



Republika e Kosovës  
Republika Kosova - Republic of Kosovo  
Komisioni Qendror i Zgjedhjeve  
Centralna Izborna Komisija  
Central Election Commission



Based on chapter XII, XVI and article 64.2 item (a) and (b) of Law no. 03/L-073 on General Elections in Republic of Kosovo and Law no. 03/L-256 on Amendment of Law no. 03/L-073 on General Election of Republic of Kosovo and chapter XVII, XVII and article 20 of Law no. 03/L-072 on Local Elections in Republic of Kosovo. Central Election Commission on 02.07.2013 issues:

## ELCTION REGULATION No. 09 / 2013

### VOTING, COUNTING AND MANAGEMENT OF POLLING CENTER

#### Article 1

##### General provisions

This regulation aims to regulate: voting process, counting within polling centers, management, security of polling centers, role of observers, poll book, materials of electoral campaign and materials for voter information, procedures before the beginning of voting, the right to vote, acceptable documents for voting, regular voting, conditional voting, competencies of the manager and technical staff of the Polling Center, process of counting of results until the stage of handover of material in CRC.

#### Article 2

##### Definitions

- 2.1 **Polling Station (PS)** shall mean a room, hall or similar facility designated for the purpose of voting on Election Day and shall also include the public area within a radius of 25 meters of the entrance of the building in which a Polling Station is located.
- 2.2 **Polling Centre (PC)** shall mean building where one or more than one Polling Station is located for the purpose of voting in the elections and shall include the public area within a radius of 25 meters of the entrance of the building.
- 2.3 **Count and Results Centre (CRC)** shall mean the location where Conditional Ballots (CBs), out of Kosovo ballots, and any Regular Ballots as required by the CEC (CEC) or EPAC are counted, RRFs from each PS are audited and tabulated, and the final result is compiled.

- 2.4 **Reconciliation and Results Form (RRF)** shall mean the form approved by the CEC ahead of every election for the purpose of reconciling votes cast in a Polling Station.
- 2.5 **Accredited Observer** shall mean a representative of a certified political entity, NGO, governmental or inter-governmental organization, international organization specializing and engaged in the protection of human rights, foreign country, or the media, who has submitted a request to observe the elections and has been granted the approval by the CEC in accordance with this law and CEC rules.
- 2.6 **Special Need Voting (SNV)** shall mean the arrangements made and the procedures followed for those voters eligible to vote in Kosovo who cannot vote in person at the PS to which they were assigned on Election Day.
- 2.7 **Final Voters List (FVL)** - shall mean Voters List certified by CEC after the end of Voters Services period and Confirmation and Challenge period.
- 2.8 **Final Voters List of the Polling Station (FVL PS)** - shall mean list of voters whom have been appointed to vote in a regular PS, which has their signatures of the members that have casted regular votes in that PS.
- 2.9 **Conditional Voters List (CVL)** - shall mean the empty list of voters that is used in PS where conditional ballots are casted..
- 2.10 **FVL of voters** that are appointed in the same PC will be distributed in special PS with alphabetical order of surnames. PS will not exceed the number of 750 voters. Exceptions from this rule can be recommended-authorized by Central Election Commission (CEC) in order to serve better to interests of voters.
- 2.11 **Last Polling Station** in every PC will serve for conditional voting and will be called a dual polling station (DPS). In PC with one PS the same PS will serve for conditional voting also.
- 2.12 In every PS a **Polling Station Committee** will be nominated, which will lead and monitor the process of voting and counting. Pursuant to decision of CEC, a second PSC can be formed which will be responsible for counting ballots. In this case the first team of PSC will be Voting Team and will be responsible during voting schedule and the second team will be Counting Teams which will be responsible for counting ballots after closing of polls.
- 2.13 **Polling Station Manager** performs technical tasks and is responsible for organizing and planning all activities inside Polling Center and outside polling stations. Each PC must have a PC manager, who must ensure that the PC is prepared for Election Day,

provide access to the PC and communicate with the MEC regarding transportation of election material to the PC and vice versa. PC Manager is authorized to accept non-sensitive election materials, is responsible for organizing and planning of all activities in the Polling Centre.

- 2.14 Help desks must be equipped by CECS with municipal voters list containing all persons entitled to vote in the municipality, alphabetically sorted and specifying the PS where they are assigned.

### **Article 3**

#### **Locations of Polling Centers and Polling Stations**

- 3.1 Based on the recommendation of the Municipal Election Commission (MEC), CEC, through the Secretariat of the CEC will publish the exact location of all PCs, not later than forty (40) days before the election.
- 3.2 No voter preferably, should not travel more than 3 km to his/her polling station.
- 3.3 Subsequent changes of PC locations will be allowed in cases of *force majeure* or other unforeseen objective causes that would make a PC unsuitable for voting purposes. The CEC Secretariat shall immediately inform the CEC of these changes.
- 3.4 If the PC location is changed, the MEC must notify voters of the change through local media. In addition, the MEC will post a notice on the initial location of the PC which informs voters to the new location of the PC.
- 3.5 PC or PS should not be placed in a religious facility, a facility which is owned by any political establishment, or premises where alcohol is served or consumed.
- 3.6 PS will be placed in a suitable location for the entry, exit, to allow voters to create row and stay in it, and when possible, entry and exit must be flat, so that disabled people can enter and leave unimpeded. PS should have adequate lighting and protection from basic adversities.
- 3.7 PS should be large enough to ensure the proper conduct of voting by setting all work stations as defined in this rule and ensuring the secrecy of voting, viewing and control of the ballot box, free and unhindered access for observers.
- 3.8 In PS and PC on Election Day persons authorized to be present are as follows:



- a) Persons for the purpose of voting;
  - b) PSC members and PC staff;
  - c) Members of the CEC and CEC;
  - d) MEC members acting in their municipality;
  - e) The accredited;
  - f) The police, when called upon to restore order, and
  - g) Interpreters for persons listed in paragraphs (c), (e) and (f) of this paragraph.
- 3.9 Preferably, in each PC there must be a sample of Braille alphabet and PSC's trained for voting for blind people who will serve the blind voters in the PC.

#### **Article 4**

##### **Polling Station Committee**

- 4.1 At each polling station a Polling Station Committee (PSC) should be assigned which will manage and supervise the voting and counting at polling stations during the Election Day.
- 4.2 The Chairman of the PSC is responsible for all activities at his/her polling from the process of intake of materials until the delivery to the Municipal Election Commission.
- 4.3 The members of the PSC - the composition of the Polling Station Committee (PSC) reflects the structure of the members of the Municipal Election Commissions (MECs). In order to operate a PSC team must have at least five members.
- 4.4 PSC are guided by the PSC Chairperson and other members of the committee are:
- a) Queue Controller (MCC);
  - b) Identification officer (ID officer);
  - c) The provider of the ballot (BP), and
  - d) Ballot box supervisor (BBS).

#### **Article 5**

##### **Criteria of nomination of PSC members and Chairpersons**

- 5.1 To be appointed as a PSC member, a person must:
- a) be a registered voter in the same municipality where the PS / polling center;
  - b) be able to read and write in the language officially used in the municipality.

- 5.2 To be appointed chairman of the PSC, the person shall be appointed a member of the PSC in accordance with the provisions of this article and in addition must have completed at least secondary education, and
- 5.3 No person may serve as a PSC member if he/she is:
- a) a candidate for elected office in Kosovo;
  - b) any member of the Assembly of Kosovo and abroad;
  - c) a member of an MEC, CECS are or CEC;
  - d) a member of the Kosovo Police, the police force or any member of the Kosovo Security Force or member of any other military, security or intelligence;
  - e) declared mentally incompetent by a final judicial decision, or
  - f) is convicted of a crime during the past three years with a final court decision;
  - g) is prohibited by a decision of ECAP is an administrative part of the electoral body;
  - h) is guilty of a criminal offense during the past three years with a decision.

## **Article 6**

### **Composition and management of PC**

- 6.1 Polling Center staff consists of:
- a) Polling Center Manager;
  - b) Assistants of the Polling Center;
  - c) Help Desk personnel.
- 6.2 The Manager is responsible for organizing and planning all technical activities in the Voting Centre. Intakes the package of material for PC and ensures election material. Along with the technical staff provides security, orientation, movement and access of voters to the PC. Also reports to the SMEO related to the relevant voting statistics within the PC. Detailed duties and responsibilities of the technical personnel of PC, are specified in the Training Manual on voting and counting procedures, approved by the CEC.
- 6.3 Polling Center Assistants - each PC will generally have Polling Center assistants who will direct voters inside and outside the polling center.

#### 6.4 Duties and Responsibilities of PC assistants are:

- a) Ensure that the signs of the polling center are presented visible places in PC;
- b) Ensure that all campaign material within and outside PC in radius of 100 meters around the PC is removed;
- c) They should arrive early at 5:00 am and to direct voters that arrive early on organized queues or ask them to wait until the PC is opened;
- d) They prevent the accumulation of the PC crowd. Help moving in and out of the building;
- e) They provide assistance, when necessary, voters who have special needs such as elderly voters and pregnant women, uniformed officers of KP who are on duty and members of voting teams and allow them to go the head of the line.
- f) They ensure that the PC is closed at 19:00, only those who are either in the queue or inside the PC can vote.
- g) They should closely monitor for the PC. If a queue is formed outside, one of the assistants of the PC must be placed behind the last person in the queue, to ensure that no other person will join.
- h) They monitor the exit so that all those who voted are oriented toward the exit.
- i) They shall notify the manager of the PC related to any incident or problem that may have an impact on the development of PC operations;
- j) They regulate the facilities clean and a day before and after the vote counting process;
- k) Polling Centre Assistants should be positioned in the right places within the polling center.

#### 6.5 Help Desk - each PC will generally have helpdesk personnel to assist voters who have reached the wrong polling center, who can not be found in the final voters list (FVL), or may not have acceptable identification documents. Helpdesk staff will refer to the Wide List of Municipal Voters in order to direct voters to their certain PC. Help desks should be provided by CECS with municipal voters list containing all persons entitled to vote in the municipality, alphabetically sorted and specifying the PS where they are assigned.



**Article 7**  
**General criteria for managers and PC staff**

- 7.1 The Central Election Commission decision determines how the managers and staff of the PC are appointed.
- 7.2 No person may serve as the manager and staff VC if he/she is:
- a) a candidate for elected office in Kosovo;
  - b) the high public position according to LZP;
  - c) in high positions in political parties;
  - d) without a university degree;
  - e) any member of the Kosovo Assembly and outside it;
  - f) a member of an MEC, CECS are or CEC;
  - g) a member of the Kosovo Police, any police force or member of the Kosovo Security Force, or member of any other military, security or intelligence;
  - h) has been declared mentally incompetent by a final judicial decision, or
  - i) has been convicted of a crime during the past three years with a final judicial decision.
  - j) is prohibited by a decision of the EPAC is an administrative part of the electoral body;

**Article 8**  
**Technical preparation of the polling station**

- 8.1 All members of the PSC are responsible for the preparation and arrangement of the polling station. This task should be done a day before Election Day and should not delay the opening of the polling station until 7:00 pm the day of the election. Any kind of election campaign material is not allowed in PS.
- 8.2 The organization of the PS depends on the size and shape of the room, the location of the door entry and exit. Should be tested various configurations as rational functions of the PS room, to ensure efficient and free circulation.
- a) Seats should be adjusted in such a way that members of the PSC, election observers and accredited media representatives can watch the whole process of voting and ballot boxes clearly see all the time;
  - b) The voting Booths should be set in such a way as to ensure that voters can vote in secret. It may be necessary to cover the windows.

8.3 Directional signs in PS are as follows:

- a) The alphabetical lists of voters assigned to a particular polling station (the entrance to PS)
- b) The list of candidates with posters for elections to the Municipal Assembly (outside PS)
- c) Posters "How to mark the ballot" (Back to voting booths and outside PS s)
- d) Candidates Brochure (behind the voting booths and the ballot table provider)
- e) Signs the arrow direction (inside PS)
- f) Signs for "smoking ban" (outside PS)
- g) Signs for "weapons ban" (outside PS)

## **Article 9**

### **The role of observers**

- 9.1 The entire opening, voting, closing and counting process, with the exception of marking the ballot by the voter, as well as packaging and delivery of materials from PS / PC to MEC and MEC to the Counting Centre is observed from accredited observers. Description of the accreditation process, to make the election observers is defined in the electoral rule number 07/2013 on the Election Observers.
- 9.2 No more than two observers from the same accredited Organization may be present at the same time within the PS.
- 9.3 Notwithstanding the provisions of this rule, if the Chairperson of the PSC is of the view that the number of accredited observers present in the PS is obstructing the voting or counting, he / she shall order the observers accredited to the same time not to have more than one observer of an organization.

## **Article 10**

### **Poll book**

- 10.1 Each PS has the poll book in which all significant events are recorded in connection with the conduct of voting and counting process at polling stations during the Election Day.
- 10.2 Only the Chairperson of the PSC, the PSC members and accredited observers present, allowed to make notes in the book of the vote. If a voter has a complaint about any



activity within the PS, he / she may request the Chairperson of the PSC's complaint that his registration / her in the poll book or submit a complaint to the Election Complaints and Appeals in accordance with established procedures.

- 10.3 The Chairman of the PS after the close of the voting process must inform all accredited observers present if the PS leave before the end of counting, they are not permitted to return again. Each PS will be voting on a book in which shall be entered the relevant information regarding the conduct of the voting.
- 10.4 Only the Chairperson of the PSC, the PSC members and accredited observers will be allowed to make their remarks in the poll book. If a voter has any complaint regarding activity within the PS, he / she must request the Chairperson of the PSC in the poll book to mark his complaint / her, and / or submit a complaint to the Election Panel complaints and Appeals Commission (ECAC), in accordance nenin119 the Law on General Elections in the Republic in Kosovo and Article 28 of the Law on Local Elections in the Republic of Kosovo and procedures established by EPAC.

## **Article 11**

### **Security in the Polling Center and Polling Station**

- 11.1 Chairman of the PSC, with the help of all PSC members should ensure tranquility and security of the voting process within PS. Order in the front row of the PS shall be held by a member of the PSC appointed as controller line.
- 11.2 In the event of a serious disturbance in the PS or in its immediate surroundings, the chairman of the PSC should seek immediate assistance from the police. This event should be immediately noted in the poll book.
- 11.3 If the disorder becomes a serious threat to the integrity of the voting process or the people inside the PS, chairman of the PSC may decide to suspend the voting and close the PS until order is restored. The Chairperson shall immediately inform the MEC and record the event in the poll book, including the time during which polling was suspended. During the time that we PS stay suspension of PSC members and observers, if not the cause of suspension. The Chairman and members caring for sensitive materials.
- 11.4 No person carrying weapons will not be allowed inside the polling station, in addition to the KP provides assistance in restoring order within the PS.
- 11.5 No person carrying weapons or arms are not allowed inside the PS, in addition to Kosovo policeman on duty in uniform. Kosovo police on duty did not act within the PS after casting their vote.

- 11.6 The CEC approved the Operational Plan of Security and signed a memorandum of cooperation with the Ministry of Internal Affairs.

## **Article 12**

### **Material of electoral campaign and material for voters information in polling station and in polling centers**

- 12.1 At least 24 hours before the voting, PSC will remove any campaign material, if one is placed inside any PS or PC radius of 100 meters. Political entities that have not left the campaign material up to 24 hours before the voting or are found posting campaign materials after the prescribed time limit, the PSC report on Form using EPAC Complaints immediately after the alleged violation. PSC are responsible to remove campaign materials within the PS and the manager together with technical staff is responsible for removal of campaign materials in a radius of 100 m.
- 12.2 No election campaign information will be transmitted to any communication device in PS or PC, or in hearing distance. Such actions will be reported by the PSC immediately to EPAC after the violation occurred.
- 12.3 Any printed election material, prepared by the CEC Secretariat on behalf of the CEC, which listed all certified political entities and all certified candidates shall be displayed at the PSs and the main door entry to each VC for the benefit of voters.
- 12.4 Informational signs on the building must clearly display the number of VC. Signs to direct voters to the correct polling station must be displayed prominently inside the PC. Each PS must be clearly marked with signs showing the number of PS and initial letter of the surname of those voters FVL, which are assigned to the PS.

## **Article 13**

### **Procedures before voting begins**

- 13.1 By 6:00 pm on election day, at the MEC, the PSC chairman and one of the members of the PSC, which will act as vice chair during the entire process will:
- a) Examine all materials from the MEC, including FVL and / or empty CVL, conditional ballots envelopes, ballots, ballot boxes, voting booths, and ultraviolet invisible ink, official seal the ballot paper, ink, ink refills, papers and book material for office, and

- b) Complete and sign the form of material Handover, a copy of which is attached in Annex I, confirming the number of ballots, FVL and existing material, and
- c) Send the materials listed in paragraph (a) of this article are from MEC to VC under police escort.

13.2 All members of the PSC should be present in the PS at least an hour before (6:00) opening of the polls (7:00).

13.3 Before the opening of the PS, the PSC chairman should:

- a) Inform the MEC for any missing member of the PSC and require replacement. If the Chairperson is absent, then a member of the PSC who acts as Vice Chairman shall replace the Chairman and require the MEC to provide replacement for PSC member. A PS will be allowed to be opened with a minimum of three (3) members of the PSC;
- b) Verify and record the number of ballots received in the Result and Reconciliation Form (RRF), which is attached as Annex II to this rule;
- c) Prepare and display the empty ballot box in the presence of PSC members and which will be accredited observer may be present, then the ballot box seal it with tape (s) closing provided for this purpose, and record the serial number of the seal (s) closing the ballot box in the RFF.
- d) Mark in the poll book names and personal ID numbers of all members of the PSC;
- e) Voting record in the book of names, personal ID numbers and accreditation (observer badge) of all accredited observers present and remind those obligations and their rights as observers, and
- f) Ensure that the campaign material is removed and voting information material is posted, for as defined in article 12.4 of this rule.

13.4 If the PS opens late, the PSC Chairperson shall immediately notify the MEC, which will then inform the Secretariat of the CEC. Chairman of the PSC will always record the time of the opening of the PS in the poll book in case of a delay he / she will record the reasons for the delay in the poll book.



**Article 4**  
**Voting Schedule**

14.1 All PSs will open at 07:00 and close at 19:00.

14.2 No one may vote after the closing time of the polls, except voters who wait in line at the PS at the time of closing.

**Article 15**  
**The right to vote and secrecy of vote**

15.1 Every person has the right to vote in elections in accordance with this Law, if the age of 18 years on the day of the election and meet one of the following criteria:

- a) Is registered as a citizen of Kosovo in the Central Civil Registry;
- b) Resides abroad or left Kosovo on or after January 1998, provided that meet the criteria set by the law in force for being a citizen of Kosovo, or
- c) Has granted refugee status, as defined in the Convention relating to the Status of Refugees of 28 July 1951 and its Protocol of 16 December 1966, on or after 1 January 1995, and is entitled to be registered in the Civil Registry as resident of Kosovo; The voter is entitled to vote has the right to vote if he / she is registered in Kosovo or successfully applied to vote abroad, as defined in Articles 5 and 6 of the LGE.

15.2 No person shall prevent or attempt to prevent an eligible voter from exercising the right of his / her right to vote.

15.3 No person shall be allowed to vote on behalf of another voter, except as set out in Article 15.5 of this electoral rule.

15.4 Each voter must mark the ballot in secret behind the voting screen. Only one person will be allowed to stand behind the voting screen at any time, unless the voter has requested assistance from another person, as defined in Section 15.5 of this electoral rule.

15.5 Voters with disabilities so that he / she is unable to mark a ballot, and / or illiterate can be assisted to vote by a person chosen by the voter, if he requires assistance such. Such person shall only assist a voter and shall not be a member of the PSC or an accredited observer. Helping voters will be considered only in exceptional circumstances and must be closely monitored by the PSC chairman or his deputy / her.

- 15.6 A person who has agreed to assist the voter will mark his/her name and will sign the appropriate Voters List, next to the name or location of voter that is assisted.
- 15.7 Members of the PSC can not in any way affect the decision of voters and will take particular care to ensure that the voter will not be disturbed by anyone while marking the ballot (s) and the secrecy of voting is fully insured.
- 15.8 The members of the PSC will explain the voting procedure only if requested by the voters, but voters will run under the voting procedures to ensure an efficient voting process

## **Article 16**

### **Acceptable identification documents**

- 16.1 For election purposes, acceptable identification documents are as follows:
- a) The identification document (ID) card;
  - b) a valid passport;
  - c) a valid travel document;
  - d) valid driving license of Kosovo;
  - e) a valid card or IDP
  - f) valid refugee cards.

## **Article 17**

### **Regular voting**

- 17.1 One of the members of the PSC, inside the PSC, at the entrance will check each voter if they have an ink stain on the finger. Any voter whose finger is stained with an ink will not be allowed to vote.
- 17.2 Once a voter is allowed inside the polling station, he/she will be guided to a certain member of the PSC, which must verify the identity of voters - asking him/her to present one of the acceptable documents identification, as defined in Article 16 of this electoral rule. If a voter can not present any of the documents specified in Article 16 of this rule, the voter shall be informed that he/she can not vote and Queue Controller will forward him/her out of the PS.
- 17.3 Then the name of the voter must be checked in FVL.
- a. If the name is not on the FVL, voters will be instructed to visit the help

desk of the PC to learn the PS which they are appointed to vote, while the controller follows him/her out of the PS , or

- b. If the name of the voter is found in FVL with a note indicating that the voter should vote conditionally, the voter shall vote only with a conditional ballot and will be directed to a dual PS.

- 17.4 If the name of the voter is found in FVL, without a sign or marking, the voter should be instructed to sign the FVL next to his/her name of;
- 17.5 Once the voter signs in FVL, he/she should get his right index finger sprayed or any other finger if there he/she misses the index fore, and then the voter is provided with a single sealed ballot for elections. A voter who refuses to be sprayed with invisible ink or sign in FVL, will not be given a ballot and line controller will forward him/her to the exit of the PS. This incident should be recorded in the poll book.
- 17.6 Once the voter is given a ballot (s) for election (s), he/she will be instructed to go to one of the voting booths to mark the ballot (s) in secret.
- 17.7 Behind each voting booth is a booklet with the names of candidates for the elections of the Municipal Assembly and / or the elections for the Kosovo Assembly. The voter can inform the Chairperson of the PSC if a booklet is missing, pages are torn from the booklet or brochure has the written notes. The Chair shall provide the voter with a new booklet, when this is appropriate.
- 17.8 If a voter has spoiled ballot, he / she must submit the spoiled ballot and require a new seal. The PSC's must mark the ballot by writing "damaged" on the back of it and keep it in an envelope specially designed for this purpose.
- 17.9 After marking the ballot, the voter must place the ballot in the ballot box, so they can be seen by the Guardian, the ballot box and then he/she immediately removed from the PS.
- 17.10 In each PS should have a ballot box for each election. At the ballot box must be clearly marked PS code to clearly identify which elections are determined. Supervisor ballot box to ensure that voters place the ballot in the ballot box.
- 17.11 Supervisor of the ballot box should not allow any voter to leave the PS without putting the received ballot in the box. Refusal to comply with this requirement by the voter shall be considered a violation of applicable legal provisions.
- 17.12 Voting in the same elections more than once is a criminal offense and is punishable in accordance with the Criminal Code of Kosovo.



**Article 18**  
**Conditional voting**

- 18.1 A voter in Kosovo, the name of which can not be found FVL, or his / her name is found in FVL with a note indicating that he / she should vote conditionally, should be allowed to vote by PS condition in the dual, provided that the identity of his / her can be verified in accordance with Article 17 of this rule.
- 18.2 A member of the PSC, the condition Voters List (CVL) will mark the voter's name and surname, as well as one of the following data:
- a) Personal ID number to him / her, or
  - b) The date of his / her birth.
- 18.3 After recording the personal data of voters in the CVL, the PSC must write the same information in the envelope provided with the ballot, the voter shall be instructed to sign the CVL next to him / her.
- 18.4 Once the voter has signed the CVL, he / she should have his right index finger sprayed or any other finger if the index finger is missing, and then voter will be given a stamped ballot for election, while member The PSC maintains voter's ID and the secrecy envelope. Voters who refuse to be sprayed with invisible ink or sign CVL will not have a ballot(s) issued and line controller will forward him/her off the PS. This case should be recorded in the poll book.
- 18.5 Once the voter is given a ballot, he / she should be instructed to go to one of the voting booths to mark the ballot in secret. The completed ballot envelope provided, the secrecy envelope and the voter's ID must be provided to supervisors to the ballot box.
- 18.6 If a voter has spoiled ballot, he / she must submit a spoiled ballot and require new stamped ballot for the current election. The PSC should make the sign of spoiled ballot by writing "damaged" on the back of it and keep it in an envelope specially designed for this purpose.
- 18.7 After marking the ballot, the voter before the supervisors at the ballot box, places the ballot in a secrecy envelope and seal the envelope. Then the voter puts secrecy envelope inside the ballot envelope to meet the condition, seal it and place it in the ballot box designated for ballot envelopes provided. Then supervisor ballot box voters turn document his / her identification.

**Article 19**  
**Voting of Polling Station Committee members**

- 19.1 Members of the PSC and the Chairperson shall vote first thing when the polling station has opened. If a member of the PSC is not registered to vote in PS where he/she is serving, then the member of the PSC must vote in the dual PS set in the same PC. If the PS in which a member of the PSC is scheduled to vote is close, the PSC Chairperson may allow PSC member to leave the PS and vote regularly.
- 19.2 The Chairman of the PSC should ensure that only one member of the PS at the same will be leaving PC with the reason of voting.

**Article 20**  
**Closing of polling station**

- 20.1 Each person in the queue at the end of the PS is allowed to vote if they are eligible voters. Queue Controller shall inform the last person in the queue that he / she will be the last person to vote. Every person who joins the queue after that person will not be allowed to enter the polling station and will get informed about the impossibility of his / her right to vote.
- 20.2 After the last person in line at the end of voting casts his/her vote, the chairman of the PSC will close the PS, close the opening of the ballot box, with sealing tape so that it can be seen by present observers, and in the poll book records the exact time of closing.

**Article 21**  
**The process of counting in regular polling stations**

- 21.1 Procedures for counting regular ballots will be guided by the following objectives: accuracy, transparency, efficiency and protection of the security of the vote.
- 21.2 Once the polling station closes, the chairman of the PSC will mark the poll book; names, ID numbers and the accreditation numbers of all accredited observers present and inform them that if they leave the PS before the count is completed, they will not be allowed to return.
- 21.3 If the second team of the PSC will be designated for the counting process (from now on: Counting Team), in accordance with Article 2.12 of the this election rule, then Chairman of the Counting Team along with one of the counting team members must be present at 19:00 on election day to monitor the closure of PS.

21.4 In the presence of the Chairman of the Counting Team, members of the PSC (hereinafter Voting Team) must:

- a) Count the number of voters /FVL signatures and record the total number in the appropriate RRF;
- b) Count the unused remaining election ballots and write the number in the appropriate RRF;
- c) Count the spoiled ballots for each election, write the number in the appropriate RRF and place them back in the envelope given for spoiled ballots;
- d) Verify the seals and their serial numbers in the ballot box and that these numbers are properly registered in RRF and sign the RRF before handing over all forms, material and sealed ballot boxes to the counting team, if it is formed. Voting Team will then leave the PS after delivery. If there is no Counting Team, the same Voting team will continue the process as defined below.

21.5 After that, the PSC members should be prepared to count the ballots, as follows:

- a) Set aside the unused ballots, spoiled ballot envelopes, ballot and official stamp of FVL;
- b) Place all stationary supplies in a container, including pens or markers that can be used for marking the ballot, and set it aside, and
- c) Organize the counting area so that no materials remain on the table or in the place designated for counting, except necessary materials such as blank white paper, Poll Book and RRF.

21.6 PSC should unseal and open only one ballot box at that time. If you find more than one ballot box, then the rest of the ballot boxes must be opened only after the counting of all ballots found in the open ballot box is finished. The order of counting ballots should be the same in all PS.

21.7 A member of the PSC opens the ballot box and empties it on the table, or in any other place designated for counting ballots. The Chairman shall ensure that no ballots remain within that ballot box.

21.8 For the Assembly elections and elections for Municipal Assemblies valid votes is the one which clearly indicates the intention of the voters for the political party which they voting.

- a) In the Assembly Elections voters will vote for one (1) certified political entity and



can vote up to five (5) candidates from the side list of candidates of the political entity, in accordance with Article 110 of the Law on Elections General. If a ballot is marked with more than five candidates, only votes for the political party shall be deemed valid and counted in accordance with Article 110.5 of the Law on General Elections.

- b) In Municipal Assembly elections, voters will vote for one (1) certified political entity and may vote for one (1) candidate from the list of candidates of the political entity. The vote for the political party considered a vote casted for the first candidate from the list of candidates from the political entity. CEC will ensure that the ballot will allow voters simultaneously vote for the political party and the first candidate from the list of candidates from the Political Entity in accordance with Article 7 of the Law on General Elections. If a ballot is marked with more than one (1) candidate, just the vote for the political party shall be deemed valid and counted in accordance with Article 7.4 of the Law on Local Elections.

21.9 For the mayoral elections vote is considered valid when a voter has marked the ballot with only one candidate who presents a clear intention of the voter.

21.10 Ballot for the Kosovo Assembly, and Municipal Assembly and the mayor will be deemed invalid if:

- a) a ballot has been marked in more than one political subject;
- b) the way the ballot is marked makes no clear intention of the voter, or
- c) ballot is not stamped with the official stamp of the ballot, when removed from the ballot box.

In addition, the ballot for the Kosovo Assembly and the Municipal Assembly shall be deemed invalid if:

- d) the voter marks only the candidate (s) and not a political entity.

21.11 A ballot shall be considered blank if the ballot is not marked in any way.

21.12 If the PSC members fail to agree on whether a ballot is valid, invalid or blank, then the leader must make a final decision regarding that ballot.

21.13 Under the guidance of the Chairman and members of the PSC should:

- a) Invert all ballots issued by the ballot box and count;
- b) Recount the ballots, if the total number of ballots differs from the total number of

voters / FVL signatures:

- i. For more than one (1), if the number of signatures in the FVL is less than or equal to one hundred (100) or
  - ii. For more than two (2), if the number of signatures in FVL is greater than 100 but less than or equal to two hundred (200);
  - iii. For more than three (3), if the number of signatures is greater than two hundred (200).
- c) Record the number of ballots in the respective RRF;
- d) After the satisfactory counting all the casted ballots, return the ballots and count the votes for each political and record it in the relevant RRF, indicate the total number of valid ballots by political parties, then blank ballots and invalid ballots.

21.14 After counting the valid ballots received by each political party, under the instruction of the PSC Chairman, team members must:

- a) Count the votes given to candidates of each political entity;
- b) To fill the Candidate Result From (CRF) for elections to the Kosovo Assembly and the Municipal Assembly, a copy of which is attached as Annex III, by filling in the name of political entity, write the number of votes received by each candidate of that political party; fill the CRF for any political party that has won at least one vote in that election;
- c) Fill the appropriate RRF regarding valid ballots, blank and invalid, and sign the forms.

21.15 After counting of ballots for elections, the PSC should pack counted ballots in a transparent plastic bag and put the bag where it can be viewed by all members of the PSC and observers , and removes the seals and open the next ballot box according to the order specified in Article 22.6 of this electoral rule.

21.16 If the PSC members find that ballot in a ballot box are from other elections, those ballots are counted and the result is recorded in the relevant RRF

21.17 After the counting of ballots for all elections, members of the PSC shall close all packages of ballots with a plastic seal, one package for each election, record the serial number of the plastic seal on the corresponding RRF, and place one bag at a time inside the ballot box.

21.18 Then the members of the PSC must pack the remaining materials and forms of election results and forward the material to MEC in accordance with instructions from the MEC, in accordance with the Manual of Voting and Counting, and complete and sign the RRF.

21.19 Chairperson of the PSC will be responsible for the preparation and accuracy of results counted and recorded in the appropriate form of the results.

## **Article 22**

### **Reconciliation of data of conditional envelopes**

22.1 Prior to the procedures set forth in Article 21 of this electoral rule, the process of reconciliation of the ballots shall be provided in the Dual PS.

22.2 Upon closing of PS, PSC should follow the same procedures as defined in Article 21 of this electoral rule for counting the number of names on the CVL and preparations to be made before the opening of the ballot box with Conditional Ballot Envelopes.

22.3 PSC member shall open the ballot box designated for conditional ballot envelopes and place it back down on the table, or in any other place designated for counting. The Chairman shall ensure that no conditional ballot envelopes or unsealed secrecy envelopes are left inside the ballot box.

22.4 PSC member shall count separately unsealed envelopes, if any found in the ballot box, and write in each one the word "invalid".

22.5 Under the guidance of the Chairman, members of the PSC should:

- a) Count the conditional ballot envelopes in the ballot box;
- b) Recount the conditional ballot envelopes if the total number differs from the number of names on the conditional voters list to more than 1, and
- c) Write the total number of conditional ballot envelopes in the respective RRF. Write number of signatures in CVL in the appropriate FPR and write the number of unsealed envelopes to the poll book.

22.6 Upon completion of the count, the PSC members should pack counted conditional ballot envelopes and unsealed secrecy envelopes free put them in the certain bag and put it in the place where they can be seen by members of the PSC and present observers until the end of counting of regular ballots, as defined in article 21 of this rule.



- 22.7 If the conditional ballot envelope or unsealed conditional ballot envelope is incorrectly placed in a ballot box designated for regular ballots, then at the end of counting, conditional ballot envelopes should be counted and the number of conditional ballot envelopes will be marked in the appropriate RRF and unsealed secrecy envelopes will be counted, declared invalid and entered in the poll book as defined in article 22.4 of this rule.
- 22.8 After the counting of regular ballots, members of the PSC will pack the materials as instructed by the MEC, and in accordance with the Manual of Voting and Counting.

### **Article 23**

#### **Procedures after counting of ballots or the reconciliation of data of conditional ballot envelopes**

- 23.1 After the completion of the ballot counting and reconciliation of conditional ballot envelopes, chairman of the PSC should:
- a) Allow present accredited observers to copy the information from the RRF's and the CRF for their use, if required to do so;
  - b) Will post the results of the counting process in PC, and
  - c) Inform the PSC members that they are allowed to leave, but that they can be recalled if requested by the MEC re-reconciliation of data of materials.
- 23.2 In accordance with MEC guidelines, each chairman of the PSC will accompany the safe transportation of ballots and election materials from the PS to the MEC locations, arranged exclusively by the MEC. If required, accompanied by an opposition member of the relevant level, elected by consensus or in case of no consensus, chosen by lot by the Chairman.
- 23.3 Each chair the PSC should submit materials from their PS to MEC, in accordance with the Handover instructions by MEC. If MEC identifies errors associated with packaging or count of sensitive materials, MEC may take any corrective actions, including ordering re-packaging of Conditional Ballot Envelopes. No recount of regular ballots shall take place at the MEC. MEC marks corrections in the RRF or in other documents with different colored pencil that is used by the PSC. Along with these changes the MEC should note the number of his/her personal CECS number and his/her initials.
- 23.4 If the re-packaging of materials is needed, the MEC will close the new packages before the PSC Chairperson and write the number(s) of the new sealing tapes in the corresponding RRF with another colored pencil from the one that is used by the PSC.

Along with these changes the MEC should note the number of his/her personal CECS number and his/her initials.

- 23.5 The Chairman of the PSC is allowed to leave the premises of the MEC if all handover procedures are conducted and MEC member informs him that he/she is allowed to leave. Chairman of the PSC who leaves before receiving permission will be sanctioned in accordance with Rule No. election. 14/2013 Sanctions and fines.
- 23.6 MEC members will compile the electronic version of all forms of RRF results within their municipality, and will send the file to the CECS, in accordance with instructions given by the Field Coordinator of the CECS.

#### **Article 24**

##### **Delivery from MEC to Count and Results Center (CRC)**

- 24.1 Safe transportation of materials from the CRC to MEC will be in accordance with the deadlines and guidelines of CECS.
- 24.2 CRC intake procedures as defined in Rule 06 Election / 2013 Counting and Results Centre and the CRC technical procedures shall be followed.
- 24.3 MEC who conveys the material from the MEC to the CRC will be allowed to leave the territory of the CRC, if all procedures are followed and responsible personnel of CRC informs him/her that he/she might leave. MEC member who leaves before permission will be sanctioned according to Rule No. election. 14/2013 on the financing of political parties and sanctions.

#### **Article 25**

##### **Complaints**

- 25.1 Complaints regarding the voting and counting in polling stations should be submitted to the EPAC within 24 hours of the close of polling stations and they will be settled by EPAC within 72 hours after the complaint is received, in accordance with Article 119.1 of the Law on General, Elections Article 28 of the Law on Local Elections and Procedural Rules of EPAC.
- 25.2 Submission of the complaint shall not terminate or suspend the counting process.
- 25.3 Any member of the PSC who complains about the results listed in PS may mark his dissenting opinion in the poll book and may file a complaint in EPAC.

**Article 26**  
**Repetition of voting**

- 26.1 Prior to certification of the election results, it is the competence of EPAC, in exceptional cases to nullify the results of a polling station or polling center and order CEC to repeat voting in a polling station or polling center, if it considers that it has impact in final results, in accordance with Article 120.1 (b) of the Law on General Elections and Article 28 of the Law on Local Elections. In this case, the same rules will apply for repetition of voting.

**Article 27**  
**Implementation**

- 27.1 CEC to implement this rule will adopt the training Manual on voting and counting procedures in polling station..
- 27.2 To implement all these actions of the CEC Secretariat will organize the training of MEC, PSC, PC staff and non-permanent staff.
- 27.3 The CEC will prepare information packages for observers.

**Article 28**  
**Final and transitional provisions**

- 28.1 With entry into force of this regulation, Election Regulation no 02/2009 Voting and Counting inside Polling Station in the Level of Municipal Election Commission, of date 25.06.2013 is abolished.
- 28.2 An integral part of this rule are the annexes:
- Annex – I FPR- Parliamentary Elections  
Annex – II FPR- Municipal Assembly Elections  
Annex - III FPR- Municipal Mayor Elections



**Article 29**  
**Entry into force**

This regulation enters into force on 02.07.2013.

**President of Central Election Commission**  
**Valdete Daka**

