



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



THE CENTRAL ELECTION COMMISSION (CEC), pursuant to Article 64, paragraph 2, sub-paragraphs 2.1 and 2.2, Articles 85, 86, 88, 89, 90, 91, 92, 93, 94, 95, 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/L-072 on Local Elections in the Republic of Kosovo (LLE), on 12.03.2024, adopts this:

ELECTION REGULATION NO. 12/2024

**VOTING, COUNTING AT POLLING STATIONS, AND MANAGEMENT OF
POLLING CENTRES**

Article 1

Purpose

This regulation determines the process of voting and counting within the polling station (PS), management and security of the polling station, role of observers, the voting book, campaign materials, and voter information materials, procedures before the start of voting, the right to vote, acceptable voting documents, regular voting, conditional voting, the process of counting results at the polling station, and the handover of electoral materials to the Municipal Counting Center (MCC).

Article 2

Polling Station and Location

1. Polling stations are established on the ground floor, in a suitable location for entry and exit to allow voters to form a queue and stand in line, and, where possible, the entry and exit should be flat to enable easy access for individuals with special needs.
2. The polling station should be large enough to ensure the orderly conduct of voting, setting up all worktables as defined in this regulation, ensuring the secrecy of vote, free observation of the ballot box, and unobstructed access for observers.

Article 3

Composition and Management of the Polling Station

1. The polling station is managed by the chairperson of the polling station, who is responsible for ensuring that the following individuals are present at the polling station:

- 1.1 Members of the Polling Station Council (PSC);
- 1.2 Accredited observers, but not more than one observer from the same organization;
- 1.3 Voters with the right to vote at that polling station during voting hours.
2. The chairperson, together with the members of the PSC, ensures that all preliminary preparations required by Regulation No. 11/2024 Polling Station Committees are made before the voting process begins.
3. The PSC chairperson is responsible for all activities at the polling station from the process of receiving materials until the materials are handed over to the Municipal Election Commission (MEC).
4. AS an exception to paragraph 1 of this article, after recording by the chairperson at the PS, the following individuals may temporarily be present:
 - 4.1 Central Election Commission (CEC) staff;
 - 4.2 Members of the MEC from the respective municipality;
 - 4.3 Accredited observers from international institutions, organizations, and media;
 - 4.4 The police, in cases when called upon by the PSC.

Article 4

Voter Information Materials and Directional Signs at the Polling Station and Polling Center

1. The CEC ensures the preparation of voter information materials for the polling station and polling center. The manager of the polling center and the PSC are obliged to place these materials in the polling center and polling station a day before the election.
2. Voter information materials include:
 - 2.1 A list of political entities presented on the ballot;
 - 2.2 A list of candidates from each political entity as presented in the candidate brochure for the relevant elections;
 - 2.3 The rights of voters and the voting procedure.
3. The CEC ensures the preparation of directional signs to guide voters at the polling station and polling center. The manager of the polling center and the PSC are obliged to place these signs in visible locations in the polling center and polling station.
4. Directional signs for the polling center include, but are not limited to:
 - 4.1 The name and code of the polling center;
 - 4.2 Signs directing voters to the polling station;

- 4.3 The code and the first letters of the voters' surnames from the voter list at the respective polling station;
 - 4.4 A poster listing prohibitions, including: a ban on carrying weapons, photographing votes, and family voting.
5. Directional signs for the polling station include but are not limited to:
- 5.1 The code and the first letters of the voters' surnames from the voter list at the respective polling station;
 - 5.2 Signs directing voters during the voting process;
 - 5.3 A poster listing prohibitions, including: a ban on carrying weapons, photographing votes, and family voting.

Article 5

Voting Book

1. Each polling station has a voting book in which all events related to the progress of the voting and counting processes at the polling station during the election day are recorded, including statistical data on voter turnout at specific time intervals as determined by the CEC.
2. Only the chairperson, members of the PSC, and accredited observers present are allowed to make entries in the voting book.
3. If a voter has a complaint regarding any activity within the polling station, he/she may request the PSC chairperson to record the complaint in the voting book and is instructed to obtain the complaint form from the polling center help desk.

Article 6

Orderliness at the Polling Station

1. The PSC chairperson, with the assistance of all members, must ensure the proper conduct of the voting process within the polling station.
2. In the event of disruption of electoral process, the chairperson of the PSC may instruct a member of the PSC, an observer, or a voter to leave the polling station.
3. If the safety and orderly conduct of electoral process within the polling station are endangered, the PSC chairperson requests immediate assistance from the police, informs the MEC, and may decide to temporarily suspend the process at the polling station until order is restored. During the suspension period, only the members of the PSC and observers remain in the polling station. The chairperson and members safeguard sensitive materials, and the chairperson records the incident in the voting book, including the duration of the suspension.

4. The PSC is responsible for recording in the voting book and immediately reporting to the relevant authorities any electoral campaign materials displayed at the polling station.
5. No political campaign information may be broadcast from any communication device within the polling station or polling center, nor in audible range within the premises of the polling center. Any such violation is reported by the PSC and the polling center manager to Election Complaints and Appeals Panel (ECAP) and MEC immediately after the violation occurs.

Article 7

Technical preparation of the polling station before election day

1. The technical preparation and arrangement of polling station are carried out the day before election day.
2. The day before the election, the PSC receives and verifies non-sensitive electoral materials and arranges the interior of the polling station.
 - 2.1 The organization of the polling station must allow free movement of voters and provide transparency.
 - 2.2 The chairs and tables should be arranged so that PSC members and election observers can oversee the entire voting process and clearly view the ballot boxes at all times.
 - 2.3 Voting booths are placed in two corners of the room to ensure that voters can cast their votes in secrecy.

Article 8

PSC activities before the start of voting

1. By 06:00 AM on election day, at the Municipal Counting Center (MCC), the chairperson and one of the PSC members receive the sensitive electoral materials from the MEC using Appendix VII - Sensitive Material Receipt Form from the MCC to the PSC.
2. If the chairperson of the PSC is not present at the designated time for receiving the sensitive electoral materials, the MEC takes immediate action to contact or replace the chairperson according to the procedures outlined in Regulation No. 11/2024 Polling Station Committees.
3. The transport of sensitive electoral materials from the MCC to the polling station is carried out according to the procedure for transportation of sensitive and non-sensitive electoral materials.
4. The PSC chairperson ensures that non-sensitive materials, information materials, and directional signs are properly placed and visible in the polling station.

5. In the presence of PSC members, the chairperson verifies and records the sensitive electoral materials in the voting book.
6. The PSC chairperson ensures that recording devices and sensitive electoral materials are distributed and set up according to the procedures outlined in Regulation No. 11/2024 Polling Station Committees and Voting and Counting Procedures at the Polling Station.
7. The chairperson verifies the presence of PSC members and observers, and records this in the voting book. The PSC chairperson informs the MEC of any PSC member's absence and requests a replacement.
8. The chairperson verifies and records the total number of received ballots in Appendix I - FRS – Political Entity Results Form.
9. One of the PSC members presents the empty ballot box in the presence of PSC members and observers, then seals the ballot box with the security seal of the respective municipality, while the chairperson records the serial numbers of the ballot box seals in the FRS.
10. For each level or type of election, there must be a separate ballot box clearly marked with the type of election and the polling station number using Appendix VIII – Polling Station Code Label.

Article 9

Voting Hours

1. Polling stations open at 07:00 AM and close at 7:00 PM.
2. The PSC chairperson records the opening and closing times of polling station in the voting book.
3. If the polling station opens late, the PSC chairperson immediately informs the MEC and records the reason for the delay in the voting book.
4. No one is allowed to vote after the closing time of the polling station, except for voters who are in line before the closing time.

Article 10

The Right to Vote and the Secrecy of the Vote

1. Voters exercise their right to vote without interference.
2. No person is allowed to vote on behalf of another person or vote more than once in the same election.
3. Voters fill in their ballots in secrecy inside the voting booth, and only the voter is allowed to remain in the voting booth during the voting process.

4. Voters may request clarification on the voting procedure from the ballot issuer.
5. Voters who are physically unable to mark or cast their ballots, as verified by the appropriate documents, may be assisted by another person (an assistant) from the same voting center, chosen by the voter, following the procedure below:
 - 5.1 The assistant must be at least 18 years old and must have one of the identification documents of the Republic of Kosovo as specified in Article 11 of this Regulation;
 - 5.2 The assistant helps only one voter and is not a member of the PSC or an accredited observer;
 - 5.3 If the assisted voter is physically unable to sign, the assistant writes in the voter list "FOR: the name and surname of the voter" in the voter's section;
 - 5.4 The PSC chairperson records in the voting book the serial number, time, personal details of the voter and assistant, and the exact reason for assisted voting. The serial number in the voting book is noted in the voter's section of the voter list;
 - 5.5 The assistant may help a disabled voter by holding their hand and allowing them to mark the ballot themselves. If the voter cannot place the ballot in the box, the assistant helps in this process.
6. If the voter is blind, they are instructed to vote independently using the Braille template available at the help desk in the polling center.
 - 6.1 If the blind voter cannot use the Braille alphabet, the procedure from paragraph 5 of this article is applied.
7. Except in cases covered by paragraphs 5 and 6 of this article, no other instances of physical assistance are allowed in signing the voter list or remaining in the voting booth during the voting process.
8. The PSC chairperson and members must prevent the misuse or attempted misuse of the right to assisted voting. Such cases must be reported to law enforcement and recorded in the voting book.
9. PSC members are not allowed to influence the voter's decision in any way.
10. PSC members ensure that voters are not disturbed by anyone during voting and that the secrecy of the vote is fully maintained.

Article 11

Acceptable identification documents

1. Each voter is identified by the Identification Officer at the polling station through one of the valid identification documents issued by the Republic of Kosovo as follows:

- 1.1 ID card;
- 1.2 Passport;
- 1.3 Driver's license.

Article 12

Regular Voting

1. Before entering the polling station, each voter is checked by the line controller to see if they have the marking ink on their fingers.
2. If a voter's finger shows the ink mark, they are not allowed to vote.
3. Upon entering the polling station, the voter is directed by the queue controller to the identification officer, who checks if the voter's name and surname are on the voters' list:
 - 3.1 If the voter's name and surname are on the voters' list without any mark or note, the voter is instructed to sign next to their name on the list;
 - 3.2 If the voter's name and surname do not appear on the voter list, the voter is directed to the help desk to find out in which polling center and polling station they are assigned to vote;
 - 3.3 If the identification officer notices that a voter has mistakenly signed in the space of another voter on the list, the officer immediately informs the chairperson, instructs the voter to sign in their correct space, and cancels the incorrect signature by marking it and recording the case in the voting book, noting the time and details of the voter;
 - 3.4 The voter whose space was mistakenly signed is notified and instructed to sign in their correct space.
 - 3.5 Once the voter signs the voter list, they are directed by the identification officer to the ballot issuer.
 - 3.6 A voter who refuses to sign the voter list will not be given a ballot, and the polling station chairperson ensures that the voter leaves the polling station. The case is recorded in the voting book.
4. The ballot issuer explains the voting procedure if requested by the voter, carefully separates the ballot from its serial number, and stamps it in the designated area. After separating the ballot, the ballot issuer marks the voter's right thumb with marking ink, except in specific cases. After marking the thumb, the voter is given the ballot and directed to one of the voting booths to vote in secrecy.
5. A voter who refuses to have their thumb marked with ink will not be given a ballot, and the polling station chairperson ensures that the voter leaves the polling station. The case is recorded in the voting book.

6. The PSC ensures that a brochure listing the names of the political entities and candidates for the respective elections is present in each voting booth. If a voter informs the PSC chairperson that a brochure is missing, contains notes, or is torn, the chairperson must provide a new brochure from the reserve materials.
7. If the voter has damaged his/her ballot, he/she may return the damaged ballot to the PSC chairperson, who will direct them to the ballot issuer for a new stamped ballot. The chairperson shows the damaged ballot to the PSC members and observers, writes "DAMAGED" on the back of the ballot, and places it in the envelope of damaged ballots. The incident is recorded in the voting book, including the time and serial number of the ballot.
8. After voting, the voter must fold and place the ballot in the ballot box so that the stamp is visible to the PSC members and observers.
9. The ballot box monitor ensures that voters only place the correct ballot in the respective ballot box.
10. The ballot box monitor must not allow any voter to leave the polling station without placing the ballot in the correct ballot box. If a voter refuses to comply with this requirement, the supervisor reports the case immediately to the PSC chairperson and law enforcement. The case is recorded in the voting book, noting the time and personal details of the individual.

Article 13

Conditional Voting

1. The CEC determines the number of conditional polling centers. The CEC may decide not to organize conditional voting if the reasons for its organization no longer exist.
2. Conditional voting does not apply to voters voting at the diplomatic missions of the Republic of Kosovo.
3. A voter in Kosovo whose name and surname appear on the voter list and who, for objective reasons, cannot vote at their assigned polling station, is allowed to vote at any conditional polling center in any municipality for elections to the Assembly of Kosovo.
4. In local elections, a voter is allowed to vote conditionally in the municipality where their name appears on the voter list of that respective municipality.
5. The identification officer scans the code on the Conditional Voting Envelope (CVE), enters the personal identification number, name, surname, and date of birth of the voter, and scans the identification document into the CEC electronic platform.
6. The statistical data officer assists the identification officer by recording the name and surname of the voter and instructing the voter to sign the Conditional Voter List (CVL). After signing, the voter is directed to the ballot issuer.
7. If the voter refuses to sign the CVL, they will not be given a ballot, and the PSC chairperson ensures that the voter leaves the polling station. The case is recorded in the voting book.

8. The ballot issuer provides the voter with the ballot, while the CVE is given to the PSC chairperson.
9. After voting, the PSC chairperson gives the CVE to the voter, who, in the presence of PSC members and observers, places the ballot in the CVE, seals it, and places it in the ballot box.

Article 14

Closing of the polling center and polling station

1. Polling centers close at 19:00 hrs. Any person in line inside the polling center at the time of closing is allowed to vote. The polling center manager and the PSC chairperson ensure that all those in queue inside the polling center enter the polling station. Any person arriving after the closing of the polling center is not allowed to vote.
2. Exceptionally, the CEC, by a two-thirds vote, may decide to extend the voting hours for one or more polling centers in the event of a force majeure, following notification by the MEC.
3. Once the last person in line has voted, the PSC chairperson closes the polling station and seals the ballot box with a security seal in a manner visible to the observers. The chairperson records the exact closing time and security seal number in the voting book, which is also noted in the FRS.

Article 15

Counting Process in Regular Polling Stations

1. The procedures for counting ballots are guided by the following principles:
 - 1.1 Accuracy;
 - 1.2 Transparency;
 - 1.3 Efficiency;
 - 1.4 Integrity;
 - 1.5 Protection of vote security.
2. Only votes for political entities are counted at the polling stations.
3. Once the polling station closes, the PSC chairperson records in the voting book the names, personal numbers, and accreditation numbers of all observers present and informs them that if they leave the polling station before the counting is completed, they will not be allowed to return.
4. During the counting process, the PSC chairperson does not allow anyone to enter the polling station except for CEC and MEC members and authorized officials from the CEC and MEC. The chairperson records their presence in the voting book.

5. Before the counting begins, the chairperson instructs PSC members to:
 - 5.1 Place the ink stamp and marker into a plastic bag, seal it with a security seal, and record the seal numbers in the voting book;
 - 5.2 Remove the pencils used during the voting process and any other unnecessary materials, placing them in a plastic bag sealed with a security seal, and record the seal numbers in the voting book;
 - 5.3 Organize the counting space in a way that allows efficient counting for PSC members and transparent observation for the designated observers;
 - 5.4 Distribute pencils and other materials designated for counting, such as the Political Entity Results Form (FRS), a notebook, and other administrative materials defined by the procedure.
6. Once technical preparations for counting are completed, the chairperson ensures that if there is more than one ballot box at the polling station, the next box is opened only after the counting and closing of the previous box.
7. The chairperson assigns tasks to PSC members as follows:
 - 7.1 The ballot issuer, assisted by another PSC member, counts the number of signatures in the voter list, and the chairperson records the number on the FRS. During this process, no other action can take place simultaneously.
 - 7.2 The identification officer, assisted by another PSC member, counts and records:
 - 7.2.1 The remaining unused ballots;
 - 7.2.2 The serial numbers of the used ballots;
 - 7.2.3 The damaged ballots, placing them back into the envelope designated for damaged ballots.
 - 7.3 The chairperson ensures that the results obtained under paragraph 7.2 of this article are recorded in the FRS.
8. Before opening the ballot box, the PSC chairperson verifies the seal numbers in the ballot box to ensure they match those recorded in the FRS and sets aside the unused ballots, envelopes with damaged ballots, and the voter list.
9. When opening the ballot box, the chairperson appoints one PSC member to remove the seals and open the ballot box. The seals are placed in the appropriate bag, which is sealed with a security seal at the end of the process.
10. The chairperson appoints a PSC member to open the ballot box and remove the ballots, ensuring that no ballot remains inside the box.
11. The chairperson and PSC members count and classify all ballots in the following order:

- 11.1 Open the ballots, turning them face down to verify that they are stamped and belong to the respective polling station. The stamped and unstamped ballots are classified accordingly;
 - 11.1.1 Unstamped ballots are set aside and recorded as invalid votes;
 - 11.2 Turn the stamped ballots face up and classify them as valid or invalid;
 - 11.3 Classify the valid ballots by political entity;
 - 11.4 After sorting the ballots, count the votes for each political entity separately and divide them into bundles of 50 ballots each;
 - 11.5 Recount the ballots to verify whether there is any discrepancy between the number of ballots in the box and number of signatures on the voter list.
 - 11.6 If discrepancies are found after the recount, the ballot box is closed, flagged, and sent to the Municipal Counting Center (MCC).
12. Exceptionally, when there is more than one election and discrepancies are found in the opened ballot box, or a ballot from another election is found, the results are recorded on the worksheet until the next ballot box is verified. The case is recorded in the voting book, the ballots are counted, and they are included with the respective election ballots. The result is then recorded on the appropriate FRS.

Article 16

Validity of the ballot and the vote

1. A ballot is considered valid if:
 - 1.1 It is stamped;
 - 1.2 It has the serial number of the respective polling station.
2. A vote is valid when only one political entity is marked, and the voter's intent is clear:
 - 2.1 In the elections for the Assembly of Kosovo, a vote is valid if the voter has voted for one political entity;
 - 2.2 In the elections for the Assembly of Kosovo, a vote is invalid in the following cases:
 - 2.2.1 When more than one political entity is voted for;
 - 2.2.2 When no political entity is voted for;
 - 2.2.3 When only candidates are voted for, and not the political entity;
 - 2.2.4 When the voter's intent is not clear according to the voting and counting procedure at the polling station.

3. In the elections for the Municipal Assembly, a vote is valid if the voter has voted for one political entity.
- 3.1 In the elections for the Municipal Assembly, votes are invalid in the following cases:
 - 3.1.1 When more than one political entity is voted for;
 - 3.1.2 When no political entity is voted for;
 - 3.1.3 When only the candidate is voted for and not the political entity;
 - 3.1.4 When the voter's intent is not clear according to the voting and counting procedures at the polling station.
4. Votes for candidates in the elections for the Assembly of Kosovo and the Municipal Assembly are counted at the MCC.
5. In the elections for municipal mayor, a vote is valid when the voter has marked only one candidate on the ballot.
 - 5.1 In the elections for municipal mayor, a vote is invalid in the following cases:
 - 5.1.1 When more than one candidate for mayor is voted for;
 - 5.1.2 When no candidate is voted for;
 - 5.1.3 When the voter's intent is not clear according to the voting and counting procedures at the polling station.
6. If PSC members cannot agree on whether a vote is valid or invalid, the chairperson makes the final decision on that vote and records the incident in the voting book.
7. Other PSC members and observers present at the polling station have the right to take notes on the counting process and, in the event of errors during the count, to raise concerns.

Article 17

Presentation of Results in Forms

1. For the elections to the Assembly of Kosovo, the votes counted for the political entities are recorded by the PSC chairperson in the FRS.
2. For the Municipal Assembly elections, the votes counted for political entities are recorded by the PSC chairperson in Appendix II – Political Entity Results Form for Municipal Assembly (FRSKK).
3. For the election of municipal mayor, the counted votes are recorded by the PSC chairperson in Appendix III – Results Form for Municipal Mayor Elections (FRKK).

4. Upon finishing the counting and recording of all ballots and completing respective forms, the packaging of materials and sealing of ballot boxes is done according to procedures approved by the CEC.
5. PSC members are responsible for the accuracy of results and correct completion of records in the respective forms.

Article 18

Counting of envelopes, conditional voting signatures, and their registration in data forms

1. After the closure of the polling station for conditional voting, the PSC counts the signatures in the Conditional Voter List (CVL) and in the electronic voter registry.
 - 1.1. In case of discrepancies, the PSC chairperson records this in Appendix VI – Conditional Voting Form (FVK) and in the voting book.
2. After counting the signatures, the PSC implements the procedures for opening the ballot box according to Article 15 of this Regulation, adapted to the counting of Conditional Polling Station ballots. The details of this process are defined in the Procedures for Voting and Counting at the Polling Station.
3. The PSC chairperson appoints a PSC member to open the ballot box and remove the Conditional Voting Envelopes (CVEs), ensuring that no envelopes remain inside the box.
4. The chairperson appoints two PSC members to count the CVEs. The chairperson ensures that the counting is done twice.
5. The PSC chairperson fills out the Conditional Voting Form (FVK). In case of discrepancies between the signatures in the CVL and the number of CVEs, the chairperson records this in the FVK and in the voting book.
6. After counting and recording:
 - 6.1 The counted envelopes are placed in the ballot box;
 - 6.2 The box is sealed with security seals according to the procedure provided in this Regulation.

Article 19

Procedures After Counting Ballots

1. After the counting of ballots is completed, the PSC chairperson:
 - 1.1 Allows accredited observers present to obtain information from the FRS or FVK if they request it;
 - 1.2 Makes public a copy of FRS or FVK at the entrance of the polling center;

- 1.3 Releases PSC members and informs them that they may be contacted by the MEC.
2. In accordance with MEC instructions, the PSC chairperson delivers the electoral materials to the Municipal Counting Center (MCC) under police escort. The PSC chairperson may be accompanied by one or more PSC members.

Article 20

Voting and counting at the polling station for the second round of elections

The voting and counting procedure at the polling station for the second round of elections for municipal mayor is regulated in accordance with this Regulation, except for paragraph 4 of Article 12 of this Regulation, where the marking ink will be applied to the left thumb.

Article 21

Procedures after receiving materials from the PSC at the MCC

The receiving of electoral materials from the PSC at the MCC, as well as the counting procedures and presentation of data in the Results Forms, is done in accordance with the Regulation for the MCC.

Article 22

Complaints

- 7.1 Complaints related to the voting and counting process at the polling station must be submitted to the Election Complaints and Appeals Panel (ECAP) within 48 hours from the closure of the polling station.
- 7.2 A PSC member has the right to express their objections or comments on the voting, counting, and results process in accordance with Article 11, paragraph 4 of the Regulation No. 11/2024 on Polling Station Committees.

Article 23

Acts and procedures for the implementation of this Regulation

1. To implement this Regulation, the CEC approves:
 - 1.1 The Procedure for Voting and Counting at the Polling Station and Voting for Persons with Special Needs (VPSN) for elections to the Assembly of Kosovo and local elections;
 - 1.2 The informational package for observers.

Article 24

Transitional and Final Provisions

1. Upon the entry into force of this Regulation, Regulation No. 12/2023 on Voting and Counting at the Polling Station, and Management of Polling Center, is repealed.
2. The following are integral part of this Regulation:
 - 2.1 Appendix I – Political Entity Results Form (FRS);
 - 2.2 Appendix II – Political Entity Results Form for Municipal Assembly (FRSKK);
 - 2.3 Appendix III – Results Form for Municipal Mayor Elections (FRKK);
 - 2.4 Appendix IV – Candidates Results Form (FRK);
 - 2.5 Appendix V – Results Form for Mayoral Elections – Second Round (FRKK);
 - 2.6 Appendix VI – Conditional Voting Form (CVF);
 - 2.7 Appendix VII – Sensitive Material Receipt Form from the MCC to the PSC;
 - 2.8 Appendix VIII – Polling Station Code Label.

Article 25

Entry into Force

This Regulation enters into force on the day of its adoption.

Chairman

Central Election Commission

Kreshnik Radoniqi