



THE CENTRAL ELECTION COMMISSION (CEC), pursuant to Article 64, paragraph 2, sub-paragraph 2.1 and 2.2, Article 87, paragraph 6 and article 127 paragraph 1 of the Law No. 08/L-228 on General Elections in the Republic of Kosovo (LGE), articles 20 and 29, paragraph 2 of the Law No. 03/L072 on Local Elections in the Republic of Kosovo (LLE), on 08.03.2024, adopts this:

ELECTION REGULATION NO. 10/2024

BALLOTS AND BROCHURES

Article 1

Purpose

This Regulation determines the content, format, and appearance, method and control of printing, verification, distribution and transportation, security features, and other issues related to ballots and brochures.

Article 2

Types of ballots

1. For the purpose of elections, the following types of ballots are used:
 - 1.1. Ballot for the Assembly of the Republic of Kosovo – Appendix I
 - 1.2. Ballot for the municipal assembly - Appendix III;
 - 1.3. Ballot for municipal mayors - Appendix V

Article 3

Content and description of the ballot

1. The ballot contains:

- 1.1. The emblem of the Republic of Kosovo and logo of CEC;
- 1.2. a description of the type of election and the framework with the corresponding color;
- 1.3. the name of municipality for local elections;
- 1.4. guiding text that explains the voting method for the political entity and candidates;
- 1.5. a square area for marking the political entity;
- 1.6. the number of the political entity as determined by drawing lots, arranged in ascending order;
- 1.7. the logo of the political entity;
- 1.8. the name and acronym of each political entity, according to certification decision;
- 1.9. the limited area for marking that contains the numbers of candidates of the political entity;
- 1.10. security features determined by the decision of the CEC.

Article 4

Contents and description of the brochure

1. The brochure contains the lists with names of candidates, Appendix II – Sample of the brochure for elections for the Assembly of Kosovo, and Appendix IV – Sample of the brochure for municipal assembly elections, which includes:
 - 1.1. the emblem of the Republic of Kosovo and official logo of CEC;
 - 1.2. the type of election;
 - 1.3. the name of municipality for local elections;
 - 1.4. the graphic and textual description of how to vote;
 - 1.5. the table of contents of the brochure;
 - 1.6. The number of political entity, determined by drawing lots, in ascending order;
 - 1.7. the logo of the political entity;
 - 1.8. the name and acronym of each political entity, according to the certification decision;
 - 1.9. the number of listed candidate, starting from the smallest number;
 - 1.10. the first and last name of candidates of political entities,

Article 5

Technical details of ballots and brochures

1. Ballots and brochures are printed on white paper weighing 80g/m². The color of the paper and the print is identical across all ballots.
2. Ballots must have perforations on the top or sides, separated from the main part. The perforation is 1 cm from the edge of the ballot, allowing easy detachment of the ballot when handed to the voter.
3. Ballots contain at least three security features to protect them from copying or falsification. The security features are:
 - 3.1. **Microprinting** – where characters or a specific sample are printed in a very small size, invisible to the naked eye, requiring a magnifier to be seen;
 - 3.2. **UV Print** – a unique design is placed on the front of the ballot, visible only under UV lamp;
 - 3.3. **Anticopy** – protection against copying – an element that protects the ballot from being copied. This element is placed on the front part of the ballot, and when a ballot is copied, a distinguishing mark appears indicating that it has been duplicated;
 - 3.4. Ballots have a unique distinguishing mark proposed by the operator who prints the ballots, which is unique in its creation and identification method.
4. The CEC is equipped by the manufacturer with necessary clarifications and elements to verify originality of ballots, which can be used with the approval of the CEC.
5. Ballots have a serial number printed on the upper right side of the perforated part, which remains after the ballots are detached. The serial number consists of eight digits and starts from 01000000.
6. The polling station (PS) code is printed on the ballot, which is a combination of letters and numbers that link the ballot to the PS. This code is marked on both the front and back part of the ballot.
7. Reserve ballots are marked with the letter "R".
8. For elections to the Assembly of the Republic of Kosovo, the color of the ballot frame is red, while the color of the text inside is black.

9. For local elections, the color of the ballot frame for the election of the municipal mayor is yellow, while the color of the text inside the ballot is black.
10. For local elections, color of the ballot frame for municipal assemblies is blue, while the color of the text inside the ballot is black.
11. For elections to the Assembly of the Republic of Kosovo, the ballot format is A3.
12. The format of the ballots for the election of the municipal mayor in the first round is A4.
13. The format of the ballots for the election of the municipal mayor in the second round is A5 – Annex VI.
14. The format of the ballot for the municipal assembly is A3.
15. The format of the brochure is A4.
16. The cover of the brochure is A4, 120 g/m², and stapled in the middle.
17. The color of the brochure cover is identical to that of the ballot for the respective election.
18. Ballots and brochures do not contain any markings or logos of the company that prints them or the paper brand used for printing.
19. The Central Election Commission (KQZ) may decide otherwise regarding the final format of the ballot, based on the number of certified political entities.

Article 6

Preparation and approval of ballots and brochures

1. The Central Election Commission Secretariat (CECS) prepares the design of ballots and brochures according to the technical specifications of ballots and brochures.
2. Immediately after the certification of political entities and candidates for participation in elections, Department of Electoral Information Technology (DEIT) designs the ballots and brochures, based on the information received from the Office for Registration, Certification, and Financial Oversight of Political Entities (the Office).
3. DEIT ensures that presentation of data for political entities and candidates on the ballot and brochure, the space for each political entity, the size and type of font for the text and numbers, as well as the size of logo, are equal.
4. Ballots and brochures are printed in both official languages, and in municipalities where a third language is officially in use, that language is included on the ballot and brochure.

5. The Office performs the final review of the content of the ballots and brochures, verifying political entities' numbers, logos, acronyms, names of political entities, candidates, and candidate numbers.
6. After verifying the accuracy of the data, ballots and brochures are approved by the Central Election Commission (CEC) and sent for printing.

Article 7

Number of ballots and brochures being printed

1. After the certification of voters list, the Central Election Commission (CEC) determines number of ballots and brochures to be printed for each polling station and reserve ballots, if applicable.
2. The number of printed ballots cannot exceed more than five percent (5%) of the number of voters in voter list.
3. To rationalize expenses and maintain the integrity of elections, based on turnout trends from previous elections, the CEC may decide to print fewer ballots than the total number of voters. In such cases, there must be a reserve number of ballots available.
4. The CEC reviews the proposal and approves the number of ballots and brochures to be printed.

Article 8

Printing and packaging process

1. The technical specifications include all detailed information regarding the printing, packaging, and transportation of ballots and brochures.
2. The printing of ballots and brochures is done by the contracted economic operator (EO) in accordance with public procurement legislation in Kosovo, based on the criteria of this Regulation.
3. The printing and packaging process is handled by a certified EO, in compliance with high-security printing management standards and information security management systems.
4. After the printing of the first copies (pre-print), the manager appointed by the Director of CECS forwards the printed form to the Electoral Operations Council for review.
5. The Central Election Commission (CEC) approves the final format for printing of ballots and brochures.

6. The ballots and brochures are packed in boxes of the same size, which are sealed and labeled.
7. The labeling of each package generates data through scanning and contains the following information:
 - 7.1. municipality;
 - 7.2. polling station code;
 - 7.3. number of ballots in the box.
8. The reserve ballots are packed separately.
9. Ballots and brochures for teams assisting voters with special needs (institutional voters) are taken from the reserve ballot and brochure packages.

Article 9

Oversight and control during printing and packaging

The Central Election Commission (CEC) oversees and monitors printing and packaging of ballots and brochures.

Article 10

Storage and transportation

1. The storage and transportation of ballots and brochures are conducted in accordance with applicable standards and legislation for storing and transportation of high-value documents of national interest.
2. After the completion of printing and packaging, the ballots and brochures are sent to the central warehouse of the CEC.
3. The ballots and brochures are then dispatched from the central warehouse to the Municipal Counting Centers (MCC) in the manner and within the time frame specified by the CEC.
4. The Central Election Commission Secretariat (CECS) and the Municipal Election Commission (MEC) ensure that storage facilities and means of transportation meet the required standards and legislation to prevent damage or loss during the storage and transportation of electoral materials.

Article 11

Reserve ballots and brochures

1. Reserve ballots are placed in the MCC warehouse and can only be used when there are requests from the Polling Station Committees (PSC).
2. In cases when the chairperson of Polling Station Committee, based on voter turnout trends and number of available ballots, determines that additional ballots are needed, they request additional ballots from the Chairperson of the Municipal Election Commission (MEC).
3. Upon receiving the request, the MEC promptly decides to dispatch the additional ballots to the polling station that requested them. At the same time, the MEC chairperson informs the Central Election Commission (CEC) about the request and details of transport.
4. At least two MEC members collect the reserve ballots and transport them to the polling station, following the procedures approved by the CEC for transporting sensitive materials.
5. The additional ballots are delivered to the polling station that made the request, with MEC members and, if present, observers overseeing the process. The chairperson of the polling station and one MEC member sign the handover form.

Article 12

Final Provisions

1. Upon the entry into force of this Regulation, Regulation No. 03/2023 on Ballots and Brochures, dated March 9, 2023, is repealed.
2. The CEC develops a special procedure for transporting sensitive election material inside and outside the country.
3. The appendices below form an integral part of this Regulation:
 - 3.1. Appendix I – Sample ballot for elections for the Assembly of Kosovo;
 - 3.2. Appendix II – Sample brochure for elections for the Assembly of Kosovo;
 - 3.3. Appendix III – Sample ballot for the municipal assembly elections;
 - 3.4. Appendix IV – Sample brochure for the municipal assembly elections;
 - 3.5. Appendix V – Sample ballot for mayoral elections;
 - 3.6. Appendix VI – Sample ballot for mayoral elections – second round.

Article 13

Entry in to Force

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

Chairperson

Central Elections Commission

Kreshnik Radoniqi