



# MANUAL FOR THE MEMBERS OF THE PRECINCT ELECTION COMMISSION

**For the next elections of the Parliament of Georgia  
on October 26, 2024**

It is intended for those polling stations where voting is conducted  
without the use of electronic means


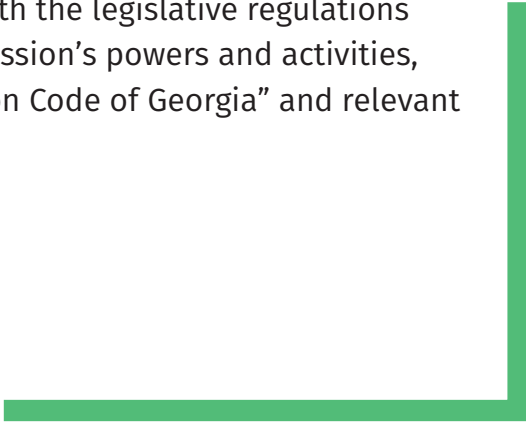


Approved by CEC Resolution N36/2024 of August 16, 2024.

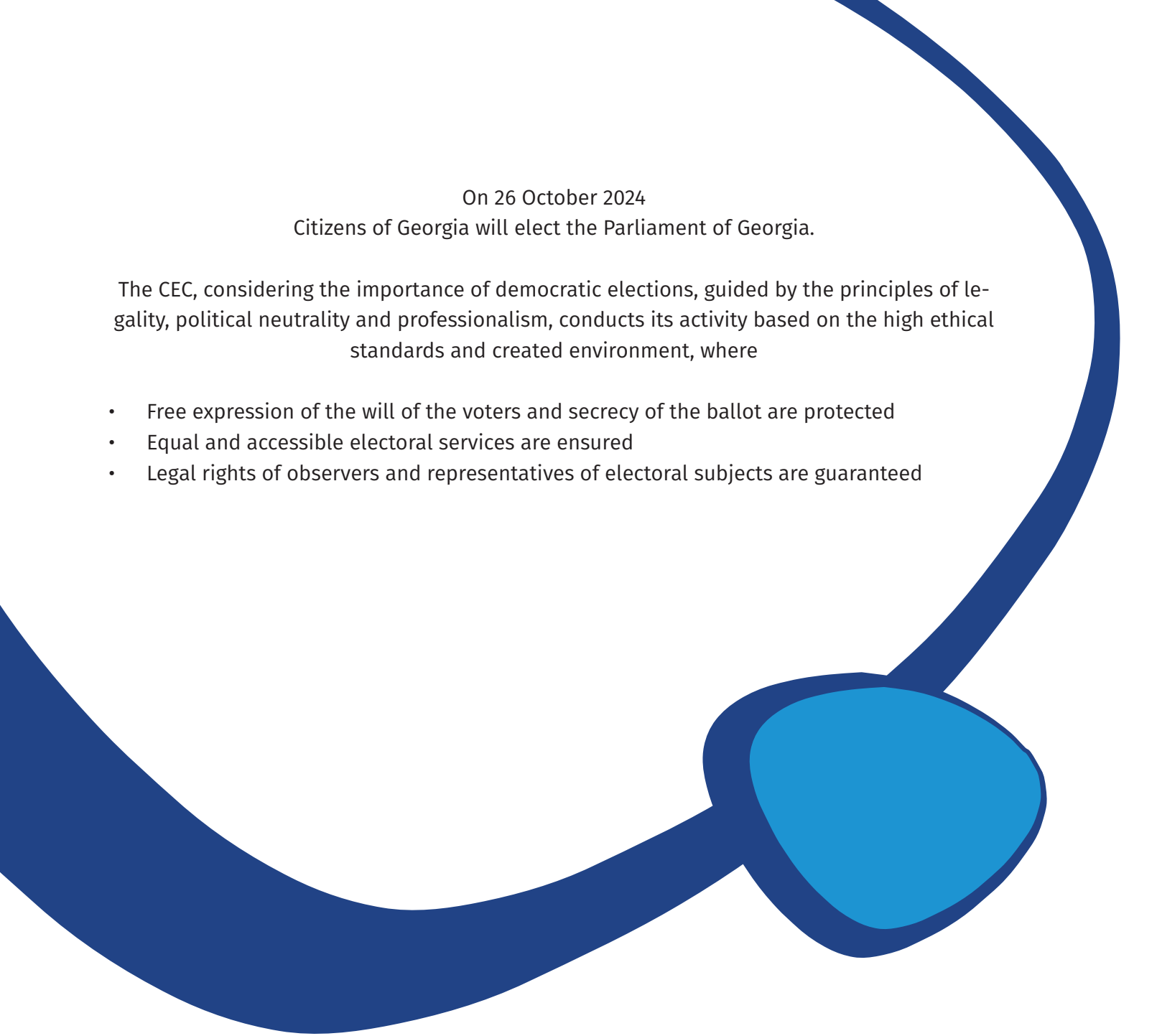
The auxiliary manual has been prepared by the Center for the Development, Reforms and Training of the Election Systems for the next elections of the Parliament of Georgia to be held on October 26, 2024. It is intended for polling stations where voting is conducted without the use of electronic means.

The resource has been developed on the basis of the Organic Law of Georgia “Election Code of Georgia” and legal acts of the Central Election Commission.

In order to fully familiarize yourself with the legislative regulations related to the precinct election commission’s powers and activities, see the organic law of Georgia “Election Code of Georgia” and relevant legal acts of the 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 creates 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 operation of the newly created Precinct Election Commission and the term of office of its members begins on the 30th day before Election Day (September 26) and ends immediately after the relevant District Election Commission draws up the summary protocol of the voting results.

A member of the Precinct Election Commission is not a representative of the entity that appointed him/her. A member of the Precinct Election Commission is prohibited from conducting pre-election agitation and participating in the agitation. Influencing the election commission member or interfering with his activities to influence decision-making is prohibited and punishable by law.

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# **CHAPTER I**

ACTIVITIES OF THE PRECINCT ELECTION  
COMMISSION IN THE PERIOD UP TO THE  
DAY OF VOTING

# 01

## WHAT SERVICES DOES THE PRECINCT ELECTION COMMISSION PROVIDE TO VOTERS IN THE PERIOD BEFORE THE VOTING DAY

To ensure voters' participation in the voting, the Precinct Election Commission, upon the start of its operation, offers the appropriate service to the voters.



To implement the data verification service in the unified list of voters, the Precinct Election Commission provides

- Publishing the unified list of voters
- Distribution of voter cards

### **Publishing the unified list of voters**

From the 30th day (September 26) before the election day, the Precinct Election Commission will be given the public information version of the unified list of voters certified by the CEC (wall list - without photos and personal numbers of voters). The Precinct Election Commission shall immediately post the mentioned list and the rule for filing a complaint in connection with it in a visible place in the Precinct Election Commission building, thereby ensuring access to information for voters, monitoring organizations, and representatives of parties (electoral entities) with electoral registration.

The Precinct Election Commission, no later than the second day (October 24) before the voting day, will be given the version of the final, specified list for public information. The original version is opened and the commission affixes the revised version of the list in the same place.

### **Distribution of voter cards**

To facilitate the verification of data in the voter list, no earlier than the 30th day (September 26) and no later than the 20th day (October 6) before the voting day, the Precinct Election Commission distributes information cards to the voters at their addresses, which indicate the personal data of the voter given in the unified list of voters and in case inaccuracies are detected the procedure for requesting change in the list.

The voter's card also contains information on the procedure for requesting the mobile ballot box voting service.

The Precinct Election Commission, based on the final list of voters, distributes cards at the next stage to inform the voters, indicating: the date and time of voting; address of the voting building, floor, and room numbers; Election precinct number; Voter's number in the voter's list and other personal data. The cards are distributed before the voting day no later than the next day (October 24). Non-receipt of the voter's card is not a reason to restrict the right to participate in voting.

Voters' cards are distributed in accordance with the schedule drawn up by the chairman of the Precinct Election Commission, with the participation of at least 2 members of the group/groups responsible for the distribution.



The Precinct Election Commission provides a service for making changes to the unified list of voters

- Receiving statements and sending them to the District Election Commission for response
- To publicize the decision to amend the list

The voter, the monitoring organization, and the party with electoral registration have the right to apply to the District Election Commission directly, or to use the service of the Precinct Election Commission, in case of inaccuracies in the unified list of voters, no later than the 18th day (October 8) before the election day.

The Precinct Election Commission will immediately transfer the received applications (with attached documents – if any) to the District Election Commission for response.

The decree of the district election commission on making changes to the unified list of voters is sent to the precinct election commission, which hangs the decree in a visible place in the commission's premises for publicity.



The Precinct Election Commission provides voting services with mobile ballot boxes

- Enters voters into the mobile ballot box list based on requests
- Entering the voters in the mobile ballot box list based on requests

A voter who cannot go to the polling station due to health conditions, or is in the territory of the polling station, but in a hard-to-reach place, has the right to use the mobile ballot box voting service.

With the request to use the mobile ballot box voting service, the voter should apply to the Precinct Election Commission no later than 18:00 on the 11th day (October 15) before the election day in the form of a written or verbal statement by telephone.

To register a written request, the voter's name, surname, personal number, and address must be specified in the request. Where the voter requests to deliver the mobile ballot box, the secretary of the Precinct Election Commission will clarify the information from the applicant if necessary.

In order to register an oral request through telephone, the secretary of the Precinct Election Commission must indicate in the registration journal the voter's name, surname, personal number, exact time of receiving the telephone message, telephone number, and the address, where the voter requests to deliver the mobile ballot box.

If a voter requests delivery of a mobile ballot box to an address that is not included in the territory of the addressee polling station, the secretary of the commission will explain to the voter when registering the application that he will not be included in the list of mobile ballot boxes of the requested polling station.

The secretary of the Precinct Election Commission records the voter's written request/oral request through telephone in the registration journal and confirms its receipt with a signature.

Based on the registered requests, to include voters in the mobile ballot box list, the precinct election commission, by communicating with the relevant district election commission (if necessary), verifies the fact of voter registration in the unified list of the election precinct.

Taking into account the results of the inspection, the secretary of the Precinct Election Commission hangs for publicity in the building of the Precinct Election Commission:

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

The secretary of the commission and the chairman of the commission confirm the entry "mobile box" in the column "Actual situation" along with the relevant voter's data in the unified voter list published in the commission building (at the place designated for signature at the end of the document).

The members of the precinct election commission, representatives of election subjects, and observers have the right to verify the validity of the request of voters to be included in the list of mobile ballot boxes and to ask the precinct election commission the question of the feasibility of including these voters in the list no later than the 10th day (October 16) before the election day. The Precinct Election Commission is authorized to discuss the issue with the participation of at least 9 members; the decision is made by the majority of those present.

Due to the state of health, the number of voters included in the mobile ballot box list by the precinct election commission should not exceed 3 percent of the voters in the unified list of voters at the polling station. After the mentioned number is filled, the chairman of the Precinct Election Commission must send the received requests to the district election commission, which decides on the feasibility of including voters in the list of mobile ballot boxes. The Precinct Election Commission ensures the disclosure of information about the obtained results.

The district election commission will hand over the final printed version of the mobile ballot box list (wall list) to the precinct election commission. The mentioned list contains the data of voters who:

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



The Precinct Election Commission places the final, corrected version of the list of mobile ballot boxes in a visible place in the commission building. At the same time, the secretary of the commission and the chairman of the commission confirm by signing (at the place designated for signature at the end of the document) the entry “mobile box” along with the voter’s data in the unified voter list/special list.



To implement the service of promoting the participation of voters using wheelchairs in voting, the Precinct Election Commission

- Receives applications from voters requesting inclusion in the special list of the adapted election precinct and sends it to the District Election Commission for response.
- Publishes the decision on inclusion in the special list

To be included in the special list of voters of the adapted election precinct a voter using a wheelchair has the right to contact the District Election Commission directly or to use the service of the Precinct Election Commission.

The voter must apply to the Precinct Election Commission no later than 18:00 on the 11th day before the voting day (October 15) in the form of a written or oral request by telephone.

To register a written application, it is necessary to indicate the voter’s name, surname, personal number, and the number of the adapted precinct where the voter requests to participate in the elections. The secretary of the Precinct Election Commission, if necessary, clarifies the information with the applicant.

To register oral request through telephone, the secretary of the precinct election commission must indicate the voter’s name, surname, personal number, the exact time of receiving the telephone message, phone number, and adapted precinct number, where the voter requests to participate in the elections, in the registration journal.

The secretary of the Precinct Election Commission records the voter’s written statement/telephone oral statement in the registration journal and confirms its receipt with a signature.

The secretary of the precinct election commission immediately posts for publicity in the commission building the information about the voters who have submitted a request to the commission to be included in the special list of the adapted election precinct. In addition, the Commission will immediately transfer the received applications (with attached documents - if any) to the District Election Commission for response.

The members of the precinct election commission, representatives of election subjects, and observers have the right to verify the validity of the voter’s request to vote at the adapted polling station and to raise before the district election commission the question of the feasibility of including these voters in the respective special list.

The district election commission informs the precinct election commission of the decision to include a voter in the special list of the adapted election precinct no later than the 10th day (October 16) before

the voting day. The secretary of the commission and the chairman of the commission confirm the entry “is a wheelchair user” in the column “Actual situation” along with the relevant voter’s data in the unified list of voters published in the building of the commission (at the place designated for signature at the end of the document).

### **Questions for self-assessment of the knowledge**

1. How does the Precinct Election Commission ensure the implementation of the data verification service in the unified list of voters?
2. Following what procedure does the Precinct Election Commission include a voter in the list of mobile ballot boxes?
3. What information should be included in the written application submitted with the request to vote with a mobile ballot box, and what data should the secretary of the commission record in case of receiving a voter’s oral application?
4. How should the Precinct Election Commission act if the requests of voters to vote through the mobile ballot box exceed 3 percent of the voters in the unified list of voters at the polling station?
5. How does the Precinct Election Commission ensure the implementation of the service of promoting the participation of voters using wheelchairs in voting?

## 02

# HOW IS THE PRECINCT ELECTION COMMISSION PREPARING FOR THE VOTING 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;
- ✓ mobile ballot box and special envelopes supervisor.

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 performing voter registrar functions are identified, from the DEC-elected commission members (number of voter registrars must correspond to the number of voters registered on the voter list – no less than one registrar for every 300 voters), at the next stage, the commission members transporting mobile ballot boxes are identified, at the last stage, the commission member regulating the flow and supervising mobile ballot box and special envelopes are identified from the commission members left without function.

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 2 commission members transporting mobile ballot boxes:

- ✓ If more than two commission members are left without function, the commission chairperson distributes among the members the function of transporting mobile ballot boxes by casting of lots.
- ✓ If only two commission members are left without function, the commission chairperson automatically assigns to both commission members, without casting of lots, the function of commission member transporting mobile ballot boxes.

Process of identifying commission members performing function of regulating the flow and supervising mobile ballot box and special envelopes:

- ✓ If more than one commission member is without function, the commission chairperson distributes among members the function of regulating the flow, as well as supervising mobile ballot box and special envelopes, 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 supervising mobile ballot box and special envelopes.

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 first and last 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 and supervising mobile ballot box and special envelopes.

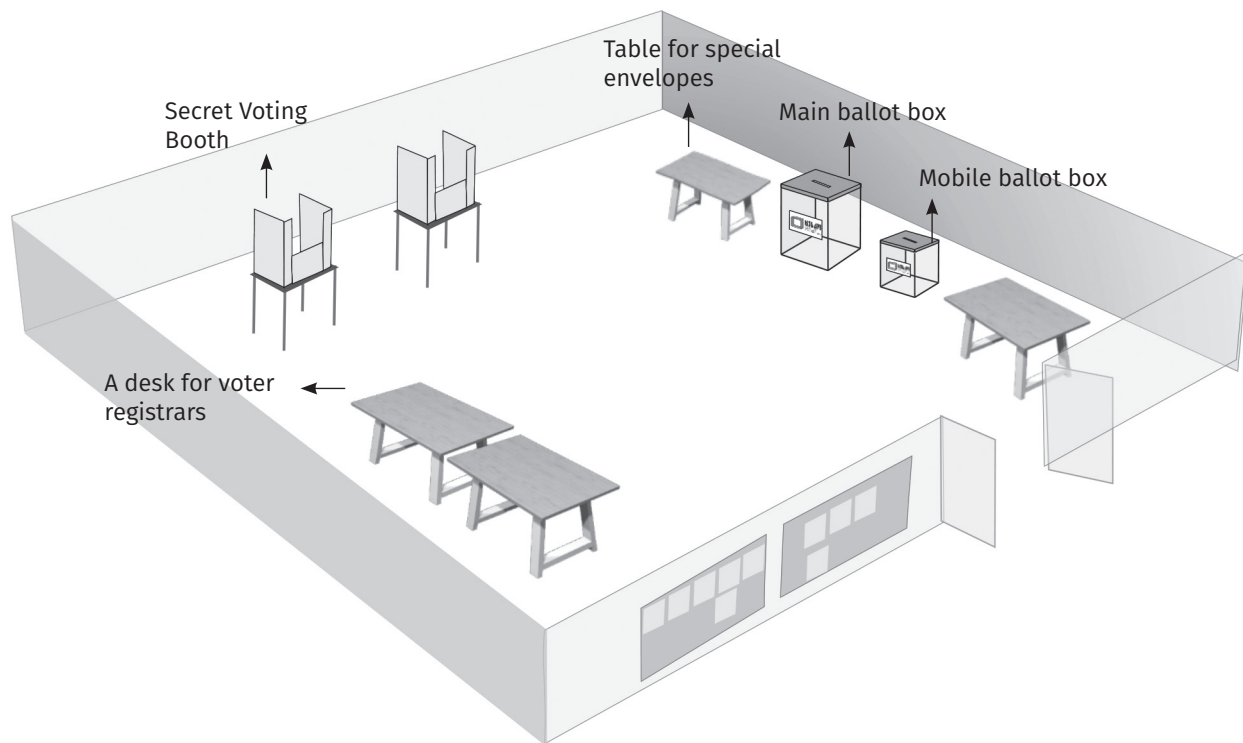
## Equipping the polling building

To implement the voting service for voters on the day of the election, the Precinct Election Commission organizes the polling station with the election documentation and inventory received from the District Election Commission, no later than one day before the election (October 25).

At the polling station:

- ❑ 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.
- ❑ Tables should be allocated for voter registrars.
- ❑ The main ballot box (without sealing) must be placed in a visible place so that the voter can reach them without interruption.
- ❑ A place for special envelopes should be allocated near the main ballot box.



*A sample of the arrangement of the polling station*

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

- version of the unified list of voters for public information;
- Public information version of the special list of voters (if any);
- Public information version of the mobile ballot box list (if any);
- Party lists submitted by the parties participating in the elections;
- statement about the electoral subject included in the ballot, which no longer participates in the elections (if any, the statement is posted both in the voting premises and in the secret voting booths);
- The manner of filling out the election ballot established by the CEC;
- Excerpt from the Organic Law of Georgia “Election Code of Georgia”, which establishes the grounds for the invalidity of the election ballot;
- Demonstration protocol of the voting results of the Precinct Election Commission.

The Precinct Election Commission will also receive from the District Election Commission:

- desk versions of the unified list of voters, the special list of voters, and the mobile ballot box list (if any);
- record books for election ballots (50 election ballots are bound in each record book);
- special envelopes;
- control sheets;
- marking liquids;
- special seals and ink pads of registrars;
- special rulers intended for registrar commission members;
- special tool for checking markings (ultraviolet lamp);
- magnifying lens for low-sighted voters;
- special frame form for blind voters;
- seals of main/mobile ballot boxes;

- ❑ slot seals of main/mobile ballot boxes;
- ❑ voting day record book;
- ❑ Special seal and ink pad of the Precinct Election Commission (the seal is used: to certify the ballots to be held for the distribution of functions among the members of the commission; to certify the summary protocol/amendment protocol of the voting results of the Precinct Election Commission and the photocopies to be issued; to certify the closing of the voting day record book and registration journal);
- ❑ metal clamps (used at the vote counting stage);
- ❑ after the end of voting, envelopes/polyethylene bags for packing electoral documents/inventory;
- ❑ photocopier (for making photocopies of the voting results summary report/amendment report and other necessary documents);
- ❑ Tablet (to be used on the voting day to transmit relevant information to the CEC electronically, including a photocopy of the summary protocol).

The person responsible for receiving election documentation and inventory from the district election commission is the chairman/deputy chairman of the precinct election commission. The acceptance-handover process is formed by an act of acceptance-handover (in two copies), which the secretary of the precinct election commission keeps in the registration journal.

After the completion of the arrangement of the voting building, the chairman of the precinct election commission hands over the tablet, election documentation, and inventory to the security police based on the acceptance-handover act.

### **Question for the self-assessment of the knowledge**

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 and how is the polling station organized?
4. What election documentation/inventory will the District Election Commission hand over to the Precinct Election Commission to perform the relevant functions on election day?

## **CHAPTER II**

ACTIVITIES OF THE PRECINCT ELECTION  
COMMISSION ON THE DAY OF VOTING

## 03

### HOW DOES THE PRECINCT ELECTION COMMISSION PREPARE TO START THE VOTING PROCESS ON THE DAY OF VOTING

Before the opening of the election precinct, the chairman of the precinct election commission, based on the acceptance-handover act, summons the tablet, election documentation, and inventory kept in the voting room from the security police.

After the opening of the election precinct, before the start of the voting process, the Precinct Election Commission consistently implements the relevant procedures:



06:45  
Opening of the polling station  
Opening the record book



Registration of persons having the right to be in the polling



Entering the results of function distribution among the commission members to the polling day log-book



Announcement of the quantitative data: The number of ballot papers and special envelopes, the number of voters in the lists



Sealing of primary and mobile ballot boxes



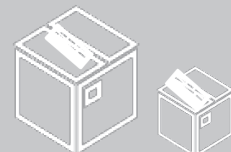
Transfer of election documentation and inventory to the members of the commission in accordance with their functions



Filling out the control sheet



08:00  
Start of the voting



Placement of control sheets in the main and mobile ballot boxes



## Opening of the polling station

The polling station opens at 06:45. Members of the Precinct Election Commission are obliged to arrive at the polling station on time. The commission is authorized to start the preparatory procedures for voting if at least 9 members have been announced.

If the number of members of the Precinct Election Commission is less than nine, the information is immediately provided to the District Election Commission. The precinct election commission acts in accordance with the decision of the higher election commission.

The secretary of the precinct election commission opens the record book and enters on the first page the names and surnames of all members of the commission who are in the premises of the voting when the election precinct is opened (indicating their voting/appointing entities). Commission members confirm their registration in the record book by signing.

*A sample of the corresponding page of the notebook*

№ 112 საარჩევნო ოლქი

№112.07

საარჩევნო უბანი

საარჩევნო უბნის გახსნისას კენჭისყრის შენობაში ყოფნის უფლების მქონე პირები

№	სახელი, გვარი	სტატუსი	წარმდგენის დასახელება	ხელმოწერა
1	ნინო ნინოშვილი	თავმჯდომარე	საოლქო საარჩევნო ყომისია	ნ. ნინოშვილი
2	ვიოლე ვიოლეძე	მთადეილე	საოლქო საარჩევნო ყომისია	ვ. ვიოლეძე
3	დავით დავითიანი	მდივანი	საოლქო საარჩევნო ყომისია	დ. დავითიანი
4	ინა ინაშვილი	ყომისის წევრი	საოლქო საარჩევნო ყომისია	ი. ინაშვილი
5	სალომე სოლომონიძე	ყომისის წევრი	პოლიციის წარმომადგენელი III	ს. სოლომონიძე
6	პოინ პოინიძე	ყომისის წევრი	პოლიციის წარმომადგენელი II	პ. პოინიძე
7	ელა ელაშვილი	ყომისის წევრი	პოლიციის წარმომადგენელი I	ე. ელაშვილი
8	სერგე ვასტოვიანი	საპოლიციო დამკვირვებელი	საერთაშორისო ორგანიზაცია	S. Vastovian
9	სოსო სოსოიანი	მედი	„საოლქო მხარე“	ს. სოსოიანი
10	ვიოლე ბერიძე	„დედა დამკვირვებელი“	აიპ „მომავლის იმედი“	ვ. ბერიძე
11	ნეცა ურბიანი	საპოლიციო დამკვირვებელი	პოლიციის წარმომადგენელი II	ნ. ურბიანი

During the voting day, all members of the commission must be equipped with a special form and wear a badge indicating their identity and status.

## Admission of persons with the right to be in the polling station to the polling station and their legal status

Immediately after the opening of the polling station, in addition to the members of the precinct election commission, the following may be present in the voting building:

- ✓ Members/representatives of CEC and relevant District Election Commission;
- ✓ Observers of registered local observation organizations (one organization has the right to have no more than one observer at the polling station at once);
- ✓ Observers of registered international organizations (one organization has the right to have no more than 2 international observers at the polling station at once, and an interpreter may accompany them);
- ✓ Representatives of accredited press and other means of mass information (one organization has the right to have no more than 2 representatives in the election district at once);

- ✓ Representatives of election subjects (one election subject has the right to have no more than one representative in the polling station at once).

An observer, a representative of an election entity, and a media representative have the right to be replaced by another registered representative of the presenting organization at any time during the voting day.

Persons with the right to be in the polling station must be present in the polling station on the day of the poll with an identity and status badge, which is valid only in conjunction with an ID card.

Observers of observation organizations, representatives of the accredited press, and other means of mass information will be allowed in the voting premises if:

- ✓ Status on the badge indicates admission to all levels of election commissions;
- ✓ The status on the badge indicates the admission to the relevant District Election Commission and all the election precincts in the territory of the election district.

Representatives of election subjects will be admitted to the polling premises if their status on the badge indicates admission to the relevant precinct election commission.

The commission's secretary verifies the date of issue of the badge and the status indicated on it. Taking into account the results of the inspection, the secretary of the commission shall enter the name and surname of the persons having the right to be in the polling station on the first page of the record book, if necessary on pages 2 and 10 (indicating their presenting organization/electoral subject). The mentioned persons confirm their registration in the record book by signing.

In case of non-compliance with the conditions of admission to the polling station, the secretary of the commission instructs the person to leave the polling station.

*Samples of the badges*



On the day of the election, the observer and the representative of the election subject enjoy the powers established by Article 41 of the Election Code of Georgia, including, they have the right without interference with the voting process:

- ✓ On voting day, to be on the voting premises at any time, they could move freely in the territory of the polling station and freely observe all stages of the voting process from any place;
- ✓ to ask the voter to show how many ballot papers and special envelopes he/she has in his/her hand;
- ✓ to observe the process of voting through a mobile ballot box;
- ✓ to observe the counting of voters' votes in such conditions that ensure that the election ballot can be seen;
- ✓ to observe the drawing up of the summary protocol of the voting results by the Precinct Election Commission.

The Precinct Election Commission is obliged to create appropriate conditions for the persons who have the right to be in the voting premises, to exercise their powers without obstacles.

The observer, the representative of the election subject, the representative of the press, and other means of mass information are obliged to comply with the requirements established by the Organic Law of Georgia "Election Code of Georgia". They do not have the right to:

- ✓ Interfere in the activities of the Precinct Election Commission;
- ✓ to influence the free expression of the will of the voters;
- ✓ To carry the symbols and signs of any electoral subject, to agitate voters in favor of or against any electoral subject.

### **Distribution of functions among the members of the Precinct Election Commission**

To ensure voters' participation in the voting process, the members of the Precinct Election Commission perform the following functions:

- ✓ Regulator of the flow of voters;
- ✓ Registrar of Voters;
- ✓ Supervisor of the ballot box and special envelopes;
- ✓ Mobile ballot box taker.

The commission secretary shall enter the results of function distribution among the commission members, that are entered to the act, indicating results of function distribution before polling day, to page 3 of polling day log-book.

Sample of the respective page of the record book

კენჭისყრის დაწყებამდე საუბნო საარჩევნო კომისიის წევრთა შორის წილისყრით ფუნქციათა განაწილების შედეგები			
№	კომისიის წევრის ფუნქცია	კომისიის წევრის სახელი, გვარი	კომისიის წევრის ხელმოწერა
1.	გადასატანი საარჩევნო ყუთის წამლები	<i>დოუნა ვოვიძე</i>	დ. ვოვიძე
2.	გადასატანი საარჩევნო ყუთის წამლები	<i>ნინო შიომჭვილაძე</i>	ნ. შიომჭვილაძე
3.	ამომრჩეველთა ნაკადის მომწესრიგებელი	<i>ქობულაძე დიმიტრი</i>	დ. ქობულაძე
4.	საარჩევნო ყუთისა და სპეციალური კონვერტების ზედამხედველი	<i>ანი ცხადაძე</i>	ა. ცხადაძე
5.	I რეგისტრატორი	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ბეჭდის კოდი	<i>სოსო ძმანაშვილი</i>
6.	II რეგისტრატორი	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ბეჭდის კოდი	<i>აგაპია ვასილიძე</i>

The assigned duties of a commission member may be transferred temporarily to another member only with the permission of the PEC chairperson. A note to that effect shall be made by the commission secretary on page 5 of the polling day log-book with indication of the time. The commission member confirms the transfer of the function by his/her signature.

Sample of the respective page of the record book

№ 112 საარჩევნო ოლქი საუბნო საარჩევნო კომისიის წევრთა შორის წილისყრით დადგენილ ფუნქციათა დროებით სხვა წევრზე გადაცემის შესახებ ინფორმაცია						
№	კომისიის წევრის სახელი, გვარი	კომისიის წევრის ფუნქცია	ფუნქციის დროებითი შემსრულებელი კომისიის წევრის სახელი, გვარი	ფუნქციის დროებით გადაცემის დრო (სთ. წთ.)	ფუნქციის დაბრუნების დრო (სთ. წთ.)	ხელმოწერა
1	ლალი ლალიაშვილი	რეგისტრატორი	ნანა ნანიჭილაძე	19:15	20:00	ლ. ლალიაშვილი

**Risk prevention:**

- ✓ If the commission member responsible for voter registration is not present on polling day, the PEC chairperson assigns the function to other commission member. If necessary, he/she is entitled to assign this function to the commission member responsible for regulating the flow of voters. In such a case, the PEC deputy chairperson assumes the function of commission member regulating the flow of voters. In case it is impossible to assign registrar function to other commission member, the commission chairperson decreases the number of voter registrars.
- ✓ If a commission member transporting mobile ballot box is not present on polling day or a commission member transporting mobile ballot box refuses to perform the assigned function, the PEC chairperson assigns the function of transporting mobile ballot box to the other commission member.
- ✓ 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 commission deputy chairperson assumes the function of commission member regulating the flow of voters.

- ✓ If a commission member supervising mobile ballot box and special envelopes is not present on polling day, the PEC chairperson assigns the function to the other commission member. In case this is impossible, the commission chairperson personally assumes the function of commission member supervising mobile ballot box and special envelopes.

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 the 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 secretary of the commission enters the mentioned data, except for the number of special envelopes, in the voting results demonstration protocol and record book.

The number of voters on the special list will be entered in the voting results demonstration protocol and record book after the end of the voting.

### Sealing of the ballot boxes

The chairman of the Precinct Election Commission, in the presence of persons entitled to be in the polling building, checks the main/mobile ballot boxes and after confirming that the ballot boxes are empty, seals the main/mobile ballot boxes with individually numbered seals.

The secretary of the commission enters the numbers of the individual seals of the ballot boxes and the exact time of sealing on the 4th page of the record book.

*Sample of the respective page of the record book*

საარჩევნო ყუთების დალუქვის მონაცემები	
საარჩევნო ყუთების დალუქვის დრო	07 სთ. 40 წთ.
ძირითადი საარჩევნო ყუთის ლუქების ნომრები	1 1 1 1 1 1 1 1 1 1 1 2
გადასატანი საარჩევნო ყუთის ლუქების ნომრები	1 1 1 1 1 3 1 1 1 1 1 4

### Transfer of election documentation and election materials to the members of the Precinct Election Commission

The chairman of the precinct election commission will hand over election documents and materials to the members of the commission, by the functions to be performed during the voting process.

A member of the flow control commission will be given an ultraviolet lamp to check markings. Each voter registrar commission member:



- ❑ A single list of voters by alphabet. To one of the registrars also, transfer the special list of voters (if any);
- ❑ One notebook of election ballots (the registrar checks the accuracy of the number of election ballots and, together with the chairman of the commission, confirms it by signing the act of acceptance and handing over the notebook);
- ❑ marking fluid;
- ❑ special ruler;
- ❑ pen (for recording the voter’s signature in the voter list);
- ❑ Seal of registrars (seal numbers are indicated on page 3 of the record book).

In case the registrar’s seals are less than the required number, or the seal is damaged, the number of registrars is reduced by the decision of the chairman of the commission.

Special envelopes will be given to the member of the committee supervising the ballot box and special envelopes. It is placed next to the main ballot box.

The chairman of the commission closes at each registration desk the alphabetical sequence of the names of the voters and the serial numbers of the voters in the list per the lists located on the registration desk.

Sample of the respective page of the record book

კენჭისყრის დაწყებამდე საუბნო საარჩევნო კომისიის წევრთა შორის წილისყრით ფუნქციათა განაწილების შედეგები									
№	კომისიის წევრის ფუნქცია	კომისიის წევრის სახელი, გვარი	კომისიის წევრის ხელმოწერა						
1.	გადასატანი საარჩევნო ყუთის წამლები	<i>დოუნა ვივიძე</i>	დ. ვივიძე						
2.	გადასატანი საარჩევნო ყუთის წამლები	<i>ნინო შიომიძე</i>	ნ. შიომიძე						
3.	ამომრეველთა ნაკადის მომწესრიგებელი	<i>ქანდაცია დიდიას</i>	ქ. დიდიას						
4.	საარჩევნო ყუთისა და სპეციალური კონვერტების ზედამხედველი	<i>ანი ცხადაძე</i>	ა. ცხადაძე						
5.	I რეგისტრატორი	<table border="1" style="display: inline-table; text-align: center; width: 100px; height: 20px;"> <tr><td>1</td><td>1</td><td>2</td><td>0</td><td>1</td></tr> </table> ზეტის კოდი	1	1	2	0	1	<i>სოსო ძანაშვილი</i>	ს. ძანაშვილი
1	1	2	0	1					
6.	II რეგისტრატორი	<table border="1" style="display: inline-table; text-align: center; width: 100px; height: 20px;"> <tr><td>1</td><td>1</td><td>2</td><td>0</td><td>2</td></tr> </table> ზეტის კოდი	1	1	2	0	2	<i>ანდროსი ვადასია</i>	ა. ვადასია
1	1	2	0	2					

### Filling out the control sheet

After handing over the materials to the members of the commission, it is recommended that the chairman of the commission and the secretary of the commission fill out the self-copying form of the control sheets before the voting, except for the data about the first voter. The control sheet is signed by all present members of the Precinct Election Commission.

The first voter, upon arrival, undergoes registration and receives the ballot paper. The secretary of the commission enters data about him/her (name, surname, and personal number of a citizen of Georgia) in the control sheets, which are signed by the first voter.

The chairman of the commission throws one copy of the control sheet into the main ballot box, the second copy into the mobile ballot box (if any), and keeps the third copy with the control sheets in the ballot boxes for further comparison. The secretary of the commission enters the data of the control sheet on page 4 of the record book.

*Sample of the respective page of the record book*

საკონტროლო ფურცლის მონაცემები	
პირველი ამომრჩევლის სახელი, გვარი	<i>შალვა მასარაძე</i>
პირადი ნომერი	<i>01010201010</i>

After the registration by the first voter, the chairman of the precinct election commission informs the district election commission about sealing the election box/boxes and placing the control sheet in the box/boxes.

### Questions for the self-assessment of the knowledge

1. At what time does the polling station open?
2. Who is responsible for keeping the Voting Day Record Book?
3. List the persons entitled to be in the polling station, what requirements must they meet for admission to the polling station?
4. On the day of voting, what rights do the persons entitled to be in the voting building have, and what do they are not entitled to?
5. After sealing the ballot boxes, what data does the secretary of the precinct election commission enter in the record book of the voting day?

# 04

## HOW DOES THE PRECINCT ELECTION COMMISSION SERVE VOTERS IN THE VOTING PROCESS

All members of the Precinct Election Commission are responsible for providing qualified service to each voter on the day of voting, which encompasses:

- meticulous performance of functions
- Ethical communication with voters
- Explanation of voting procedure for voters
- Promotion of voter's participation in the voting process without obstacles
- Protecting the secrecy of voter's vote

### Voting process

Voting is held from 08:00 to 20:00 on the voting day (October 26). The voting procedure is carried out following the pre-established order.

#### I. When entering the voting room, the voter goes through the marking check procedure with the flow controller.



Member of the Commission regulation the flow:

- ✓ regulates the flow of voters entering the polling station;
- ✓ asks the voter to present an identity 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);
- ✓ Checks with an ultraviolet lamp whether the voter has a mark on his hand or not.

Considering the results of inspection:

- ✓ If the special device for checking markings reveals that the voter already has a marking, he is prohibited from participating in the voting. The flow controller explains the voter's refusal to enter the polling room and informs the voter's information to the secretary of the commission for inclusion in the record book.
- ✓ If the voter meets the requirements for participation in voting, the flow controller directs the voter to the registration table corresponding to the first letter of his/her last name entered in the list of voters and the number of voter in the list of voters. If there are two voters at the respective registration desk, the flow controller will temporarily delay the voter's entry into the polling station.

#### II. The voter registrar commission member provides the voter with the service of registration and subsequent issuance of ballot papers.

The registrar's voter registration process includes the following components:

- ✓ Confirmation of compliance of the voter's data with the data in the voters' list;



- ✓ Voter marking;
- ✓ The voter's signature in the voter's last name column in the voters' list.

**Description of the voter registration procedure.** The registrar asks the voter to present an identity document. The registrar checks the validity period of the identity document, in the case of submission of a non-electronic identity card of a Georgian citizen, he checks the date of issue of the document.

If a voter presents an expired identity document or an invalid non-electronic ID card of a citizen of Georgia (the non-electronic ID card issued up to and including July 27, 2011, is invalid), he/she is prohibited from voting. The registrar will explain to the voter the reason for the refusal to participate in the voting and indicate that he will be allowed to participate in the voting if he presents a valid identity document.

After checking the document's validity period, the registrar compares the registration data in the voter's identity document with the data in the voters' list. A voter participates in the voting if at least 3 of the data listed below completely match the personal number, gender, and photo of a Georgian citizen in the respective list of voters:

- ✓ name;
- ✓ last name;
- ✓ Date of birth (day, month, year);
- ✓ Address (according to the identity card of the citizen of Georgia or the database of the Agency, which also includes the place of registration abroad).

The registrar also checks the correspondence between the photo and the face of the voter in the submitted document and the voters' list.

If the registrar considers the voter's face and the photograph in the submitted document or voters' list to be incompatible with each other, he will contact the chairman of the precinct election commission, who will grant the voter the right to participate in the voting after following the procedure given below.

If the chairman of the commission confirms the discrepancy, the secretary of the commission makes an entry in the record book in which he notes the fact of the discrepancy, the name and surname of the voter, and his/her serial number in the list of voters. The record is confirmed by the signatures of the chairman of the commission and the secretary of the commission.

If the chairman of the commission does not confirm the discrepancy, the registrar has the right to enter his special opinion in the record book.

In the mentioned cases, the secretary of the commission will attach a photocopy of the document submitted by the voter to the record book, which he will certify with his signature.

In case of confirmation of the compliance of the voter's data, the registrar marks the voter on the nail of the thumb or index finger of the right hand (if the said action cannot be performed - on the other fingers of the right hand, and if this is also impossible, on the left hand in the same manner).

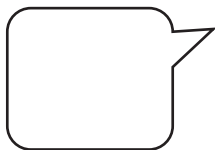


In case of refusal to go through the marking procedure, the voter does not have the right to participate in the voting and the registrar explains to him/her to leave the polling station.

After carrying out the marking procedure, the registrar signs the appropriate column of the unified list of voters and instructs the voter to confirm receipt of the ballot by signing the list.

If during the voting process, it was revealed that the voter signed the electoral list in the column next to the last name of another voter, in such a case, the voter whose last name is recorded must sign in the same column. The registrar of voters should write an explanation about the above (indicating the serial number and first and last name in the unified list of voters).

**Procedure for issuing ballot papers to voters.** After completing the voter registration procedure, the registrar signs the front page of the ballot paper in the appropriate column and verifies the ballot paper with a special seal. The registrar will explain to the voter the procedure for filling out the ballot paper.



“To vote, circle the serial number in front of only one subject you favor in the ballot paper. Fold the completed ballot so that it is not visible who you voted for.”

After that, the registrar hands the voter the ballot paper and instructs him to go to the secret voting booth.

### III. After receiving the ballot, the voter enters the secret voting booth.

The voter fills in the ballot paper.

In the secret voting booth, when filling in the ballot paper, the presence of another person and the taking of photos and videos are prohibited.

A voter who cannot fill out the ballot paper on his own has the right to invite any person present at the polling station to help him in the secret voting booth, except:

- a) member of the election commission;
- b) of the candidate;
- c) the representative of the election entity;
- d) of the observer;
- e) a representative of the press and other means of mass information.

If the voter has damaged the ballot, he must inform the chairman of the commission about it. On the instructions of the commission chairman, the registrar is obliged to replace the spoiled ballot paper with a new one.

The chairman of the commission, in the presence of the voter, folds the damaged ballot paper in such a way that it is impossible to see the election subjects, fastens the folded ballot paper with a metal binder, cuts off the corner, writes “damaged” and signs it. The chairman of the commission keeps the damaged ballot paper separately.

#### **IV. With the ballot paper, the voter goes to the main ballot box.**

On the instructions of the supervisor of the ballot box and special envelopes, the voter independently takes a special envelope from the table of special envelopes and places the folded ballot paper in it.

The supervisor of the ballot box and special envelopes, after making sure that the voter has only one special envelope in his hand, opens the slot of the ballot box and instructs the voter to place the special envelope in the ballot box.

After dropping the ballot placed in a special envelope into the ballot box, the voter leaves the polling station.

#### **The process of voting with a mobile ballot box**

The voting procedure through the mobile ballot box starts at 09:00 on the day of voting and ends at 19:00. After the end of the voting procedure through the mobile ballot box, the slot for inserting the ballots into the ballot box is sealed immediately. The mobile ballot box must be returned to the polling station no later than 20:00.

Persons with the right to be in the polling station have the right to observe the voting procedure through the mobile ballot box if they wish to. In the case of using a vehicle when voting through a mobile ballot box, the Precinct Election Commission is obliged to allocate a place in the vehicle for 2 supervisors identified by drawing lots from the persons who have the right to be in the voting building.

The chairman of the commission will hand over the mobile ballot box to the members of the receiving commission:

- ✓ sealed mobile ballot box;
- ✓ the version of the list of mobile ballot boxes for the commission;
- ✓ required number of ballot papers signed and sealed by one of the registrars;
- ✓ special envelopes to be transferred to the ballot box according to the number of voters on the list;
- ✓ a metal binder (used to ensure the secrecy of the vote in case of damage to the ballot paper);
- ✓ Ultraviolet lamp to check marking;
- ✓ marking fluid;
- ✓ writing pen (to record the voter’s signature on the list of the mobile ballot box and fill in the ballot);
- ✓ Mobile ballot box slot lock.

The secretary of the commission shall enter the number of ballot papers and special envelopes given to the members of the commission accompanying the mobile ballot box on page 4 of the record book as well as the time of taking the mobile ballot box from the polling station.

Sample of the respective page of the record book

გადასატანი საარჩევნო ყუთის თანმხლები კომისიის 2 წევრისთვის გადაცემული საარჩევნო დოკუმენტაციის აღრიცხვა						
	დასახელება	რაოდენობა				
1	ამომრჩეველთა რაოდენობა გადასატანი საარჩევნო ყუთის სიაში	22				
2	გადაცემული ბიულეტენების რაოდენობა	25				
3	გადაცემული სპეციალური კონვერტების რაოდენობა	22				
4	გამოუყენებელი ბიულეტენების რაოდენობა					
5	გადასატანი საარჩევნო ყუთის სიაში ხელმოწერების რაოდენობა					
6	გადასატანი საარჩევნო ყუთის:	<table border="1"> <tr> <td>უბნიდან წაღების დრო</td> <td>უბანში დაბრუნების დრო</td> </tr> <tr> <td>09 სთ. 30 წთ.</td> <td>_____ სთ. _____ წთ.</td> </tr> </table>	უბნიდან წაღების დრო	უბანში დაბრუნების დრო	09 სთ. 30 წთ.	_____ სთ. _____ წთ.
უბნიდან წაღების დრო	უბანში დაბრუნების დრო					
09 სთ. 30 წთ.	_____ სთ. _____ წთ.					

The procedure of voting with a mobile ballot box is carried out following the established sequence.

### I. The member of the commission carrying the mobile ballot box checks the basis of the voter's participation in voting.

The commission member of the mobile ballot box:

- ✓ asks the voter to present an identity 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);
- ✓ checks the validity period of the identity document;
- ✓ in case of submission of a non-electronic identity card of a citizen of Georgia, checks the date of issue of the document;
- ✓ checks with an ultraviolet lamp whether the voter has a mark on his hand or not.

Taking into account the results of the inspection:

- ✓ If the special device for checking markings reveals that the voter already has a marking, he is prohibited from participating in the voting. The member of the commission taking the mobile ballot box will explain to the voter the reason for refusing to participate in the voting. The member of the commission should write an explanation regarding the fact (indicating the serial number, and first and last name in the voters' mobile ballot box list). The document is signed by the members of the commission carrying the mobile ballot box together with accompanying persons (if any).
- ✓ If a voter presents an expired identity document or an invalid non-electronic identity card of a citizen of Georgia (the non-electronic card issued up to and including July 27, 2011 is invalid), he/she is prohibited from voting. The member of the commission receiving the mobile ballot box will explain to the voter the reason for refusing to participate in the voting and indicate that he/she will be allowed to participate if he/she presents a valid identity document.
- ✓ If the voter meets the established requirements, the member of the commission receiving the mobile ballot box continues the procedure of voter registration and issuing the ballot paper.

### II. The member of the commission receiving the mobile ballot box provides the voter with the service of registration and subsequent issuance of the ballot paper.

The member of the commission receiving the mobile ballot box checks the correspondence of the voter registration data included in the document submitted by the voter and the data in the list of the mobile ballot box.

In case of confirmation of compliance with the data in the list, the member of the commission taking the mobile ballot box marks the voter on the nail of the thumb or index finger of the right hand (if the mentioned action is impossible - on the other fingers of the right hand, and if this is also impossible, on the left hand in the same manner).

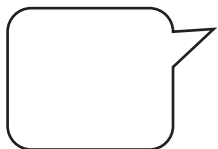
In case of refusal to go through the marking procedure, the voter does not have the right to participate in the voting, and the member of the commission will explain to him/her the grounds for refusing to participate in the voting.

Marking is not used in penitentiary institutions, hospitals, and other inpatient treatment facilities (for sick people).

After carrying out the marking procedure, the member of the commission carrying the mobile ballot box signs in the appropriate column of the mobile ballot box list and instructs the voter to confirm receipt of the ballot by signing the list.

If during the voting process, it was revealed that the voter signed the list of mobile ballot boxes in the column next to the last name of another voter, in such a case the voter whose last name is recorded must sign in the same column. The member of the commission should write an explanation regarding the fact (indicating the serial number and first and last name in the voter's mobile ballot box list). The document is signed by the members of the commission carrying the mobile ballot box together with accompanying persons (if any).

After the voter registration procedure is completed, the member of the commission taking the mobile ballot box will explain to the voter the procedure for filling out the ballot paper.



“To vote, circle the serial number in front of only one subject you favor in the ballot paper. Fold the completed ballot so that it is not visible who you voted for.”

The member of the commission receiving the mobile ballot box gives the voter the ballot paper, a special envelope and instructs him to fill out the ballot paper in compliance with the principle of secrecy.

### **III. After receiving the ballot paper and a special envelope, the voter fills out the ballot paper in secrecy.**

The voter places the completed ballot in a special envelope.

If the voter cannot fill out the ballot paper independently, he has the right to invite any person to help him, except for the election commission member, candidate, representative of the election subject, representative and observer of the press and other means of mass information.

If the voter's ballot paper or special envelope is damaged, the member of the commission is obliged to replace the damaged ballot paper/special envelope with a new one.

In the presence of the voter, the member of the commission taking the mobile ballot box folds the damaged ballot paper in such a way that it is impossible to see the election subjects, fastens the folded ballot paper with a metal binder, cuts off the corner, writes “damaged” and signs. The damaged ballot paper shall be handed over to the chairman of the Precinct Election Commission upon the return of the mobile ballot box to the polling station.

**IV. The voter places the ballot paper in a special envelope into the mobile ballot box.**

The member of the commission carrying the mobile ballot box opens the slot of the mobile ballot box and instructs the voter to insert a special envelope intended for voting into it.

If the integrity of the seal of the mobile ballot box is broken, the members of the commission receiving the mobile box must immediately inform the chairman of the commission, draw up an explanation indicating the reason and sign it together with the accompanying persons.

After returning to the polling station, the members of the committee receiving the mobile ballot box must hand over the unused/damaged ballot papers, special envelopes for voting, and the list of the mobile ballot boxes to the secretary of the precinct election commission. The chairman of the commission cuts the corner of the unused/damaged ballot papers, writes it as damaged, and confirms it with his signature.

The secretary of the commission checks the correctness of the number of signatures, and unused and/or damaged ballot papers in the mobile box list. In case of inaccuracy, the members of the commission accompanying the mobile box should write an explanation indicating the reason. The data presented in the explanation shall be taken into account for the purposes of determining the number of voters participating in the voting/elections and drawing up a summary protocol of the voting results.

On page 4 of the record book, the secretary of the commission enters the number of voters’ signatures in the list of the mobile box, the number of unused ballots, as well as the time of the return of the mobile box to the polling station.

*The sample of the respective page of the record book*

გადასატანი საარჩევნო ყუთის თანმზლები კომისიის 2 წევრისთვის გადაცემული საარჩევნო დოკუმენტაციის აღრიცხვა		
	დასახელება	რაოდენობა
1	ამომრჩეველთა რაოდენობა გადასატანი საარჩევნო ყუთის სიაში	22
2	გადაცემული ბიულეტენების რაოდენობა	25
3	გადაცემული სპეციალური კონვერტების რაოდენობა	22
4	გამოუყენებელი ბიულეტენების რაოდენობა	4
5	გადასატანი საარჩევნო ყუთის სიაში ხელმოწერების რაოდენობა	21
6	გადასატანი საარჩევნო ყუთის:	<p>უბნიდან წაღების დრო  <u>09</u> სთ. <u>30</u> წთ.</p> <p>უბანში დაბრუნების დრო  <u>14</u> სთ. <u>15</u> წთ.</p>

### Voting procedure by voter due to his/her physical condition

A voter who, due to his/her physical condition, in particular, lack of upper limbs, is unable to perform the voting procedures independently, participates in the voting taking into account the following procedures:

- The voter does not go through the marking inspection and marking procedures.
- Before issuing the ballot paper to the voter, in the single list of voters/mobile box list, the record “Physical condition” is made at the place of the voter’s signature and this is confirmed by the signature of the registrar/commission member receiving mobile ballot box.
- The voter has the right to invite any person to assist him in filling out the ballot paper, except for the election commission member, candidate, representative of the election subject, representative of the press and other means of mass information, and observer.
- Instead of the voter, in his presence, the filled ballot paper is placed in a special envelope and then placed in the main/mobile ballot box by the person chosen by him, who helped fill the ballot paper.

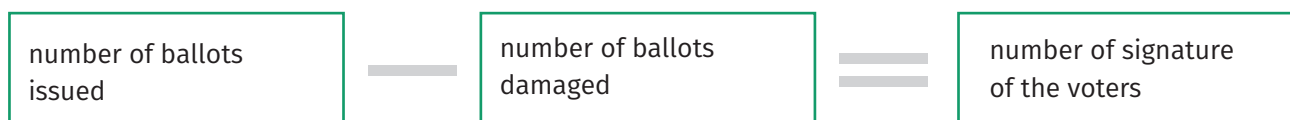
### Ensuring the protection of personal data in the polling station on the day of voting

Persons with the right to be in the polling station are prohibited from processing (including photographing, collecting, recording, storing), using, disclosing, transmitting, and/or distributing personal data contained in the list of voters. The said ban also applies to the members of the precinct election commission, except for the cases when the actions related to the voter’s personal data are necessary to exercise the authority of the precinct election commission provided by the organic law of Georgia “Election Code of Georgia” and the legal acts of the CEC.

### Record of voters participating in voting/elections

To determine the number of voters participating in the voting/elections (voter turnout), on the instructions of the chairman of the precinct election commission, registrars should stop the voting process at 10:00, 12:00, 15:00, 17:00, and 20:00, as well as in case of the temporary transfer of the function, should count the number of voters’ signatures in the voter lists (taking into account the data mentioned in the explanations written by them) and the number of ballots issued by them (including the number of damaged ballots handed over to the chairman of the commission). The number of issued ballots can be determined by comparing the number of ballots received from the chairman of the commission to the number of ballots remaining with the registrar.

Voter registrars must report the counted data to the chairman of the commission for verification of correctness:



If a discrepancy between the data is detected, the voter registrar must immediately write an explanation. The data presented in the explanation shall be taken into account to determine the number of voters participating in the voting/elections and drawing up a summary protocol of the voting results.

The data on the number of voters participating in the voting for the relevant period, including the gender breakdown at 20:00, are reported to the CEC via tablet.

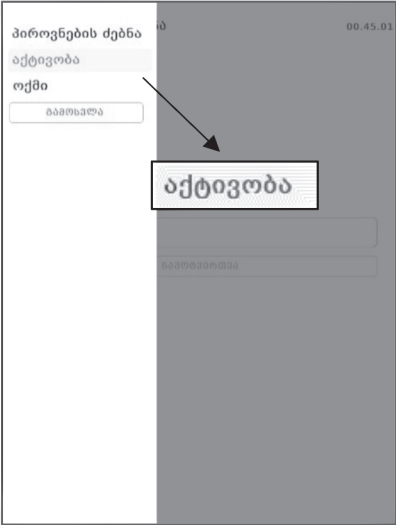


The secretary of the precinct election commission indicates the total number of voters participating in the voting/elections as of 12:00 and 17:00 hours in the demonstration protocol of the voting results and in the record book of the voting day.

*Scheme N1. Illustration of the process of sending information about the number of voters (activity) to the CEC*



{I}  
After activating the program loaded in the tablet, the chairman of the commission enters the program menu.



{II}  
In the program menu, the chairman of the commission selects the "Activity" button.



{III}  
The chairman of the commission selects the field "active".



{IV}  
The chairman of the commission enters the number of voters in the column and the data is sent by pressing the "send" button.



{V}  
The sent data is reflected in the activity graph for the corresponding period.



## Maintaining order in the voting building and its surrounding area on the voting day

To facilitate the participation of voters in the voting process without obstacles and to ensure the secrecy of voting, the chairman of the precinct election commission is responsible for maintaining order in the voting building on the day of the election. The implementation of the decisions made by the chairman of the commission is mandatory for the members of the election commission, for all persons with the right to be in the polling station and voters.

In case of obstructing the work of the commission and violating the order, the precinct election commission is entitled to make a decision to expel the violator from the premises of the precinct election commission. In case of expulsion of the violator, a corresponding act is drawn up, which is signed by the chairman and members of the commission.

Armed persons are not allowed to enter the polling station.

At the request of the chairman of the Precinct Election Commission, police officers may be summoned:

- ✓ If the violator does not voluntarily comply with the decision made by the Precinct Election Commission to expel the violator from the premises of the commission. The police are obliged to immediately execute the decision. A proper note regarding the fact is made in the record book.
- ✓ If there is a threat to public order, voting, or the safe movement of election documents in the voting premises or its vicinity. As soon as the disturbance of public order is prevented and with the consent of the chairman of the Precinct Election Commission, the police officers leave the polling building and its surrounding area.

In an exceptional case, police officers may be present in the vicinity of the voting building, but not in the voting building itself, even without the request and consent of the chairman of the precinct election commission, if it is absolutely necessary to prevent or protect the violation of public order. As soon as such necessity is eliminated, the police officers leave the area surrounding the polling station.

## Temporary suspension of the voting process

During voting, it is forbidden to lock the polling station and interrupt or suspend the voting. If any circumstance hinders the voting process, the chairman of the precinct election commission is obliged to immediately inform the district election commission and wait for relevant instructions.

## Questions for self assessment of the knowledge

1. Which member of the Precinct Election Commission checks the marking of voters?
2. Which member of the precinct election commission carries out voter marking?
3. If the voter has submitted a non-electronic identity card of a citizen of Georgia, in what cases will he be refused entry to the polling station and participation in voting?
4. What happens if the voter announced to vote in the polling station is included in the list of mobile ballot boxes?
5. What instructions does the registrar give the voter about filling in the ballot?
6. If the voter cannot fill out the ballot on his own, who can he invite to help him in the secret voting booth?

7. Taking into account what procedures, a voter who is unable to perform the voting procedures independently due to his physical condition, in particular, lack of upper limbs, participates in voting?
8. What services does the Precinct Election Commission offer to visually impaired and blind voters?
9. If a voter's ballot paper is spoiled, what procedure is followed to issue a new ballot paper?
10. In order to protect the secrecy of the voter's choice, what instructions does the registrar give to the voter?
11. In order to protect the voter's personal data, what is prohibited to the members of the precinct election commission and the persons having the right to be in the voting building?
12. When does the process of voting through a mobile ballot box start and end?
13. When moving the members of the ballot box-carrying committee, how many supervisors should have a seat in the vehicle and how will the identity of these supervisors be determined?
14. Does the process of voting through a mobile ballot box include a voter marking procedure?
15. How often is the number of voters participating in voting/elections determined and in what manner?
16. In what cases does the Precinct Election Commission make a decision to expel a person who has the right to be in the polling station and what procedure is provided for the said event?
17. In what cases is it permissible for police officers to enter the voting building?

# 05

## HOW IS THE PROCESS OF SUMMARIZING VOTING RESULTS CONDUCTED BY THE PRECINCT ELECTION COMMISSION



All members of the precinct election commission are responsible, under the leadership of the chairman of the precinct election commission:

- To conduct the process of summarizing voting results in an organized and transparent manner
- To create conditions for unhindered observation of the voting summary process for persons with the right to be in the voting building.
- To perform in good faith the functions assigned in the process of counting electoral ballots and protect the accuracy of the data
- To ensure the signing of the summary protocol of the voting results, timely delivery to the higher election commission, and publicity of the protocol at the polling station

### **Closing of the election district**

The voting procedure is completed and the polling station is closed at 20:00. At this time, voters standing in line can vote. On the instructions of the chairman of the commission, one of the members of the commission registers the names and surnames of the voters standing in the queue, reports their number to the chairman of the commission, the secretary of the commission enters the number in the record book. As soon as the last voter casts his vote, the chairman of the commission seals the opening of the main box and the voting is declared complete.

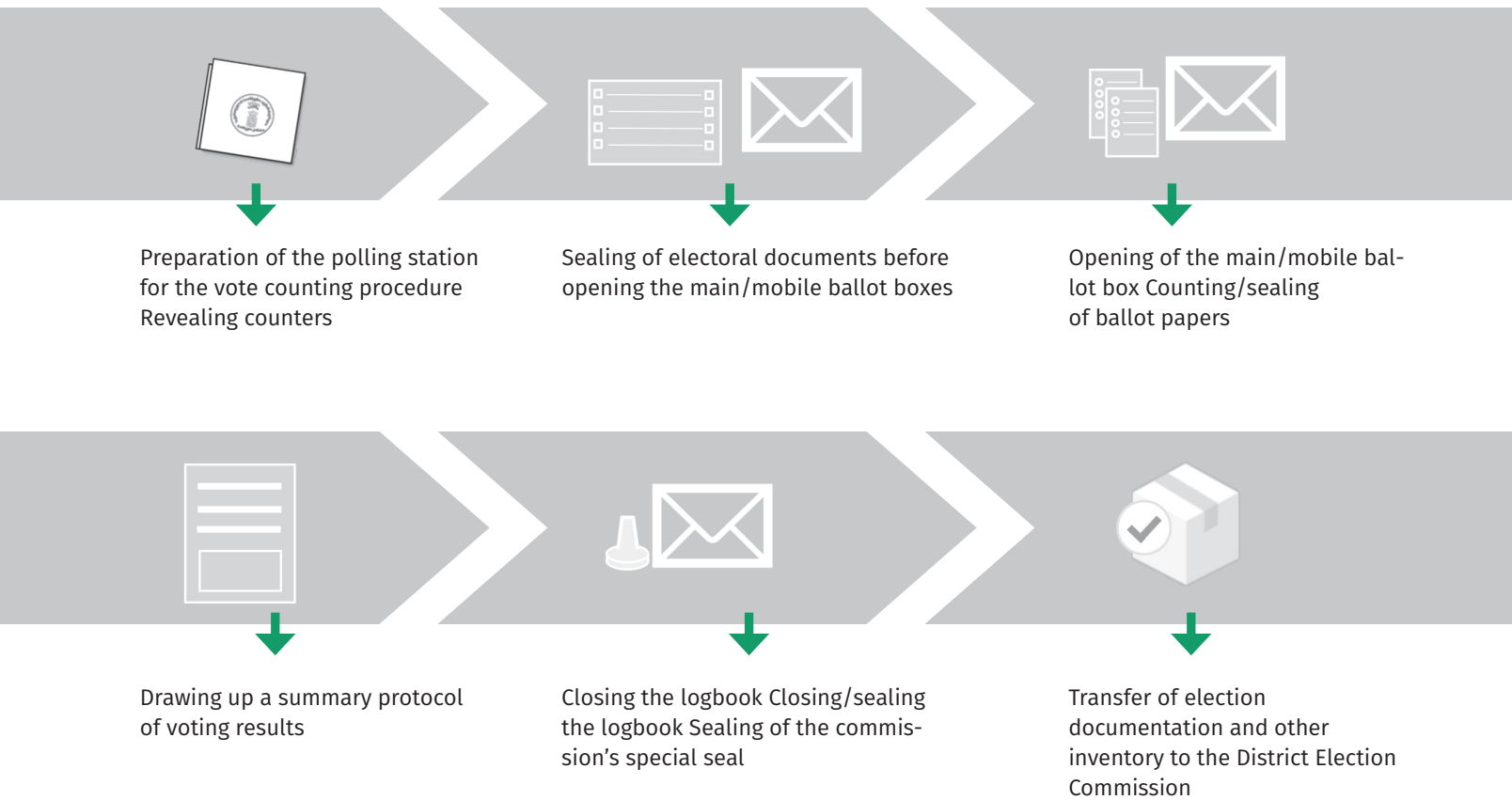
Immediately after the end of the voting, the secretary of the commission shall enter on pages 26 and 27 of the record book the names and surnames of the members of the commission present in the voting building during the counting of votes (indicating the voting/appointing entities and contact phone numbers), as well as the names of other persons who have the right to be in the voting building, Surname (indicating the submitting organization or election entity and contact phone number). The registration of the mentioned persons in the record book is confirmed by their signature.

The sample of the respective page of the record book

№ 112 საარჩევნო ოლქი		№112.07		საარჩევნო უბანი	
ხმების დათვლის დროს კენჭისყრის შენობაში მყოფ პირთა მონაცემები					
№	სახელი, გვარი	სტატუსი	წარმდგენის დასახელება	ტელეფონი	ხელმოწერა
1	ნინო ნინოძე	თავმჯდომარე	საოლქო საარჩევნო კომისია	551526936	ნ. ნინოძე
2	გიორგი ვიითეძე	ძირითადი	საოლქო საარჩევნო კომისია	558956321	გ. ვიითეძე
3	დავით დავითაია	ძირითადი	საოლქო საარჩევნო კომისია	599896523	დ. დავითაია
4	სოლომე სოლომონიძე	კომისიის წევრი	წარმომადგენლის საპარტიო ჯგუფი III	598784631	ს. სოლომონიძე
5	გიორგი ბერიძე	ადგილ. დამკვირვებელი	აიპ „ქობულეთის იმპლ“	599814523	გ. ბერიძე
6	სევა ყვითეძე	საპროტოკოლო წამყვანი	წარმომადგენლის საპარტიო ჯგუფი II	571120595	ს. ყვითეძე

After the polling station is closed, persons entitled to be in the polling station have the right to enter and leave the polling station at any time.

Immediately after the end of the voting, the chairman and members of the precinct election commission start preparing for the summary of the voting results. For this purpose, the following procedures are carried out consistently:



## Preparation of the polling station for the vote counting procedure

The chairman of the Precinct Election Commission prepares the voting room for the vote-counting procedure. In the presence of persons having the right to be in the voting building, the chairman of the precinct election commission will select at least four tellers from among the members of the commission by lot.

The procedure for the allocations of functions among the members of the commission by lot:

- ✓ The chairman of the commission prepares identical papers taking into account the number of commission members participating in the lottery. From here, on the paper of the corresponding number, with the same writing tool, mark the name of the function to be distributed - “first numerator”, “second numerator”, “third numerator”, “fourth numerator”.
- ✓ The chairman of the commission checks all the lottery papers with his signature and special stamp of the commission, folds them so that the text cannot be read, and places them on the table.
- ✓ Members of the commission participating in the lottery receive the lottery tickets one by one.

The secretary of the commission shall enter the results of the allocation of functions among the members of the commission on page 3 of the record book.

The chairman of the commission will select no more than 2 representatives by lot from among the representatives of the election subjects at the polling station, who will participate in the process of counting the valid and/or invalid ballots together with the counters selected by the lot from the members of the commission. The representatives of the electoral entities, whose appointed commission members are also the counters identified by the lottery, do not participate in the lottery.

Observers will select no more than two observers from among their members by mutual agreement. If the observers cannot agree, the chairman of the commission will select two observers by lot.

The secretary of the commission, on page 3 of the record book, also enters the results of the lottery among the representatives of the election subjects at the polling station of the commission and the data of the two supervisors identified by the observers.

*The sample of the respective page of the record book*

### 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	<i>ჭიჭვი დიჯიას</i>	<i>ჭ.დიჯიას</i>
2.	II მთვლელი	<i>აფიქსი ვუჯიას</i>	<i>ა.ვუჯიას</i>
3.	III მთვლელი	<i>ანი ცხადაძე</i>	<i>ა.ცხადაძე</i>
4.	IV მთვლელი	<i>სვიჩა ძაძაძე</i>	<i>ს.ძაძაძე</i>
		ფუნქცია	სახელი, გვარი
ნამდვილი ან/და ბათილი საარჩევნო ბიულეტენების დათვლის პროცესში მონაწილე 2 წარმომადგენელი			<i>თინო იხინუაძე</i>
			<i>ვანი ვანაძე</i>
2 მეთვალყურე, რომელიც აკვირდება დათვლის მთელ პროცედურას			<i>ანია ავალია</i>
			<i>ზვიად სოსარჯიანი</i>

The counters take their place at the table intended for vote counting in such a way that on the opposite side, two meters away, there are members of the precinct election commission and persons with the right to be in the voting building (they must be able to see the process of sorting and counting the ballots).

Supervisors identified by observers and persons identified by representatives of election subjects stand next to the counters.

The chairman of the commission takes a seat in such a way that he can see all the counters.

The chairman of the commission should bring to the counters' table:

- ✓ unified list of voters;
- ✓ Special list (if any);
- ✓ list of mobile ballot boxes (if any);
- ✓ unused ballot papers with the registrars;
- ✓ damaged ballot papers;
- ✓ main and mobile ballot boxes.

Counters count the number of signatures of voters participating in the voting in all types of lists, thereby determining the final number of voters participating in the voting/election (taking into account the data presented in the explanation written by the registrar/mobile ballot box receiving commission member, if any).

The secretary of the commission immediately enters the final number of voters participating in the voting/elections in the voting results demonstration protocol and record book.

Before opening the mobile ballot box, the secretary of the commission, for sealing, places in separate packages:

- ✓ Unified list of voters (if any);
- ✓ the list of mobile ballot boxes (if any);
- ✓ a special list (if any);
- ✓ damaged election ballots;
- ✓ unused election ballots available with the registrars (before placing them in the package, the secretary of the commission cuts off the corner of said election ballots).

The secretary of the commission indicates the name and number of the election district, the name and number of the election precinct, and the type of election documentation on each package. The sealed packages are signed by the counters and the chairman of the commission on the sealing strip.

After sealing the voter lists and unused/spoilt ballots, the secretary of the Precinct Election Commission records the number of cases related to the discrepancy between the voter's face and the photo in the submitted document/voter list, as well as the number of documents attached to the record book of the voting day (data is entered in the record book). The secretary of the precinct election commission seals the mentioned documents, indicates the name of the election precinct, number, and type of documents on the sealed package, and signs it.

## Opening of ballot boxes, counting/sealing of ballots

First, a mobile ballot box is opened. The chairman of the precinct election commission in the presence of the members of the commission and the persons having the right to be in the voting building checks the integrity of the seal of the mobile ballot box and opens it.

If the integrity of the seal of the ballot box was found to be broken, but the commission considers that this did not cause a violation of the requirements of the law, the procedure of counting the voting results continues according to the decree of the commission (the mentioned fact is immediately reported to the District Election Commission). Otherwise, the ballot box will be sealed and immediately handed over to the superior district election commission together with the decree of the precinct election commission.

The counters place the special envelopes in the mobile ballot box on the table, check the presence of the control sheet in the mobile ballot box, and compare the control sheet with the control sheet stored in the commission.

If a control sheet is not found in the mobile ballot box, or a difference between the control sheets is detected, all special envelopes and ballot papers will be bundled and marked "Void". The documentation will be handed over to the superior district election commission after the completion of the voting and vote-counting procedures in the election precinct.

If no violation is detected, the chairman of the commission instructs the counters to temporarily return the special envelopes to the mobile ballot box.

At the next stage, the main ballot box is opened. The chairman of the precinct election commission checks the integrity of the seals of the main ballot boxes in the presence of the members of the commission and persons entitled to be in the voting building and opens it.

If the integrity of the seal of the ballot box was found to be broken, but the commission considers that this did not cause a violation of the requirements of the law, the procedure of summarizing the voting results continues according to the decree of the commission (the mentioned fact is immediately reported to the District Election Commission). Otherwise, the ballot box will be sealed and immediately handed over to the superior district election commission together with the decree of the precinct election commission.

The counters place the special envelopes in the main ballot box on the table, after which they check the presence of the control sheet in the main ballot box and compare the control sheet with the control sheet stored in the commission.

If a difference between the control sheets is detected or a control sheet is not found in the main ballot box, all special envelopes and ballot papers will be wrapped and sealed, a proper protocol will be drawn up and immediately handed over to the District Election Commission.

If everything is in order, the counters mix together the special envelopes dropped from the main and mobile ballot boxes and start the process of sorting/counting the ballots.



Before the process of counting the ballots, the chairman of the commission seals the control sheets. He/she indicates the name of the polling station, number, type of documents, and signs on the sealed package.

In order to sort and count the ballots, the first counter receives the ballot, declares who the vote was for, hands the ballot according to the electoral subjects to the second and third counter, and the fourth counter hands over the invalid ballots (if any), puts a special envelope separately.

Counters arrange separately:

- ✓ election ballots, by the votes given to each electoral subject;
- ✓ election ballots considered invalid;
- ✓ election ballots considered suspicious.

An election ballot of the prescribed sample is considered invalid if:

- ✓ a special envelope is not prescribed for the sample;
- ✓ more than one election ballot was found in a special envelope;
- ✓ the ballot was found in the ballot box without a special envelope;
- ✓ the election ballot is not certified by the voter registrar's signature and/or the registrar's seal;
- ✓ it is impossible to determine which election entity the voter voted for;
- ✓ the ballot was intended for another polling station (such ballots are packed in a separate package, their number is not indicated in the summary protocol of the voting results and is noted only in the record book of the voting day).

If more than one ballot paper was found in a special envelope, or a ballot paper was found in a ballot box without a special envelope, the counters should write on the front side of such ballot paper the relevant grounds for invalidation: "more ballots", "without envelope".

After finishing the sorting of the ballots, the commission will discuss and vote on the question of the authenticity of the ballots considered suspicious. The decision is made by the majority of votes. In the case of equality of votes, the vote of the chairman of the commission is decisive. The chairman of the commission places the election ballot considered valid in the stack of genuine election ballots (according to the vote given to the electoral subject), and the election ballot considered invalid - in the stack of election ballots considered invalid.

After sorting the ballots, the chairman of the commission instructs the counters to count:

- ✓ Election ballots considered invalid;
- ✓ Votes given for each electoral subject.

Every 10 ballot papers belonging to an electoral subject are bound with a metal clip and the number of tied ballot papers is written on each bundle, both complete and incomplete.

The chairman of the commission announces the number of votes received by each election subject. The chairman of the commission together with the secretary of the commission checks the correctness of the data: if the sum of the votes and invalid ballots received by the election subjects is greater than the



number of voters participating in the voting/elections, the chairman of the commission instructs the counters to recalculate the data.

The secretary of the commission enters the results of counting the ballots in the record book and the demonstration protocol of the voting results.

After counting the ballots, the chairman of the commission instructs the counters to seal in separate packages:

- ✓ invalid ballot papers;
- ✓ invalid ballot papers intended for another polling station (if any). The number of invalid ballots intended for another polling station is recorded only in the record book;
- ✓ stacks of election ballots belonging to election subjects.

Only one type of election documentation is sealed in each envelope/package.

The name and number of the district and precinct election commissions, data of the subject (name and surname) and the number of election ballots should be written on the package of election ballots belonging to each election subject.

The name and number of the district and precinct election commissions, and the number of invalid election ballots should be written on the package of invalid election ballots.

The sealed packages are signed by the counters and the chairman of the commission. The chairman of the Precinct Election Commission is responsible for the non-fulfillment of the mentioned requirements.

### **Drawing up a summary protocol of voting results**

The voting results of the election precinct are confirmed by the summary protocol of the voting results of the precinct election commission drawn up by the rules established by the Election Code.

The protocol summarizing the voting results of the Precinct Election Commission is printed on paper with protective marks, and the protocol is assigned an individual number. The summary protocol of the voting results of the Precinct Election Commission contains the following information in printed form:

- ✓ Election name and voting date;
- ✓ Number and name of the electoral district;
- ✓ Election precinct number;
- ✓ In exceptional cases, the number of polling stations created (if any), which is attached to the main polling station;
- ✓ In column No. 1 – the number of voters in the unified list;
- ✓ In column No. 2 – the number of received election ballots;
- ✓ Name of electoral subjects (indicating serial numbers);
- ✓ Year and month of drawing up the minutes.

After the end of the vote-counting process, the secretary of the commission, in agreement with the chairman of the commission, fills in the summary protocol of the voting results and enters the following data:

- ✓ In column No. 3 – the number of voters in the special list;
- ✓ In column No. 4 – the number of voters participating in voting/elections at 12:00 and 17:00;
- ✓ In column No. 5 – the total number of voters participating in voting/elections;
- ✓ In column No. 6 – the number of ballot papers considered invalid;
- ✓ The number of votes given to electoral subjects.
- ✓ Numbers of registrars' seals;
- ✓ Commission's special seal number.

In graphs #3, #4, #5, and #6, as well as in the graphs of the number of votes given to subjects, in the fourth (last) box, the secretary must enter the digits of the order of units, in the third box - the digit of the order of tens, in the second box – the digit of the order of hundreds, in the first in the box - thousands digit;

If an empty box/boxes remain in the relevant data column, the Commission Secretary must enter the symbol "X" in the empty box/boxes.

*A sample of filling out the protocol summarizing the voting results*

<b>5</b>	Total number of voters participating in the elections	1	2	3	6
	Units digit	-----			
	Tens digit	-----			
	The hundreds digit	-----			
	The thousands digit	-----			
		↑	↑	↑	↑
<b>6</b>	The number of ballots considered invalid (The number of invalid ballots intended for other precincts is not added)	X	X	X	4
	Enters the symbol „X“	-----			
		↑			

All members of the precinct election commission are obliged to sign the summary protocol of the voting results, thereby confirming their presence in the election precinct. If a member of the precinct election commission does not agree with the data entered in the summary protocol of the voting results of the precinct election commission, he/she has the right to add a written dissenting opinion to the protocol (in the summary protocol of the voting results, the data that the member of the commission does not agree with is indicated in a specially designated column, which he confirms by signing). Even in case of expressing a different opinion, the member of the commission is obliged to sign the summary protocol of the voting results in the appropriate column for the signature of the member of the commission.

The protocol summarizing the results of the voting drawn up by the precinct election commission has legal force if it is signed by the majority of the members of the precinct election commission.

The summary protocol of voting results should also indicate the date and time (hour and minute) of their compilation.



All present members of the election commission are obliged to sign the amendment protocol. The special seal of the Election Commission will be affixed to the protocol of amendment. The secretary of the commission registers the amendment protocol in the past documentation part of the registration journal and in the record book of the voting day. The protocol of amendment will be attached to the summary protocol of voting results.

After sealing the special seal of the Precinct Election Commission and signing it by all members of the commission, it is forbidden to draw up a protocol for amending the protocol summarizing the voting results.

If, when filling out the summary protocol of the voting results, the error was made when the commission's special stamp number, the registrar's stamp number, the date/time of drawing up the summary protocol of the voting results, or the summary of the voting results should not be verified by the special stamp of the Commission, and the secretary of the Commission should be signed Explanation.

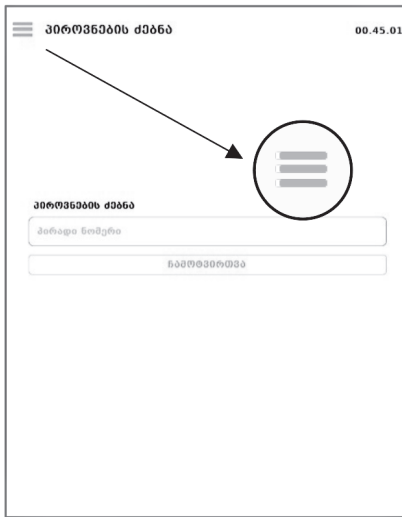
### **Publicity of the summary protocol of voting results**

The precinct election commission is obliged to send a photocopy of the protocol summarizing the voting results to the CEC immediately after filling out the protocol using the technical means (tablet) at its disposal. For this purpose, the chairman of the precinct election commission, using a tablet, will take a photocopy of the summary protocol of the voting results and send it to the CEC.

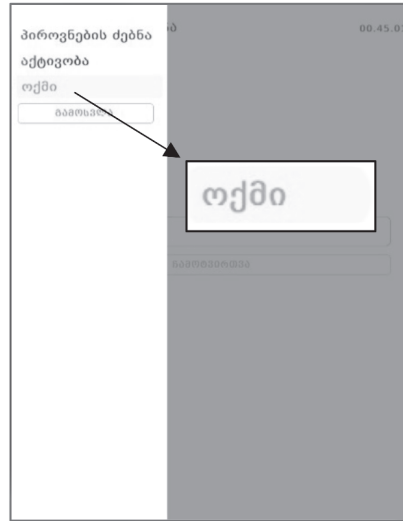
If a technical error of the tablet is detected (a problem occurred with the CEC application, through which the summary protocol of the voting results of the precinct election commission is sent) and it is not possible to correct the error, the summary protocol of the voting results will be transferred by the authorized persons of the precinct election commission together with other election documentation to the district election commission, which will upload it to the electronic management system.

If there is no continuous connection of mobile communication and the Internet at the polling station, in such a case, a copy of the summary protocol of the voting results can be provided to the CEC from the outer perimeter of the voting premises, or the summary protocol of the voting results can be handed over by authorized persons together with other election documents to the District Election Commission, which will ensure that it is uploaded in the electronic management system.

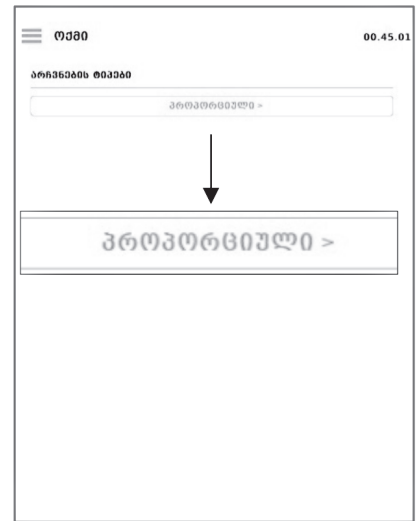
*Scheme N2. Illustration of the stages of the process of sending a photocopy of the summary report to the CEC*



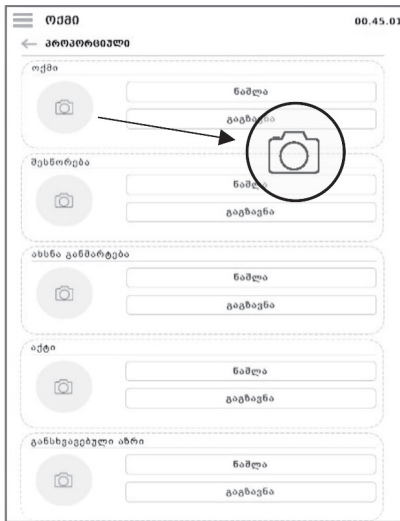
{I}  
After activating the program, the chairman of the commission enters the program menu.



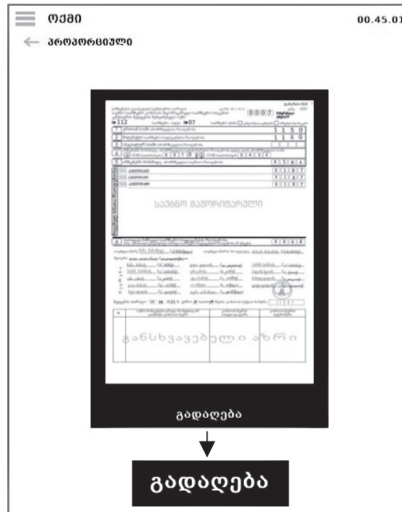
{II}  
The chairman of the commission presses the "Minutes" button.



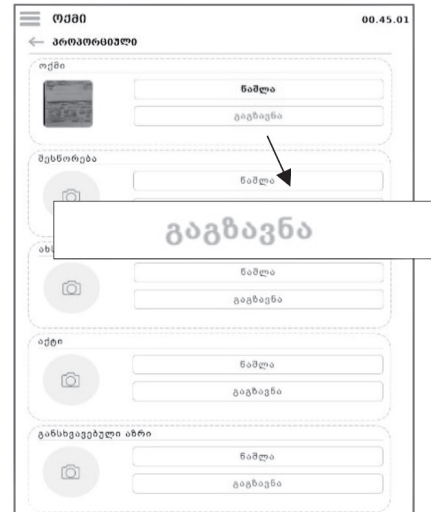
{III}  
The chairman of the commission presses the "proportional" button.



{IV}  
The chairman of the commission presses the camera button.



{V}  
The chairman of the commission presses the "take" button and takes a photocopy of the protocol through the machine.



{VI}  
The chairman of the commission presses the "Send" button to send a photocopy of the minutes.



## Handover of election documentation and other inventory to the District Election Commission

In order to hand over election documentation and other inventory to the District Election Commission, the Precinct Election Commission seals:

- ✓ Record book and statements/complaints with it (if any);
- ✓ Special seal of the Precinct Election Commission.

The summary protocol of the voting results and the registration log are not sealed.

The sealed package of the record book is signed by the chairman of the commission and the secretary of the commission. The package sealed with the special seal of the commission is signed by all present members of the commission.

After the sealing procedure is completed, the chairman of the commission of the precinct election commission and/or the secretary of the commission brings to the district election commission:

- ✓ Minutes summarizing voting results, amendment minutes (if any) and a document reflecting a different opinion (if any);
- ✓ Registration journal and along with it the explanations of the district commission members/secretary of the commission (if any);
- ✓ Record book sealed package.

When handing over each type of election documentation, a corresponding acceptance-handover act/acts is drawn up, which is signed by the authorized persons.

The chairman of the precinct election commission or the deputy chairman of the commission brings the rest of the sealed documentation, election inventory and tablet to the warehouse of the district election commission and hands it over to the authorized person of the warehouse on the basis of the act of acceptance and handover.

### Questions for the self –assessment of the knowledge

1. How does the Precinct Election Commission act if there are voters standing in the line at the time of end of the voting (20:00)?
2. How does the chairman of the precinct election commission identify the counters?
3. How does the chairman of the precinct election commission identify the representatives of election subjects who are entitled to participate in the process of counting ballot papers?
4. Following what procedure are the unused ballot papers with the registrars sealed?
5. What happens if
  - ✓ the integrity of the seal on the mobile ballot box is broken?
  - ✓ the integrity of the seal on the main ballot box is broken?
6. In what case is the prescribed sample ballot paper considered invalid?
7. What data is marked on the package of election ballots belonging to each election subject?
8. When sealing election documents/inventory, who signs:
  - ✓ Transferable ballot box list on sealed packet strip?
  - ✓ On the strip of the sealed package of election ballots belonging to the electoral subject?



- ✓ Commission's special seal on the sealed package strip?
  - ✓ On the strip of the sealed package of the record book?
9. Who signs the summary minutes of voting results?
  10. In what case is the summary minutes of voting results considered to have legal effect?
  11. What happens if a mistake was made when filling in the voting results summary report in the graphs of the number of votes given to the candidates?
  12. What happens if a mistake was made when filling out the summary minutes of voting results when entering the date/time of the protocol?
  13. How does the Precinct Election Commission ensure the publicity of the summary minutes of voting results?
  14. In what manner does the Precinct Election Commission issue a photocopy of the summary protocol to persons with the right to be in the polling station?
  15. Who is responsible from the Precinct Election Commission for handing over the sealed election documentation/inventory to the District Election Commission?



## 06

### HOW DOES THE PRECINCT ELECTION COMMISSION RESPOND TO STATEMENTS AND COMPLAINTS ON THE VOTING DAY



The Precinct Election Commission prevents/responds to election disputes with accurate and consistent observance of election legislation. The precinct election commission, under the leadership of the chairperson, provides:

- Conducting the process transparently and impartially
- Clarification of the application/complaint submission and registration procedure for interested parties
- Ethical communication with persons submitting applications/complaints
- Investigation of facts, circumstances related to applications/complaints and appropriate response

#### **Submission and registration of application/complaint on election day**

The representative of the election entity in the Precinct Election Commission and the observer of the local observation organization are authorized to apply to the Precinct Election Commission with an application/complaint about violations of voting and vote counting procedures.

An application/complaint about a violation of the voting procedure in the polling station must be made by an authorized person immediately upon noticing the violation, from 06:45 on the voting day before the opening of the main ballot box, and an application/complaint about a violation committed during the vote counting and summarization procedures (revision or invalidation of the voting results) upon request of notice) should be drawn up in between the period of the opening of the main ballot box and the drawing up of the summary minutes of the voting results.

The representative of the election entity, the observer of the local observation organization has the right to submit the election day application/complaint to the chairman of the precinct election commission, his deputy or the secretary of the commission. The secretary of the commission will register the application/complaint in the registration journal and record book, and will give the applicant/complainant a notice (with his/her signature) indicating the date, time and registration number of the relevant application/complaint received by the commission.

If the persons entitled to be in the polling station notice a violation during the registration of the complaint, the Precinct Election Commission makes a decision regarding the registration of this complaint.

The representative/observer of the election entity has the right to enter the applications, complaints and notes related to the election procedures on the 10th and following pages of the record book of the election day. In such a case, the person is obliged to indicate his/her surname, first name and address in the record book (according to the identity card of the citizen of Georgia).

No one has the right to prevent a person who is entitled to be in the polling station to enter an application, note or complaint in the record book.

### **The procedure of finding a defect in the applications/complaints on the voting day**

The secretary of the precinct election commission, the chairman of the commission or the deputy chairman of the commission will identify a gap in the application/complaint to the applicant/complainant and set a reasonable deadline for filling it, if the application/complaint does not contain:

- ✓ the date and time of making the application/complaint;
- ✓ name, surname and place of registration of the applicant/complainant;
- ✓ Election precinct number;
- ✓ If there is a witness - his name, surname and place of registration.

The applicant/complainant has the right to fill in the gap by submitting a similar statement/complaint or to submit a new statement (in which the data due to which the gap was identified) is indicated. The secretary of the commission makes an entry “deficiency” in the registration journal. Along with the record, the applicant of the application/complaint and the relevant head of the commission sign.

The deadline for filling the gap is established based on the agreement of the parties. In case of disagreement between the parties, the person receiving the application/complaint sets the deadline individually.

In case of filling the gap, the secretary of the commission, the chairman of the commission or the deputy chairman of the commission writes “filled” in the registration journal and indicates the exact time and date of filling the gap. Along with the record, the applicant/complainant and the relevant head of the commission sign.

The application/complaint will not be considered if the gap is not filled within the specified time.

### **Responding to polling day applications/complaints**

The chairman of the precinct election commission/commission is obliged to respond to the application/complaint immediately and eliminate the existing violation. In the case of elimination of the violation specified in the application/complaint, the secretary of the commission writes “the violation is eliminated” in the record book of the voting day and indicates the exact time.

A sample of the respective page of the record book

კენჭისყრის პროცედურების დარღვევის შესახებ განცხადების/საჩივრის რეგისტრაცია		
რეგისტრაციის №	განცხადების/საჩივრის არსი	განცხადებაზე/საჩივარზე რეაგირება ზუსტი დროის მითითებით (დარღვევა აღმოფხვრილია)
2	ამომსჩივეთა რეგისტრაციის, ანდრეას მნიცხერის, უნდოქაციის დამაჯანსჯებელი ქაიასანუ ან აქიუს სდომირებს	უნდოქაცია დამაჯანსჯებელი ქაიასანუ სდომირებს არაა მსადაოდ ამომსჩივეთა. რეგისტრაციის ან ანდრეას მნიცხერის. 17:00 საათი.

In the event that the chairman/commission of the precinct election commission did not eliminate the violation or refused to respond to the application/complaint in any other way, the observer/representative of the election entity or another observer of the same observation organization/another representative of the election entity has the right since the opening of the election precinct (from 06:45) to immediately appeal the violations detected before opening the mobile ballot box to the relevant District Election Commission (the District Election Commission is obliged to take appropriate measures to eliminate the violation).

In the event that the precinct election commission chairman/commission did not eliminate the violation or refused to respond to the application/complaint related to the violations committed during the vote counting and voting results summary procedures, the observer/representative of the election entity or another observer/election officer of the same observation organization/another representative of the subject has the right to appeal the act/omission of the precinct election commission/precinct election commission chairman within 3 calendar days to the relevant district election commission (the district election commission will consider the application/complaint within 4 calendar days of receipt).

The Precinct Election Commission will not consider the submitted application/complaint and will issue an order to leave the application/complaint unconsidered if:

- ✓ The application/complaint was made by an unauthorized person;
- ✓ The essence of the violation and the time of its commission are not mentioned in the application/complaint;
- ✓ The application/complaint was filed in violation of the deadline and rules established by law;
- ✓ The gap in the submitted application/complaint was not filled within the stipulated time.

### ▼ Questions for self-assessment of the knowledge

1. Who has the right to apply to the Precinct Election Commission with an application/complaint on the voting day?
2. Who from the Precinct Election Commission and in what case determines the defect in the application/complaint?
3. In what cases does the Precinct Election Commission leave the voting day application/complaint unconsidered?

# APPENDIX N1

## CALENDAR OF MAIN EVENTS TO BE IMPLEMENTED BY THE PRECINCT ELECTION COMMISSION

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 (30th day before the voting day):

- The newly created precinct election commission starts functioning.
- The precinct election commission will be given the version of the unified list of voters certified by the CEC for public information.
- The Precinct Election Commission hangs the version of the unified list of voters for public information in a visible place on the premises of the Precinct Election Commission (wall list - without photographs).
- Precinct Election Commission starts distributing voter cards (initial period).
- Observers, election entity representatives, and voters have the right to apply to the Precinct Election Commission in case of inaccuracy in the voter list and request changes to the voter data/unified voter list (initial term). The Precinct Election Commission will immediately transfer the received applications (with attached documents - if any) to the District Election Commission.
- The voter has the right to apply to the precinct election commission and request to be included in the special list of voters of the adapted election precincts (initial term).
- A voter who cannot go to the polling station due to health conditions, or who is in the territory of the election precinct, but in a hard-to-reach place, has the right to apply to the Precinct Election Commission to use the mobile ballot box voting service (initial term) Precinct Election Commission on the list of mobile ballot boxes Information about incoming voters shall be immediately posted in a prominent place in the polling station.

October						
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 Voting day	27
28	29	30	31			

**October 6 (20th day before voting day):**

- The Precinct Election Commission completes the distribution of voter data cards (deadline).

**October 8 (18th day before voting day):**

- Observers, representatives of election subjects, and voters have the right, in case of inaccuracy in the list of voters, to apply to the precinct election commission and request to make changes in the data on voters/in the unified list of voters (deadline). The Precinct Election Commission will immediately hand over (with attached documents in case of the existence of such) the requests to the District Election Commission.

**October 15 (11th day before voting day):**

- A voter using a wheelchair has the right to apply to the precinct election commission and request to be included in the special list of voters of adapted election precincts (deadline).
- If a voter using a wheelchair applies to the precinct election commission, the precinct election commission is obliged to provide information about the voter to the superior district election commission.
- A voter who cannot go to the polling station due to health conditions, or is in the territory of the election precinct, but in a hard-to-reach place, has the right to apply to the Precinct Election Commission for the use of the mobile ballot box voting service (deadline). The Precinct Election Commission shall post the information about the voters to be included in the mobile ballot box list immediately in a prominent place in the voting building.

**October 16 (10th day before voting day):**

- The district election commission establishes and approves by decree the special list of voters of adapted election precincts and sends it to the relevant precinct election commission.
- The precinct election commission shall immediately post the version of the special list of voters of the adapted election precincts for public information (wall list) in a visible place in the premises of the precinct election commission.
- Members of the Precinct Election Commission, representatives of election subjects and observers have the right to verify the validity of the request to vote through the mobile ballot box and to ask the Precinct Election Commission the question of the feasibility of including these voters in the mobile ballot box list (deadline). The Precinct Election Commission makes a decision on the mentioned issue.

**October 24 (2nd day before voting day):**

- Public information versions of the final, specified lists (wall list without photographs) will be given to the Precinct Election Commission. The original wall list is removed and the commission pastes the revised version in the same place.
- The precinct election commission will hand over voter cards to the voters registered in the territory of the election precinct and included in the unified list of voters (deadline).

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

- All necessary inventory, documentation and election materials will be handed over to the Precinct Election Commission (deadline).
- The Precinct Election Commission is organizing the voting premises.

**October 26 (voting day):**

- 06:45 – Election precinct opens.
- 08:00 - Voting Starts
- 09:00 - The process of voting with a mobile ballot box begins.
- From 10:00 (at 12:00, 15:00, 17:00 and 20:00) - the total number of voters participating in voting/ elections is determined.
- 19:00 - the process of voting with a mobile ballot box ends.
- 20:00 - the voting process ends. The polling station is closing.
- 20:00 - the procedure of summarizing voting results begins



