



THE CENTRAL ELECTION COMMISSION (CEC), pursuant to Article 64, paragraph 2, sub-paragraph 2.1 and 2.2, Articles 82, 83, 84, 85, 86 and article 127 paragraph 1 of the Law No. 08/L-228 on General Elections in the Republic of Kosovo (LGE), and Articles 20 and 29, paragraph 2 of the Law No. 03/072 on Local Elections in the Republic of Kosovo (LLE) on 08.03.2024 adopt this:

ELECTION REGULATION NO. 05/2024

THE ESTABLISHMENT AND MANAGEMENT OF POLLING CENTRES

Article 1

Purpose

This Regulation establishes the technical criteria for the location of Polling Centers (PC) and Polling Stations (PS), procedures for establishing and publication the PCs, management of PCs, and publication of the Preliminary Voters List (PVL).

Article 2

Polling Centers and Location

1. PC – means the building where one or more PS are located, along with its surrounding area.
2. PCs are established in:
 - 2.1. Buildings of public institutions, with priority given to educational, cultural, sports, and similar facilities;
 - 2.2. in diplomatic missions of the Republic of Kosovo, for out-of-country voting in parliamentary elections.
3. In cases where paragraph 2.1 of this article cannot be applied, the CEC will decide for the location of PCs in private buildings, owned by individuals or legal entities, or other alternative spaces.
4. PCs within the country cannot be established in the following locations:
 - 4.1. Buildings that are used by or owned, partially or fully, by a political party;

- 4.2. buildings used by or owned by a candidate or their family member for those elections;
 - 4.3. religious buildings;
 - 4.4. spaces where alcohol is served or consumed;
 - 4.5. spaces where gambling activities take place.
5. Ideally, no voter should have to travel more than 3 km to reach the PC.
 6. Changes to the location of the PC are permitted by the CEC only in cases of force majeure or for other objective and unforeseen reasons that render the PC unsuitable for voting purposes.
 7. If the PC location is changed, the MEC must inform voters of the change through the media. Additionally, the MEC will post a notice at the original PC location, informing voters of the new PC location.

Article 3

The technical criteria for PC and PS

1. PC buildings must meet the following conditions:
 - 1.1. have at least one entrance that is easily accessible;
 - 1.2. have sufficient lighting;
 - 1.3. be easily accessible for voting by persons with special needs;
 - 1.4. have tables and chairs;
 - 1.5. have electricity;
 - 1.6. have internet;
 - 1.7. have at least one restroom;
 - 1.8. where possible, have parking space.
2. The criteria outlined in paragraph 1 of this article also apply to PCs in diplomatic missions, as far as possible.
3. The criteria in paragraph 1 of this article also apply to PSs, except for sub-paragraphs 1.7 and 1.8.

Article 4

Procedures for establishment of PCs and PSs

1. The CEC, through the CECS and the Ministry of Foreign Affairs, ensures that once a year it conducts an analysis and evaluation of PCs, and may propose establishment of new PCs.

2. Requests for establishment of new PCs can be made by local councils, citizens or political subjects to EOMECE, using Appendix I - Request form for establishment of PCs.
3. The CEC reviews the request for establishment of a PC within 10 days, based on identification of voters for that PC and technical aspects, in accordance with Article 3 of this Regulation.
4. No later than five (5) days after the announcement of election date, the CEC, in cooperation with the Ministry of Foreign Affairs, evaluates the physical spaces of each diplomatic mission in accordance with the established criteria and decides on the number of PSs and number of voters for each diplomatic mission, using Appendix III – Evaluation Form for Diplomatic Missions.
5. No later than 25 days after the election announcement, the CEC, through MEC, conducts the inspection and evaluation of the PCs and PSs inside Kosovo, using Appendix IV – Inspection and Evaluation Form for PCs and PSs.
 - 5.1. Five (5) days after the completion of evaluation, the CEC approves the list of PCs and PSs.

Article 5

Publication of PCs

1. The locations of PCs shall be made public on the CEC's official website, in the publication sections of MEC, on the official website of the municipality, and on the official website of the Ministry of Foreign Affairs for PCs outside Kosovo, no later than thirty (30) days after the announcement of elections.
2. In municipalities where the second round of elections for mayor takes place, the number of PCs and their locations remain the same as in the first round.

Article 6

Management of PCs

1. On the election day, the following authorized individuals may be present at the PC:
 - 1.1. voters;
 - 1.2. members of the PSC and the relevant PC staff;
 - 1.3. CEC and CECS staff;
 - 1.4. MEC members and support staff of the respective municipality;
 - 1.5. accredited observers;
 - 1.6. police, when called to maintain order; and
 - 1.7. interpreters for individuals specified in paragraphs 1.3, 1.5, 1.6 of this article.

2. The PC staff consists of:
 - 2.1. PC Manager;
 - 2.2. help desk staff.
3. The PC manager is responsible for:
 - 3.1. organization and planning of all technical activities in the PC;
 - 3.2. receiving the non-sensitive material package for the PC
 - 3.3. guiding, managing, and ensuring voter access at the PC;
 - 3.4. Reporting to MEC about the operations and condition at the PC;
 - 3.5. Recording in the logbook, as per Appendix V – Logbook.
4. After the PC closes and during the counting period at the PS, the PC Manager ensures that no one is present outside the PS, except for officials authorized by the MEC and CEC.

Article 7

Election campaign material of political entities at the PC and PS

1. At least 24 hours before the voting starts, the PC Manager must remove all electoral campaign materials from both the internal and external areas of the PC, including fences.
2. Political entities that have not removed their electoral campaign materials up to 24 hours before the voting starts, or that are found posting campaign materials after the deadline, will be recorded in the logbook, Appendix V – Logbook, and reported to the MEC.
3. No election campaign information from political entities is permitted to be transmitted via any communication device at the PC, or within audible range of the PC premises. Such an action is recorded in the logbook and reported to the MEC and law enforcement authorities, if necessary.
4. If the manager determines that unauthorized persons are present in the polling center premises and are obstructing the proper conduct of electoral process, they request those individuals to leave the PC premises. In case of refusal, the manager informs law enforcement authorities and the MEC, and records the incident in the logbook."
5. In the event of a report by the manager, according to paragraphs 2, 3, and 4 of this article, the MEC addresses the issue to the Election Complaints and Appeals Panel (ECAP) and, if necessary, to the relevant law enforcement authorities.

Article 8

Help desk at the PC

1. At the main entrance of each PC, there must be at least one help desk that serves to guide and inform voters.
2. The help desk must be equipped with the Voter List (LV) in electronic format.
3. The help desk must also be equipped with complaint and appeal forms to be addressed to the ECAP, through which voters can file complaints with the ECAP on election day if they have any concerns.
4. Each polling center must have help desk personnel who are responsible for:
 - 4.1. Guiding voters to polling stations, according to the PVL;
 - 4.2. reporting voter turnout;
 - 4.3. reporting of preliminary results, based on data from the PSC, according to instructions from the CEC.
5. Each polling center must also have Braille templates and trained PSC members for assisting blind voters, who will serve blind voters at that PC.

Article 9

Location of the PS

1. Polling stations (PS) are set up starting from the ground floor, in a location suitable for entry and exit, allowing voters to form a line and stand in it. When possible, the entry and exit area should be flat, so that persons with disabilities can enter and exit without obstruction.
2. The polling station (PS) must be adequately arranged to ensure the proper conduct of voting by setting up all work tables as defined in Election Regulation No. 12/2024 on Voting and Counting Procedures at the Polling Station, ensuring the secrecy of voting, clear visibility and unrestricted control of the ballot box, and unobstructed access for observers.

Article 10

Transitional and final provisions

1. Upon the entry into force of this Regulation, the Election Rule No. 05/2023 on Establishment and Change of Voting Centers, dated 09.03.2023 is repealed.
2. The following are integral part of this Regulation:
 - 2.1. Appendix I – Application form for establishment of the PC;
 - 2.2. Appendix II – Form for changing the PC;
 - 2.3. Appendix III – Evaluation form for diplomatic representation;

2.4. Appendix IV – PC and PS inspection and assessment form;

2.5. Appendix V – Logbook.

Article 11

Entry in to Force

This Regulation shall enter into force on the date of its adoption.

Chairperson

Central Elections Commission

Kreshnik Radoniqi