



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 the Article 64, paragraph 2 and sub-paragraphs 2.1 and 2.2 and Articles 3, 101, 102, 103, 104, 105, 106, 110, 111 and Article 127 of the Law no. 08/L228 on the General Elections in the Republic of Kosovo (LGE), and Articles 8, 20 and 29, paragraph 2 of the Law No. 03/ 072 on Local Elections in the Republic of Kosovo (LLE) on 28.03.2024 adopts this:

ELECTION REGULATION NO. 14/2024
COUNTING AND RESULTS CENTER (CRC)

Article 1

Purpose

This Regulation determines the oversight, intake, and verification of materials, audit and verification of result forms, procedure for counting ballots at the Counting and Results Center (CRC), verification of conditional ballot envelopes and ballots for voting from abroad, scanning and comparing voter list, complaints related to the work process at the CRC, and tabulation and publication of final election results.

Article 2

Operationalization of CRC

1. The Department for Election Operations, Education, Information, Analysis, and Training (DEOEIAT) makes sure to conduct an annual analysis and evaluation of the CRC's space.
2. The CEC activates the CRC no later than 15 days following the announcement of elections.

Article 3

Technical criteria

1. For the operation of the CRC, the following criteria must be met:
 - 1.1. sufficient capacity and space inside;
 - 1.2. at least one easily accessible entrance;
 - 1.3. emergency exit;

- 1.4. parking space;
- 1.5. electricity;
- 1.6. hydrosanitary infrastructure;
- 1.7. Internet network;
- 1.8. heating and ventilation system;
- 1.9. fire extinguishers;
- 1.10. sufficient lighting;
- 1.11. inventory.

Article 4
The management of CRC

1. CRC is managed by the Director of DEOEIAT.
2. During the electoral process, in order to fulfill its functions, the Director of the Central Election Commission Secretariat (CECS) is required to establish a supporting body, which consists of the following units:
 - 2.1. Election Information Technology Department (EITD);
 - 2.2. Division for Electoral Operations Support and Field Coordination;
 - 2.3. Division for Administration and Joint Services;
 - 2.4. Training Division;
 - 2.5. Voter Service Division;
3. All the activities that take place in the CRC are supervised by members of the CEC.
4. The CEC recruits staff to support the work in the CRC, drafts the organizational scheme for the operation of CRC, and oversees implementation of activities conducted in the CRC.

Article 5
Functions of the CRC

1. The CRC serves for the following activities and functions:
 - 1.1. storage of electoral material;
 - 1.2. space for the training of election staff;
 - 1.3. receiving electoral materials from the Municipal Election Commissions (MECs) and diplomatic representations;
 - 1.4. scanning and comparing the voter list;
 - 1.5. space for the voting service to receive and evaluate envelopes from postal voting;
 - 1.6. counting of ballots;
 - 1.7. tabulation and publication of final results of candidates and political entities; and
 - 1.8. other functions in accordance in accordance with the election regulations.

Article 6
Duties and responsibilities of the CRC

1. The duties and responsibilities of the Counting and Results Center (CRC) are:
 - 1.1. receiving and delivering electoral materials;
 - 1.2. ensuring the proper conduct of work;
 - 1.3. planning the work schedule according to the workload;
 - 1.4. scanning result forms and publishing them in places accessible to observers, and providing them to political entities and candidates upon request;
 - 1.5. preparing and publishing preliminary results of conditional voting, VPSN and voting from abroad, as well as recounting according to decisions of the CEC;
 - 1.6. publication of final results;

- 1.7. ensuring observers' access to every process;
 - 1.8. daily reporting to the CEC;
 - 1.9. preparing recommendations for the CEC.
2. The duties and responsibilities of CRC manager are:
 - 2.1. implementing the decisions of the CEC;
 - 2.2. managing the daily work in the CRC;
 - 2.3. keeping records of the work of staff engaged in the CRC;
 - 2.4. preparing daily reports for the CEC;
 - 2.5. keeping records for the receipt and delivery of materials.
 3. In addition to the tasks mentioned in paragraph 1 and 2 of this article, the CEC assigns other tasks as needed.

Article 7 Working hours

The regular working hours at the CRC are from 08:00 to 24:00 and are conducted in two work shifts: from 08:00 to 16:00 and from 16:00 to 24:00.

Article 8 Preparation of area

1. Before the opening of the CRC, in order to start and ensure the smooth operation, the CEC staff prepares the necessary logistical infrastructure.
2. The division of spaces within the CRC is done to enable the execution of functions for:
 - 2.1. receiving materials;
 - 2.2. counting;
 - 2.3. scanning and data entry;

2.4. archiving.

Article 9

Recording of the CRC premises with security cameras

1. Surveillance cameras are installed in the CRC to cover the entire are of the CRC hall, including the location where electoral materials are received and stored.
2. The cameras must continuously record the entire area, regardless of specific orientation requested at certain moments, and enable video recording.
3. The recording process at the CRC must have an independent power source for at least 2 (two) hours in case of a power outage.

Article 10

The handover of electoral materials from the CRC to the MEC

1. At the CRC, the preparation, classification, and distribution of electoral materials for each municipality are carried out, as per Appendix I – The handover form the CRC to the MEC.
2. The activities as in paragraph 1 of this article are conducted in accordance with the procedures approved by the CEC.

Article 11

Allocation of the space within the CRC for election activities

1. No later than ten (10) days before the election day, the CRC allocates and prepares specific space for:
 - 1.1. receiving ballot boxes, sorting and organizing them by municipality, polling center, and polling station;
 - 1.2. scanning of voter lists, entering data from result forms, and verifying them;
 - 1.3. counting process for the counting teams;
 - 1.4. archiving documents by municipality, polling center, and polling station;
 - 1.5. verifying envelopes.

2. By exception to paragraph 1 of this article, the CRC also allocates space for conducting additional activities and functions specified in Article 5 of this regulation.

Article 12

The handover of the electoral material from the MCC to the CRC

1. Upon completion of the counting process at the MCCs, electoral materials are returned from each municipality.
2. The CRC receives and checks the sensitive and non-sensitive electoral materials from every municipality.
3. During the process of handing over electoral materials from the MCC to the CRC, the following actions are taken:
 - 3.1. record and verify, in the handover report, numbers of security seals used for closing the ballot boxes;
 - 3.2. in the case of a discrepancy in the sealing strips, the CRC identifies the discrepancy, records it immediately in the handover report, along with an explanation from the chairperson of the respective MEC.
4. The CRC receives and verifies the ballot box and the handover envelope from the MCC, which contains:
 - 4.1. the ballot box with ballots;
 - 4.2. the Voter List – VL;
 - 4.3. FRS and FRK;
 - 4.4. Candidate Calculation Sheets – CCS;
 - 4.5. FVK for conditional polling stations;
 - 4.6. Data Reconciliation Form – FPD–Voting of Persons with Special Needs (VPSN);
 - 4.7. voting book;
 - 4.8. the handover form from the PSC to the MCC.

5. After verifying and receiving the materials, the CRC generates a handover report through the electronic platform. The form includes: the time of handover, the number of polling center, polling station, the number of security seals of the closed ballot box, a space for describing any discrepancies or irregularities identified, a space for missing materials, as well as a space for signatures by the MEC Chairperson and receiving officer at the CRC.
6. Appendix II - The handover form from the MEC to the CRC is attached to the envelope with documents received from the MCC.
7. CRC processes the voting book and voters list for scanning, while the ballot box and other non-sensitive materials are processed for archiving, respectively for the warehouse.

Article 13
Classification and organization of materials

1. After receiving and registering the electoral materials, the CRC classifies and organizes the materials as follows:
 - 1.1. sensitive and non-sensitive materials;
 - 1.2. materials by municipality, polling station, and voting center;
 - 1.3. conditional polling center materials by municipality;
 - 1.4. materials for voters with special needs by municipality;
 - 1.5. out-of-country voting materials by country.

Article 14
**Scanning of regular PS voter lists and registration of
voter lists for conditional voting and VPSN**

1. Upon receiving the materials from the MCC, the Counting and Results Center (CRC) conducts a double scan of the voter lists from regular polling stations, conditional voting, and VPSN.
2. Immediately after the double scanning, the CRC compares the regular voting voter list with the conditional voting and VPSN lists.

3. Following the opening of ballot boxes of conditional and special needs voting, the CRC registers and compares the envelopes with ballots against the voter list generated electronically from the voting process.
4. If double voting is identified during the scanning process, the CRC, after opening the ballot box, removes the envelope with the ballot, prepares a report on identified cases, and notifies the legal advisor and voter services, who subsequently forward the cases to appropriate judicial authorities.

Article 15

The matching of preliminary results of FRS and FRK

1. After comparing the voter lists inside the country, the CRC compares the number of signatures with the number of ballots recorded in the FRS by polling stations and the MCC
2. If, after the comparison, the number of signatures in the respective polling station voter list matches the number of used ballots entered in the FRS by polling station and the MCC, then the voting result of that polling station is considered final.
3. In case discrepancies are found, where the number of signatures on the voter list is greater than the number of ballots in the ballot box, or the number of signatures on the voter list is smaller than the number of ballots in the box, the case is recorded, and the respective ballot box is recommended to the CEC for a recount.

Article 16

Receiving the materials from diplomatic missions

1. The CRC receives and verifies the election material from diplomatic missions through the voting service, which contains:
 - 1.1. the ballot box with ballots;
 - 1.2. the final voter list;
 - 1.3. the seal and matriculation ink;
 - 1.4. unused ballots;
 - 1.5. voting book;
 - 1.6. diplomatic mission voting form (DMVF).

2. The CRC inspects the election material in each ballot box and enters them in the electronic register and in the diplomatic mission voting materials handover form (DMVF), Appendix III.
3. After receiving and registration, the CRC distributes the boxes to respective areas for processing and counting.

Article 17

Scanning the voter list of polling stations in diplomatic missions

The CRC, immediately after receiving the voter list from polling stations (PS) in diplomatic missions, scans the signatures on the physical voter list.

Article 18

Evaluation and registration of mail-in ballots

1. The voter service (VS) evaluates and registers mail-in ballots once the scanning of voter lists from polling stations in diplomatic missions is complete.
2. The VS compares voters who cast their votes in diplomatic missions with the voters in the voter list generated from registration of the mail-in ballot envelopes.
3. In case it is determined that double voting has occurred, the VS withdraws the ballot envelope, declares it invalid, prepares a report of the identified cases, and informs the legal advisor, who then processes them to judicial authorities.
4. A mail-in ballot is valid if it is individual, sent by the person listed in the out-of-Kosovo voter list, and contains:
 - 4.1. postage stamp and postmark from the country where the voter resides;
 - 4.2. secrecy envelope;
 - 4.3. registration receipt generated by the electronic platform.
5. In the event that any of the criteria specified in paragraph 4 are not met, the ballot envelope is considered invalid and rejected.
6. All ballot envelopes that are approved during the evaluation are classified into ballot boxes according to the municipalities of the Republic of Kosovo.

7. The VS prepares a summary report on the process of evaluation of ballot packages, which will also include the reasons for rejection.

Article 19

Reception of envelopes and voter lists for postal voting by the CRC

After the verification and registration of ballot envelopes by the voter service, the CRC receives the voter lists for out-of-Kosovo voting and ballot envelopes sorted into boxes according to voters' municipalities, Appendix IV –Handover-receipt form for postal voting envelopes and Voter Lists by the CRC.

Article 20

Counting of ballots in the CRC

1. The CEC is obliged to guarantee complete transparency of vote counting in the CRC, including the possibility of using technology for monitoring, reading or scanning the materials.
2. The following ballots are counted at the CRC:
 - 2.1. conditional voting;
 - 2.2. VPSN;
 - 2.3. postal ballots;
 - 2.4. ballots from voting at diplomatic missions;
3. In case of discrepancies, with a decision of the CEC, Election Complaints and Appeals Panel (ECAP), or Supreme Court, the ballots are recounted.
4. The criteria for the validity of ballots and votes are defined in Article 16 of the Election Regulation No. 12/2024 on Voting, Counting at Polling Stations, and Polling Station Management.
5. The results of counting and recounting process are entered into Preliminary Results Form (PRF) and Final Results Form (FRF), adapted for the MCC and CRC, as per Appendix V – Results Form for political entities and candidates.
6. The CRC uses the same methodology for vote counting and data extraction from the result forms as applied in the MCC.

7. The ballot boxes for Special Needs Voting (VPSN) and conditional voting are opened and counted after the voter lists are compared, as specified in Article 14 of this regulation.
8. The votes from polling stations in diplomatic missions are counted after the comparison of voter lists, as specified in Article 18 of this regulation, is completed.
9. Postal voting envelopes are opened and counted following the comparison of voter lists, as specified in Article 18 of this regulation, and after completion of vote counting in diplomatic missions.
10. The counting team opens the confirmed envelopes and separates the ballots from envelopes.
 - 10.1. The envelope is rejected if it is empty or contains more than one ballot for the respective election.
11. The recount is conducted according to the verification and counting procedure at the MCC.

Article 21

Supportive technology during the counting process at the CRC

1. Supportive technology can be installed at the CRC. Each counting table is equipped with the appropriate supportive technology system, which enables the recording of the counting process and ensures visibility for observers.
2. The counting team is obligated to display each ballot to the camera, following the procedures specified in paragraph 1 of this article.
3. To facilitate the reading of results, the CEC may choose to use IT systems that enable the electronic reading of data.
4. Once the counting is complete and result forms are created, they will be scanned at the CRC and submitted for publication on the CEC's website.
5. The CRC is responsible for the storage of equipment from the beginning of the vote counting process until all activities at the CRC are completed.

Article 22

Procedures following result discrepancies

1. If a discrepancy is found in the results of a ballot box after a recount, the CEC will decide, based on the nature of the discrepancy, whether to:

- 1.1. include the results;
- 1.2. repeat the voting;
- 1.3. exclude the ballot box results.

Article 23

Procedure following the counting of ballots and sealing of ballot boxes

1. After the ballot box is sealed, the results and forms are published on the CEC's website and made available in accessible locations at the CRC for observers, as well as provided to political entities and candidates upon request.
2. The CRC continuously tabulates the results and other data.

Article 24

Tabulation and publication of results

1. The CRC tabulates and publishes separately the results for political entities and candidates for the process of:
 - 1.1. regular voting;
 - 1.2. conditional voting and VPSN;
 - 1.3. voting in diplomatic missions and by mail.
2. The CRC tabulates and publishes the final results of elections for the Assembly of Kosovo after completing the counting process of all ballots from regular polling stations, conditional voting, VPSN, postal voting, and voting in diplomatic missions, and matching of signatures on the voter list (PVL).
3. The publication of final results by the CRC includes:
 - 3.1. results of political entities in the elections for the Assembly of Kosovo and Municipal Assembly;
 - 3.2. the results of candidates for Mayors;
 - 3.3. results of candidates from political entities;

- 3.4. the formula for seat allocation in the Assembly of Kosovo and Municipal Assembly.
4. The presentation of results is carried out in accordance with this Regulation and Election Regulation No. 13/2024 on Election Results.
5. The candidates' results are presented in order of their ranking on the candidate list.

Article 25
Ensuring transparency of counting at the CRC

1. In order to guarantee the transparency of the counting process, the work at each counting table is presented in a clear and accessible manner to observers.
2. The CEC provides observers at the CRC with a clear view of the ballots from each counting table, allowing each ballot to be clearly seen.
3. The vote counting process at each counting table will be shown on a monitor (screen) placed in front of the observers of political entities.
4. All captured images of the ballots must be digitally recorded throughout the entire vote counting process.
5. Every transmitted and recorded image displays the table number where the votes are being counted and the polling station number.
6. In the ballot images displayed on screens in front of observers, each ballot image must have a code consisting of the polling station code and a randomly assigned serial number.
7. All ballot images are stored in digital format and are identified by their code, in accordance with this regulation.
8. The CEC is required to guarantee full transparency of the vote counting process at the CRC, including the possibility of using technology for monitoring, reading, or scanning materials.
9. All electoral activities within the CRC are transparent and can be observed by observers, in accordance with Election Regulation No. 08/2024 on Election Observers.

Article 26
Packaging of materials at the CRC

1. The packaging of materials is done in accordance with the packaging procedures at the polling stations.
2. After the counting process, the materials are organized at the CRC.

Article 27

Complaints concerning the process at the CRC

1. Complaints regarding the administration of the counting process at the CRC must be submitted in writing to the ECAP within forty-eight (48) hours of the alleged violation.
2. The submission of a complaint does not stop the counting process.

Article 28

Election results

1. The CRC, during the tabulation of forms, continuously publishes the vote results of political entities and candidates.
2. The procedure for publishing the final results is conducted in accordance with Election Regulation No.13/2024 on Election Results.

Article 29

The closing of the CRC

1. After the certification of results, the CRC will take the following actions:
 - 1.1. restore the premises to their previous state;
 - 1.2. prepare a report on the work of the CRC and submit it to the CEC;
 - 1.3. record and deliver to the main warehouse all equipment and materials that have been assigned and received from the MCC;
 - 1.4. initiates procedures for the disposal of electoral materials.

Article 30

The CRC procedures

To regulate the detailed activities of the CRC, the CEC approves its procedures.

Article 31

Transitional and final provisions

1. Upon the entry into force of this Regulation, Regulation No. 14/2023 on Count and Results Center of 09.03.2023, is repealed.
2. The following are integral part of this Regulation:
 - 2.1. Appendix I – Handover form from the CRC to the MEC;
 - 2.2. Appendix II – Handover form from MEC to CRC;
 - 2.3. Appendix III – Form for receiving voting material from FMPD diplomatic missions;
 - 2.4. Appendix IV – Handover form for envelopes and voting list for voting by mail from the CRC;
 - 2.5. Appendix V – Entities and Candidates Results Form.

Article 32

Entry in to Force

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

**Chairperson
Central Elections Commission**

Kreshnik Radoniqi