



THE CENTRAL ELECTION
COMMISSION IN KOSOVO

PROCEDURES MANUAL

FOR POLLING & COUNTING

MUNICIPAL MAYOR ELECTIONS



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GENERAL OVERVIEW OF ELECTORAL SYSTEM

SYSTEM AND ELECTIONS IN THE REPUBLIC OF KOSOVO

Mayor Elections

According to law for local elections in Kosovo each municipality shall be considered one single member electoral district. There are thirty eight (38) municipalities in Kosovo, subsequently each Mayor is directly elected by votes of the voters who are registered in the municipality where Mayoral election is held.

The system: while exercising his/her right to vote, a voter shall vote for one (1) candidate who was certified and figures in ballot paper for respective municipality. A candidate is elected Mayor of a Municipality if he or she receives more than 50% plus one vote of the total valid votes cast in that Municipality

If none of the candidates receives more than 50% plus one of the total votes cast in the first round, a second round election shall be organized by CEC between the two candidates who received the most valid votes in the first round.

The candidate who wins the majority of votes in

the second round is elected as Mayor of the Municipality. The mandate of Mayor of municipality is four years.

System - FPTP - two rounds

Electoral districts - 38

First round - A candidate is elected Mayor of a Municipality if he or she receives more than 50% plus one vote of the total valid votes cast in that Municipality

Second round - If none of the candidates receives more than 50% plus one of the total votes cast in the first round, a second round election shall be organized by CEC between the two candidates who received the most valid votes in the first round.

Mandate - four years

RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE ELECTORAL PROCESS

In this chapter we will learn about rights, obligations and responsibilities of various stakeholders participating in an electoral process in the Republic of Kosovo. Stakeholders are divided into two groups, internal and external. Internal stakeholders constitute organizational structure, or election management body, including: the CEC, MECs, Polling Center managers and PSCs; whereas external stakeholders constitute various institutions such as: political entities/observers, media, police.

Elections Complaints and Appeals Panel (ECAP) is a permanent independent body, authorized to adjudicate and decide on admissible complaints and appeals related to electoral process.

THE CENTRAL ELECTION COMMISSION

The Central Election Commission (CEC), is established in accordance with Article 139 of the Constitution of Kosovo, and is a permanent and independent body, in charge of organization, administration and implementation of elections in Kosovo.

Role of the CEC is to regulate electoral process through adoption of electoral rules, and oversight of the electoral process in all of its aspects to ensure elections reach international standards.

The CEC is composed of eleven (11) members: Chairperson and ten (10) other members. Chairperson shall be appointed by President of the Republic of Kosovo and shall be selected from the ranks of the Supreme Court judges. Mandate of the CEC Chairperson is (7) years, starting from the date scheduled for announcement of the appointment by the President of Kosovo. Authorizations in exercising duties of a CEC member are established pursuant to the law and rules on discharging the mandate. Ten (10) other members of the CEC shall be appointed as a result of nominations from six (6) largest parliamentary groups in the Assembly of Kosovo, and, four (4) members representing smallest communities in Kosovo.

MUNICIPAL ELECTION COMMISSION

Municipal Election Commission (MEC) is a body in charge of implementation of election activities within territory of a municipality.

Municipal Election Commissions (MECs) are bodies established by the CEC in thirty-eight (38) municipalities of the Republic of Kosovo to assist in organization of elections. MECs are in charge of administration of elections within their relevant municipality, under exclusive supervision and instructions of the CEC, acting through its Secretariat, ensuring legality and legitimacy and efficiency of the electoral process. MECs are composed of seven (7) members appointed within fifteen (15) days after announcement of elections. Mandate of the MECs shall end fifteen (15) days after certification of election results, or according to other provisions set under Article 9 of Rule 18.

MEC responsibilities:

- ⇒ **Operational plan** - implements all activities foreseen under the plan
- ⇒ **Electoral campaigning** - Implements procedures foreseen for electoral campaigning and appoints a MEC member as a contact person with the Police.
- ⇒ **List of PCTR managers** - MEC shall compile the list of PCTR managers, and forwards it to the CEC
- ⇒ **Proposes** positions of members to the PSCs, and positions of the polling center staff to be engaged on Election Day.
- ⇒ **Mandate** – They will be established X days after announcement of Election Day.

ELECTIONS COMPLAINTS AND APPEALS PANEL (ECAP)

Elections Complaints and Appeals Panel (ECAP) is a permanent independent body, authorized to adjudicate complaints and appeals related to the election process.

ECAP shall receive complaints in four phases:

- Complaints against CEC decisions
- Complaints during pre-election period
- Complaints concerning Election Day violations
- Complaints during post-election period

Deadlines: During election campaign, a complaint has to be filed up to 24hrs after the violation, whereas violations taking place on Election Day have to be filed to the ECAP 24hrs after closing of the polling stations.

PSC Chairperson is obliged to inform interested parties of his/her right to file a complaint to the Elections Complaints and Appeals Panel (ECAP) by providing him/her with ECAP complaint form available at the Polling Station kit.

A voter should be informed that a form shall be filed in person, by fax, or by mail to the ECAP office at “Migjeni” Street in Prishtina

ECAP Mandate

- Independent body
- Managing all election related complaints and violations

Complaint form – has to be filed to the ECAP, according to legal deadlines

- 24hrs- for violations on Election Day
- 24hrs-for violations during the campaign

Case Management System –Tracking case status through Case Management System(<http://pzap.rks-gov.net>)

Contact address - Rruga Migjeni Nr. 21, Prishtinë. (<http://pzap.rks-gov.net>) Phone no.:

Important: Every complaint relating to polling and counting process has to be filed to ECAP within 24 hours, from the moment of an alleged violation.

Decision – ECAP has 72hrs to take a decision

COMPLAINTS IN ELECTION PROCESS

Who has the right to file a complaint?

All eligible citizens, representatives of political parties, polling station commissioners and local observers have the right to file a complaint.

What are the deadlines in filing a complaint to ECAP?

Complaint regarding electoral violations must be filed within twenty-four (24) hours from the moment alleged violation occurred.

Complaints are submitted to ECAP if any of the following, but not limited to those, irregularities are noted: voter threats/intimidation, theft of votes, manipulation of results, voting more than once by a single person, other irregularities during the campaign or at the Count and Result Centre.

The complaint form can be found at each polling station or can be downloaded from the official ECAP website <http://pzap.rks-gov.net> (Annex attached in the Manual)

How to write a complaint?

A complaint submitted to ECAP must contain: a) name, address and contact of the person who files complaint; b) detailed description of alleged violation, including date, time and place; c) details of any evidence, any copy of any relevant document, photo, video, audio recording, or other type of evidence supporting the complaint.

Complaints / Notes in the Poll Book

Each polling station is equipped with a Poll Book, which serves to write important events related to voting process on Election Day. Polling station commissioners and accredited observers can write their remarks regarding important events related to voting or counting process directly in the Poll Book. If a member of the Polling Station Commission objects the results recorded on the results form, they can write their remarks in the Poll Book.

Voters are not allowed to make notes in the Poll Book; if they have a complaint about the procedures within the polling station, they may ask the chairperson to mark/note the complaint in the Poll Book and then they submit a formal complaint to ECAP.

ECAP may refer to Poll Book during investigation process. The information recorded in Poll Book may result in a more effective adjudication of complaint.

Electoral violations and crimes are punishable

According to Criminal Code, Chapter 18, some offenses in election process present criminal acts and they are forwarded directly to the State Prosecution for further investigation. Some of these violations are: a) prevention of the exercise of the right to vote, b) falsification of results, c) abuse of official duty during elections, d) abuse of voting rights, e) violation of secrecy of vote and f) violation of voter's free will/ determination to vote (Family Voting).

Whoever commits any of these offenses may be punished with six (6) months to five (5) years of imprisonment.

OBSERVERS AND MEDIA

Accredited election observers play an important role as far as integrity of elections is concerned by protecting the process against irregularities and fraud, and by making sure election results are acceptable to people in Kosovo. Rights of the observers strengthen transparency in elections by providing access to observation of election processes.

Accredited observer

- Keeps and shows his/her accreditation card issued by the CEC during his/her stay at the PCTR/PS
- Respects and abides by strict rules of the ethical code at all times by not interfering with the election process and by not violating secrecy of the ballot.
- Closely observes both polling and counting process
- Addresses only to the PSC Chairperson about all concerns/remarks or clarifications.
- Members of PSC/Accredited Observers are allowed to write in a Poll Book.
- No more than two observers from the same accredited entity / organization may be present at the same time within the polling station

Accredited media

- Keep and show their accreditation card issued by the CEC during their stay at the PCTR/PS.
- Respect and abide by strict rules of the ethical code at all times by not interfering with the election process and by not violating secrecy of the ballot.
- Observe the voting process (with exception of marking of ballots by the voter), as long as not impeding election process or as long as not limiting usage of a polling station material.
- Record inside polling center/polling station as long as they don't record any personal information of a voter and as long as not violates secrecy of voters.
- Record flow of voters through a polling center/polling station, under voter's permission. (page 19)
- Conduct interviews with voters (after they casted their ballot) outside the radius of 25 meters surrounding the polling center and with the permission of a voter.

PSC Chairperson may:

- Reduce number of observers if he/she deems that number of accredited observers and media are impeding the voting process within a polling station, allowing only one observer from each political entity to stay inside the PS at a time.
- Communicate with and serves as a liaison between observers and PSC members on any matter they might raise.

Observer may:

- not interfere with and impede progress of the electoral process.
- not observe the voting screen as long as a voter is still voting inside it.
- not either give orders or debate with PSC members regarding procedures at the PS.
- not sit around the same table with PSC members.
- not handle ballots or any sensitive materials used at the PS
- not assist a voter
- leave a polling station after counting process had started, but may not come back and enter

there after the counting had started;
-not speak directly to members of the PSC.

Media may not:

- Record PVL/CVL and voters inside the voting screen during marking of the ballot;
- Conduct interviews inside the PS.

RIGHTS OF THE POLICE

Kosovo Police are located near polling centers on Election Day to provide security for the entire process according to law, duties and responsibilities of Police regarding elections

RIGHTS OF POLITICAL ENTITIES

Kosovo is a Parliamentary Republic with a multi-party system, which enables political entities and their candidates to compete in the election to get leadership positions.

For political entities to compete in the election they have to get certified by the CEC/PPRO

Political entities are:

- 1.Political parties
- 2.Coalitions
- 3.Citizen initiatives
- 4.Independent candidates

for certification are required

100 signatures when running in one municipality

1000 signatures when running in 10 or more municipalities

POLLING CENTER STAFF

GENERAL INFORMATION

A Polling Center (PCTR) is a building where one or more Polling Stations (PSs) are located. A Polling Station covers a public area within a radius of 25 meters from entrance into the building. In most of the cases, buildings used as Polling Centers are schools or community premises.

A Polling Station (PS) is a classroom, room, or similar premises assigned within a PCTR where voting takes place. Polling stations are usually classrooms in schools. Approximately 750 voters will be assigned to each polling station.

Within each PCTR, a polling station that bears the last order number will be a dual polling station where voters may cast a regular or a conditional ballot. (e.g. If a PCTR has a total 4 polling stations, polling station # 4 is a dual PS)

Composition of a Polling Center Staff:

- Polling Center Manager
- Polling Center assistants

-Help desk staff

-Data entry preliminary results staff

Duties and responsibilities

PCTR Manager

One day prior to and on the Election Day, PCTR Manager shall be in charge of organization and planning of all technical activities at the Polling Center and outside the building within a radius 25 meters from the entrance into the public space of the building.

PCTR Manager shall also be in charge of the following tasks:

- To receive election materials for the PCTR, including non-sensitive materials for PS.
- To place election materials at a safe and secure room/place within the PCTR.
- Together with the staff shall place signs and information/direction instructions for voters prior to Election Day.
- Ensure that premises/PCTR is prepared and ready for opening prior to 06:00hrs.
- Provides access to all categories of voters (puts/improves a ramp, if they missing)
- Communicates with the MEC on organizational and operational issues of the PCTR
- Receives non-sensitive materials
- Distributes election materials to chairpersons
- Liaises with the MEC on transport of election materials to PCTR and vice-versa.
- Reports on closing of the PCTR.
- Informs, coordinates with the MEC, non-attendance of members at PSCs, or that materials are missing
- Informs MEC on any important developments inside the PCTR
- Ensure that until counting process is running inside the PCTR, only authorized persons can enter (CECS/MEC staff, PSC trainers, the police in case they are called in

for intervention).

-Delegates tasks and supervises work of the PCTR technical staff

-Together with PCTR assistants takes care on proper orientation of voters

-He/she reports to the MEC:

At 07:00hrs he/she reports about opening of PSs

At 11:00hrs; 15:00hrs and 19:00hrs reports on voter turnout (number of voters per PS)

At 19:00hrs reports closing of PCTR and PSs.

-Arranges the Help Desk at a convenient place providing fair access to all voters.

-Accommodates preliminary results staff in charge of data entry of preliminary results.

-Assigns an person from amongst the ranks of PCTR staff to assist with collecting data from each polling station, numbers/percentages of voter turnout, at three times intervals: 11:00hrs, 15:00hrs and 19:00hrs.

Is NOT in charge of:

-Resolving of or answering to questions relating to polling procedures at PS. Questions of this character shall be addressed to trainers in municipalities or to trainers on duty-call in the Operation Room on Election Day.

Polling Center assistants

Polling Center assistants are in charge of preparing the PCTR with all direction and information signs and to direct/orient voters both inside and outside of Polling Center. Number of assistants will be proportionate to the number of PSs.

PCTR assistants are in charge of the following tasks:

- Prepare PCTR one day prior to Election Day.
- On Election Day, they will report to the PCTR at 06:00hrs.
- They place PCTR sign/number on places visible to voters from outside.
- They will remove any and each election campaign materials that happen to be both inside and outside of PCTR in a radius of 100 meters around the PCTR.
- Prevent a crowd from gathering at the PCTR by helping their flow both inside and outside of the premises.
- Report incidents to the PCTR Manager to ensure an orderly process.
- As necessary, they help voters who seek help, such as elderly voters, pregnant

women, special needs voters, uniformed KP officers on duty, as well as election staff (PSCs), giving them priority and putting them in the front of the queue.

-At 19:00hrs, they will allow voters waiting outside to enter the PCTR and cast their ballot.

-Close the main doors to the PCTR. During the closing, assistants closely monitor the PCTR. If the queue is formed outside, one of the PCTR assistants should stay behind the last person in the queue to ensure that no other person joins to it, after the Manager has officially closed the PCTR.

-Guide voters towards exit from the PCTR, after they have voted.

-Clean up and arrange premises one day prior to voting as well as after completion of the counting process.

Help Desk staff

Every Polling Center will have at least one Help Desk where two officials will provide their services. They will be equipped with a Municipal –Wide Voters List (on CD format or in print out) and their task will be to inform voters on where and at which polling station they are assigned to vote.

Help Desk staff is in charge of the following tasks:

- To inform voters to which Polling Center and Polling Station they are assigned to vote, instructing them about location of

the PCTR and name of that location (premises).

-They keep “Brail” templates to serve blind voters.

POLLING STATION COMMITTEE (PSC)

A Polling Station Committee (hereinafter “PSC”) is an election body assigned in each polling station, in charge of preparing and administration of the election process in a polling station.

Composition of the Polling Station Committee (PSC) shall reflect composition of members of the Municipal Elections Commissions (MECs). A Polling Station may be opened with three (3) members, but for the election process to function inside a polling station, the PSC team shall have 5 members. The Municipal Election Commission may, in certain cases, increase number of members of the Polling Station Committee and inform the Commission about this immediately.

Each PSC is lead by a PSC Chairperson

PSC POSITIONS AND FUNCTIONS	FUNDAMENTAL PRINCIPLES OF PSC
<ul style="list-style-type: none">-PSC Chairperson,-Queue Controller(QC),-Identification Officer (ID officer),-Ballot Issuer (BI),-Ballot Box Supervisor (BBS), <ul style="list-style-type: none">● Identification officer assistant, and● Ballot issuer assistant.	<ul style="list-style-type: none">-As a member of a Polling Station Committee (PSC), you should demonstrate a high level of dedication and be prepared to perform duties with competence and professionalism by providing quality services and being polite to all voters and other stakeholders equally throughout the Election Day.-Attend training, prepare the polling station in advance, as well as execute all tasks as assigned by the Chairperson on the Election Day.-Show an increased caution to several categories of voters such as: elderly, pregnant women, disabled persons as well as to assisted voters.

PSC CHAIRPERSON

PSC Chairperson is the main person in charge of discharging the duty in a professional and impartial manner in managing and overall operation of the polling station by performing his/her tasks accurately and in accordance with the CEC Rules and the Manual.

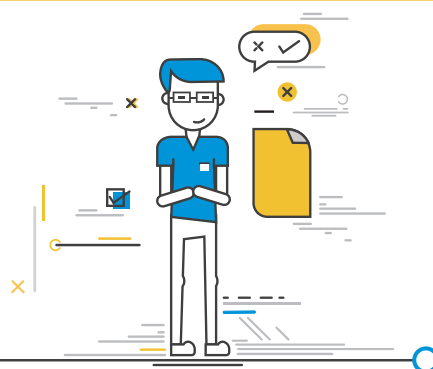
Chairperson is in charge of:

- Implementing all polling, counting and packaging procedures with accuracy.
- Assigning tasks to all PSC members.
- Referring to the training manual when coming across procedural uncertainties related to Election Day
- Supervising all operations inside the polling station and advises PSC to improve the process.
- Ensuring implementation of all Central Election Commission (CEC) electoral rules, and also to monitor for irregularities.
- Writing down irregularities on the Poll Book and informs the MEC about this.
- Assigning replacement in cases when staff cannot stay at the PSC.
- Keeping peace and order at the polling station (PS).
- Keeping contacts with media, accredited observers and security staff coming to PS (an exclusive responsibility of the Chairperson)
- Contacting CECS trainers for questions and clarifications regarding polling & counting procedures
- Contacts/communications with MEC on operational issues.
- Reports on Election Day on voter turnout at 11:00hrs, 15:00hrs and 19:00hrs.
- Polling Station Chairperson reports to the PCTR Manager about:
 - a) Opening of the PS at 07:00;
 - b) Voter turnout in the elections by reporting a total number of voters at these time intervals:
 - 11:00hrs report # voters
 - 15:00hrs # voters
 - 19:00 # voters and closing of PS.

For polling stations not yet closed because of frequency of voters, the Chairperson shall wait for completion of the process, and then, through the PCTR Manager, shall report to the MEC.

Before E-day

- Training continues
- Studies and learns the voting and counting procedures
- Acquaints to MEC
- Receives the non-sensitive material
- Adjusts the Polling Station with signs and tables



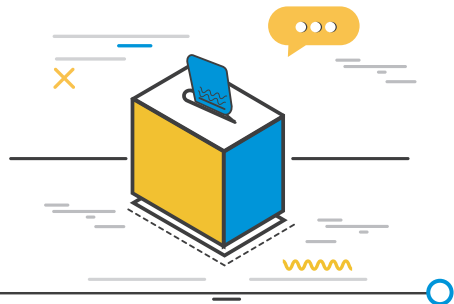
Before opening of the Polling Station

- Receives the sensitive material
- Determines duties to PSCs members
- Checks all materials
- Before official opening, shows the ballot box to the present
- Puts security seals in the box
- Registers the figures in the form



Voting

- At 07:00 o'clock officially announces the PC open
- Registers in the Poll Book: a) opening time and names of the PSC members, b) names and ID number of accredited observers present
- Supervises the flow of voting and counting procedures in the Polling Station in accordance with Election Law/Regulations
- Ensures that all forms are available at the Polling Station and are being accurately filled
- Communicates with observers and media



Closing and Counting

- Closed the PS door (19:00 o'clock) in cooperation with the PC manager
- Closes the Ballot Box entirely with security seals
- Entitles a PSC member to manage the door
- Adjusts the area/tables for counting
- Supervises the voting process
- Fills in the Forms RRF
- Supervises the packaging of the material
- Transports PSC material to municipal MEC warehouse/depot



QUEUE CONTROLLER

Is in charge of inspecting voter's fingers with the UV lamp before they enter a polling station.
Tasks of the Queue Controller are the following:

Voter in the proper polling station

1. Advise voters to check if they are waiting in the correct PS.
2. Instructs voters to prepare identification documents
3. Shows particular care to the elderly and persons with disabilities

Voting process

Main duties:

1. Check voter fingers using ultraviolet lamp
2. Direct voters to Identification Officer

Queue management

1. Manage number of persons/voters inside the PS at the same time.
2. Close polling station door upon instruction from Chairperson.

On Election Day the Queue Controller he/she will:

The voter shall not be permitted to enter the Polling Station in these cases:

1. If color is discovered on fingers



2. If the voter refuses to submit to finger check



3. When the voter is at the wrong polling station, he/she shall be directed to PS Help Desk.

IDENTIFICATION OFFICER

Is in charge of voter identification, finding him/her on the FVL and advise a voter to sign the FVL
Identification Officer is in charge of the following tasks:

1. Ask a voter for acceptable identification document
 2. Verify voter identification against other data such as personal # and a photo on identification document
 3. Finds a voter on the Final Voters List (FVL) and advises him/her on where to sign
- Directs the voter to the Ballot Issuer.

Necessary materials to carry out the duty are:

- Final Voters List (FVL)
- Procedures Manual
- Pencil
- Posted notes

To vote:

The voter must be at least **18 years old**, prove his/her identity through an **identification document of Republic of Kosovo**, as well have the name on Final Voters List in the polling station or in the respective Municipal Voters List.

The voters right to vote will be rejected in case he/she does not present one of the acceptable official documents.

Valid voting documents will be considered all documents of Republic of Kosovo, as defined in **the article 90 of Law no. 30/L-073 on General Elections**.



Acceptable identification document are:

- Valid ID;
- Valid Passport;
- Valid travel document;
- Valid Kosovo driving licence;



If voter request assistance due to voter illiteracy or can not vote by him/her self will be advised to find someone out of PS with acceptable ID to assist him/her.

The PS Chairperson will record assistant's and voter's personal data and time in a PS Poll book.

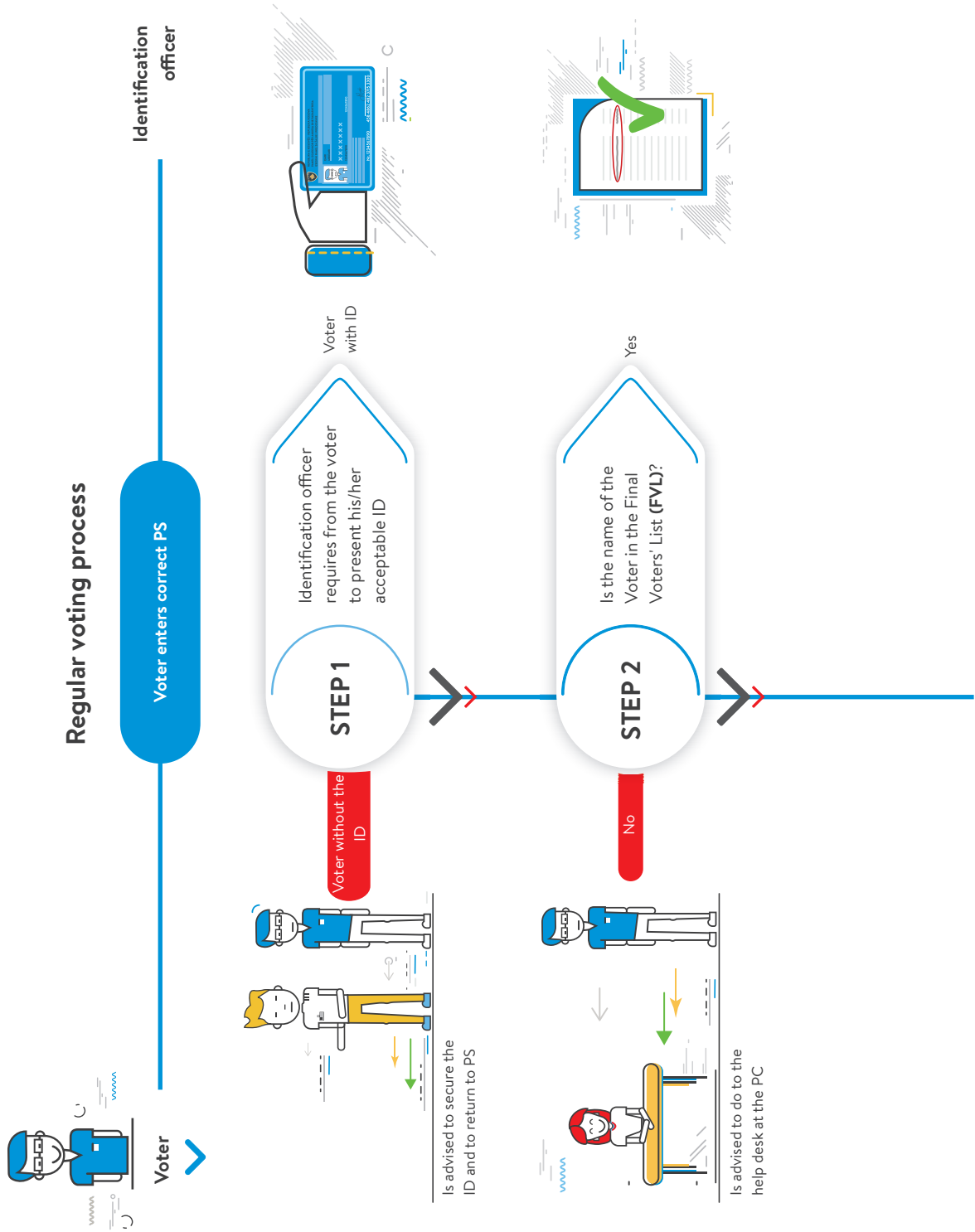
The Chairperson, along with PSC members, shall not allow any misuse of the right to vote, or attempt to vote on someone's behalf, or to impede the voter's freedom to choose (family voting) as these actions are criminal offenses and punishable with imprisonment.

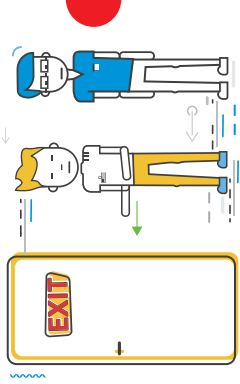


PS Chairperson and observers are not allowed to assist voters.

The assistant can assist only once.

Marking the FVL with finger print is not allowed





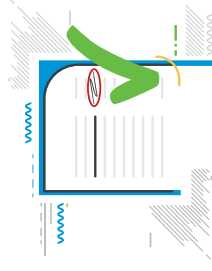
Do not proceed;
advise the voter to leave PS

Voter does not
sign

STEP 3

Voter is advised to
sign in the FVL

Voter signs



STEP 4

Voter signs FVL and
continues to the Ballot
Paper Issuer

Who is allowed to vote?

- Voter must prove that: a) is 18 years old or older on E-day
b) The voter is eligible to vote only in the municipality where he is registered as a permanent resident c) Prove identity through acceptable identification documents d) His/her name to be included on Final Voters List in polling station, or at Municipal Wide Voters List for a respective municipality.



Who should not be allowed to vote?

- •Voter who are not at least 18 years old on E-day.
- •Voter whose name can not be found on FVL of respective polling station or on municipal wide voters list , and voters who do not show acceptable identification documents
- •Voter that refuse to sign on FVL; Ballot should not be issued and case should be recorded on poll book by the chairperson
- Que controller finds invisible ink on voters' fingers. Case should be recorded on poll book by the Chairperson
- Voter refuses to sprinkle his/her finger; No ballot is issued and advised to leave the PS; Chairperson should unmark or cross of his/her name on FVL and records the case on poll book.



When a voter votes by a conditional ballot?

According to the Law and Election Rules, a voter votes CONDITIONAL in cases when:

- Voter's name and surname is not found on the FVL; or
- Near voter's name and surname there is a sign/stamp placed by the CEC;
- A voter votes if his/her identity may be checked/verified according to the requirements stipulated under Article 17 of the Rule 18 of the CEC;
- Voters outside of Kosovo also vote conditional;
- Special needs and circumstances voters

Identification Officer is in charge of the following tasks:

1. Ask a voter for acceptable identification document
2. Verify voter identification against other data such as PCTR, personal # and a photo on identification document
3. Writes down personal data on the Conditional Voters List (CVL) and advises him/her on where to sign.
4. Fills in the White Envelope (CBE) with personal data of the voter
5. Advises voter to sign on the Conditional Voters List (CVL) and on the Conditional Voting Envelope (CVE)
6. Hands over the identification document and completed CBE to the Ballot Issuer (BI).
7. Directs the voter to the Ballot Issuer.

Additional materials:

- White envelopes (ZFK)
- Envelopes for ballots
- Conditional Voters List

Note: Voter data is typed only in capital letters.

BALLOT ISSUER

Receives ballots on Election Day from the PS Chairperson and shall be in charge of keeping ballots in an orderly and secure fashion at the polling station. He/she is also responsible to check, count and inform the PSC Chairperson if there is a damaged ballot or if there are typing errors on ballots.

Necessary materials:

- Ballots
- Spray
- Stamp
- Tissues
- Training manual
- Conditional ballot envelopes and Secrecy envelopes.

VOTER PROCESSING

Step 1: Sprays right index finger of the voter with invisible ink, with additional caution not to spray ballots.

Step 2: Detach only one ballot at a time from the ballot pad (all used ballot pads should be retained, because they will be accounted for in the end, when the polling station closes.)

Step 3: Turn the ballot face down and stamp with an official stamp for that purpose.

Step 4: Explains to the voter and advises him/her about ballot format and how to vote.

Instructions to the voter are the following: Informs the voter on how to mark the ballot.

Step 5: Issues a ballot to the voter and directs him to a free voting screen for him/her to vote in secrecy.

In exceptional cases

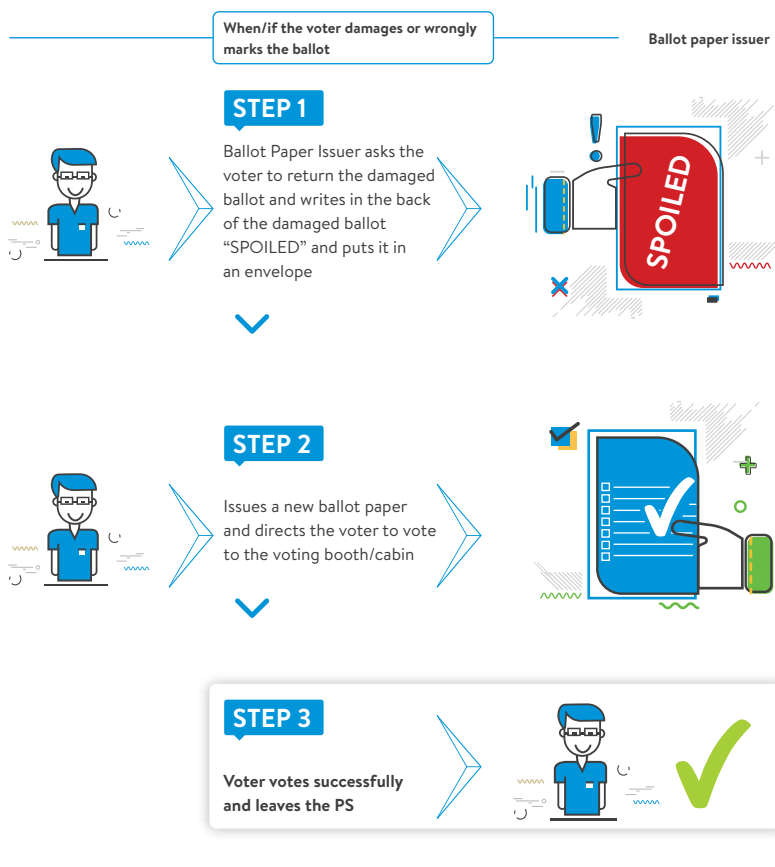
If the fingernail portion of the right index finger is missing spray the thumb, middle, ring, or little finger of the right hand. If all fingernail portions of the right hand are missing, the left hand may be used following the same sequence. If the voter misses all the fingers, then spraying process is waived and the voter is guided to the voting screen to vote. The case is noted on the Poll Book by the Chairperson.

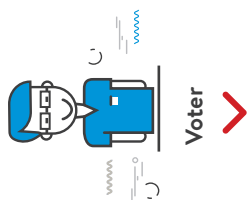
When voter damages the ballot: Ballot Issuer will receive the damaged ballot, places it face down and prints “damaged”. He/she puts it on the determined envelope “damaged ballots”. Offers advise on the format of the ballots and way of voting. Then, gives to the voter only one more stamped ballot.

Ballots

It is strictly forbidden detaching of unstamped ballots from the ballot stub, without presence of the voter.

It is strictly forbidden taking ballots out of the polling station and polling center.





Ballot Paper Issuer

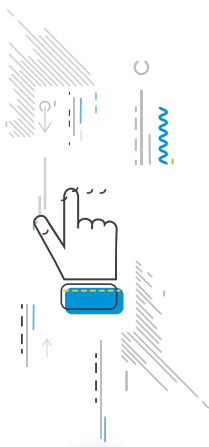
Voter has signed FVL and is in front of the
Ballot Paper Issuer

Continue with the
following finger

If the voter doesn't
have a right hand
index finger

STEP 1

Ballot Paper Issuer
requires from the voter to
show the right hand index
finger

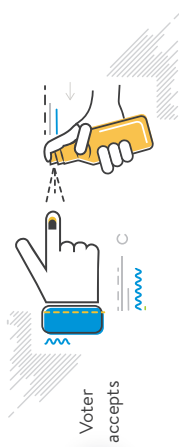


Do not proceed,
ask from the
voter to leave
the PS

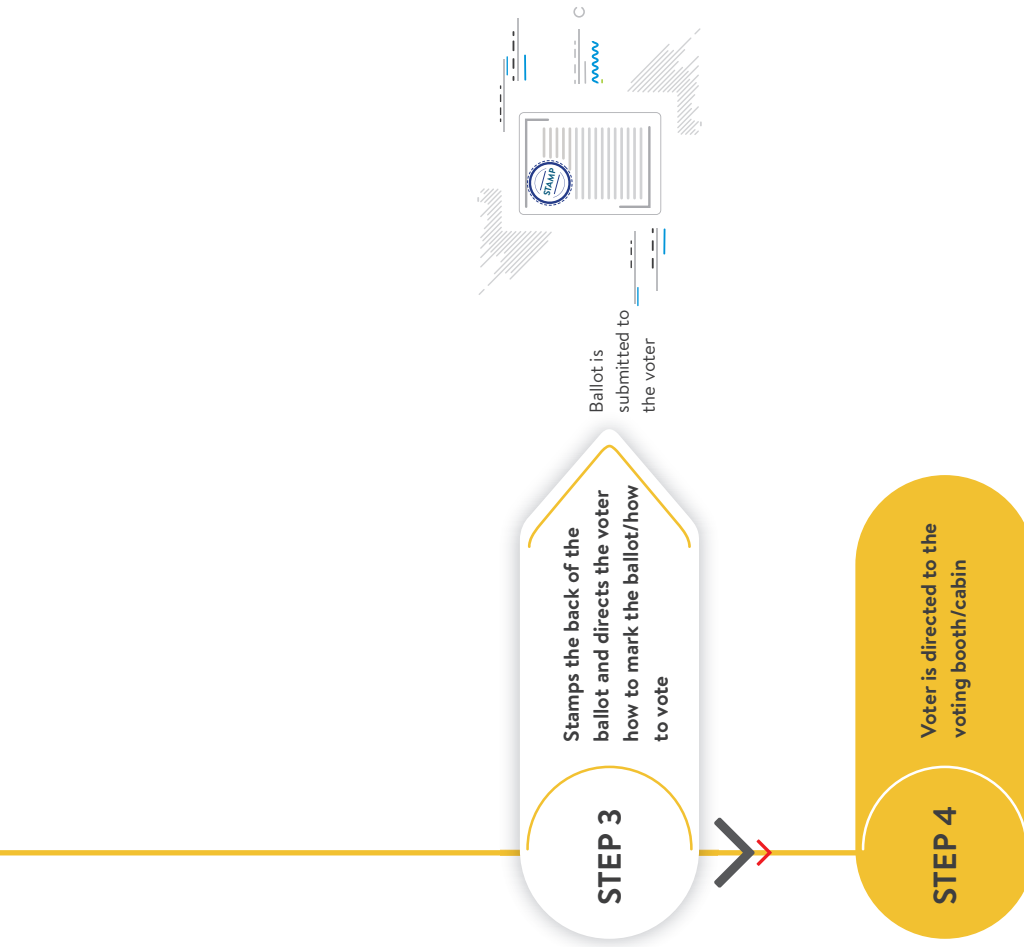
Voter refuses

STEP 2

Sprays finger
with ink



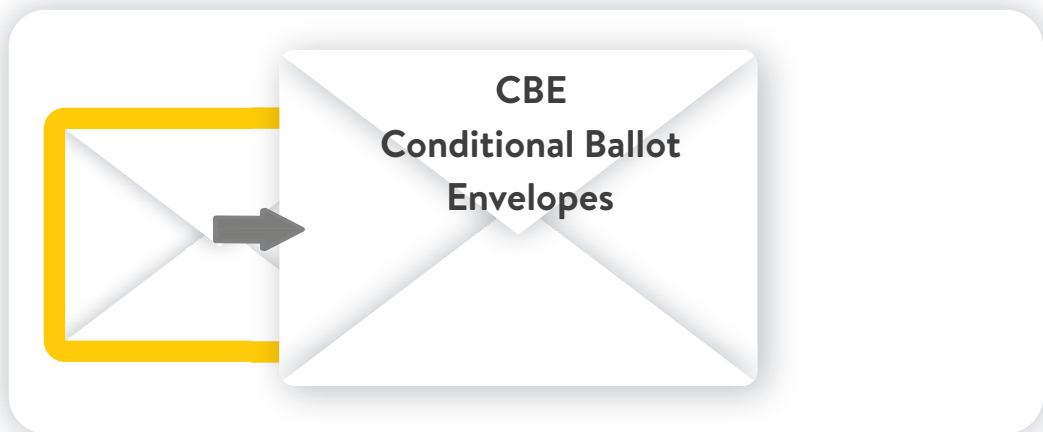
Voter
accepts



When voter votes by **CONDITIONAL BALLOT**

When a voter goes into voting screen, BI hand the identification document together with the secrecy envelope and completed CBE to the Ballot Box Monitor

In cases when voter votes conditional, and by mistake puts the ballot on the ballot box without relevant envelopes, the Chairperson is obliged to put the conditional ballot envelope (CBE) inside the ballot box and note the case on the Poll Book.



BALLOT BOX MONITOR

Is in charge of monitoring the ballot box and ensure that only stamped ballots are placed inside.

THE PROCESS

Step 1: Asks to see official stamp on the back of the ballot before it is placed inside the ballot box.

Step 2: Ensures that each voter will cast ballots in the relevant ballot box.

Step 3: Ensures that voters vote one by one at a time and that only one voter is behind the voting screen at a time.

Step 4: Directs voters to the EXIT from a polling station after they have voted.

Time to time:

-Will regularly check voting screens to ensure that a pen is available .

-Any inappropriate writing in voting screens shall be covered.

When a voter voting by conditional ballot

In addition to usual tasks, the Ballot Box Monitor is in charge also of some additional tasks:

PROCESSING voters voting by conditional ballot:

Step 1: Receives from Ballot Issuer a voter's identification document, secrecy envelope and CBE.

Step 2: Asks to see the stamp on the back of the ballots.

Step 3: Gives to the voter a secrecy envelope and instructs him/her to put the ballot inside and seal it.

Step 4: Then gives to him/her the completed Conditional Ballot Envelope (CBE) with data and asks him/her to place the secrecy envelope inside it and seal it.

Step 5: Instructs the voter to put the closed CBE into the conditional ballot box.

Step 6: Checks and compares voter's identification document and only after the voter places the envelope inside the ballot box, gives to him/her the identification document.

In exceptional cases

If a voter, places his/her ballot or secrecy envelope directly in the ballot box without CBE, the Ballot Box Monitor (BBM) will inform the PSC Chairperson, who will note the case in the Poll Book. Then, the BBM will ask the voter that the empty CBE place into a ballot box of conditional ballots, then returns to the voter the identification document directing him to the exit from the polling station.

PREPARATION FOR POLLING

PRIOR TO ELECTION DAY

This chapter describes procedures and task of election staff regarding necessary preparation for proper arrangement of Polling Centers and Polling Stations to be used during organization of relevant elections.

Election staff is obliged to, as follows:

SENIOR MUNICIPAL ELECTION OFFICER



Municipal Election Commission and MEO have mandate to ensure that all election preparations in municipality are done including assigning duties to staff and sending guidelines for distribution of election materials according to deadlines set in Election Operational Plan approved by Central Election Commission (CEC)

PS Manager

1. Attends training on duties and responsibilities of the manager and technical staff
2. Receives PS materials from Chairperson of Dual Polling Station
3. Opens and arranges Polling Centre one day prior to Election Day by posting all signs and directions for voters.
4. In cooperation with MEC and Police, ensures safety of non-sensitive election material
5. Ensures access for all persons with disabilities, by placing ramps at entrance and exits

PS Chairperson

1. Attends training on voting and counting procedures.
2. Receives PS material packages from MEC
3. Opens and arranges PS one day prior to Election Day by posting all signs and directions for voters.

Election materials and their distribution

Prior to Election Day, a Senior Municipal Election Officer (SMEO) is obliged to, and in charge of delivering non-sensitive materials to election staff (Managers and PSC Chairpersons). This must be done in a transparent manner by recording each material that is delivered/received on an official handover form. Each material that is supposed to be delivered/received shall be checked/tested in advance together by the Chairperson and the MEC. Any remarks/deficiencies or ill-functioning of the materials shall be reported to the SMEO/MEC.



Materials shall be divided into two groups, sensitive and non-sensitive materials. Materials shall be distributed according to the operational plan, and as per instructions of the CECS.

POLLING STATION MATERIALS

The following table illustrates types of materials to be used by the PSC at the polling station. The Chairperson is responsible that prior to receiving it, to check/test all materials and sign on the form. (See Annex 6 at the end of Manual)

Republika e Kosovës Republika Kosovo e Republikës së Kosovës Komisioni Qendror i Zgjedhjeve Central Election Commission	
Formulari i dorëzimit të materialit Obrazac za primopredaju materijala	
Me këtë vërtetohet se kam marrë / Ovim potvrđujem da sam primio/la	
Kryetari i Komisionit Predsednik Odbora	
1. Numri i fletëvotimeve Broj glasačkih listića	<input type="text"/>
2. Lista përfundimtare e votuesve me Konačan biracki spisak sa	<input type="text"/> faqe strane
3. Vula Peçat za glasačke listiće	<input type="checkbox"/> Po Da
4. Lampa Ultravijolë (Lamba UV) Ultra Ljubičasta Lampa (UV lamp)	<input type="checkbox"/> Po Da
5. Ngjyra e padukshme Nevidljivo mastilo	<input type="checkbox"/> Po Da
6. Për vendvotimin numër za broj biračkog mesta	<input type="text"/> / <input type="text"/>
7. Dhe konfirmoj se i kam kontrolluar dhe marrë të gjitha materialet jo të ndjeshme I potvrđujem da sam proverio i dobio sav neosetljivi materijal	<input type="checkbox"/> Po Da
Kryesuesi i kësaj liti të vendvotimit ose zëvendëskryesuesi Predsedavajući biračkog odbora ili zamenik predsedavajućeg	
8. Emri dhe mbiemri Ime i prezime	<input type="text"/>
9. Nënshtkrimi Potpis	<input type="text"/>
Anëtar i KKZ-së Član OJK-a	
10. Emri dhe mbiemri Ime i prezime	<input type="text"/>
11. Nënshtkrimi Potpis	<input type="text"/>

Material Handover form for Mayoral Election

MATERIALS		
Distribution	Non-sensitive	Sensitive
 Prior to Election (-1 day)	<ul style="list-style-type: none"> ✓ Municipal-Wide List ✓ Security seals ✓ Ultraviolet lamp (UV- Lamp) ✓ Poll Book ✓ Reconciliation and Results form (RRF) ✓ Ink and ink bottle * stamp pad* ✓ Voting screens ✓ Ballot boxes ✓ ECAP complaint form If polling station is a dual one, also the follows: ✓ Conditional Ballot Envelopes (CBE) ✓ Secrecy Envelope 	
		<p>Chairperson receives in the morning:</p> <ul style="list-style-type: none"> ✓ Ballots ✓ Final Voters List (FVL) ✓ Stamp ✓ Invisible ink (spray)
 On Election Day		<p>Chairperson transports to the MEC: MEC Envelope</p> <ul style="list-style-type: none"> ✓ FVL ✓ RRF and CRF ✓ Poll Book ✓ Security seals Ballot Box ✓ Bag 2 and 4 ✓ Envelope 1 and 3 ✓ Candidate tally sheet ✓ Stamp

POLLING CENTER MATERIALS

The following table illustrates types of materials to be used by PCTR Managers and technical staff at the polling station. The PCTR Manager is responsible that prior to receiving the material, to check/test all materials and sign on the form.

MATERIALS		
Distribution	Non-sensitive	Sensitive
<div>Prior to Election (-1 day)</div>	<div><div>✓</div>Municipal-Wide List</div> <div><div>✓</div>"Brail" template for blind persons to vote</div> <div><div>✓</div>Sings and information posters</div> <div><div>✓</div>Stationery (pens, markers, paper and tapes)</div> <div><div>✓</div>ECAP complaint form</div>	
<div>On Election Day</div>	<div>Together with the technical staff they organize and collect all non-sensitive election materials and prepare it for transport to the MEC municipal warehouse.</div>	<div>Staff tablets for reporting preliminary results</div>

ARRANGEMENT OF POLLING CENTERS AND POLLING STATIONS



Polling Station Setup

The Chairperson together with all PSC members are responsible for preparing and arranging the Polling Station one day before Election Day.

What is the Setup of the Polling Station

- See the photo illustration in the Training Manual on how to set up the polling station and arrange tables according to the sketch/photo.

- Removes any electoral campaign material

- Organizes tables to facilitate the most efficient voter movement during Election Day

Seats should be arranged in such a way that PSC members, election observers, and accredited media representatives can observe the entire voting process and clearly see ballot boxes at all times.

Attention: Observers should sit behind the tables of PSC officials (see photo)

Signs should be placed in practical places for purposes of voter information and education on Election Day.

Placement of Signs and Notices at the Polling Station

Inside Polling Station:

- Arrow signs for orientation (inside PS).

- Place voting booths near walls to ensure voter secrecy.

- Prepare/Adapt a lower setting voting booth to enable voter secrecy for disabled persons/wheelchair bound voters.

- Candidate Brochure (In the voting booth and on the ballot issuer's table).

- “No Alcohol” Sign

- Posters “How to Mark a Ballot” (In the voting booth and outside of the PSCs).

- “No Ballot Photo” Sign

Outside Polling Station:

The following notices should be posted primarily outside the Polling Station:

- Place over the door or at the entrance to the Polling Station signs with the letters of the alphabet of surnames of voters assigned to vote at that Polling Station. (e.g.: Polling Station 1901/01A- D) i.e. all voters whose surnames start with A up to D, shall vote here.

- Posters “How to Mark a Ballot” (In the voting booth and outside of the PSCs).

- “No Smoking” Signs (outside of PSs).

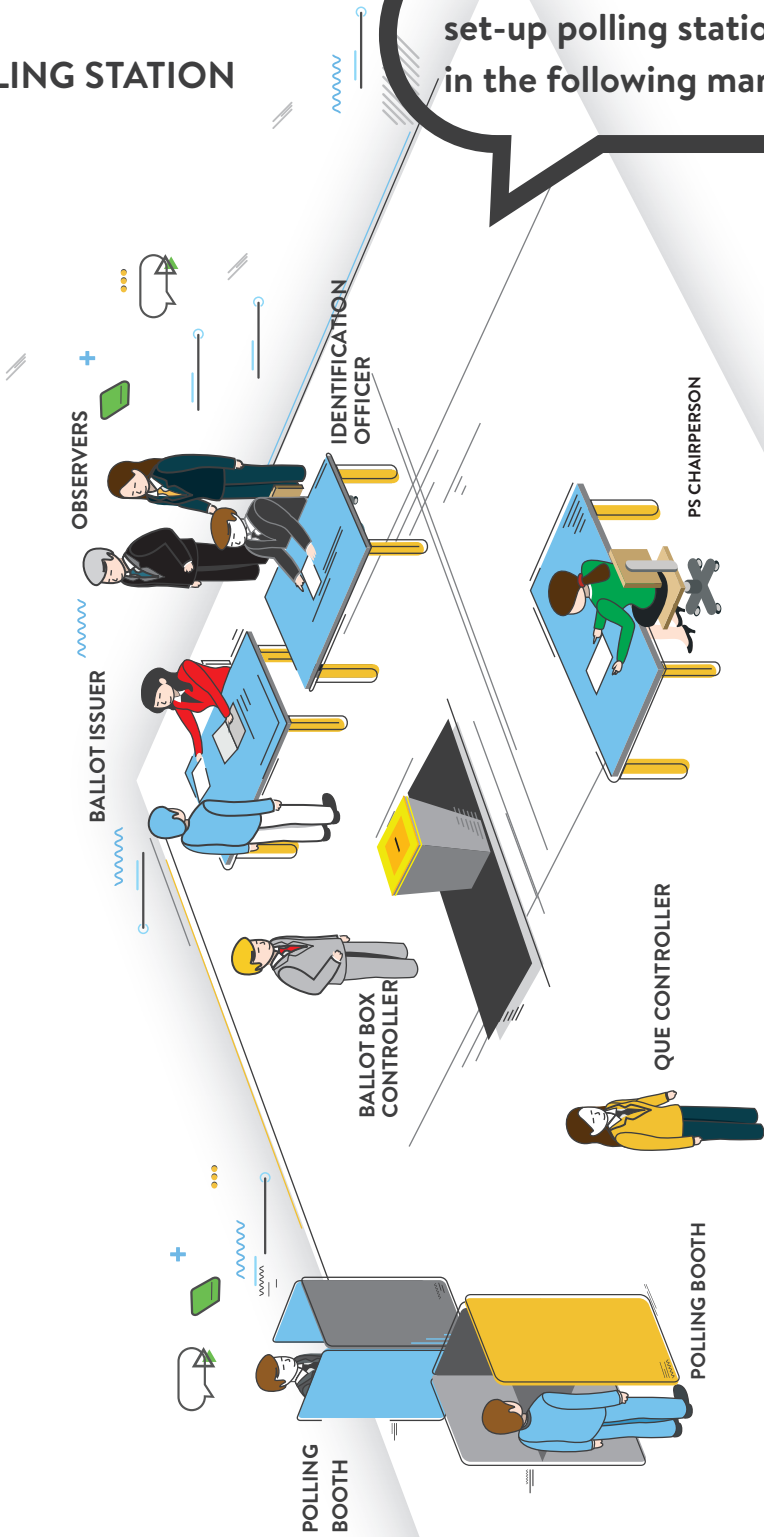
- “No Weapons” Signs (outside of PSs).

- “No Marked Ballot Disclosure” Sign

- “No Family/Group Voting” Sign

POLLING STATION

The Chairperson shall set-up polling station in the following manner



Polling Station setup

A large, thick green checkmark is positioned behind the text box, extending from the bottom left towards the top right.

ELECTION DAY

ON ELECTION DAY

On Election Day, Polling Centers and Polling Stations must be prepared and ready to be opened at time, officially pre-set by the Commission.

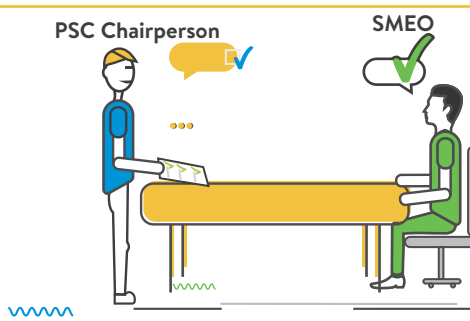
-SMEO/MECs are responsible for delivering sensitive materials to Chairpersons of Polling Stations.

-Polling Center Managers are responsible for arranging flow of voters inside the PCTR, as well as to advise voters inside the center about where a PS is located.

-PSC Chairpersons are responsible for proper conduct of the process inside the Polling Station, ensuring a peaceful process respecting voters' rights and rights of other stakeholders involved in the process. The Chairperson together with a deputy chairperson is obliged to have received and checked sensitive materials necessary for the elections by 16:00hrs. The PSC members are obliged to report to their duty station in the morning at 06:00hrs.

05:00 – 06:00 morning:

- 1.Chairperson controls, verifies and receives sensitive material from the MEC and ensures that nothing is missing
- 2.Signs the MEC form of acceptance – submission of material
- 3.Under Police supervision, transports material to the Polling Center



06:00 – 07:00



- 1.All PSC members are present in the polling center at 06:00 am.
- 2.Receive material from the chairperson
- 3.Adjust PS according to directions given in the manual
- 4.Mark material with PS code
- 5.Chairperson ensures that members are notified with their duties and responsibilities

IF: election material is missing or is a member of a PSC is missing, MEC to be notified through the PC manager.

06:00 until the closing of the PC

1. Open the PC on time and delegates tasks to technical staff
2. Ensures to put orientation signs and guides for voters in practical places
3. Distributes the non-sensitive material to chairpersons
4. Sets up the help desk
5. Reports to MEC: missing of the staff or of the material; opening/closing of PC: turnout



OPENING OF A POLLING STATION

It is allowed to open a Polling Station with a minimum number of three (3) PSC members, but it may not function with less than 5 members throughout entire election process.

The Chairperson must complete the following tasks before he/she opens the polling station officially:

Fills in a working sheet of the RRF:

- Fills in the first part: writes down the PS number; numbers of security seals that seal the slot of the ballot box. See RRF samples.
- Verifies and fills in the total number of received ballots

Writes down on the Poll Book:

- Names and numbers of personal ID of all PSC members;
- Names and numbers of personal ID and accreditation numbers (of observer badges) of all present accredited observers.

Instructs PSC and observers

- Instructs PSC to get necessary material and prepare to begin.
- Reminds observers of their rights and obligations as observers.

Demonstrates to those present:

- Shows empty ballot box in the presence of PSC members and all other persons present in the polling station.
- Seals the box with seals and record their serial numbers on the relevant section on the RRF, if not already recorded in the previous step.

After these steps and demonstrations, the PSC Chairperson announces opening of the Polling Station and polling process commences.

Polling hours are 07:00hrs-19:00hrs

BEFORE THE FIRST VOTER VOTES

PSC Chairperson and members of the PSC may vote the first, however only after the polling station is officially opened, not before 7:00hrs (Rule no.09/2013-Article 19). The Chairperson will allow only one PSC member to go and vote as a regular voter, but if other PSC members are not serving at the PCTR where they usually vote, they may vote by conditional ballots in a dual polling station within the PCTR where they work on Election Day.

IV POLLING PROCESS (07:00-19:00)

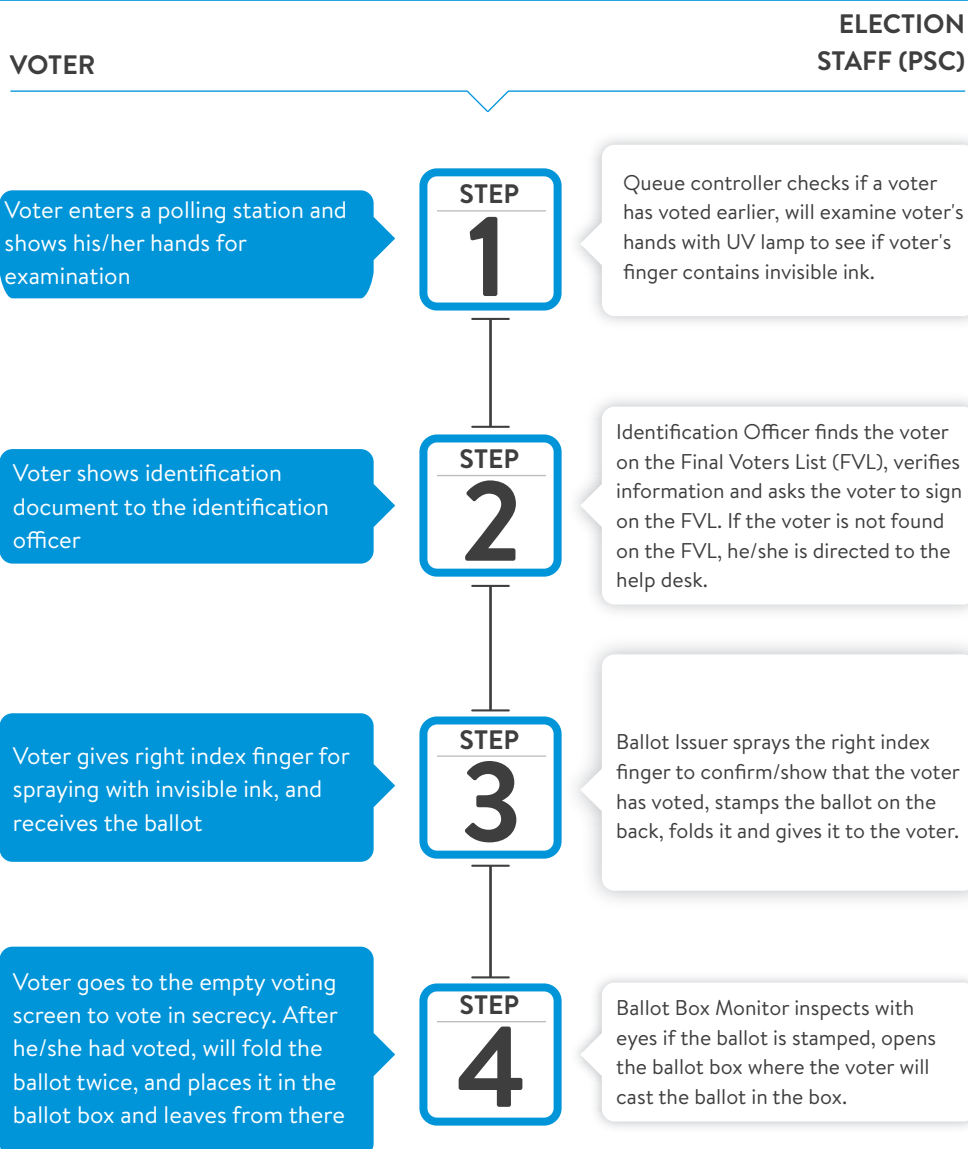
GENERAL OVERVIEW OF VOTING

Types of voting

Law for Local Elections in Kosovo allows the following types of voting:

- 1) Regular voting; 2) Conditional voting; 3) Voting outside of Kosovo – by mail voting (by conditional ballot) 4) Persons with special needs and special circumstances voting (by conditional ballot)

REGULAR VOTING



VOTING BY A CONDITIONAL BALLOT IN A DUAL POLLING STATION

VOTER

ELECTION STAFF (PSC)

Voter enters a polling station and shows his/her hands for examination

STEP
1

Queue Controller checks if a voter has voted earlier, will examine voters hands with UV lamp to see if voter's finger contains invisible ink.

Voter shows identification document to the identification officer

STEP
2

Identification Officer asks for acceptable identification document and verifies identity of the voter by comparing PCTR data, personal # and the photo in the identification document

Voter must have acceptable identification document, otherwise he/she will not be allowed to vote

Voter signs the FVL and the CBE
If not, cannot continue.

STEP
3

Writes down his/her personal details on the Conditional Voters List (CVL) and instructs him on where to sign
Completes the White Envelope (CBE) with personal details of the voter and instructs him/her to sign.

Voter gives his/her right index finger for spraying with invisible ink, and receives the ballot

STEP
4

Voter hands the identification document and the completed CBE to the Ballot Issuer (BI).
Ballot Issuer sprays the right index finger of the voter, stamps the ballot on the back, folds it and gives it to the voter.

Voter goes to the empty voting screen to vote in secrecy. After he/she had voted, will fold the ballot twice, and places it in the secrecy envelope and then into CBE; seals the envelope and casts it in person in the ballot box and leaves from there

STEP
5

Ballot Box Monitor inspects with eyes if the ballot is stamped; he/she gives the secrecy ballot and the CBE to the voter, opens the ballot box in order for the voter to personally cast it into the ballot box. In the end, he/she returns the identification document to the voter.

Conditional voting

Unlike in regular voting, in conditional ballot voting ballots/votes are not counted at the polling station, but at the Counting Center in Prishtina. In addition to regular procedures, this format of voting also has some additional procedures as it requires that voter personal details are written on a Conditional Ballot Envelope (CBE), as well as on the Conditional Voters List (CVL), and finally the ballot itself is placed inside a secrecy envelope, which then should be placed into a CBE and put into the conditional ballot box, located only in a dual polling station.

Voters vote by conditional ballots in cases when for any reason they do not meet eligibility criteria. Reasons why a voter votes by conditional ballot are as follows:

- a) If voter does not appear/is not found on the FVL of a polling station or on the Municipal-Wide List, but is in possession of acceptable identification document.
- b) In the FVL near the name, there is a note or a notation that the voter should vote by conditional ballot.
- c) Voter is unable to be at a polling station he/she is assigned to vote, votes by conditional ballot in a dual polling station at the PCTR where he/she is in.

Conditional ballot voting is denied to a voter (Cases when a voter is not allowed to vote by conditional ballot)

- a) Voter appears at a dual polling station and on his/her fingernails is noted presence of invisible ink.
- b) Voter refuses to sign on the Conditional Voters List (CVL).
- c) Voter refuses to sign the declaration on the conditional ballot envelope (CBE).
- d) Voter refuses to have his/her finger sprayed with invisible ink.
- e) Voter does not have an acceptable ID.
- f) Voter-near whose name on the FVL there is a "NOTATION" (stamp), MAY NOT vote by conditional ballot inside a regular Polling Center, as in advance, at a certain period of time set by the CEC, has applied in the Offices of the Municipal Election Commission or in the relevant institution and has registered to vote as a voter of special needs voters SNV category (homebound voting, voting at detention centers, hospitals, etc.).

Assisted voting

Assisted voting falls within the regular voting. A voter may ask for help from someone who is outside of the Polling Station to help him/her with voting. An assistant chosen by the voter shall respond to polling procedures by signing on the FVL near the name of the voter and will assist him/her in the voting screen.

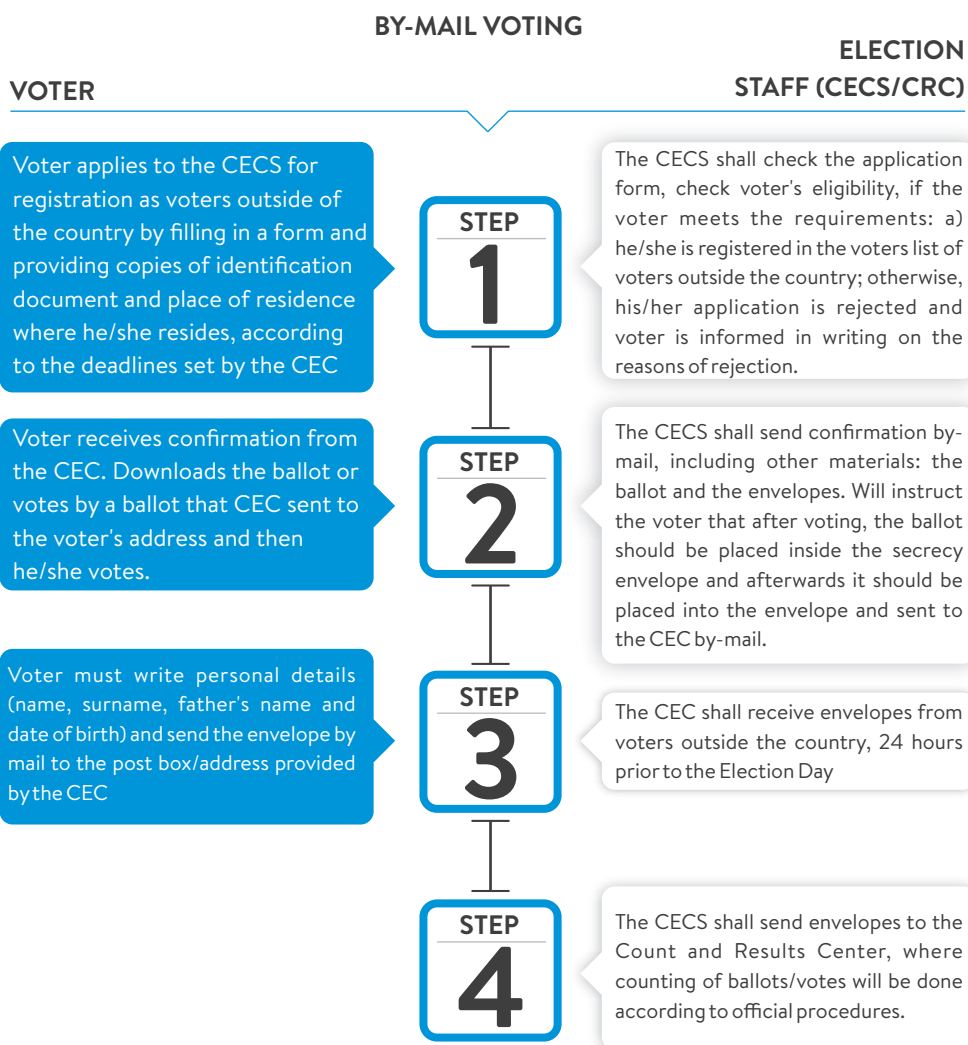
Election staff (PSCs/Managers, technical staff, etc.) are not allowed to assist the voter.

These cases are noted in the Poll Book by the Chairperson who shall keep record of assistants, because they are allowed to assist only once.

CAUTION: Family voting/voting on someone's behalf without the consent of the voter is prohibited by law, therefore every voter has the right to vote freely, uninfluenced and in the secrecy of the polling booth

BY-MAIL VOTING (OUTSIDE OF THE COUNTRY)

Voting outside of the country makes it possible for voters who meet legal requirements but who are outside of the country/Kosovo to vote by-mail. The process stipulates that a voter should apply with the CECS in order for him/her to be included on the list of voters outside the country; afterwards the case is verified and if the voter meets the requirements, his/her right to vote is confirmed. Voters who successfully register are removed/deleted or marked on the FVL in Kosovo with a stamp. A voter may download the ballot from the CEC website, then vote, and place the ballot in the envelope together with his/her identification document. Legal deadline for the by-mail ballots to be received by the CEC is 24 hours prior to the Election Day.



VOTING OF PERSONS WITH SPECIAL NEEDS AND CIRCUMSTANCES

This type of voting allows voters (who, for different reasons mentioned in the Law and Rule cannot be at a regular polling station on the Election Day) to vote in the place they are in. Process of registration of these voters with the CECS is made in advance. Voters who successfully register are included on the voting list/register and then, on Election Day from 09:00hrs – 21:00hrs, PSC mobile teams will serve all registered voters who met the legal criteria to be in this category.

The following types of voters are included in this

a **Homebound voters:** eligible voters who cannot go out of their homes to vote in person at a usual polling station due to their physical, health, or any other disability;

b **Voters with limited movement in an institution:** eligible voters in hospitals, elderly people in certain houses especially in asylums for the elderly, persons with diminished mental ability in institutions of health care, prisoners in prisons, and detainees in detention centers, or

c **Voters under special circumstances:** eligible voters who live in communities, which due to displacement from the place near their regular polling station or due to security reasons, cannot vote in their assigned polling station. For this type of voting thereby approval from the Municipal Election Commission (MEC) is required.

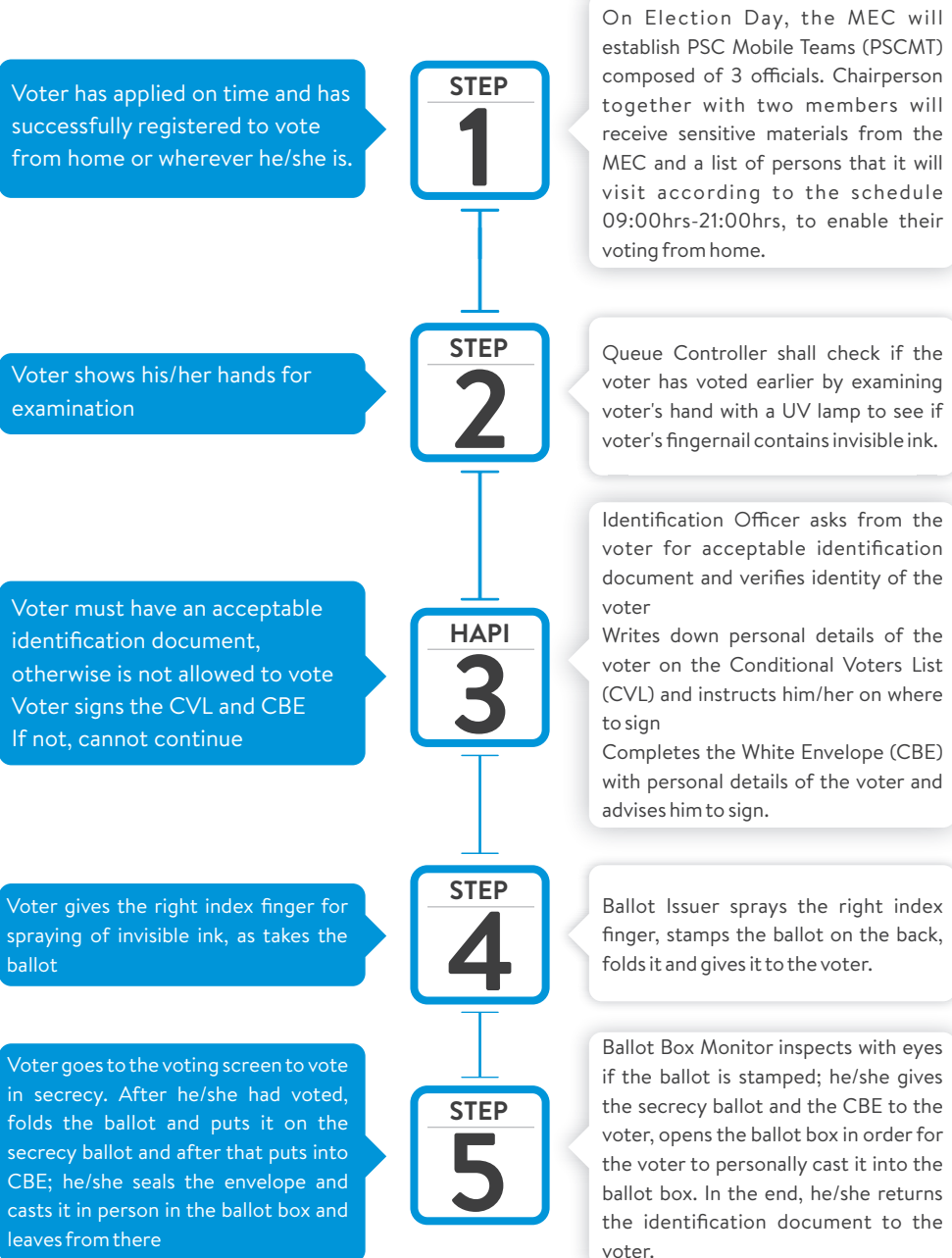
For more information see Electoral Rule No. 04/2013

The process and polling procedures for these categories of voters are as follows:

VOTING OF HOMEBOUND VOTERS AND VOTERS UNDER SPECIAL CIRCUMSTANCES

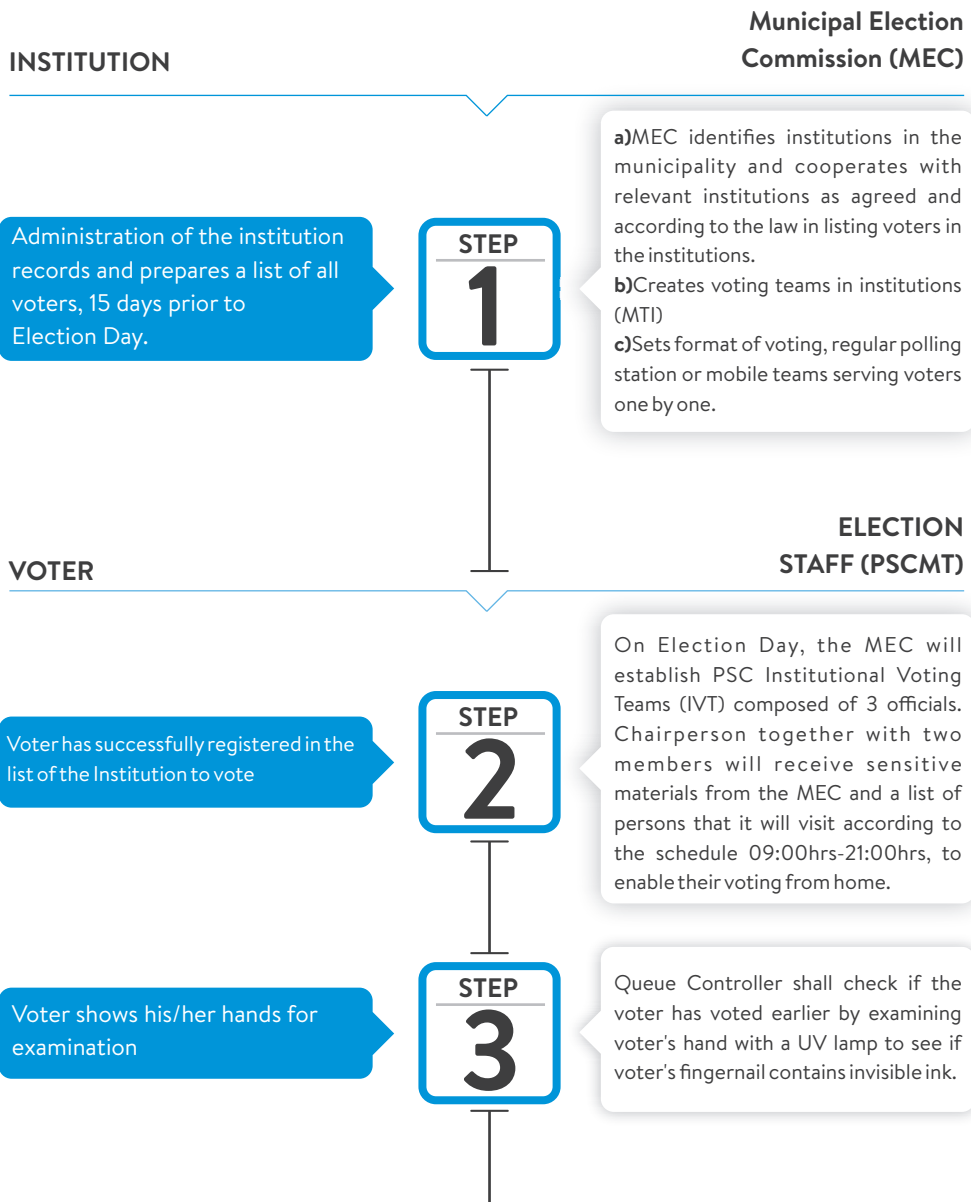
VOTER

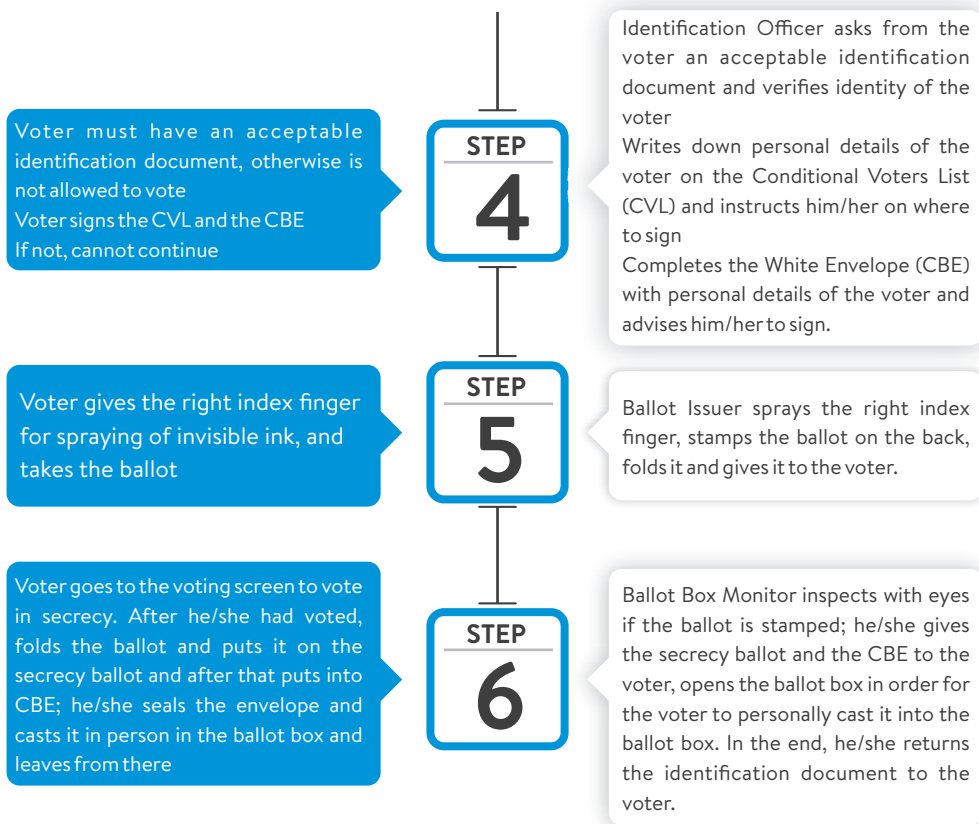
ELECTION STAFF (PSCMT)



VOTING IN INSTITUTIONS

Voting in institutions is meant for voters who have limited movements in an institution. This category includes eligible voters in hospitals, elderly people in asylums for the elderly, persons with diminished mental abilities in health care institutions, prisoners in prisons, and detainees in detention centers.





V | CLOSING OF POLLS

CLOSING OF POLLING CENTER

At 19:00hrs, PCTR Manager is responsible for ensuring that no additional voter joins the PCTR queues. As long as there are voters at the PCTR, polling stations shall remain open. Main entrance of the PCTR is closed, but polling stations remain open to ensure that in case a voter mistook a polling station could be able to vote where he/she was officially assigned.

CLOSING OF POLLING STATION (19:00HRS)

PSC Chairperson is responsible for closing of the polling station at the hour officially set by the CEC (19:00hrs). PSC Chairperson together with other members of the PSC are responsible for the following tasks:

The immediate tasks:

- 1. The Chairperson will look outside the polling station to see if there are voters, and shall consult the PCTR Manager to learn whether there are voters inside the PCTR.
- 2. If the Manager confirms that there are no voters, the Chairperson instructs the Queue Controller to close the door and declare the polling station officially closed.

Will then immediately seal slot of the ballot box with a tamper evident seal and record the number of the seal on the Results Reconciliation Form (RRF) and on the Poll Book.

Notes on the Poll Book time of closing of the polling station, and names of the persons present in the polling station and informs them that if they leave the PS before the counting is finished, they will not be allowed to come back inside (except for PSC members due to their physiological needs).

Instruction: After closing of the polling station, the PSC Chairperson will not allow anybody to come inside, except for authorized officials such as: CEC/MEC members, Secretariat trainers.

The Chairperson will monitor all persons entering and leaving the polling station.

Tasks before the ballot box is opened

Before the ballot box is opened, the Chairperson together with other PSC members will perform the following tasks:

- 1. Counts signatures of voters on FVL and (CVL if there is a dual PS) and the total number of signatures is noted on the relevant section of the work sheet of the Reconciliation and Results Form (RRF)
- 2. Counts unused ballots – REMAINING ballots and their total number is noted on the relevant section of the RRF work sheet
- 3. Unused ballots shall be packed together with ballot stubs in Bag 2 (not to be closed yet).
- 4. Counts spoiled ballots and their total is noted on the relevant section of the work sheet of the Reconciliation and Results Form (RRF)
- 5. Spoiled ballots shall be folded and their total number is written down as a note. Spoiled ballots shall be packed in Envelope 1 and a total number/amount of ballots shall be noted on it.

6. Preparation for the counting of ballots/votes:

- Arrange tables in “T” shape, in such a manner that accredited observers are able to see throughout counting process.
- Prepare the work space for counting (remove all pens, pencils and other materials from tables).

In cases of inconsistencies, everything is recounted by another PSC member, as Chairperson is obliged to ensure accuracy of the data before transferring the data to the results forms.

Only the Chairperson is authorized to record on the RRF and Work Sheet of the RRF.

VI COUNTING OF BALLOTS AND RECONCILIATION OF RESULTS

INTRODUCTION OT BALLOT COUNTING PROCEDURES

The ballot boxes should be opened one by one and processed / counted as follows:

1. Conditional voting (only in dual polling station)
2. Elections for Mayor

If the pollind station where it is voted only with regular ballots, start with the counting of ballots for municipal mayor.

Counting of ballots is a very important and very sensitive process because it has a direct impact on the integrity and credibility of the electoral process. Chairperson together with other members must demonstrate high professionalism and competence.

In the following we will present universal international principles and rules on counting and reconciliation of results, both valid and applicable in Kosovo.

CAUTION: BALLOT FRAUD, MANIPULATION DURING COUNTING REPRESENTS A SERIOUS VIOLATION/CRIMINAL OFFENSE AND MAY BE PUNISHABLE BY 3 TO 5 YEARS IMPRISONMENT.

Reconciliation 1:



Total number
of signatures on FLV

=



Total number of ballots
in ballot boxes

Reconciliation 2:



Total number
of ballots in ballot
boxes

+



Total number
of unused
ballots

+



Total number
of spoiled
ballots

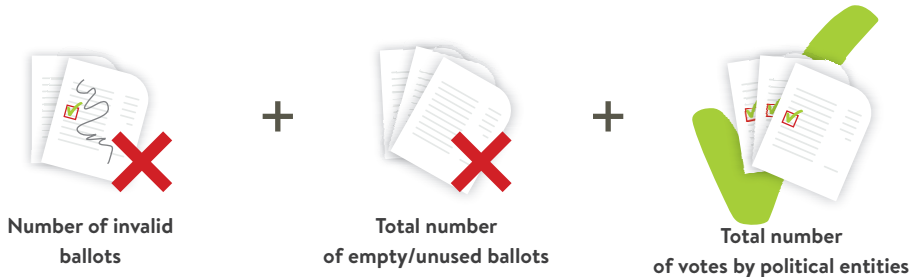
=



Total number
of ballots received
(delivered by MEC)

Reconciliation 3:

Total number of ballots
in ballot boxes



COUNTING OF CONDITIONAL BALLOTS AT DUAL POLLING STATION

At a dual polling station, Chairperson shall commence the process of counting ballots by initially opening the ballot box that contains conditional ballot envelopes (CBEs).

Chairperson together with other members of the PSC are responsible for the following tasks:

Step 1:

- Prepares tables and space where the ballots will be counted providing access to observers
- Removes pens and other items from the counting table
- Chairperson assigns PSC staff to their positions
- Brings the ballot box (containing CBEs) on the table and reads numbers of security seals and checks them against numbers recorded on the RRF or Poll Book

Step 2:

- Chairperson cuts seals on the sides of the ballot box and puts them in a secure place
- Will empty conditional ballots envelopes on the and counts them twice
- Chairperson will record total number of conditional ballot envelopes on the Reconciliation and Results Form (RRF)

Note: If he/she notices any empty CEB, he/she will count it as regular one. If he/she notices a ballot or a secrecy envelope outside the Conditional Ballot Envelope (CBE), will note this on the Poll Book.

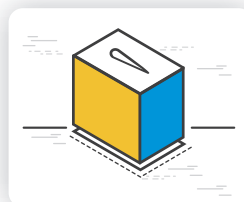
Step 3:

- Chairperson will compare whether the total number of signatures on the Conditional Voters List (CVL) matches the total number of conditional ballot envelopes inside the ballot box.



Total number of signatures on CVL

=



Total number of CBE in ballot box

COUNTING VOTES OF MAYORS

Chairperson together with other members of the PSC are responsible for the following tasks:

Step 1:

- Prepares tables and space where the ballots will be counted providing access to observers
- Removes pens and other items from the counting table
- Chairperson assigns PSC staff to their positions
- Brings the ballot box on the table and reads numbers of security seals and checks them against numbers recorded on the RRF or Poll Book

Step 2:

- Chairperson cuts seals on the sides of the ballot box and puts them in a secure place
- Will empty ballots on the table and sort them out into: stamped and unstamped
- Chairperson shall supervise the process with four (4) members counting ballots by folding them in bundles of 50 ballots each. Every bundle of 50 ballots is counted twice (2) by different members of the PSC to confirm and make sure that the number is correct
- Chairperson shall add the total number or amount of ballots, and record it on the relevant section on the Reconciliation and Results Form (RRF)

Note: If there are unstamped ballots, they are counted and noted in the Poll Book. Each unstamped ballot found in the ballot box shall be considered an invalid ballot.

Step 3:

- Chairperson checks the total number of signatures on the FVL, noted down on the RRF, with the total number of ballots in the ballot box (**Reconciliation 1**)

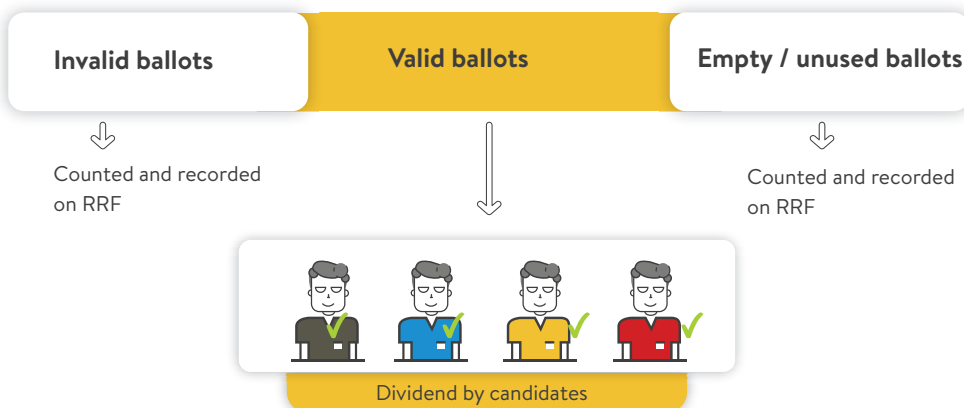
Note: The number of signatures on the FVL should match with accuracy with the total number of ballots in the ballot box; but if there are inconsistencies, then it should be noted down on the RRF and explained on the Poll Book.

If there are inconsistencies, a tolerable inconsistency shall be acceptable, if it is as follows:

- Up to 100 signatures on the FVL, inconsistency of 1 (+/-) is tolerable
- Up to 200 signatures on the FVL, inconsistency of 2 (+/-) is tolerable
- For more than 200 signatures on the FVL, inconsistency of 3 (+/-) is tolerable

Step 4:

Turns the ballots face up and sorts them into:



Step 5:

Divide ballots according to candidates.

-Take bundle of ballots of the first candidate and count votes he/she has won.

Each bundle shall be counted twice by different members of the PSC to confirm the accuracy

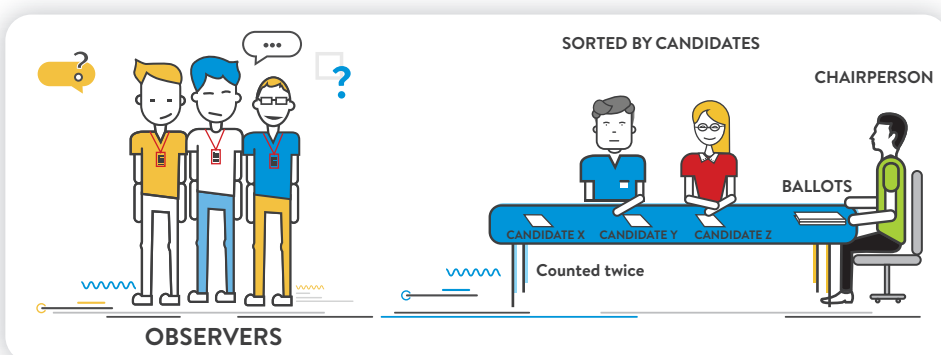
Note: If both counts result in the same number of votes, then proceed with the next bundle. If the number does not fit, then the bundle shall be counted again

-The process continues until all bundles of ballots are counted

-Chairperson records total votes for each candidate on the RRF

-Chairperson adds up votes won by all candidates, and records the total number on the relevant RRF

-Chairperson will check the data and make sure that **Reconciliation 3** is achieved.



Packing materials according to instructions, but do not close them at this stage

After counting process, PSC Chairperson shall record results of votes on the Reconciliation and Results Form.

The result form for Municipal Mayor is:

1.Result and Reconciliation Form (RRF) for Mayor Elections

Completion of Forms

Each form contains a work sheet. During counting process, Chairperson will take notes only on the work sheet and only when he/she confirms that the data are accurate; he/she will transfer to the original RRF.

In the end, Chairperson will communicate/present results of a polling station by detaching a pink copy of the RRF and posting it somewhere on the wall inside the polling station to provide observers with access to official results of a polling station.

CAUTION: BALLOT FRAUD, MANIPULATION DURING COUNTING REPRESENTS A SERIOUS VIOLATION/CRIMINAL OFFENSE AND MAY BE PUNISHABLE BY 3 TO 5 YEARS IN IMPRISONMENT

SAMPLE OF FORMS CAN BE FOUND AT THE END OF MANUAL AS ANNEX

HOW TO COMPLETE THE RESULTS AND RECONCILIATION FORM

Section 1. Before Polling Station Opening (fill in the gray section only if it is a dual polling station)

- 1.Enter Polling Station number
- 2.Enter seal numbers
- 2.D Fill in the gray section only if it is a dual polling station
- 3.Enter number of ballots received

Section 2. Before Ballot Box Opening

- 4.Enter ballot box lid seal number
- 4D. Enter ballot box lid seal number in dual polling station (fill in the gray section only if it is a dual polling station)
- 5.Enter number of signatures on the Final Voters List (FVL)
- 5D. Enter number of signatures on the Conditional Voters List (CVL) (fill in the gray section only if it is a dual polling station)
- 6.Enter number of unused ballots
- 7.Enter number of ballots damaged during the day

Section 3. After Ballot Box Opening

8. Enter number of ballot papers inside the ballot box
- 8D. Enter number of Conditional Ballot Envelopes (fill in the gray section only if it is a dual polling station)
9. What is the difference between the number of signatures on the Final Conditional List (FCL) and ballot papers in the ballot box, section 5 and 8
- 9D. What is the difference between the number of signatures on the Conditional Voters List (CVL) and Conditional Ballot Envelopes (CBE) 5D and 8D (fill in the gray section only if it is a dual polling station)
10. Enter number of un-marked ballots (ballots where the voter has voted but has not completed the ballot)
11. Enter number of invalid ballots
12. Enter number of valid ballots
13. Add up number of un-marked, invalid and valid ballots, i.e. Section 10+11+12
14. Add up number of unused ballots, number of ballots damaged during the day, and number of un-marked, invalid and valid ballots, i.e. section 6+7 (+8D only if it is a dual polling station) +13
15. Enter the difference between the number of received ballots and number of unused ballots, number of ballots damaged during the day and number of unused, invalid and valid ballots, i.e. section 3 and 14
16. Number of valid votes for Political Entities

Section 4. After Counting / Packing

Arrange ballot box according to the packing diagram and Mark the ballot box seal numbers (fill in the section box only if it is a dual polling station)

Section 5. Polling Station Committee - Signatures of Polling Station Committee Members

Signatures of Polling Station Committee Members (enter name, surname and signature)

SAMPLE OF FORMS CAN BE FOUND AT THE END OF MANUAL AS ANNEX

VIII PACKING

PACKING AT POLLING STATION

Step 1:

- Opens packing chart which may be printed on the back cover of RRF and in the Procedures Manual.
- Prepares all envelopes, bags and ballot box, strings
- Writes Polling Station code/number on every envelope/bag or label (e.g. 1901/01)

Step 2:

- Puts election materials according to instructions on the Packing Chart (does not close them at this time)
- On each label of the envelope or bag writes the total number of ballots that are inside.
- Writes numbers of security seals of bags (#2 and #4) closed with a seal on RRF
- Writes numbers of security seals of the cover of the ballot box on RRF.
- Used ballots, especially valid ones according to political entities are tied with a string and put in the bag.
- Before sealing envelopes/bags or the ballot box, he/she will check and confirm that packing is done in accordance with instructions provided in the chart.
- Checks whether all PSC members have signed on the RRF.

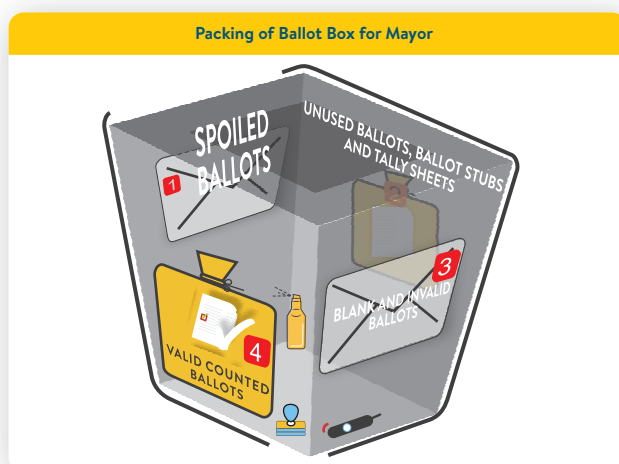
Step 3:

- Seals envelopes, bags and the ballot box, and makes them ready for transport.
- Packs non-sensitive materials in a bag.
- Instructs the PCTR Manager that the bag with non-sensitive material is ready for the Chairperson of the dual Polling Station.

Step 4:

- Chairperson together with a member of the PSC from a different political entity is responsible for delivering election materials to the Municipal Warehouse.

Note: If packing is done according to instructions, handover/intake of materials at the municipal warehouse will go smoothly. Otherwise, the Municipal Election Commission (MEC) shall retain the right to order the Chairperson to repack them at the warehouse.



PACKING – AT A DUAL POLLING STATION

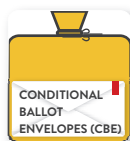
Chairperson together with other members of the PSC is responsible for packing election materials according to official procedures and packing chart

Step 5:

-Packs materials according to procedures or steps 1-4 mentioned above.

Step 6:

- Puts conditional ballot envelopes (CBE) in the bag and records security seals on the RRF.
- Packs the Conditional Voters List (CBL) in the SMEO's envelope.



Step 7:

-Chairperson of a dual polling station together with a member of the PSC is responsible for collecting non-sensitive materials from regular polling stations and deliver them to the municipal warehouse.

Non-sensitive materials:

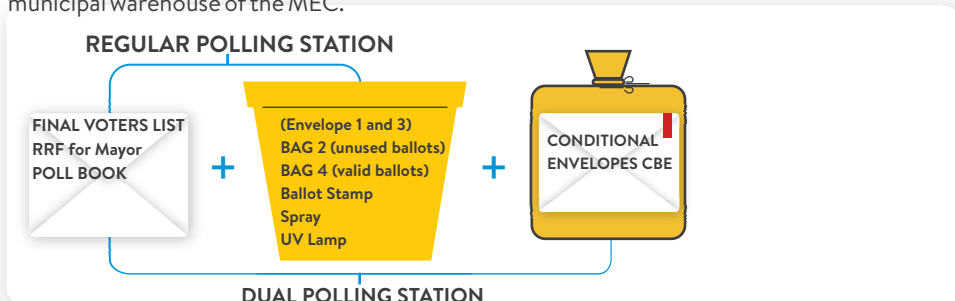
- Ink and ink bottles;
- Voting screens;
- Unused security seals;
- Unused conditional ballot envelopes;
- Unused secrecy envelopes;
- Various stationery items (signs, pens, paper, etc..);
- Unused ECAP complaint forms;

In the end the polling station must be left clean, furniture must be put back to their proper places. Posters and electoral materials must be removed.

IX | TRANSPORT OF MATERIALS TO MUNICIPAL WAREHOUSE

TRANSPORT TO THE MUNICIPAL ELECTION COMMISSION WAREHOUSE

As per instructions of the MEC, or of the PCTR Manager, the PSC Chairperson and a certain member of the PSC will transport all election materials together with the MEC envelope to the municipal warehouse of the MEC.



ANNEX 1: RESULT FORM FOR MAYOR ELECTION

ZGJEDHJET PËR KRYETAR KOMUNE - IZBORI ZA PREDSEDNIKA OPŠTINE

FLETË PUNË / RADNI LIST		Komuna / Opština: 18		PODUJEVERË / PODUJEVO		Votat / Glasovi	
Subjektat Politik / Politická Subjektat		Votat / Glasovi		Subjektat Politik / Politická Subjektat		Votat / Glasovi	
11. MANUEL NEUER FC BAYERN MÜNCHEN AG							
12. LIONEL MESSI FC BARCELONA							
13. GARETH BALE FC REAL MADRID							
14. GRANIT XHAKA FC ARSENAL							
15. PAUL POGBA MANCHESTER UNITED							
16. ROBERT LEWANDOWSKI FC BAYERN MÜNCHEN AG							
17. MARCUS RASHFORD MANCHESTER UNITED							
18. THOMAS MULLER FC BAYERN MÜNCHEN AG							
19. LUIS SUAREZ FC BARCELONA							
20. TONI KROOS FC REAL MADRID							
Gjithsej vota të vlefshme (Rubrika 12) Ukupno važećih glasova (Rubrika 12)							
VËMENDJE / PAŽNJA							
SE PARI PLOTËSONI FLETËN E PUNËS, DHË BARTNI SHIFRAT NË FORMULAR NË ANËN E KUNDËRT VETËM PASI QË TË PËRFUNDONET NUMËRIMI I FLETËVOTIMEVE							
PRVO PORUNITE RADNI LIST, INAKON TOGA PRENESITE CIFRE NA OBRAZAC SA SUPROTNE STRANE TEK KADA SE ZAVRŠI PREBRROJAVANJE GLASAČKIH LISTIĆA							

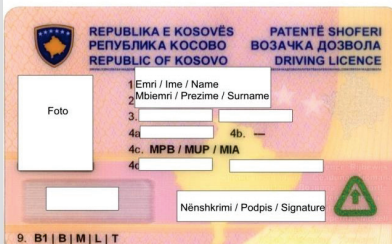
P.JESA 3: PAS HAPJES SË KUTITSE		P.JESA 4: PAS NUMËRIMI DEO 4: POSLE PREBRROJAVANJA	
Nomer e shifra për mbajtjen e kapakut të kutisë së votimit Broj izbornog mesta		Nomer i shifrit myqta të thesi të fletëvotimeve me kuajt Broj začinog podize za vrecu izbornog mesta	
Nomer i shifrit për mbajtjen e kutisë së votimit me kuajt Broj izbornog mesta		Nomer i shifrit myqta të thesi 4 Broj začinog podize za vrecu 4	
Nomer i shifrit për mbajtjen e kutisë së votimit me kuajt Broj izbornog mesta		Nomer i shifrit myqta të thesi 2 Broj začinog podize za vrecu 2	
Nomer i shifrit për mbajtjen e kutisë së votimit me kuajt Broj izbornog mesta		Nomer i shifrit myqta të thesi 1 Broj začinog podize za vrecu 1	

ANNEX 2: MEC MATERIAL HANDOVER FORM

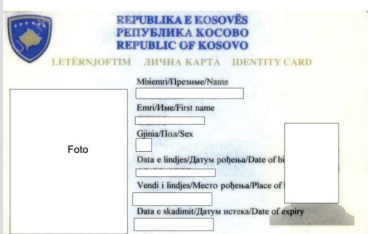
<div style="display: flex; justify-content: space-between; align-items: center;"><div style="text-align: center; font-size: 0.8em;">Republika e Kosovës Republika Kosova - Republic of Kosovo <i>Komisioni Qendror i Zgjedhjeve</i> <i>Centralna Izborna Komisija</i> <i>Central Election Commission</i></div></div>	
Formulari i dorëzimpranimit të materialit Obrazac za primopredaju materijala	
Me këtë vërtetoj se kam marrë / Ovim potvrđujem da sam primio/la	
<small>Kryetar i Komunitis Predsenik Opštine</small>	
1. Numri i fletëvotimeve Broj glasačkih listića	<div style="border: 1px solid black; width: 80px; height: 20px; margin: 0 auto;"></div>
2. Lista përfundimtare e votuesve me Konačan birački spisak sa	<div style="border: 1px solid black; width: 80px; height: 20px; margin: 0 auto;"></div> faqe strane
3. Vula Peçat za glasačke listiće	<input type="checkbox"/> Po Da
4. Llampa Ultravjollcë (Llamba UV) Ultra Ljubičasta Lampa (UV lampa)	<input type="checkbox"/> Po Da
5. Ngjyra e padukshme Nevidljivo mastilo	<input type="checkbox"/> Po Da
6. Për vendotimin numër za broj biračkog mesta	<div style="display: flex; align-items: center; gap: 10px;"><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div></div> / <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div>
7. Dhe konfirmoj se i kam kontrolluar dhe marrë të gjitha materialet jo të ndjeshme I potvrđujem da sam proverio i dobio sav neosetljivi materijal	
<input type="checkbox"/> Po Da	
Kryesuesi i këshillit të vendotimit ose zëvendëskryesuesi Predsedavajući biračkog odbora ili zamenik predsedavajućeg	
8. Emri dhe mbiemri Ime i prezime	
9. Nënshkrimi Potpis	
Anëtar i KKZ-së Član OIK-a	
10. Emri dhe mbiemri Ime i prezime	
11. Nënshkrimi Potpis	

ANNEX 4: ACCEPTABLE ID DOCUMENTS

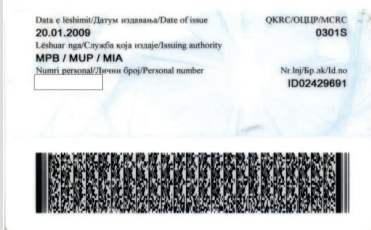
Patentë shoferi i Kosovës Vozačka dozvola Kosovo



**Letërnjoftimi personal i Kosovës / përpara
Lična karta Kosovo / napred**



Letërnjoftimi personal i Kosovës / mbrapa
Lična karta Kosovo / pozadi













Pasaporta e Kosovës / kopertina
Pasoš Kosovo / korica























Pasaporta e Kosovës / brenda
Pasoš Kosovo / unutra














ANNEX 5: SAMPLES OF VALID BALLOTS

ZEMSKET PRA KUVITIA KOMUNE 2017 IZBORI ZA PREDSESNIA OPSTINE 2017 BELEVITE BASKANI SECHMERE 2017		Priština Priština Priština
<input type="checkbox"/> 11.	 ARJEN ROBBEN FC BAYERN MÜNCHEN AG	
<input checked="" type="checkbox"/> 12.	 LIONEL MESSI FC BARCELONA	
<input type="checkbox"/> 13.	 GARETH BALE FC REAL MADRID	
<input type="checkbox"/> 14.	 ALEXIS SÁNCHEZ FC ARSENAL	
<input type="checkbox"/> 15.	 HENRIK MUKHTARYAN MANCHESTER UNITED	
<input type="checkbox"/> 16.	 ROBERT LEWANDOWSKI FC BAYERN MÜNCHEN AG	
<input type="checkbox"/> 17.	 PAUL POGBA MANCHESTER UNITED	
<input type="checkbox"/> 18.	 MANUEL NEUER FC BAYERN MÜNCHEN AG	
<input type="checkbox"/> 19.	 LIONEL MESSI FC BARCELONA	
<input type="checkbox"/> 20.	 CRISTIANO RONALDO FC REAL MADRID	

ZEMSKET PRA KUVITIA KOMUNE 2017 IZBORI ZA PREDSESNIA OPSTINE 2017 BELEVITE BASKANI SECHMERE 2017		Priština Priština Priština
<input type="checkbox"/> 11.	 ARJEN ROBBEN FC BAYERN MÜNCHEN AG	
<input type="checkbox"/> 12.	 LIONEL MESSI FC BARCELONA	
<input type="checkbox"/> 13.	 GARETH BALE FC REAL MADRID	
<input type="checkbox"/> 14.	 ALEXIS SÁNCHEZ FC ARSENAL	
<input type="checkbox"/> 15.	 HENRIK MUKHTARYAN MANCHESTER UNITED	
<input type="checkbox"/> 16.	 ROBERT LEWANDOWSKI FC BAYERN MÜNCHEN AG	
<input type="checkbox"/> 17.	 PAUL POGBA MANCHESTER UNITED	
<input type="checkbox"/> 18.	 MANUEL NEUER FC BAYERN MÜNCHEN AG	
<input type="checkbox"/> 19.	 LIONEL MESSI FC BARCELONA	
<input type="checkbox"/> 20.	 CRISTIANO RONALDO FC REAL MADRID	

ZEMSKET PRA KUVITIA KOMUNE 2017 IZBORI ZA PREDSESNIA OPSTINE 2017 BELEVITE BASKANI SECHMERE 2017		Priština Priština Priština
<input type="checkbox"/> 11.	 ARJEN ROBBEN FC BAYERN MÜNCHEN AG	
<input type="checkbox"/> 12.	 LIONEL MESSI FC BARCELONA	
<input type="checkbox"/> 13.	 GARETH BALE FC REAL MADRID	13
<input type="checkbox"/> 14.	 ALEXIS SÁNCHEZ FC ARSENAL	
<input type="checkbox"/> 15.	 HENRIK MUKHTARYAN MANCHESTER UNITED	
<input type="checkbox"/> 16.	 ROBERT LEWANDOWSKI FC BAYERN MÜNCHEN AG	
<input type="checkbox"/> 17.	 PAUL POGBA MANCHESTER UNITED	
<input type="checkbox"/> 18.	 MANUEL NEUER FC BAYERN MÜNCHEN AG	
<input type="checkbox"/> 19.	 LIONEL MESSI FC BARCELONA	
<input type="checkbox"/> 20.	 CRISTIANO RONALDO FC REAL MADRID	

 ZBIRNICE PËR KRYETAR KOMUNE 2017 QYBIRI I PRËSHIRJES QYBIRI 2017 REZULTATET E BASHKIM QYBIRI 2017		Prishtinë Prishtinë Prishtinë
Shërbimi VETËM NË KANDIDAT - QYBIRI SAMO JEDNOG KANDIDAT - SADECE BIR SYSH KURAJUJE JETË E DË		
<input checked="" type="checkbox"/>	 11. ARJEN ROBBEN FC BAYERN MÜNCHEN AG	
<input type="checkbox"/>	 12. LIONEL MESSI FC BARCELONA	
<input type="checkbox"/>	 13. GARETH BALE FC REAL MADRID	
<input type="checkbox"/>	 14. ALEXIS SÁNCHEZ FC ARSENAL	
<input type="checkbox"/>	 15. HENRIKH MKHITARYAN MANCHESTER UNITED	
<input type="checkbox"/>	 16. ROBERT LEWANDOWSKI FC BAYERN MÜNCHEN AG	
<input type="checkbox"/>	 17. PAUL POGBA MANCHESTER UNITED	
<input type="checkbox"/>	 18. MANUEL NEUER FC BAYERN MÜNCHEN AG	
<input type="checkbox"/>	 19. LIONEL MESSI FC BARCELONA	
<input type="checkbox"/>	 20. CRISTIANO RONALDO FC REAL MADRID	

ANNEX 6: SAMPLES OF INVALID BALLOTS

Zgjedhjet për Mbrojtjen Kombëtare 2017 Zgjedhjet për Përkrahjen e Opërtimit 2017 Blerësitë e Asgjesatave të Sigurimit 2017		Prishtinë Prishtinë
Shëqerimi VETËM NË JË kandidat - Çështja SAMO JEDËNO kandidat - SARBACE BIRË BIRË Shtet kuratë ligj e ligj		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11. ARJEN ROBBEN FC BAYERN MÜNCHEN AG
<input type="checkbox"/>	<input type="checkbox"/>	12. LIONEL MESSI FC BARCELONA
<input type="checkbox"/>	<input type="checkbox"/>	13. GARETH BALE FC REAL MADRID
<input type="checkbox"/>	<input type="checkbox"/>	14. ALEXIS SANCHEZ FC ARSENAL
<input type="checkbox"/>	<input type="checkbox"/>	15. HENRIKH MKHITARYAN MANCHESTER UNITED
<input type="checkbox"/>	<input type="checkbox"/>	16. ROBERT LEWANDOWSKI FC BAYERN MÜNCHEN AG
<input type="checkbox"/>	<input type="checkbox"/>	17. PAUL POGBA MANCHESTER UNITED
<input type="checkbox"/>	<input type="checkbox"/>	18. MANUEL NEUER FC BAYERN MÜNCHEN AG
<input type="checkbox"/>	<input type="checkbox"/>	19. LIONEL MESSI FC BARCELONA
<input type="checkbox"/>	<input type="checkbox"/>	20. CRISTIANO RONALDO FC REAL MADRID

ANNEX 7: ECAP COMPLAIN FORM



Republika e Kosovës – Republika Kosova
Paneli Zgjedhor për Ankesa dhe Parashtrësia
Izborni Panel za Žalbe i Predstavke

Formulari i Ankesës

E rezervuar për PZAP-in	NUMRI I REGJISTRIT TË VENDIMEVE _____																		
<p>Shih faqen vijuese për udhëzime të hollësishme lidhur me mënyrën e parashtrimit të ankesave</p> <p>A. IDENTIFIKIMI I PARASHTRUESIT TË ANKESËS</p> <p>Nëse parashtruesi i ankesës është organizatë apo subjekt politik:</p> <ol style="list-style-type: none"> 1. Emri i organizatës/subjektit politik që parashtron ankesën _____ 2. Emri i personit të caktuar për kontaktim _____ 3. Posti i personit të caktuar për kontaktim _____ 4. Adresa _____ 5. Komuna _____ 6. Nr. i telefonit _____ 7. Nr. i faksit _____ 8. E-maili _____ <p>Nëse parashtruesi i ankesës është individ:</p> <ol style="list-style-type: none"> 1. Emri _____ 2. Përkatësia politike nëse i përket ndonjë subjekti politik _____ 3. Adresa _____ 4. Komuna _____ 5. Nr. i telefonit _____ 6. Nr. i faksit _____ 7. E-maili _____ 8. Data e lindjes <table style="display: inline-table; border: 1px solid black; text-align: center;"> <tr> <td style="width: 20px; height: 20px;">Data</td> <td style="width: 20px; height: 20px;"></td> </tr> </table> / <table style="display: inline-table; border: 1px solid black; text-align: center;"> <tr> <td style="width: 20px; height: 20px;">Muaji</td> <td style="width: 20px; height: 20px;"></td> </tr> </table> / <table style="display: inline-table; border: 1px solid black; text-align: center;"> <tr> <td style="width: 20px; height: 20px;">Viti</td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> 9. Numri i regjistrimit civil/ si votues <table style="display: inline-table; border: 1px solid black; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> 		Data		Muaji		Viti													
Data																			
Muaji																			
Viti																			
<p>B. KRYESI I SUPOZUAR I SHKELJËS</p> <p>Nëse kryesi i supozuar është individ/organizatë apo subjekt politik:</p> <ol style="list-style-type: none"> 1. Emri i individit/organizatës apo subjektit politik _____ 2. Posti zyrtar i personit, nëse ka të tillë _____ 3. Adresa _____ 4. Komuna _____ 5. Nr. i telefonit _____ 6. Nr. i faksit _____ 7. E-maili _____ 																			

C. SHKELJA/SHKAKU I ANKESËS

Përkthyeri ankesës tuaj në hollësi, duke përfshirë vendin, datën dhe kohën e shkëlqes së pohuar. Lutem ta përkthyeri natyrën e shkëlqes dhe nëse është e mundur të specifikoni dispozitat ligjore që mendoni se janë shkelur. Nëse është e nevojshme, mund të bashkëngitimi fletë shtesë. Bashkëngituar dërgoni kopjet e çfarëdo dëshmie që mbështet ankesën tuaj.

D. DËSHMITARI (ËT) E MUNDSHËM (BASHKANGJITUR EDHE DEKLARATAT)

Lutem të shënoji emrin dhe organizatën ose subjektin politik të cili i përket dëshmitari(ët) /e mundshëm. Nëse është e mundur, duhet të shënohen të dhënat për kontaktin (adresa, numri i telefonit, numri i faksit dhe e-maili). Nëse është e nevojshme, mund të bashkëngitimi fletë shtesë.

Sipas njohurive që une posedoj, informacioni i mësipërm është i saktë.
(Nëse parashtruesi i ankesës është organizatë ose subjekt politik, atëherë atë duhet ta nënshtetruaj përfaqësuesi i autorizuar)

Emri dhe Mbiemri _____ Nënshkrimi _____ Data _____

Ky Informacion duhet të dorëzohet në adresën: Paneli Zgjedhor për Ankesa dhe Parashtrësia (PZAP)
Rruga "Luan Haradinaj" Ndërtesa e ish Bankës së Lubjanës - Kat i
Prishtinë 10 000 Republika e Kosovës

PARASHTRIMI I ANKESAVE PRANË PZAP-it

Çdo person, i cili ka interes ligjor ose që pohon se i janë shkelur të drejtat që kanë të bëjnë me procesin e zgjedhjeve, mund të parashtrtojë ankesën pranë Panelit të Zgjedhjeve për Ankesa dhe Parashtrësia (PZAP). Kjo në mes tjerash, përfshin, por nuk kufizohet në:

- Aplikantët;
- Votuesit;
- Partitë politike, koalicionet, iniciativat qytetare dhe kandidatët e certifikuar;
- Anëtarët e KQZ-së dhe të Sekretariatit të tij;

Për të parashtruar ankesë duhet të plotësohet formulari i PZAP-it për ankesa. Formulari i ankesave është në dispozicion në gjuhën Shqipe dhe Serbe, në zyrën e PZAP-it në Prishtinë, si dhe në të gjitha Qendrat e Votimeve gjatë ditës së zgjedhjeve.

Që të shqyrtohet kjo ankesë, ajo duhet të përmbajë informatat vijuese:

- Pohimin mbi shkeljen e një rregullore të zgjedhjeve, ose të ndonjë urdhërese administrative që ka të bëjë me procesin zgjedhor;
- Përkthyerin sa më të hollësishëm të pohimit mbi shkeljen/incidentin; dhe
- Nënshkrimin në formular që tregon se të dhënat janë të sakta sipas njohurisë së parashtruesit të ankesës.

Duhet të plotësohen të gjitha rubrikat e zbatueshme të formularit. Nëse ndonjë rubrikë nuk mund të zbatohet, atëherë duhet të shënohet si "e pazbatueshme".

Është me rëndësi të jepen të dhënat për kontaktim të parashtruesit të ankesës, në mënyrë që PZAP-i mund të kontaktojë me parashtruesin e ankesës në rast hetimi dhe pasi të jetë marrë vendimi përfundimtar përkthyeri me ankesën.

Për të gjitha çështjet që nuk lidhen drejtpërdrejt me votimin dhe numërimin, ankesa duhet të parashtrohet brenda tri ditësh pas pohimit mbi shkeljen ose pasi të jetë 1 informuar parashtruesi i ankesës për atë shkelje.

Personi i cili ka interes ligjor në një çështje brenda juridiksionit të PZAP-it, ose të drejtat e të cilit janë shkelur për sa i përket procesit zgjedhor të rregulluar sipas Ligjit për Zgjedhjet e Përgjithshme ose rregullave zgjedhore, mund të paraqesë ankesë.

Ankesat lidhur me administrimin e numërimit në Qendren e Numërimit dhe Rezultateve (QNR) dorëzohen me shkrim pranë PZAP-it brenda njëzetekatër (24) orëve nga ndodhja e shkëlqes së supozuar.

Parashtrimi i ankesës bëhet drejtpërdrejt në zyrën qendrore të PZAP-it në Prishtinë. Po ashtu ankesat mund të lihen në kutitë postare të PZAP-it që gjenden në Prishtinë dhe në Zyrën e Sekretariatit të PZAP-it. Vendimet përfundimtare të PZAP-it bëhen publike; megjithatë dobet e lendeve mbeten plotësisht konfidenciale dhe të gjitha hetimet janë konfidenciale.





PROCEDURES MANUAL

— FOR POLLING & COUNTING

THE CENTRAL ELECTION

COMMISSION IN KOSOVO