



# GUIDE FOR THE MEMBERS OF THE PECs

**For the upcoming 26 October, 2024 Parliamentary  
Elections of Georgia**

Intended for polling stations where voting will be conducted  
via electronic means



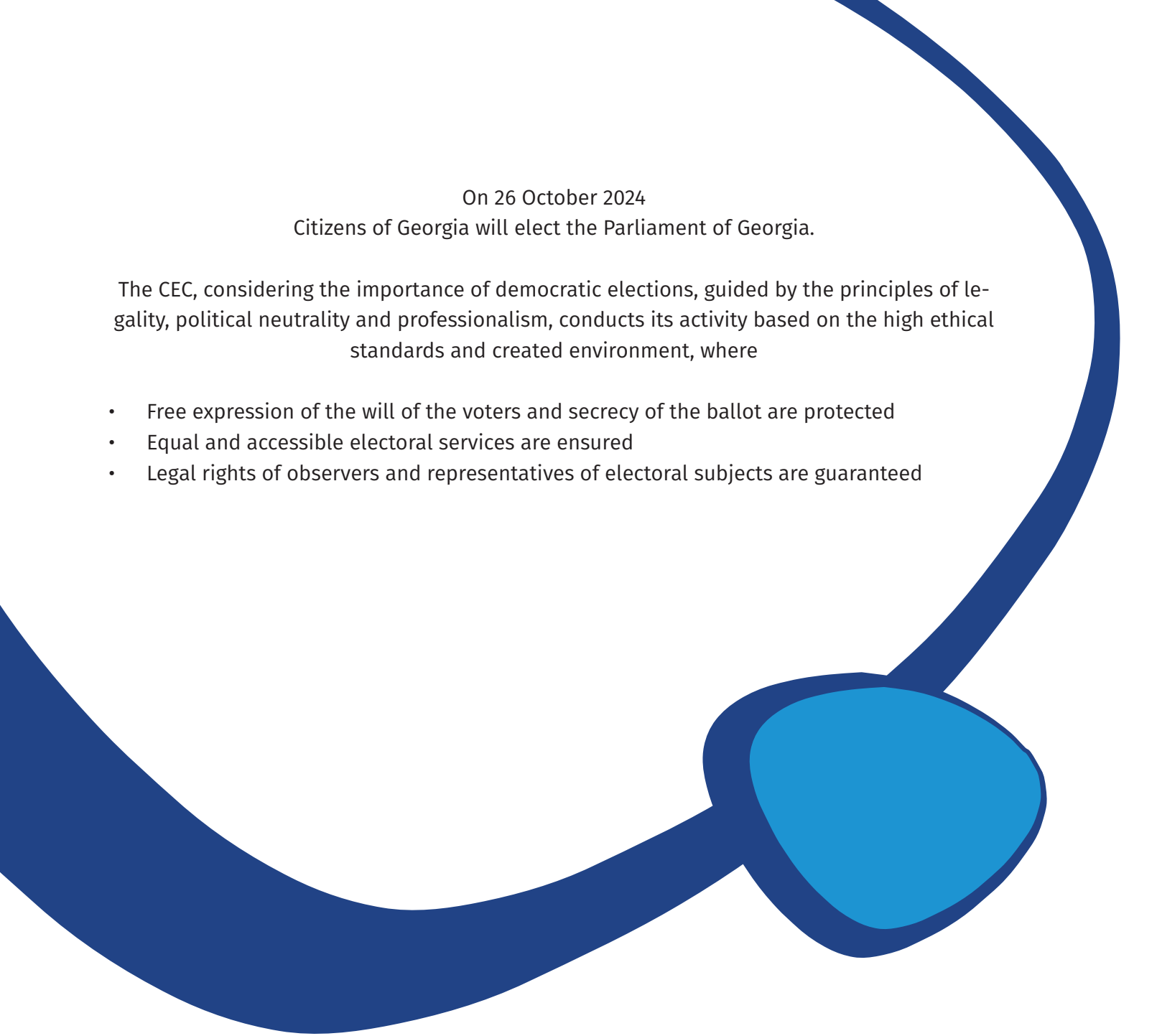
Approved by the Ordinance N35/2024 of CEC, dated August 16<sup>th</sup>, 2024.

The handbook is prepared by LEPL Electoral Systems Development, Reforms and Training Centre for the upcoming Parliamentary Elections of Georgia to be held on 26 October 2024. Intended for polling stations where voting will be conducted through application of electronic devices.

The resource is elaborated on the basis of the Organic Law of Georgia “Election Code of Georgia” and the Ordinance №7/2023 of CEC, dated 6 February 2023 “On defining rule and conditions for polling through application of electronic devices.”

For further information regarding legislative regulations on the rights and operation procedure see the Organic Law of Georgia “Election Code of Georgia” and relevant legal acts of CEC.

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On 26 October 2024  
Citizens of Georgia will elect the Parliament of Georgia.

The CEC, considering the importance of democratic elections, guided by the principles of legality, political neutrality and professionalism, conducts its activity based on the high ethical standards and created environment, where

- Free expression of the will of the voters and secrecy of the ballot are protected
- Equal and accessible electoral services are ensured
- Legal rights of observers and representatives of electoral subjects are guaranteed

The newly set up Precinct Election Commission (PEC) shall start operating and the powers of its members shall commence from the 30th day before the Election Day (26 September). The powers shall be terminated immediately after the respective District Election Commission (DEC) draws up the summary protocol of the polling results.

The PEC member does not represent its appointing/electing subject. The PEC member shall not conduct and participate in election campaigning. Any influence on an election commission member or any interference in his/her activities with the aim of influencing his/her decision is prohibited and punishable by law.

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# **CHAPTER I**

ACTIVITY OF THE PEC IN THE PERIOD  
BEFORE POLLING DAY

# 01

## WHAT SERVICES ARE PROVIDED TO VOTERS BY THE PEC IN THE PERIOD BEFORE POLLING DAY

To ensure voter participation, upon the start of its operation, the PEC provides voters with the relevant service.



For providing service of data verification on the unified list of voters the PEC shall ensure

- Making the unified list of voters publicly available
- Distributuion of voter cards

### **Making the unified list of voters publicly available**

The PEC shall be provided with a version of the unified list of voters designated for public information and certified by the CEC, as from the 30th day before the polling day (26 September) (list posted on the wall – without photos and personal numbers). The PEC shall immediately post the said list and procedure for filing complaints in a visible place inside the PEC building, ensuring information accessibility for voters, observer organisations and representatives of the parties having the electoral registration (electoral subjects).


The PEC, no later than two days before polling day (24 October), shall be provided with final, clarified version of the list designated for public information. The original version shall be removed and, in its place, the commission shall post clarified version of the list.

### **Distributuion of voter cards**

For the purpose of facilitating data verification on the list of voters, not earlier than 30th day before (26 September) and no later than 20th day of polling day (6 October), the PEC shall distribute to voters information cards to their address, indicating voter personal data presented on the unified list of voters and, in case of inaccuracy, procedure for requesting an amendment to the list.

In addition, voter cards contain information on procedure for requesting voting via mobile ballot box service.

The PEC, on the basis of final list of voters, for the purpose of informing voters, distributes cards indicating: date and time of polling; address, floor and room numbers of polling station; number of the electoral precinct; number of a voter on the list of voters and other personal data. Cards are distributed no later than 2 days before polling day (24 October). Failure to receive the voter card may not constitute a basis for limiting the right to vote. Voter cards are distributed according to the schedule planned by the PEC chairperson. with participation no less than 2 members of Precinct Election Commission/ special group of a group/groups responsible for distribution.




For facilitating service of amending the list of voters the PEC shall ensure

- Receipt of applications and transmittal thereof to the DEC for response
- Making decisions regarding amendment to the list publicly available

Voters, observer organisations and parties having the electoral registration, in case of inaccuracy on the unified list of voters, shall have the right to file an application requesting the relevant amendment to the DEC no later than 18th day before election day (8 October), directly or through the PEC service.

The PEC shall immediately transmit filed applications (with attached documents – if any) to the DEC for response.

The DEC decree on amendment to the unified list of voters shall be transmitted to the PEC, which for the purpose of publicity posts the decree in a visible place inside the commission building.



For providing service of voting via mobile ballot box the PEC shall ensure

- Inclusion of voters in a mobile ballot box list based on applications
- Identifying of the PEC members to transport a mobile ballot box

### **Inclusion of voters in a mobile ballot box list based on applications**

A voter, due to health issues, is unable to go to the polling station, or is present on the territory of an electoral precinct, but his/her location is difficult to access, has the right to use the service of voting via mobile ballot box.

A voter shall apply to the PEC for the service of voting via mobile ballot box no later than 18:00 on the 11th day before polling day (15 October), in the form of a written application or verbal application received by telephone.

For registration of a written application, it must contain first name, last name, personal number and address of a voter, where mobile ballot box is requested, the PEC chairperson makes the voter specify information, if necessary.

For registration of a verbal application received by telephone, the PEC chairperson shall record in the registration book first name, last name, personal number of a voter, exact time of receipt of telephone notification, telephone number and address, where mobile ballot box is requested by a voter.

If a voter requests a mobile ballot box to be delivered at the address not within the territory of an electoral precinct, during registration of an application, the PEC chairperson shall clarify to a voter that he/she shall not be included in the requested mobile ballot box list.

The PEC chairperson shall record voter's written application/verbal application received by telephone in the registration book and verifies its receipt by signature.

For inclusion in a mobile ballot box list on the basis of registered applications, the PEC, through communication with the respective DEC (if necessary) verifies the voter registration on the unified list of electoral precinct.

Considering results of verification, the PEC chairperson shall post inside the PEC building for publicity:

- Information on voters to be included in a mobile ballot box list (without personal numbers, by indicating voter's serial number on the unified list);
- Information on voters, who were refused to be included in a mobile ballot box list.

On the unified list made publicly available in the commission building, in the column 'Actual Status' alongside the respective voter's data, 'Mobile Ballot Box' entry shall be certified by signature of the commission secretary and the commission chairperson (in the place of signature at the end of a document).


The PEC members, representatives of electoral subjects and observers shall have the right to verify whether the request for mobile voting is well-substantiated and shall raise the matter of expediency of inclusion of those voters in the mobile ballot box list before the PEC no later than on the 10th day before Election Day (16 October). The PEC shall decide on the above issue with participation of no less than 9 members, the decision shall be made by majority of those present.

Number of voters to be included in the mobile ballot box list by the PEC due to health issues shall not exceed 3% of the voters on the unified list of voters per electoral precinct. After reaching the said number, the PEC chairperson shall transmit the received applications to DEC, which decides on adding more voters to the mobile ballot box list. The PEC ensures that information on the results is made publicly available.

Final, clarified printed version of mobile ballot box list (list posted on the wall) is transmitted to the PEC by the DEC. The data on this list concerns voters who are:

- ✓ Included in the mobile ballot box list by the PEC;
- ✓ Included in the mobile ballot box list by the DEC, as a result of decision on expediency;
- ✓ Transferred from special list of voters approved by the DEC to the mobile ballot box list.

Final, clarified version of mobile ballot box list shall be posted by the PEC in a visible place inside the commission building. Moreover, the commission secretary and the commission chairperson shall certify by signature (in the place of signature at the end of a document) 'Mobile Ballot Box' entry alongside voter data on the unified/special list of voters.



For providing service of facilitating wheelchair users' participation in the polling the PEC shall ensure

- Receipt of applications requesting inclusion in the special list of voters of adapted electoral precincts and transmittal thereof to District Election Commission for response
- Making of decisions regarding inclusion in the special list publicly available

Voter using a wheelchair, for the purpose of inclusion on the special list of voters of adapted electoral precincts, has the right to resort directly to the DEC or receive the service of the PEC.

A voter shall resort to the PEC no later than 18:00 on the 11<sup>th</sup> day before polling day (15 October), in the form of a written application or verbal application received by telephone.

For registration of a written application, it must contain first name, last name, personal number and the number of the adapted electoral precinct, where election participation is requested by a voter. The PEC chairperson makes the voter specify information, if necessary.

For registration of a verbal application received by telephone, the PEC chairperson shall record in the registration book first name, last name, personal number of a voter, exact time of receipt of telephone notification, telephone number and the number of the adapted electoral precinct, where election participation is requested by a voter.

The PEC chairperson shall record voter's written application/verbal application received by telephone in the registration book and verifies its receipt by signature.

The PEC chairperson shall immediately post inside the commission building for publicity information on voters, who have applied to the commission requesting inclusion in the special list of voters of adapted electoral precincts. Moreover, the commission shall immediately transmit filed applications (with attached documents – if any) to the DEC for response.

The PEC members, representatives of electoral subjects and observers shall have the right to verify whether the request for voting on adapted electoral precincts is well-substantiated and shall raise the matter of expediency of inclusion of those voters in the respective special list.

The DEC shall inform the PEC on the decision regarding inclusion in the special list of voters of adapted electoral precincts no later than 10<sup>th</sup> day before polling day (16 October). On the unified list made publicly available in the commission building, in the column 'Actual Status' alongside the respective voter's data, 'Wheelchair user' entry shall be certified by secretary of the commission and chairperson of the commission by signature (in the place of signature at the end of a document).

## Questions for Knowledge Self-Assessment

1. How does the PEC ensure provision of data verification service on the unified list of voters?
2. Based on what procedure does the PEC include voters in a mobile ballot box list?
3. What information must be included in the written application requesting voting via mobile ballot box and what data must be noted by the commission chairperson in case of a verbal application received by telephone?
4. How must the PEC chairperson act in case, where applications of voters to be included in the mobile ballot box list exceed 3% of the voters on the unified list of voters per electoral precinct?
5. How does the PEC ensure providing service of facilitating wheelchair users' participation in the polling?

## 02

# HOW DOES THE PEC PREPARE FOR POLLING DAY

### **Distribution of functions among the PEC members**

The PEC chairperson, to ensure voter participation in the polling process and provide service of voting via mobile ballot box, not later than 7th day before the polling day (19 October), distributes the functions among the commission members:

- regulating the flow of voters;
- registrar of voters;
- transporting the mobile ballot box.

The commission head officers (commission chairperson, commission deputy chairperson, commission secretary) do not participate in the process of distribution of functions among the commission members.

The PEC chairperson distributes the functions among the commission members step by step. Firstly, the commission members transporting mobile ballot boxes are identified from the party-appointed members, at the next stage, the commission members performing voter registrar functions are identified, from the DEC-elected commission members (number of voter registrars must correspond to the number of voter verification devices transmitted to the commission), at the last stage, the commission member regulating the flow are identified from the commission members left without function.

Process of identifying the commission members transporting mobile ballot boxes:

- In case of one mobile ballot box used in an electoral precinct, the commission chairperson identifies two commission members transporting mobile ballot boxes by casting of lots.
- In case of more than one mobile ballot box used in an electoral precinct, the commission chairperson identifies by casting of lots two members transporting mobile ballot box №1, then – each commission member for transporting mobile ballot box №2 and №3 (if any), who provide relevant service for voters with 2 members of each special group.

In an electoral precinct, where the number of registered voters exceeds 800 and the boundaries of the said precinct combine boundaries of two or more electoral precincts created for the last general elections, more than one mobile ballot box may be used.

Process of identifying commission members performing function of voter registrar:

- If the number of DEC-elected PEC members exceeds the number of commission members to be identified as voter registrars, the commission chairperson identifies the voter registrars by casting of lots.
- If the number of DEC-elected PEC members equals or is less than the number of commission members to be identified as voter registrars, the commission chairperson, without casting of lots, automatically assigns the function of voter registrar to the DEC-elected PEC members.

Process of identifying commission members performing function of regulating the flow of voters:

- If more than one commission member is without function, the commission chairperson distributes among members the function of regulating the flow by casting of lots.
- If only one commission member is without function, the commission chairperson, without casting of lots, automatically assigns to the commission member the function of regulating the flow.

Procedure of function distribution among commission members by casting of lots:

- The Commission chairperson prepares slips of paper of the same type and form according to the number of commission members participating in casting of lots. On each paper writes the name of each commission member participating in casting of lots with the same writing implement.
- The Commission chairperson certifies every slip of paper for casting of lots with a signature, folds in such a way that it is impossible to read the text and places them on the table;
- The commission chairperson picks up the papers for casting of lots one by one and identifies the commission member/members performing the relevant function.

The casting of lots is conducted in the presence of the PEC members, their absence shall not hinder the casting of lots and participation in casting of lots.

After casting of lots, the PEC secretary draws up the act, indicating the results of function distribution. The act is signed by the PEC chairperson and secretary. The commission secretary shall enter the data indicated in the act to polling day log-book.

The commission member refusing to carry out function of the commission member transporting mobile ballot box, loses the right to participate in casting of lots distributing the function of a commission member regulating the flow of voters.

## Setting Up the Polling Station

For providing voting service to voters on polling day, the PEC equips the polling building with electoral documents, inventory and appropriate number of electronic devices received from DEC, no later than one day before polling day (25 October).

In the polling building:

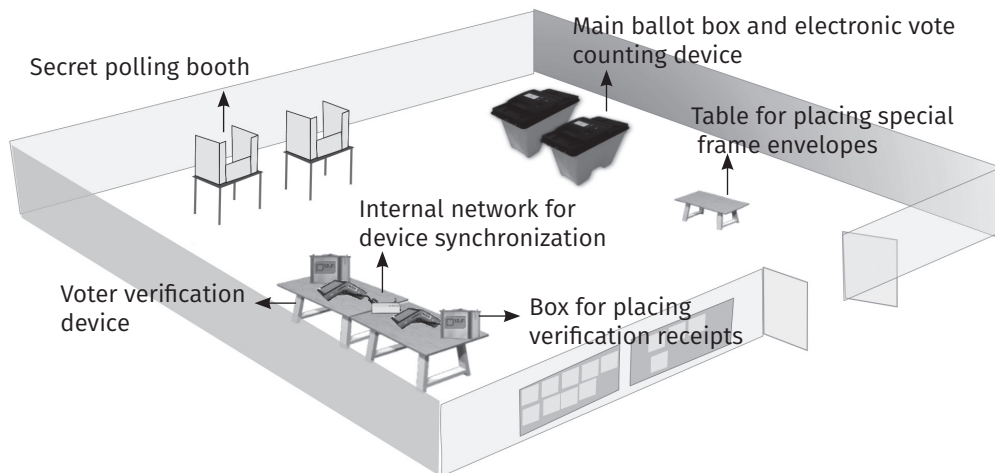
- Secret polling booths must be equipped in a way that ensures the secrecy of filling in the ballot paper. The open side/entrance of the booth must face the building wall. A booth must be provided with a special marker for filling in the ballot paper. The adapted electoral precinct must be additionally equipped with adapted secret polling booth for voters using wheelchairs.
- The tables designated for voter registrars must be equipped with voter verification devices and internal network for connection without the Internet (synchronization).
- The tables designated for voter registrars must be additionally equipped with opaque boxes intended for placing voter verification receipts printed from the voter verification devices.
- The main ballot boxes (without installing on them special electronic vote counting devices) must be placed in a visible place, so that voters may have unimpeded access to them. Places near the main ballot boxes must be allocated, where after conclusion of voting process the voters will leave special frame envelopes.





Technical setup (without device activation) of voter verification and vote counting devices is ensured by representative of superior election commission – technical specialist of electronic devices. The PEC chairperson supervises the aforementioned process (see information on setting up of electronic devices in the Annex N1 of the present Guide).

### *Polling building setup*



The following must be posted in a visible place in the polling building:

- version of the unified list of voters designated for public information;
- version of the special list of voters designated for public information (where available);
- version of the mobile ballot box list of voters designated for public information (where available);
- party lists submitted by the parties participating in elections;
- application of an electoral subject entered in a ballot paper, no longer participating in elections (in such case the application is posted both in the polling building and secret polling booth);
- procedure established by the CEC for filling in the ballot paper;
- eExcerpt from the Organic Law of Georgia “Election Code of Georgia” stipulating grounds for invalidity of the ballot;
- demonstration protocol on voting results of the PEC.

For performing relevant functions on the polling day, the DEC will also provide the PEC with the following:

- ballot paper (50 in each package);
- special frame envelopes;
- metal clips (used in the process of voting via mobile ballot box. Special frame envelopes are held together by metal clips, after ballot paper is placed by a voter. This is how an envelope is placed in mobile ballot box);
- special markers for filling in the ballot paper;
- election ink;
- special device for checking election ink (ultraviolet light);
- magnifying glass for voters with vision impairment;
- special frame form for voters with vision loss;
- acts certifying voter verification (used in case voter verification receipt is not printed from the voter verification devices, or a receipt with technical defect is printed);

- ❑ seal for main/mobile ballot boxes;
- ❑ seal for opaque boxes intended for placing voter verification receipts;
- ❑ seal for a slot of mobile ballot box;
- ❑ seals for special places intended for device memory card;
- ❑ seals for slots of opaque boxes intended for placing voter verification receipts;
- ❑ seals for slots of main ballot boxes (used in case of continuation of the polling process without special electronic vote counting devices);
- ❑ polling day log-book;
- ❑ sealed package of special seal of the PEC and ink pad (seal is used for: certifying sheets for casting of lots for distribution of commission members' functions; certifying summary protocol/amendment protocol of polling results of the PEC and photocopies to be issued; certifying closing of polling day log-book and registration book);
- ❑ version of the mobile ballot box list of voters (where available) designated for the commission;
- ❑ sealed packages of versions of the unified list of voters, special list of voters (where available) designated for the commission (used in case of continuation of the polling process without voter verification devices);
- ❑ after conclusion of polling, packaging envelope/plastic bag for electoral documents/inventory;
- ❑ photocopier machine (for photocopying summary protocol/amendment protocol of polling results and other essential documentation);
- ❑ tablet (used on the polling day for transmitting electronically to the CEC of relevant information, including preliminary polling results and photocopy of summary protocol).

The PEC chairperson is responsible for receipt from the DEC of electronic devices, electoral documentation and inventory. Delivery and acceptance act is drawn up (in two original copies) and is entered into the registration book by PEC secretary.

After conclusion of polling building setup, the PEC chairperson delivers electronic devices, electoral documentation and inventory, on the basis of delivery and acceptance act, to the security police.

### Questions for Knowledge Self-Assessment

1. In which order and how are distributed the functions to be performed on the polling day among the PEC members?
2. Based on what procedure will the PEC chairperson assign the function of voter registrar, if the number of DEC-elected PEC members:
  - ✓ exceeds the number of commission members to be identified as voter registrars?
  - ✓ does not exceed the number of commission members to be identified as voter registrars?
3. When does the PEC chairperson conduct casting of lots to identify the commission members transporting mobile ballot boxes?
4. In case of more than one mobile ballot box used in an electoral precinct, based on what procedure does the PEC chairperson conducts casting of lots for identifying the commission members to transport a mobile ballot box?
5. When and how is polling building set up?
6. What electoral documentation/inventory is transmitted the PEC by DEC, for performance of relevant functions on the polling day?
7. Who is responsible for technical setup (without device activation) of voter verification and special

## **CHAPTER II**

ACTIVITY OF THE PEC ON  
POLLING DAY

## 03

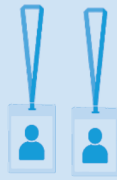
### HOW DOES THE PEC PREPARE TO START POLLING PROCESS ON POLLING DAY

Before opening of electoral precinct, the PEC chairperson accepts from the security police, on the basis of delivery and acceptance act, electronic devices, electoral documentation and inventory stored in the polling place.

After opening of electoral precinct, before the polling process, the PEC carries out polling procedures in the following order:



6:45  
Opening of electoral precinct  
Opening of polling day log-book



Registration of persons authorised  
to be present at a polling place



Distribution of commission  
members' functions and  
documenting it in the log-book



Announcement of quantitative data:  
number of ballot papers and special  
frame envelopes, number of voters  
on the lists



Activation of verification process  
on voter verification devices



Sealing the ballot boxes  
Installing the special vote  
counting devices



Activation of polling process on  
special vote counting devices



Transmitting electoral documentation and  
inventory in accordance with functions of the  
commission members



08:00  
Start of polling



Observer, representative of an electoral subject, also media representative have the right to replace another registered representative of the nominating organisation at any time on the polling day.

Persons authorized to be present at the polling station have to be present in the polling building on the polling day with the badge indicating identity and title, valid only with the identity card.

Observers of observer organizations, representatives of accredited press and other mass media are admitted to the polling building, if:

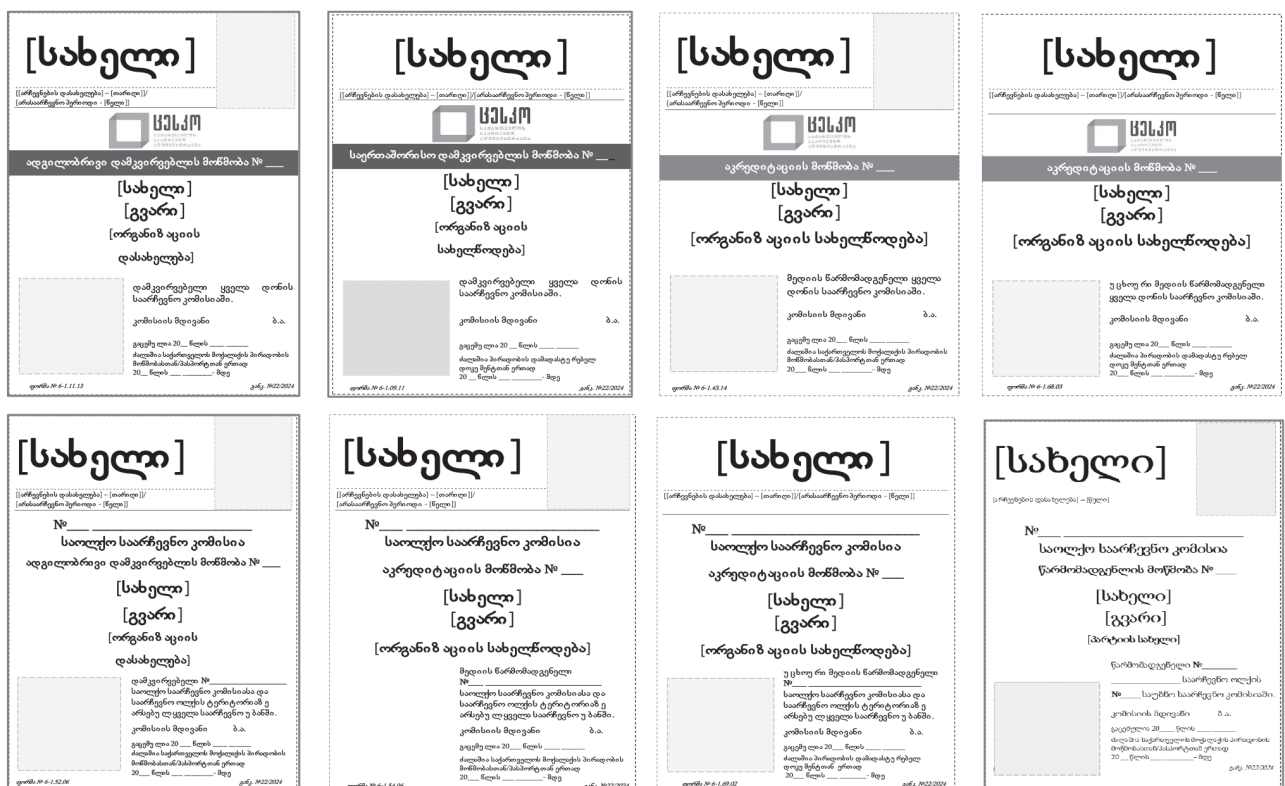
- ✓ Their badge indicates admittance to election commission of every level;
- ✓ Their badge indicates admittance to respective DEC and every PEC within the territory of electoral district.

Representatives of electoral subjects are admitted to the polling building, if their badge indicates admittance to respective PEC .

The commission secretary verifies the date of issue of the badge and the indicated status. Considering the results of verification, the commission secretary enters on the first page of the polling day log-book, if necessary, on 2<sup>nd</sup> and 10<sup>th</sup> pages, first name and last names of the persons authorized to be present in the polling building (indicating their nominating organization/electoral subject). The mentioned persons certify polling day log-book registrations with signature.

In case of non-compliance to the conditions of admittance to the polling building, the commission secretary asks the person to leave the polling building.

*Badge samples*



On the polling day, observers, representatives of the electoral subjects shall enjoy the powers under article 41 of the Election Code of Georgia, inter alia, they have the right to, without hindering the polling process:

- 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 manner;
- request a voter to show how many ballot papers and special frame envelopes he/she has in hand;
- observe the process of mobile voting;
- observe the vote counting under such conditions in which ballot papers may be visible;
- observe the process of drawing up summary protocols of the polling results by PEC.

The PEC shall provide appropriate conditions for persons authorized to be present at the polling place, in order to exercise their powers in an unhindered manner.

Observers, representatives of electoral subjects, representatives of press and other mass media shall conform to requirements set out by the Organic Law of Georgia “Election Code of Georgia”. They do not have the right to:

- interfere with the activity of PEC;
- influence the free expression of the will of voters;
- wear symbols and signs of any electoral subject, agitate in favour of or against an electoral subject.

### **Distribution of functions among the PEC members**

To ensure voter participation in the polling process, the PEC members perform the following functions on the polling day:

- regulating the flow of voters;
- registrar of voters;
- supervising the ballot box and special electronic vote counting device;
- transporting the mobile ballot box.

Function of supervising the ballot box and special electronic vote counting device is performed by the PEC deputy chairperson (function may also be assigned to the other commis deputy chairperson, commission secretary) do not participate in the process of distribution of other functions sion member).

The commission secretary shall enter the results of casting of lots to page 3 of polling day log-book (the commissioner members shall certify with signatures the assignment of functions).







- ✓ If a commission member regulating the flow of voters is not present on polling day, the PEC chairperson assigns the function to the other commission member. In case this is impossible, the PEC chairperson personally assumes the function of commission member regulating the flow of voters.

The matter of assigning the function to the commission member who appeared late at the electoral precinct is decided by the PEC chairperson.

### **Announcement of quantitative data**

After entering the results of function distribution among the PEC members to the polling day log-book, the commission chairperson opens the sealed package of the special commission stamp. The commission secretary indicates the number of special commission stamp on page 9 of the polling day log-book. The PEC chairperson shall announce the number of received ballot papers and special frame envelopes, as well as the number of voters according to the unified list of voters, special list and mobile ballot box list (where available).

The commission chairperson enters this data, apart from the number of special frame envelopes, into the demonstration protocols of polling results and the polling day log-book.

The number of the voters on the special list shall be entered into the demonstration protocols of polling results and the polling day log-book after the polling ends.

### **Activation of verification process on voter verification devices**

The PEC chairperson, in the presence of the commission members and persons authorized to be present in the polling building:

- ✓ activates the program on voter verification devices;
- ✓ using the individual code/password activates the voter verification process on devices;
- ✓ verifies the connection (synchronization) between the activated devices.

Illustration of stages of verification process in the voter verification devices is given in the Scheme N1.

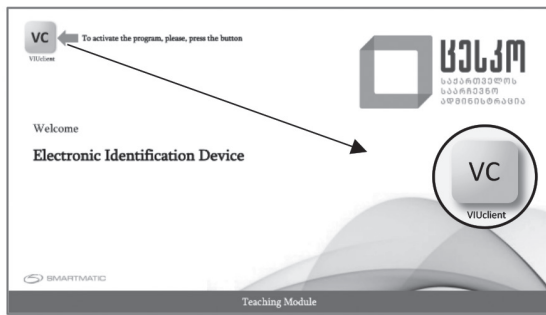
After activating the verification process on devices:

- ✓ initial report is automatically printed from the devices, thus confirming no voter was verified through voter verification devices (receipts are saved by the PEC secretary);
- ✓ with the instruction of the PEC chairperson, one of the voter registrars prints out the list of voters from the voter verification device (the commission secretary will post the list in the polling building, in a visible place together with the demonstration protocol).

Illustration of the process of printing out from the device of the list of voters is given in the Scheme N2.

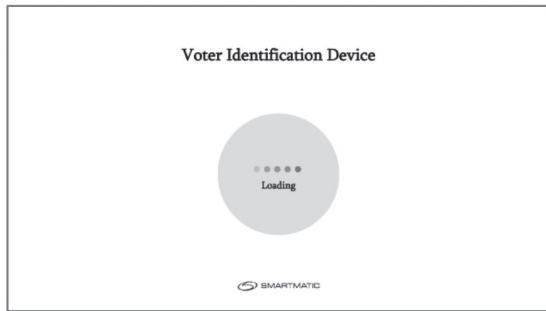
The PEC deputy chairperson, in parallel with the process, makes relevant notes in the audit confirmation form of the polling through electronic means.

Scheme N1. Illustration of stages of verification process activation on voter verification devices



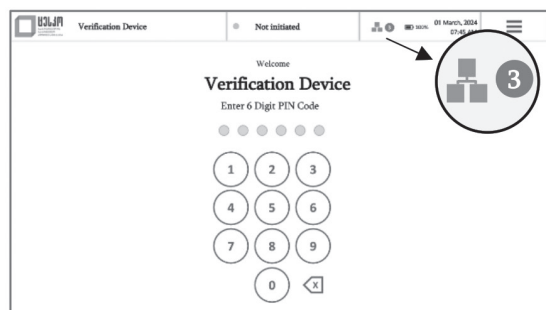
{I}

The commission chairperson activates the device program by clicking the button.



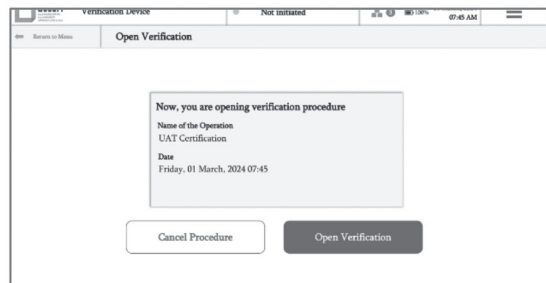
{II}

The program starts to load on devices, continues for several seconds.



{III}

The commission chairperson enters on the devices the individual code/password in order to activate the voter verification process. The synchronization is confirmed by green colour of images. Number symbol indicates the quantity of connected devices.



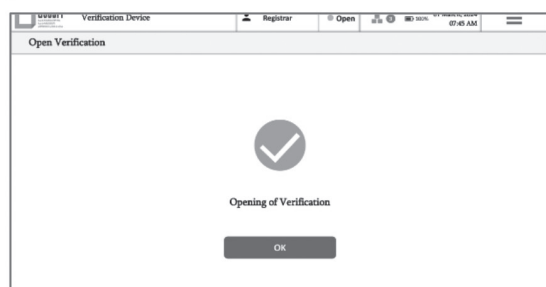
{IV}

By clicking on the button 'Activation of verification' the commission chairperson activates the verification process on the devices. For confirmation of activation, the commission chairperson reenters the individual code/ password.



{V}

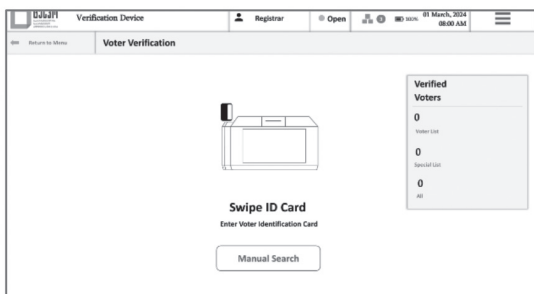
After activation of verification process, initial reports are automatically printed from the devices.



{VI}

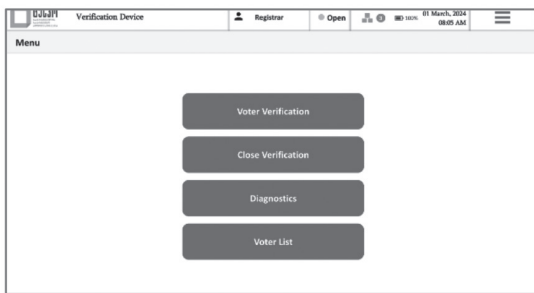
By clicking on the button 'Confirm' the commission chairperson confirms activation of polling process.

*Scheme N2. Illustration of printing out process of the list of voters from the device*



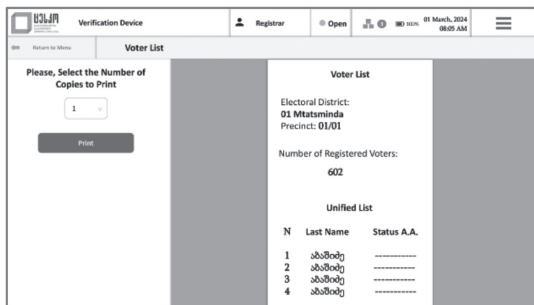
{I}

To enter the menu of printing the list of voters the registrar clicks on the button 'Return to menu'.



{II}

On the menu the registrar clicks on the button 'List of voters'.



{III}

The registrar clicks on the button 'Print' and the list of voters is printed out.

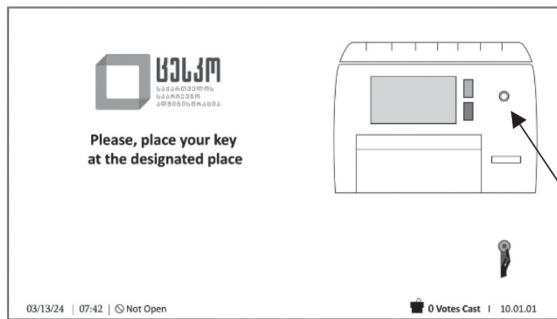
**Sealing the ballot boxes and activation of the polling process on special vote counting devices**

The PEC chairperson, in the presence of the persons authorized to be present in the polling building:

- ✓ Checks the main/mobile ballot boxes and after making sure that they are empty, installs special electronic vote counting devices on the main ballot boxes;
- ✓ Seals the main/mobile ballot boxes with individually numbered seals (main ballot boxes are sealed in such a way, that without damaging the seal, it is impossible to manually place the ballot in the ballot box and/or manually remove it from the ballot box and to remove the special electronic vote counting device installed on the ballot box.);
- ✓ After sealing activates the program installed on special vote counting devices, using the special key;
- ✓ Activates the polling process on the devices, using the individual code/password.

After activation of the polling process on the devices, 'zero extract' is automatically printed out from the devices, certifying that no voter has cast a vote through the devices (the commission chairperson and the commission secretary sign the printed receipts, which are saved by the commission secretary).

*Scheme N3. Illustration of the polling process activation on special vote counting devices and printing out the 'zero extracts' from the devices*



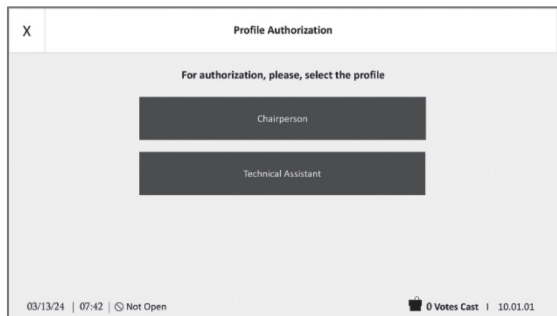
{I}

The commission chairperson activates the program installed on devices by inserting special key in the slot on the device.



{II}

The program starts to load on devices, continues for several seconds.



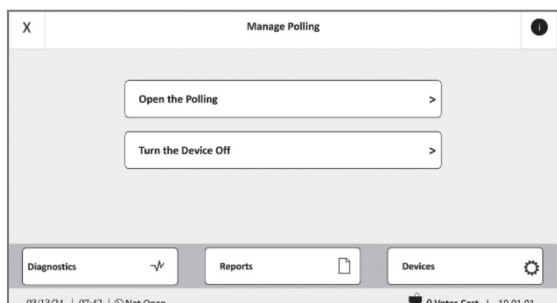
{III}

To activate the polling process, the commission chairperson, chooses the button 'Chairperson' on device screen.



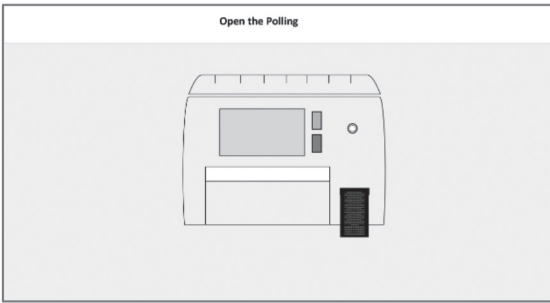
{IV}

The commission chairperson enters on the devices the individual code/password.



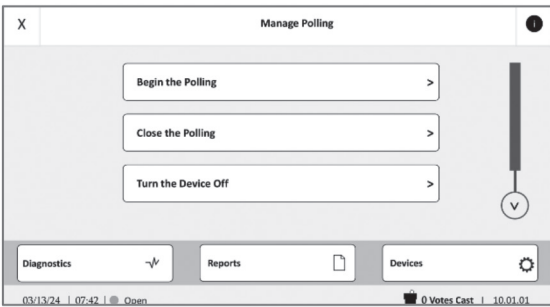
{V}

The commission chairperson chooses the button 'Activation of polling' on device screen, reenters the individual code/password to confirm activation.



{VI}

After activation of the polling, 'zero extract' is automatically printed from the devices.



{VII}

By clicking on the button 'Start the polling' the commission chairperson confirms activation of the polling process.

After printing the “zero extract”, the PEC chairperson inserts in the vote counting devices a paper in the form of a ballot paper without a special bar code and individual QR code, to check whether the vote counting devices accept unidentified ballot paper.

The PEC secretary enters the numbers of the individual seals of the ballot boxes and the exact time of sealing on the page 4 of the polling day log-book. The PEC chairperson and secretary confirm the sealing of the empty ballot boxes and the information that no voter has voted by special vote counting device by signing the corresponding page in the logbook.

Sample of a respective polling day log-book page

| საარჩევნო ყუთების დალუქვის მონაცემები  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| საარჩევნო ყუთების დალუქვის დრო   | 04 სთ. 30 წთ.   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| I ძირითადი საარჩევნო ყუთის ლუქების ნომრები   | <table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>9</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>8</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>2</td></tr> </table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 8 | 1 | 2 | 3 | 4 | 5 | 6 | 2 |
| 1  | 2   | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 9 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1  | 2   | 3 | 4 | 5 | 6 | 8 | 1 | 2 | 3 | 4 | 5 | 6 | 2 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| II ძირითადი საარჩევნო ყუთის ლუქების ნომრები  | <table border="1"> <tr><td>1</td><td>2</td><td>4</td><td>4</td><td>5</td><td>6</td><td>7</td><td>6</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>9</td></tr> <tr><td>1</td><td>4</td><td>3</td><td>4</td><td>5</td><td>6</td><td>8</td><td>4</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>2</td></tr> </table> | 1 | 2 | 4 | 4 | 5 | 6 | 7 | 6 | 2 | 3 | 4 | 5 | 6 | 9 | 1 | 4 | 3 | 4 | 5 | 6 | 8 | 4 | 2 | 3 | 4 | 5 | 6 | 2 |
| 1  | 2   | 4 | 4 | 5 | 6 | 7 | 6 | 2 | 3 | 4 | 5 | 6 | 9 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1  | 4   | 3 | 4 | 5 | 6 | 8 | 4 | 2 | 3 | 4 | 5 | 6 | 2 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| I გადასატანი საარჩევნო ყუთის ლუქების ნომრები   | <table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>1</td><td>5</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> </table>   | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 5 | 3 | 4 | 5 | 6 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1  | 2   | 3 | 4 | 5 | 6 | 1 | 5 | 3 | 4 | 5 | 6 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| II გადასატანი საარჩევნო ყუთის ლუქების ნომრები  | <table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>4</td><td>6</td><td>1</td><td>5</td><td>3</td><td>4</td><td>4</td><td>6</td></tr> </table>   | 1 | 2 | 3 | 4 | 4 | 6 | 1 | 5 | 3 | 4 | 4 | 6 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1  | 2   | 3 | 4 | 4 | 6 | 1 | 5 | 3 | 4 | 4 | 6 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| დალუქული ყუთები ცარიელია და დალუქვის მომენტისათვის ხმის მიცემის აპარატის საშუალებით არცერთ ამომრჩეველს არ მიუცია ხმა |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| კომისიის თავმჯდომარე <u>ნ. ხახიშვილი</u><br>ხელმოწერა  | კომისიის მდივანი <u>ვ. ვაიხაძე</u><br>ხელმოწერა   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

The PEC deputy chairperson, in parallel with the process, makes relevant notes in the audit confirmation form.

### Transfer of electoral documentation and electoral material to the PEC members

The PEC chairperson transfers to the commission members, in accordance with the functions to be performed in the polling process, electoral documentation and material.

An ultraviolet detector to check inking is transferred to the commission members responsible for regulating the flow of voters, the commission members acting as registrars of voters are provided with:

- ✓ 50 ballot papers (the registrar must check the accuracy of the number of ballot papers in the package and confirm by signing the delivery and acceptance act together with the commission chairperson);
- ✓ a special marker for filling in the ballot paper (in order to color the trial circle on the ballot by the voter in the process of explaining the procedure for filling in the ballot for the voter);
- ✓ special frame envelopes intended for voting;
- ✓ election ink;
- ✓ writing pen (for the voter to sign on voter verification receipt printed from the verification device);
- ✓ opaque box intended for placing voter verification receipts (before the transfer, the commission chairperson seals the mentioned box using a seal with an individual number and the commission secretary enters in the polling day log-book individual numbers of seals, with personal data of registrars (first name, last name) who received the boxes. Receipt of the box is confirmed with a registrar signature).

*Sample of respective polling day log-book page*

| ვერიფიკაციის აპარატიდან ამობეჭდილი ამომრჩევლების ვერიფიკაციის დამადასტურებელი ქვითრების მოსათავსებლად განკუთვნილი ყუთის/ყუთების დალუქვის მონაცემები/ყუთის მიღების დადასტურება |                         |                   |               |
|---|-------------------------|-------------------|---------------|
| კომისიის წევრის ფუნქცია   | ლუქვის ნომრები          | სახელი და გვარი   | ხელმოწერა     |
| I რეგისტრატორი  | 1 2 1 2 1 2 1 2 1 2 1 5 | ნიკოლოზ ნიყაძე    | ნ. ნიყაძე     |
| II რეგისტრატორი   | 1 2 1 1 1 3 1 2 1 1 1 6 | ზვიად ზვიადიძე    | ზ. ზვიადიძე   |
| III რეგისტრატორი  | 1 1 1 2 1 4 1 1 1 2 1 4 | სალომე სოლომონიძე | ს. სოლომონიძე |
| IV რეგისტრატორი   | 4 2 1 2 1 5 2 2 1 2 1 5 | ილინა ილინიძე     | ი. ილინიძე    |
| V რეგისტრატორი  | □ □ □ □ □ □ □ □ □ □ □ □ |                   |               |

### Questions for Knowledge Self-Assessment

1. On what time does the electoral precinct open?
2. Who are responsible for maintenance of the polling day log-book?
3. List the persons authorized to be present at the polling station, what conditions must be met to be admitted to the polling building?
4. On the polling day, what rights do the persons authorized to be present at the polling station have and what can't they do?
5. Who performs the function of supervising the ballot box and special electronic vote counting device?
6. After sealing the ballot box, what data is entered by the PEC secretary into the polling day log-book?
7. Who is responsible for activation of voter verification and special electronic vote counting devices and what is the procedure for:
  - ✓ activation of verification process on voter verification devices?
  - ✓ activation of polling process on special electronic vote counting devices?
8. What information is confirmed by the initial report printed from voter verification devices?
9. What information is confirmed by the "zero extract" printed from special electronic vote counting devices?

# 04

## HOW DOES THE PEC SERVE THE VOTERS DURING POLLING PROCESS

Every PEC member is responsible for a qualified service to every voter on polling day entailing

- Performing functions thoroughly
- Ethical communication with voters
- Explaining to voters the voting procedure
- Facilitating unhindered participation of voters in the polling process
- Protection of the secrecy of the ballot

### Polling process

Polling shall be held from 08:00 to 20:00 on the polling day (October 26). The voting procedure shall be held in accordance with the following rules and sequence.

#### I. 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.



The commission members responsible for regulation of the flow of voters shall:

- ✓ regulate the flow of voters entering the polling building;
- ✓ request voters to present an identification card (electronic identity card of a citizen of Georgia, non-electronic identity card of a citizen of Georgia or passport of a citizen of Georgia);
- ✓ check with an ultraviolet detector whether the voter has been inked.

Considering the verification results:

- ✓ If an inking verification device detects that a voter has been already inked, he/she shall not be given the right to cast a ballot. The commission member regulating the flow of voters explains to the voter that he/she is not admitted to the polling place, and informs the commission secretary on the voter to be recorded in the polling day log-book.
- ✓ If a voter meets the requirements for polling participation, the commission member regulating the flow of voters asks voter to any voter registrar, whose desk does not have more than two voters standing.

#### II. The voter registrar registers a voter using a voter verification device and issues the ballot paper.

Voter registration by the registrar consists of the following:

- ✓ Search of voter data on the verification device and confirmation of correspondence with the data on the list of voters downloaded in the device;
- ✓ Inking of voters;
- ✓ Printing of voter verification receipt from the voter verification device and signing the receipt by the voter.



**Description of voter registration procedure.** The registrar requests voters to present an identification document. The registrar verifies the period of validity of the identification document, in case of non-electronic identity card of a citizen of Georgia verifies the date of issue of the document.

If a voter presents expired identification document, or annulled non-electronic identity card of a citizen of Georgia (non-electronic cards issued up to 27 July 2011 are annulled), he/she shall have no right to vote. The registrar explains to a voter the reason for refusal to participate in polling and indicates that he/she will be given this right if valid identification document is presented.

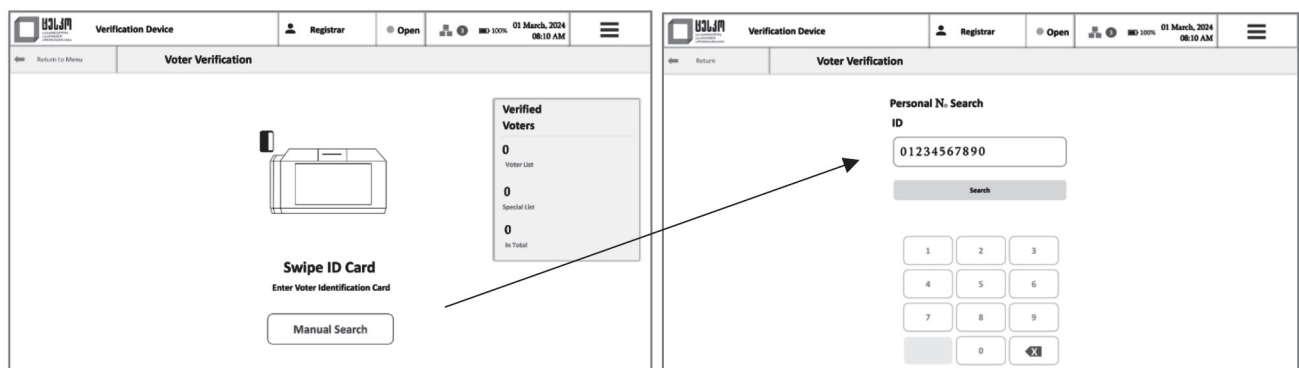
After verification of duration of the documents, the registrar shall verify compliance of the voter's face and photo in the presented document.

The registrar shall swipe the electronic identity card of a citizen of Georgia in the reader of the voter verification device. In case a voter presents the passport of a citizen of Georgia or the non-electronic identity card of a citizen of Georgia, the registrar conducts the search of voter data on the device by hand.



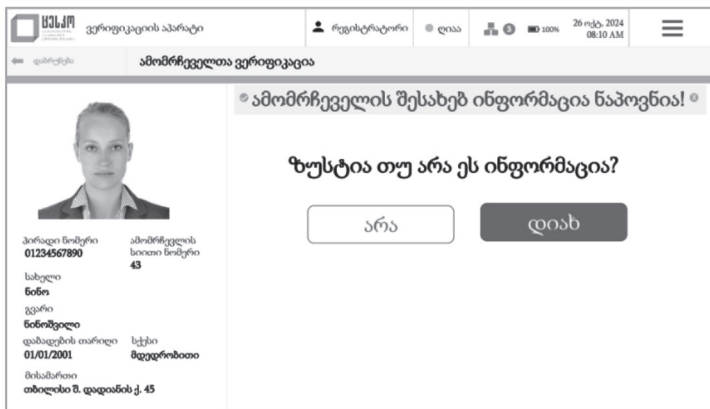
*Illustration of search of voter data using the reader of the voter verification device*

*Illustration of search of voter data on the verification device by hand*



Voter verification device verifies the voter's registration data of the identification document to the data of voters' list downloaded on device and in case of correspondence, the device displays the data of the voter on the screen.





*Illustration of displaying the data of the voter on the list on the device screen in case of correspondence of registration data*

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 on the list of voters downloaded on the device, but the registrar of voters considers that the voter's face does not match the photograph in the document presented, he/she shall apply to 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 log-book; he/she shall indicate the discrepancy, 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 may make a note expressing his/her special opinion in the polling day log-book.

In the cases mentioned above, the commission secretary shall attach to the polling day log-book a copy of the document presented by the voter, which shall be certified with his/her signature.



In case where the voter data is verified by the verification device, the registrar places inking on the nail of the thumb or the forefinger of the right hand (where this is impossible on other fingers of the right hand, and where this is also impossible, on the left hand in the same manner).

Voters shall not have the right to cast a vote and the registrar will ask them to leave the polling building, if they refuse to undergo the inking procedure.

After the procedure of inking, the registrar prints from the voter verification device voter verification receipt, that is signed by the voter. The registrar places a receipt in an opaque, sealed box placed on the registration desk.



*Printing of voter verification receipt*



*Signing the receipt by the voter*



*Placing the receipt in an opaque, sealed box*

If a voter verification receipt is not printed from the voter verification device during the voter verification or a receipt with technical defect is printed, instead of the voter verification receipt, the voter will sign the relevant act, to be filled in by the commission secretary. The registrar places the act signed by the voter in the box designated for voter verification receipts. The commission secretary shall attach the photocopy of the relevant voter's ID document to the polling day log-book.

If voter data was not found on verification device, the commission, if possible, helps the voter to get information on the electoral precinct of his/her registration.

{I} If verification device detects that the voter announced at the polling station for voting is included in the list of mobile ballot box, the relevant information is showing on the device screen, and at the same time the device makes an audio signal. The voter shall be prohibited from participating in voting at the electoral precinct. The registrar explains to the voter, that as per request, mobile ballot box service is provided to the voter.



*Illustration of showing on the verification device screen of information on the voter included in the mobile ballot box list*

{II} If verification device detects that the voter announced at the polling station for voting is included in a special list designated for another polling station, the relevant information is showing on the device screen, and at the same time the device makes an audio signal. The voter shall be prohibited from participating in voting at the electoral precinct. The registrar explains to the voter, that he/she must go to the respective electoral precinct. The registrar gives the number and address of the precinct on the basis of information on the screen.

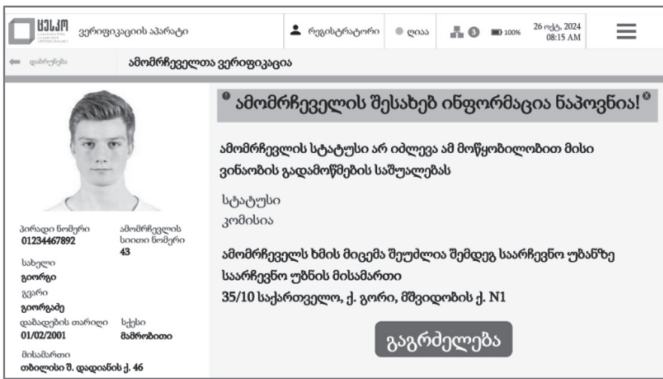


Illustration of showing on the verification device screen of information on the voter included in a special list designated for another polling station

{III} If verification device detects that the voter announced at the polling station for voting is already verified at this polling station, the relevant information is showing on the device screen and at the same time the device makes an audio signal. The voter shall be prohibited from participating in voting at the electoral precinct. The registrar requests the voter to leave the polling building.

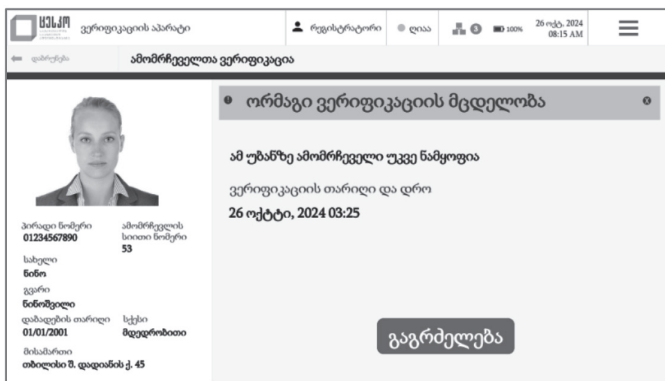
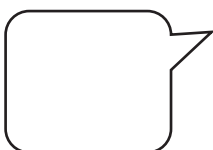


Illustration of showing on the verification device screen of information on double verification attempt

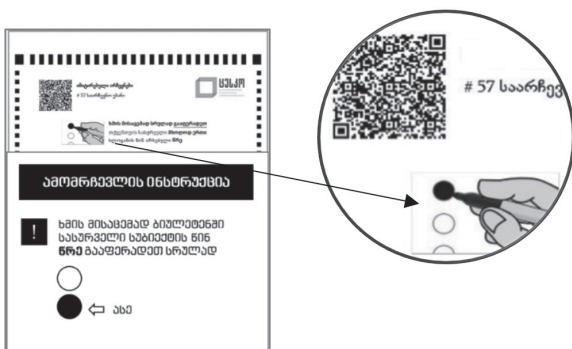
**Procedure of issuing the ballot paper to voters.** After conclusion of voter registration procedure, the registrar explains to the voter the rule on filling in the ballot paper and using special frame envelope.



“For voting completely fill in only the circle in front of your preferred electoral subject on the ballot paper. Do not fold the ballot paper and place the filled ballot paper in the special frame envelope for secrecy of voting.”

After explaining the rule on filling in the ballot paper and using of special frame envelope, the registrar places the ballot paper in the special frame envelope in such a way to completely cover the list of electoral subjects.

The registrar instructs the voter to color the trial circle on the upper side of the ballot paper placed in the special frame envelope.



The trial circle on the upper side of the ballot paper placed in the frame special frame envelope

After coloring the trial circle on the ballot paper, the registrar gives the voter the ballot paper placed in the special frame envelope and explains that the ballot paper, using the special frame envelope, must be placed in the special electronic vote counting device in such a way that the ballot paper side with the trial circle must face down. Then, the registrar instructs the voter to enter the secret polling booth.

### **III. After receiving the ballot paper and a special frame envelope, the voter enters the secret polling booth.**

The voter fills in the ballot paper using the special marker and places it in the special frame envelope.

During filling in the ballot paper, presence of another person and photo and video filming in a secret polling booth shall be prohibited.

A voter is unable to fill out the ballot paper independently, shall have the right to ask any person present at the polling place for help in the polling booth, except for:

- a) a member of the election commission;
- b) a candidate;
- c) a representative of an electoral subject;
- d) an observer;
- e) a representative of the press and other media.

If a voter spoils a ballot paper or a special frame envelope, he/she shall notify the commission chairperson on the given fact. The commission chairperson shall assign a registrar to replace the spoiled ballot paper/special frame envelope with a new one.

The commission chairperson folds the spoiled ballot paper in the presence of the voter in such a way that the electoral subjects are impossible to see, places the metal binder on the folded ballot paper, cuts the corner off, marks with the word 'spoiled' and signs it. The PEC chairperson shall store the spoiled ballot papers separately.

### **IV. A voter with the ballot paper placed in the special frame envelope shall go to the main ballot box.**

The commission member supervising the ballot box and special electronic vote counting device explains to the voter the rule on placing the ballot paper in the device:



*“Place the ballot paper, using the special frame envelope, in the device in such a way that ballot paper side with the trial circle faces down. Hold the frame envelope lightly so that the device may easily receive the ballot paper. Wait until the device screen shows the message “Your vote is received: and only after this you may leave the polling building.”*

A voter places the ballot paper using the special frame envelope in the device installed on the main ballot box. The commission member supervising the ballot box and special electronic vote counting device may assist the voter if he/she is unable to place the ballot paper in the device using a special frame envelope.



*Placing the ballot paper in the special electronic vote counting device*



თქვენი ხმა მიღებულია  
მადლობა ხმის მიცემისთვის

*Notification confirming placement of the ballot paper in the main ballot box*

If the special electronic vote counting device returns the ballot paper, it may repeatedly be placed in the special electronic vote counting device. In case the ballot paper is once again returned, it will be considered spoiled. The commission chairperson shall assign a registrar to replace the spoiled ballot paper with a new one.

The commission chairperson folds the spoiled ballot paper in the presence of the voter in such a way that the electoral subjects are impossible to see, places the metal binder on the folded ballot paper, cuts the corner off, marks with the word 'spoiled' and signs it. The commission chairperson shall store the spoiled ballot papers separately.

Once the ballot paper is placed in the main ballot box, the voter shall put the special frame envelope on the table designated for such envelopes and shall leave the polling station. The special frame envelopes are given to the voter registrar commission members.

### **Polling process using mobile ballot box**

The mobile voting procedure shall start at 09:00 and end at 19:00 of the polling day. The slot of the ballot box for inserting the special frame envelopes shall be sealed immediately upon the end of the polling. The 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, the PEC shall allocate space in the vehicle for 2 observers selected by casting of lots from among persons authorised to be present at a polling station.

The commission chairperson shall provide the election commission members accompanying the mobile ballot box (special group member, in case such a group may exist) with the following:

- the sealed mobile ballot box;
- the version of mobile ballot box list intended for the commission;
- required amount of ballot papers;
- special markers for filling in the ballot paper;
- required amount of special frame envelopes;



- metal clips (after ballot paper is placed by a voter in special frame envelope, special frame envelope is held by metal clips and placed in the mobile ballot box);
- metal binder (used in case the ballot papers are spoiled to ensure secrecy of voting);
- ultraviolet detector to check inking;
- inking liquid;
- writing pen (for the voter to sign the mobile ballot box list);
- seal for the slot of the ballot box.

The commission secretary shall enter on page 4 of the polling day log-book the number of ballot papers and special frame envelopes given to the commission members accompanying the mobile ballot box, and also the time when the mobile ballot box was taken from the electoral precinct

*Sample of respective polling day log-book page*

| № 112 საარჩევნო ოლქი   |   | №112.07                                     |                 | საარჩევნო უბანი |  |
|--|---|---|-----------------|-----------------|--|
| გადასატანი საარჩევნო ყუთის თანმზღები კომისიისა და სპეცგუფის წევრთათვის |   | გადაცემული საარჩევნო დოკუმენტაციის აღრიცხვა |                 | წევრთათვის      |  |
|  | დასახელება  | რაოდენობა                                   |                 |                 |  |
|  |   | I ყუთი                                      | II ყუთი         | III ყუთი        |  |
| 1  | ამომრჩეველთა რაოდენობა გადასატანი საარჩევნო ყუთის სიაში | 35  | 15              |                 |  |
| 2  | გადაცემული ბიულეტენების რაოდენობა                       | 34  | 14              |                 |  |
| 3  | გადაცემული სპეციალური ჩარჩო-კონვერტების რაოდენობა       | 35  | 15              |                 |  |
| 4  | გამოუყენებელი ბიულეტენების რაოდენობა                    |   |                 |                 |  |
| 5  | გადასატანი საარჩევნო ყუთის სიაში ხელმოწერების რაოდენობა |   |                 |                 |  |
| 6  | უბნიდან წაღების დრო                                     | 09 სთ. 20 წთ.                               | 09 სთ. 20 წთ.   | ___ სთ. ___ წთ. |  |
|  | უბანში დაბრუნების დრო                                   | ___ სთ. ___ წთ.                             | ___ სთ. ___ წთ. | ___ სთ. ___ წთ. |  |

Mobile ballot box voting is conducted in accordance with the established sequence.

### **I. The commission member/special group member accompanying the mobile ballot box checks the grounds of voter participation.**

The commission member/special group member accompanying the mobile ballot box:

- requests voters to present an identification document (electronic identity card of a citizen of Georgia, non-electronic identity card of a citizen of Georgia or passport of a citizen of Georgia);
- verifies the period of validity of the identification document;
- in case of non-electronic identity card of a citizen of Georgia verifies the date of issue of the document;
- checks with an ultraviolet detector whether the voter has been inked.

Considering the verification results:

- If an inking verification device detects that a voter has been already inked, he/she shall not be given the right to cast a ballot. The commission member/special group member accompanying the mobile ballot box explains the grounds for refusal to polling participation. The commission member/special group member must write an explanatory note on the given fact (indicating the number of the voter on the mobile ballot box list, the first name and the last name). The document is signed by the commission members/special group members with accompanying persons (if any).

- If a voter presents expired identification document, or annulled non-electronic identity card of a citizen of Georgia (non-electronic cards issued up to 27 July 2011 are annulled), he/she shall have no right to vote. The commission member/special group member accompanying the mobile ballot box explains to a voter the reason for refusal to participate in polling and indicates that he/she will be given this right if valid identification document is presented.
- If a voter meets the requirements for polling participation, the commission member/special group member accompanying the mobile ballot box continues the procedure of voter registration and ballot paper issuance.

## **II. The commission member/special group member accompanying the mobile ballot box provides the service of registration and ballot paper issuance.**

The commission member/special group member accompanying the mobile ballot box checks the compliance of a voter's registration data included in the document presented by the voter with the data provided on the mobile ballot box list of voters.

In case of confirmation of data provided on the list, the commission member/special group member accompanying the mobile ballot box places inking on the nail of the thumb or the forefinger of the right hand (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 the commission member/special group member accompanying the mobile ballot box explains to a voter the grounds for refusal to participate in polling, if they refuse to undergo the inking procedure.

Inking shall not apply to penitentiary institutions, hospitals and other inpatient medical establishments (towards patients).

After inking procedure, the commission member/special group member accompanying the mobile ballot box signs in the relevant box on the mobile ballot box list, after which the voter shall confirm the receipt of the ballot paper by signature.

If in the process of voting it has been revealed that a voter has signed on another voter's signature line on the mobile ballot box list, the voter on whose line the signature has been made shall sign in the same signature line. The commission member/special group member shall write an explanatory note (indicating the serial number on the mobile ballot box list, the first name and the last name) on the given fact. The document is signed by the commission members/special group members accompanying the mobile ballot box with accompanying persons (if any).

After conclusion of voter registration procedure, the commission member/special group member accompanying the mobile ballot box explains to the voter the rule on filling in the ballot paper and using the special frame envelope.



*“For voting completely fill in only the circle in front of your preferred electoral subject on the ballot paper. Do not fold the ballot paper and place the filled ballot paper in the special frame envelope for secrecy of voting.”*

After explaining the rule on filling in the ballot paper and using of special frame envelope, the commission member/special group member accompanying the mobile ballot box places the ballot paper in the special frame envelope in such a way to completely cover the list of electoral subjects. Instructs the voter to color the trial circle on the upper side of the ballot paper placed in the special frame envelope.

After this, the commission member/special group member accompanying the mobile ballot box gives the voter the ballot paper placed in the special frame envelope and instructs him/her to fill in the ballot paper in adherence to the principle of voter secrecy.

### **III. After receipt of the ballot paper and the special paper intended for voting, the voter fills in the ballot paper in adherence to secrecy.**

The voter places the filled in ballot paper in the special frame envelope.

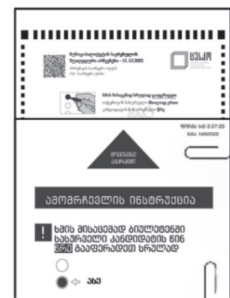
If a voter is unable to fill in the ballot paper independently, he/she shall have the right to ask any person for help except for the member of election commission, the candidate, the representatives of election subjects, the representative of press and mass media, and the observers.

If a voter spoils the ballot paper or a special frame envelope, the commission member/special group member is obliged to replace the spoiled ballot paper/special frame envelope with a new one.

The commission member/special group member accompanying the mobile ballot box folds the spoiled ballot paper in the presence of the voter in such a way that the electoral subjects are impossible to see, places the metal binder on the folded ballot paper, cuts the corner off, marks with the word 'spoiled' and signs it. The spoiled ballot papers are transmitted to the PEC chairperson upon return of the mobile ballot box to the electoral precinct.

### **IV. The voter places the ballot paper placed in the special frame envelope in the mobile ballot box.**

For the purpose of preventing separation of the ballot papers from the special frame envelopes, the commission member/special group member accompanying the mobile ballot box is obliged to ensure placement of metal binders on the special frame envelope, after the voter places filled in ballot paper in the special frame envelope (the special frame envelope is placed in the mobile ballot box in this way).



The commission member/special group member accompanying the mobile ballot box opens the slot of the mobile ballot box and instructs the voter to insert therein the special frame envelope intended for voting.

If the integrity of the seal of the mobile ballot box was damaged, the commission members/special group members accompanying the mobile ballot box shall immediately inform the commission chairperson, draw up an explanatory note indicating the reason and sign it with the accompanying persons.

The commission members/special group members accompanying the mobile ballot box, upon return to the electoral precinct, shall transmit to the PEC secretary unused/spoiled ballot papers, the special



frame envelopes intended for voting and the mobile ballot box list. The commission chairperson cuts off the corners of the ballot papers, marks with the word ‘spoiled’ and signs them.

The commission secretary shall verify the accuracy of the numbers of existing signatures on the list of mobile ballot box, unused and/or spoiled ballot papers. In case of identifying the discrepancies, the commission members/special group members accompanying the mobile ballot box shall write an explanatory note stating the reasons for this. The data given in the explanatory notes shall be considered for establishing the number of voters participating in the polling and shall be included in the data of the summary protocols of the polling results.

The commission secretary shall enter on page 4 of the polling day log-book the number of signatures on mobile ballot box list, the number of unused ballot paper and also the time when the mobile ballot box was returned to the electoral precinct.

Sample of respective polling day log-book page

| № 112 საარჩევნო ოლქი   |   | №112.07                                     |               |                 | საარჩევნო უბანი |  |  |
|--|---|---|---------------|-----------------|-----------------|--|--|
| გადასატანი საარჩევნო ყუთის თანმზღები კომისიისა და სპეცგუფის წევრთათვის |   | გადაცემული საარჩევნო დოკუმენტაციის აღრიცხვა |               |                 | წევრთათვის      |  |  |
|  | დასახელება  | რაოდენობა                                   |               |                 |                 |  |  |
|  |   | I ყუთი                                      | II ყუთი       | III ყუთი        |                 |  |  |
| 1  | ამომრჩეველთა რაოდენობა გადასატანი საარჩევნო ყუთის სიაში | 35  | 15            |                 |                 |  |  |
| 2  | გადაცემული ბიულეტენების რაოდენობა                       | 34  | 14            |                 |                 |  |  |
| 3  | გადაცემული სპეციალური ჩარჩო-კონვერტების რაოდენობა       | 35  | 15            |                 |                 |  |  |
| 4  | გამოუყენებელი ბიულეტენების რაოდენობა                    | 2   | 2             |                 |                 |  |  |
| 5  | გადასატანი საარჩევნო ყუთის სიაში ხელმოწერების რაოდენობა | 35  | 15            |                 |                 |  |  |
| 6  | უბნიდან წაღების დრო                                     | 09 სთ. 20 წთ.                               | 09 სთ. 20 წთ. | ___ სთ. ___ წთ. |                 |  |  |
|  | უბანში დაბრუნების დრო                                   | 14 სთ. 45 წთ.                               | 16 სთ. 40 წთ. | ___ სთ. ___ წთ. |                 |  |  |

### Voting procedure due to voter’s physical incapacity

A voter who is not able to perform election procedures 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 issuing a ballot paper to the voter, the note is made - ‘physical incapacity’ in the box for ‘the voter’s signature’ of voter verification receipt/mobile ballot box list, and it is verified with a signature of voter registrar/commission member/special group member accompanying the mobile ballot box.
- The voter shall have the right to ask the assistance of any person, except for the commission members, candidates, representatives of election subjects, representatives of press and mass 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 frame envelope and drop them into the special electronic vote counting device/mobile ballot box instead of the voter.

## Protection of voter personal data

The persons authorized to be present at the polling station are prohibited to process, use, disclose, transmit and/or disseminate data (including photographing, video recording, collection, recording, storage) on the list of voters downloaded on verification device. This prohibition also concerns the PEC members unless the acts in connection with voter personal data are necessary for performing duties under Organic Law of Georgia “Election Code of Georgia” and legal acts of CEC.

## Recording the number of voters participating in the polling/elections

To establish the number of voters participating in the polling/elections (voter turnout), with the instruction of the PEC chairperson, one of the registrars prints from voter verification device the voter turnout receipt/report at 10:00, 12:00, 15:00, 17:00.

The final receipt/report indicating the total number of voters participating in the polling/elections is printed after conclusion of polling process.

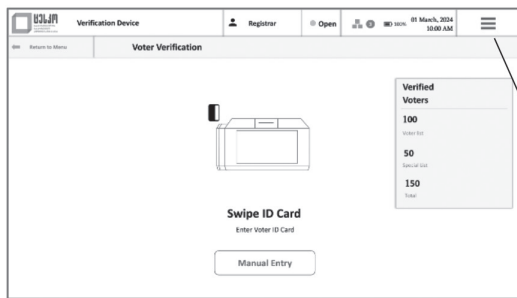
The polling process shall be completed at 20:00, unless at that time voters are queuing to participate in the polling. As soon as the last registered voter in the queue casts the vote, the polling shall be announced as completed and with the instruction of the commission chairperson one of the registrars prints from voter verification device final receipt/report indicating the total number of voters participating in the polling/elections.

The PEC deputy chairperson, in parallel with the process, makes relevant notes in the audit confirmation form. The PEC deputy chairperson, in parallel with the process of printing the receipt/report indicating the number of voters, makes relevant notes in the audit confirmation form of the polling through electronic means.

The PEC chairperson adds the number of voters participating in the polling/elections indicated in the printed receipt/report for the relevant periods (at 10:00, 12:00, 15:00, 17:00, 20:00) to the sum of voter signatures of the mobile ballot box list (if any). The commission chairperson transmits this data to the CEC via tablet (including the gender aspect).

The PEC chairperson, enters the number of voters participating in the polling/elections for 12:00 and 17:00, also the total number of voters after conclusion of polling process in the demonstration protocol of polling results and the polling day log-book.

Scheme N4. Illustration of the process of printing the receipt/report indicating the number of voters (turnout)



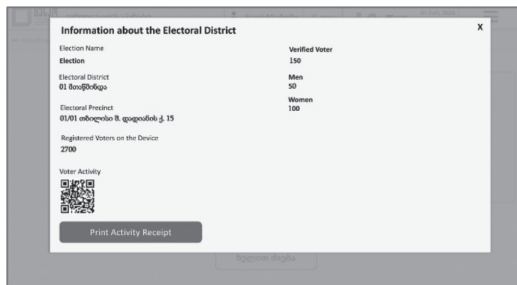
{I}

To enter the voter turnout printing menu the registrar clicks on the menu on the right upper side of the screen



{II}

In the menu the registrar clicks on the button „Voter turnout“.



{III}

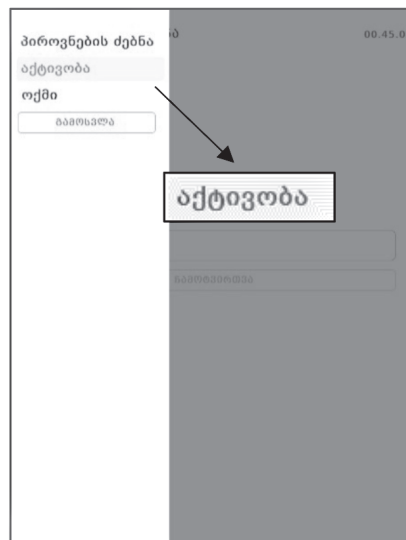
The registrar clicks on the button “Print the turnout receipt” and the receipt indicating the voter turnout is printed

Scheme N5. Illustration of the process of transmitting the voter turnout information to the CEC



{I}

The commission chairperson, after activation of the program downloaded on the tablet, enters the program menu.



{II}

The commission chairperson chooses the button “Turnout” on the program menu.



{III}

The commission chairperson chooses the field “Active”

{IV}

The commission chairperson enters the number of voters in the column and the data is sent by clicking on the button “Send”.

| უპნის ბანხა           | გამზამვა |
|-----------------------|----------|
| 10:00<br>აქტივობა     | 120      |
| 12:00<br>არა აქტივობა | 0        |
| 15:00<br>არა აქტივობა | 0        |
| 17:00<br>არა აქტივობა | 0        |
| 20:00<br>არა აქტივობა | 0        |
| ქალი<br>არა აქტივობა  | 0        |

{V}

The sent data shows in the column of the respective period.

### Keeping order at polling stations and its adjacent territory on polling day

The PEC is responsible for facilitating voters’ unhindered participation in the polling process and protecting the secrecy of voting and keeping order at polling stations on polling day.

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

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 on its adjacent territory, the police officers may be called in at the request of the PEC chairperson. The police officers, with the consent of the PEC chairperson, shall leave the polling place and its adjacent territory 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 eliminate the violation of public order and to maintain the public order. As soon as such necessity is eliminated, the police officers shall leave the adjacent territory of the polling place.

## Temporary suspension of the polling process

It is prohibited 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 and wait for respective instructions.

### Questions for Knowledge Self-Assessment

1. Which PEC member verifies the voter inking?
2. Which PEC member conducts the voter inking?
3. If a voter presents a non-electronic identity card of a citizen of Georgia, in which case is he refused to enter the polling building and participate in the polling?
4. What happens in case voter verification receipt is not printed from the voter verification devices, or a receipt with technical defect is printed?
5. What happens in case voter verification detects that the voter announced at the polling station for voting is included:
  - ✓ in the list of mobile ballot box?
  - ✓ in a special list designated for another polling station?
6. What instruction is given by the registrar to the voter on filling in the ballot paper?
7. If a voter is unable to fill out the ballot paper independently, who may he/she ask for help in the polling booth?
8. Based on what procedure shall a voter who is not able to perform election procedures independently due to their physical condition, namely the lack of upper limbs, participate in the elections?
9. What service is provided by the PEC for voters with vision impairment and vision loss?
10. If a voter spoils a ballot paper, under what procedure is the spoiled ballot paper replaced with a new one?
11. In adherence to the principle of voter secrecy, what instruction is given by the commission member responsible for supervising the ballot box and special electronic vote counting device to a voter?
12. For protection of voter personal data, what is prohibited for the PEC members and persons authorized to be present at the polling station?
13. What happens in case the special electronic vote counting device returns the ballot paper?
14. When does the polling process via mobile ballot box start and when does it end?
15. If a vehicle is used during mobile voting, for how many observers shall the space in the vehicle be allocated and how are they selected?
16. Does the voting via mobile ballot box entail the inking procedure?
17. After filling in the ballot paper by a voter, how is the ballot paper placed in the mobile ballot box?
18. What are the periods and the rule for establishing the quantity of polling/voting participation?
19. In which case does the PEC decide to expel the person authorized to be present at the polling station and what is the procedure for this measure?
20. In which case may the police enter the polling building?

# 05

## HOW DOES THE PEC CONDUCT THE PROCESS OF SUMMARIZING POLLING RESULTS



Each PEC member, under the PEC chairperson, is responsible for

- Conducting the process of summarizing polling results in an organized and transparent manner
- Creating conditions for the persons authorized to be present at the polling building to observe the process of summarizing polling results without any impediment;
- Ensuring due transfer of preliminary polling results counted by electronic devices to the upper election commission and information publicity in an electoral precinct
- Performing in good faith the functions assigned in the process of counting the ballot papers by hand and protecting the data accuracy
- Ensuring confirming by signature of the summary protocol of the polling results, delivering to the upper election commission and publicity of the protocol in an electoral precinct

### Closing electoral precincts

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, under 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. The registrars, under the instructions of the PEC chairperson shall seal the slots of opaque boxes intended for placing voter verification receipts.

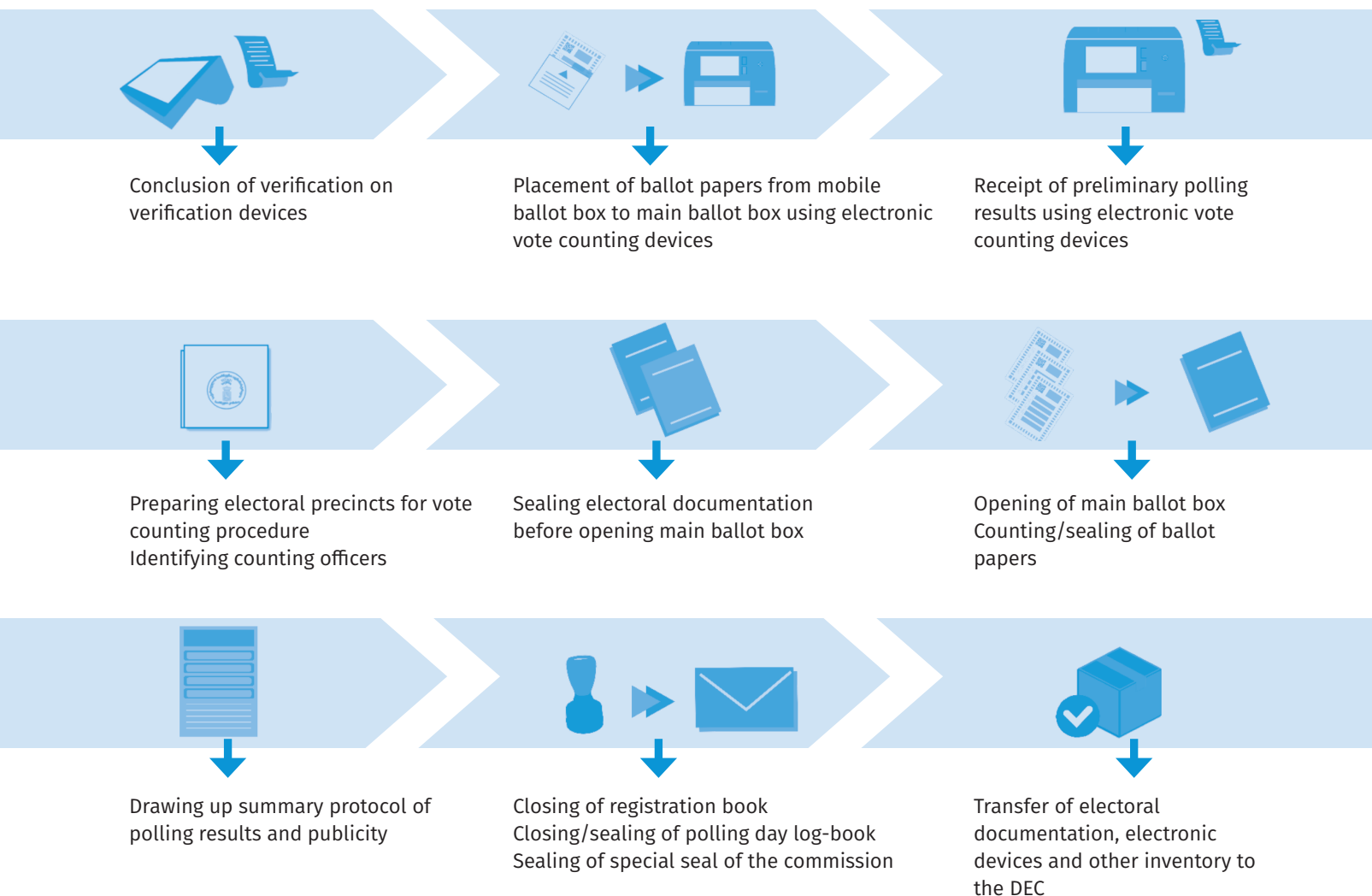
Upon conclusion of the polling, The PEC secretary shall enter on pages 26 and 27 of the polling day log-book the full names of all PEC members present at the polling station when counting the votes (indicating the subjects which elected/appointed them and the telephone numbers), and also the full names of all other persons (specifying the organisation or electoral subjects having nominated them and the telephone numbers) authorized to be present at the polling station. The polling day log-book registration of the mentioned persons is certified with signature.

Sample of respective polling day log-book page

| № 112 საარჩევნო ოლქი   |                   | №112.07                  |                          | საარჩევნო უბანი |               |
|--|-------------------|--------------------------|--------------------------|-----------------|---------------|
| ხმების დათვლის დროს კენჭისყრის შენობაში<br>მყოფ პირთა მონაცემები |                   |                          |                          |                 |               |
| №  | სახელი, გვარი     | სტატუსი                  | წარმდგენის დასახელება    | ტელეფონი        | ხელმოწერა     |
| 1  | ნინო ნინიძეილი    | თავმჯდომარე              | საოლქო საარჩევნო ყომისია | 551526936       | ნ. ნინიძეილი  |
| 2  | გიორგი ვითოშაძე   | ძირითადი                 | საოლქო საარჩევნო ყომისია | 558956321       | გ. ვითოშაძე   |
| 3  | დავით დავითაია    | ძირითადი                 | საოლქო საარჩევნო ყომისია | 599896523       | დ. დავითაია   |
| 4  | სალომე სოლომონიძე | ყოფილი წევრი             | პოლიციის წევრი III       | 598784631       | ს. სოლომონიძე |
| 5  | გიორგი ჭიჭიჭიძე   | ადგილ. დამკვირვებელი     | აიპ „მომავლის იმედი“     | 599814523       | გ. ჭიჭიჭიძე   |
| 6  | ნეცა ყობილაძე     | სუბიექტის წარმომადგენელი | პოლიციის წევრი III       | 571120595       | ნ. ყობილაძე   |

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

Upon conclusion of the polling, the PEC chairpersons and members begin to prepare for summarizing the polling results. For this purpose, they conduct these procedures in the following order:





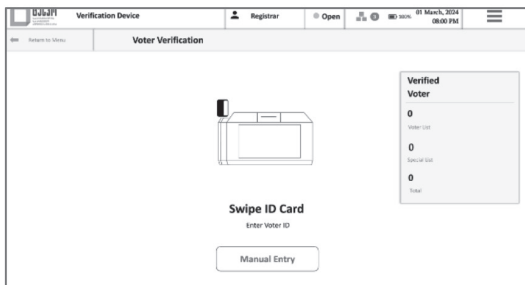
## Conclusion of verification process on verification devices

Upon conclusion of the polling process, the PEC chairperson shall:

- ✓ Assign to one of the registrars printing from voter verification device the receipt/report indicating the total number of voters participating in the polling/elections;
- ✓ Transfer the printed final report to the commission secretary for keeping;
- ✓ Close verification process using individual code/password.

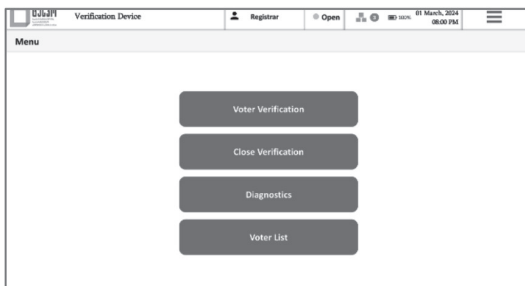
The PEC deputy chairperson, in parallel with the process, makes relevant notes in the audit confirmation form of the polling through electronic means.

*Scheme N6. Illustration of stages of verification process conclusion on devices*



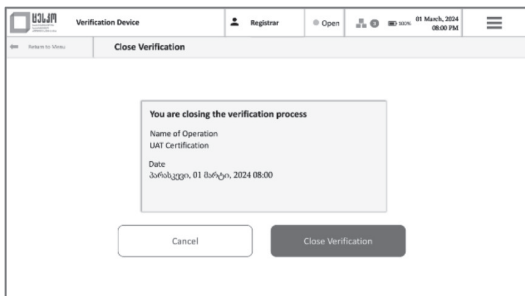
{I}

To close verification process, the commission chairperson clicks on the button “Return to menu”.



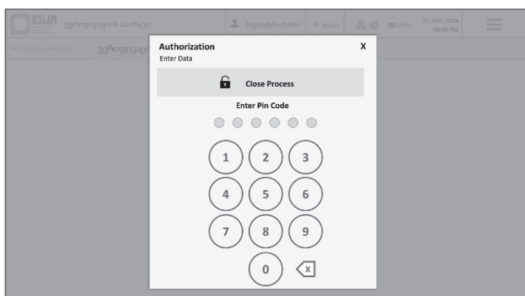
{II}

In the menu the chairperson clicks on the button “Close verification”.



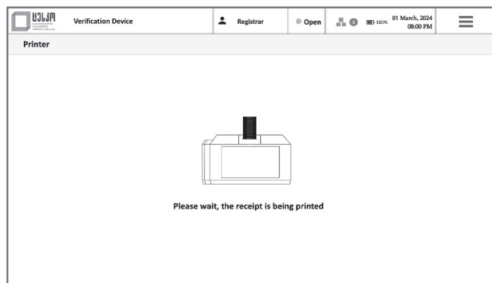
{III}

The chairperson clicks on the button “Close verification”.



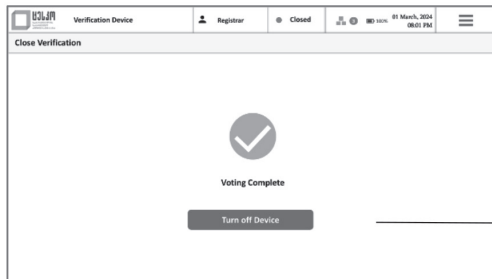
{IV}

To close verification process, the commission chairperson enters individual code/password.



{V}

Upon closing of verification process, the final reports are automatically printed from devices.



{VI}

The commission chairperson turns off the devices by clicking on the button "Turn off the device".

### Opening mobile ballot box

After closing of electoral precinct, the mobile ballot box shall be opened first. 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.

In case of more than one mobile ballot box at the electoral precinct, the integrity of the seal shall be checked on each box.

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 decree (the DEC shall be notified on the given fact). Otherwise, the ballot box shall be sealed and immediately transmitted to the DEC together with the PEC decree.

In parallel with the process, the commission chairperson explains to the persons authorized to be present in the polling building that to receive information on closing of polling process on special vote counting devices and preliminary polling results, the commission starts the process of placing the ballot papers from mobile ballot box to main ballot box using special electronic vote counting devices.

The commission chairperson and/or the commission members designated by him/her removes metal binders from ballot paper envelopes of the mobile ballot box and, in accordance with the established rule, places ballot papers in special electronic vote counting device in such a way that the vote cast by a voter is impossible to see.

In case, where:

- ✓ the number of ballot papers in a special frame envelope taken out from mobile ballot box exceeds the required number, such ballot papers shall be put aside, the ground for invalidity "exceeding the number of ballot papers" shall be written on them and they will be added to the number of invalid ballot papers detected in the main ballot box.
- ✓ special electronic vote counting device will return the ballot paper taken out from the mobile ballot box, such ballot paper will be put aside in such a way that the vote cast by a voter is impossible to see and later will be mixed with the ballot papers taken out from the main ballot box for counting purposes.

Upon detecting such cases, the commission chairperson shall draw up the act indicating the fact, that is signed by the commission chairperson with every commission member and special group members (if any). The commission chairperson enters the act drawn up by the PEC into polling day log-book.

If mobile ballot box contains the ballot paper designated for another polling station or of unidentified type, the commission chairperson/the PEC member shall put aside such ballot paper. The ballot papers designated for another polling station shall be deemed invalid, bound in separate packages, its quantity is not indicated in summary protocol of the polling results and is noted only in the polling day log-book.

### Information on preliminary polling results

After conclusion of the process of placing the ballot papers from mobile ballot box to main ballot box, the commission chairperson shall in the following order:

- ✓ Close the polling process on special electronic vote counting devices;
- ✓ Synchronize preliminary polling results on devices;
- ✓ Consolidate the results on one of the devices, upon which the report of the preliminary polling results is printed.

After the report of the preliminary polling results is printed, the commission chairperson inserts the memory card in the same special electronic vote counting device from which the said report was printed. Once the consolidated data is transferred to the memory card, the special electronic vote counting devices (with other device) are turned off.

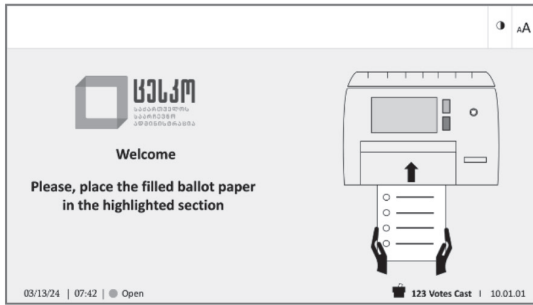
Illustration of closing of polling process on devices, synchronizing and consolidating of results is presented on Scheme N7.

The consolidated excerpt of the preliminary results printed from the special electronic vote counting device shall be signed by the commission chairperson and the commission secretary and sealed by the commission seal. One copy of the excerpt will be kept in the polling day log-book, the second excerpt will be posted for public review. Moreover, apart from the excerpt of the preliminary results, certified copy of the act drawn up by the PEC (if any) must be posted in a visible place, that was drawn up due to circumstances revealed in the process of placing the ballot papers from mobile ballot box to main ballot box (the device returned the ballot paper taken out of the mobile ballot box; the number of ballot papers in a special frame envelope taken out from mobile ballot box exceeds the required number).

The PEC deputy chairperson, in parallel with the process, makes relevant notes in the audit confirmation form of the polling through electronic means.

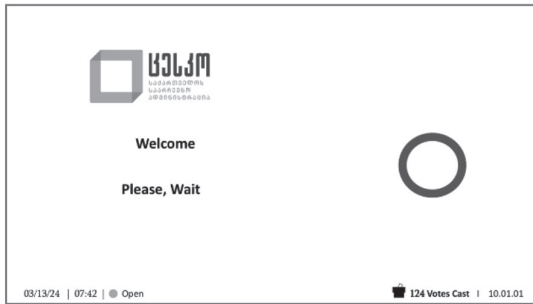
If an excerpt of the preliminary results is not printed from the special electronic vote counting device or an excerpt with technical defect is printed, the procedure of vote counting and drawing up of summary protocol of polling results continues unimpeded.

*Scheme N7. Illustration of closing of polling process, synchronizing and consolidating of results*



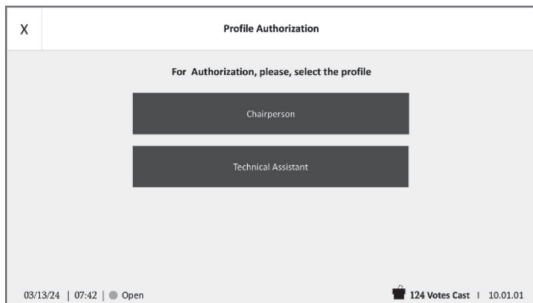
{I}

The commission chairperson enters the control panel of the program by inserting special key in the slot on the devices.



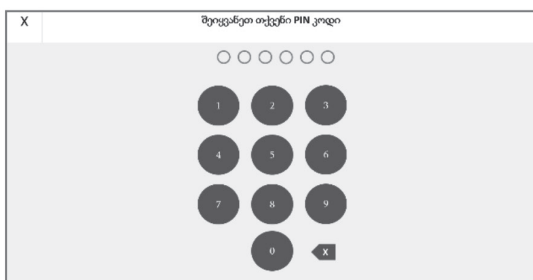
{II}

Control panel starts to load on devices, continues for several seconds.



{III}

The commission chairperson chooses the button “Chairperson” on device screen, for the purpose of closing polling process.



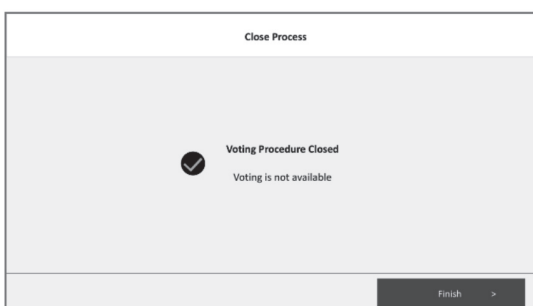
{IV}

The commission chairperson enters individual code/ password on devices.



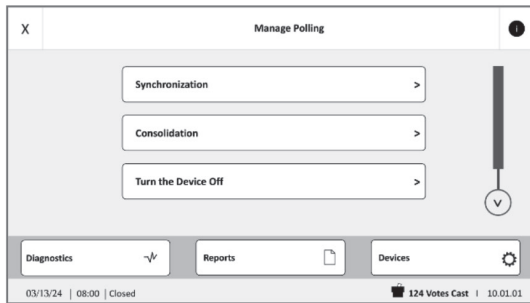
{V}

The commission chairperson chooses the button “Close the polling process” on device screens and, to confirm closing, enters individual code/password for the second time.



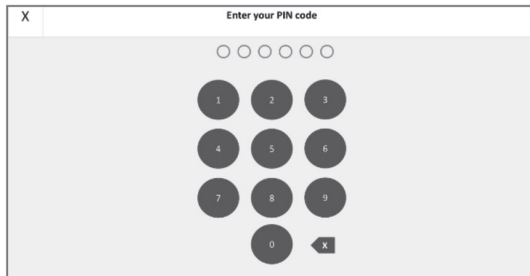
{VI}

To confirm closing the polling process, the commission chairperson clicks on the button “Completed”.



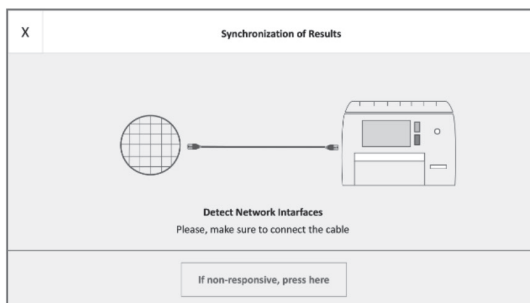
{VII}

For the purpose of data exchange between devices (for data sum up - synchronization), the commission chairperson chooses the button “Synchronization of results“.



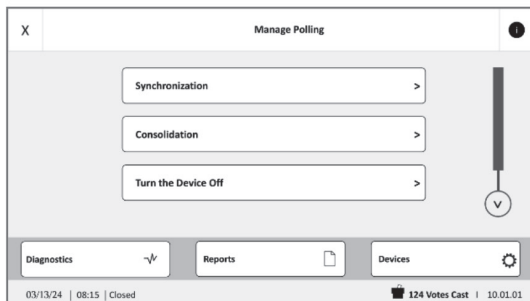
{VIII}

The commission chairperson enters individual code/ password on devices.



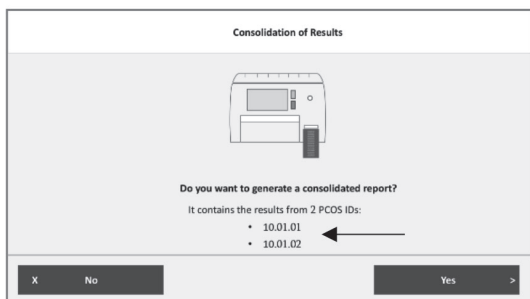
{IX}

Devices automatically perform synchronization (data exchange).



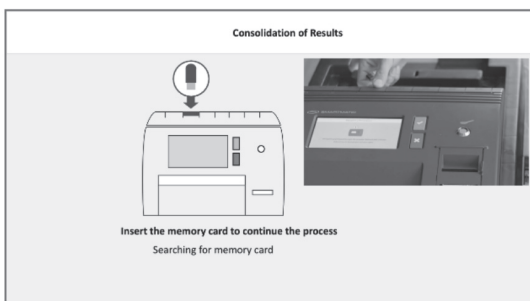
{X}

After conclusion of synchronization process, the commission chairperson consolidates the results.



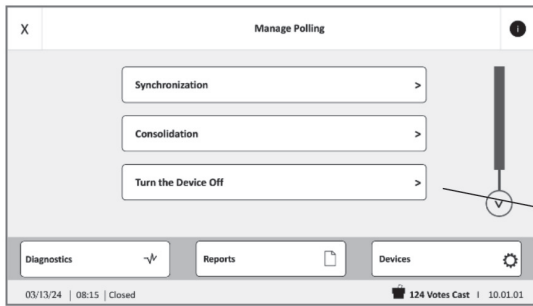
{XI}

The screen shows notification on the number of devices of consolidated data. Then an excerpt of the preliminary results is printed automatically, in two copies.



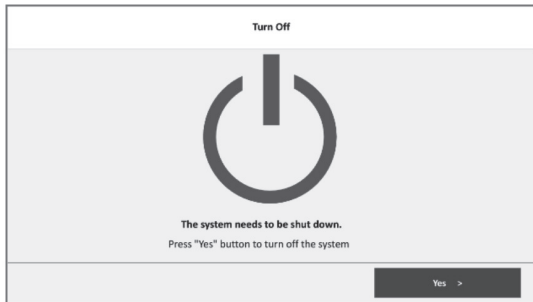
{XII}

After printing an excerpt of the preliminary results, the commission chairperson connects external memory card to the part of vote counting device, from which the consolidated report was printed. Consolidated data or results is automatically downloaded on the memory card.



{XIII}

After downloading results on external memory card, the commission chairperson clicks on the button “Turn off”.



{XIV}

The commission chairperson turns off devices by clicking on the button “Yes”.

The PEC chairperson sends the preliminary results to the CEC using the tablet, for this purpose connects the tablet with the memory card containing consolidated data on preliminary results.

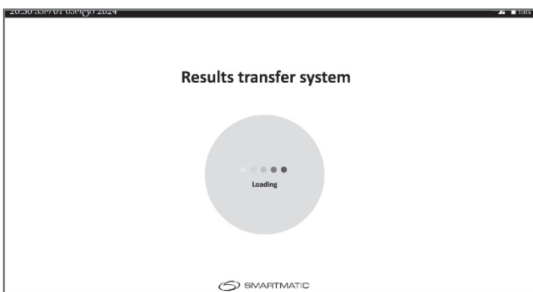
In case of technical error of the tablet is detected (there is a problem with the application of preliminary results or etc.) and the error was not dealt with, the information on the data specified in the consolidated excerpt of the preliminary results is sent by a device (e.g. smartphone) of a person designated by the commission chairperson to the person designated by the DEC in advance or to the person authorized by the CEC.

If uninterrupted mobile communication and internet access is not available at the electoral precinct, in such case, the information on the data specified in the consolidated excerpt of the preliminary results may be provided to the CEC from the outside territory of the polling building.



{I}

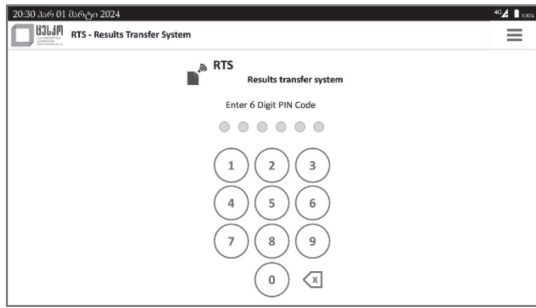
The commission chairperson activates the program downloaded on the tablet by clicking on the button.



{II}

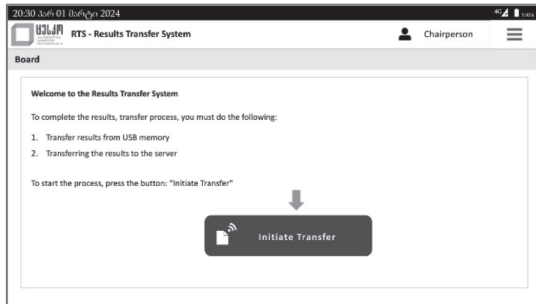
The commission chairperson activates the program downloaded on the tablet by clicking on the button.

*Scheme N8. Illustration of transmitting the preliminary results data to the CEC*



{III}

The commission chairperson enters special, individual code/password and confirms the process activation.



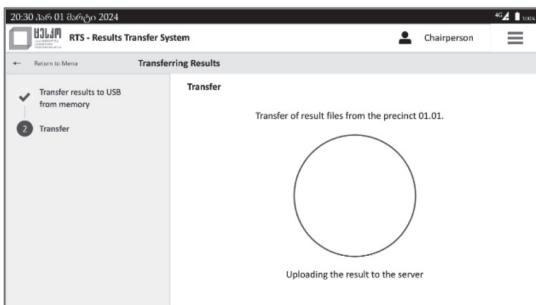
{IV}

The commission chairperson clicks on the button "Start transmission".



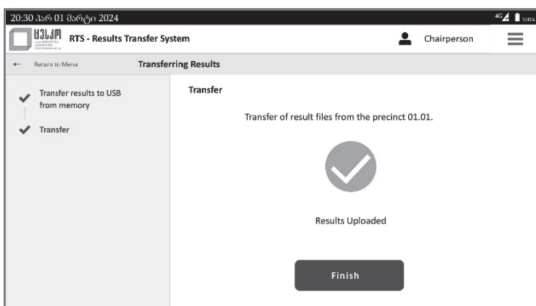
{V}

The commission chairperson connects the memory card to the tablet and starts sending the data by clicking on the button "Transmit".



{VI}

Process of transmitting the consolidated preliminary results continues for several seconds.



{VII}

The commission member ends the process of transmitting the result on the tablet by clicking on the button "End".



### Preparing electoral precincts for the procedure of counting votes

The PEC chairperson prepares the polling place for the procedure of counting votes. The PEC chairperson shall, in the presence of the persons authorised to be present at the polling place, select by casting of lots at least four counting officers.

Procedure of distribution of functions among the commission members by casting of lots:

- ✓ the PEC chairperson shall prepare slips of paper of the same form and type according to the number of the members of the commission. The PEC chairperson shall write, with the same writing implement, on the slips of paper the name of the function to be distributed – ‘first counting officer’, ‘second counting officer’, ‘third counting officer; fourth counting officer’.
- ✓ The PEC chairperson shall certify the slips of paper for casting of lots with signature and a special stamp and fold the slips of paper for casting of lots in such a way that it is impossible to read the text and place them on the table.
- ✓ The commission members participating in casting of lots shall pick up the papers one by one.

The commission secretary shall enter the results of casting of lots to page 3 of the polling day log-book.

The commission chairperson shall select, by 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 casting of lots from among the commission members. The representatives of those electoral subjects that appointed the commission members that are counting officers selected by casting of lots do not participate in casting of lots.

The observers shall select from within their members not more than 2 supervisors by mutual agreement. If observers fail to come to an agreement, the commission chairperson shall select 2 supervisors from among them by casting of lots.

The commission secretary shall also enter to page 3 of the polling day log-book data of representatives participating in the process of counting valid and/or invalid ballot papers and of supervisors selected from among the observers.

Sample of respective polling day log-book page

| ხმების დათვლის პროცედურისთვის საუბნო საარჩევნო კომისიის წევრთა შორის წილისყრით ფუნქციათა განაწილების შედეგები |                         |                                 |                           |
|---|-------------------------|---------------------------------|---------------------------|
| №   | კომისიის წევრის ფუნქცია | კომისიის წევრის სახელი, გვარი   | კომისიის წევრის ხელმოწერა |
| 1.  | I მთვლელი               | ინა ინაძვილი                    | ი. ინაძვილი               |
| 2.  | II მთვლელი              | ლალი ლალიაძვილი                 | ლ. ლალიაძვილი             |
| 3.  | III მთვლელი             | დავით დავითაძე                  | დ. დავითაძე               |
| 4.  | IV მთვლელი              | ნიკოლოზ ნიკაძვილი               | ნ. ნიკაძვილი              |
| ფუნქცია   |                         | სახელი, გვარი                   |                           |
| ნამდვილი ან/და ბათილი საარჩევნო ბიულეტენების დათვლის პროცესში მონაწილე 2 წარმომადგენელი                       |                         | კალო კანანაძე<br>დავით დავითაძე |                           |
| 2 მეთვალყურე, რომელიც აკვირდება დათვლის მთელ პროცედურას   |                         | ვიტორი ტეიძე<br>ნიკოლოზ ევლიაძე |                           |

Counting officers shall stand at desk and take their places on opposite sides so as to maintain two meters' distance between the PEC members and persons authorised to be present at the polling station (they have to be able to see the process of sorting and counting of ballot papers).

Supervisors selected from among the observers representatives identified through casting of lots and representatives of electoral subjects shall take his/her place next to the counting officers.

The commission chairperson shall take a position that enables him/her to see all the counting officers. The commission chairperson shall bring to the desk of counting officers the following:

- ✓ mobile ballot box list (where available);
- ✓ spoiled ballot papers;
- ✓ unused ballot papers kept by the registrars;
- ✓ main ballot boxes.

The commission secretary, before opening the ballot box, for the purpose of sealing, shall place separately in packages the following:

- ✓ list of mobile ballot box (where available);
- ✓ spoiled ballot papers;
- ✓ unused ballot papers kept by the registrars (before packaging, the commission secretary shall cut off corners of these ballot papers).

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

After sealing the mobile ballot box list and unused/spoiled ballot papers, the commission secretary shall record the number of cases related to the discrepancy between the voter's face and the photographs in presented document and the list of voters, and also the number of documents attached to the polling day log-book (enter the relevant data into the polling day log-book). The commission 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 main ballot boxes, counting/sealing the ballot papers**

The PEC chairperson shall first open the mobile ballot box. The PEC chairperson shall check the integrity of the seals on the main ballot boxes and opens the main ballot boxes in the presence of the commission members and persons authorized to be present at the polling building.

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

The counting officers shall mix the special frame envelopes from the main ballot boxes and begin the process of sorting/counting the ballot papers.

For the purpose of sorting and counting the ballot papers, the first counting officer shall take the ballot paper, announce to whom the vote was cast, transfer the ballot paper to the second and third counting

officer, according to the electoral subject, whereas the invalid ballot papers shall be transferred to the fourth counting officer (where available).

Only those standard ballot papers shall be valid, on which the corresponding circle in front of the name of an electoral subject is coloured and/or marked, regardless of the presence of any other type of note/inscription on the ballot paper (where such note/inscription exists).

A standard ballot paper shall be deemed invalid if:

- ✓ the corresponding circle in front of the name of more than one electoral subject is coloured and/or marked;
- ✓ no corresponding circle in front of the name of any electoral subject is coloured and/or marked.

After all ballot papers are sorted, the commission chairperson shall instruct the counting officers to count:

- ✓ ballot papers declared invalid (including the ballot papers from mobile ballot box the number of which in a special frame envelope exceeds the number required);
- ✓ votes given to each electoral subject.

The commission chairperson shall announce the number of votes given to each electoral subject. The commission chairperson together with the commission secretary shall verify the accuracy of the data: if the sum of the votes received by the electoral subjects and invalid ballot papers exceeds the number of voters participating in polling/voting, the commission chairperson instructs the counting officers to recount the data.

The commission secretary shall enter the ballot papers counting results into the polling day log-book and into the respective demonstration protocol of polling results.

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

- ✓ invalid ballot papers;
- ✓ invalid ballot papers designated for other electoral precincts (where available). The number of invalid ballot papers designated for other electoral precincts shall be noted only in the polling day log-book;
- ✓ piles of ballot papers belonging to electoral subjects.

Only one type of documentation shall be sealed in each envelope/package.

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 subject (title) and the number of votes received by it, as well as the number of ballot papers in this package.

The name and number of district and precinct election commissions, type (invalid) and number of ballot papers shall be written on the package of invalid ballot papers.

The sealed packages shall be signed by counting officers and the commission chairperson. The liability for non-fulfilment of the said requirements shall be imposed on the PEC Chairperson.

## Drawing up the summary protocols of polling results

Polling results shall be evidenced only by summary protocols of polling results of the PEC drawn up in accordance with the rule established by the Election Code.

Summary protocols of polling results of the PEC shall be printed on paper with protective markings, shall be assigned individual numbers. The following information shall be reflected in the relevant protocol summarizing polling results of the PEC:

- ✓ the name of the election and the date of polling;
- ✓ the number and title of the election district;
- ✓ the number of the electoral precinct;
- ✓ the number of electoral precinct created in exceptional cases (if any), which is attached to the main electoral precinct;
- ✓ in column N1 – the number of voters on the unified list;
- ✓ in column N2 – the number of received ballot papers;
- ✓ name of electoral subject (with reference to sequential number);
- ✓ year and month of drawing up the protocol.

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

- ✓ in column N3 – the number of voters on the special list;
- ✓ in column N4 – the number of voters participating in the polling/elections at 12:00 and 17:00;
- ✓ in column N5 – the total number of voters participating in the polling/elections;
- ✓ in column N6 – number of ballot papers declared invalid;
- ✓ the number of the votes received by electoral subjects.
- ✓ the number of special seal of the commission.

In columns N2, N3, N4, N5, N6, as well as in the columns of the number of votes received by electoral subjects, 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 if an empty box/boxes remain in the relevant data column, it is obligatory for the commission secretary to enter the symbol “X” in the empty box/boxes.

*Sample of drawing up summary protocols of polling results*

|          |   |          |          |          |          |
|----------|---|----------|----------|----------|----------|
| <b>5</b> | The total number of voters participating in the elections | <b>1</b> | <b>2</b> | <b>3</b> | <b>6</b> |
|          | Number of unit rank                                       | -----    |          |          |          |
|          | Number of tens rank                                       | -----    |          |          |          |
|          | Number of hundreds  | -----    |          |          |          |
|          | Number of thousands                                       | -----    |          |          |          |

|          |   |          |          |          |          |
|----------|---|----------|----------|----------|----------|
| <b>6</b> | Number of ballot papers declared invalid<br>(the number of ballot papers designated for other precincts is not added) | <b>X</b> | <b>X</b> | <b>X</b> | <b>4</b> |
|          | Enters the symbol „X“   | -----    |          |          |          |

All of the PEC members are required to sign a summary protocol of polling results, which confirms their presence at the electoral precinct. If a PEC member does not agree with the data entered in the summary protocol of polling results of the PEC, 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 commission member disagrees certifying by his/her signature). Even in case of expressing a dissenting opinion, the PEC member is obliged to sign the summary protocol of polling results, in the relevant box for the signature of the commission members.

The summary protocol of polling results drawn up by the PEC shall have legal force, if it is signed by the majority of the PEC members.

The summary protocols of polling results should also indicate the date and time (hours and minutes) of their drawing up.

*Sample from the summary protocol of polling results*

შედგენის თარიღი - "26" 10. 2024 წ., დრო: 21 საათი 45 წუთი, კომისიის ბეჭდის ნომერი 11207

The summary protocols of polling results shall be certified 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.

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 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, for the purpose of correcting the error, in the summary protocol of polling results, a notation "amended" - shall be made next to the relevant data in the summary protocol and the amendment protocol shall be drawn.





### Publicity of the summary protocol of polling results

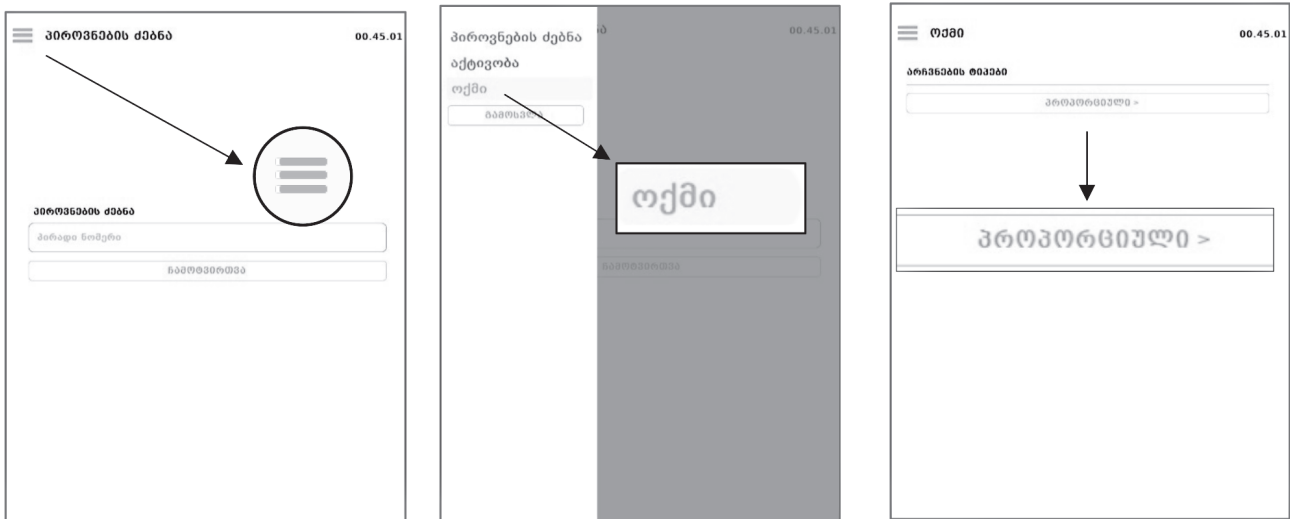
The PEC shall immediately, upon filling in send the photocopy of the summary protocol of polling results to the CEC via technical device at its disposal (tablet). For this purpose, the PEC chairperson shall make the photocopy of the summary protocol via tablet and send it to the CEC.

In case technical error of the tablet is detected (there is a problem with the application using which the summary protocol of polling results is sent) and the error was not dealt with, the summary protocol of polling results is transmitted to the DEC by the authorized persons of the PEC with other electoral documentation; the DEC ensures that the protocol is uploaded to the electronic management system.

If uninterrupted mobile communication and internet access is not available at the electoral precinct, in such case, the summary protocol of polling results may be provided to the CEC from the outside territory of the polling building, or the summary protocol of polling results is transmitted to the DEC by the authorized persons with other electoral documentation; the DEC ensures that the protocol is uploaded to the electronic management system

The CEC, using the tablet, is also provided with photocopy of the amendment protocol (if any), photocopy of the dissenting opinion of the commission members (if any), photocopy of the explanatory note of the commission member/commission secretary on the summary protocol (if any), photocopy of the act drawn up by the commission due to circumstances revealed in the process of placing the ballot papers from mobile ballot box to main ballot box (if any).

*Scheme N9. Illustration of the process of sending the summary protocol photocopy to the CEC*



{I}

After program activation, the commission chairperson enters the program menu.

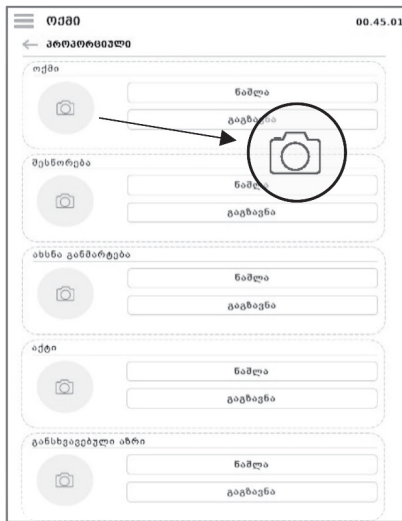
{II}

The commission chairperson clicks on the button "Protocol".

{III}

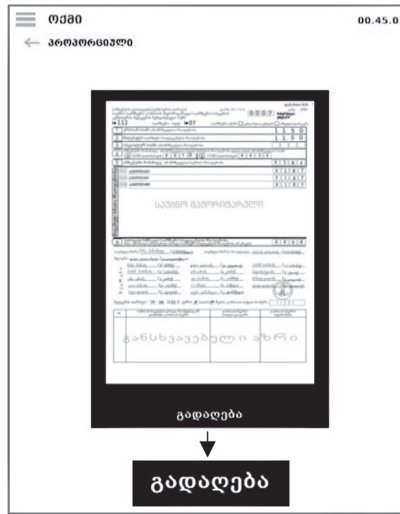
The commission chairperson clicks on the button "Proportional".





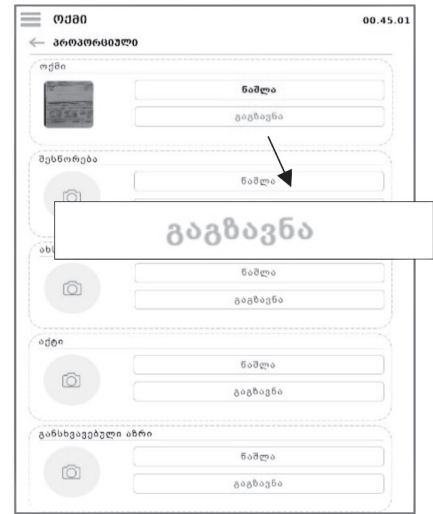
{IV}

The commission chairperson clicks on the digital camera button.



{V}

The commission chairperson clicks on the button “Photocopy” and makes a protocol photocopy using the device.



{VI}

For the purpose of sending the protocol photocopy, the commission chairperson clicks on the button “Send”.

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

The copies of the summary protocol and of the amendment protocol (where available) shall be certified by the special seal of the commission and the signatures of the commission chairperson and the secretary. Receipt of photocopies is confirmed by the recipient person by signing in the log-book of the polling day and the registration book.

A summary protocol and its copy, certified as duly defined, shall have equal legal force.

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

The commission secretary, upon issuance of summary protocol photocopies, shall close the registration book and the polling day log-book. For this purpose, the commission secretary, after the last entry of the the registration book and the polling day log-book makes the note “Closed”, indicating the date, exact time, certifying the entry with the commission chairperson by signature and special seal of the commission.



The PEC chairperson or the commission deputy chairperson, with other sealed documentation, on the basis of delivery and acceptance act, shall transfer to the PEC authorized person in the DEC storage:

- ✓ sealed boxes designated for placing voter verification receipts printed from the voter verification devices;
- ✓ voter verification devices, special electronic vote counting devices;
- ✓ tablet.

Safe transportation of voter verification devices, special electronic vote counting devices and tablets is important.

### Questions for Knowledge Self-Assessment

1. How does the PEC act, if at the time of polling completion (at 20:00) voters are queuing?
2. Who is responsible and under what procedure is the voter verification process completed on voter verification device?
3. For what purpose and under what procedure is the mobile ballot box opened?
4. What happens when there is more than one ballot paper in the special frame envelope taken out from the mobile ballot box?
5. What happens in case, where special electronic vote counting device returns the ballot paper taken out from mobile ballot box?
6. Who is responsible and under what procedure is the polling process completed on special electronic vote counting device?
7. What is a consolidated excerpt and is the data indicated therein sent to the CEC?
8. How does the PEC chairperson identify the counting officers?
9. How does the PEC chairperson identify the representatives of electoral subjects having the right to participate in the process of ballot paper counting?
10. Under what procedure are the unused ballot papers kept by the registrars sealed?
11. What happens, in case
  - ✓ integrity of the seal of the mobile ballot box was damaged?
  - ✓ integrity of the seal of the main ballot box was damaged?
12. In which case is the standard ballot paper deemed invalid?
13. What is indicated on the ballot paper packages of electoral subjects?
14. While sealing electoral documentation/inventory, who signs the following
  - ✓ strip of the sealed package of mobile ballot box list?
  - ✓ strip of the sealed package of ballot papers of electoral subjects?
  - ✓ strip of the sealed package of special seal of the commission?
  - ✓ strip of the sealed package of the polling day log-book?
15. Who signs the summary protocol of polling results?
16. In which case is the summary protocol of polling results deemed to have legal force?
17. What happens in case, if an error was made in entering the data in the columns of the number of votes received by the candidates during filling in the summary protocol of polling results?
18. What happens in case, if an error was made in entering the date/time during filling in the summary protocol of polling results?
19. How does the PEC ensure the publicity of the summary protocol of polling results?
20. Under which procedure does the PEC make available the photocopy of summary protocol to all persons authorised to be present at the polling place?
21. Who is responsible for handing over to the DEC of sealed electoral documentation/inventory, and electronic devices from the PEC?

## 06

### HOW DOES THE PEC RESPOND TO POLLING DAY APPLICATIONS AND COMPLAINTS



The PEC responds to/prevents complaints adhering to the legislation in a precise and consistent manner. The PEC, under the instructions of the chairperson, in connection with the polling day applications/complaints shall ensure:

- Transparent and impartial conduct of the process
- Instruction of interested persons on submitting applications/complaints and registration procedure
- Ethical communication with the persons submitting applications/complaints
- Proper investigation of facts and circumstances in connection with the applications/complaints and adequate response

#### **Submitting and registration of applications/complaints on the polling day**

The representatives of electoral subjects and observers of domestic observer organisations shall have the right to submit applications/complaints to the PEC related to the polling and vote counting procedures.

The application or a complaint regarding the violation of the polling procedure in the electoral precinct shall be made by the authorised person upon the moment when the violation was noticed, from 06:45 of the polling day till the opening of the main ballot box, and the application/complaint regarding the violations of the procedures for counting the votes and summarizing the polling results (requesting the revision or declaring void of the polling results) shall be made from the time of opening the main ballot box till the time of drawing up of the summary protocols of polling results.

The representatives of electoral subjects and observers of domestic observer organisations shall have the right to submit the application/complaint made on the polling day to the PEC chairperson, to the deputy chairperson or the commission secretary. The commission secretary shall register the application/complaint in the registration book and the polling day log-book and issue a notice to the applicant/complainant indicating the date, time and registration number of the application/complaint.

If the persons authorised to be present in the polling station have observed (discovered) a violation during the registration of the complaint, the decision on the registration related to this complaint shall be made by the PEC.

The representatives of electoral subjects/observers shall have the right to record on page 10 and the following pages of the polling day log-book claims, complaints, and comments related to the voting procedure on the polling day. In such a case, the person shall specify their first and last names, and address (as provided on the identity card of a citizen of Georgia).

No one shall have the right to prevent any person authorised to be present at a polling place from recording claims, comments and complaints in the log-book.

**Rule on identifying deficiency of applications/complaints made on polling day**

The PEC secretary, the commission chairperson or deputy chairperson may identify a deficiency to the applicant/complainant and establish the reasonable deadline for its correction 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 has the right to correct the defect within the set deadline by submitting the same or a new application/complaint (indicating the data due to which the deficiency was identified). The commission secretary shall make the respective note in the registration book – „a defect“. The applicant/complainant and the relevant commission head officer shall sign along the note.

The parties shall determine the deadline for eliminating the deficiency. 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 correction of the defects, the commission secretary, the commission chairperson or deputy chairperson shall make a note – “corrected” - in the registration book, indicating the exact time and date of the correction. The applicant/complainant and the relevant commission head officer shall sign along the note.

If the defect has not been corrected within the specified deadline, the application/complaint shall not be reviewed.

**Responding to applications/complaints made on the polling day**

The chairperson/commission of the precinct election 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 application/complaint, the commission secretary shall write “the violation has been eliminated” in the polling day log-book and shall indicate the exact time.

Sample of respective polling day log-book page

| კენჭისყრის პროცედურების დარღვევის შესახებ<br>განცხადების/საჩივრის რეგისტრაცია |  |   |
|---|--|---|
| რეგისტრაციის №  | განცხადების/საჩივრის არსი  | განცხადებაზე/საჩივარზე რეაგირება ზუსტი დროის მითითებით (დარღვევა აღმოფხვრილია)  |
| 2   | <i>ამომსჩიველია მეცხვრეწიანი, ანდოებს მნიცქდურას, ურდოდაქციის დაბადასტერტული ჩიითაანუ ან აქიოებს ჰდომოქრმს</i> | <i>ურდოდაქციის დაბადასტერტული ჩიითაანუ სდის აქმს შიდათიო ამომსჩიველი. მეცხვრეწიანი ან ანდოებს მნიცქდურას. 17: 00 საათი.</i> |

If the PEC chairperson/precinct election commission has not eliminated the violation or has refused to respond to the application / complaint in any other way, an observer / representative of an electoral subject or another observer / representative of an electoral subject of the same observer organization shall have the right to immediately appeal the violations revealed from the moment of opening of the electoral precinct (from 06:45) until the opening of the main ballot box to the respective DEC (the DEC shall be obliged to take appropriate measures to eliminate the violation).

If the PEC chairperson/precinct election commission has not eliminated the violation or has refused to respond to the application/complaint in any other way, an observer/representative of an electoral subject or another observer/representative of an electoral subject of the same observer organization shall have the right to appeal the action of the PEC/PEC chairperson to a respective DEC within 3 calendar days (the DEC shall review the application/complaint within 4 calendar days after it is received).

The submitted applications/complaints shall not be reviewed and the PEC shall issue a decree to dismiss the application, 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 not submitted in accordance with the time limit and rule established by law;
- ✓ the defects in the application/complaint have not been corrected within the specified time.

### Questions for Knowledge Self-Assessment

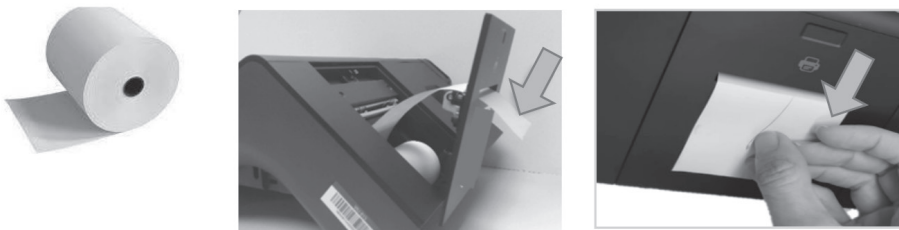
1. Who is entitled to submit to the PEC the applications/complaints on the polling day?
2. Which PEC member identifies deficiency of applications/complaints and in which case does this happen?
3. In which case shall the application/complaint made on the polling day not be reviewed by the PEC?

# ANNEX N1

## INFORMATION DOCUMENT ON SETTING UP ELECTRONIC DEVICES

### Setting up voter verification devices

For proper functioning of verification device, thermal paper must be placed in the right direction.



Correct placement of thermal paper may be checked by drawing on the surface of paper with any solid object or fingernail (a trace must be left on the surface).

To connect each verification device to the power supply, the AC adapter and the adapter cord must be connected to the port on the back of the device.

The adapter cord must be connected to the power supply (to connect to the power supply, the power extension cord may be used, if necessary).



Verification device



AC Adapter



Adapter cord



Power extension cord

After connecting to the power supply, the verification device starts to charge.



Light bulbs on the right side of the device indicate charging.

One may get information on the level of charging of the device by clicking on the button above the light bulbs.

For connecting the devices (synchronization), one end of each ethernet cable must be connected to the port on the side of the device, and the other end of ethernet cable to the hub (the hub ensures connection/synchronization of the devices).





Ethernet cable



Hub



Ethernet cable

To connect the hub to the power supply:

- ✓ The hub charger must connect to the hub;
- ✓ The hub charger must connect to uninterruptible power supply (UPS);
- ✓ Uninterruptible power supply (UPS) must be connected to the power supply (to connect to the power supply, the power extension cord may be used, if necessary).



Hub charger



Uninterruptible power supply (UPS)

The devices must be arranged in such a way that the contact with the cables does not hinder proper functioning of the devices.

## Setting up special electronic vote counting device

For proper functioning of vote counting device, thermal paper must be placed in the right direction.



Correct placement of thermal paper may be checked by drawing on the surface of paper with any solid object or fingernail (a trace must be left on the surface).

To connect each vote counting device to the power supply:

- ✓ The AC adapter and the adapter cord must be connected to the port on the back of the device;
- ✓ The adapter cord must be connected to uninterruptible power (UPS);
- ✓ Uninterruptible power supply (UPS) must be connected to the power supply (to connect to the power supply, the power extension cord may be used, if necessary).



Vote counting device



AC Adapter



Adapter cord



Uninterruptible power supply (UPS)

After connecting to the power supply the light bulb on the back of the vote counting device will be switched on.



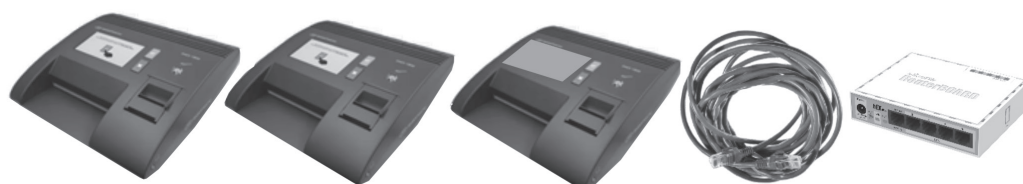
Switched on light bulb on the back of the device indicates correct connection to the power supply.

For connecting the devices (synchronization), one end of ethernet cable must be connected to the respective port on the side of the device, and the other end of ethernet cable to the respective port on the side of another device (ethernet cable ensures connection of the devices for the purpose of data synchronization).



Ethernet cable

In electoral precincts, where there will be 3 vote counting devices placed, for connecting the devices (synchronization) one end of the three ethernet cables must be connected to the respective port on the side of the device, and another end of the ethernet cable to the hub (Router) (the hub ensures connection of the devices for the purpose of data synchronization).



Ethernet cable

Hub

The devices must be arranged in such a way that the contact with the cables does not hinder proper functioning of the devices.

## ANNEX N2

### CONTINUATION OF THE POLLING PROCESS WITHOUT USING ELECTRONIC DEVICES

The procedural differences and respective regulations are set out in the present annex to be considered by the PEC in case when:

- Polling process continues without using voter verification devices;
- Polling process continues without using special electronic vote counting devices.



Matters to be considered before making a decision on continuation of the polling process without using electronic devices.

In case of detection of a technical deficiency during polling process with regard to voter verification or the special electronic vote counting devices, the PEC chairperson makes a decision on the temporary suspension of the polling process, about which he/she is obliged to immediately inform the DEC. As soon as the deficiency is eliminated, the polling continues by means of the device/devices.

In case the polling process was carried out using more than one special electronic device of voter verification and vote counting, and only a part of them stopped functioning due to a technical fault, the polling process will continue using the remaining functional special electronic device/devices of voter verification and vote counting.

In case it became impossible to continue voting with the special electronic devices of voter verification/vote counting, an act is drawn up by the PEC secretary regarding the continuation of polling without the use of the appropriate device/devices, and a corresponding entry is made on page 32 of the polling day log-book.

*Sample of respective polling day log-book page*

| კომისიის თავმჯდომარის გადაწყვეტილება კენჭისყრის შეჩერებისა და ხმის ელექტრონული მთვლელი აპარატის/აპარატების გამოყენების გარეშე კენჭისყრის გაგრძელების თაობაზე              |     |           |
|---|-----|-----------|
| შეჩერების მიზეზი  | დრო | ხელმოწერა |
|   | :   |           |
| კომისიის თავმჯდომარის გადაწყვეტილება კენჭისყრის შეჩერებისა და ამომრჩეველთა ელექტრონული რეგისტრაციის აპარატის/აპარატების გამოყენების გარეშე კენჭისყრის გაგრძელების თაობაზე |     |           |
| შეჩერების მიზეზი  | დრო | ხელმოწერა |
|   | :   |           |

The polling process continues without using voter verification devices

## Polling process

For providing service of polling participation to voters without verification devices, the PEC chairperson ensures adapting of work space in the polling building. For this purpose, the commission chairperson shall:

- ❑ Print from verification device receipt/report indicating the number of voters participating in the polling/turnout at that time (in case any device permits this technically) and hand over to the commission secretary.
- ❑ Instruct the DEC representative to collect verification devices from the registrars' tables and store them in boxes designated for devices in accordance with the established rule.
- ❑ Seal the slots of opaque boxes intended for placing voter verification receipts and store them separately.
- ❑ If necessary, decide on adding more registrars and assign the commission member/members the functions.
- ❑ Hand over to registrars voter lists designated for the electoral commission (desk list with photographs) and registrar rulers, one registrar is also provided with special list of voters (where available).
- ❑ Instruct registrars to post at registration desks the serial numbers and the sequence of last names according to the lists handed over to them.

### I. 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.



The commission member responsible for the regulation of the flow of voters shall:

- ✓ regulate the flow of voters entering the polling building;
- ✓ request voters to present an identification card (electronic identity card of a citizen of Georgia, non-electronic identity card of a citizen of Georgia or passport of a citizen of Georgia);
- ✓ check with an ultraviolet detector whether the voter has been inked.

Considering the verification results:

- ✓ If an inking verification device detects that a voter has been already inked, he/she shall not be given the right to cast a ballot. The commission member regulating the flow of voters explains to the voter that he/she is not admitted to the polling place, and informs the commission secretary on the voter to be recorded in the polling day log-book.
- ✓ If a voter meets the requirements for polling participation, the commission member regulating the flow of voters instructs the voter to go to the registration desk corresponding to the first letter of his/her last name in the list of voters, and lets him/her in the polling place in case if the desk designated for the voter does not have more than two voters standing.

**Description of voter registration procedure.** The registrar requests voters to present an identification document. The registrar verifies the period of validity of the identification document, in case of non-electronic identity card of a citizen of Georgia verifies the date of issue of the document.

If a voter presents expired identification document, or annulled non-electronic identity card of a citizen of Georgia (non-electronic cards issued up to 27 July 2011 are annulled), he/she shall have no right to vote. The registrar explains to a voter the reason for refusal to participate in polling and indicates that he/she will be given this right if valid identification document is presented.

After verification of the period of validity of the document, the registrar checks the compliance of a voter's registration data included in the document presented by the voter with the data provided in the list of voters. The voter shall participate in the polling, if in the respective list of voters, along with the personal number of the citizen of Georgia, gender and photograph, at least 3 of the following data fully corresponds:

- First name;
- Last name;
- Date of birth (day, month, year);
- Address (according to a Georgian citizen's identity card or the Agency database, which also includes the place of registration abroad).



The registrar shall verify compliance of the voter's face and photo in the presented document and the list of voters. In case the registrar considers that there is a discrepancy, he/she shall act in accordance with the regulation set out on page 29 of the present Guide.

In case of verification of voter's data compliance on the list of voters, the registrar places inking on the nail of the thumb or the forefinger of the right hand (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).

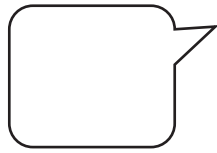
Voters shall not have the right to cast a vote and the registrar will ask them to leave the polling building, if they refuse to undergo the inking procedure.

After the inking procedure, the voter registrar signs in the appropriate line of the unified list of voter and instructs the voter to confirm receipt of the ballot paper by signature on the list.



If in the process of voting it has been revealed that a voter has signed on another voter's signature line on the list of voters, the voter on whose line the signature has been made shall sign in the same signature line. The registrar shall write an explanatory note (indicating the serial number on the unified list of voters, the first name and the last name) on the given fact.

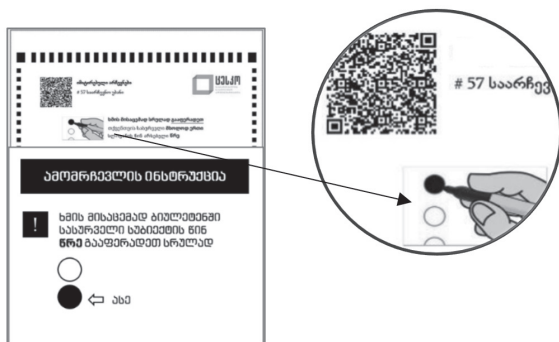
**Procedure of issuing the ballot paper to voters.** After conclusion of voter registration procedure, the registrar explains to the voter the rule on filling in the ballot paper and using special frame envelope.



“For voting completely fill in only the circle in front of your preferred electoral subject on the ballot paper. Do not fold the ballot paper and place the filled ballot paper in the special frame envelope for secrecy of voting.”

After explaining the rule on filling in the ballot paper and using of special frame envelope, the registrar places the ballot paper in the special frame envelope in such a way to completely cover the list of electoral subjects.

The registrar instructs the voter to color the trial circle on the upper side of the ballot paper placed in the special frame envelope.



The trial circle on the upper side of the ballot paper placed in the special frame envelope

After coloring the trial circle on the ballot paper, the registrar gives the voter the ballot paper placed in the special frame envelope and explains that the ballot paper, using the special frame envelope, must be placed in the special electronic vote counting device in such a way that the ballot paper side with the trial circle must face down. Then, the registrar instructs the voter to enter the secret polling booth.

### III. After receiving the ballot paper and a special frame envelope, the voter enters the secret polling booth.

The voter fills in the ballot paper using the special marker and places it in the special frame envelope

During filling in the ballot paper, presence of another person and photo and video filming in a secret polling booth shall be prohibited..

A voter unable to fill out the ballot paper independently, shall have the right to ask any person present at the polling place for help in the polling booth, except for:

- a) a member of the election commission;
- b) a candidate;
- c) a representative of an electoral subject;
- d) an observer;
- e) a representative of the press and other mass media.

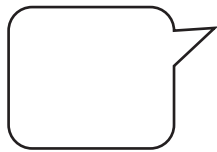
If a voter spoils a ballot paper or a special frame envelope, he/she shall notify the commission chairperson on the given fact. The commission chairperson shall assign a registrar to replace the spoiled ballot paper/special frame envelope with a new one.



The commission chairperson folds the spoiled ballot paper in the presence of the voter in such a way that the electoral subjects are impossible to see, places the metal binder on the folded ballot paper, cuts the corner off, marks with the word 'spoiled' and signs it. The PEC chairperson shall store the spoiled ballot papers separately.

#### **IV. A voter with the ballot paper placed in the special frame envelope shall go to the main ballot box.**

The commission member supervising the ballot box and special electronic vote counting device explains to the voter the rule on placing the ballot paper in the device:'

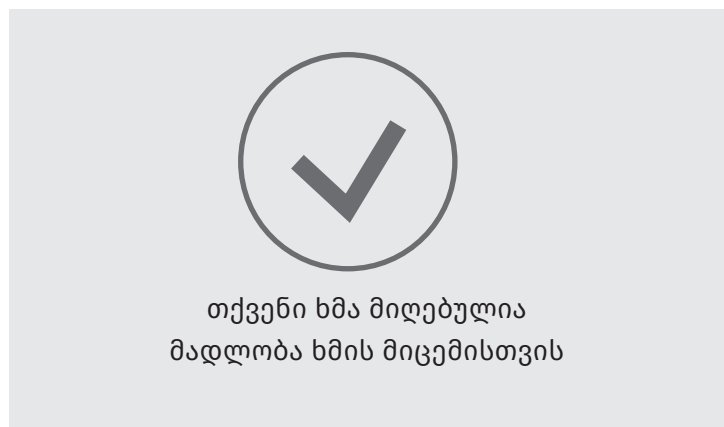


“Place the ballot paper, using the special frame envelope, in the device in such a way that ballot paper side with the trial circle faces down. Hold the envelope lightly so that the device may easily receive the ballot paper. Wait until the device screen shows the message “Your vote is received” and only after this you may leave the polling building.”

A voter places the ballot paper using the special frame envelope in the device installed on the main ballot box. The commission member supervising the ballot box and special electronic vote counting device may assist the voter if he/she is unable to place the ballot paper in the device using a special frame envelope.



*Placing the ballot paper in the special electronic vote counting device*



*Notification confirming placement of the ballot paper in the main ballot box*

If the special electronic vote counting device returns the ballot paper, it may repeatedly be placed in the special electronic vote counting device. In case the ballot paper is once again returned, it will be considered spoiled. The commission chairperson shall assign a registrar to replace the spoiled ballot paper with a new one.

The commission chairperson folds the spoiled ballot paper in the presence of the voter in such a way that the electoral subjects are impossible to see, places the metal binder on the folded ballot paper, cuts the corner off, marks with the word 'spoiled' and signs it. The commission chairperson shall store the spoiled ballot papers separately.



Once the ballot paper is placed in the main ballot box, the voter shall put the special frame envelope on the table designated for such envelopes and shall leave the polling station. The special frame envelopes are given to the voter registrar commission members.

### **Protection of voter personal data**

The persons authorized to be present at the polling station are prohibited to process, use, disclose, transmit and/or disseminate data (including photographing, video recording, collection, recording, storage) on the desk list of voters. This prohibition also concerns the PEC members apart from the case where the acts in connection with voter personal data are necessary for performing duties under Organic Law of Georgia “Election Code of Georgia” and legal acts of CEC.

### **Recording the number of voters participating in the polling/elections**

The number of voters participating in the polling/elections (voter turnout) is established at 10:00, 12:00, 15:00, 17:00. The final number of voters participating in the polling/elections is established after conclusion of polling process.

The polling process shall be completed at 20:00, unless at that time voters are queuing to participate in the polling. As soon as the last registered voter in the queue casts the vote, the polling shall be announced as completed.

In case of continuation of the polling process without using voter verification devices, to establish the number of voters participating in the polling/elections, the PEC chairperson, before storing verification devices in the boxes, prints from verification devices the receipt/report indicating the number of voters/turnout at that time. In case the receipt/report can not be printed from any device, the commission chairperson, at the time for recording the number of voters, opens the sealed opaque boxes intended for placing voter verification receipts for once, counts the number of receipts. The Commission chairperson notes this data. Then the commission chairperson places the receipts in the opaque boxes, seals them and stores separately.

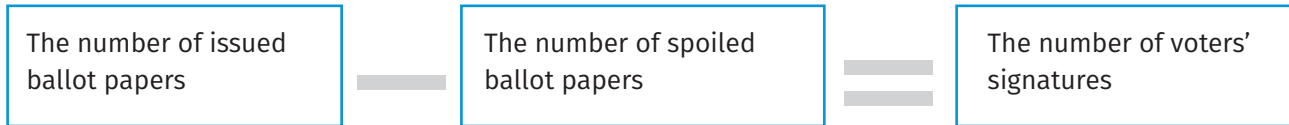
The number of voters participating in the polling/elections is established on the basis of signatures on the list of voters designated for the PEC, counted by the registrars under instruction of the commission chairperson, without restricting the polling process. Data received as a result of recounting voter verification receipts is added to the number of counted signatures on the list of voters.



The registrars, to check the accuracy of the counted data, apart from the number of signatures on the list of voters, shall inform the commission chairperson on the number of issued ballot papers (including the number of spoiled ballot papers handed over to the commission chairperson).

The number of issued ballot papers may be established by comparing the number of ballot papers received from the commission chairperson to the number of ballot papers remaining with the registrar.

The commission chairperson checks the accuracy of the data:



If the difference between the data is established, the voter registrar shall immediately write an explanatory note (the data indicated in the explanatory note shall be considered in the establishment of the number of voters participating in the polling/elections and for the purpose of drawing up the summary protocol of polling results).

The PEC chairperson, shall transfer to the CEC the counted number of voters participating in polling/elections at the time for recording the number of voters via the tablet (see page 39, Scheme N5 - Illustration of the process of transmitting the voter turnout information to the CEC).

The PEC chairperson, enters the number of voters participating in the polling/elections for 12:00 and 17:00, also the total number of voters after conclusion of polling process in the demonstration protocol of polling results and the polling day log-book.

### Conclusion of polling process

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

See the rule on recording the voters queuing at 20:00, the commission members present at the polling station when counting the votes, as well as other persons having the right to be present at the polling station on page 42 of this Guide.

In case of polling without verification devices, upon conclusion of the polling, the PEC chairperson and the commission members start to prepare for summarizing the polling results. For this purpose, they conduct these procedures in the following order:

|   |           |
|---|-----------|
| <input type="checkbox"/> Placement of ballot papers from mobile ballot box into the main ballot box using electronic vote counting devices.   | pp. 45-46 |
| <input type="checkbox"/> Receipt of preliminary polling results using electronic vote counting devices.   | pp. 46-50 |
| <input type="checkbox"/> Preparing electoral precincts for vote counting procedure and identifying counting officers.   | p. 51     |
| <input type="checkbox"/> Sealing electoral documentation before opening main ballot box.<br>Note: Apart from electoral documentation to be sealed given on pages 51 and 52 of the present Guide, the commission secretary separately places in packages: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> the unified list of voters</li> <li><input checked="" type="checkbox"/> the special list of voters (where available).</li> </ul> <input type="checkbox"/> The commission secretary shall specify the name and number of the electoral district, of the electoral precinct, and the type of the election documentation on each package. The sealing line of the sealed packages shall be signed by counting officers and the commission chairperson. | pp. 51-52 |

|  |           |
|--|-----------|
| <input type="checkbox"/> Opening of main ballot box, sealing/counting of ballot papers.  | pp. 52-53 |
| <input type="checkbox"/> Drawing up and publicity of the summary protocol of polling results.  | pp. 54-58 |
| <input type="checkbox"/> Closing of registration book, closing/sealing of polling day log-book, sealing of special seal of the commission<br><br>Note: The regulation, given on page 58 of the present Guide related to sealing of final report printed from verification device, does not operate, if the polling process continues without verification devices. | pp. 58-59 |
| <input type="checkbox"/> Handing over to the DEC of electoral documentation, electronic devices and other inventory.   | pp. 59-60 |



Continuation of the polling process without using special electronic vote counting devices

## Polling process

For providing service of polling participation to the voters without special electronic vote counting devices, the PEC chairperson, in the presence of the commission members and the persons authorized to be present in the polling building, removes the devices from main ballot boxes.

The commission chairperson instructs the DEC representative to store special electronic vote counting devices in the boxes designated for devices in accordance with the established rule.



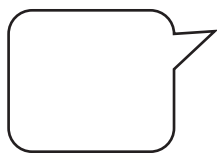
*Slot for placing ballot paper*

A voter may place the ballot paper, without special frame envelope/frame envelope, directly in the main ballot box, using the special slot for placing ballot papers.

In the process of voting without special electronic vote counting devices, only procedure of placing the ballot paper in the main ballot box is changed for the voter, in particular, the voter walking out of secret polling booth must place the folded ballot paper in the main ballot box (without special frame envelope/frame envelope).

See rule on admitting the voter to the polling building and service to be provided to a voter by the registrar on pages 27-31 of the present Guide (registration using verification devices, rule on filling in the ballot paper).

The authorized commission member supervising the main ballot box explains to the voter the rule on placing the ballot paper in the main ballot box:



“Place the folded ballot paper in the main ballot box in adherence to the principle of voter secrecy.”

## Conclusion of polling process

In case of conducting vote counting without special electronic vote counting devices, upon conclusion of polling (concludes at 20:00, or as soon as the last recorded voter queuing at that time casts the vote), The PEC chairperson and the commission members start to prepare for summarizing the polling results. For this purpose, these procedures are carried out in the following order:

|   |           |
|---|-----------|
| <input type="checkbox"/> Conclusion of verification process on verification devices.  | pp. 44-45 |
| <input type="checkbox"/> Placement of ballot papers from mobile ballot box to main ballot box using special slots and upon conclusion sealing main ballot box slots.<br>Note: The procedure of checking the integrity of seals during opening of mobile ballot boxes, measures to be carried out in case of detection of more than one ballot paper in special frame envelope shall remain without changes, in accordance with the regulations set out on respective pages of the present Guide.  | pp. 45-46 |
| <input type="checkbox"/> Preparing electoral precincts for vote counting procedure and identifying counting officers.   | pp. 51-52 |
| <input type="checkbox"/> Sealing electoral documentation before opening main ballot boxes.  | pp. 52    |
| <input type="checkbox"/> Opening main ballot boxes, counting/sealing the ballot papers.<br>Note:<br>✓ Apart from grounds for invalidity of the ballot papers set out on page 54 of the present Guide, the standard ballot paper shall be deemed invalid if the ballot paper was designated for other electoral precinct (such ballot papers are packaged separately and sealed, their number is not entered into the summary protocol of polling results and is indicated only in the polling day log-book).<br>✓ If an unidentified ballot papers is detected in the ballot box, such ballot paper shall be put aside. | pp. 52-53 |
| <input type="checkbox"/> Drawing up the summary protocol of polling results and publicity.  | pp. 54-59 |
| <input type="checkbox"/> Closing of registration book, closing/sealing of polling day log-book, sealing of special seal of the commission.<br>Note: The regulation, given on page 58 of the present Guide related to sealing the consolidated excerpt of the preliminary results printed from the special electronic vote counting device, does not operate, if the polling process continues without these devices.  | pp. 58-59 |
| <input type="checkbox"/> Handing over to the DEC of electoral documentation, electronic devices and other inventory.  | pp. 59-60 |

# ANNEX N3

## CALENDAR OF BASIC MEASURES TO BE IMPLEMENTED BY THE PEC

| September |         |           |          |        |          |        |
|-----------|---------|-----------|----------|--------|----------|--------|
| Monday    | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|           |         |           |          |        |          | 1      |
| 2         | 3       | 4         | 5        | 6      | 7        | 8      |
| 9         | 10      | 11        | 12       | 13     | 14       | 15     |
| 16        | 17      | 18        | 19       | 20     | 21       | 22     |
| 23        | 24      | 25        | 26       | 27     | 28       | 29     |
| 30        |         |           |          |        |          |        |

### 26 September (30<sup>th</sup> day before polling day):

- Newly set-up PEC starts to function.
- The PEC is provided with a version of the unified list of voters designated for public information and certified by the CEC.
- The PEC posts a version of the unified list of voters designated for public information (list posted on the wall – without photos) in a visible place inside the PEC building.
- The PEC starts distributing voter cards (initial period).
- Observers, representatives of electoral subjects and voters, in case of inaccuracy on the list of voters, shall have the right to file an application to PEC requesting amendment to the voter data/ the unified list of voters (initial period). The PEC shall immediately transmit filed applications (with attached documents – if any) to the DEC.
- A voter, due to health issues, is unable to go to the polling station, or is present on the territory of an electoral precinct, but his/her location is difficult to access, has the right to use the service of voting via mobile ballot box (initial period). The PEC shall immediately post the information on voters to be included in a mobile ballot box list in a visible place inside the PEC building.
- A voter shall have the right to request the PEC on inclusion on the special list of voters of adapted electoral precincts (initial period).

| October |         |           |          |        |                |        |
|---------|---------|-----------|----------|--------|----------------|--------|
| Monday  | Tuesday | Wednesday | Thursday | Friday | Saturday       | Friday |
|         | 1       | 2         | 3        | 4      | 5              | 6      |
| 7       | 8       | 9         | 10       | 11     | 12             | 13     |
| 14      | 15      | 16        | 17       | 18     | 19             | 20     |
| 21      | 22      | 23        | 24       | 25     | 26 polling day | 27     |
| 28      | 29      | 30        | 31       |        |                |        |

**6 October (20<sup>th</sup> day before polling day):**

- The PEC concludes distribution of voter cards (deadline).

**8 October (18<sup>th</sup> day before polling day):**

- Observers, representatives of electoral subjects and voters, in case of inaccuracy on the list of voters, shall have the right to file an application to PEC requesting amendment to the voter data/ the unified list of voters (deadline). The PEC shall immediately transmit filed applications (with attached documents – if any) to the DEC.

**15 October (11<sup>th</sup> day before polling day):**

- Voter using a wheelchair, for the purpose of inclusion on the special list of voters of adapted electoral precincts, has the right to resort to the PEC (deadline).
- In case a voter using a wheelchair resorts to the PEC, the PEC must transmit the information on the voter to the upper DEC.
- A voter, due to health issues, is unable to go to the polling station, or is present on the territory of an electoral precinct, but his/her location is difficult to access, has the right to use the service of voting via mobile ballot box (deadline). The PEC shall immediately post the information on voters to be included in a mobile ballot box list in a visible place inside the PEC building.

**16 October (10<sup>th</sup> day before polling day):**

- The DEC draws up and approves by decree the special list of voters of adapted electoral precincts and transmits it to the respective PEC.
- The PEC immediately posts a version of the special list of voters of adapted electoral precincts designated for public information (list posted on the wall) in a visible place inside the PEC buildings.
- The PEC members, representatives of electoral subjects and observers shall have the right to verify whether the request for mobile voting is well-substantiated and shall raise the matter of expediency of inclusion of those voters in the mobile ballot box list before the PEC (deadline). The PEC shall decide on the above issue.

**19 October (7<sup>th</sup> day before polling day):**

- The PEC chairperson shall identify by casting of lots, from the party-appointed commission members, the commission members/special group members to transport a mobile ballot box (deadline).

**24 October (2<sup>nd</sup> day before polling day):**

- The PEC is provided with the final, clarified version of the list designated for public information (list posted on the wall – without photos). The original version shall be removed and, in its place, the commission shall post clarified version of the list.
- The PEC distributes voter cards among the voters registered on the territory of the electoral precinct and included in the list of voters (deadline).

**25 October (the day before polling day):**

- The PEC is provided with necessary inventory, electoral electronic devices, documentation and electoral material (deadline).
- The PEC arranges the polling building.

### **26 October (polling day):**

- 06:45 – electoral precinct is opened.
- 08:00 – polling starts.
- 09:00 – voting via mobile ballot box starts.
- 10:00 (at 12:00, 15:00, 17:00 and 20:00) – total number of voters participating in the polling/elections is established.
- 19:00 - voting via mobile ballot box concludes.
- 20:00 – voting process concludes. Electoral precinct is closed.
- 20:00 – process of summarizing the polling results commences.





