



THE CENTRAL ELECTION COMMISSION (CEC), pursuant to article 64 paragraph 2, sub-paragraph 2.1, 2.2 and 2.10, articles 67, 68, 69, 70, 71, 72, 73 and 127, paragraph 1 of Law no. 08/L228 on the General Elections in the Republic of Kosovo (LGE), and Articles 20, 21 and 29, paragraph 2 of the Law No. 03/072 on Local Elections in the Republic of Kosovo (LLE) on 06.03.2024 adopt this:

ELECTION REGULATION NO. 02/2024

APPOINTMENT, COMPOSITION AND FUNCTIONING OF MUNICIPAL ELECTION COMMISSIONS

Article 1

Purpose

This Regulation determines procedures for the establishment, composition, and responsibilities of the Municipal Election Commission (MEC), criteria for the appointment of MEC members, their replacement, dismissal, termination of mandate, the rights and duties of MEC members, functioning, stamp, working hours, meetings, procedures for conducting meetings, decision-making, conflict of interest, and the documentation of MEC.

Article 2

The establishment and composition of Municipal Election Commission (MEC)

1. MEC has seven (7) members. This number may increase if the number of political entities qualifying to be part of the commission is higher. In such cases, the CEC decides based on the number of residents and number of votes that a political entity received in the respective municipality.
2. MEC shall consist of:
 - 2.1. Executive Officer of the Municipal Election Commission (EOMEC), employed by the CEC, and who is also the chairperson of the MEC;
 - 2.2. one (1) member appointed by each political entity that has passed the election threshold in Kosovo Assembly elections, if subjected to election threshold;

3. Members of an MEC shall be eligible to vote in the municipality and shall individuals with high professional and ethical standing, with administrative or electoral experience and sufficient knowledge that enables MEC to perform its work efficiently.
4. The CEC shall endeavour to ensure fair representation in MEC for all communities with significant numbers of population within a respective municipality, including gender representation with at least 30 % at the national level for all political entities.

Article 3

Submission of proposals by political entities for members of the MEC

1. The CEC shall, no later than two days after the announcement of elections, send notifications to political entities entitled to submit their nominations for members of the MEC, in accordance with Article 2 of this Regulation. The notification shall contain the invitation for nomination and criteria defined under the LGE.
2. Political entities must submit their nominations to the CEC no later than 8 days from the date of receiving the notification.
3. The nomination list includes: name and acronym of political entity, first and last name, residence, qualifications, and personal number of the nominee, as per Appendix I, Nomination Form from political entities.
 - 3.1. Political entities must submit the nomination list with at least 30% representation of each gender at the national level.
4. Along with the information mentioned in paragraph 3 of this article, nomination must be accompanied with the following documents:
 - 4.1. identification card;
 - 4.2. proof of educational qualification;
 - 4.3. bank account number;
 - 4.4. proof of employment status - employment contract (if currently employed);
 - 4.5. certificate of criminal records, confirming that the person has not been convicted of a criminal offense by a final court decision in the last three (3) years;
 - 4.6. candidate form, Appendix II – Candidate form.

Article 4

Eligibility and criteria for appointment in MEC

1. The person nominated for a member of MEC must meet the following criteria:
 - 1.1. must be a voter in the respective municipality;
 - 1.2. must have completed high school education, preferably a university degree;

- 1.3. it is preferred to have work experience in administration/elections
- 1.4. must not have been convicted of a criminal offense by a final court decision in the last three (3) years.
2. no person can be appointed to serve as a MEC member, or continue to serve, if they are:
 - 2.1. a member of the Assembly of Kosovo, or of any other country;
 - 2.2. a councilor of any municipal assembly in Kosovo;
 - 2.3. a candidate for any elected public office in Kosovo;
 - 2.4. a senior public official in a political party, according to the CEC registry;
 - 2.5. a person without the right to vote in Kosovo;
 - 2.6. a person who has been legally declared incompetent by a court decision;
 - 2.7. a member of a public electoral commission outside Kosovo;
 - 2.8. a person prohibited from serving as a MEC member by the Election Complaints and Appeals Panel (ECAP);
 - 2.9. a member of a non-governmental organization that monitors elections;
 - 2.10. dismissed from public administration for legal violations;
 - 2.11. convicted in the last three (3) years by a final court decision for a criminal offense, with one or more years of actual imprisonment;
 - 2.12. a public official with special status, based on the current law for public officials, within or outside Kosovo, in the last five (5) years. Appendix VI – Suitability form on the declaration under oath.

Article 5

Appointment of MEC members

1. The CEC appoints the MEC members nominated by political entities, within 15 days after the announcement of elections, according to the criteria set out in Articles 2, 3, and 4 of this Regulation.
2. After their appointment by the CEC, MEC members are provided with an appointment certificate, which specifies the start and end dates of their appointment, as well as with an employment contract, identification badge and Code of Conduct. Appendix IV – Certificate of Appointment.
3. When the CEC rejects a nominated candidate due to non-fulfillment of the criteria specified in Article 4 of this Regulation, it requests the political party to nominate another candidate within three (3) days. The CEC will take a decision within two (2) days after receiving the nomination.

4. Against the decision of the CEC to not appoint a member of the MEC, political entities and other parties with legal interest may file a complaint with the ECAP within forty-eight (48) hours from the announcement of the decision by the CEC.

Article 6

Termination of the mandate of a member of the MEC

1. The mandate of a member of the MEC ends:
 - 1.1. upon completion of the mandate;
 - 1.2. with revocation by the CEC;
 - 1.3. with resignation;
 - 1.4. upon request of the political entity;
 - 1.5. with loss of nomination criteria;
 - 1.6. with death.
2. The mandate of the MEC member ends 15 days after the certification of election results, unless this mandate is terminated or extended before the end of the mandate.
3. A MEC member's appointment is revoked by a CEC decision if:
 - 3.1. he/she fails to perform his or her duties as set out in CEC regulations;
 - 3.2. acts in a biased or unprofessional manner;
 - 3.3. fails to attend two consecutive meetings of the MEC without a valid reason;
 - 3.4. participates in electoral campaign on behalf of a political entity or interferes in the electoral process;
 - 3.5. does not report for duty for more than two (2) days during the election period without a valid reason;
4. The Chairperson of the MEC may initiate a request to the CEC for the revocation of the appointment of a MEC member if the member acts in violation of the Constitution, CEC regulations, and the Code of Conduct for MEC members.
5. The CEC, according to paragraph 3 of this article, decides no later than two (2) days after receiving the request for revocation.
6. In each case, the CEC requests the political entity, whose member's term ends under paragraph 1, sub-paragraphs 1.2, 1.3, 1.4, 1.5, and 1.6 of this article, to make a new nomination within 3 days.
7. The resigned or dismissed MEC member is required to return all equipment issued by the CEC and MEC.

Article 7

Constitution of the MEC

1. The constitutive meeting of the MEC is called by the chairperson within two (2) days after the appointment by CEC.
2. The notification for constitutive meeting is sent to members of MEC through their respective political entities.
3. After its constitution, the MEC sets the schedule for regular meetings.

Article 8

Replacement of members in the MEC

1. When a position on the MEC becomes vacant, the political entity must submit a nomination for a new member within three (3) days.
2. The CEC appoints the new member within two (2) days.
3. When a member of the MEC resigns, the resignation statement is submitted to the EOMECE, which promptly forwards it to the CEC.

Article 9

Responsibilities of the MEC

1. The MEC administers elections within its respective municipality under the exclusive oversight and according to the instructions of CEC, ensuring legality, impartiality, and efficiency in electoral process.
2. The MEC develops an electoral activity plan at the local level, which outlines all activities and deadlines for their implementation, and makes it public.
3. The MEC directs operations at the Municipal Counting Center (MCC), in accordance with the Regulation for the MCC. The chairperson of the MEC is manager of the MCC.
4. The MEC handles the receipt and distribution of electoral materials, and coordinates and accommodate mobile teams for voting of persons with special needs.
5. The MEC implements procedures for electoral campaign and appoints a member of the MEC to coordinate electoral activities with relevant institutions.
6. According to the guidelines, the MEC prepares a list of voting center (VC) managers and submits it to the CEC, as detailed in Appendix VII – Guidelines for Appointment of Managers and Technical Staff of VCs.
7. The MEC submits the lists of members of Polling Station Council (PSC) and counting

teams who would be engaged in the election process at MCC for CEC approval, based on the formula approved by the CEC.

8. The CEC, through the MEC, organizes an informational campaign in the relevant municipalities, specifically targeting social groups such as women, minority communities, rural voters, first-time voters, and persons with special needs.
9. The MEC reports daily to the CEC on decisions and other daily activities, according to the format determined by the CEC.

Article 10

Functions and competencies of the MEC

1. In addition to the duties specified in Article 68, paragraph 1 of the LGE, the MEC shall also perform the following duties:
 - 1.1. Notifies certified political entities and non-governmental organizations (NGOs) about the PSC training program organized by the CEC;
 - 1.2. takes measures to ensure the proper conduct of training sessions and registers the participants;
 - 1.3. collaborates with municipal education directorates or other institutions to secure venues and necessary logistical support for the training of election staff and classification of election materials;
 - 1.4. posts information related to election process in public places in their respective municipality;
 - 1.5. reviews and makes decisions on all requests and complaints submitted by political entities that fall within their jurisdiction;
 - 1.6. oversees the preparation of PS and the safeguarding of election materials at the MCC until the election process is concluded;
 - 1.7. for the fulfillment of duties and functioning of the MEC, the chairperson, in consultation with MEC members, shall assign administrative and technical tasks;
 - 1.8. MEC chairperson requests from political entities to designate a contact person with the MEC;
 - 1.9. MEC member is required to regularly attend work in accordance with the dynamics and workload of the MEC;
 - 1.10. in exercising their function, MEC members must adhere to the law and CEC's regulations.
2. The MEC must actively monitor the use of printed materials, audiovisual content, and any other election-related materials by certified political entities during the election campaign period.

3. In case of a violation of the Code of Conduct in elections, or provisions specified by the LGE or CEC regulations, the MEC must immediately inform the concerned political entity to take corrective measures within twenty-four (24) hours.
4. If the violations are repeated by the same political entity, or if it refuses to correct the identified violations, the MEC must report the case to ECAP within twenty-four (24) hours.

Article 11

Compensation of MEC members

1. Members and the chairperson of MEC are paid for the performance of their duties from CEC resources, in accordance with the rules approved for this purpose.
2. Members of the MEC who are employed in the administration receive a payment equal to half of the MEC member's salary, in addition to their regular salary.
3. The MEC is entitled to reimbursement for representation costs, which must be justified by the MEC chairperson and should not exceed one hundred (100) EUR per month during the election process, up until the certification of results.

Article 12

The MEC Office

1. The location of the MEC offices must be within the premises of the municipal administration or in an area designated as Counting Center, which must meet the necessary working conditions.
2. The symbols of the Republic of Kosovo and the CEC are displayed in the MEC office.
3. At the main entrance of the MEC office, a notice board is placed displaying the MEC's name, the names of its members, official email of MEC, office phone number, and working hours.
4. The MEC office must be equipped with the necessary working tools.
5. The respective municipalities are required to provide the necessary logistical support to MEC, ensuring: workspace, storage for materials, transportation, public facilities for voting needs, other venues for training of commissioners and counters, as well as spaces for the setup and operation of MCC.
6. In case the conditions outlined in paragraph 5 of this article cannot be met, the CEC is required to fulfill the needs for the functioning of the MEC.

Article 13

Identification document (badge)

When performing their duties, MEC members are required to visibly display their identification documents (badges) issued by the CEC.

Article 14

The MEC stamp

1. The MEC uses the stamp approved by the CEC for the respective elections.
2. The MEC stamp is kept by the chairperson of MEC, who manages it in accordance with the Law on the Use of Official Stamps, the LGE, and other CEC acts.
3. The MEC stamp is placed on all acts issued and approved by the MEC, signed by the chairperson of the MEC.
4. The stamp must not be taken outside the MEC's work premises under any circumstances.
5. In the event the MEC stamp becomes unusable, is lost, or is taken outside the MEC office, an official note is prepared, which is recorded in the protocol book. The MEC notifies CEC with an official note.
6. After evaluating the MEC's official note, the CEC provides MEC with a new seal.

Article 15

The MEC working hours

1. The working hours of the MEC are from 08:00 am to 04:00 pm. Working hours may be extended to complete additional tasks. The members of MEC are required to adhere to the working hours.
2. As an exception to paragraph 1 of this article, the chairman of the MEC sets the working hours according to the needs, dynamics, and activities of the MEC.

Article 16

Meetingt of the MEC

1. The meetings are held in the offices of the MEC.
2. Regular meetings are called by the chairman, or by at least three members of the MEC, at least 24 hours before the meeting. The meeting notice includes the date, location, time, and agenda. Extraordinary meetings may be convened by the chairperson on the same day, but no later than three hours before the meeting.
3. The presence of the majority of members of MEC makes the quorum for the meeting.

4. Meetings of the MEC are public.
5. The MEC meeting is chaired by the chairperson, and in its absence, by a member designated by the chairperson based on a rotational system.
6. Each member of MEC presents a proposal for the agenda and discusses on items of the agenda.
7. The minutes of the MEC meetings are recorded in the protocol book, which must include:
 - 7.1. date, location, time of the meeting and agenda;
 - 7.2. attendees and absentees;
 - 7.3. content of discussions;
 - 7.4. voting results of the MEC members
 - 7.5. decisions that are taken must be stamped.
8. After the meeting, the minutes are signed by the chairperson and the minute-taker, and the votes for, against, and abstentions for each decision, as determined by the majority of the present members, are recorded in the protocol book.

Article 17

Decision making

1. The MEC strives to reach decisions by consensus. When consensus is not possible, decisions are taken by a majority vote of the members present, according to paragraph 3 of Article 16 of this Regulation.
2. Decisions of the MEC are signed and stamped by the MEC chairperson.
3. The MEC is required to immediately make decisions public and send them to the CEC for publication on the official website.
4. A member of the MEC may communicate and inform the CEC about any issue they consider appropriate, which could not be resolved within MEC.
5. A member may appeal the decisions of the MEC to the CEC.

Article 18

CEC materials for public information

1. Municipal authorities must designate specific areas for displaying election-related printed materials and public information materials prepared by the CEC.

2. Such locations should be chosen in the most frequented and visible spaces within the respective municipality.
3. The CEC, through the MEC, communicates with municipal authorities to determine the spaces where the CEC can place electoral materials for public information.
4. The CEC may also permit the MEC to open social media accounts for public information purpose.

Article 19

Conflict of interest

1. No member of the MEC may participate in the review and decision-making regarding a matter in which a family member has personal or financial interests, what could compromise the impartiality of the member.
2. A member with a conflict of interest must self-declare it.
3. No member of MEC may accept any form of monetary or material compensation from individuals or legal entities in the name of their position, other than those specified by the CEC.

Article 20

The MEC documentation

1. The chairperson of the MEC is responsible for archiving and organizing the MEC's electoral documentation, including creating separate files for CEC decisions and instructions, and maintaining files for other documents issued by the MEC.
2. The formats of MEC documents are standardized and are prepared by the CEC.
3. Upon request from political entities, copies of the documents are provided.

Article 21

Use of equipment

EOMECE ensures that all equipment received from the CEC for the purpose of performing functions during the electoral process is returned to the CEC after the process is completed.

Article 22

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, the Rule No. 02/2023 on the Appointment, Composition and Functioning of Municipal Election Commissions, dated 09.03.2023 is abrogated.
3. The following are integral part of this Regulation:
 - 3.1. Appendix 1 – Nomination Form from Political Entities;
 - 3.2. Appendix 3 – Candidate’s Form
 - 3.3. Appendix 3 – Appointment Form
 - 3.4. Appendix 4– Certificate of Appointment
 - 3.5. Appendix 5 - Code of Conduct for MEC Members
 - 3.6. Appendix 6 – Suitability form for the statement under oath
 - 3.7. Appendix 7 – Guidelines for the Appointment of VC Managers and Technical Staff.

Article 23

Entry in to Force

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

Chairperson

Central Elections Commission

Kreshnik Radoniqi