



THE CENTRAL ELECTION COMMISSION (CEC), pursuant to the Article 64, paragraph 2, sub-paragraph 2.1 and 2.2, Articles 3, 101, 103, 104, 105 and 127 of the Law No. 08/L-228 on General Elections in the Republic of Kosovo (LGE), and article 8, 20 and 29, paragraph 2 of the Law No. 03/L-072 on Local Elections in the Republic of Kosovo (LLE), on 22.03.2024 adopts this:

ELECTION REGULATION NO. 16/2024

MUNICIPAL COUNTING CENTERS

Article 1

Purpose

This regulation defines the establishment, operation and management of the Municipal Counting Centers (MCC), and oversight, acceptance, inspection of materials, verification, counting, and complaints related to the work process at the MCC.

Article 2

Establishment of Municipal Counting Centers (MCC)

1. The Executive Officer of the Municipal Election Commission (EOMEC), in collaboration with the respective municipality, ensures that the location and space for the MCC are identified, analyzed, and evaluated annually.
2. The CEC, no later than five (5) days after the announcement of elections, informs the municipalities of the recommended locations for the MCC.
3. The CEC, no later than five (5) days after confirming the location and space for the MCC, signs a memorandum of cooperation with the respective municipality for the use of premises and technical conditions.
4. As an exception to paragraphs 2 and 3 of this article, if the municipality does not have premises for the MCC, the EOMEC proposes other public locations to the CEC, or if public spaces are not available, recommends to the CEC to use private premises.

5. The CEC makes the decision regarding the establishment and duration of the MCC operation.

Article 3

Technical criteria

1. MCCs are designated in large halls or sports gymnasiums that facilitate the execution of functions specified by law.
2. When selecting the MCC, priority should be given to premises with easy road access and proximity to the Polling Centers (PC).
3. The MCC should meet the following required criteria:
 - 3.1. Sufficient capacity and interior space;
 - 3.2. at least one easily accessible entrance;
 - 3.3. emergency exit;
 - 3.4. parking space;
 - 3.5. electricity;
 - 3.6. hydrosanitary infrastructure;
 - 3.7. Internet network;
 - 3.8. heating and ventilation system;
 - 3.9. fire safety equipment;
 - 3.10. adequate lighting;
 - 3.11. inventory.
3. In the absence of Internet access and necessary inventory, the CEC is obliged to provide these, as well as the required logistical equipment for the vote counting process, in cooperation with other central or local authorities, for the duration of the MCC's operation.

Article 4

The management of MCC

1. The CEC recruits staff to support the work at the MCC, develops the organizational structure for MCC's operations, and oversees implementation of activities carried out at the MCC.
2. The CEC, by decision, determines the number of counting teams and number of members within each team, based on the specific needs of respective municipalities.

3. The work at the MCC is overseen by the MEC. The chairperson of MEC is Manager of MCC.
4. The duties and responsibilities of MEC in the MCC are:
 - 4.1. receiving and handing over electoral materials;
 - 4.2. ensuring the smooth running of operations;
 - 4.3. approving the schedule for counting the ballots from polling stations (PS);
 - 4.4. sending results from the MCC for tabulation at the CRC;
 - 4.5. scanning of results forms and their publication in accessible locations for observers, as well as providing them to political entities and candidates, upon request;
 - 4.6. preparing and publication of preliminary results of candidates;
 - 4.7. ensuring observer access to every process;
 - 4.8. replacing members of the counting teams;
 - 4.9. reporting daily to the CEC;
 - 4.10. preparing recommendations for the CEC.
5. The duties and responsibilities of the MCC Manager are:
 - 5.1. implementing decisions of the CEC and MEC;
 - 5.2. managing daily operations at the MCC;
 - 5.3. keeping records of the work of staff engaged at the MCC;
 - 5.4. keeping records of the work of counting team members;
 - 5.5. preparing daily reports for the CEC and MEC;
 - 5.6. preparing the schedule for transportation of material;
 - 5.7. keeping records about receiving and handover of materials.
6. In addition to the duties mentioned in paragraphs 4 and 5 of this article, the CEC may assign other tasks, as needed.

Article 5

The functions of MCC

1. The MCC performs the following functions:
 - 1.1. serves as the municipal depot for electoral materials;

- 1.2. serves as a space for training election management bodies;
- 1.3. verifies the votes for political entities;
- 1.4. counts the ballots and votes for candidates of political entities;
- 1.5. collects and publishes the preliminary results of candidates' votes.

Article 6

Working hours

1. The MEC approves and publishes a counting schedule at the MCC for each PS.
2. Counting begins at 08:00 in the morning of the day following the election.
3. Counting at the MCC is conducted in two shifts: 08:00 – 16:00 and 16:00 – 24:00.

Article 7

Preparation of space

1. Before the opening of the MCC, in order to begin and ensure the smooth running of the candidate vote counting process, the CEC, together with the MEC, prepares the necessary logistical infrastructure for the counting site.
2. The CEC prepares the organizational scheme on the functioning of each MCC.
3. The CEC, through a decision, defines the number of counting tables for each MCC, depending on the number of polling stations (PS) in the respective municipality.

Article 8

Recording of MCC premises with security cameras

1. In every MCC, surveillance cameras are installed to cover the entire hall of the MCC, including the entrance and areas where electoral materials are received and stored.
2. The cameras must continuously record the entire area, regardless of any specific orientation required at certain moments, and must enable video recording.
3. The recording system in all MCCs must be independent of the power supply for at least 2 (two) hours in case of a power outages.

Article 9

Receiving and handover of election materials from the MEC

1. The process of receiving and handing over electoral materials from the MEC is carried out as follows:
 - 1.1. The reception and inspection of materials from the CEC central warehouse is conducted at each MCC – Annex I – Receipt-delivery Form of electoral materials from the central warehouse to the MCC;
 - 1.2. the return of electoral materials from PSs to MCC;
 - 1.3. the delivery of electoral materials from the MCC to the CRC.
2. The MEC is required to receive and deliver all electoral materials in accordance with the procedures approved by the CEC.

Article 10

Allocation of spaces for reception and counting

1. Each MCC allocates a space for receiving, selecting and organizing ballot boxes according to polling centers (PC) and polling stations (PS).
2. Each MCC allocates space for counting teams to perform the counting process, whose number depends on the number of polling stations in the respective municipality.
3. The counting teams' tables and the area for MEC members must be situated in the same hall where the counting of votes takes place.

Article 11

Classification and organization of material

1. During the work process at the MCC, after receiving and registering the electoral materials from the CEC's central warehouse, the MEC classifies and organizes the materials as follows:
 - 1.1. materials by polling centers (PC) and polling stations (PS);
 - 1.2. materials of conditional polling stations (PS);
 - 1.3. materials of voting by Persons with Special Needs and Special Circumstances (VPSN).

Article 12

Receipt and delivery of material by PSC and PC managers

1. One day before the opening of polling stations (PS), but no later than 12:00, the Polling Station Committees (PSC) receive the non-sensitive materials for the polling stations from the MCC – Appendix II – Receipt and delivery Form for Non-Sensitive Electoral Material by the PSC.
2. One day before the opening of polling stations, the MEC holds an informational meeting with the polling center managers and distributes non-sensitive materials for PCs – Appendix III – List of Attending Polling Center Managers and Appendix IV – Receipt and delivery form for Non-Sensitive Electoral Material by Polling Center Managers.
3. The MEC ensures that sensitive electoral materials are delivered to the PSCs no later than 06:00 am on the election day. The delivery of materials takes place at the MCC premises, as specified in Appendix VII – Receipt and delivery Form for Sensitive Materials from the MCC to the PSC, in accordance with Election Regulation No. 12/2024 on Voting, Counting and Polling Station Management.

Article 13

Receipt and delivery of materials by PSC

1. During the delivery and receipt process of election materials from the polling stations (PS) to the MCC, MEC members do the following:
 - 1.1. Record in the delivery and receipt log – Appendix V – Delivery and receipt Form for electoral materials from the PSC to the MCC, security seal numbers with which the ballot box is sealed;
 - 1.2. verify the matching of voting security seal numbers and the sensitive materials for the polling station according to the delivery and receipt procedure.
 - 1.3. if a discrepancy is found in the sealing ties, the MEC notes the mismatch and promptly records it in the delivery and receipt log, along with an explanation from the chairperson of the respective PSC.
 - 1.4. if a shortage or improper packaging of sensitive materials is detected, the MEC, in the presence of the PSC chairperson, opens the ballot box, repackages the materials as per procedures, and records the change of ballot box seals in the delivery and acceptance log.

- 1.5. if the repackaging of materials is necessary, the MEC closes the box in the presence of chairperson of PSC and notes the new number/s of security seal ties on the corresponding FPR, with a red pencil. Along with these changes, the MEC member records their CEC identification number and initials.
2. The delivery and receipt log is prepared by the CEC in the form of a document that must include: the time of delivery and receipt, polling center (PC) and polling station (PS) numbers, seals with security ties of the sealed ballot box, a section for describing any discrepancies or irregularities found, a section for missing materials, and a section for signatures.
3. The delivery and receipt form is attached to the FPR, the voting book and voting list.

Article 14

Verification of preliminary results with FPR

1. After the publication of preliminary results from polling stations (PS), MEC verifies the published results by comparing them with the data processed by the MCC from copies of Data and Results Reconciliation Forms (FPR).
2. Political entities and candidates may request verification of published results on electronic platform from the MEC, by comparing them with the results forms.
3. The CEC corrects preliminary results based on the correction notice received from MEC through the Executive Officer of MEC.

Article 15

Counting of ballots in the MCC

1. The CEC (Central Election Commission) is obliged to ensure full transparency in the counting of votes at the Municipal Counting Center (MCC), including the possibility of using technology for monitoring, reading, or scanning materials.
2. During the verification and counting process, procedures for counting at polling stations apply, according to Election Regulation No. 12/2024 on Voting and Counting at Polling Stations, and Polling Station Management.
3. A vote for a candidate is counted if one to ten candidates are marked on the ballot. If more than 10 candidates are marked or no candidate is marked, then only the vote for the political entity will be counted.

Article 16

Counting of ballots through devices and software

1. When technology is used for reading or scanning materials, the following steps are taken for electronic ballot counting:
 - 1.1. Ballots must be placed in the correct position to ensure accurate reading. Ballots may need to be organized in a specific order to enable the device to read them properly;
 - 1.2. ballots are loaded into the scanner or similar device, which has specialized technology to scan and read the ballots.
 - 1.3. the device scans the ballots, identifying voter preferences and other information contained on them;
 - 1.4. after scanning, the device reads the information from the ballots, converts it into a digital format, and presents the results for political entities and candidates for each polling station.
 - 1.5. in cases where a ballot is unreadable by the device, members of counting team manually verify and assess the ballot.
2. After the ballot counting process is complete, the counting team conducts a random check of results to ensure the accuracy of recorded information.
3. The CEC approves the rules of procedure for ballot counting using devices and software through a formal decision.

Article 17

Supportive technology during the counting in the MCC

1. Supportive technology can be installed in every MCC. Each counting table is equipped with relevant supportive technology system, which allows for the recording of counting process and provides visual access for observers.
2. The counting team is required to display each ballot to the camera, according to procedures outlined in paragraph 1 of this article.
3. For the purpose of reading the results, the CEC may decide to use Election Information Technology (EIT) systems, which enable the electronic reading of data for each polling station.
4. The MEC is responsible for protecting this technology from external damage from the beginning of the vote-counting process until the completion of work at the CRC.

Article 18

Procedure after ballot counting and closing of ballot boxes

1. After the ballot box is closed, the results and forms are scanned and published on the CEC website, displayed in accessible locations at the MCC for observers, and provided to political entities and candidates upon request.
2. The data and results for each polling station are sent for tabulation at the Counting and Results Center (CRC) immediately after the completion of ballot box counting.
3. Once the entire process of counting candidate votes at the MCC is finalized, election materials are transferred to the CRC.

Article 19

Generation and publication of results

1. The publication of preliminary results from the MCC includes:
 - 1.1. Updated results of political entities for the Kosovo Assembly and Municipal Assembly elections, following verification;
 - 1.2. updated results of candidates for Mayor;
 - 1.3. results of candidates from political entities.
2. The presentation of results is done in accordance with this Regulation and Electoral Regulation No. 13/2024 on Election Results.
3. The results generated by the MCC are considered final after the verification by the CRC.

Article 20

Counting Teams

1. The CEC, by decision, determines the number of counting teams and the number of members within each team, based on the specific needs of respective municipalities.
1. The overall composition of counting teams reflects the representation in the MEC, as much as possible.
2. Heads of counting teams are equally chosen from the top four political entities that received the highest number of votes for the Kosovo Assembly in the last elections in that municipality, and are certified to participate in the current elections.
3. The selection of counting team leaders, as specified in paragraph 3 of this article, follows a rotation formula implemented by the MEC, based on the order of votes received in the election.
4. The procedure for nominating and appointing counting teams is carried out in accordance with the procedures established in Regulation No. 11/2024 Polling Station Councils.

5. The counting teams begin their work one day after the election day, no later than 8:00 am. The counting process is conducted in two (2) shifts.
6. Counting teams are paid for the number of days they work.

Article 21

Responsibilities of the counting team

1. The chairperson of the counting team is responsible for organization, conduct and management of the counting process.
2. The counting team performs tasks as specified in the procedure for verification and counting at the MCC, Appendix No. VI - Procedure for Verification and Counting at the MCC.
3. No member of the counting team may count or complete forms for the votes for their own political entity.
4. The counting team is required to conduct the ballot counting process transparently.
5. The counting team is responsible for completing the result forms and for their accuracy.
6. After the counting is completed, the counting team places all the ballots from the polling station back into the ballot box and seals it.
7. The members of the counting team record the numbers of the sealing tapes on the ballot box in the results form and sign the results form, which is completed by the counting team.
8. The counting team hands over the sealed ballot box, along with the election materials, to the MEC.

Article 22

Ensuring transparency of counting in the MCC

1. To ensure transparency in the counting process, the work at each counting table is clearly and accessibly displayed for observers at the MCC.
2. The CEC provides ballot images from each counting table to observers at the MCC, ensuring that every ballot is clearly visible.
3. The process of counting votes from each counting table will be broadcast on a monitor (screen), placed in front of the political entity observers.
4. Every transmitted and recorded image displays the number of the table where the votes are being counted and the polling station number.

5. The images of the ballots displayed on screens before observers must each have a code, which consists of the PS code and a random serial number.
6. All recorded images of the ballots are stored in digital format, which are identified based on the code according to this regulation.

Article 23

The packaging of material and delivery to the CRC

1. The packaging of materials at the MCC from all polling stations (PS) is done in accordance with the packaging procedures at the PS.
2. Once the counting process for all polling stations in the respective municipality is completed, the materials are delivered to the Counting and Results Center (CRC), accompanied, Appendix VII – Delivery and acceptance form for election materials in the CRC.

Article 24

Complaints about the process at the MCC

1. Complaints related to the administration of counting in the MCC are made in accordance with Article 105 of the LGE, according to the procedures of ECAP, within forty-eight (48) hours of the alleged violation.
2. The submission of a complaint does not stop the counting process.

Article 25

The closing of the MCC

1. After completing all procedures for counting, packaging, and sending the materials to the CRC, MEC takes the following actions:
 - 1.1. Restores the premises to their previous state;
 - 1.2. conducts the delivery and receipt of premises;
 - 1.3. prepares a report on the work of MCC and submits it to the CEC;
 - 1.4. registers and delivers to the main warehouse all equipment and materials it was responsible for.

Article 26

Transitional and final provisions

1. The Central Election Commission (CEC) develops specific procedures that regulate in detail all processes within the Municipal Counting Center (MCC) within ninety (90) days.
2. The following are integral part of this Regulation:
 - 2.1. Appendix I - Delivery and receipt form for electoral material from the main warehouse to MCC;
 - 2.2. Appendix II - Delivery and receipt form of non-sensitive election material by the PSC;
 - 2.3. Appendix III - List of participants from among PC managers;
 - 2.4. Appendix IV - Delivery and receipt form of non-sensitive election material by PC managers;
 - 2.5. Appendix V - Delivery and receipt form of election material from the PSC to the MCC;
 - 2.6. Appendix VI - Procedure for verification and counting in the MCC;
 - 2.7. Appendix VII - Delivery and receipt form of electoral material at the CRC.

Article 27

Entry in to Force

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

Chairperson

Central Elections Commission

Kreshnik Radoniqi