



THE CENTRAL ELECTION COMMISSION (CEC), pursuant to article 64 paragraph 2, sub-paragraphs 2.1 and 2.2 and articles 74, 75, 76, 77, 78, 79, 80, 81 and 127, paragraph 1 of the Law no. 08/L228 on General Elections in the Republic of Kosovo (LGE), articles 22 and 29, paragraph 2 of the Law No. 03/L-072 on Local Elections in the Republic of Kosovo (LLE), on 08.03.2024, adopts this:

ELECTION REGULATION NO. 11/2024
POLLING STATION COMMITTEES

Article 1

Purpose

This Regulation determines the method of establishment, composition and functions, nomination by political entities, qualification, and criteria for the appointment of Polling Station Committees (PSC), appointment, replacement, termination of mandate, rights, working hours, and decision-making of the PSC.

Article 2

The Composition of PSC

1. The PSC is an electoral management body, established by the CEC, responsible for the preparation and administration of the electoral process at the Polling Station (PS).
2. The composition of the PSC reflects the structure of members of the Municipal Election Commission (MEC). The CEC must make maximum efforts to ensure gender representation, with at least 30% at the municipal level, for each political entity.
3. PSC is composed of the chairperson of the PSC, queue controller, identification officer, statistical data officer and ballot issuer.
4. Except for paragraph 3 of this article, the CEC by decision may increase (with no more than 2 members) or decrease (for no more than 2 members) the number of members of the PSC. In these cases, the CEC determines the functions to be exercised by the members.
 - 4.1. In cases where there are more than five (5) members in a Polling Station Committee (PSC), the sixth (6th) member assists the ballot issuer, while the seventh (7th) member performs the function of the ballot box monitor.

Article 3

Representation in the PSC

1. The CEC invites certified political entities that have passed the electoral threshold in the most recent national elections to nominate one (1) member for the PSC.
2. The CEC ensures fair representation in the PSC for all communities, based on:
 - 2.1. A significant number of the population within a municipality;
 - 2.2. the number of votes received by political entities from each community, at both national and municipal levels.
3. Certified political entities represented at the municipal level, but not included in paragraphs 1 and 2 of this article, are invited to submit their proposals for members of PSC, according to the number determined by the CEC, based on the representation formula, which is calculated according to the percentage of votes won in the municipal assembly.
4. If an independent candidate elected as mayor in the previous election runs again for mayor as an independent candidate, they are guaranteed representation with one (1) PSC member in each PSC in that municipality.
5. If the number of five (5) PSC members is not met, the CEC may request additional nominations from newly certified political entities for elections and from non-governmental organizations (NGOs) that are not involved in election monitoring.
6. In exceptional cases, if the required number of PSC members cannot be fulfilled according to paragraph 5 of this article, the Municipal Election Commission (MEC) may recommend to the CEC the nomination of individuals with electoral experience.
7. The chairpersons of PSCs are selected equally from the four political entities that received the highest number of votes for the Assembly of Kosovo in the most recent elections in the respective municipality and that are certified to participate in the current elections.
8. The assignment of PSC chairpersons, according to paragraph 7 of this article, is done through a rotation formula implemented by the MEC, based on the order of votes received in the elections.
9. Certified political entities with the right to nominate for PSC have the right to nominate for appointment as members and reserve chairpersons, 10% of the total number of their members for the PSC.

Article 4

Representation in the second round of elections

1. In the second round of elections for municipal mayor, maximum number of PSC members is five (5).

- 1.1. Political entities competing in the second round of elections are guaranteed representation with one (1) member for each PSC. The CEC ensures that the function of chairperson and identification officer are equally divided between the two (2) competing political entities.
- 1.2. The other three (3) PSC members represent political entities that are not in the second round but received the highest number of votes in the last parliamentary elections in that municipality.
- 1.3. The CEC, through the MEC, requests the political entities, as per sub-paragraphs 1.1 and 1.2 of this article, to confirm the nominated list of PSC members from the first round and propose any potential changes. The CEC approves these changes no later than twenty (20) days before election day.

Article 5

Nominations for the PSC

1. No later than twenty-four (24) hours after the certification of political entities, the CEC approves the formula for the composition and allocation of seats in the PSC.
2. After the formula is approved by the CEC, the MEC immediately invites all certified political entities, according to Articles 2, 3, and 4 of this Regulation, to submit their nominations for PSC members in respective municipalities.
3. Certified political entities must submit their nominations for regular PSCs, mobile team PSCs and reserve members to the MEC electronically and physically no later than five (5) days from the date of receiving the invitation from the CEC, as per Appendix I – PSC Nomination Form by Political Entities.
4. The nomination form must include:
 - 4.1. name of the municipality and the municipal code;
 - 4.2. name and acronym of the political entity or NGO
 - 4.3. name and number of the PC;
 - 4.4. number of the polling station (PS);
 - 4.5. function in the PSC;
 - 4.6. nominee's first name and last name;
 - 4.7. gender and date of birth;
 - 4.8. personal identification number;
 - 4.9. phone number;
 - 4.10. personal bank account number and the name of the bank;

- 4.11. prior electoral experience;
- 4.12. education;
- 4.13. first name, last name, and signature of the contact person of the political entity or NGO;
- 4.14. date of submission of the nomination list;
- 4.15. first name, last name, signature, date of receipt of nomination list, and stamp from the MEC.

Article 6

Eligibility and criteria for appointment to PSC

1. No person may serve as a member of the PSC if he/she is:
 - 1.1. a candidate for any elected public office in Kosovo;
 - 1.2. a person without the right to vote in Kosovo;
 - 1.3. a person who has been legally deprived of legal capacity by a court decision;
 - 1.4. a member of a public electoral commission outside of Kosovo;
 - 1.5. a person who has been prohibited from serving as a member of PSC by the Election Complaints and Appeals Panel or who has a ban by a final decision of the Supreme Court.
 - 1.6. a member of any electoral institution or body;
 - 1.7. a member of an NGO that monitors elections;
 - 1.8. dismissed from public administration for legal violations;
 - 1.9. a person convicted in the last three (3) years by a final court decision for a criminal offense with one or more years of effective imprisonment;
 - 1.10. a public official with special status under the current law for public officials, within or outside Kosovo, if they have served in the last five (5) years.
2. The Municipal Election Commission (MEC), after receiving the list of nominees for the PSC, reviews the accuracy of the data for each PSC member, applying the following rules:
 - 2.1. A political entity may not have more than one member in a PSC;
 - 2.2. no more than one person from the same immediate family may be appointed to the same PSC, even if they belong to different political entities (immediate family includes: spouses, children, parents, siblings);

- 2.3. nominees are appointed to the same polling center (PC) or polling station (PS) where they are registered to vote, or at least the nearest PC where they will vote;
- 2.4. nominees must be registered voters in the same municipality where the PC/PS is located;
- 2.5. nominees must be able to read and write in the language that is officially used in that municipality;
- 2.6. nominees must have at least completed secondary education;
- 2.7. the list of nominees must comply with the formula determined by the CEC.
3. The legal service of the MEC is obligated, through competent institutions, to verify the compliance of the criteria for the nominated persons, according to sub-paragraphs 1.5 and 1.9 of this article.
4. The nominee is obligated to sign, Appendix IV – Declaration Under Oath, certifying compliance with the criteria specified in paragraphs 1 and 2 of this article.

Article 7

Appointment of PSC members

1. No later than 4 calendar days from the date of receiving the nominations, MEC sends to the CEC the list of nominations according to the formula, both in physical and electronic form – Appendix II - List of nominations for PSC from MEC to CEC which contains:
 - 1.1. name of municipality and the municipal code;
 - 1.2. ordinal number;
 - 1.3. nominee's first name and last name;
 - 1.4. personal number;
 - 1.5. date of birth;
 - 1.6. gender;
 - 1.7. name and acronym of the political entity or NGO
 - 1.8. prior election experience;
 - 1.9. education;
 - 1.10. name, number of PC and PS;
 - 1.11. the function in the PSC;
 - 1.12. phone number;

- 1.13. first name, last name, signature, date of submission of nominations list and stamp from MEC.
2. Immediately after receiving the nomination list from the MEC, the Legal Service sends the list of nominees for verification of compliance with the criteria for the nominated individuals, according to paragraph 1 of Article 6 of this regulation.
3. No later than 2 days after the verification is completed, the CEC appoints the Polling Station Committee (KVV).
4. After the appointment, each member of PSC who passes the training test is obligated to:
 - 4.1. sign the declaration under oath;
 - 4.2. sign the Code of Conduct – Appendix III – Code of conduct for PSC members;
 - 4.3. sign the special service agreement.
5. Against the decision of CEC to refuse the appointment of a PSC member, the political entity may submit an appeal to the Election Complaints and Appeals Panel (PZAP) within forty-eight (48) hours.

Article 8

End of mandate and replacement of PSC member

1. The CEC may revoke, at any time before signing the contract, the appointment of any PSC member if the member:
 - 1.1. does not attend the training sessions organized by the MEC;
 - 1.2. fails to pass the test after the training session.
2. In the cases provided under sub-paragraphs 1.1 and 1.2 of this article, the CEC requests from the political entity a new nomination to fill the PSC member list within a period of three (3) days.
3. If the certified political entity does not provide the additional nomination, the MEC immediately replaces the PSC member from the reserve list of the same entity.
4. The MEC may revoke, at any time after signing the contract, the appointment of any PSC member, if the member:
 - 4.1. Does not report to work one day before and on election day;
 - 4.2. Acts in violation of the LGE, the code of conduct, and other acts of the CEC;
 - 4.3. resigns for personal reasons;
 - 4.4. is requested to be withdrawn or replaced by the entity that nominated him;
 - 4.5. for any reason is not ready or unable to fulfill their responsibilities, according to Article 10 of this Regulation.

5. The political entity may request the replacement of PSC member by the MEC at any time. The MEC replaces the member from the reserve list of the political entity.
6. The same procedure as provided in this article, also applies to the replacement of PSC members from the ranks of NGOs.

Article 9

Functioning of the PSC

1. The PS opens and operates with the full participation of the PSC, consisting of five (5) members.
2. As an exception to paragraph 1 of this article, in cases where PSC members are absent, the MEC may, by decision, allow the opening and operation of the PS with at least three (3) PSC members.
3. During the voting process (election day), the PSC has the following roles/functions:
 - 3.1. The chairperson of PS is responsible for:
 - 3.1.1. implementing all voting, counting, and packaging procedures;
 - 3.1.2. assigning tasks to PSC members;
 - 3.1.3. recording irregularities in the voting book and reporting them to the MEC;
 - 3.1.4. documenting every event and procedure within the PS in the voting book;
 - 3.1.5. recording the voter participation in elections in the voting book and reporting it;
 - 3.1.6. managing and overseeing all operations within the PS;
 - 3.1.7. safeguarding and storing all electoral materials at the PS.
 - 3.2. The Queue Controller is responsible for:
 - 3.2.1. confirming the location of the voter's VV;
 - 3.2.2. checking voter's fingers to ensure the voter does not have a mark from the ink;
 - 3.2.3. directing the voter to the identification officer;
 - 3.2.4. giving priority to the elderly and individuals with special needs;
 - 3.2.5. managing the voter queue.
 - 3.3. The identification officer is responsible for:
 - 3.3.1. Identifying voters in the Voter List (VL) and verifying their identity by comparing the personal details and photograph on the identification document;

- 3.3.2. instructing voters to sign in the designated space on the voter list;
 - 3.3.3. directing the voter to the ballot issuer
 - 3.4. The statistical data officer assists the identification officer and is responsible for:
 - 3.4.1. collecting statistical data on voter turnout by gender and age groups;
 - 3.4.2. reporting statistical data to the chairperson of the PS.
 - 3.5. The ballot paper issuer is responsible for:
 - 3.5.1. marking the voter's right thumb with indelible ink;
 - 3.5.2. stamping the ballot and giving it to the voter;
 - 3.5.3. instructing the voter on how to vote;
 - 3.5.4. checking unused ballots to ensure they are in proper condition and reporting to the chairperson of the PS if any ballot is damaged or has printing errors;
 - 3.5.5. counting the ballot stubs and reporting to the PS chairperson on used and unused ballots;
 - 3.5.6. keeping ballots in good and secure condition.
- 4. In the case where there are more than five (5) members in a PSC:
 - 4.1. the sixth (6th) member performs the function of the marking ink applicator, according to sub-subparagraph 3.5.1 of this article;
 - 4.2. the seventh (7th) member performs the role of the ballot box monitor, ensuring that the voter places the ballot in the correct box and that each ballot is stamped, as per sub-sub-paragraph 3.5.2 of this article.
- 5. If any PSC member is absent, the chairperson informs the MEC and requests their replacement.

Article 10

Responsibilities of PSC members before, during and after election day

- 1. The PSC conducts its activities professionally, impartially, and in the service of all voters.
- 2. The chairperson of the PSC, along with the PSC members, is responsible for receiving, maintenance, and return of both sensitive and non-sensitive election materials received from the MEC.
- 3. The chairperson ensures the proper conduct of the voting process. The PSC members cannot leave or be absent from the polling station (PS) or the polling center (PC) without the permission of the PSC chairperson; and

- 3.1. The PSC chairperson must ensure that only one PSC member can be absent from the PS at a time, for the purpose of voting;
 - 3.2. If the chairperson is absent, the MEC authorizes one of the PSC members to temporarily perform the duties of the PS Chairperson until the MEC arranges a replacement.
4. When performing their duties, PSC members are required to visibly display their identification documents (badges).
5. The responsibilities of the Chairperson and members of PSC before election day are:
 - 5.1. receiving and verifying election materials;
 - 5.2. preparing and arranging the polling station.
6. The responsibilities of the Chairperson and members of PSC during the voting process on election day are:
 - 6.1. receiving sensitive election materials at MCC;
 - 6.2. verifying all materials at the polling station;
 - 6.3. assigning tasks to each member;
 - 6.4. distributing materials according to each member's duties;
 - 6.5. recording the presence of members and observers within the PS in the voting book;
 - 6.6. setting up and activating recording cameras;
 - 6.7. opening the polling station at seven o'clock (07:00h);
 - 6.8. reporting on the opening of the polling station;
 - 6.9. ensuring the proper conduct of the voting process;
 - 6.10. recording irregularities in the poll book and reporting them to the MEC;
 - 6.11. documenting every event and procedure inside the PS in the voting book;
 - 6.12. recording in the poll book and reporting voter participation in elections;
 - 6.13. closing of the ballot box and polling station, documenting it in the poll book, and reporting to the MEC.
7. After the closure of the polling station, the MSC ensures that no unauthorized person enters or remains in the PS.
8. The responsibilities of PSC chairperson and members during the counting process, which begins thirty minutes after the polling station closes, are:
 - 8.1. arranging the counting area (counting tables);

- 8.2. assigning tasks to each member for the counting process and documenting it in the voting book and forms;
 - 8.3. initiating the vote counting and documentation process;
 - 8.4. recording the results and entering them in the relevant forms;
 - 8.5. signing the forms by all PSC members, according to their roles;
 - 8.6. inviting the K-vote officer to retrieve the results and scan the original results form;
 - 8.7. publication of the result form and reporting to the PC manager;
 - 8.8. packing the election materials;
 - 8.9. packing the administrative materials;
 - 8.10. transporting the election and administrative materials to the MCC.
9. After election day, the PSC Chairperson and members may be contacted by the MEC for additional clarifications and verifications.

Article 11

The rights of PSC members

1. The PSC members and chairperson shall be remunerated for the performance of their duties with funds provided from the Kosovo Consolidated Budget. The CEC takes a special decision regulating the compensation of PSC members, based on:
 - 1.1. participation in trainings, according to the activity plan of the MEC;
 - 1.2. receiving non-sensitive election materials and setting up the polling station a day before the election;
 - 1.3. election day duties, until the end of the voting and counting process, while the PSC chairperson continues until the election materials are delivered to the MCC.
2. A PSC member has the right to take a photograph or describe the forms and poll book, without violating personal data protection law.
3. Every PSC member has the right to communicate and inform the MEC about any issue related to the electoral process at the polling station (PS).
4. Every PSC member has the right to write observations or comments in the voting book regarding the process at the PS or to submit a complaint to the ECAP.
5. Every PSC member must be informed of the decisions made by the CEC and MEC.

Article 12

Voting of PSC members

The members and chairperson of the PSC are the first to vote when the polling station (PS) opens. If the PS where the PSC member is assigned to vote is nearby, the PSC chairperson may allow the PSC member to leave the polling station to vote, in accordance with the procedure defined in sub-paragraph 3.1 of Article 10 of this Regulation.

Article 13

Decision making

1. In cases where a decision falls within the responsibilities of the PSC chairperson, their decision is final within the PS. If any PSC member or accredited observer disagrees with the assessment or decision of the PSC chairperson, they may record their disagreement in the voting book and submit a complaint to the ECAP.
 - 1.1. The PSC chairperson is required to allow the member or observer to write their comments or observations in the poll book.
2. The PSC decisions are made by a majority vote of all members present at the PSC.
3. With the agreement of the PSC members, the PSC chairperson, if they assess that an accredited observer present inside the polling station (PS) is obstructing the voting or counting process, must order the observer to leave the PS.
4. Only one observer from the same observation organization is allowed to be present in the PS at the same time.
5. The PSC chairperson must record in the voting book the reason for observer's removal from the PS.

Article 14

Final Provisions

1. Matters related to the work of the MEC that are not regulated by this Regulation shall be determined by a decision or other act of the CEC in accordance with the LGE.
2. Upon the entry into force of this Regulation, Regulation No. 03/2023 on the Polling Station Committees, dated 09.03.2023, is repealed.
3. The appendices below are integral part of this Regulation:
 - 3.1. Appendix 1 – Nomination Form from Political Entities;
 - 3.2. Appendix II – List of nominations for PSC from MEC to CEC;
 - 3.3. Appendix 5 - Code of Conduct for PSC Members
 - 3.4. Appendix IV– Declaration under oath.

Article 15

Entry in to Force

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

Chairperson

Central Elections Commission

Kreshnik Radoniqi