



CEC

ELECTION ADMINISTRATION
OF GEORGIA



ELECTORAL SYSTEMS
DEVELOPMENT, REFORMS AND
TRAINING CENTRE

GUIDELINES FOR PRECINCT ELECTION COMMISSION MEMBERS

PARLIAMENTARY ELECTIONS OF GEORGIA,
OCTOBER 8, 2016

GUIDELINES FOR PRECINCT
ELECTION COMMISSION MEMBERS

Approved by Decree of the CEC, No 52/2016 of 27 July 2016

The present Guidelines are intended to train the Precinct Election Commission (PEC) members for the 8 October 2016 Parliamentary Elections of Georgia. For complete details of legislative regulations related to PEC authority and rules of operation, please refer to the Organic Law of Georgia on the “Election Code of Georgia” and the relevant legal acts of the CEC.

TABLE OF CONTENTS

PART I COMPOSITION AND RULES OF OPERATION OF PECs	7
Chapter I - Procedure for staffing PECs	8
Procedure for staffing PECs	8
Guidelines for pec members	8
Chapter II - Rules of operation of PECs	9
Competences of PEC head officers	9
Rules of correspondence of PECs	10
Procedure for adopting ordinances at pec meetings	11
Engagement of pecs and restrictions applied to them in pre-election agitation/campaign	12
PART II PEC ACTIVITIES IN THE PRE-ELECTION PERIOD	13
Chapter I - Lists of Voters	14
The unified list of voters and its publication procedure	14
Verification of the unified list of voters	15
Special list of voters	15
Procedure for compiling mobile ballot box lists	15
Voter invitation cards	17
Chapter II - receipt of election documents, organising polling places	18
Receipt of election documents and inventory from decs	18
Delivery and acceptance certificates of election documents and inventory	19
Organising polling places	20
PART III PEC'S ACTIVITIES ON POLLING DAY	21
Chapter I - opening of electoral precincts, procedures to be applied before the opening of the polls	22
Opening of electoral precincts	22
Persons authorised to be present at a polling place	22
Legal status of observers, representatives of electoral subjects and the media	23
Procedures to be carried out between the opening of Electoral precincts and the opening of the polls	23

Chapter II - polling process	31
Polling	31
Maintaining order at a polling place and in its vicinity on polling day	37
Temporary suspension of the polling process	38
Keeping records of voters participating in the voting	38
Mobile ballot box voting	39
Chapter III - closing electoral precincts, summarising polling results	41
Closing electoral precincts	41
Organising electoral precincts for the vote-counting procedure	41
Procedures to be carried out before opening a ballot box	44
Sealing the lists of voters, spoiled and unused ballot papers	44
Opening mobile ballot boxes	45
Opening the main ballot box	46
Sorting ballots papers	47
Counting ballot papers	48
Sealing ballot papers	49
Drawing up summary protocols of polling results	50
Publicity of the summary protocols of polling results	51
Closing the registration book, sealing the polling day	
Log-book, transferring the election documents to the dec	51
PART IV APPLICATIONS/COMPLAINTS MADE ON POLLING DAY	53
Chapter I - registering applications/complaints made on polling day	54
Procedure for identifying deficiency of applications/complaints made on polling day	54
Chapter II - responding to applications/complaints made on polling day	56
Annex No1. Code of Ethics for Electoral Administration Officers	57
Annex No 2. Details of applications/complaints submitted to election commissions	59
Annex No 3. Certificate on the Registration of the applications/complaints	60
Annex No 4. Authorities of a PEC chairperson	61
Annex No 5. Authorities of a PEC secretary on polling day	68
Annex No 6. Functions of commission members responsible for regulating the flow of voters	72
Annex No 7 Functions of commission members acting as registrars of voters	73
Annex No 8. Functions of commission members transporting mobile ballot boxes	75
Annex No 9. Functions of commission members supervising ballot boxes and special envelopes.....	76
Annex No 10 Photographic and video shooting in electoral precincts	77

PART I

COMPOSITION AND RULES OF OPERATION OF PECS

CHAPTER I – PROCEDURE FOR STAFFING PECS

PROCEDURE FOR STAFFING PECS

PECs shall be composed of 13 members

(Election Code – Article 24(1),(2),(4); Article 29(9))

- ▶ 6 members shall be elected by the relevant DEC on the basis of a competition;
- ▶ 7 PEC members shall be appointed by political parties.

Election commission members may not be recalled within 15 days before polling day (23 September)

ATTENTION!

A member of an election commission is not the representative of the electoral subject that elected/appointed him/her. He/she shall be independent in his/her activities and shall act only according to the Constitution of Georgia, the law, and relevant subordinate acts. *(Election Code – Article 8(21)).*

GUIDELINES FOR PEC MEMBERS

(Precinct Election Commission Regulations – Article 5)

From the moment of their appointment/election, PEC members shall;

- ▶ participate in the daily activities of the commission;
- ▶ participate in training sessions/seminars organised by the Election Administration of Georgia/Training Centre for improving the competences of commission members;
- ▶ regularly attend commission meetings and participate in election activities to be performed by the commission;
- ▶ In the case of absence from a meeting for a reasonable excuse, notify the deputy chairperson of the commission, or the secretary of the commission;
- ▶ perform duties assigned by the PEC chairperson in a timely manner.

ATTENTION!

Failure by PEC members to fulfil the above obligations may be considered as disciplinary misconduct by the higher election commission and constitute grounds for the imposition of disciplinary measures.

CHAPTER II – RULES OF OPERATION OF PECS

COMPETENCES OF PEC HEAD OFFICERS

The following persons shall be PEC head officers

(Election Code – Article 25(1)):

- ▶ the PEC chairperson;
- ▶ the PEC deputy chairperson;
- ▶ the PEC secretary.

The PEC chairperson shall

(Election Code – Article 27(1)):

- ▶ convene and chair PEC meetings;
- ▶ receive and distribute electoral documents and correspondence;
- ▶ assume personal responsibility for the storage/distribution of electoral documents and inventory;
- ▶ give assignments to the deputy chairperson, secretary and other members of the commission;
- ▶ organise the distribution of duties among commission members on polling day by casting lots;
- ▶ be responsible for maintaining order inside the polling place and its vicinity on polling day;
- ▶ not grant access to persons authorised to be present at the polling place who are not wearing appropriate badges;
- ▶ submit all electoral documents to the higher election commissions after polling results are summarised;
- ▶ exercise other powers provided for by this Law.

The PEC deputy chairperson shall

(Election Code – Article 27(2)):

- ▶ act as the PEC chairperson if the PEC does not have a chairperson or the PEC chairperson is unable to perform his/her duties;
- ▶ under an ordinance of the PEC chairperson, exercise certain powers of the chairperson (the ordinance shall clearly specify the scope and terms of the powers granted).

The PEC secretary shall

(Election Code – Article 27(3)):

- ▶ draw up the agenda of PEC meetings and draft the PEC ordinances;
- ▶ be responsible for the release of public information;
- ▶ draw up minutes of PEC sessions, including summary protocols of polling results;
- ▶ exercise other powers provided for by the legislation of Georgia.

PEC meetings shall be open to the public. The following persons shall have the right to attend a PEC meeting:

(Election Code – Article 8(15)):

- ▶ CEC and DEC members;
- ▶ CEC and DEC representatives;
- ▶ staff members of the CEC;
- ▶ media representatives accredited to the respective election commission;
- ▶ one representative of electoral subjects in the respective election commission;
- ▶ one observer from a domestic observer organisation registered with the respective election commission;
- ▶ one observer from an international organisation (together with an interpreter).

In the case of any breach of order or interference with the work of the commission, the PEC may remove the person(s) responsible from the room, which shall be recorded in the minutes of the session. *(Election Code – Article 8(15)).*

RULES OF CORRESPONDENCE OF PECs

(Precinct Election Commission Regulations – Article 11)

Each PEC shall keep a registration book, which shall be maintained by the PEC secretary.

The registration book shall consist of two parts:**I. Incoming documents**

The PEC secretary shall, upon the receipt of a document/application, register the incoming document/application in the registration book.

ATTENTION!

After receiving a document/application and duly registering it in the registration book, the PEC secretary shall issue a certificate indicating the exact date and time of the receipt of the document/application and the registration number assigned to it in the registration book. The above certificate shall be certified by the signature of the PEC secretary (*Precinct Election Commission Regulations – Article 11(5)*).

II – Outgoing documents

A PEC secretary shall register the issuance of a document in the outgoing documents section of the registration book.

The registration book shall be closed at 6 p.m, except on polling day. A notation – ‘the book is closed’ – shall be made after the last record in both parts of the registration book with the indication of the date and the exact time. The notation shall be confirmed by the signature of the PEC secretary. No other documents may be registered under the same date in the registration book after it has been closed (*Precinct Election Commission Regulations – Article 11(15)*).

ATTENTION!

On polling day the registration book shall be maintained throughout the entire election process. The registration book shall be closed after all the procedures of polling day are completed and all relevant election documents are registered; the closure of the registration book shall be certified by the signatures of the PEC secretary and chairperson and the PEC seal.

PROCEDURE FOR ADOPTING ORDINANCES AT PEC MEETINGS

The draft of a PEC ordinance shall be drawn up by the PEC secretary. (*Precinct Election Commission Regulations – Article 9(4)*). The ordinance of the commission shall be considered as adopted if it is supported by the majority of the members present, but at least by one third of its total membership (at least five members). In the case of an equal number of votes, the chairperson of the meeting shall cast the deciding vote. (*Election Code – Article 8(4-5)*).

An ordinance of the PEC shall be signed by the chairperson and the secretary of the meeting. An ordinance issued by a PEC and its chairperson shall be displayed at the electoral precinct on the following day (*Election Code – Article 26(3); Article 30(4); Precinct Election Commission Regulations – Article 6(4)*).

ENGAGEMENT OF PECS AND RESTRICTIONS APPLIED TO THEM IN PRE-ELECTION AGITATION/CAMPAIGN

The lists of voters and parties shall be displayed in a visible place in polling places by PECs. (*Election Code – Article 58(4)(d); Precinct Election Commission Regulations – Article 8.2(c)*).

ATTENTION!

PEC members may not participate in election agitation (*Election Code – Article 45(4)(a)*).

PART II

PEC ACTIVITIES IN THE PRE-ELECTION PERIOD

CHAPTER I – LISTS OF VOTERS

THE UNIFIED LIST OF VOTERS AND ITS PUBLICATION PROCEDURE

(Election Code – Article 31)

The Unified List of Voters shall include the following data about voters:

- ▶ last name, first name;
- ▶ date of birth (day, month, year);
- ▶ address (according to an identity card of a citizen of Georgia or the database of the Public Service Development Agency (the Agency’);
- ▶ personal number of a citizen of Georgia;
- ▶ actual place of residence(for internally displaced persons (IDPs) from the occupied territories of Georgia, for individuals registered without an indication of an address, for individuals removed from registration according to their place of residence, as well as for individuals whose registration has been declared invalid by a decision of the Agency, a temporary place of residence shall be indicated; for individuals living abroad, ‘on a consular registry’ shall be indicated, and, if individuals living abroad are not on a consular registry of Georgia, ‘staying abroad’ shall be indicated);
- ▶ date of registration in the Unified List of Voters;
- ▶ photograph (the latest digital photograph available in the electronic database of the Agency);
- ▶ gender.

PECs shall receive the verified final versions of the lists of voters not later than the second day prior to polling day (6 October):

- ▶ versions intended for PECs (the table list);
- ▶ version designed for public (the wall list).

ATTENTION!

- ▶ The preliminary version of the wall list shall be replaced by the verified version, which shall be placed in the same place.
- ▶ The table list and its copy shall not be issued as public information.

VERIFICATION OF THE UNIFIED LIST OF VOTERS

(Election Code – Article 26(2)(b)):

PECs shall:

- ▶ verify the accuracy of the Unified List of Voters, and in the case of identifying any errors or inaccuracies, apply to DEC to make changes to the lists not later than the following day, but not later than the 16th day prior to polling day (22 September);
- ▶ immediately deliver to DEC applications submitted in relation to the lists of voters.

SPECIAL LIST OF VOTERS

(Election Code – Article 32)

DEC shall draw up special lists of voters not later than the third day prior to polling day (5 October) and forward them to the relevant PEC.

If a voter who failed to apply to the commission for registration in the list not later than the 16th day (22 September) prior to polling day (due to the fact that he/she arrived from abroad, was discharged from an in-patient medical establishment or a penitentiary institution), applies to the PEC on polling day with a request to participate in the elections, where relevant documents are submitted (a relevant entry in a passport confirming the crossing of the state border, a certificate from the relevant in-patient medical establishment, a discharge certificate from the penitentiary institution), the PEC shall register him/her in the special list and attach copies of the submitted documents to the lists of voters *(Election Code – Article 31(12))*.

PROCEDURE FOR COMPILING MOBILE BALLOT BOX LISTS

((Election Code – Articles 33-34)

PECs shall be responsible for compiling mobile ballot box lists. Mobile ballot box lists shall be compiled based on the Unified List of Voters and special lists of voters.

Voters shall be entered into a mobile ballot box list if:

- ▶ they are unable to visit the polling place due to health problems; (the number of such voters shall not exceed 3% of the total number of
- ▶ voters registered in the Unified List of Voters for the respective precinct. After the said number has been reached, the PEC chairperson shall inform the DEC about each new application submitted and wait for relevant instructions);
- ▶ a voter is in the territory of the election precinct, but in a place difficult to access (in such case consultation with the relevant DEC is recommended).

ATTENTION!

Voters shall apply to the PEC in writing or by telephone with a request to vote by a mobile ballot box at least 2 days before polling day (5 October). The PEC secretary shall register in the registration book the voter's written or verbal telephone application and indicate the exact time of the call, the telephone number, the voter's full name, personal identification number and the address to which the voter requests the delivery of the mobile ballot box. If the address is not within the boundaries of the precinct in which the voter is registered, he/she shall be informed that he/she will not be included in the mobile ballot box list.

- ▶ voters are receiving treatment in hospital or at any other in-patient medical facility where there is no electoral precinct (the relevant DEC shall, not later than 2 days before polling day, transfer to the PEC information on voters staying at an in-patient medical facility on polling day);
- ▶ voters are under administrative detention;
- ▶ voters are in custody;
- ▶ voters are military service members or serve in a military unit located on the state border far from the electoral precinct;
- ▶ voters serve in the Medical Department of the Ministry of Corrections of Georgia, the Penitentiary Department and Penitentiary institutions, and their working conditions on polling day require their presence at the work place;
- ▶ voters are service members and persons with special ranks of the Ministry of Defence of Georgia, the Ministry of Internal Affairs of Georgia, the Ministry of Corrections of Georgia, the State Security Service of Georgia, the Georgian Intelligence Service and the Special State Protection Service of Georgia, and for work or health reasons, cannot abandon the work place on polling day.

A mobile ballot box list (table list) shall contain the same data about voters that are entered into the Unified List of Voters, except for their photographs, and the serial numbers of those voters shall be additionally indicated in the Unified List of Voters or the special list of voters. (*Election Code – Article 33(5)*)

The public version of the mobile ballot box list (the wall list which shall contain the same data as the table version of the mobile ballot box list, except for personal numbers of voters), shall be displayed in a visible place in polling places immediately after it is compiled.

In the case of the inclusion of voters in a mobile ballot box list, next to his/her name in the box – 'Actual Status' - in the Unified List of Voters and the special list of voters, the entry – 'mobile ballot box' – shall be made.

ATTENTION!

- ▶ A mobile ballot box list (wall and table) shall be certified by the signatures of the PEC chairperson and secretary.
- ▶ Information on voters to be included in the mobile ballot box list shall immediately be displayed in a visible place at the election precinct.
- ▶ PEC members, representatives of electoral subjects and observers shall have the right to verify the grounds for requests for voting through a mobile ballot box, and at any time before polling day to raise a question before the PEC as whether it is advisable to enter such voters in the mobile ballot box list. The PEC shall make a decision with the regard to the said issue. (*Election Code – Article 33(3)*)

VOTER INVITATION CARDS

(*Election Code – Article 35*)

A PEC may, not later than two days before polling day (6 October), issue voter invitation cards to all voters registered in the territory of the election precinct and entered into the list of voters.

The PEC members shall return to the commission secretary the invitation cards that they could not distribute to the voters.

ATTENTION!

Failure to receive a voter invitation card shall not constitute grounds for limiting the right to vote.

CHAPTER II – RECEIPT OF ELECTION DOCUMENTS, ORGANISING POLLING PLACES

RECEIPT OF ELECTION DOCUMENTS AND INVENTORY FROM DECS

For the purposes of preparing and organising voting, PECs shall receive from DECs:

Election documents:

- ▶ the final versions of the Unified List of Voters (wall and table versions);
- ▶ a special lists of voters (wall and table versions);
- ▶ forms of a mobile ballot box list (wall and table version);
- ▶ voter invitation cards;
- ▶ notebooks of ballot papers;
- ▶ special envelopes;
- ▶ the polling day log-book (so-called log-book bound with a lace);
- ▶ control sheets;
- ▶ summary protocols of polling results and forms of amendment protocols;
- ▶ demonstration protocols of polling results.

Election inventory:

- ▶ main and mobile transparent ballot boxes;
- ▶ seals of ballot boxes;
- ▶ polling booths;
- ▶ electoral ink and voter verification device (ultra-violet detector);
- ▶ PEC seal;
- ▶ registrars' special stamps;
- ▶ photocopier;
- ▶ ink pads.

Other election materials:

- ▶ list of candidates;
- ▶ party lists;
- ▶ instructions on how to complete ballot papers;
- ▶ extract from the law related to cases in which the ballot papers are deemed void;
- ▶ packaging envelopes for election documents.

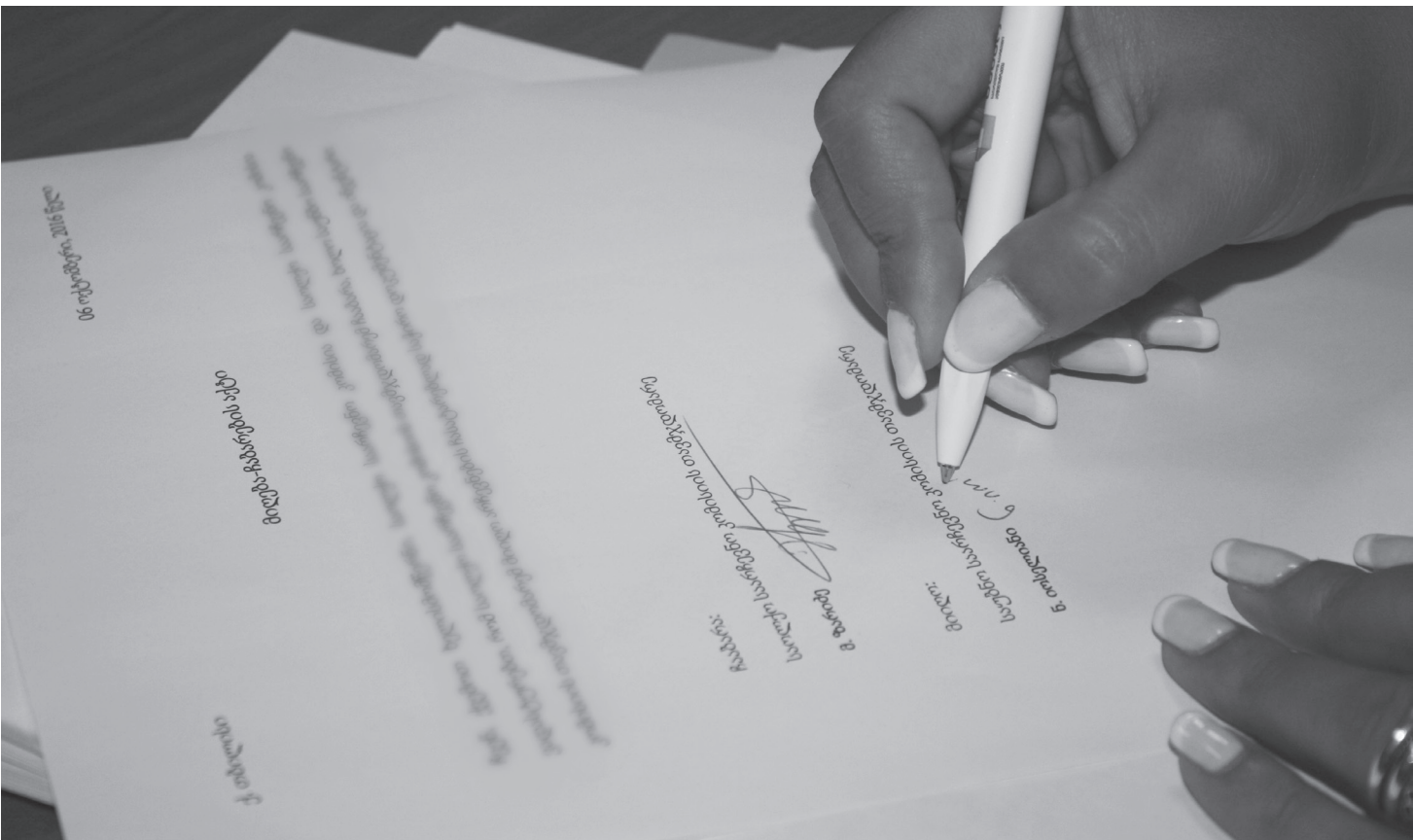
ATTENTION!

DECs shall transfer ballot papers and special envelopes to PECs not later than 12 hours before opening of the polls. (*Election Code – Article 63(9)*).

DELIVERY AND ACCEPTANCE CERTIFICATES OF ELECTION DOCUMENTS AND INVENTORY

A PEC chairperson, or on the basis of an ordinance of the PEC chairperson, the deputy chairperson, shall be responsible for the receipt of election documents from the DEC, and the PEC chairperson and the secretary shall be responsible for the storage and distribution of election documents for their intended purposes (*Election Code – Article 27(1)(d); Article 63(6)*).

Delivery and acceptance certificates shall be signed by the persons issuing and receiving the election documents (*Election Code of Georgia – article 63(10)*). A PEC secretary shall register delivery and acceptance certificates in the incoming documents section of the registration book.



ORGANISING POLLING PLACES

PEC members shall organise polling places for conducting polling procedures as provided for by law not later than one day before polling day. **PECs shall organise** (*Election Code – Article 58(4)(a)-(c)*):

- ▶ voter registration desks;
- ▶ at least one polling booth with one pen shall be provided for every 500 voters;
- ▶ a desk for special envelopes (which shall be placed close to the ballot box);
- ▶ assembled, unsealed ballot boxes.

A transparent ballot box shall be placed in a visible place at a polling place in such a way as to allow a voter to access it freely and leave the election precinct immediately after inserting a special envelope into it.

The following information shall be displayed in a visible place at the polling place (*Election Code – Article 58(4)(d); 58(5)*):

- ▶ the public version of the Unified List of Voters (the wall list);
- ▶ the public version of the special list of voters (the wall list) (if any);
- ▶ the public version of the mobile ballot box list (the wall list) (if any);
- ▶ party lists;
- ▶ candidate lists;
- ▶ instructions established by the CEC for completing ballot papers;
- ▶ extract from the Law related to cases in which the ballot papers are deemed invalid;
- ▶ demonstration protocols of polling results.

ATTENTION!

If any electoral subject entered into a ballot paper no longer runs in the elections, a notice to that effect shall be displayed in a visible place both at the polling place and in the polling booth for secret voting.

PART III

PEC'S ACTIVITIES ON POLLING DAY

CHAPTER I – OPENING OF ELECTORAL PRECINCTS, PROCEDURES TO BE APPLIED BEFORE THE OPENING OF THE POLLS

OPENING OF ELECTORAL PRECINCTS

Electoral precincts shall be opened at 7 a.m.

ATTENTION!

If by that time the number of PEC members is less than seven, this shall be notified to the DEC, which shall make a relevant decision immediately.

PEC members shall wear special uniforms designed for them during polling day. Failure to comply with this requirement shall be viewed as a disciplinary offence by the DEC, and constitute grounds for imposing disciplinary sanctions.

PERSONS AUTHORISED TO BE PRESENT AT A POLLING PLACE

The following individuals shall have the right to be present at a polling place:

(Election Code – Article 8(16); Article 39(3),(6); Article 42(5); Article 44(5))

- ▶ PEC members;
- ▶ members/representatives of higher election commissions;
- ▶ representatives of electoral subjects (not more than one representative per electoral subject);
- ▶ observers of registered domestic observer organisations (not more than one representative per domestic observer organisation);
- ▶ observers of registered international observer organisations (not more than two representatives per observer organisation (an interpreter may accompany them));
- ▶ accredited representatives of the media (not more than three representatives from the same press and other media organisation).

ATTENTION!

Everyone authorised to be present at a polling place shall carry a badge confirming his/her identity and status. (Election Code – Article 8(17)).

LEGAL STATUS OF OBSERVERS, REPRESENTATIVES OF ELECTORAL SUBJECTS AND THE MEDIA

(Election Code – Article 41)

Observers and representatives of electoral subjects shall have the right to:

- ▶ be present at a polling place at any time during polling day, move without restrictions within the territory of the precinct and observe all stages of the polling process from any point in the precinct in a free and unhindered manner;
- ▶ replace another registered representative of the nominating organisation at any time on polling day.

Observers, representatives of electoral subjects and the media shall not have the right to:

- ▶ interfere with the duties and activities of an election commission;
- ▶ influence the free expression of the will of voters;
- ▶ agitates for or against any electoral subject;
- ▶ wear the symbols and signs of any electoral subject.

PROCEDURES TO BE CARRIED OUT BETWEEN THE OPENING OF ELECTORAL PRECINCTS AND THE OPENING OF THE POLLS

The procedures from between the opening of an electoral precinct and the opening of the polls shall be carried out in the following sequence: *(Election Code – Article 61-62):*

I immediately after opening an electoral precinct the polling day log-book shall be opened *(Election Code – Article 61.2(a))*.

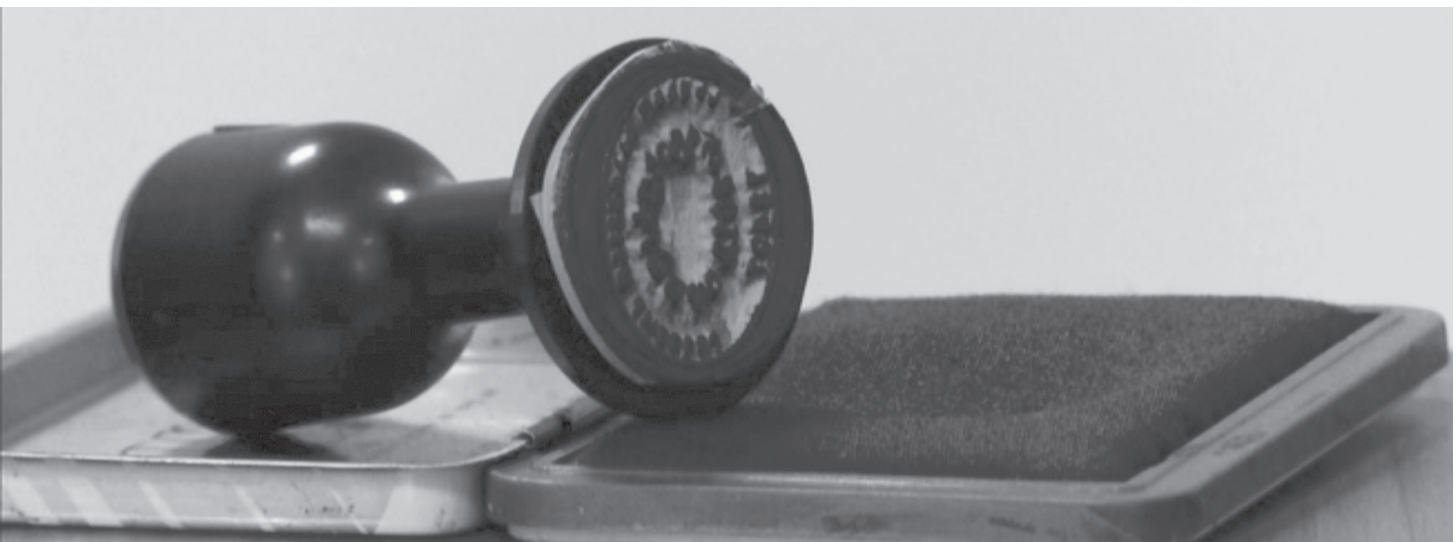
Immediately after opening an electoral precinct the PEC chairperson shall deliver the polling day log-book to the PEC secretary. The PEC secretary, together with the PEC chairperson, shall record every election procedure during polling day in the polling day log-book and specify the time of the procedure *(Election Code – Article 62(3))*.

The PEC secretary shall record the full names of all PEC members present at the polling place (indicating subjects nominating them) and the data of all other persons (full names, nominating organisation or electoral subjects) on pages 1 and 2 of the polling day log-book, and, where necessary, on page 10 and following pages as well, and shall have such persons verify the data with their signatures.



II

The PEC chairperson shall inspect the integrity of the sealed package that contains a special seal of the PEC, and open it (the seal number shall be entered into the polling day log-book by the PEC secretary) (*Election Code – Article 61(2)(b)*).



III

The PEC chairperson shall conduct a casting of lots to distribute functions among the PEC members.

The following functions are to be distributed among PEC members:

- ▶ a commission member responsible for regulating the flow of voters;
- ▶ a commission member registering voters (registrar of voters)(at least one member per 300 voters);

- ▶ a commission member supervising ballot boxes and special envelopes;
- ▶ two commission members responsible for transporting mobile ballot boxes (where necessary).

ATTENTION!

The PEC chairperson/deputy chairperson/secretary may not participate in the casting of lots.

The PEC chairperson shall, before casting the lots, compare the number of the PEC members to the number of functions to be distributed.

If, during the casting of lots, the number of attending commission members is less than the functions to be distributed:

- ▶ by one member, the number of PEC registrars of voters shall be reduced;
- ▶ by two members, the PEC deputy chairperson shall perform the functions of a commission member responsible for regulating the flow of voters;
- ▶ by three members, the PEC chairperson shall perform the functions of a commission member responsible for supervising ballot boxes and special envelopes.

First, the PEC chairperson shall identify, by casting lots, two members of the commission, from among the members of the commission appointed by the parties, who will be responsible for transporting the mobile ballot box (where necessary).



ATTENTION!

Persons identified by the casting of lots shall not be the election commission members nominated by one electoral subject.

The PEC chairperson shall

- ▶ prepare slips of paper of the same type and form according to the number of commission members appointed by the parties;
- ▶ write the name of the function - 'transporter of the mobile ballot box' - on two sheets of paper with the same writing implement;
- ▶ certify the slips of paper for the casting of lots with a special stamp;
- ▶ fold the slips of paper for the casting of lots in such a way that it is impossible to read the text and place them on the table.

The PEC members participating in the casting of lots shall draw the papers one by one.

ATTENTION!

- ▶ If the persons selected through the casting of lots are PEC members nominated by different subjects the casting lots shall be deemed completed.
- ▶ If the PEC members nominated by a party bloc draw both of the slips paper when casting lots, one of them shall perform the function in agreement with the PEC chairperson, and the casting of lots shall be conducted again among the PEC members nominated by other subjects to determine the second member.

The PEC secretary shall enter the results of the casting of lots into page 3 of the polling day log-book (the commissioner members shall certify with signatures the assignment of functions).

After identifying PEC members responsible for transporting a mobile ballot box, the PEC chairperson shall cast lots to allocate other functions.

The PEC chairperson shall

- ▶ prepare slips of paper of the same form and type according to the number of members of the commission;
- ▶ write the name of the function - 'flow regulator', 'registrar', 'supervisor of the ballot box and special envelopes' - on the slips of papers with the same writing implement;
- ▶ certify the slips of paper for the casting of lots with a special stamp;

- ▶ fold the slips of paper for the casting of lots in such a way that it is impossible to read the text, and place them on the table;
- ▶ the PEC members participating in the casting of lots shall draw the papers one by one.

The PEC secretary shall enter the results of the casting of lots into page 3 of the polling day log-book (the commissioner members shall certify with signatures the assignment of functions).

The duties of a PEC member established by the casting of lots may be transferred temporarily to another PEC member only with the permission of the PEC chairperson, and a note to that effect shall be made by the PEC secretary on page 5 of the polling day log-book. The PEC member shall confirm the transfer of the function with his/her signature (*Election Code – 61(2)(g)*).

If a PEC member appears in the commission after the completion of the casting of lots, the question of assigning a function to this person shall be decided by the PEC chairperson, and the question of his/her remuneration by the PEC. (*Election Code – Article 61(4)*).

- IV** The PEC chairperson shall select, by the casting of lots, not more than two representatives from among the electoral subjects present at the electoral precinct, who shall observe the process of registering complaints (*Election Code – Article 61(5)*).

ATTENTION!

The representatives of electoral subjects that appointed the PEC member elected as the PEC secretary shall not participate in the casting of lots (*Election Code – Article 61(5)*).

- V** The PEC chairperson shall announce the number of voters according to the lists of voters, as well as the number of received ballot papers and special envelopes (*Election Code – Article 61(6)(a)-(b)*).

- VI** The PEC chairperson shall check and put a seal with a unique number on the main and mobile ballot boxes (*Election Code – Article 61(6)(c)*).

- VII** The PEC chairperson shall transfer the materials to the PEC members.



The PEC chairperson shall transfer materials to the PEC members who act as registrars of voters:

- ▶ The Unified List of Voters divided by alphabet. To one of the registrars he/she shall also transfer the special list of voters (if any);
- ▶ one notebook of ballot papers;
- ▶ electoral ink;
- ▶ seals of registrars (the seal numbers shall be recorded on page 3 of the polling day log-book).



ATTENTION!

- ▶ The PEC chairperson shall post at each registration desk the list of voters' surnames arranged in an alphabetical order, according to the lists placed on the desks.
- ▶ The number of registrars shall be reduced by a decision of the PEC chairperson if the seals of registrars are less than required or they have been damaged.

The PEC chairperson shall transfer an ultra-violet detector for checking inking to the PEC member responsible for regulating the flow of voters.



The PEC chairperson shall transfer the main ballot box and special envelopes to the PEC member responsible for supervising the ballot box and special envelopes.

VIII The control sheet shall be completed. (*Election Code – Article 61(10)*).

The PEC chairperson and secretary shall complete control sheets before the opening of the polls (except for the details of the first voter). The control sheet shall be signed by all PEC members present.

საქართველოს კარლამუნტის არევის უბანი
 № _____ (საოლქო საარჩევნო კომისიის ნომერი და დასახელება) საარჩევნო ოლქის
 № _____ საარჩევნო უბანი
 (საუბნო საარჩევნო კომისიის ნომერი)
 (პირველი ამომრჩევლის ხელმოწერა) / _____ (სახელი და გვარი)
 საქართველოს მოქალაქის პირადი № (რეგისტრაციის ადგილი)
 კომისიის: თავმჯდომარე _____
 თავმჯდომარის მოადგილე _____
 წევრები: _____

ATTENTION!

Control sheets shall be completed immediately after the submission of materials to the PEC members, before the opening of the polls (do not wait for the first voter).

Upon arrival, the first voter shall be registered and given a ballot paper. The PEC secretary shall enter the data of the voter into the control sheet, which shall be signed by the voter. The exact time of dropping the control sheet into ballot box shall be indicated in the control sheet. The PEC chairperson shall drop one copy of the control sheet into the main ballot box, the second copy in the mobile ballot box (if any), and keep the third copy for comparison with the control sheets kept in the ballot boxes.

The control sheet data shall be entered into the polling day log-book on page 4.

ATTENTION!

- ▶ If the identification document presented by the voter does not contain a registration address, the PEC secretary shall transfer this to the control sheet from the respective list of voters.
- ▶ After the registration of the first voter, the PEC chairperson shall notify the DEC about sealing the ballot box and dropping a control sheet(s) into the box/boxes.



CHAPTER II – POLLING PROCESS

POLLING

(Election Code – Article 60; Article 64; Article 65)

Polling shall be held from 8 a.m. to 8 p.m. of polling day (8 October). Voting procedure shall be held according to the following procedure:

1 Upon entering the polling place voters shall go through the inking verification procedure with the commission member responsible for the regulation of the flow of voters.

The PEC member responsible for regulating the flow of voters shall:

- ▶ regulate the flow of voters entering the electoral precinct;
- ▶ request voters to present an identification card or passport of a citizen of Georgia;
- ▶ check with an ultra-violet detector whether the voter has been inked;
- ▶ observe the number of voters standing near the voter's registration desk; if more than two voters are standing at the registration desk, the commission member shall temporarily delay the entry of the next voter into the polling place;
- ▶ ask voters to go the registration desk that matches the first letter of his/her last name in the list of voters.



ATTENTION!

If an inking verification device detects that a voter has already been inked, he/she shall be prohibited from casting a ballot, and his/her identity shall be recorded in the polling day log-book.

- II Voters shall be registered with the registrar of voters.

The registrar of voters shall:

- ▶ request voters to present an identification card or passport of a citizen of Georgia (in the case of IDPs from the occupied territory of Georgia, an IDP card together with an identification card or passport of a citizen of Georgia);

ATTENTION!

If a voter's data has not been found in the Unified List of Voters:

- ▶ if electronic lists are available at the electoral precinct, the person responsible for data verification shall find a voter in the electronic lists and provide him/her with the information on the precinct in which he/she is registered;
 - ▶ if electronic lists are not available at the election precinct, the person responsible for data verification shall contact the relevant DEC or the CEC through a helpline in order to obtain the information on the voter.
-
- ▶ verify the compliance of the voter's registration data contained in the presented document(s) with the data in the list of voters. A voter shall have the right to cast a ballot if, together with the personal identification number of a citizen of Georgia, the gender and the photograph, at least three of the following items of data fully match with the data in the relevant list of voters::
 - the first name;
 - the last name;
 - the date of birth(day, month, year);
 - the address (according to the identity card of a citizen of Georgia or the database of the Agency);



- ▶ verify the photographs in the presented document(s) and those in the list of voters against the face of the voter.

ATTENTION!

- ▶ If the verification of the voter's data reveals that the voter's registration data contained in the presented document(s) (except for the photograph) corresponds with the data in the list of voters, but the registrar of voters considers that the photograph in the document(s) presented or in the list of voters does not match the voter's face, he/she shall apply to the PEC chairperson, who, after completing the procedures defined below, shall allow the voter to cast a vote.
 - ▶ If the PEC chairperson confirms the above discrepancy, the PEC secretary shall make a note to that effect in the polling day logbook on the designated page; he/she shall indicate the voter's first name, last name and his/her number in the list of voters. This notation shall be confirmed by the signatures of the PEC chairperson and secretary.
 - ▶ If the PEC chairperson does not confirm the above discrepancy, the registrar of voters may make a note expressing his/her special opinion in the polling day log-book, on the designated page.
 - ▶ In the cases mentioned above, the PEC secretary shall attach to the polling day logbook a copy of the document presented by the voter, which shall be certified with his/her signature (*Election Code – Article 65(2)(b); Article 65(2¹)*).
-
- ▶ in cases where the match of the voter's data with those in the list of voters is verified, ink the voter (inking shall not be used in penitentiary institutions, hospitals and other in-patient medical establishments (with respect to patients));



ATTENTION!

Voters shall not have the right to cast a vote and a ballot paper shall not be issued to them if they refuse to undergo the inking procedure.

- ▶ sign in the relevant box in the Unified List of Voters, after which the voter shall confirm the receipt of the ballot paper(s) by his/her signature;

**ATTENTION!**

If in the process of voting it has been revealed that a voter has signed on another voter's signature line, the voter on whose line the signature has been made shall sign in the same signature line. A registrar of voters shall draw up a written explanation (indicating the full name of the voter) about this.

- ▶ when issuing ballot papers, sign ballot papers in the appropriate box on the back page and certify with the registrar's seal.



ATTENTION!

In the case of the transfer of the functions of a registrar, the registrar shall count the number of voter signatures in the lists of voters and the ballot papers issued by him/her (including spoiled ballot papers submitted to the PEC chairperson) and notify the PEC chairperson of the results; in the case of a mismatch between the data, he/she shall give a written explanation, which shall be attached to the summary protocol(s) of the polling results.



A voter shall go into a polling booth and fill out a ballot paper(s). No other person may attend the process of filling out a ballot paper(s).

**ATTENTION!**

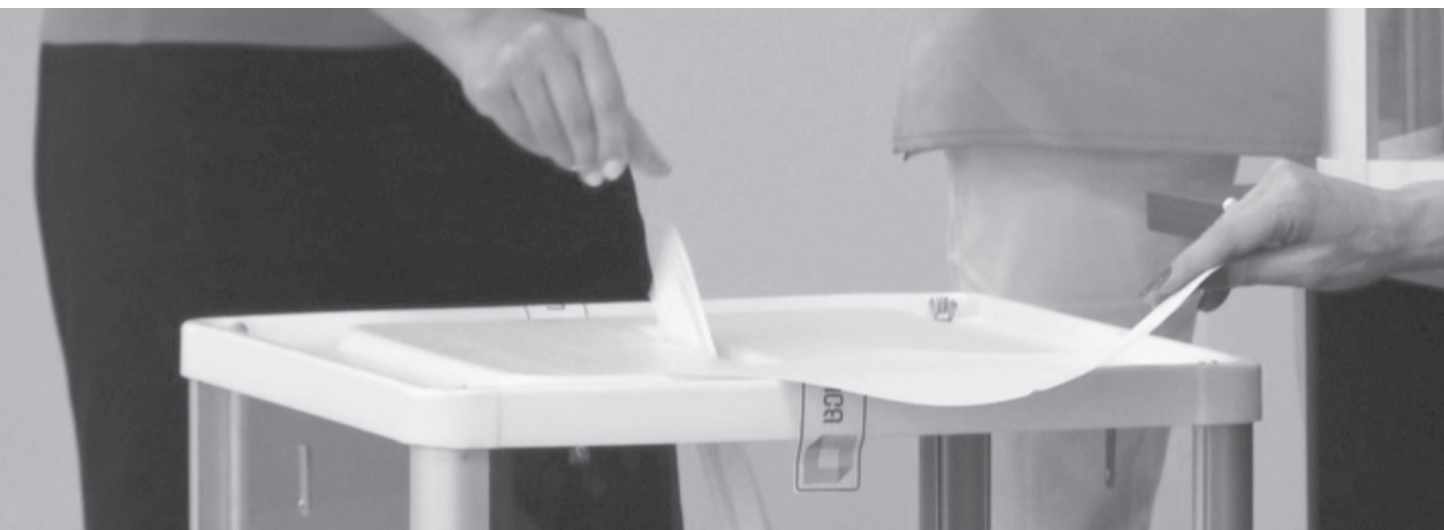
- ▶ If a voter is unable to fill out a ballot paper independently, they shall have the right to ask any person for help in the polling booth except for a member of the election commission, a representative of an electoral subject, a representative of the press and other media or an observer (*Election Code – Article 65(3)*).
- ▶ If a voter or a PEC member spoils a ballot paper or a special envelope, he/she shall notify the PEC chairperson. Upon the instructions of the PEC chairperson the registrar of voters shall replace the spoiled ballot paper/special envelope with a new one. The PEC chairperson shall cut off a corner of the spoiled ballot paper/special envelope in the presence of the voter, mark with the word 'spoiled' and sign it. The PEC chairperson shall store the spoiled ballot papers separately. (*Election Code – Article 65(4)*)



IV

A voter shall go to a separate desk and, upon the instructions of the supervisor of the ballot box and special envelopes, independently take a special envelope and put the ballot paper(s) in it.

After a PEC member responsible for supervising ballot boxes and special envelopes makes sure that a voter has only one envelope in his/her hand, he/she shall open the slot of the ballot box and instruct the voter to drop the envelope into the ballot box.



V

The voter shall drop the special envelope into the ballot box.

ATTENTION!

- ▶ No more than one voter at a time shall be allowed at a ballot box.
- ▶ Observers and the representatives of electoral subjects shall have the right to monitor the process of dropping special envelopes into the ballot box.

VI A voter shall leave the electoral precinct after dropping a special envelope into the ballot box.

Voting procedure for voters who cannot sign their name due to ‘physical incapacity’

(Decree of the CEC No 20/2012 of 21 June 2012) A voter who is not able to perform election procedures (inking, signing upon the receipt of ballot papers, dropping ballot papers into the ballot box) independently due to their physical condition, namely the lack of upper limbs, shall participate in the elections in accordance with the following procedure:

- ▶ the voter shall not go through inking verification and inking procedures;
- ▶ upon transferring a ballot paper(s) to the voter the registrar shall make a note – ‘physical condition’ – in the box – ‘the voter’s signature’ - in the Unified List of Voters, and shall verify it with a signature;
- ▶ the voter shall have the right to ask the assistance of any person, except for commission members, candidates, representatives of electoral subjects, the press and other media, or observers;
- ▶ the person selected by the voter shall help him/her to fill out a ballot paper in the polling booth and in his/her presence shall put ballot papers in a special envelope and drop them into the ballot box instead of the voter.

MAINTAINING ORDER AT A POLLING PLACE AND IN ITS VICINITY ON POLLING DAY

(Election Code – Article 59)

The PEC chairperson shall be responsible for keeping order at the polling place on polling day. The decisions made by the PEC chairperson for the purpose of keeping order at a polling place shall be binding upon the PEC members, all persons authorized to be present at the polling place and voters.

In the case of interference with the work of a PEC and a disturbance of order, the PEC shall have the right to expel the person(s) responsible from the building where the commission is located. In the cases of expulsion, a relevant order shall be issued and signed by the PEC chairperson and members.

ATTENTION!

- ▶ Armed individuals may not enter a polling place.
- ▶ If there is a threat to public order, polling procedure or the safe movement of election documents at a polling place and in its vicinity, police officers may be called in at the request of the PEC chairperson. Police officers, in agreement with the PEC chairperson, shall leave the polling place and its vicinity as soon as public order is restored.

TEMPORARY SUSPENSION OF THE POLLING PROCESS

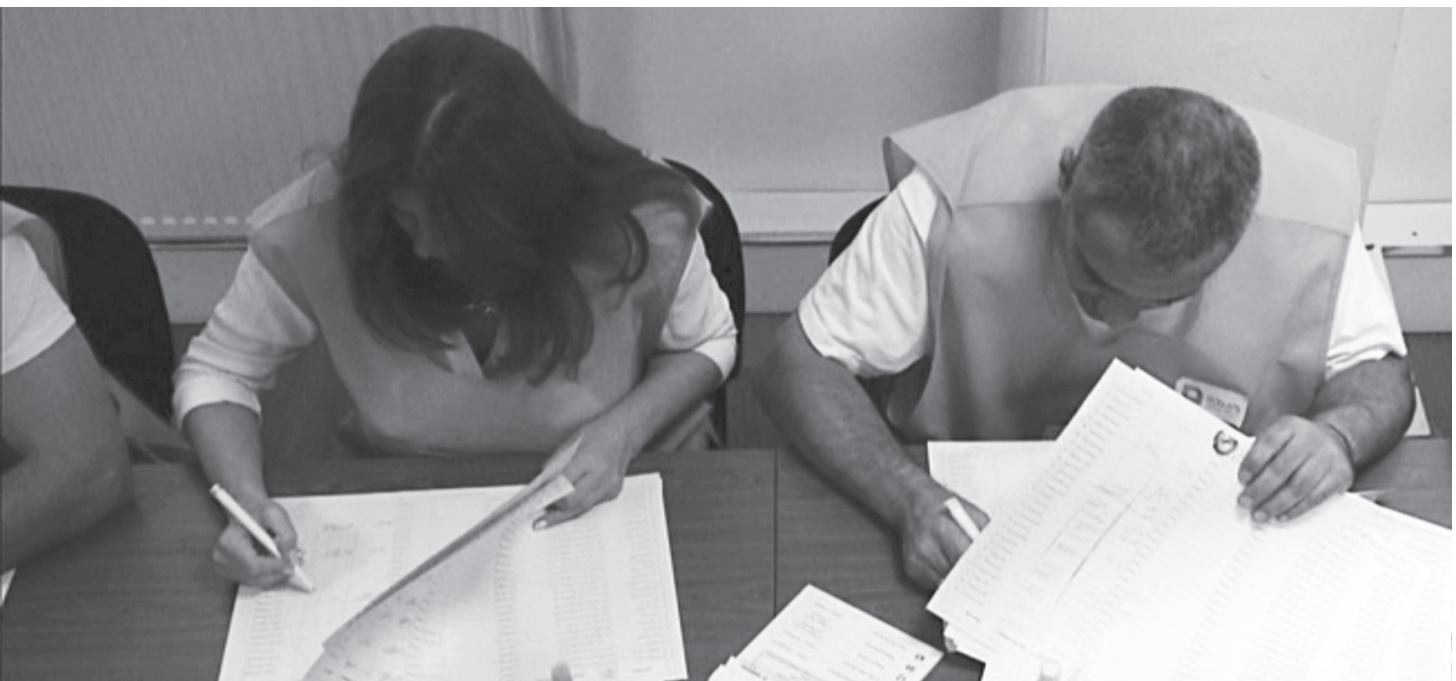
It shall be prohibited to close a polling place, or suspend or terminate the polling process, during voting.

If there are circumstances hindering the polling process, the PEC chairperson shall immediately inform the relevant DEC and wait for relevant instructions.

KEEPING RECORDS OF VOTERS PARTICIPATING IN THE VOTING

(Election Code – Articles 65(6))

Registrars of voters are recommended to count the number of signatures of voters in the lists of voters and the number of ballot papers issued by them (including the spoiled ballot papers submitted to the PEC chairperson), at 10.00, 12.00, 15.00 and 17.00 on polling day without hindering the polling process, and then to notify the PEC chairperson of the results.



ATTENTION!

If there is a discrepancy between the results of counting, the voters' registrar shall immediately write an explanation, which shall be attached to the summary protocol(s) of polling results.

The PEC secretary shall record the number of signatures of voters casting votes at 12.00 and 17.00 and record the results in the demonstration protocols of polling results, in the polling day logbook, and notify the relevant DEC of the number of signatures.

MOBILE BALLOT BOX VOTING

The mobile ballot box voting procedure shall start at 9.00 and end at 19.00. The slot for inserting ballots in the ballot box shall be sealed immediately upon the end of voting. A mobile ballot box shall be returned to the relevant electoral precinct not later than 20.00 (*Election Code – Article 66(1)*)



Persons authorised to be present at a polling place shall have the right to monitor the mobile voting procedure, at their own discretion. If a vehicle is used during mobile voting, the relevant PEC shall allocate space in the vehicle for 2 observers selected by the casting of lots from among the persons authorised to be present at the polling place (*Election Code – Article 66(5)*).

The PEC chairperson shall provide the election commission members accompanying a mobile ballot box with (*Election Code – Article 66(3)*):

- ▶ the sealed mobile ballot box with a control sheet in it;
- ▶ the list of mobile ballot box voters;
- ▶ special envelopes;
- ▶ the required number of ballot papers signed and sealed with a special seal by the registrar of voters.

The PEC secretary shall enter on page 4 of the polling day log-book the number of ballot papers given to PEC members accompanying the mobile ballot box and the number of returned ballot papers left unused after the end of the voting, as well as the time when the mobile ballot box was taken from and returned to the electoral precinct.

ATTENTION!

Inking shall not be used with respect to mobile ballot box voters (*Election Code – Article 64(5)*).

In the case of mobile ballot box voting due to ‘physical condition’, the PEC member accompanying the mobile ballot box shall write – ‘physical condition’ – in the box – ‘voter’s signature’ – and endorse it with his/her signature.

A person chosen by the mentioned voter (except for a member of the commission, a candidate, a representative of an electoral subject, representatives of the press and other media or an observer) shall, instead of the person with a physical incapacity, in his/her presence, complete the ballot paper(s), place it (them) in a special envelope and insert it (them) into the mobile ballot box (*The CEC Decree No 20/2012 of 21 June 2012*).

The PEC members accompanying the mobile ballot box shall, after returning to the polling place, transfer the unused ballot papers and special envelopes to the PEC secretary. The PEC secretary shall cut off a corner of such ballot papers, write on them the word ‘spoiled’ and store them separately after they have been signed by the PEC chairperson.

CHAPTER III – CLOSING ELECTORAL PRECINCTS, SUMMARISING POLLING RESULTS

CLOSING ELECTORAL PRECINCTS

The polling procedure shall be completed and polling places shall be closed at 20.00. Voters queuing at that time shall have the right to cast their votes. One of the PEC members, upon the instructions of the PEC chairperson, shall register the first and last names of the voters in the queue and give information about their number to the PEC chairperson, while the PEC secretary shall record the given number in the polling day log-book. As soon as the last voter casts the vote, polling shall be announced as completed and the PEC shall seal the slot for inserting ballot papers (*Election Code – Article 65(8)*).

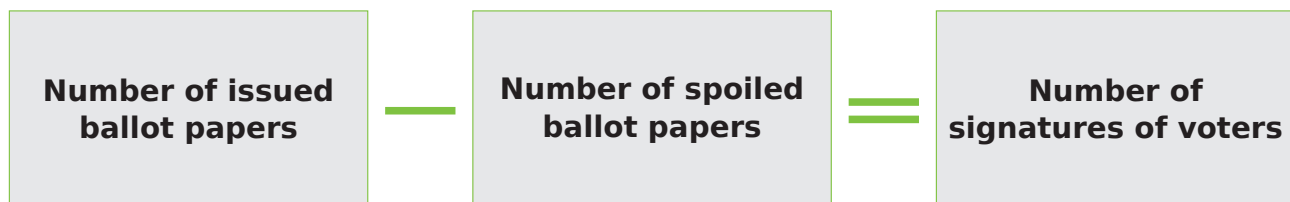
The PEC chairperson shall ensure that everybody, except for those authorised to be present at the polling place, leaves the electoral precinct. The PEC secretary shall record in the polling day logbook the names of persons authorised to be present at the polling place at the time of counting the votes.

ATTENTION!

Only persons authorised to be present in the polling place shall have the right to enter and leave the polling place after its closure.

ORGANISING ELECTORAL PRECINCTS FOR THE VOTE-COUNTING PROCEDURE

After the close of the polls, the PEC chairperson shall go to each registrar, who, upon the instructions of the PEC chairperson, shall (taking account of the data in the written explanations (if any) drawn up by the registrar of voters before the end of the voting) count:



ATTENTION!

- ▶ If the equation is not fulfilled, the registrar of voters shall recount and verify the numbers. If the equation still cannot be fulfilled, the registrar of voters shall write an explanatory note (indicating the reason), and attach it to a summary protocol(s).
- ▶ The information provided in the explanations (if any) of the registrar of voters shall be taken into account when drawing up a summary protocol(s).
- ▶ After verifying the above data, the registrars should count the gender data of voters who participated in the voting, in all types of lists. The chairperson shall transfer the data to the DEC.

The PEC chairperson shall, in the presence of the persons authorised to be present at the polling place, select by the casting of lots at least three counting officers, while observers shall select from among their members not more than two supervisors by mutual agreement. If observers fail to come to an agreement, the PEC chairperson shall select two supervisors from among the observers by the casting of lots (*Election Code – Article 67(1)*).

The procedure for selecting counting officers by the casting of lots shall be conducted as follows: the PEC chairperson shall

- ▶ prepare slips of paper of the same form and type according to the number of the members of the commission;
- ▶ write, with the same writing implement, on the slips of paper the name of the function – ‘first counting officer’, ‘second counting officer’, ‘third counting officer’;
- ▶ certify the slips of paper for the casting of lots with a special stamp;
- ▶ fold the slips of paper for the casting of lots in such a way that it is impossible to read the text, and place them on the table.



The PEC members participating in the casting of lots shall draw the slips of paper one by one. The PEC secretary shall enter the results of the casting of lots on page 3 of the polling day log-book (the PEC members shall certify with signatures the assignment of functions) (*Election Code – Article 61(2)(f)*).

The PEC chairperson shall select, by the casting of lots, from among the representatives of electoral subjects present at the polling place, not more than two representatives who shall participate in the process of counting valid and/or invalid ballot papers along with the counting officers selected by the casting of lots from among the PEC members (*Election Code – Article 67(2)*).

ATTENTION!

The representatives of those electoral subjects that appointed the PEC members that are counting officers selected by casting lots may not participate in the casting of lots (*Election Code – Article 67(2)*).

The PEC chairperson and counting officers shall arrange the electoral precinct for the vote counting procedure:

- ▶ counting officers shall take their places at one side of the desk;
- ▶ the PEC chairperson shall take a position that enables him/her to see all the counting officers;
- ▶ the PEC secretary shall take his/her place next to the PEC chairperson and enter records into the polling day log-book;
- ▶ other persons authorised to be present at the polling place shall take their places at a two-metre distance from the desk (from the counting officers) (*Election Code – Article 68(3)*).

The PEC chairperson shall bring to the desk of counting officers:

- ▶ the Unified List of Voters, the special list of voters, the mobile ballot box list;
- ▶ unused ballot papers;
- ▶ spoiled ballot papers;
- ▶ the main and mobile ballot boxes;
- ▶ the control sheet kept for comparison;
- ▶ a calculator.



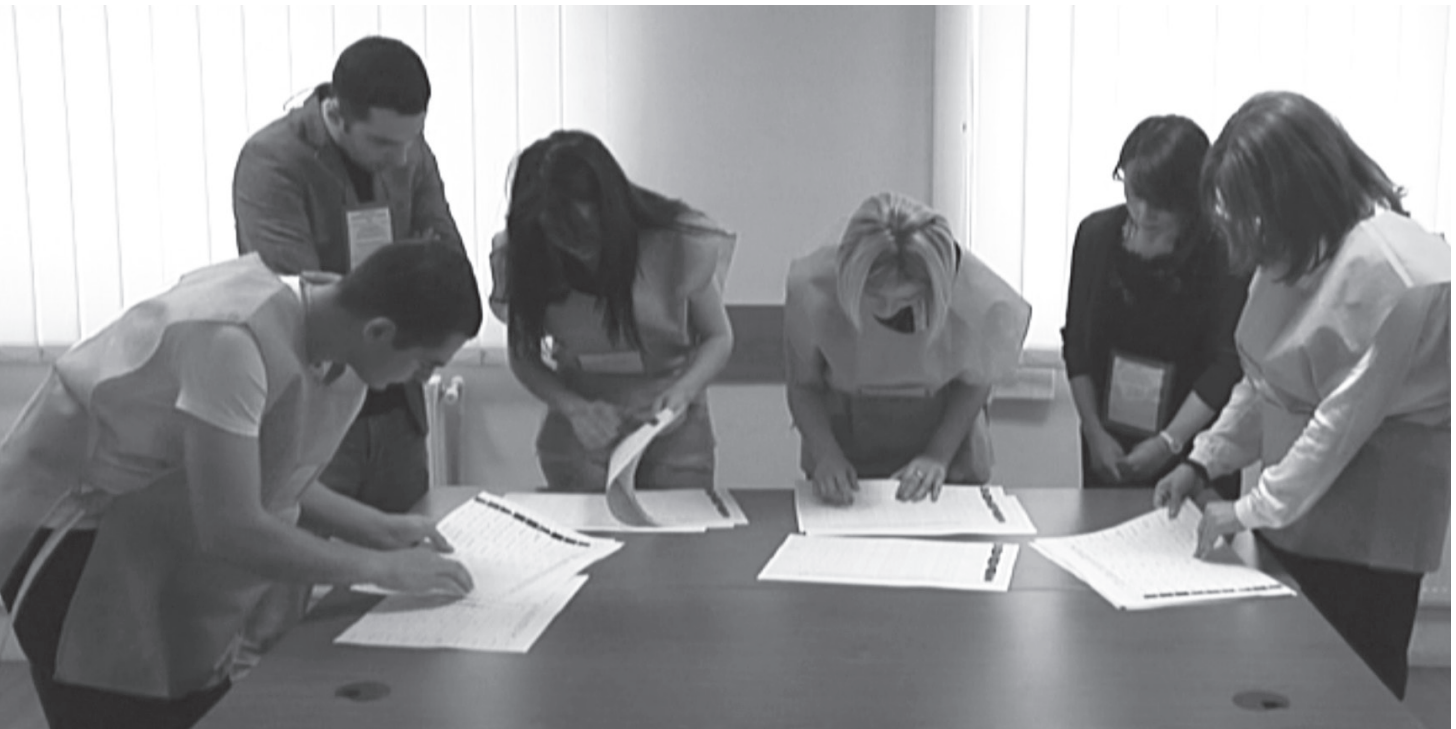
PROCEDURES TO BE CARRIED OUT BEFORE OPENING A BALLOT BOX

(Election Code – Article 67)

Counting officers shall sequentially count the total number of voters

(Election Code – Article 67(3)):

- ▶ according to the Unified List of Voters;
- ▶ according to the special list of voters;
- ▶ according to the mobile ballot box list.



The PEC secretary shall immediately incorporate the results into the demonstration protocol and the polling day log-book.

The PEC secretary shall cut off a corner of any unused ballot paper; and bind unused and spoiled ballot papers in separate packages (Election Code – Article 67(4)).

SEALING THE LISTS OF VOTERS, SPOILED AND UNUSED BALLOT PAPERS

(Election Code – Article 67(3); 67(4-5¹))

The PEC secretary shall seal separately:

- ▶ the Unified List of Voters;
- ▶ the special list of voters;
- ▶ the list of mobile ballot box voters.

Counting officers shall seal separately:

- ▶ unused ballot papers;
- ▶ spoiled ballot papers.

Counting officers shall specify the name and number of the electoral precinct, and the type of the election documentation. Packages shall be signed by counting officers and the PEC chairperson.

Upon the completion of the above procedures, the PEC secretary shall record the number of cases related to the discrepancy between the voter's face and the photographs in presented document(s)/the list of voters, and the number of documents attached to the polling day log-book (enter the relevant data into the log-book).

The PEC secretary shall seal the above documents, and indicate on the sealed package the name and number of the electoral precinct, the type of the documentation and sign the sealed package.

OPENING MOBILE BALLOT BOXES

(Election Code – Articles 68(1),(2),(4))

The PEC shall first open the mobile ballot box.

The PEC chairperson shall check the integrity of the seal on the ballot box in the presence of the PEC members and persons authorized to be present at the polling place.

ATTENTION!

If the integrity of the seal on the ballot box is damaged, but the PEC considers that this fact has not violated the requirements of the law, the procedure for summarising the voting results shall continue under a PEC ordinance (the relevant DEC shall be notified of this fact). Otherwise, the ballot box shall be sealed and immediately transferred to the higher DEC together with the PEC ordinance.

Counting officers shall place the special envelopes from the mobile ballot box on the desk and then:

- ▶ check whether the control sheet is present in the mobile ballot box;
- ▶ compare the control sheet in the mobile box with the control sheet kept for comparison with the PEC;
- ▶ if no violation has been identified, the PEC chairperson shall instruct the counting officers to return the special envelopes to the mobile box temporarily.



ATTENTION!

If the control sheet is absent from the mobile ballot box, or there are discrepancies between the control sheets, all special envelopes and ballot papers shall be bundled in one package and labelled 'invalid'. The given documents shall be transferred to the relevant DEC after the completion of the voting and vote-counting procedures at the polling place.

OPENING THE MAIN BALLOT BOX

(Election Code – Articles 68(1),(2),(5))

The PEC chairperson shall check the integrity of the seal on the ballot box in the presence of PEC members and persons authorized to be present at the polling place.

ATTENTION!

If the integrity of the ballot box is damaged, but the PEC considers that this fact has not violated the requirements of the law, the procedure for summarising the voting results shall continue under a PEC ordinance (the relevant DEC shall be notified of this fact). Otherwise, the ballot box shall be sealed and immediately transferred to the higher DEC together with the PEC ordinance.

Counting officers shall:

- ▶ place on the desk the special envelopes and ballot papers contained in the main ballot box;
- ▶ check the presence of the control sheet in the main ballot box and compare it with the control sheet kept for comparison with the PEC.

ATTENTION!

If there is discrepancy between the control sheets or the control sheet is absent from the main ballot box, all special envelopes and ballot papers shall be packaged and sealed, and the relevant protocol shall be drawn up and immediately forwarded to the relevant DEC.

Vote-counting procedure:

Counting officers shall take their places at one side of the desk. Two monitoring officers selected from among the observers and two representatives of electoral subjects selected by casting lots shall stand next to them.

SORTING BALLOTS PAPERS

(Election Code – Article 69)

The first counting officer shall:

- ▶ take ballot papers out of special envelopes;
- ▶ verify the authenticity of ballot papers;
- ▶ announce for whom the vote was cast;
- ▶ transfer the ballot papers of one type to the second counting officer, the second type of ballot papers to the third counting officer, etc.-
- ▶ place special envelopes separately.

Counting officers shall place separately:

- ▶ ballot papers according to the votes given to each electoral subject;
- ▶ ballot papers declared invalid;
- ▶ ballot papers raising doubts.



A standard ballot paper shall be deemed invalid only in the following cases:

- ▶ the special envelope does not comply with the standard sample;
- ▶ there is more than one ballot paper of the same type in excess of the required number of ballot papers in a special envelope;
- ▶ a ballot paper has been dropped in a ballot box without a special envelope;
- ▶ the ballot paper has not been endorsed by the signature and special seal of a registrar of voters;
- ▶ it is impossible to determine for which electoral subject a voter cast the vote;
- ▶ the ballot paper was intended for another electoral precinct (such ballot papers shall be bundled in a separate package and their number shall not be included in the summary protocol of voting results, but shall be recorded only in the polling day log-book).

After all the ballot papers are sorted into different categories, the PEC shall review and decide by vote whether the ballot papers raising doubts about their validity are authentic.



The ballot papers that are deemed valid shall be added to the pile of valid ballot papers (according to votes given to the electoral subject), while the ballot papers that are deemed void shall be added to the pile of invalid ballot papers.

COUNTING BALLOT PAPERS

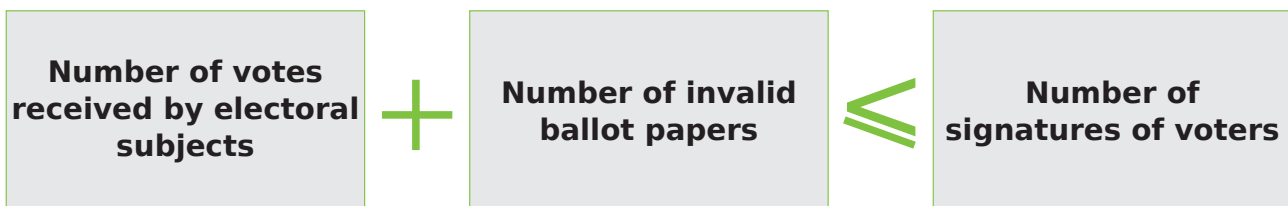
After all ballot papers have been sorted into different categories, the PEC chairperson shall instruct the counting officers to count:

- ▶ ballot papers declared invalid;
- ▶ votes given to each electoral subject.

ATTENTION!

Every 10 ballot papers belonging to an electoral subject shall be bound with metal clips and each package, either complete or incomplete, shall specify the quantity of ballot papers in the package.

The PEC chairperson shall announce the number of votes given to each electoral subject. For the purpose of verifying the accuracy of the data, the PEC secretary, together with the PEC chairperson, shall check:



If the sum of the votes received by electoral subjects and invalid ballot papers is more than the number of voters' signatures, the PEC chairperson shall instruct the counting officers to recount the data, after which the PEC secretary shall enter the results into the polling day log-book and the demonstration protocols of polling results.

SEALING BALLOT PAPERS

(Election Code – Articles 69(6.9))

After counting the ballot papers, the PEC chairperson shall instruct the counting officers to seal in separate packages:

- ▶ invalid ballot papers (the package shall be marked with 'invalid');
- ▶ the pile of ballot papers belonging to an electoral subject.

ATTENTION!

The packages belonging to an electoral subject shall specify the name and the number of the electoral precinct, the information on the electoral subject (name, first and last names), the number of votes received by him/her and the number of ballot papers in the package.

On each package the counting officers shall specify the numbers of the district and the precinct, and the type and quantity of ballot papers in the package. The sealing line of the packages shall be signed by the counting officers and the PEC chairperson.



DRAWING UP SUMMARY PROTOCOLS OF POLLING RESULTS

(Election Code – Articles 70-71)

The PEC secretary shall, in agreement with the PEC chairperson, enter data into the summary protocol of polling results after the sealing of ballot papers.



All PEC members shall sign the summary protocol of polling results, and if they do not agree with the data entered into it, they shall have the right to attach their dissenting opinion to the protocol in writing. The summary protocols of polling results shall be endorsed by a special PEC seal.

No changes shall be made to the data entered into the summary protocol of polling results. If a mistake has been made when entering data into the summary protocol, in order to correct the mistake, a notation – ‘amended’ – shall be made next to the relevant data in the summary protocol. The PEC secretary shall draw up an amendment protocol that shall specify the amended data entered into the summary protocol and the date and time of drawing up the protocol. All PEC members attending the meeting shall sign the amendment protocol.

The amendment protocol shall be affixed with the PEC seal and recorded in the log-book and the registration book, and shall be attached to the summary protocol whose data were amended.



PUBLICITY OF THE SUMMARY PROTOCOLS OF POLLING RESULTS (Election Code – Articles 71(8))

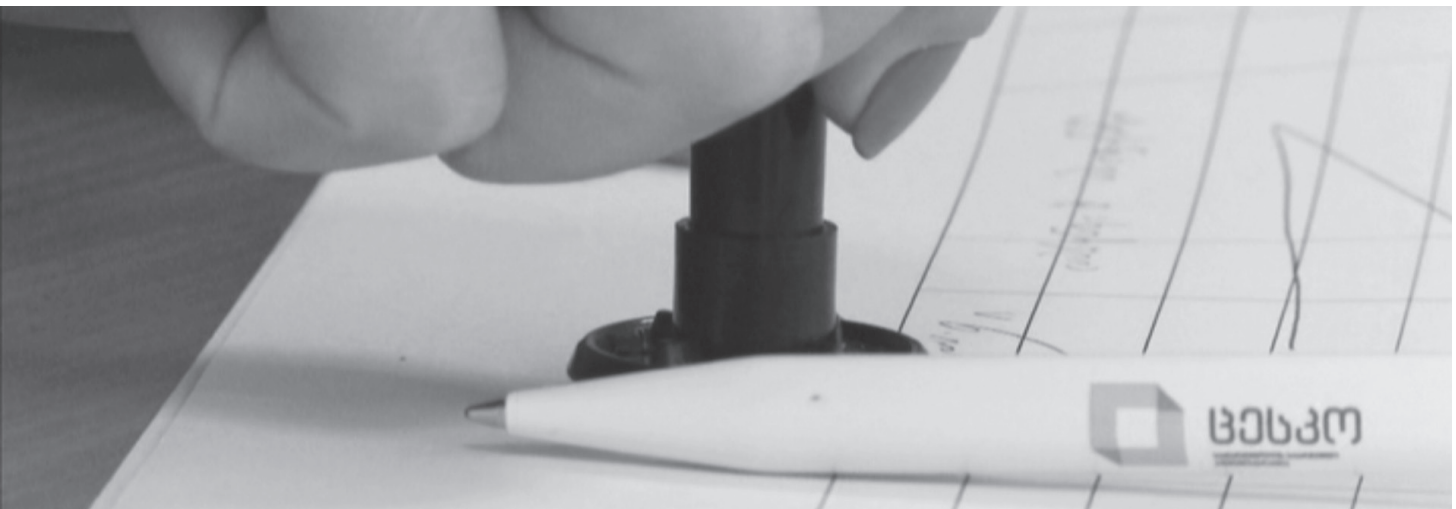
A PEC shall post the photocopies of the summary protocol of polling results for public review. A PEC shall, upon request, immediately make available the photocopies of the summary protocols, together with the dissenting opinions (if any) of commission members, to all persons authorised to be present at the polling place.

The photocopies of summary protocols shall be certified by the PEC seal and the signatures of the PEC chairperson and secretary. The person receiving the photocopies of summary protocols shall confirm receipt by signing in the polling day log-book.

The PEC shall immediately forward the photocopies of the summary protocols of polling results, together with the amendment protocols and written explanations of registrars (if any) to the CEC by the technical means available to it.

CLOSING THE REGISTRATION BOOK, SEALING THE POLLING DAY LOG-BOOK, TRANSFERRING THE ELECTION DOCUMENTS TO THE DEC

After completing all procedures, the registration book and the polling day log-book shall be closed, signed by the PEC chairperson and secretary, and certified by the special PEC seal.



The commission shall seal:

- ▶ the polling day log-books and applications/complaints;
- ▶ the special seal of the PEC (all PEC members shall sign the sealed package of the special seal of the PEC).

ATTENTION!

Summary protocols and registration book shall not be sealed.

Persons authorized by a PEC shall transfer to the relevant DEC the election inventory and a box/bag of election documents containing sealed election documentation. A delivery and acceptance certificate shall be drawn up to that effect. The delivery and acceptance certificate shall be signed by the issuer and receiver of election documentation and both of them shall retain one signed copy of the document.



PART IV

APPLICATIONS/COMPLAINTS
MADE ON POLLING DAY

CHAPTER I – REGISTERING APPLICATIONS/ COMPLAINTS MADE ON POLLING DAY

Representatives of the parties/electoral blocs/initiative groups of voters and observers at PECs and higher DEC's shall have the right to:

- ▶ submit an application/complaint to the PEC chairperson, deputy chairperson or secretary (Annex No2);
- ▶ enter claims, complaints and comments related to election procedures made on polling day into the polling day log-book (on page 10 and following pages).

ATTENTION!

- ▶ Nobody shall prevent a person authorised to be present at a polling place from entering claims, comments or complaints into the polling day log-book (*Election Code – Article 62(10)*).
- ▶ A person entering a record into the polling day log-book shall indicate his/her first name, last name and address (according to the identification card of a citizen of Georgia).

The PEC secretary shall register the application/complaint in the incoming documentation section of the registration book and issue a certificate to the applicant/complainant indicating the date, time and registration number of the application/complaint. The PEC secretary shall confirm the certificate with a signature. (Annex No 3).

If representatives of electoral subjects selected by lot for the purposes of observing the registration process of complaints identify violations, the PEC shall make a decision concerning the registration.

PROCEDURE FOR IDENTIFYING DEFICIENCY OF APPLICATIONS/ COMPLAINTS MADE ON POLLING DAY

The PEC secretary, chairperson or deputy chairperson may identify deficiency of an application/complaint and allow the applicant/complainant a reasonable time for its correction **if the application/complaint does not include:**

- ▶ the date and time of drawing up the application/complaint;
- ▶ the first and last names of the applicant/complainant, and the place of his/her registration;

- ▶ the number of the election precinct;
- ▶ the first and last names and the place of registration of a witness, if any.

The applicant/complainant shall have the right to correct the defect within the set deadline by submitting the same or a new application/complaint (indicating the data for which deficiency was identified in the application/complaint). The PEC secretary shall make a note – ‘defect’ – in the registration book. The applicant/complainant and the PEC secretary shall sign along the note.

ATTENTION!

The parties shall determine the deadline for correcting defects. If the parties fail to agree on the deadline for correcting a defect, the person receiving the application/complaint shall determine the deadline unilaterally.

Upon the correction of the defects, the PEC secretary, chairperson or deputy chairperson shall make a note – ‘corrected’ – in the registration book, indicating the exact time and date of the correction. The applicant/complainant and the relevant PEC official shall sign along the note.

ATTENTION!

If the defect has not been corrected within the specified deadline, the application/complaint shall not be reviewed and the PEC shall issue an ordinance to that effect (the specific reasons for leaving the application/complaint without review shall be indicated in the title of the ordinance).

CHAPTER II – RESPONDING TO APPLICATIONS/ COMPLAINTS MADE ON POLLING DAY

A PEC chairperson shall respond promptly and adequately to applications/complaints related to procedural violations occurring between 7 a.m of polling day and the opening of the ballot box and shall rectify the violation.

In the case of rectification of the violation, a relevant note – ‘violation rectified’ – as well as the exact time of rectifying the violation shall be recorded in the polling day log-book.

The PEC shall not review applications/complaints concerning the violation of procedures for counting and summarising votes. The PEC shall forward such complaints to the DEC within two calendar days after polling day.

The submitted applications/complaints shall not be reviewed, and the PEC shall issue an ordinance on leaving an application/complaint without review if:

- ▶ an application/complaint is drawn up by an unauthorised person;
- ▶ an application/complaint does not specify the substance of the violation and the time of its commission;
- ▶ an application/complaint was submitted to the election commission in violation of the terms determined by law;
- ▶ the defects in an application/complaint have not been corrected within the specified time.

The reasons for leaving the application/complaint without review shall be specified in the title of the ordinance.

ANNEX N1

Approved by Decree of the CEC
No 14/2012 of 9 March 2012

Code of Ethics for Electoral Administration Officers

Article 1 – General provisions

The Code of Ethics for Electoral Administration Officers (‘the Code’) determines the rules of conduct, which must be followed by the Electoral Administration officers.

Article 2 – Legal basis for the Code

The legal bases for this Code are the Constitution of Georgia, the Organic Law of Georgia on the “Election Code of Georgia” (‘the Election Code’), and legislative and subordinate normative acts of Georgia.

Article 3 – Definition of terms

For the purposes of this Code, the terms used herein shall have the following meanings:

- a) Electoral Administration – the Central Election Commission (CEC), the CEC staff, the Supreme Election Commission (SEC), the SEC staff, district election commissions (DECs) and precinct election commissions (PECs);
- b) family member – a spouse, child and step-child, direct relative in the ascending and descending line, sister and brother, as well as a person permanently residing with an officer.

Article 4 – Purpose, objectives and scope of the Code

1. The purpose of the Code is to promote the prestige of the Electoral Administration and enhance its credibility with the public, and to ensure the observance and establishment of these rules of conduct with respect to the parties engaged in the election process.
2. The objective of the Code is to enhance the commitment of officers to professional ethics and high moral standards, and to increase their personal responsibility in relation to official duties.
3. The Code applies to officers employed by the Electoral Administration.

Article 5 – Basic principles of activities of Electoral Administration officers (‘the Officers’)

Officers shall:

1. Respect the law:

ensure the precise and consistent implementation of election legislation and be independent, honest and impartial when fulfilling their functions.

2. Be fair, impartial and independent:

- a) ensure an equal and fair environment for electoral subjects, voters and other persons participating in the election process;
- b) avoid actions that may be perceived as actions supporting/opposing any party or electoral subject;
- c) in the case of the registration of a family member of an officer as an electoral subject, submit a written application to the higher election commission and/or the CEC within five business days. The

failure to submit such an application within the specified time limits may constitute grounds for the imposition of disciplinary liability;

- d) refuse any gift or other benefit from political parties, organisations or persons who are engaged in the election process;
- e) during the election period, not attend parties, banquets and festive events that are organised by political parties, organisations or persons engaged in the election process;
- f) avoid personal meetings with and visits to local and state officials.

3. Act transparently:

support interested parties in obtaining information and documents related to the election process or to the activities of the Electoral Administration (except for information in the lists of voters containing personal ID numbers).

4. Be professional, organised and punctual:

- a) participate in training sessions organised for them and thoroughly study the election procedures;
- b) not allow the use of working hours and office property for unofficial purposes;
- c) be sociable and avoid the origination or development of personal or other conflicts;
- d) tactfully voice substantiated criticism when expressing personal opinions;
- e) be punctual and act within the time limits established by law.

Article 6 – Liability for violation of this Code

1. The violation of this Code is a disciplinary offence, which may result in the imposition of liability on Electoral Administration officers as provided for by the Election Code and the Law of Georgia on Public Service.
2. The Electoral Administration officers who are not civil servants and who are not subject to the Law of Georgia on Public Service shall be held liable for the violation of this Code according to the measures and procedures established by the Election Code.

ANNEX N2

Details of Applications/Complaints Submitted to Election Commissions

An application/complaint shall include the following:

- ✓ the date and time of drawing up the application/complaint*;
- ✓ the name, surname and place of registration of the applicant/complainant*;
- ✓ the number of the electoral precinct*;
- ✓ if there is a witness, the name, surname and place of registration of the witness*;
- ✓ the substance and time of the violation**;
- ✓ if the person responsible is identified, the data on the person responsible that it was possible to establish**;
- ✓ the explanation (if any) of the person responsible**;
- ✓ the contact phone number (home phone and/or mobile phone number) of the applicant/complainant***;
- ✓ the fax number and e-mail (if any) of the applicant/complainant***;
- ✓ other additional information.

* Inaccurate or incomplete provision of these details shall constitute grounds for identifying deficiency in the application/complaint, and in the case of failure to remedy the defect, grounds for leaving it without review.

**Failure to specify the above details shall constitute grounds for leaving the application/complaint without review without identifying deficiency in it.

*** Inaccurate or incomplete provision of the above details shall not constitute grounds for identifying deficiency in the application/complaint or for leaving it without review, but it may become grounds to preclude the invitation of the applicant/complainant to attend the review of the complaint.

ANNEX N3

No „.....“ Electoral District

No „.....“ Precinct Election Commission

**Certificate
of Registration of Application/Complaint**

Date of submission of the application/complaint.

Time of submission of the application/complaint.
.....

Registration number of the application/complaint.

PEC Secretary

.....
/Signature/

ANNEX N4

Authorities of PEC Chairperson**1. Authorities with respect to PEC meetings.**

- call a PEC meeting (*Election Code - Article 8(2)*);
- chair a PEC meeting (*Election Code - Article 27(1)(b)*).

2. Administrative functions.

- You may give assignments to the PEC deputy chairperson, secretary and other PEC members (*Election Code- Article 27(1)(e)*);
- You shall have the right to issue an ordinance (*Election Code- Article 30(1)(c)*);
- You shall receive and distribute, by your resolution, the electoral documents and correspondence submitted and addressed to the PEC (*Election Code- Article 27(1)(c)*);
- You shall be responsible for the receipt from the DEC of electoral documents, inventory and other materials, as well as for their storage and purposeful distribution (*Election Code - Article 27(1)(d); Article 63(6)*).
- In order to ensure publicity, please take into consideration that the following should be displayed in a visible place (*Precinct Election Commission Regulations - Article 8*):
 - PEC contact telephone numbers, fax numbers and other details;
 - the legal acts of the Electoral Administration that are related to PEC activities;
 - ordinances issued by the PEC and the PEC chairperson;
 - lists of voters, and the procedure and time limits for making amendments to the lists of voters and for appealing inaccuracies.

ATTENTION!

- ▶ Not later than the second day before polling day you will be provided with the final versions of the updated lists (versions designated for the election commission - the table list, and versions designated for public information - wall lists)(*Election Code - Article 31(11)*);
- ▶ You should remove the initial version of the table list designated for public information and display the updated list in the same place.

**Authority of a PEC chairperson on the day before
polling day
(7 October)**

1. Authority related to the arrangement of a polling place:

- You shall be responsible for arranging a polling place. Take into consideration the following (*Election Code - Article 58(4)*):
 - at least one booth with one pen shall be arranged for every 500 voters at the polling place;
 - places shall be allocated for the registration of voters and tables shall be placed according to the number of registrars;
 - a transparent ballot box shall be installed in a visible place;
 - a table for special envelopes shall be placed near the ballot box.
- The following shall be displayed in a visible place at the polling place (*Election Code - Article 58(4)(d); 58(5)*):
 - a public version of the Unified Lists of Voters (wall list);
 - a public version of the special list of voters (wall list);
 - a public version of the mobile ballot box list of voters (wall list);
 - candidate lists;
 - party lists;
 - voting instructions and the procedure determined by the CEC for filling out ballot papers;
 - extracts from the law specifying cases where a ballot paper is deemed invalid;
 - demonstration protocols of polling results;
 - if any of the electoral subjects entered into a ballot paper is no longer running in the elections, a notice to that effect shall be displayed at the polling place and in the secret polling booths.

2. Authority related to the receipt of electoral documents:

Remember: not later than 12 hours before the opening of the polls you shall receive ballot papers and special envelopes from the DEC. Upon receipt you **must recount** and compare the number of the delivered ballot papers and special envelopes with the data specified in the delivery and acceptance certificate (*Election Code - Article 63(9)-(11)*). Verify that the number of your PEC and DEC are specified on the ballot papers.

**Authority of a PEC chairperson on polling day
(8 October)**

7.00-8.00

- Open the electoral precinct at 7.00, notify the DEC by phone about the opening of the electoral precinct and about the quorum of PEC members (7 members) (*Election Code - Article 61(1)*).

- Give to the PEC secretary the polling day log-book, registration book, summary protocols and demonstration protocols (to be displayed in a visible place).

- Check the accreditation certificates of the authorised persons present at the polling place (valid only together with an ID card).

- Publicly check the integrity of the package that contains the special seal of the PEC and open it (specify the number of the seal on page 9 of the polling day log-book) (*Election Code - Article 61(2)(b)*).

- Identify, by casting lots only from among the PEC members appointed by the parties, two PEC members who will be responsible for accompanying the mobile ballot box (*Election Code - Article 61(2)(d)*).

- Conduct another casting of lots to assign the other functions to the PEC members (PEC member responsible for regulating the flow of voters, registering voters, supervising ballot boxes and special envelopes) (*Election Code - Article 61(2)(e)*).

- Identify, by casting lots, from among the representatives of electoral subjects present at the electoral precinct, not more than two representatives for the purpose of supervising the registration process of complaints. Remember: the representatives identified by casting lots and the PEC secretary may not be persons nominated by the same electoral subject (*Election Code - Article 61(5)*).

- Ask the PEC secretary to announce the number of voters on the Unified List of Voters, on the special list of voters, as well as on the mobile ballot box list of voters (if any) (*Election Code - Article 61(6)(a); Article 61(9)*).

- Ask the PEC secretary to announce the number of received ballot papers and special envelopes (*Election Code - Article 61(6)(b); Article 61(9)*).

- Ensure that the ballot boxes are empty and put a seal with a unique number on the main and mobile ballot boxes (*Election Code - Article 61(6)(c)*).

- Provide each registrar of voters with: a list of 300 voters (a special list of voters shall also be provided to one of the registrars), one notebook of ballot papers, electoral ink, registrar's seal (specify the number of the seal on page 9 of the polling day log-book) (*Election Code - Article 61(7)*).

- Provide the person responsible for regulating the flow of voters with a UV detector to check inking.

- Provide the observer of the ballot box and special envelopes with special envelopes and the main ballot box.

- Immediately after providing PEC members with the materials, before the beginning of the voting, fill out, together with the secretary, the self-copy form of the control sheet (except for the data on the first voter). Ensure that the control sheet is signed by all PEC members present (*Election Code - Article 61(10)*).

From 8.00

- Upon arrival at the electoral precinct, the first voter shall be registered and take a ballot paper. After that, instruct the PEC secretary to enter the data of the first voter into the control sheet, which must be signed by the first voter, and to specify the exact time the control sheets are placed into the ballot boxes. Insert one copy of the control sheet into the main ballot box, the second copy into the mobile box (if any) and keep the third copy (*Election Code - Article 61(10)*).

- After the registration of the first voter, notify the DEC by phone about the sealing of the ballot box(es), about dropping the control sheet(s) into the ballot box(es) and about the beginning of the voting.

From 9.00

- Instruct two PEC members, appointed by casting lots, to conduct mobile ballot box voting and provide them with the following (*Election Code - Article 66(3)*):
 - the mobile ballot box list voters list;
 - the necessary amount of ballot papers signed and sealed with the registrar's seal by the registrar of voters;
 - special envelopes;
 - a sealed ballot box, which must contain a control sheet.

-
- 10.00**
 - 12.00**
 - 15.00**
 - 17.00**
- Ask the registrars of voters to count, without interfering with the polling process, the number of signatures of voters in the lists of voters and the number of ballot papers issued by them (including the number of spoiled ballot papers submitted to the PEC chairperson). In the case of any discrepancy between the data, the registrar of voters shall immediately write an explanation, which you must attach to the summary protocols of polling results.

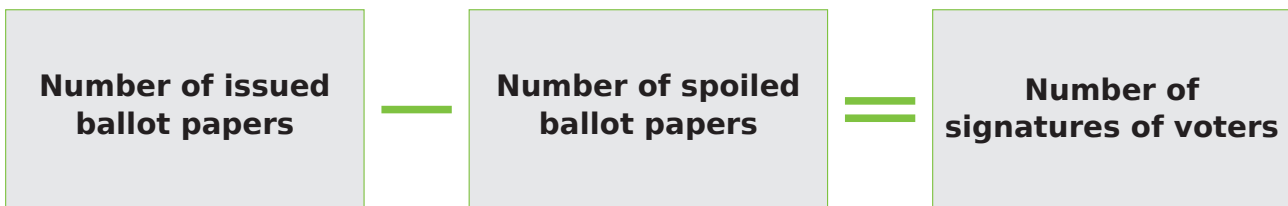
Instruct the PEC secretary to record the number of signatures put by voters participating in the polling on the lists of voters, and counted together with the registrars at **12.00** and **17.00**, in the polling day log-book and in the demonstration protocols of the polling results, and notify the DEC accordingly (*Election Code - Article 65(6)*).

Before 20.00

- The mobile ballot box shall be returned to the electoral precinct not later than 20.00.
(*Election Code - Article 66(1)*).

From 20.00 until the opening of the ballot box

- Announce the closing of the polls at 20.00. Instruct one of the PEC members to count the number of voters waiting in the line. After the end of the voting close the doors of the electoral precinct and seal the slot of the ballot box (*Election Code - Article 65(8)*).
- After the close of the polls, approach each registrar of voters and instruct them to count, taking account of the data recorded in their explanations (if any) before the close of the polls:



If the equation is not fulfilled, instruct the registrar of voters to recount and specify the quantities. If the equation still is not fulfilled, ask the registrar of voters to write an explanation, which you must attach to the summary protocol/protocols of polling results.

- After determining the above data, instruct the registrars to count, in all types of lists, the gender data (number of females) of voters participating in the voting. Submit the data to the DEC.
- Select by casting lots at least three counting officers (*Election Code - Article 67(1)*).
- Select by casting lots two supervisors from among the observers, unless the observers select from among themselves, by mutual agreement, the persons responsible for supervising the process of counting ballot papers (*Election Code - Article 67(1)*).
- Select by casting lots not more than two representatives of from among the representatives of the electoral subjects present at the electoral precinct, who will participate in the process of counting of valid and/or invalid ballot papers together with the counting officers selected by casting lots from among the PEC members (*Election Code - Article 67(2)*).
- Instruct the counting officers to count the number of signatures of voters on the Unified List of Voters, on the special list of voters and on the mobile ballot box list of voters (if any) (*Election Code - Article 67(3)*).
- Instruct the PEC secretary to seal separately the table versions of the Unified List of Voters, the special list of voters and the mobile ballot box list of voters (if any) (*Election Code - Article 67(3)*).

- Instruct the counting officers to seal separately unused and spoiled ballot papers (*Election Code - Article 67(4)*).

- Put the name and number of the electoral precinct, as well as the type of the electoral documentation, on the sealed package and sign it together with the counting officers (*Election Code - Article 67(5)*).

Opening of ballot boxes, filing out summary protocols of polling results

- Check the integrity of the seals of the ballot box and of the mobile ballot box (if any) (*Election Code - Article 68(1)*).

- First, open the mobile ballot box (if any). Counting officers shall check the existence of a control sheet in the mobile ballot box and establish its correspondence with the control sheet kept at the PEC for comparison (*Election Code - Article 68(4)*).

- Open the main ballot box. Counting officers shall check the existence of a control sheet in the ballot box and establish its validity by comparing it with the control sheet kept at the PEC (*Election Code - Article 68(5)*).

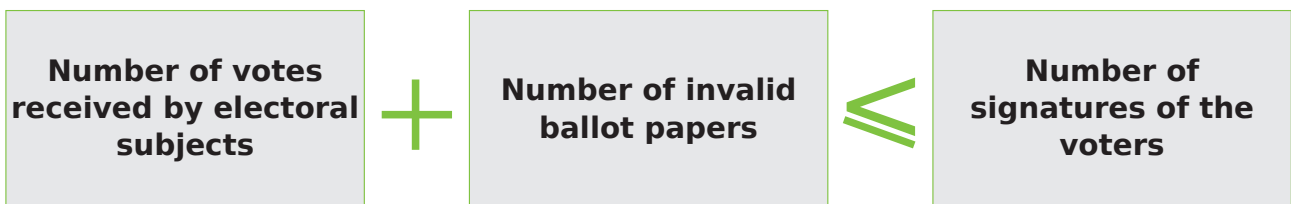
- Open the ballot box of an electoral precinct set up in an exceptional case (if any). Counting officers shall check the existence of a control sheet in the ballot box and establish its validity by comparing it with the control sheet kept at the PEC.

- If everything is in order, the counting officers shall mix special envelopes from the mobile and main ballot boxes and the ballot boxes of an electoral precinct created in an exceptional case (*Election Code - Article 68(5)*).

- Instruct the counting officers to sort out ballot papers. Together with the commission, put to the vote separate ballot papers which raise doubts about their validity (*Election Code - Article 69(5)*).

- Instruct the counting officers to count invalid ballot papers and the votes/ballot papers received by each electoral subject (*Election Code - Article 69(6)-(9)*).

- Together with the PEC secretary, check the accuracy of the data included in the summary protocols of polling results.



- Instruct the counting officers to bind and seal: invalid ballot papers (invalid ballot papers designated for another electoral precinct shall be sealed separately), ballot papers of each electoral subject (packages shall be signed by the counting officers and the PEC chairperson) (*Election Code - Article 69(6)-(9)*).

- The PEC secretary shall, with your consent, complete a summary protocol of polling results. The data included in the explanations written by the registrars of voters (if any) shall be considered when drawing up a summary protocol of polling results. The PEC secretary shall register a summary protocol of polling results in the registration book. All commission members are required to sign a summary protocol of polling results, which confirms their presence at the electoral precinct. Approve the completed summary protocols of polling results with the special seal of the commission. Immediately send to the CEC the photocopies of summary protocols of polling results, together with the amendment protocol/protocols and written explanations of the registrars of voters (if any) (*Election Code - Article 71(14)*).

- Upon the issuance of the copies of the summary protocols of polling results (if requested), sign them together with the PEC secretary and approve them with a special seal of the commission (*Election Code - Article 71(8)*).

- Seal in separate packages the special seal of the commission (all PEC members shall sign the sealed package containing the special seal of the commission) (*Election Code - Article 71(13)*), the seals of the registrars of voters and the polling day log-book together with applications/complaints. The registration book and summary protocols of polling results shall not be sealed.

- Place the sealed electoral documents in a big box or bag and deliver it to the DEC. Transport the summary protocols of polling results and sealed packages of the registration book, the log-book and applications and complaints separately from the box/bag.

**Authority of a PEC Secretary on Polling Day
(8 October)**

7.00-8.00

- Upon the opening of an electoral precinct, receive a log-book, registration book, summary protocols of polling results and demonstration protocols from the PEC chairperson.

- Display the demonstration protocols of polling results at a visible place in the electoral precinct.

- Record the names and surnames of the authorised persons (PEC members, observers, representatives) present at the polling place at the time of opening the electoral precinct on pages 1 and 2, and if necessary, on page 10 and following pages of the polling day log-book, and ask them to confirm their presence at the polling place by signing in the log-book (*Election Code - Article 61(2)(a)*).

- After the PEC chairperson opens a sealed package of the special seal, specify the number of the seal on page 9 of the polling day log-book.

- Record on page 3 of the polling day log-book the results of the casting of lots conducted for the purpose of assigning functions to the PEC members (*Election Code - Article 61(2)(f)*).

- Record on page 3 of the polling day log-book the data of the representatives of electoral subjects selected by casting lots for observing the process of registration of complaints.

- Announce the number of voters in the unified, special and mobile ballot box lists of voters and record the data on pages 6 and 7 of the polling day log-book and in the demonstration protocols of polling results (*Election Code - Article 61(9)*).

- Announce the number of received ballot papers and record the data on pages 6 and 7 of the polling day log-book and in the demonstration protocols of polling results (*Election Code - Article 61(9)*).

- Record on pages 3 and 9 of the polling day log-book the number of the seal transferred to each registrar of voters.

- Record the time of sealing the ballot boxes and individual numbers of the seals of the ballot boxes on page 4 of the polling day log-book.

- Before the opening of the polls, fill out, together with the PEC chairperson, a self-copy form of a control sheet (except for the data of the first voter). Ensure that the control sheet is signed by all the PEC members present (*Election Code - Article 61(10)*).

From 8.00

- Upon arriving at the electoral precinct, the first voter is registered and takes a ballot paper. After that, enter the data of the first voter into the control sheets, have the voter sign and indicate the exact time of dropping the control sheets into the ballot box (enter the details of the control sheets on page 4 of the polling day log-book).

From 9.00

- Specify the number of ballot papers transferred to the commission members accompanying the mobile ballot box, and the time of taking the mobile ballot box out of the electoral precinct (*Election Code - Article 62(6)*).

12.00

- Count, together with each registrar of voters, the number of signatures put on the lists of voters by voters participating in the voting and record the sum of the signatures on pages 6 and 7 of the polling day log-book and in the demonstration protocols of polling results.

17.00

- Count, together with each registrar of voters, the number of signatures put on the lists of voters by voters participating in the voting and record the sum of the signatures on pages 6 and 7 of the polling day log-book and in the demonstration protocols of polling results.

Before 20.00

- After returning a mobile ballot box (if any) to the electoral precinct, cut the corner off the remaining unused ballot papers and special envelopes, write the word 'spoiled' on it, and after they have been signed by the PEC chairperson, store them separately and record the number of unused ballot papers and the time of returning of the mobile ballot box to the electoral precinct on page 4 of the election day log-book (*Election Code - Article 62(6)*).

From 20.00 up to the opening of the ballot box

- Record on page 4 of the polling day log-book the number of the remaining voters standing in line by 20.00.

-
- Record on page 3 of the polling day log-book the results of the casting of lots conducted for the assignment of the functions of counting officers among the PEC members.

-
- Record on page 3 of the polling day log-book the data of the supervisors selected from among the observers for the purpose of supervising the process of counting ballot papers.

-
- Record on page 3 of the polling day log-book the data of the representatives of electoral subjects selected by casting lots, who are to participate in the process of counting valid and/or invalid ballot papers together with the counting officers.
-
- Record in the log-book the identity of the persons present at the polling place at the time of counting the votes.
-
- Record in the polling day log-book and in the demonstration protocols of polling results the total number of voters participating in the voting as determined by the counting officers based on the unified, special (if any) and mobile ballot box (if any) lists of voters, (*Election Code - Article 67(3)*).
-
- Pack separately and seal the table versions of the unified, special and mobile ballot box (if any) lists of voters. The sealed packages shall be signed by the commission chairperson and the counting officers (*Election Code - Article 67(3)*).
-
- Register the number of cases (if any) related to **the mismatch between the face of a voter and the photograph contained in the presented document(s)/lists of voters, and the number of documents attached to the polling day log-book**. Record the data on page 29 and the following pages of the polling day log-book and then seal the documents. Put the name and number of the electoral precinct, as well as the type of the documents on the sealed package and sign it (*Election Code - Article 67(5¹)*).
-
- Cut the corner off the unused ballot papers. Bind unused and spoiled ballot papers in separate packages. The sealed packages shall be signed by the PEC chairperson and the counting officers (*Election Code - Article 67(4)*).

Opening of ballot boxes, drawing up summary protocols of polling results

-
- After opening the ballot box, record the number of invalid ballot papers counted by counting officers and the number of votes received by the electoral subjects in the polling day log-book and in the demonstration protocols of polling results (the number of valid ballot papers designated for another electoral precinct shall be recorded only in the polling day log-book) (*Election Code - Article 69(6),(8)*).
-
- Check, together with the PEC secretary, the accuracy of the data recorded in the summary protocols of polling results: Number of votes received by electoral subjects + number of invalid ballot papers = or < number of voters' signatures.

-
- After completing the process of counting votes by the counting officers, fill out the summary protocols of polling results in agreement with the PEC chairperson (*Election Code - Article 71(1)*). The data included in the explanations (if any) written by the registrars of voters shall be taken into account when drawing up summary protocols of polling results. **Remember: Data included in the summary protocols of polling results may not be changed!** (*Election Code - Article 70(3)*).
-
- Sign the summary protocols of polling results and ensure that they are signed by all PEC members. Approve the summary protocols of polling results with the special PEC seal and register them in the outgoing documents section of the registration book (*Election Code - Article 71(4)*).
-
- After summing up the polling results, close the polling day log-book and the registration book with a relevant notation - 'the book is closed'- and sign them together with the PEC chairperson and approve them with the special PEC seal (*PEC regulations - Article 11(15); Election Code - Article 62(11), 71(12)*).

Remember!

- ▶ Record on page 5 of the polling day log-book the information on the temporary transfer of a PEC member's functions determined by lot to another PEC member (*Election Code - Article 61(2)(g)*);
- ▶ If, at the time of checking the inking, it is discovered that a voter is already carrying an ink mark, record his/her identity on page 4 of the polling day log-book;
- ▶ Register all the incoming applications/complaints in the registration book and on page 10 and on the following pages of the polling day log-book (*Election Code - Article 62(9)*);
- ▶ Upon the transfer of the copies of summary protocols of polling results, certify the copies with a PEC seal and sign it together with the PEC chairperson (*Election Code - Article 71(8)*);
- ▶ Recipients of the copies of summary protocols of polling results shall acknowledge the receipt of the copies by signing in the polling day log-book.

**Functions of Commission Members Responsible for Regulating the Flow of
Voters**

(Election Code - Articles 64 and 65)

- Regulate the flow of voters entering the electoral precinct.
- Ask voters to present ID cards or passports of a citizen of Georgia.
- Check with an ultra-violet detector whether the voter has already been inked, and after verifying that the voter has no ink marks, allow the voter to participate in the polling process.
- Monitor the number of voters standing at the registration desk designated for voters. If more than two voters are standing at the registration desk, halt for a while the entrance of other voters into the polling place.
- Instruct voters to go to the registration desk corresponding to the first letter of their surnames listed in the list of voters.

ATTENTION!

- ▶ If a voter cannot present an ID card or a passport of a citizen of Georgia, explain to him/her that he/she cannot take part in the voting and ask the voter to leave the electoral precinct.
- ▶ If a check with an ultraviolet detector reveals that a voter already is already carrying an ink mark, he/she shall not participate in the voting. Notify the PEC chairperson of the identity of the voter. Ask the voter to leave the polling place.
- ▶ Voters, who are unable to perform the voting procedures independently due to their 'physical condition', namely due to the absence of upper limbs, shall not go through inking verification and inking procedure.

ANNEX N7

**Functions of Commission Members Acting as the Registrars of
Voters***(Election Code - Article 65)*

- Ask voters to present:
 - ✓ ID cards or passports of a citizen of Georgia;
 - ✓ IDP certificates together with either an ID card or a passport of a citizen of Georgia, in the case of internally displaced persons.
- Check whether a voter's name is included in the unified or special list of voters, and compare the personal number of the voter with the number specified in the list of voters.
- Check the correspondence of a voter's registration data contained in the registration document(s) with the data provided in the list of voters.
- Check the correspondence of the photographs contained in the presented document(s) and in the list of voters, with the voter's face.
- If a voter is included in the list of voters, ink the voter.
- Certify the ballot paper(s) (on the back page, in a specially designated place) with a registrar's seal.
- Sign the ballot paper(s) on the back page.
- Approve the issuance of the ballot paper(s) by signing in the list of voters.
- Ask voters to certify the receipt of a ballot paper(s) by signing alongside their surnames in the list of voters.
- Provide voters with a ballot paper(s) signed by you and approved with the registrar's seal.
- Instruct voters to enter the polling booths.

ATTENTION!

- ▶ If a voter fails to present an ID card or a passport of a citizen of Georgia, or an IDP certificate together with an ID card or a passport of a citizen of Georgia in the case of internally displaced persons, such voter shall not be provided with a ballot paper(s).
- ▶ If a voter refuses to be inked, such voter shall not have the right to participate in the polling process and shall not be provided with a ballot paper(s).
- ▶ Voters, who are unable to perform the voting procedures independently due to their 'physical condition', namely due to the absence of upper limbs, shall not go through inking verification and inking procedure. Upon issuing a ballot paper(s) to a voter, you shall enter - 'physical condition' - in the 'signature of the voter' box of the Unified List of Voters and verify it with your signature.
- ▶ If you or a voter spoils a ballot paper(s), immediately inform the PEC chairperson and provide the voter with a new ballot paper(s) (signed by you and sealed with a registrar's seal).

Remember!

- ✓ It is recommended that at 10.00, 12.00, 15.00 and 17.00 the registrar of voters, without hindering the polling process, recount the number of signatures in the lists of voters and the number of ballot papers issued by him/her (including the number of spoiled ballot papers transferred to the PEC chairperson) and submit the data to the PEC chairperson. In the case of any difference between the data, the registrar of voters shall immediately write an explanation, which shall be attached to the summary protocol(s) of polling results.
- ✓ In the case of the transfer of the functions of a registrar of voters, the registrar is obliged to recount the number of signatures on the list of voters and the number of ballot papers issued by him/her (including the number of spoiled ballot papers transferred to the PEC chairperson) and notify the results to the PEC chairperson. In the case of any difference between the data, the registrar of voters shall immediately write an explanation, which shall be attached to the summary protocol(s) of polling results.

ANNEX N8

**Functions of Commission Members Responsible for Transporting Mobile
Ballot Boxes**
(Election Code - Article 66)

ATTENTION!

The mobile voting procedure shall start at 9.00 and end at 19.00 on polling day.

- From 9.00 on polling day, the PEC chairperson shall provide you with:
 - ✓ the list of the mobile ballot box voters;
 - ✓ the necessary number of ballot papers signed and sealed with the registrar's seal by the registrar of voters;
 - ✓ special envelopes;
 - ✓ a sealed mobile ballot box, which must contain a control sheet.
- When arriving at a voter's place, ask him/her to present:
 - ✓ an ID card or passport of a citizen of Georgia;
 - ✓ an IDP certificate together with either an ID card or a passport of a citizen of Georgia, in the case of internally displaced persons.
- Compare the personal number of the voter with the personal number specified in the mobile ballot box list of voters.
- Certify the issuance of a ballot paper by putting a signature in the mobile ballot box list of voters.
- Ask the voter to confirm the receipt of the ballot paper(s) by signing alongside his/her surname in the mobile ballot box list of voters.
- Provide the voter with a ballot paper(s) signed by the registrar of voters and approved with the registrar's seal.

ATTENTION!

- ▶ If the integrity of the mobile ballot box seal is compromised, immediately notify the PEC chairperson. Draw up appropriate protocols (specifying the reason) and sign them together with the accompanying persons. Wait for further instructions from the PEC chairperson.
- ▶ Voters participating in the polling process by means of mobile ballot boxes, shall not undergo the inking procedure.
- ▶ In the case of using a mobile ballot box for voting by a voter due to a 'physical condition', enter - 'physical condition' - in the 'voter's signature' box of the mobile ballot box list, and certify it with your signature.
- ▶ The person (which shall not be a PEC member, a candidate, a representative of an electoral subject, of the press or other media, or an observer) selected by a voter with a 'physical condition' (and by a voter who is unable to independently fill out a ballot paper) shall, instead of the voter and in his/her presence, fill out a ballot paper, place it in a special envelope and insert it into a mobile ballot box.

ANNEX N9

Functions of PEC Members Supervising Ballot Boxes and Special Envelopes (*Election Code - Article 65*)

- Attend the ballot box at all times.
- Monitor the ballot box and special envelopes.
- Keep covered the ballot box slot for inserting special envelopes.
- After a voter leaves a polling booth, instruct him/her to take one special envelope independently from a separately standing table and put the folded ballot paper(s) into it.
- Once you make sure that a voter is holding only one special envelope, uncover the opening of the ballot box and instruct the voter to insert the special envelope into the ballot box.
- Ask the voter to leave the electoral precinct.

ATTENTION!

- ▶ Only a voter shall have the right to put ballot paper(s) in a special envelope. An exception shall be a voter with a 'physical condition', instead and in the presence of whom a person selected by such voter shall place a ballot paper into a special envelope and insert the envelope into the ballot box, and who will also help the voter to fill out a ballot paper in the polling booth.
- ▶ Not more than one voter at a time may approach a ballot box.
- ▶ A PEC member shall not have the right to open a filled out ballot paper(s).
- ▶ Before a voter places a ballot paper(s) in a special envelope, you may ask him/her to show you that he/she is holding the established number of ballot paper(s) and one special envelope. The voter must fulfil the request.

ANNEX N10

PHOTOGRAPHIC-VIDEO SHOOTING AT ELECTORAL PRECINCTS

(Prepared according to Decree No 42/2012 of CEC of 24 September 2012)

I From the moment of opening an electoral precinct (7.00) through to the period of the drawing up of summary protocols of polling results by the PEC

To ensure the secrecy of voting, the following shall be prohibited:

- ▶ photographic-video shooting in a polling booth, to prevent the disclosure of a voter's choice;
- ▶ photographic-video shooting of the version of the lists of voters designated for the PEC (table versions), and other information or materials that are not public information under the election legislation of Georgia.

To ensure an unhindered polling process:

- ▶ persons authorised to be present at the polling place may be interviewed only outside the polling place;
- ▶ PEC members shall give interviews without interfering with the fulfilment of their duties during the polling process.

The following persons may be present at a polling place:

- ▶ voters – for the period necessary for voting;
- ▶ PEC members and the members/representatives of the higher election commission;
- ▶ representatives of the electoral subjects (not more than one representative of the same electoral subject);
- ▶ accredited representatives of the media (not more than three representatives of the same press and other media);
- ▶ observers of registered local observer organisations (not more than one observer of the same local observer organisation);
- ▶ observers of registered international organisations (not more than two observers of the same international organisation)(they may be accompanied by an interpreter).



From 7.00 on polling day up to the arrival of the first voter at the electoral precinct, and from the moment when the last voter casts his/her vote at the electoral precinct through to the period of drawing up the summary protocols of polling results

To ensure the transparency of the polling process:

Persons authorised to be present at the polling place shall have the right to carry out photographic-video shooting from a place specially allocated by the PEC chairperson, at a distance of at least 3 metres from the subject/object of the shooting, from where the polling process is visible.

If the polling place does not allow the observance of a 3-metre distance, the place for shooting shall be determined by the PEC chairperson.



On polling day, during the period from the moment of arrival of the first voter at the electoral precinct up to the moment when the last voter casts his/her vote

To ensure the transparency of the polling process:

- ▶ Persons authorised to be present at the polling place shall have the right to film the voting process at the electoral precincts during the period when voters of high public interest vote (political officials, heads of electoral subjects and political unions, religious leaders etc), after which all photographic-video shooting equipment must be removed from the polling place.
- ▶ The same press and other media organisations shall have the right to film at the polling place once and for not more than 10 minutes during the voting process from any place, provided that the secrecy of polling is ensured.
- ▶ Persons authorised to be present at the polling place (including the representatives of the media wishing to film for more than 10 minutes) may film during the whole of polling day using stationary photographic-video shooting equipment located at a special spot allocated by the PEC chairperson. A ballot box should be visible from this spot.

RESPONDING TO VIOLATIONS

In the case of violation of photographic-video shooting rules, the PEC shall make a decision majority of votes, on the removal of the person(s) responsible from the polling place.

