



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



# Training Manual for procedures of voting and counting in polling stations

## EXTRAORDINARY ELECTIONS FOR MAYOR IN 2014



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# INTRODUCTION

## WELCOME LETTER

Honored chairpersons and members of Polling Station Committees,

It is our pleasure that you will participate Mayoral Elections that will be held on February 23, 2014.

Polling Station Committee Manual is a document that helps members of PSC to prepare and carry out their duties during elections with the focus on Election Day.

Election Day is one of the most important days in calendar of Elections in Kosovo. Your role as a member of Polling Stations Committees is to create to all voters an opportunity to vote and election results to reflect the voters will. Your presence at the Polling Stations will strengthen the conviction of all citizens of Kosovo that the election laws and regulations in force, will be implemented fully, impartially and transparently, thus raising the level of trust in electoral processes and ensuring the legitimacy of election results.

Through manual and training of the PSC members aims to increase the professional conduct of the electoral process in the polling stations. Therefore, your participation is an important contribution to the achievement of the overall goal in building democratic institutions and for the benefit of all citizens of Kosovo.

Polling station manual also serves as a reference document for all other stakeholders such as political parties, local and international observers and media which may refer to the manual in order to better understand the rules and procedures, duties and rights during the election process in polling center and polling stations.

We expect this manual to serve for your professional development and education as well as affect your dedication and commitment to implementation in practice of all rules and procedures to be followed in polling centers and polling stations and contributing to legal and quality election management as one of the prerequisites for building of democratic institutions.

We wish you good luck!

Thank you,  
Valdete Daka  
President of Central Election Commission

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## **ELECTORAL SYSTEM IN 2014**

On February 23, Mayoral Elections will be held.

According to the Law on General Elections and Law on Local Elections of Republic of Kosovo and Electoral Rule Nr. 15/2010 Extraordinary and Early Elections, electorate will elect the candidate for Mayor.

For these elections open lists will be used.

For the mayoral elections voter will vote for one (1) candidate. In addition, the mayoral elections may need a second round of elections if no candidate wins a majority of votes during the first round, which means the 50% +1 vote of the total number of valid votes cast in the municipality in accordance with Article 9.6 of the Law on Local Elections in the Republic of Kosovo. Voter living outside Kosovo have the possibility to vote through the operation of by-mail voting.

## **OBLIGATIONS OF POLLING STATION COMMITTEE MEMBERS**

As a member of the Polling Station Committee (PSC), you are one of those few election officers with whom most voters will have direct contact during the flow of these elections. Therefore, there is great importance to keep the highest level of professionalism and integrity during your performance, serving voters in Kosovo. This includes your pre-election tasks, such as attendance of training and your responsibilities on Election Day, during the ballot counting and reporting the results of the Polling Station.

Your behavior must ensure the accuracy of the vote, and integrity, security, transparency and serenity of the electoral process. This will help in building a sustainable level of confidence in the election system.

Always provide services with courtesy, patience and kindness to all voters and observers accredited. When you offer service to voters with disabilities, give necessary time to them on explain the voting process and direct them to responsible person to help them.

## **THE CODE OF CONDUCT FOR PSC MEMBERS**

All members of PSC are obliged to sign the Code of Conduct for PSC members, and together with the contract is attached the Code of Conduct. If members of PSC do not respect the code of conduct, they will be punished according to legal provisions in the force.

## **Election Acronyms used in this manual:**

BBS	Ballot Box Supervisor
BI	Ballot issuer
CB	Conditional Ballot
CBE	Conditional Ballot Envelope
CRF	Candidate Result Form
CTSh	Candidate Tally Sheet
CVL	Conditional Voters List
ECAP	Election Complaints and Appeals Panel
IDO	Identification Officer
FVL	Final Voters List
MEC	Municipal Election Commission
MVL	Municipal Voters List
PC	Polling Centre
PE	Political Entity
PS	Polling Station
PSC	Polling Station Committee
QC	Queue Controller
RRF	Reconciliation and result form
UV	UV lamp
ID	Identification Document
IDP's	Internally displaced persons
LGE	Law on General Elections
CECS	Central Election Commission Secretariat
CRC	Count and Result Centre
CEC	Central Election Commission
SO	Senior Officer
DE	Data entry

## Leadership and management of the Polling Centre and Polling Station

**Polling Centre (PC)** is a building in which are located one or more polling stations (PS). Polling Centre also includes public space within range of 25 meters from the entrance of the building. In most cases, buildings used as polling centres are schools or community facilities.



**Polling Station (PS)** is a room, hall or similar facility designated in PC where voting will take place. Polling stations are usually school classes. Every polling station will have approximately 750 voters. Last PS in every Polling center is **dual polling station**, where voters can vote by regular and conditional ballots.



## **Management and composition of polling center**

The manager is responsible for organization and planning of all technical activities in Polling Centers and outside the building, from the entrance door in the radius of 25 meters. Provides security for the package of materials of PC and security for voting material. Along with technical staff provides security, orientations, circulation and access of voters in PC. Also reports to SMEO related to statistics of respective voting within the scope of PC.

**The personnel engaged in development of activities in Polling Center are:**

- Polling Center manager
- Polling center assistant
- Help desk personnel and

### **Polling center manager**

#### ***Duties and responsibilities of Polling Center Manager***

Manager is responsible for organization and planning of all activities related to facility-Polling center that is outside the Polling station.

These responsibilities include:

- with the chairman does the intake and provides security for voting material (non-sensitive material)
- Distribution of voting materials to chairperson of PSC (non-sensitive material)
- P Preparation and placement of signs/identification tables of Polling Center
- Removal of electoral campaign materials 24 hours before the beginning of voting if they are placed inside and outside PC (perimeter 100 meters) and ensuring secrecy of the vote.
- Placement of mechanisms of help for movement in front and outside PC
- Intake and security of non-sensitive materials after the end of counting which will be used for second round of elections for Municipal Mayor by the chairperson of PS and dual PS's.
- Reporting for SMEO's related to participation during opening, closing and statistics of respective PS's in the scope of PC.
- Manager of PC will report to SMEO.
- Takes care for electricity (ensuring alternative electricity), water, heating and other logistical issues

## **2. POLLING CENTER ASSISTANT**

### **DUTIES AND RESPONSIBILITIES OF POLLING CENTER ASSISTANT**

Every polling center in general will have an assistant of the Polling Center which will lead the voters inside and outside the center.

- You must ensure that signs of the polling center are placed in visible places outside the polling center.
- You must ensure that all campaign material within the polling center and 100 meters around the polling center is removed.
- You must arrive at 05:00 in the morning and direct voters that have arrived earlier in an organized queue or by asking them to wait until the Polling Center is open.
- You must prevent the crowding in the Polling Center. Help the movement inside and outside building(s) and manage the control of the crowd inside and outside the Polling Center, help the controller of the queue in case of necessity.
- You offer help when it is necessary, to voters that have special needs and elderly voters and pregnant women, uniformed officers of KP that are on duty and also members of voting teams and allow them to move in front of the queue.
- You must ensure that polling center is closed at 19:00, and only the ones who are in the queue or inside the polling center can vote. Assistant of Polling Center must closely monitor the PC. If there is a queue outside, one of the assistants of polling centers must take place behind the last person in the queue to make sure that no one else joins the queue. The exit must also be monitored and assistants of Polling Center must direct all persons that have voted towards the exit of the building.
- You inform the Manager of polling center related to any incident or problem that might have effect on development of operations of PC.
- You must clean and adjust the facility one day before voting and also after the end of voting and counting.
- Assistants of Polling Center must position in the appropriate places inside the PC:
  - In front of the entrance of the facility of Polling Center to help the entrance and exit of persons outside and inside the polling center.
  - Control the movement of the crowd inside the PC and ensure that people are directed towards the right PS or Help Desk.

## **3. HELP DESK PERSONNEL**

Duties and responsibilities of help desk personnel are:

Every Polling Center in general will have the help desk personnel to help voters that have arrived at the wrong Polling Center and that cannot find their name in the Final Voters List (FVL), or might not have acceptable identification documents. The staff of help desk can refer to Broad Municipal Voters List in order to direct voters towards their defined Polling Centers and Polling Stations. The number of Help Desks in PC's varies depending on the number of PS's inside PC. Up to six Polling Stations-one Help Desk

More than six Polling Stations-two Help Desks.

Personnel of Help Desk will be equipped with Broad Municipal Voters List that will contain all names of the voters registered in the respective Municipality. Voters will be registered in alphabetical order, based on their surnames. Broad Municipal Voters List also will include information related to Polling Stations and Polling Centers for each voter. Other materials in Help Desk are Brail templates if eventually there are any blind voters.

Duties of Help Desk staff:

- You inform voters related to which polling station and polling center they are allocated.
  - You direct voters towards dual polling stations in case names of voters are not found in FVL
  - You inform voters related to the necessity of verifying their identity in order for them to be able to cast their vote.
  - You inform voters about valid identification documents.
  - You make attempts to find the voter in Broad Municipal Voters List and
- If the voter is found in Broad Municipal Voters List, inform the voter related to their polling station within the polling center in which he/she is allocated.
- If the voter is not found in the Broad Municipal Voters List ask questions and try to define the exact municipality of the voter and guide the voter in the right direction if he/she wants to vote.

- If the voter is not able to go to the certain Center to vote or refuses to get guided to another Center you must inform the voter that the only option (alternative), with the condition of the voter having valid identification document, is for the voter to vote through conditional ballots in the polling center where the voter originally came to vote. Inform him/her that only ballots for the municipality of where the polling Center is placed will be available.

## **Polling Station Committee**

In each PS a Polling Station Committee must be appointed (PSC) which will monitor the process of voting and counting in polling station during Election Day.

### **Composition of Polling Station Committee**

**Members of Polling Station Committee** – Composition of Polling Station Committee (PSC) reflects the structure of Municipal Election Commission (MEC) members. In order for a PSC team to operate there must be at least 5 members.

PSC's must be leaded by Chairperson of PSC and other members of the committee.

#### **Polling Station Committee must be composed of these members:**

1. **Chairperson of PSC,**
2. **Queue controller (QC),**
3. **Identification Officer (ID officer),**
4. **Ballot Issuer (BI) and**
5. **Supervisor of Ballot Box (SBB).**

**Chairperson of PSC** is responsible for general operation of polling station and other duties presented in CEC regulations and all activities in his/her polling station since the intake process and until the delivery of material to SMEO.

## **ACTIVITIES BEFORE ELECTION DAY**


### **PRELIMINARY PLANNING BY CHAIRPERSON OF POLLING STATION COMMITTEE**

Chairperson of PSC is responsible for the entire operation of polling station during voting and counting hours. Before elections, Chairperson of PSC and other members of PSC must conduct a series of preparatory work in order to have a regular and efficient voting and counting process on Election Day also in accordance with Election Regulation of CEC.


### **INTAKE OF SENSITIVE AND NON-SENSITIVE MATERIAL**

Non-sensitive material will arrive at polling center one day before Election Day while sensitive material will arrive on Election Day. Sensitive material is those articles that are very important for voting, counting and reporting of results. Sensitive material will be delivered to Chairpersons of Polling Stations by signing a handover form by Chairperson of PSC and SMEO.

Handover form must contain one SMEO and one Chairperson of PSC that accepts the material.



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### Obrazac za primopredaju materijala Formulari i dorëzimpranimit të materialit

Ovim potvrđujem da sam primio/la / Me këtë vërtetoj se kam marrë

Predsjednik Opštine  
Kryetar i Komunës

1. Broj glasačkih listića  
Numri i fletëvotimeve   

2. Konačan birački spisak sa  
Lista përfundimtare e votuesve me    strane  
faqe

3. Ultra Ljubičasta Lampa (UV lampa)  
Lampa Ultravjollcë (Llamba UV) ☐ Da ☐ Po

4. Nevidljivo mastilo  
Ngjyra e padukshme ☐ Da ☐ Po

5. Za broj biračkog mesta  
Për vendvotimin numër    /   

6. I potvrđujem da sam proverio i dobio sav neosetljivi materijal  
Dhe konfirmoj se i kam kontrolluar dhe marrë të gjitha materialet jo të ndjeshme ☐ Da ☐ Po

---

Predsedavajući biračkog odbora ili zamenik predsedavajućeg  
Kryesuesi i këshillit të vendvotimit ose zëvendëskryesuesi

7. Ime i prezime  
Emri dhe mbiemri

8. Potpis  
Nënshkrimi

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Član OIK-a  
Anëtar i KKZ-së

9. Ime i prezime  
Emri dhe mbiemri

10. Potpis  
Nënshkrimi

#### Sensitive material:

- Ballots for municipal mayor
  - Ballots for municipal assembly mayor
  - Ballots, each of 38 municipalities of Kosovo will have special ballots.
  - Final Voters List
- Names in final voters are listed based on surnames, in alphabetical order.
- Official ballots stamp
  - Ultraviolet lamp (UV Lamp)
- Must be tested by PSC one day before elections.
- Invisible ink (Spray)
  - Municipal Voters List

#### Non-sensitive material:

- Ink and ink fillers (stamp pillow) .
  - Poll book
  - Result and Reconciliation Form (RRF) **for municipal assembly**
  - ✓ Result and Reconciliation Form (RRF) **for municipal mayor**
  - ✓ **Candidate Result Form (CRF)**
  - **Voting booth**
- Every polling station must be equipped with 2-4 voting booths.
- **Ballot Box**
- Every regular PS must have one ballots box for each type of elections, while in dual PS's will be another additional ballot box for conditional voting.**
- Security sealing tapes
  - EPAC complaint forms
  - Conditional Ballot Envelopes and Secrecy Envelopes (used only for dual PS)
  - Templates for Brail Alphabet for voting of blind persons
  - Different items of office material (signs, pens, paper, etc.).

## **VERIFICATION OF ELECTION MATERIAL**

One day before elections, non-sensitive material that is placed in ballot box must be unpacked. Unpacked items must be controlled one by one by comparing them with the list of material control. For every material that is missing you must report immediately the contact person for municipal election commission (MEC) in order PS to be provided with the missing items before the beginning of voting.

## **POLL BOOK**

Each PS has a Poll Book in which all significant events related to conduct of voting and counting process are recorded during Election Day.

Only Chairperson of PSC, members of PSC and accredited observers are allowed to write their remarks on Poll Book. If the voter has any complaint related to activity within PS he/she must request from Chairperson of PSC to write his/her complain in the Poll Book and/or to submit his complaint in Election Panel for Appeals and Complaints (EPAC) in accordance with article 119 of Law on General Elections in Republic of Kosovo and article 28 of Law on Local Elections in Republic of Kosovo and procedures defined by EPAC.

## **PREPARATION AND ARRANGEMENT OF POLLING STATION ONE DAY BEFORE ELECTION DAY**

All members of PSC are responsible for preparation and arrangement of polling station. This duty must be done one day before Election Day and must not delay opening of PS until 07:00 of Election Day. Not any kind of election campaign is allowed in PS.

The arrangement of PS depends on the size and form of the room, location of entrance and exit doors. You must try different configurations until you find one that works.

Polling Station must be arranged to provide efficient circulation of voters during Election Day:

- Seats must be arranged in that manner so members of PSC, election observers and accredited media representatives can see the entire process of voting and see the ballot boxes clearly during the whole time.
- Voting booths must be placed in that way that it ensures that voters will vote in secrecy. Covering windows may be necessary.

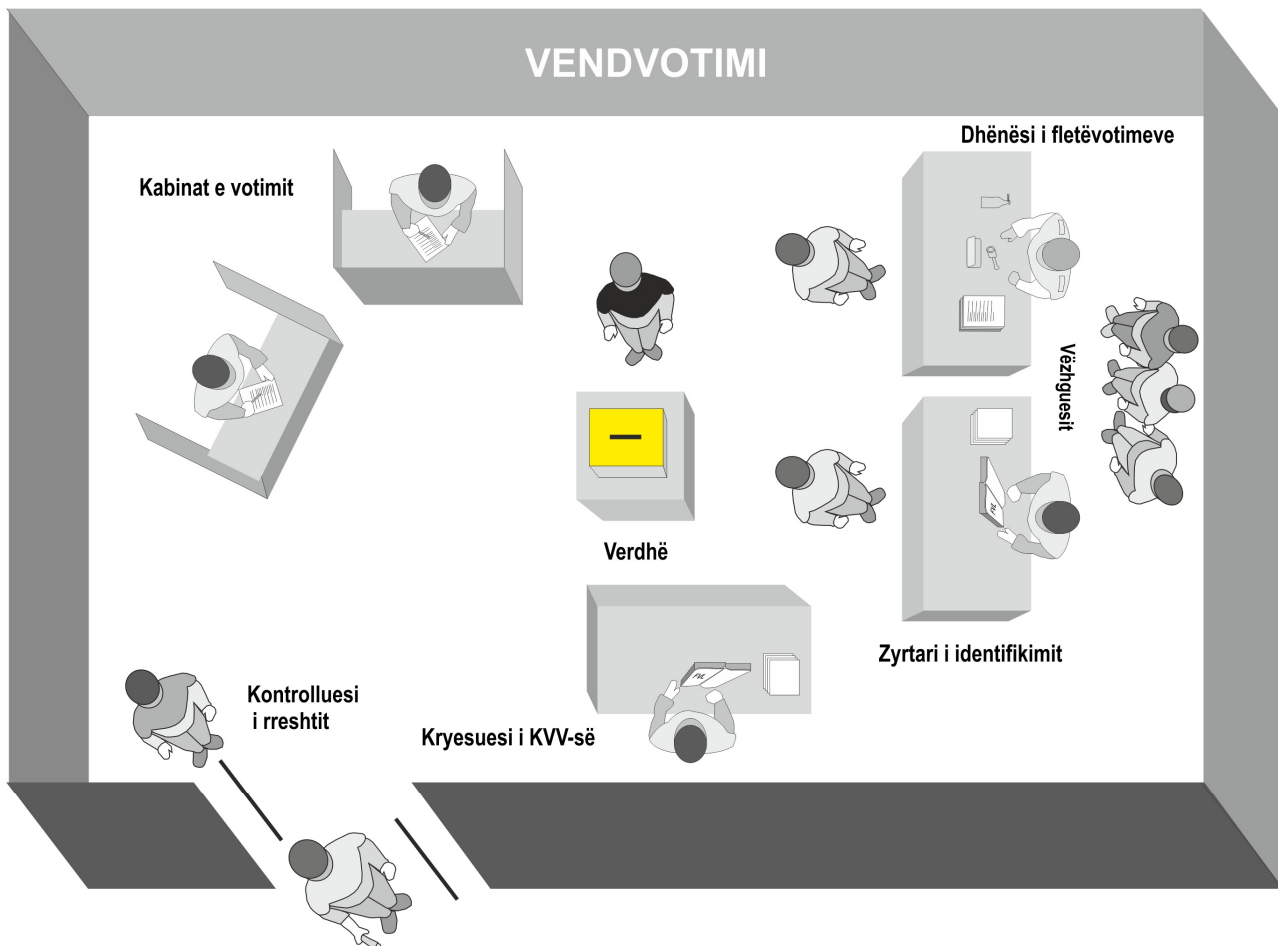
## **Placement of signs and notifications**

Notifications below must be exposed mainly inside and outside polling station:

- Alphabetical lists allocating voters to a polling station (at the entrance of PS)
- Posters with the list of candidates for Municipal Assembly elections (outside PS)
- Posters "How to mark a ballot" (Inside the voting booth and outside PS)
- Candidate brochure (Inside the voting booth and on the desk of ballot issuer)
- Arrow signs for orientation (Inside PS)
- "No smoking" sign (Outside PS)
- "No weapons" sign (Outside PS)

**After the polling station is** arranged and regulated and all the material is controlled the chairperson of PSC must ensure that members of PSC have understood all procedures of Election Day. After this, Chairperson of PSC must guide member to read and to refer to Training Manual on Procedures of Voting and Counting in Polling Station that has the purpose of rational and efficient progress of the process.





## PREPARATIOS ON THE MORNING OF ELECTION DAY, ARRIVAL AT POLLING CENTERS AND POLLING STATIONS

Every PSC members must arrive at his/her PS at 06:00 o'clock. If any of the members of PSC is missing, PSC Chairperson must require a reserve member from Central Election Commission. Upon arrival in PC, Chairperson of PSC takes every material that was kept during the night from the PC manager.

### **FINAL VOTING PREPARATIONS**

Chairperson of PSC must verify that all members of PSC have understood their duties.

Chairperson of PSC must ensure that voting booths and tables of work are arranged in that manner that it enabled the circulation of voters. Arrangement of tables and directing the flow of circulation must be planned a day before. All signs must be placed. If there was any difficulty to enter that place or if the job could not be done, arrangement of the polling station must be done in the morning of Election Day in order to begin with voting on 07:00.

### **CONTROLL OF EQUIPMENT AND LABELING OF PACKING MATERIAL**

Members of PSC must find a safe place to put all necessary equipment and make sure that they have all equipment, envelopes for packing and other items such as: pens, pencils, lamps etc. that they might need during the day.

If any item is missing the manager of the PC must be informed in order to get supplied with necessary material in PS. Members of PSC cannot go out or leave polling station without notifying the Chairperson of PSC.

Chairperson of PSC or his/her delegate will label with the code of the polling station (ex. 1901e/01R) all packing materials and Ballot Boxes inside the polling station.

### **BEFORE THE FIRST VOTER VOTES**

Before the opening of the PS, the PSC Chairperson shall:

- inform the MEC for any member of the PSC missing and require replacement. If the Chairperson is absent, then a member of the PSC acting 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;
- verify and record the number of ballots received in the form of compliance data and results (FPR).
- 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.
- mark in the poll book names and personal ID numbers of all members of the PSC;
- records in the poll book names, personal ID numbers and accreditation (observer badge) of all accredited observers present and remind those obligations and their rights as observers, and
- Ensure that campaign material is removed and the information material regarding voting is posted
- Chairperson of PSC must fill the part I of the worksheet of Results and Reconciliation Form (RRF). *See the templates of RRF in annex.*

After implementing all above-mentioned steps, Chairperson of PSC opens the Polling Station.

# DEVELOPMENT OF VOTING

## All Polling Stations

Must be open at 07:00 o'clock and closed at 19:00 o'clock  
On Sunday, February 23, 2014

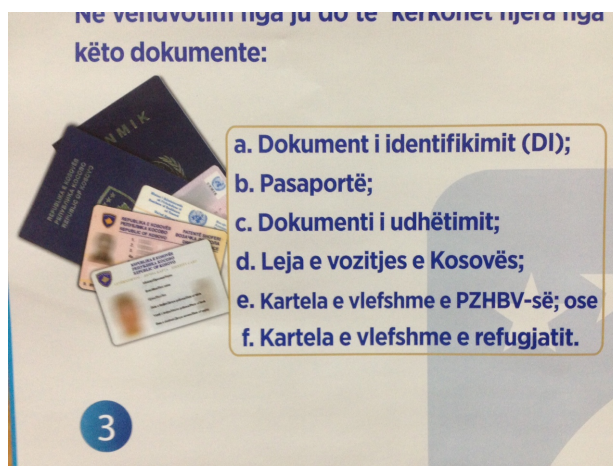
## THE RIGHT TO VOTE:

In order to vote, the voter must be at least 18 years old, must be registered in civil registry and prove the identity.

Acceptable identification documents (see Annex for templates of the documents) are only the following documents:

- ✓ Valid identification card;
- ✓ Valid passport;
- ✓ Valid travel document
- ✓ Valid driver's license of Kosovo;
- ✓ Valid IDP's card or valid refugee card.

If the voter does not present any of these documents, issuing the ballot to that voter is rejected.



## NO PERSON CAN VOTE IF:

- ✓ Does not have at least 18 years on Election Day.
- ✓ Does not have his/her name in Final Voters List (FVL) of that polling station. For further help the voter must be guided to the help desk of the polling center.
- ✓ If the voter refuses to sign FVL, issuing the ballot to that voter is rejected.
- ✓ The voter comes to polling station and voter's fingers appear to have invisible ink, issuing the ballot to that voter is rejected.
- ✓ The voter refuses to get his finger sprayed with invisible ink, issuing the ballot to that voter is rejected.

## WHO CAN VOTE CONDITIONALLY

In order to vote conditionally, the voter must be at least 18 years old, must be registered in the civil registry and prove his/her identity. A potential conditional voter can be a voter whose name is not in the Polling Center but he/she is in the final voters list of respective municipality.

## **REASONS WHY VOTER CANNOT VOTE CONDITIONALLY**

- ✓ Voter comes to dual polling station and voter's fingers appear to have invisible ink.
- ✓ Voter refuses to sign Conditional Voters List (CVL).
- ✓ Voter refuses to sign the declaration in the conditional ballot envelope (CBE) through which he/she confirms that given information are accurate and he/she has not attempted and will not attempt to vote in any other way in these elections.
- ✓ Voter refuses to get his/her finger sprayed with invisible ink.
- ✓ Voter is registered in different municipality from which he/she has come to vote.

## **AUTHORIZED PERSONNEL TO BE PRESENT AT POLLING CENTER**

The following persons are authorized to be present in PC and PS on Election Day:

- ✓ Voters
- ✓ Polling Station Committee members and polling centre personnel;
- ✓ Members of the Central Election Commission and staff of Secretariat of Central Election Commission;
- ✓ Municipal Election Commission members;
- ✓ Accredited observers of election process, with an interpreter if necessary;
- ✓ Accredited media representatives with an interpreter if necessary;
- ✓ Police on official duty, when called upon to restore order.

## **OBSERVERS AND MEDIA**

Election observers and accredited media representatives are very important for assessing and reporting transparency and the legitimacy of the elections, so they should be welcomed. Observers must adhere to certain rules so that voters can vote in secrecy and they should not disturb the election process. Within PS during the same time cannot be more than two observers from the same accredited organization. If PSC-chairperson thinks that the number of election observers or representatives of accredited media are interrupting the voting process within PS, he / she shall instruct them to reduce their numbers, and will take steps to preserve the unimpeded functioning of the voting process. Observers and representatives of the media should expose their badges and all accreditation cards at all times, while they are within PCs/PS's.

### **ELECTION OBSERVERS CAN:**

- ✓ Be present and observe closely the whole process of voting and counting (with the exception of marking ballots by voters), while not disturbing the election process or not taking in hand or restrict the use of any materials of polling station
- ✓ Once the counting process started, observers can leave polling station, but cannot return and enter in after the counting starts.
- ✓ Submit to the Chairperson of the PSC of all their concerns, but not other members of the PSC. PSC-Chairperson of the will have to address the PSC directly about any issues they may lay.

### **ACCREDITED MEDIA REPRESENTATIVES CAN:**

- ✓ Observe the voting process (with the exception of marking the ballot by voters), while not hindering the election process or not taking in hand or restrict the use of any materials of polling station.
- ✓ Record within the voting centre /polling station unless they do not record any personal information of voter or violate privacy of voters is recorded (footage of FVL/CVL and details of ballot of voters not allowed);
- ✓ Record movement of voters through the polling centre / polling stations, with the permission of voters.
- ✓ Conduct interviews with voters (after voting) in the range of 25 meters outside surrounding of the polling stations, and with the permission of voters.

## **ELECTION PANEL FOR APPEALS AND COMPLAINTS**

If a voter has a complaint regarding any aspect of the voting process, including exclusion from FVL (delete), the chairperson of PCS will inform him /her about his/ her right to make a Complaint to the Election Complaints and Appeals Panel (ECAP) and shall provide him / her complaint form of ECAP. For this purpose, the set of PS-equipment are also included copies of the EPAC's complaint forms. Voter should be informed that he / she can submit the form personally, by fax or by mail at EPAC Office.

EPAC address: Migjeni Str., <http://pzap.rks-gov.net/>

**Complaints related to voting and counting process in polling stations must be submitted to EPAC within 24 hours of closing of polling stations and EPAC will decide about those complaints within 72 hours after receiving the complaint, pursuant to article 119.1 of Law on General Elections, article 28 of Law on Local Elections and Work Regulations of EPAC. Submission of the complaint will not interrupt or suspend the process of counting. Any of PSC members, which complaints for results recorded in PS, can also write his/her opinion on Poll Book and can submit a complaint to EPAC.**

# DUTIES AND RESPONSIBILITIES OF PSC MEMBERS

## DUTIES OF POLLING STATION COMMITTEE CHAIRPERSON

- ✓ PSC Chairperson is responsible for all operations within polling station including voting and counting.
- ✓ Refers to training manual on voting and counting procedures for all activities that will be developed at polling stations.
- ✓ He / she ensure the implementation of all electoral rules of the Central Election Commission (CEC) and monitor any irregularities. In case of violation of any rule of the CEC, chairperson of PSC-marks that violation in the PS poll book and inform the Municipal Election Commission (MEC).
- ✓ Appoints deputy in his/her absence.
- ✓ Assigns tasks to all members of the PSC, unless otherwise determined by the CEC.
- ✓ Is responsible for the maintaining peace and order in the polling station (PS).
- ✓ Deals with the media, accredited observers and security personnel (his/her exclusive responsibility).
- ✓ For procedural issues, PSC-chairperson will contact with the trainers of the Secretariat of the Central Election Commission (CECS), while the operational issues PSC-chairperson will have to contact with MEC.

## DUTIES OF THE PSC CHAIRPERSON

### BEFORE OPENING OF THE POOLS

**Fill out cover and first part of RRF** with PS code.

**Fill out 1st** part of the Reconciliation and Results Form (RRF) for the two electoral bodies.

**Distributes** election material to PSC members (sensitive and non-sensitive).

**Labelling with PS code (e.g. 1901e/01R)** of envelopes, bags and forms to be used in polling stations during Election Day.

**Ensures** proper preparation and arrangement of PS.

**Exposes** the empty ballot box before all persons present at the polling station.

**Closes the ballot boxes with security** seals and places them in place where they can be clearly seen from all present in the polling station.

**Writes** the numbers of the security seals of ballot box in the Reconciliation and Results Form **RRF**.

### DURING THE VOTING PROCESS

**Marks** in poll book opening time of voting time and names of PSC members.

**Marks** in poll book names and ID numbers of present accredited observers.

**Supervises** the development of voting and counting procedures in polling stations in accordance with the Law / Rules of the election and training manual on procedures for voting and counting at polling stations

**Ensure** that all necessary forms are available at the PS and filled out correctly.

## DURING THE CLOSING OF POOLS

**Closes** the PS door after being informed by the manager of the PC that last voter in pooling center has voted.

**Assign** a PSC member to remain at the door and to monitor all persons that enter and leave PS.

**Immediately** closes ballot box slots in PS (regular voting and conditional one if double PS).

**Marks** in the work sheet of RRF numbers of closing security digits used to close ballot boxes slot.

**Marks** in poll book closing time of PS and the names of present accredited observers.

**Supervises** closing of PS and material reconciliation process.

**Count signatures in FVL; count the unused ballots, count spoiled ballots;**

**Complete the Part II of RRF.**

**Is responsible** for filling out the RRF or delegating this task to any other member of PSC.

## DURING COUNTING OF BALLOTS

**Supervises** the counting process of PSC members and ensures if counting procedures are applied in accordance with the Law / / Rules of the election and training manual on voting and counting procedures.

**Fills out part III and IV** of the RRF.

**Transfer notes** from work sheet of RRF to the original RRF for Mayor.

## DURING THE PACKAGING OF MATERIAL IN POLLING STATION

**Assigns** two PSC members for packaging of material in PS in accordance with procedures of training manual - **packaging diagram**.

**Supervises** the packing process by PSC members.

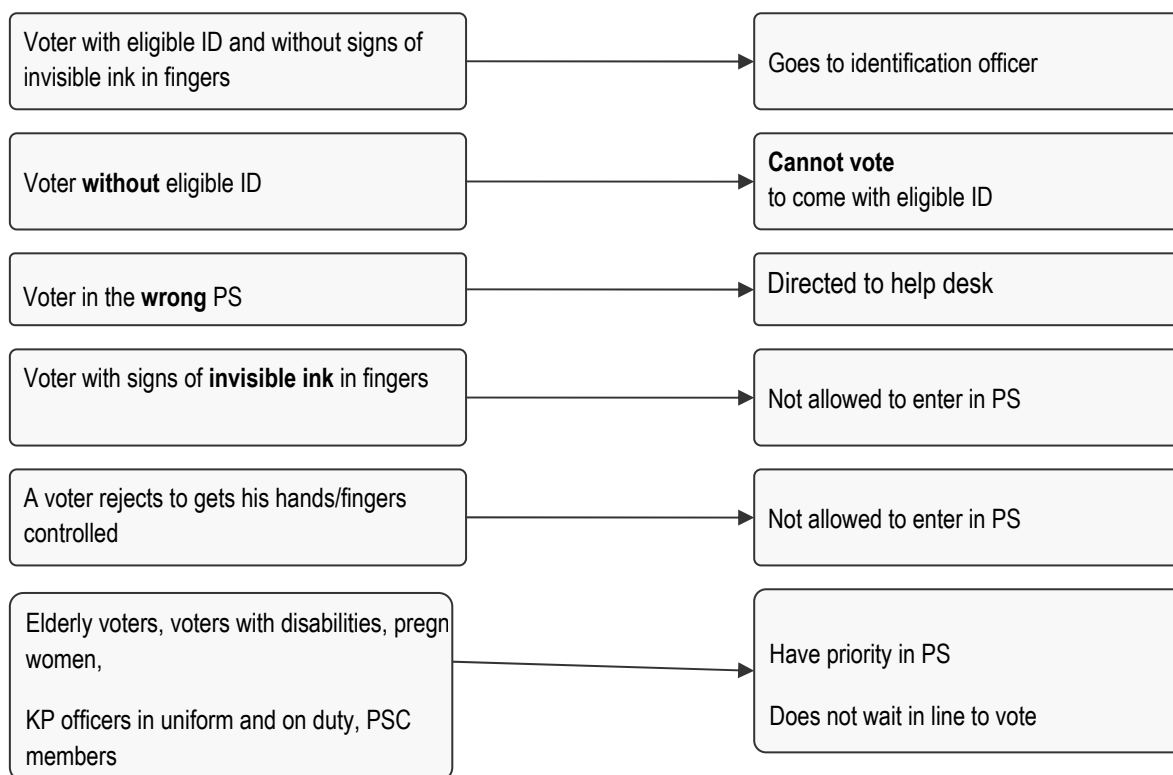
**Ensures** that material is packed into three units as planned in the packing diagram and that all packing envelopes and bags are labeled with polling station codes (**e.g. 1901e/01R**).

**Responsible** for transportation of materials from PS to hand-over center in MEC.

## DUTIES OF QUEUE CONTROLLER

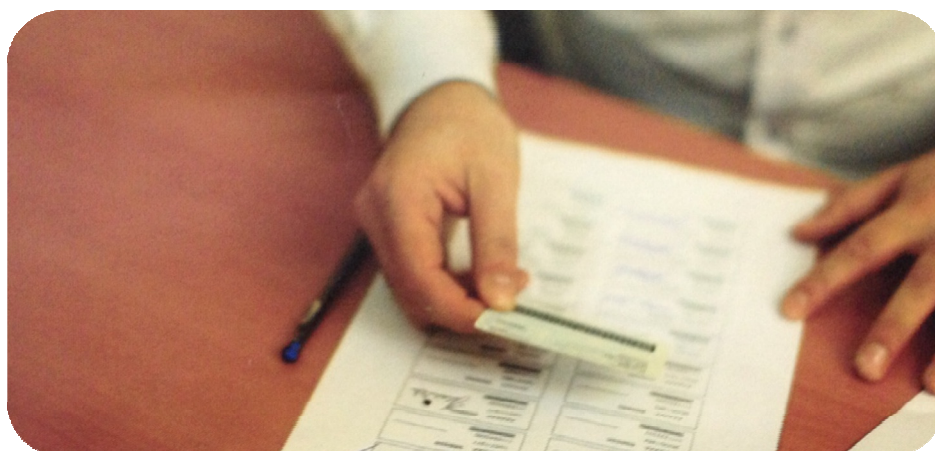
- ✓ Stands at the entrance of pooling station.
- ✓ Ensure controlled circulation of voters in the polling station.
- ✓ Determines whether the voter is waiting in line at the correct polling station within the center, based on his or her surname. If not, guides the voter in the correct polling station.
- ✓ Instructs voters to prepare identification documents (ID's) before entering the polling station. Acceptable identification documents are
  - valid ID;
  - valid passport;
  - valid travel document;
  - valid Kosovo driving license;
  - valid IDP's card; or
  - valid refugee card.
- ✓ Checks hands / fingers of each voter with ultraviolet lamp (UV) to see if there is the presence of invisible ink.
- ✓ Directs voters to identification officer.
- ✓ Directs voters to the help desk, if they are in wrong PS.
  - ✓ Pays particular attention to voters who need assistance, such as pregnant women, older voters and Kosovo Police (KP) officers in uniform and on official duty, and PSC members, allowing them to come at the beginning of line.
- ✓ Direct voters who have voted to PC EXIT.





## DUTIES OF IDENTIFICATION OFFICER IN REGULAR POLLING STATIONS:

- ✓ Verifies the identity of voter and determines if the voter is eligible to vote by asking the voter to present his/her identification documents. Acceptable identification documents are only those as follows: valid ID, valid passport, valid travel document, valid Kosovo driving license; IDPs card; or valid refugee card.
- ✓ Finds voter's name in Final Voters List (FVL).
- ✓ Requests from the voters to sign next to their name in FVL.
- ✓ If a voter is illiterate or disabled in a way that he/she is not able to mark or another person may assist cast a ballot chosen by voter if he requires such assistance. Such person assists only one voter and he/she is not member of PSC, or accredited observer. Person allowed to help voter signs his/her name in a final voters list close his/her name or in another space provided by a voter who is being helped.
- ✓ Directs voters to the ballot issuer.

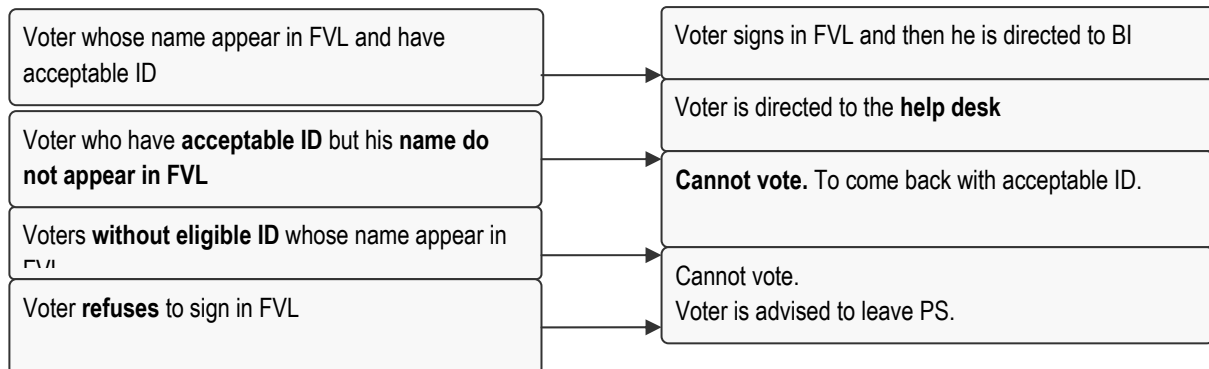


## IN DUAL POLLING STATION (conditional voting)

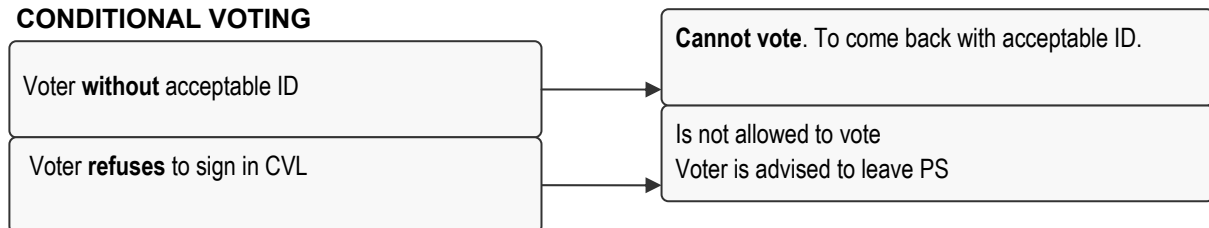


- ✓ Verify voter's identity by asking him/her to present identification document.
- ✓ Records voter's data in Conditional Voters List (CVL) with CAPITAL LETTERS, using voter's acceptable identification document.
- ✓ Requires from voter to sign his/her name in CVL.
- ✓ If a voter is illiterate or disabled in a way that he/she is not able to mark or another person may assist cast a ballot chosen by voter if he requires such assistance. Such person assists only one voter and he/she is not member of PSC, or accredited observer. Person allowed to help voter signs his/her name in a conditional voters list close his/her name or in another space provided by a voter who is being helped.
- ✓ Fills out conditional ballot envelope (CBE) with CAPITAL LETTERS and ask voter to sign in the designated place.
- ✓ Submits voter's identification document and completed CBE to ballot issuer (BI).
- ✓ Directs voter to the Ballot Issuer.

### REGULAR VOTING



### CONDITIONAL VOTING



## DUTIES OF BALLOTS ISSUER

Ballot issuer (BI) is responsible to hold submitted ballots and to ensure that unauthorized persons do not touch them. After BI accepts ballots, it is his/her responsibility to control, count and inform PSC Chairperson if there are any damaged or misprinted ballots.

### IN REGULAR POLLING STATION

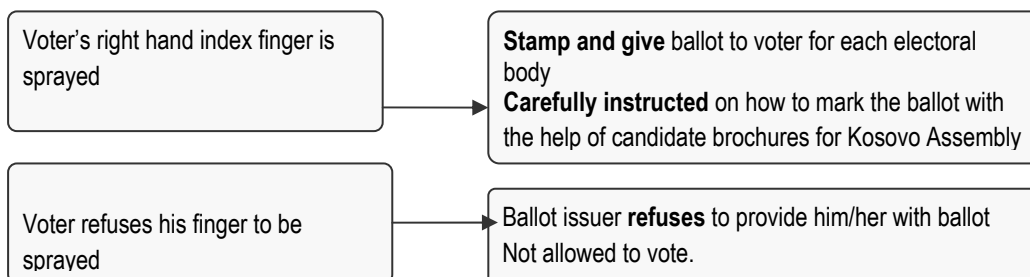
- ✓ SPRAY voter's right index finger with invisible ink.
- ✓ Tear only one ballot once from the ballot matrix (all used ballots matrixes shall be carefully stored during voting)
- ✓ FOLD and SEAL the backside of the ballot and GIVES a ballots to voter.
- ✓ Instruct voter carefully how to mark the ballot.
- ✓ For mayoral election, voters can vote only for one candidate by marking sign ☒ near of the name of the preferred candidate.
- ✓ Guides voter to one free booth to mark the ballot in secret.
- ✓ If a voter damages ballot, BI is going to write "damaged" on the back of the ballot, puts it in the envelope 1 "spoiled ballots" and gives to voter other sealed ballot.



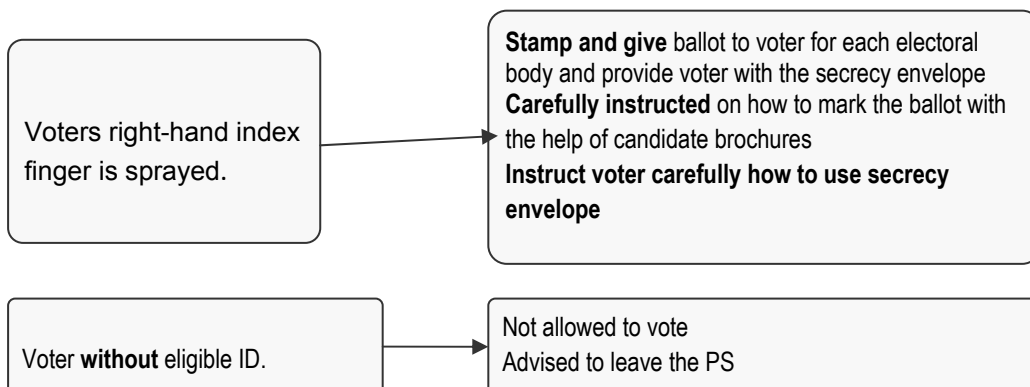
### IN DUAL POOLING STATION (CONDITIONAL VOTING)

- ✓ In the double polling, BI gives a voter a sealed ballot,
- ✓ The guides carefully voter how to mark the ballot.
- ✓ For mayoral election, voters can vote only for one candidate by marking sign ☒ near of the name of the preferred candidate.
- ✓ Submits the voter's identification document, secrecy envelope and completed CBE to the ballot box supervisor.
- ✓ Ballot box supervisor explains how to put the ballots in secrecy envelope and in conditional ballot envelope after completing those procedures ballot box supervisor return the identification document to the voter, and requires from voter to cast envelope with ballots in the conditional ballot box.

#### VOTING WITH REGULAR BALLOTS



#### VOTING WITH CONDITIONAL BALLOT



# DUTIES OF BALLOT BOX MONITOR

## THE REGULAR POLLING STATION

- ✓ Ensure that voters vote one by one in a row and that only one voter can be behind the voting screen at the same time while other is voting.
- ✓ Check the official stamp of the ballot, before it enters the ballot box.
- ✓ Ensure that each voter cast ballot of his/her vote in the ballot box.
- ✓ Directs voters to the PS EXIT after they have voted.
- ✓ Regularly controls the voting screens to ensure that the pen be available.
- ✓ Any inappropriate writing in the voting screens should be covered.

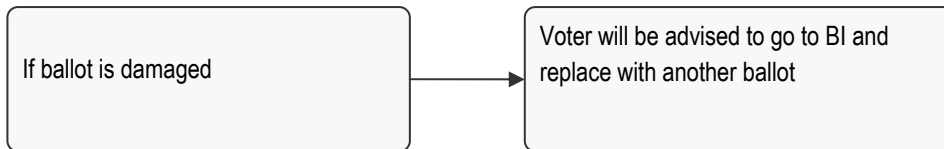


## DUAL POLLING STATION (Conditional voting)

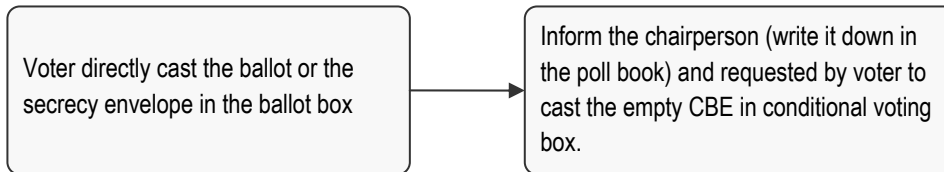
- ✓ Take from BI the identification card of the voter, secrecy envelope and CBE.
- ✓ Check the identification document of the voter.
- ✓ Ensure that conditional voter is not just simply casting the ballots in the ballot box for conditional voting, without putting the ballot in the provided secrecy envelope and then in the CBE.
- ✓ 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 identity.
- ✓ Directs the voter to PS EXIT

If voters directly cast the ballot or the secrecy envelope without CBE checking it, BBM (ballot box monitor) shall inform the chairperson of PSC who will note it down this issue in the poll book, than BBM shall require the voter to empty CBE to cast the voting ballot in the conditional voting box, returning the ID and direct the voter to the exit of polling station.

### VOTING WITH BALLOT ON REGULAR PC



### VOTING WITH BALLOT IN CONDITIONAL PC



### END OF VOTING

## CLOSING POOLING CENTRE

At 19:00, the PS's managers will ensure that no other voters will enter in the queue of PC's. All PS within the PS's will remain open until the voters have voted in all other rows within the center or within the same voting, so that every person who comes to the polling center before 19:00 is allowed to vote. This allows a voter who is in the same center but in the wrong line of polling station to vote.

## CLOSING OF POLLING STATION AND PREPARING FOR COUNTING

Every person in line in the closing hour of PS's is allowed to vote if he has eligibility to vote. Queue controller he must inform the last person that he/she is the last person to vote. Every other person that joins after that person, will not be allowed to enter PS and will be informed for impossibility to cast his/her vote.

Chairperson of the PSC or PSC member designated by him/her, closes the door of PS after being informed by the voting center manager or his/her designee that the last voter left the polling station, PSC-Chairperson will appoint members of PSC to perform the following task:

- ✓ Immediately closed all ballot boxes slots.
- ✓ Writes down in poll book closing time of the PS and the names persons present at the polling station and informed them that if they leave PS before counting ends, they will not be allowed to return.
- ✓ PSC-chairperson of the commission would allow to MEC, the CEC secretariat and the CEC members unlimited access to PS during the counting process to help in any matter that may be presented.
- ✓ Mark in the work sheet of RRF for Mayor, the closing numbers of security seal used to close the slot of the ballot box.
- ✓ Monitor at the door and all persons entering and leaving the polling station.

### In the presence of the PSC Chairperson PSC members shall perform the following task:

- ✓ Count the signatures of voters in FVL and CVL, in case of dual PS and marked amounts in the work sheet of RRF. **Count for the second time by the second member PSC at this stage is no mismatches will be allowed!**
- ✓ Count unused ballots and noting the amount in the work sheet of RRF. **Count for the second time by the second member of the pooling station committee- at this stage no mismatches is allowed.**
- ✓ Unused ballots will be packed together with ballots stub in bag 2.

- ✓ Count spoiled ballot (one after the other) and the amount write down in the work sheet of RRF. **Counted for the second time by the second member PSC- at this stage no mismatches will be allowed!**
- ✓ Fold twice the spoiled ballots and placed a note on them indicating the total number of ballots. Spoiled ballots should be packed in envelope 1 and in mark the amount of ballots.

All these counts must be verified with a second count by another member PSC to ensure accuracy of results. No mismatches will be allowed on the above mentioned!

All results will be recorded in the working sheet in part II the RRF

Chairperson of PSC completes the second part of the work sheet of RRF.

# COUNTING OF BALLOTS

## PREPARATIONS FOR COUNTING

Tasks to be performed by Polling Station Commission members before starts:

- ✓ Placing tables in a way that the accredited observes can clearly see all the counting starts.
- ✓ Prepare working space for counting (remove all pens, pencils from the tables and other materials).
- ✓ Chairperson of Polling Station Committee (PS- chairperson) assigns tasks to PSC members in accordance with the counting.

## BALLOT BOXES OPENING

Ballot boxes should be opened one by one and processed / counted as follow.

1. Conditional Ballot Box (**only in dual polling stations**)
2. Election for Mayor

In regular polling stations, counting starts with ballots for Mayor.

## COUNTING CONDITIONAL BALLOT ENVELOPES- ONLY IN DUAL POLLING STATION

Before opening the ballot box with conditional ballots, a PSC – member will read out loud all the numbers of the numbers of closing tapes of ballot boxes, while PSC chairperson will confirm numbers with data previously listed in RRF (column 2d and column 4d).

### FILLING RRF FOR MAYOR– PART II ON DUAL VOTING

- ☒ Box 4d – the number of tape used to close hole of the ballot box for conditional voting.
- ☒ Box 5d – the number of signatures on CVL

PSC – Chairperson will cut off the side part of the seal of the ballot box with conditional voting and material in the box will be emptied on the table so they can be fully seen by all members of the PSC and accredited observes. The hole of the lid of the box should remain closed.

Only conditional ballot envelopes of will be counted (CBE); envelopes will not be opened in PS. CBE will be counted twice by different members of PSC to ensure that the overall number CBE match the number of signatures in the conditional voters list (CVL). If the overall number of CBE does not match the number of signatures in CVL, PSC members will recount until the same number of overall matches two times consecutively.

If in conditional ballot box there are blank CBEs, it must be counted as a closed properly CBE.

All CBE (closed, open or empty) are counted and their total number will be marked in feature 8d in the sheet in RRF for Mayor.

The total number of CBE in the box 8d has to match with the number of signature in the FVL feature 5d. If this does not happen, the difference should be marked in the box 9d of sheet of RRF for Mayor.

## COUNTING BALLOTS FOR MAYOR

Procedures for counting regular ballots will be guided by the following objectives: accuracy, transparency, efficiency and protection of the security of the vote. Once the polling station closes, chairman of the PSC will mark the poll book; names, ID numbers and the accreditation of all accredited observers present and inform them that if they leave the PS before the counting is finished, they will not be allowed to return.

Before opening, the ballot box for the Municipal Assembly a member of PSC will read out loud all seal numbers of the ballot box, while the PSC Chairperson will compare the numbers with data entered earlier in the worksheet of the RRF for Municipal Assembly (box 2 and box 4).

PSC Chairperson will cut straps on the sides of the ballot box for Municipal Elections and deplete material on the work table under a clear view of all PSC members and accredited observers. Box lid must remain closed.

### STEP 1

- ✓ Unfold the ballots face down and divide them into stamped and unstamped ballots.
- ✓ Form two teams with two (2) count members. The first member starts to count by making stacks of 25 ballots, which will be passed to a second count member. If the second member counts, the same member as the first, and the proceed with the next stack. If the second member counts a different number than the first member, than the pile, will be recounted again until the same total is reached twice.
- ✓ Double counting of stamped and unstamped ballots (during the process keep the stamped and unstamped ballots separate).
- ✓ After all stack of the stamped and unstamped ballots are counted, the total amount is entered in box 8 of the RRF worksheet for Mayor.

#### FILLING RRF FOR MUNICIPAL MAYOR – PART III

- ☒ Box 8 - total of ballots in ballot box
- ☒ Box 9 – difference between boxes 5 and 8

- ✓ All unstamped ballots are considered as invalid and are put aside, but still on the counting table in full view of all present in the polling station. Place a yellow post-it note sticker indicating the number of unstamped ballots on the top.
- ✓ PSC Chairperson compares total number of signatures in final voters list (feature 5) with the total number of ballots (box 8) found in the ballot box. If the general number of counted ballots equals the total number of signatures on the FVL, than in feature 9 of the RRF worksheet, 00 should be marked.

#### Filling RRF for Mayor – PART III Compliance:

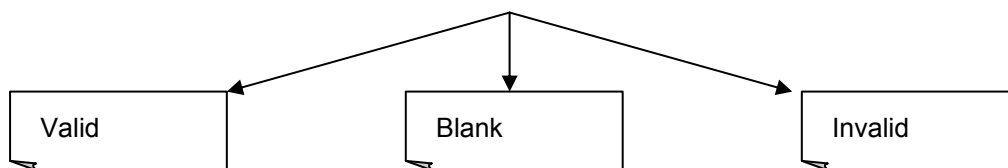
- ☒ Box 9 – difference between boxes 5 and 8.
- If there is a discrepancy, the following tolerance level is accepted:
  - UP to 100 signatures on FVL 1 (-/+)
  - Up to 200 signatures on FVL 2 (-/+)
  - More than 200 signatures on FVL 3 (-/+)

#### NOTE

If discrepancies are within these levels, the difference is entered in box 9, If differences are greater than the tolerance level, then the counting of the regular ballots must be repeated. If the discrepancies cannot be resolved during a recount of ballots, a REMARK is recorded in the POLL BOOK, explaining the situation. The difference will be visible from the reconciliation check on the RRF for Mayor (box 9).

## STEP 2

Under supervision of PSC Chairperson, the ballots will be placed face up and classified as valid, blank, and invalid.



### How to determine the validity of Ballots?

**If the intention of the voter is clear, the Ballot should be considered as valid.**

**Invalid Ballots are:**

- ✓ A Ballot where is voted for more than one candidate for Mayor.
- ✓ A ballot where the voter choice of political entity is unclear.
- ✓ A Ballot that was not stamped with Official ballot stamp.

**Blank ballot** will be considered empty unfulfilled ballot for any of candidates for Mayor found within the ballot box (feature 11 in RRF)

The PSC Chairman decision is final within the polling Station. If a member of PSC or accredited observer does not agree with the Chairperson evaluation on a particular Ballot, he/she may appeal in Election Panel for appeals and complaints.

## STEP 3

- ✓ **The valid ballots** will be sorted into separated batches for each candidate for Mayor.
- ✓ The batch for each candidate is double counted from two different PSC members, in same order whereas candidates are appearing on the ballot.
- ✓ If counting of second member appears with same number as the first then it continues with the next batch. If counting of second member appears with different number compared to the first one, than batch should be recounted while total amount to be resulted twice.
- ✓ After counting all ballots for each candidate separately, total number of won votes from each candidate should be written in 4<sup>th</sup> (IV) part of the RRF worksheet for Mayor. PSC Chairperson controls twice if total amounts are written in proper row that complies with the respective political subject!

### **FILLING RRF FOR MAYOR PART IV**

- ☑ Part IV – number of votes for each candidate separately
- ☑ Box 10 – total of valid ballots (total amount of valid ballots of all candidates )

- ✓ **The blank ballots are counted and the quantity is recorded in feature 12 of the worksheet of the RFF for Mayor.**
- ✓ **The invalid ballots (including unstamped ballots) are counted and the quantity is recorded in feature 12 of the worksheet of the RRF for Mayor.**

### **FILLING RRF FOR MAYOR – PART IV**

- ☑ Box 11 – The number of blank ballots in the BB
- ☑ Box 12 – The number of invalid ballots
- ☑ Box 13 – The number of valid ballots (copy feature 10).
- ☑ Box 14 – Total (feature amount) 11+12+13.
- ☑ Box 15 – Difference between box 8 and box 14

### **FILLING RRF FOR Mayor PART IV - Reconciliation**

- ☑ Box 16 – The number of Unused Ballots (feature 6)
- ☑ Box 17 – The number of spoiled ballots (feature 7)
- ☑ Box 18 - Number of Ballots inside Ballot box (feature 8).
- ☑ Box 20 - Total of Box 16+17+18+19
- ☑ Box 21- difference between box 3 and box 20.



#### NOTE

If any candidate for Mayor has not received any vote, enter zero (000) in section IV in the area designated for the number of votes received (the number of valid votes) in the FPR worksheet Mayoral and thereafter transferred the next candidate.

The PSC Chairperson checks twice if the total amounts are recorded accurately in line with the respective candidate!

### AFTER COMPLETION OF COUNTING BALLOTS FOR MUNICIPAL MAYOR

#### Chairman of the PSC oversees the following process:

- ✓ All **unused ballots** must be placed in the bag 2 for **Mayor**. The serial number of the security seal used to close the bag 2 PART V must be recorded in the worksheet of RRF for Mayor.
- ✓ All **blank ballots** must be tied with strings and placed in an **envelope 3 for Mayor**
- ✓ All **invalid ballots** (including **unstamped ballots**) must be sealed and placed on **envelope 3** together with the empty ballots.
- ✓ All valid ballots for each candidate separately must be folded twice, tied with string and placed in 4th bag for Municipal Mayor. The serial number of the security locking bar used to close the bag 4 PART V must be recorded in the worksheet of RRF for Mayor.

#### COMPLETING RRF FOR MAYOR - PART V

- ☒ Number of seal of bag 2.
- ☒ Number of seal of bag 4.
- ☒ Number of seals of ballot box lid.

Do not close yet bag or envelope! They temporarily placed in the empty ballot box for mayoral elections. The ballot boxes in polling separated laterally under constant supervision, so that it cannot interfere in it.

#### NOTE

During the counting process: all data must first be recorded in the worksheet of Reconciliation and result from RRF, before any data transferred in the original RRF. Original RRF shall be filled only after the counting is finished.

### How to deal with the Ballot found in wrong ballot box

If a ballot is placed in the wrong ballot boxes with regular ballots, it will feature aside, and later will be counted for the current election.

### **How to deal with the conditional material that is in wrong box?**

If CBE are put in wrong certain ballot box for voting with regular ballots, then in the end of counting that CBE should be counted together with CBE from conditional ballot box and it will be added in box 8d and the box 19 of worksheet of RRF for Mayor.

If any un-annexed envelope or CBE is founded in ballot box for regular ballots, its general number will be marked in Pool Book, CBE will be counted together with founded CBE in ballot box and they will be put in conditional ballots **envelope bag**.

## COMPLETING THE ORIGINAL RECONCILIATION AND RESULT FORM – FOR MAYOR

Before any data is recorded, check twice if you have the correct form for Municipal Mayor Elections.

- ✓ PCS Chairperson or his/delegate copies the data from the RRF and CRF Worksheet to the original. The white, green, pink and yellow copies will now carry the same information.
- ✓ The PCS Chairperson or his/her delegate marks on the original RRF (PART V) of seal numbers prepared to close the Ballot box, bag 2 and 4.
- ✓ PSC Chairperson or his/her delegate takes out the pink copies of both the RRF place it on the wall of PS- this action ensures that all participants in PS have access to official results of respective PS.

### NOTE

To ensure transparent election process- PSC Chairperson puts the pink RRF copy for Mayor at the outside wall or door of the Pooling Station.

The PSC Chairman shall announce the provisional preliminary results to all present. PSC members and accredited observers may note the results for their own use. Any PSC member or accredited observer can file a complaint regarding any aspect of the counting process. PSC Chairperson will inform of his/her right to submit a complaint to the election panel for appeals and complaints (EPAC) and provide him/her with an EPAC complaint form.

### NOTE

- The number which marks political entity is the same as that which appears on the ballot. (eg 00 / AAAAAA)
- Start the calculation of votes of candidates of political entities with the same order as they appear on the ballot.
- After completion of counting of votes for candidates of all political entities, rank candidate tally sheets in order as PS-s are ranked in ballot.

## PACKING AND TRANSPORT

### Note for PSC Chairperson

#### Necessary material at this stage:

- ✓ Packaging diagram-located in the training manual and on the cover of RRF.
- ✓ Packaging bags, envelopes, and ballot boxes (good and clearly marked with the PS code-e.g. 1901e/01R).
- ✓ Training manual on packing instructions.

## **PSC CHAIRPERSON DUTIES IN THIS STAGE**

PSC Chairperson of together with a PSC member of the opposite political entity is responsible for packaging and delivery of election PS material to the MEC municipal warehouse.

**To have an efficient and regular intake regular process of in MEC municipal hubs and then in the Count and Result Centre, packing of material in PS should be done according to the procedures outlines in the packing diagram – (See diagram).**

If packing is done according to diagram, the intake process materials in Municipal warehouse will be done quickly. If there is no attention and carefulness during packing, PSC chairperson with its associates will spend hours in the warehouse until all packing is done in the right way.

### **Control before packaging**

PSC Chairperson must ensure that the RRF have been completed and signed by PSC members. The PSC Chairperson must confirm the accuracy of labels on all envelopes and bags. Once all labels have been confirmed of their accuracy, including the quantity of their contents recorded on their exteriors, and then the material should be placed inside the appropriate bags and envelopes and sealed with security tape.

### Items inside the box for Mayor

Items to be placed into the ballot box for Major (follow the order as indicated below).

- ✓ **Envelope 1 containing spoiled ballots.**
- ✓ **Bag 2 containing unused ballots, ballots stub ]**
- ✓ **Envelope 3 containing blank ballots and invalid ballots.**
- ✓ **Bag 4 containing valid ballots (string – tied per each PE)**
- ✓ **Seal spray and uv lamp**

### Items to be placed into the MEC Envelope

- ✓ **The final voters list (including the conditional voters list in a dual polling station)**
- ✓ **The poll book**
- ✓ **RRF for Mayor (including cover, worksheet, original and green copies). The pink copy is not placed in envelope, pink copy remains on PC/PS.**

### Items to be placed into conditional ballot bag

- ✓ The used conditional ballot envelopes.
- ✓ Any empty CBEs and loose secrecy envelopes that were found in any of the ballot boxes

Envelope for MEC and also two ballot boxes will contain sensitive material (also the bag of conditional ballot envelope of dual polling stations) will be closed and prepared for transport.

## COLLECTION OF NONE-SENSITIVE MATERIAL

Each PSC chairperson of regular PS will collect all NON-Sensitive material, This material will be placed inside the bag, while Chairperson of dual PS will collect all NON-sensitive material in empty conditional voting ballot box and will submit them to the MEC warehouse, along with the ballot boxes.

### Collection of NON Sensitive material:

- ✓ Inks and ink refills
- ✓ Voting booths
- ✓ Unused security seals
- ✓ Unused Conditional ballot Envelopes
- ✓ Unused Secrecy Envelopes
- ✓ Various stationery items (signs, pens, paper, etc.)
- ✓ Blank ECAP Complaint Forms
- ✓ Electoral Rules

## FINAL DUTIES IN THE POLLING STATION

PS must be left clean, with furniture returned to its proper place. All election related posters and other material should be removed and all garbage should be disposed appropriately. Remove tape from floor and walls.

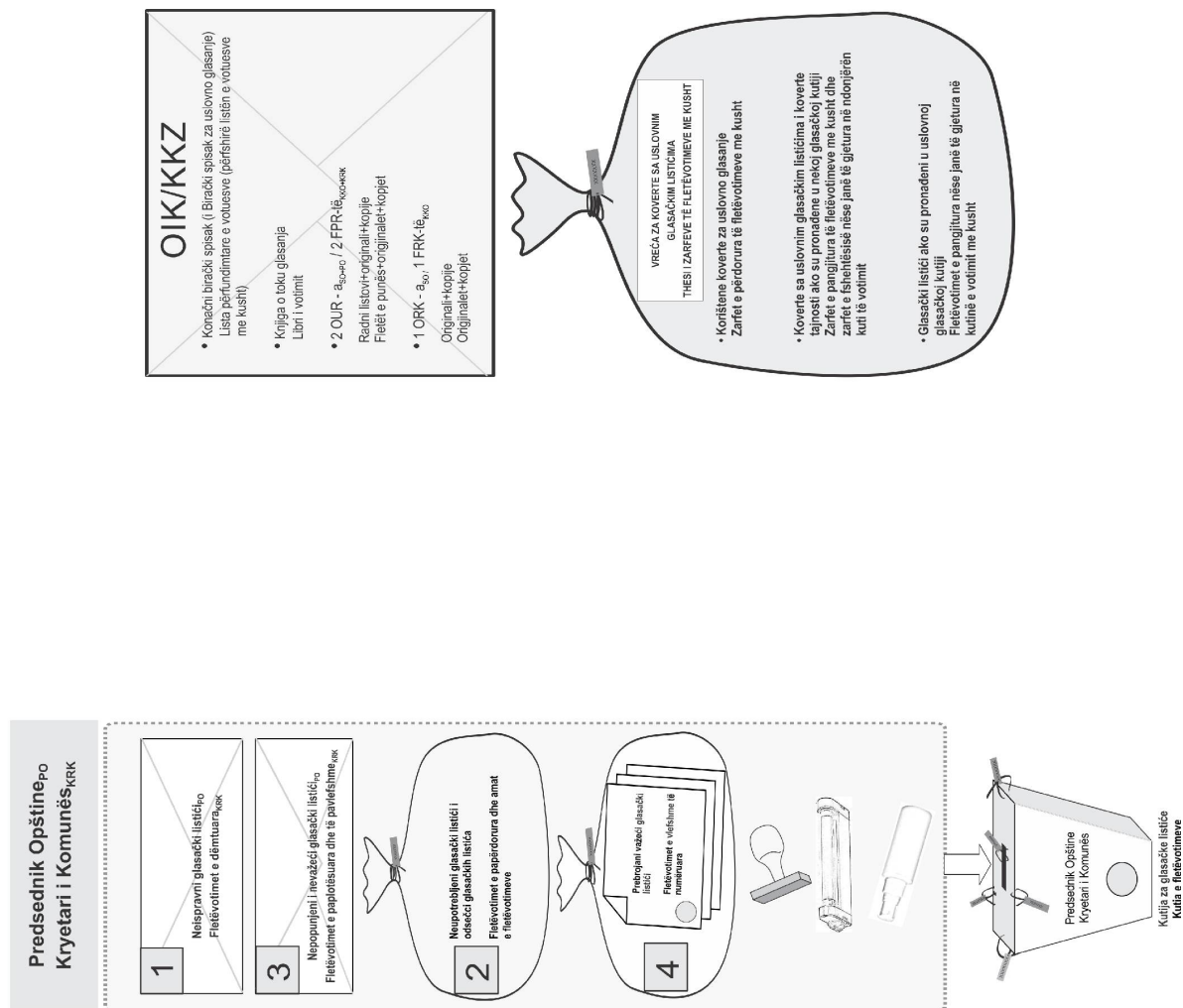
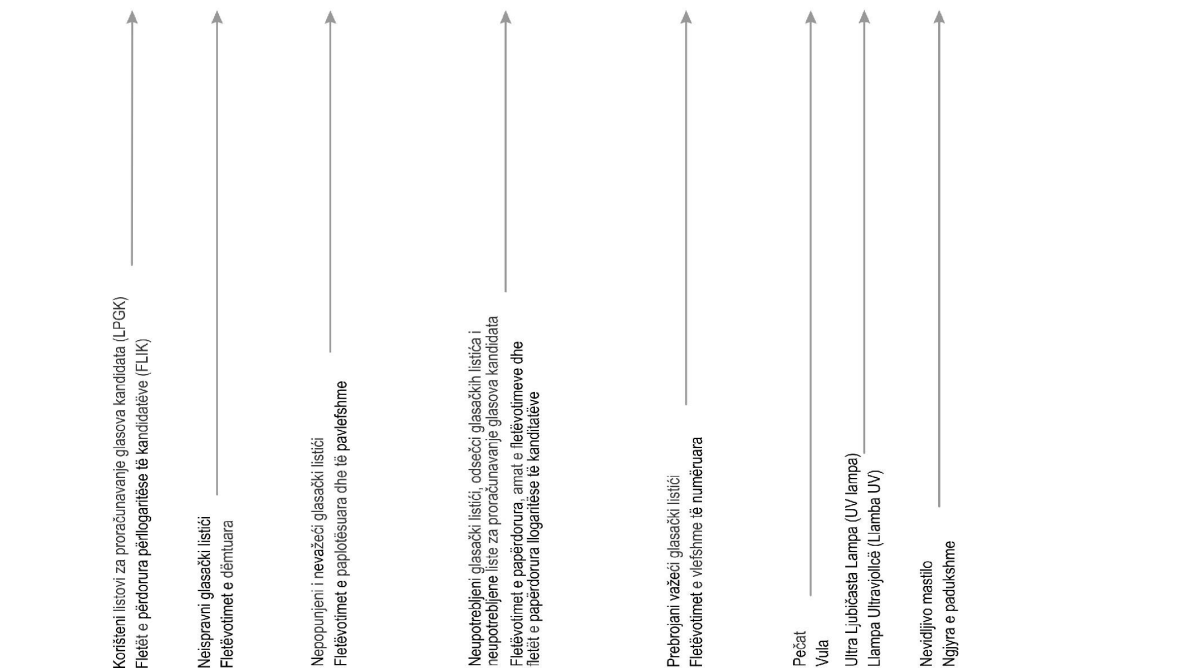
## TRANSPORTATION TO MUNICIPAL WAREHOUSE

According to MEC guidelines, managers of the Polling Center, PSC Chairperson and any designated PSC member will transport all election materials together with MEC envelope to MEC municipal warehouse.

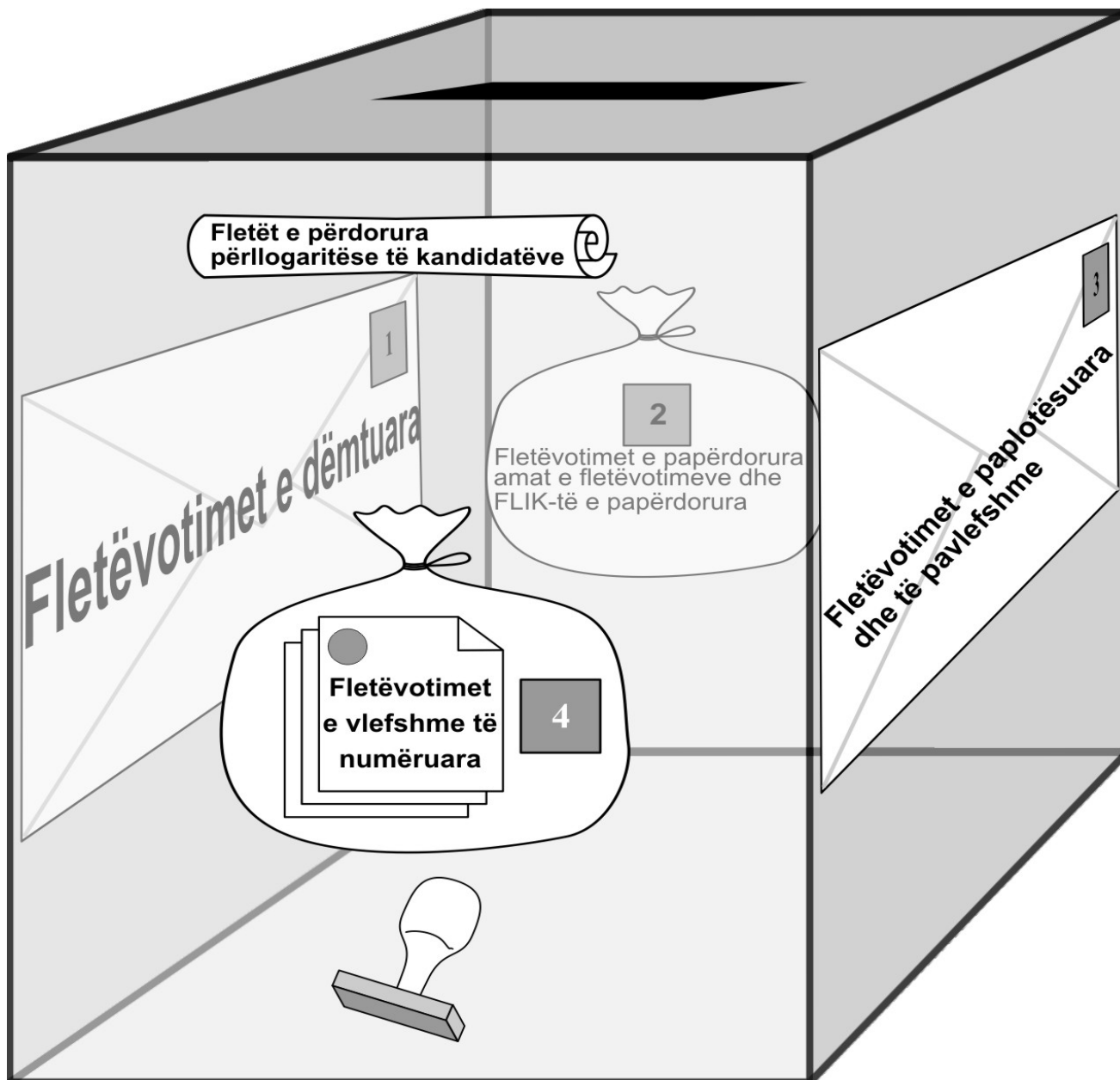
### NOTE

MEC in municipal Warehouse will require from PSC-Chairperson the following materials:

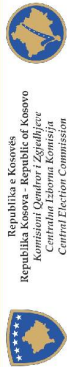
- ✓ Ballot box for Mayor
- ✓ MEC Envelope
- ✓ CBE Bag (Valid only for Dual PS)

**DIJAGRAM ZA PAKOVANJE / DIAGRAM I PAKETIMIT**

## PACKING OF BALLOT BOX



The ballot boxes should be packed as shown in the diagram above. Stamp, ultraviolet lamps (UV), invisible color spray, labels on envelopes and on bags, and tally sheets should be packed so that it can be seen from the outside, because visual inspection will be conducted during intake of materials in municipal warehouse of MEC.



Republika e Kosovës  
Republika Kosovo - Republic of Kosovo  
Komisioni Qendror i Zgjedhjeve  
Central Election Commission

### ODELJAK I - PJESA I: POPUNITI PËR OTVARANJA PLOTËSO PËR HAPJESË SË VENDVOTIMIT

1. Broj biračkog mesta  
Numri vendvotimit
2. Brojevi zaštitnih pečata u potpunosti za zavarivanje poklopca glasačke kutije  
Numrat e shiritave që përdoren për mbylljen e kutisë së votimit
3. Broj primljenih glasačkih listica  
Numri i fletëvotimeve të pranuar

### ODELJAK II - PJESA II: POPUNITI PAS ZATVARANJA BIRAČKOG MESTO PLOTËSO PAS MBËTËLZES SË VENDVOTIMIT

4. Broj zaštitnog pečata u potpunosti za zavarivanje prozora glasačke kutije  
Numri i shiritit që përdoren për mbylljen e virmes së kutisë së votimit
5. Broj popisa na konačnom biračkom spisku  
Numri i nënskrimeve të listës përfundimtare të votuesve
6. Broj neupotrebljenih glasačkih listica  
Numri i fletëvotimeve të papërdorura (mbetura)
7. Broj nepravilnih glasačkih listica  
Numri i fletëvotimeve të dëmtuara - glatë dëmtë

### ODELJAK III - PJESA III: POPUNITI NAKON OTVARANJA GLASAČKE KUTIJE PLOTËSO PAS HAPJESË SË KUTIJE SË VOTIMIT

8. Broj redovnih glasačkih listica u glasačkoj kutiji  
Numri i fletëvotimeve brenda kutisë së votimit

#### Usaglašavanje/Përpunja:

9. Koja je razlika između kvadrata 5 i kvadrata 8?  
Sa është dallimi ndërmjet rubrikës 5 dhe rubrikës 8?

Order biračkog mesta  
Kosili vendvotimet (KVO)

Ime i Prezime  
Emri dhe Mbiemri

Prezidentvotimi – Kryesuesi

Pollosi  
Nënkrahimi

Çan – Anëtar

Ime i Prezime / Emri dhe Mbiemri

Pollosi / Nënkrahimi

Çan – Anëtar

Ime i Prezime / Emri dhe Mbiemri

Pollosi / Nënkrahimi

Çan – Anëtar

Ime i Prezime / Emri dhe Mbiemri

Pollosi / Nënkrahimi

Çan – Anëtar

Ime i Prezime / Emri dhe Mbiemri

Pollosi / Nënkrahimi

Çan – Anëtar

Ime i Prezime / Emri dhe Mbiemri

Pollosi / Nënkrahimi

Çan – Anëtar

Ime i Prezime / Emri dhe Mbiemri

Pollosi / Nënkrahimi

### OBRAZAC ZA USKLADIVANJE PODATAKA I REZULTATA FORMULARI I PËRPUTHJES SË TË DHËNAVE DHE REZULTATEVE

#### ODELJAK IV - PJESA IV: POPUNITI NAKON SORTIRANJA I PËRBRQJAVANJA VAZËZH GLASAČKIH LISTICA ZA PREDSEDNIKA OPŠTINE KRYETAR KOMUNE

Vota të vlefshme

11. Nepopunjena glasački listici  
Fletëvotimet e pa plotësuar brenda kutisë së votimit
12. Nevažeh glasački listici  
Fletëvotimet e pavlefshme
13. Gjithsej fletëvotime të vlefshme (rubrika 10)
14. Ukupno (11+12+13)  
Gjithsej (11+12+13)
15. Koja je razlika između kvadrata 8 i kvadrata 14?  
Sa është dallimi ndërmjet rubrikës 8 dhe rubrikës 14?

#### Usaglašavanje/Përpunja:

16. Broj neupotrebljenih glasačkih listica (kvadrati 6)  
Numri i fletëvotimeve të papërdorura (rubrika 6)
17. Broj nepravilnih glasačkih listica (kvadrati 7)  
Numri i fletëvotimeve të dëmtuara (rubrika 7)
18. Broj redovnih glasačkih listica u glasačkoj kutiji  
(kvadrati 8)  
Numri i fletëvotimeve të rregullta në kutinë e votimit  
(rubrika 8)

#### SAMO ZA DVOJNO BIRAČKO MESTO VETEM PËR VENDVOTIMET E DYFISHTA

19. Broj kovrta sa uslovnim glasačkim listicama u glasačkoj kutiji  
(kvadrati 8a)  
Numri i zarfave të fletëvotimeve me kusht në kutinë e votimit  
(rubrika 8a)
20. Ukupno (18+17+18+19)  
Gjithsej (18+17+18+19)
21. Koja je razlika između kvadrata 3 i kvadrata 20?  
Sa është dallimi ndërmjet rubrikës 3 dhe rubrikës 20?

#### ODELJAK V - PJESA V: POPUNITI NAKON OTVARANJA GLASAČKE KUTIJE PLOTËSO PAS HAPJESË SË KUTIJE SË VOTIMIT

- Broj zaštitnog pečata za vreo 2  
Numri i shiritit mbyllës të theksit 2
- Broj zašlitnog pečata za vreo 4  
Numri i shiritit mbyllës të theksit 4
- Brojevi zaštitnih pečata za pakuje glasačkih listica  
Numrit e shiritave mbyllës të kapotit të kutisë së votimit

#### SAMO ZA DVOJNO BIRAČKO MESTO VETEM PËR VENDVOTIMET E DYFISHTA

- Broj zašlitnog pečata u potpunosti za zavarivanje vreo sa kovrta sa uslovnim glasačkim  
Numri i shiritit mbyllës të theksit të fletëvotimeve me kusht

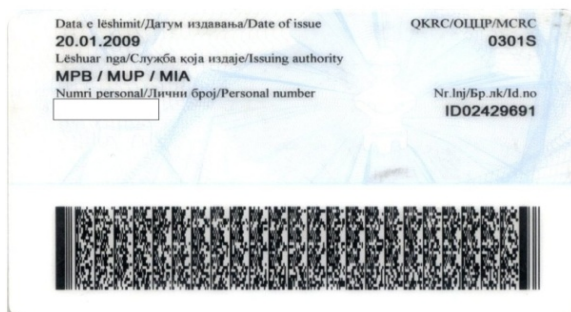
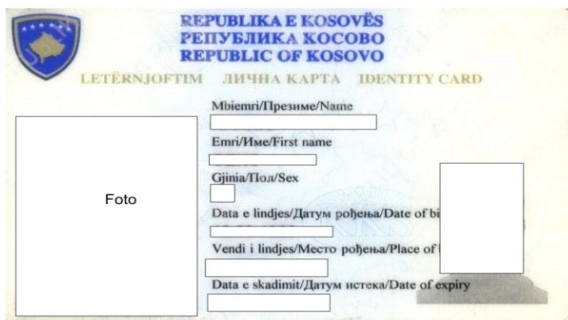
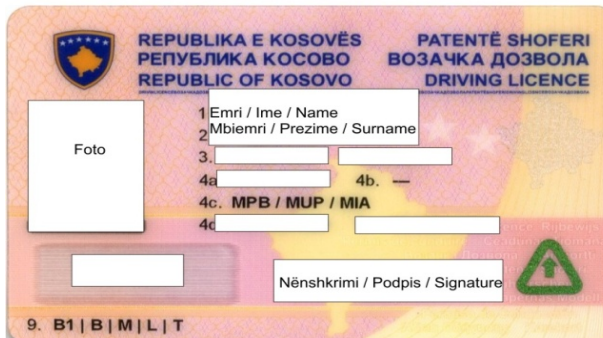
#### Ukupan broj važećih glasova Gjithsej vota të vlefshme

Svojim potpisom potvrđujem da ove cifre tačno odražavaju aktivnosti na ovom biračkom mestu – Duke u nënshkruar më poshtë, vërtetoj se këto shifra pasqyrojnë me saktësi aktivitetet në këtë vendvotim.

Valid



## Patentë shoferi i Kosovës Vozačka dozvola Kosovo



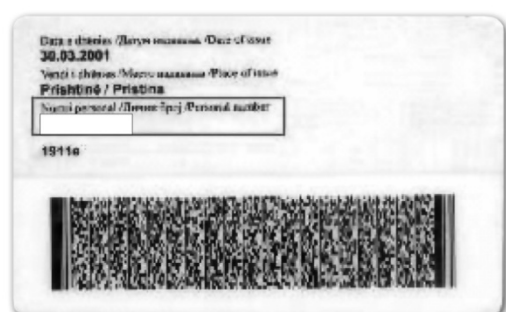
**Patentë shoferi i UNMIK-ut  
Vozačka dozvola UNMIK-a**



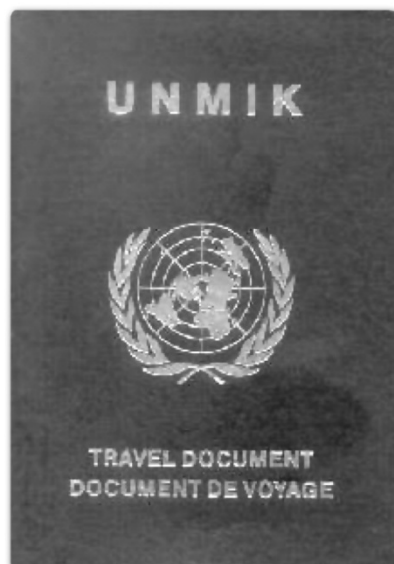
**Letërnjoftimi personal i UNMIK-ut / përpara  
Lična karta UNMIK-a / napred**



**Letërnjoftimi personal i UNMIK-ut / mbrapa  
Lična karta UNMIK-a / pozadi**



**Dokumenti i udhëtimit i UNMIK-ut / kopertina  
Putna isprava UNMIK-a / korica**



**Dokumenti i udhëtimit i UNMIK-ut / brenda  
Putna isprava UNMIK-a / unutra**



Dokumentet tjera identifikuese të pranueshme për zgjedhje janë:

- ♦ Kartela e identifikimit të personave të zhvendosur brenda vendit (PZhbV);
- ♦ Kartela e identifikimit të refugjatëve.

Ostali prihvatljivi dokumenti za identifikaciju za izbore su:

- ♦ Identifikaciona kartica za interno raseljena lica (IRL);
- ♦ Izbeglička legitimacija.