap was identified). The secretary of the commission shall make a record of the „Defect“ in the log-book. The applicant of the application/complaint and the official of the commission shall sign the protocol opposite the record.

The deadline for filling the gap shall be determined by agreement of the parties. In case of disagreement between the parties, the person accepting the application / complaint shall set individually the time limit for consideration.

In case of filling in the gap, the person who received the application/complaint makes an entry „Filled in“ in the log-book and indicates the exact time and date of filling in the gap. The person submitting the application/complaint and the person who received the application/complaint shall sign the protocol opposite the entry.

An application/complaint may not be considered if the gap is not filled in within the specified period.

The defect is not determined on the application/complaint related to the appeal of the summary protocol on the voting results of the Precinct Election Commission. An application/complaint filed in violation of the procedures listed below shall remain without consideration, since the commission has not identified any shortcomings:

- ✓ an application/complaint about a violation of the voting procedure at a polling station is not filed immediately after the discovery of a violation of electoral legislation, from 7 a.m. on the voting day until the opening of the ballot box;
- ✓ the essence of the violation and the time of its commission are not specified;
- ✓ an application/complaint about a violation committed during the voting procedure is not submitted to the chairperson of the Precinct Election Commission, his/her deputy or the secretary of the commission before opening the ballot box, who register it in the record book, and hand the applicant a notification in accordance with the requirements of the Organic Law of Georgia - Election Code of Georgia (signed by him/her), which indicates the date, time and registration number of the relevant application/complaint received by the commission;
- ✓ an application/complaint about violations committed during the procedures of counting votes and summarizing the results of voting, as well as the requirement to review or invalidate the results of voting, is not registered in the record book by the secretary of the Precinct Election Commission;
- ✓ the deadlines and the procedure for submitting it have been violated;
- ✓ the application/complaint was filed by an unauthorized person.

### **Response to applications/complaints on the day of voting**

A District Election Commission shall consider applications/complaints related to voting procedures, counting of votes and summing up of voting results within 4 days from the date of registration of the relevant application/complaint with the election commission and make one of the following decisions:

- ✓ on leaving the application/complaint without consideration;
- ✓ on the satisfaction of the application/complaint;
- ✓ on the partial satisfaction of the application/complaint;
- ✓ on the refusal to satisfy the application/complaint.

A decree adopted by the District Election Commission may be appealed only in court in the manner and time limits established by the Organic Law of Georgia - Election Code of Georgia.

A District Election Commission shall decide to consider the application/complaint after proper investigation and examination of the evidence submitted by the parties and materials received by the election administration on its own initiative.

A party shall have the right to participate in the consideration of the complaint in the manner established by the electoral legislation. In addition, photocopies of research materials related to the review of his/her complaint must be provided to the party attending the session of the Election Commission, before the session begins, if requested. The party's failure to attend a meeting of the District Election Commission may not create grounds for postponing consideration of the complaint.

A District Election Commission shall be obliged to notify the party of the time and place of consideration of the case not later than 3 hours before the start of the consideration of the case. If the author of the complaint is:

- the observer organisation registered with the election commission or its representative, the relevant observer of this organisation registered with the election commission or this organisation shall be notified of the time and place of consideration of the complaint;
- the electoral subject or its appointed representative, the representative appointed by this subject shall be notified of the time and place of consideration of the complaint;
- the member of the election commission, he/she shall be informed personally about the time and place of consideration of the complaint.

The parties may be summoned to consider the complaint both in writing and by telephone (including mobile phone; short text message), e-mail, fax or other technical means.

The participant's summon by technical means shall be confirmed:

- ✓ by contacting the contact phone number indicated by him/her;
- ✓ In the case of an e-mail, fax or short text message - with confirmation by appropriate technical means.

A party shall be considered summoned if it is impossible to contact the party by the technical means indicated in the complaint (due to the disconnection of a mobile phone, fax, computer, etc.).

When summoning a party by technical means, an act shall be drawn up, which must be attached to the complaint submitted at the commission session. In the District Election Commission, the act is drawn up by one of the members of the commission on behalf of the chairperson of the commission and signed by the drafter of the act and the chairperson of the District Election Commission.

A party shall have the right to:

- ✓ communicate with the election commission through a representative;
- ✓ use the help of a lawyer.

A representative shall be obliged to submit to the election commission a document confirming the representation in the manner established by law:

- ✓ the representation of citizens is confirmed by a document issued by them confirming the representation;
- ✓ the representation of the party, the observer organisation is confirmed by a power of attorney issued by its head;
- ✓ the lawyer's representation is confirmed by a document (power of attorney/warrant) issued to him/her by the proxy giver in the established manner.

If the representative fails to provide a document confirming the representation, certified in the appropriate manner, he/she shall not have the right to participate in the consideration of the application / complaint and the decision shall be made without taking into account his/her position.

A trusted person of a party/observer organisation with the right of appeal, registered in the electronic register of trusted persons, may not be required to provide documents confirming representation.

A person submitting an application/complaint shall have the right to reject the application/complaint (withdraw the application/complaint) in writing before the decision is made by the District Election Commission. The application/complaint shall be attached to the specified document by the secretary of the District Election Commission. During the oral hearing, the party's refusal to consider the application/complaint shall be reflected in the minutes of the meeting of the District Election Commission.

In case of withdrawal of the application/complaint (rejection of the application/complaint), a District Election Commission shall not issue a decree.

### **The reaction of the District Election Commission to the submitted applications/complaints about violations of electoral legislation (except for the day of voting)**

Persons who have the right to file a lawsuit in court (as well as persons registered on behalf of these persons in the electronic register) shall have the right to file an application/complaint with the Election Commission on electoral disputes defined by the Organic Law of Georgia - Election Code of Georgia, with the exception of disputes related to the voting procedure, counting of votes and summing up of voting results. The application/complaint submitted by other persons to the Election Commission shall remain without consideration.

Registration of applications/complaints related to violations of electoral legislation in the District Election Commission, summoning parties to consider applications/complaints, consideration of applications/complaints shall be carried out in the unified manner, which applies to incoming applications and complaints about violations of the voting procedure and counting of votes. In addition, the District Election Commission may not find shortcomings in the applications and complaints filed in connection with violations of electoral legislation. If there are appropriate grounds, the application /complaint remains without consideration without establishing a defect.



## **The term and procedure for appealing decisions of the District Election Commission/officials of the commission**

Decisions of the District Election Commission/officials of the commission, with the exception of the decisions listed below, may be appealed to the CEC within 2 calendar days from the date of their adoption.

Decisions of the District Election Commission, such as refusal to amend the data/lists of voters and refusal to register a local observer organisation, as well as decisions of the Precinct Election Commission/officials of the commission (including due to drawing up a summary protocol on the results of voting) may be appealed to the appropriate district/city court within 2 calendar days.

### *Legal grounds for the issue under discussion:*

- ✓ *Organic Law of Georgia - Election Code of Georgia, Article 72, Article 73, Article 77, Article 78.*
- ✓ *CEC Ordinance №8/2012 of 2 March 2012 on Approval of the Instructions for Filing and Reviewing an Application/Complaint in the Election Administration.*
- ✓ *CEC Ordinance №2/2012 of 3 February 2012 on Approval of the Regulations on the District Election Commission.*

