

GUIDELINES FOR THE MEMBERS OF PRECINCT ELECTION COMMISSIONS



CEC
ELECTION ADMINISTRATION
OF GEORGIA



ELECTORAL SYSTEMS
DEVELOPMENT, REFORMS AND
TRAINING CENTRE

Elections of
President of
Georgia

2018

GUIDELINES FOR THE MEMBERS OF PRECINCT ELECTION COMMISSIONS

Elections of the President of Georgia of October 28, 2018

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THE PRESENT GUIDELINES ARE INTENDED TO TRAIN THE MEMBERS OF THE PRECINCT ELECTION COMMISSIONS (PECS) FOR OCTOBER 28, 2018 ELECTIONS OF THE PRESIDENT OF GEORGIA. FOR THE COMPLETE DETAILS OF THE LEGISLATIVE REGULATIONS RELATED TO THE PEC AUTHORITIES AND RULES OF OPERATION, PLEASE REFER TO THE ORGANIC LAW OF GEORGIA – THE ELECTION CODE OF GEORGIA – AND THE RELEVANT LEGAL ACTS OF THE CENTRAL ELECTION COMMISSION (CEC).

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PART I

COMPOSITION OF PECS AND THEIR RULES OF OPERATION

CHAPTER I. PROCEDURE FOR STAFFING THE PECS

PROCEDURE FOR STAFFING THE PECS

(Election Code – Article 8.21; Article 24.1,2,4; Article 25.14; Article 29.9; Article 45.4a)

The PECs shall be composed of 12 members

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

PEC member authority starts on the first day of first PEC meeting and ends after the summary potocol of polling results is drawn up at the DEC.

The members of the election commission may not be withdrawn within 15 days before polling day (October 13-27), on the polling day (October 28) and the day after polling (October 29).

ATTENTION!

- ▶ The member of the election commission is not a representative of the electoral subject that has appointed or elected him/her. He/she shall be independent in his/her activities and shall act only according to the Constitution of Georgia, law, and respective subordinate acts
- ▶ PEC members are prohibited to participate in the election campaigning.

RIGHTS AND DUTIES OF PEC MEMBERS

(Regulations of Precinct Election Commissions – Article 5)

From the moment of being appointed or elected, PEC members shall:

- ▶ participate in the daily activities of the commission;
- ▶ participate in trainings, workshops and courses organised by the Election Administration of Georgia Training Centre for improving the competences of commission members;
- ▶ regularly attend the commission meetings and participate in the election activities to be performed by the commission;
- ▶ in 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!

The failure to fulfill the above-mentioned liabilities by PEC members may be considered as disciplinary misconduct by the respective higher election commission and serve as grounds for imposing disciplinary action on the member.

CHAPTER II. RULES OF OPERATION OF PECS

COMPETENCES OF PEC HEAD OFFICERS

(Election Code – Article 8.15; Article 27.1,2,3; Regulations of the Precinct Election Commissions – Article 9.4)

PEC head officers are:

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

The PEC chairperson shall

- ▶ carry out complete administrative functions at the PEC;
- ▶ convene and chair PEC meetings;
- ▶ take a decision to remove an interfering person from the premises of PEC;
- ▶ receive and distribute the electoral documents and correspondence;
- ▶ assume personal responsibility for the storage and distribution of the electoral documents and inventory;
- ▶ in accordance with the regulations of the election administration, give assignments to the deputy chairperson, secretary and other members of the commission;
- ▶ organise the distribution of duties among the commission members on the polling day by casting lots;
- ▶ be responsible for keeping order inside the polling place on the polling day;
- ▶ not grant access to persons authorized 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 as provided for by the election legislation of Georgia.

The PEC deputy chairperson shall:

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

The PEC secretary shall

- ▶ prepare 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 by the legislation of Georgia.

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

- ▶ CEC and DEC members;
- ▶ the representatives of CEC and DEC members;
- ▶ staff members of the CEC and relevant DEC members;;
- ▶ the representatives of media accredited in the CEC or/and respective DEC;
- ▶ one representative of each electoral subject to the respective PEC;
- ▶ one observer of the local observer organization registered with the CEC or/and respective DEC;
- ▶ two observers from each international organisation (together with an interpreter).

ATTENTION!

- ▶ In case of breach of order or interference with the work of the commission, the commission shall decide on removing the person (including the commission member) responsible from the room, which shall be recorded in the minutes of the session.
- ▶ Removing the person interfering with the work or breaching the order means removing him/her from the premises of the election commission or from the election place.

RULES OF CORRESPONDENCE OF PECs

(PEC Regulation - Article 11)

Each PEC shall keep the registration book, the PEC secretary shall be responsible for maintaining it.

The registration book shall consist of two parts:

I – Incoming documents

The PEC secretary shall, upon the receipt of a documents (application, complaint, certificate), register the incoming document in the registration book.

ATTENTION!

After receiving a document or an application and after duly registering it in the registration book, the PEC secretary shall issue a certificate (see annex #2) 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-mentioned notice shall be confirmed by the signature of the PEC secretary.

II – Outgoing documents

The PEC secretary shall register the issuance of a document in the part of outgoing documents of the registration book.

The PEC shall provide election documents and the information about the election to the interested persons within 2 days after the request is made. Where the provision of the

information needs more time, the provision of the information shall be carried out in accordance with the General Administrative Code of Georgia.

ATTENTION!

The ordinances of PEC/PEC chairperson and copies of summary protocols of polling results shall be submitted immediately upon the request.

The registration book shall be closed at 06:00 p.m. except for the polling day. The indication 'the book is closed' shall be made under the last record in both parts of the registration book with the indication of the date and accurate time. The above-mentioned indication shall be confirmed by the signature of the PEC secretary. No other documents shall be registered under the same date in the registration book after it has been closed.

ATTENTION!

The registration book shall be maintained throughout the entire election process on the polling day. The registration book shall be closed after completing all procedures of the polling day and registering all election documents by the signatures of the PEC secretary and chairperson and certified by the PEC seal.

LEGAL ACTS OF PECs

(Election Code – Article 30.1c)

The Legal acts of PECs are the following:

- ▶ PEC ordinances;
- ▶ ordinances of the PEC chairperson;
- ▶ summary protocols of polling results.

PROCEDURE FOR ISSUING ORDINANCES AT THE PEC MEETING

(Election Code – Article 8.4.5, Article 26.3; Article 30.4)

The draft of a PEC ordinance shall be prepared by the PEC secretary. A PEC ordinance shall be deemed adopted if it is supported by the majority of presented members, but not less than one third of its full composition (no less than 4 members). In the case of an equal number of votes, the chairperson of the meeting shall cast the deciding vote, except on the issues of human resources (not less than 7 votes).

ATTENTION!

The ordinance of the commission shall be signed by the chairperson and the secretary of the meeting. All ordinances issued by a PEC shall be posted at the electoral precinct on the following day.

PART II

PEC ACTIVITIES IN THE PRE-ELECTION PERIOD

CHAPTER I. LISTS OF VOTERS

UNIFIED LIST OF VOTERS AND ITS PUBLICATION PROCEDURE

(Election Code – Article 8.25; Article 31.11; Article 34.1)

PECs shall receive a public version of the lists of voters certified by the CEC not later than the day of the first meeting of the PEC.

ATTENTION!

PECs shall on the first day of meeting post at the visible place of the premises of PECs and polling stations the procedure stipulated by law for filing complaints with regard the lists of voters.

No later than the second day prior to the polling day (26 October) PEC shall receive the final version of the lists:

- ▶ version intended for PECs (the table list with photographs);
- ▶ version intended for public (the wall list without photographs).

ATTENTION!

- ▶ The preliminary version of the wall list shall be replaced by the verified version, which shall be placed in the same place.
- ▶ PEC member shall not distribute, photograph or make a video of the table list and its copy. It is also prohibited to process, use, publicize, transfer and/or distribute the voters' data registered in the voters' table list (their collection, recording and storing), except for the case when this activity shall be carried out for performing the authority of the PEC envisaged by the Election Code and the CEC legal documents.

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 case of identifying errors and inaccuracies, no later than the following day, but no later than on the 18th day prior the election day (October 10) apply to the DEC to make changes to the lists;
- ▶ immediately deliver to the DEC applications (along with the attached documents where available) submitted in relation to the lists of voters.

SPECIAL LIST OF VOTERS

(Election Code – Article 31.12; Article 32)

The DEC shall draw up and certify with signatures of the chairperson of the DEC and the secretary of the DEC the special lists of voters no later than the third day before the polling day (October 25) and shall immediately provide the list to the relevant PEC. The version of the special list of voters (wall list) categorized as public information shall be posted for all to see in the polling place.

The DEC shall provide the PEC with the information on the officers of election administration who because of being occupied in the election commissions cannot participate in the elections at the places of their registrations. In case such voters are included in the special list of voters, next to his/her name in the box – "actual situation" the record "member of the commission" shall be made.

If a voter having failed to register no later than the 18th day (October 10) before the election day (due to the fact that he/she arrived from abroad, was discharged from in-patient medical establishment or a penitentiary institution), applies to the PEC on the election day with the request to vote in the elections, in case of submission of relevant documents (the entry in a passport on crossing the state border, the certificate from an in-patient medical establishment, the discharge certificate from a penitentiary institution), the PEC shall register him/her in the special list and attach the copies of submitted documents to the lists of voters.

In case the ID card of the voter does not indicate the registration address, the chairperson of PEC shall contact the hotline of CEC.

PROCEDURE FOR DRAWING UP MOBILE BALLOT BOX LISTS

(Election Code – Articles 33 and 34, Article 66.6)

PECs shall be responsible for compiling mobile ballot box lists. Mobile ballot box lists shall be drawn up based on the unified and special lists of voters.

Voters shall be entered into mobile ballot box lists, if:

- ▶ they are unable to visit the polling place due to health problems; (The number of such voters shall be no more than 3% of the total number of voters registered in the unified list of voters for the respective precinct. After the mentioned number has been filled, the PEC chairperson shall inform the DEC about every new application submitted and wait for respective 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 (October 25).
- ▶ Voters' written application shall contain voters' ID number. Commission secretary shall certify the receipt of the application by signature in the registration book.
- ▶ 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. Commission secretary shall certify the receipt of the telephone oral application by signature in the registration book.
- ▶ 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 in military service, serve in a military unit or a border police unit at the state border of Georgia that is located far from the electoral precinct;
- ▶ voters serve in the following State sub-agencies of the Ministry of Defense, Ministry of Internal Affairs, Ministry of Justice - Special Penitentiary Department, Georgian Intelligence Service and Special State Protection Service, whose working conditions on the Election Day require their presence at the address other than his/her registration, belonging to the other election district;
- ▶ voters are service members of the State sub-agency of the Ministry of Justice of Georgia - Special Penitentiary Service and due to the work reasons cannot abandon the work place.

ATTENTION!

Information on the voters to be included in the mobile ballot box list shall immediately be posted at the election precinct, in visible place.

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; additionally the serial numbers of the voters as given in the unified list of voters or in the special list of voters shall be indicated.

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 the polling place immediately after it is compiled.

The mobile ballot box list (for a wall and table) shall be certified by the signatures of the PEC chairperson and the secretary.

ATTENTION!

- ▶ In case of the inclusion of voters in a mobile ballot box list, next to his/her last 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. Wall and table versions of the unified list of voters shall be signed by the PEC Chairperson and the Commission secretary;
- ▶ PEC members, representatives of electoral subjects and observers may verify the grounds for requests for voting through a mobile ballot box, and at any time before polling day 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.

VOTER INVITATION CARDS

(Election Code – Article 35)

A PEC may, not later than 3 days before the polling day (October 25), issue voter invitation cards provided by the DEC to all the voters registered in the territory of the election precinct and entered into the unified 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 organizing voting PECs shall receive from DECs the following:

The election documents:

- ▶ final versions of the unified list of voters (for a wall and table);
- ▶ special lists of voters (for a wall and table);
- ▶ forms of a mobile ballot box list (for a wall and table);
- ▶ 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;
- ▶ seals of ballot box slits;
- ▶ polling booths (where necessary polling booths adapted to the needs of persons with disabilities shall be provided);
- ▶ ink and voter verification device (ultra-violet detector);
- ▶ PEC seal;
- ▶ registrars' special seals (corresponding to the number of the registrars);
- ▶ photocopier;
- ▶ laptops (if possible);
- ▶ ink pads.
- ▶ magnifying glass for voters with vision impairment and special frame for voters with vision loss.

Other election materials:

- ▶ list of candidates for the President of Georgia;
- ▶ instructions on how to complete ballot papers;
- ▶ extract from the Law providing for the cases in which the ballot papers are deemed void;
- ▶ packaging envelopes for election documents.

DELIVERY AND ACCEPTANCE CERTIFICATES OF ELECTION DOCUMENTS AND INVENTORY

(Election Code – Articles 27.1.(d) and 63.9,10)

The PEC chairperson shall be responsible for the receipt of election documents/inventory from the DEC. The PEC chairperson shall be personally responsible for the storage and distribution for their intended purposes of ballot papers, special envelopes, commission seals, summary protocols and other election documentation.

ATTENTION!

DECs shall transfer ballot papers and special envelopes to PECs no later than 12 hours before polling starts.

On delivery of ballot papers and special envelopes, delivery and acceptance certificates in duplicate shall be drawn up indicating the following:

- ▶ The names of the issuing commission and of the receiving commission;
- ▶ The number of special envelopes;
- ▶ The types of ballot papers;
- ▶ The number of the blocks of ballot papers (with indication of the reference numbers of the blocks and the reference numbers of the ballot papers);
- ▶ The names of the issuing persons and of the receiving persons;

ATTENTION!

Before the acceptance and delivery certificates are signed the issuing and receiving persons shall verify the accuracy of the details of ballot papers and the numbers of ballot papers and special envelopes against the data entered in the acceptance and delivery certificates. Thereafter, the ballot papers shall be sealed again and the seal is certified by the signatures of the parties.

Delivery and acceptance certificates shall be signed by the persons issuing and receiving the election documents. One copy of the certificate shall remain with DEC and another shall remain with PEC. The PEC secretary shall register delivery and acceptance certificates in the part of incoming documents of the registration book. The delivery and acceptance certificates are public information.

ORGANIZING POLLING PLACES

(Election Code – Article 58.4,5)

The PEC members shall organize polling places for conducting polling procedures as provided for by the law no later than one day before the polling day (October 27). PECs shall organize the following:

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

A transparent ballot box shall be installed 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 special envelope into it.

The following information shall be posted in a visible place at the polling place:

- ▶ 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);
- ▶ lists of candidates of the President of Georgia;
- ▶ instructions established by the CEC for completing ballot papers;
- ▶ extract from the Law providing for the cases in which the ballot papers are deemed void;
- ▶ 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

THE ACTIVITIES OF THE PECS
ON THE POLLING DAY

CHAPTER I. OPENING OF ELECTORAL PRECINCTS, PROCEDURES TO BE APPLIED BEFORE THE POLLING

OPENING OF ELECTORAL PRECINCTS

(Election Code – Article 61.1)

Polling place shall be open at 07:00 in the morning.

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 the polling day. Failure to comply with this requirement shall be reviewed as a disciplinary offence by the DEC, and create grounds for imposing disciplinary sanction.

PERSONS AUTHORISED TO BE PRESENT AT A POLLING PLACE

(Election Code – Articles 8.16,17; 39.3,6; 42.1; and 44.5):

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

- ▶ PEC members;
- ▶ members/representatives of upper election commissions;
- ▶ not more than 1 representative of the same electoral subject, per electoral subject, registered in the respective PEC (simultaneously, representative of the party/initiative group of voters presenting the candidate of the President of Georgia and 1 representative of the candidate of the president of Georgia);
- ▶ observers of registered domestic observer organisations (not more than 1 representative per the same domestic observer organisation);
- ▶ observers of registered international observer organisations (not more than 2 representatives per observer organisation (an interpreter may accompany them);
- ▶ accredited representatives of media (no more than 3 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.
- ▶ A representative of an electoral subject (a party running in elections/an initiative group of voters/presidential candidate) may represent the electoral subject only in the relationship with the election commission where she/he has a registration.

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

(Election Code – Article 8.25; Article 41; Article 42.5)

Observers and representatives of electoral subjects shall enjoy the rights stipulated by Article 41 of the Election Code during the polling day, including:

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

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

- ▶ interfere with the duties and activities of election commissions;
- ▶ influence the free expression of the will of voters;
- ▶ agitate in favour of or against any electoral subject;
- ▶ wear symbols and signs of any electoral subject;
- ▶ be present at the polling place on the polling day without the badge.

ATTENTION!

- ▶ An observer, representative of the election subject, press and mass media shall have the right to take photos at the polling place, without hindering the election process, except for the cases when he/she is recording the polling booth or the table list of voters.
- ▶ An observer, representative of the election subject, press and mass media shall not process, use, publicize, transfer and/or distribute the voters' data registered in the voters' table list (their collection, recording and storing). They shall have the right to observe the registration of voters in the table list, issuing ballot papers and their verification process.

PROCEDURES FROM THE TIME OF OPENING ELECTORAL PRECINCTS UP TO THE TIME OF STARTING POLLING

(Election Code – Article 61; Article 62)

Procedures between opening the electoral precinct and the opening of the polls shall be carried out in the following sequence:

I immediately after opening the electoral precinct the polling day log-book I shall be opened.

Immediately after opening the 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 the polling day in the polling day log-book and specify the time of the procedure.

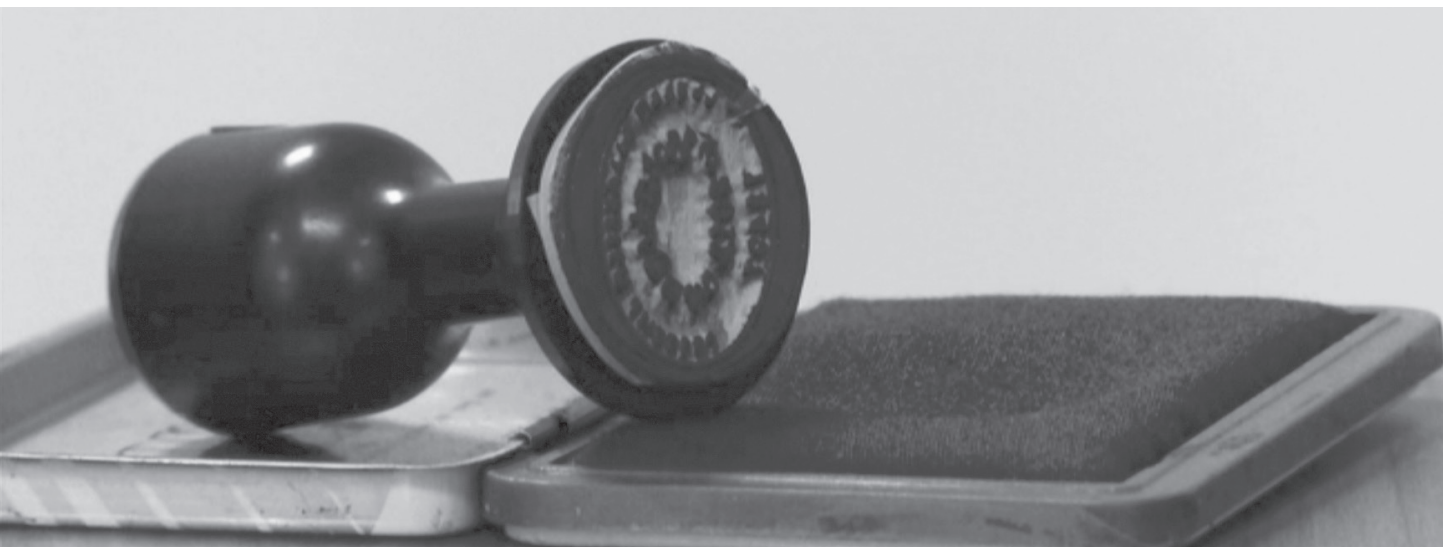
The PEC secretary shall record the full names of all PEC members present at the polling place (indicating subjects selecting/appointing them) and the data of all other persons (full names, nominating organisation or electoral subjects), and shall have such persons verify the data with their signature.

On the second page of the polling day log-book, where necessary, on page 10 and the following pages, the PEC secretary shall record the information of PEC members showing up at the polling station after the opening of polling precinct, as well as other persons authorized to be at the polling station, indicating their entry time, 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).



III

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

The following functions are to be distributed among the PEC members:

- ▶ the commission member responsible for regulating the flow of voters;
- ▶ the commission member registering voters (registrar of voters) (at least 1 member per 300 voters);
- ▶ the commission member supervising the ballot box and special envelopes;
- ▶ 2 commission members responsible for transporting the mobile ballot box (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 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 the commission member responsible for regulating the flow of voters;
- ▶ **by three members**, the PEC chairperson shall perform the functions of commission member responsible for supervising ballot boxes and special envelopes.

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



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 casting of lots shall pick up the papers one by one.

ATTENTION!

- ▶ If the person identified as a transport of the mobile ballot box through casting of lots refuses to perform the function, he/she shall lose a right to participate in casting of lots for distributing other functions (regulator of flow of voters, registrar, supervisor of the ballot box and special envelopes). Chairperson of PEC shall decide on the assignment of function to the member of the commission.
- ▶ In case the casting of lots reveals that both members of the commission in charge of transportation of the mobile ballot box are appointed by the same party, performance of their functions are vested on one of the as agreed, and casting of lots will be conducted to reveal the second member of the commission in charge of transportation of the mobile ballot box, without participation of the commission member appointed by that subject.
- ▶ As agreed, another casting of lots will be held to reveal the two members of the commission in charge of transportation of the mobile ballot box, without participation of the above commission members. The above disagreement represents the refusal for the commission members to perform their functions, accordingly they loose the right to participate in another casting of lots aimed at distributing other functions of the commission members (registrar regulating the flow of voters, supervisor of ballot box and special envelopes). PEC chairperson makes decision on assigning the functions to the above commission members.

The PEC secretary shall enter the results of the casting of lots into page 3 of the polling day log-book (the commission 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 casting of lots shall pick up 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 commission 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 with indication of the time. The PEC member shall confirm the transfer of the function with signature.

If a PEC member appears in the commission after the completion of 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.

IV

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. The PEC secretary shall enter the data except the number of special envelopes into the polling day log-book and in the demonstration protocols of polling results. The number of voters shall be entered into the polling day log-book and into the demonstration protocols of polling results after the polling ends.

V

The PEC chairperson shall check and put a seal with a unique number on the main and mobile ballot boxes. The PEC secretary shall enter the numeration of the seals into the polling day log- book.

VI

The PEC chairperson shall transfer materials to the PEC members.



The PEC chairperson shall transfer the following materials to the PEC members acting as registrars of voters:

- ▶ the unified list of voters divided by alphabet. She/he also shall transfer the special list of voters (if any) to one of the registrars;
- ▶ one block of all types of ballot papers (on the front page of the block the DEC chairperson and the registrar member of the PEC shall put their signatures. The registrar shall verify the accuracy of the number of ballot papers in each block);
- ▶ electoral ink;
- ▶ seals of registrars (the seals 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 last names of voters arranged in the alphabet sequence in accordance with the lists placed on the desks.
- ▶ The number of registrars shall be reduced by the decision of the PEC chairperson if the seals of registrars are less than required or they have been damaged.

The PEC chairperson transfers an ultraviolet detector for checking inking to the PEC members 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 ballot boxes and special envelopes.

It is recommended to complete control sheets by the PEC chairperson and the Commission secretary immediately after the submission of materials to the PEC members, before the opening of the polls, except for the information about the first voter. Control sheet is signed by all members of the PEC.

[illegible]

Upon arrival, the first voter shall be registered and given a ballot paper. The PEC secretary shall enter his/her data (full name and the identification number) in the control sheet, which shall be signed by the first voter.

The PEC chairperson drops one copy of the control sheet in the main ballot box, second one in the mobile ballot box (if any) and the third one is kept in the ballot box with the control sheet for further comparison.

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

ATTENTION!

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 box/boxes.



CHAPTER II. POLLING PROCESS

POLLING

(Election Code – Articles 60; 64 and 65)

Polling shall be held from 08:00 to 20:00 on the polling day (October 28).

The voting procedure shall be held in accordance with the following rules and sequence:

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

The commission member responsible for regulation of 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 a inking verification device detects that a voter has been already inked he/she shall be prohibited from casting a ballot, and his/her identity shall be recorded in the polling day log-book.

Voters shall be registered with registrar of voters.

II The registrar of voters shall:

- ▶ request voters to present 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:

- ▶ The person responsible for data verification shall find a voter in the electronic lists if the electronic lists are available at the electoral precinct 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;
 - ▶ The voters in the unified list with a status 'is abroad', or is on "consular registration" will participate in the polling in accordance with the general procedure;
 - ▶ The voters in the unified list with the status 'resides abroad' will be participating in the polling in the relevant electoral precinct set up abroad.
-
- ▶ 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 the citizen of Georgia, the gender and the photograph, at least three of the following items of data fully match with the data in the respective list of voters:
 - first name;
 - last name;
 - date of birth (day, month, year);
 - the address (according to the identity card of a citizen of Georgia or the database of the Agency); which also contains the place of registration abroad);



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

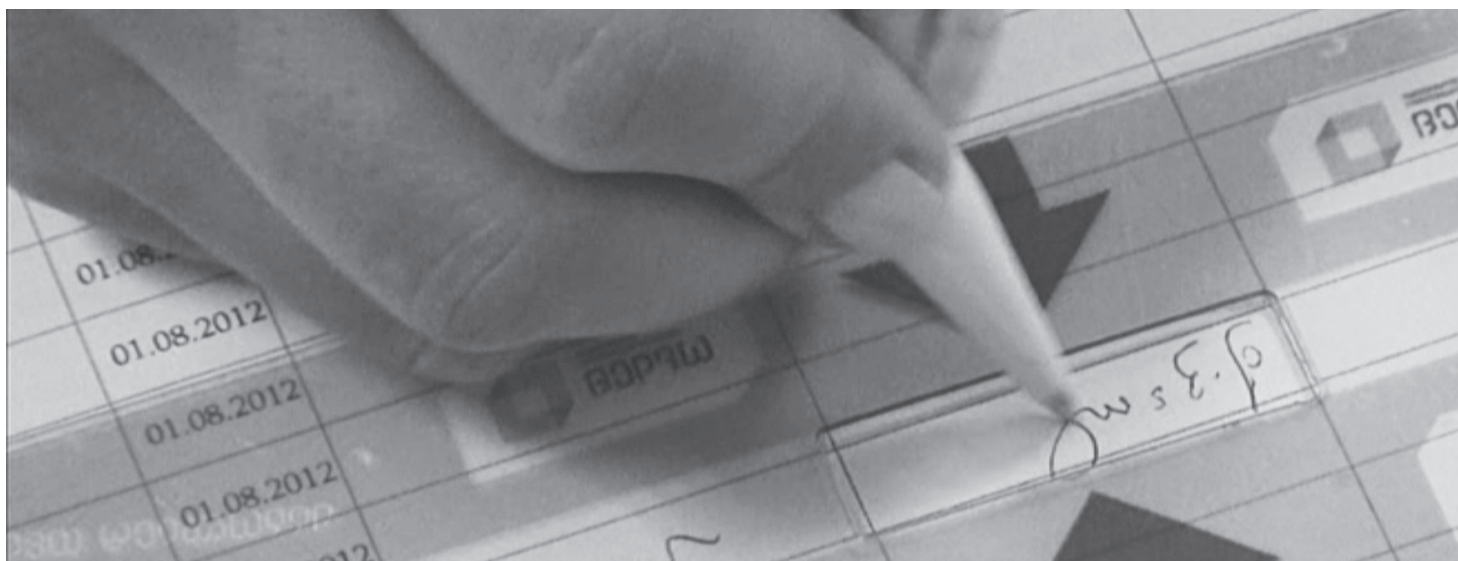
ATTENTION!

- ▶ 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.
-
- ▶ if the voter's data match with data in the list of voters, ink the voter. (Inking shall not be used in penitentiary institutions, hospitals and other in-patient medical establishments (with respect to the patients));



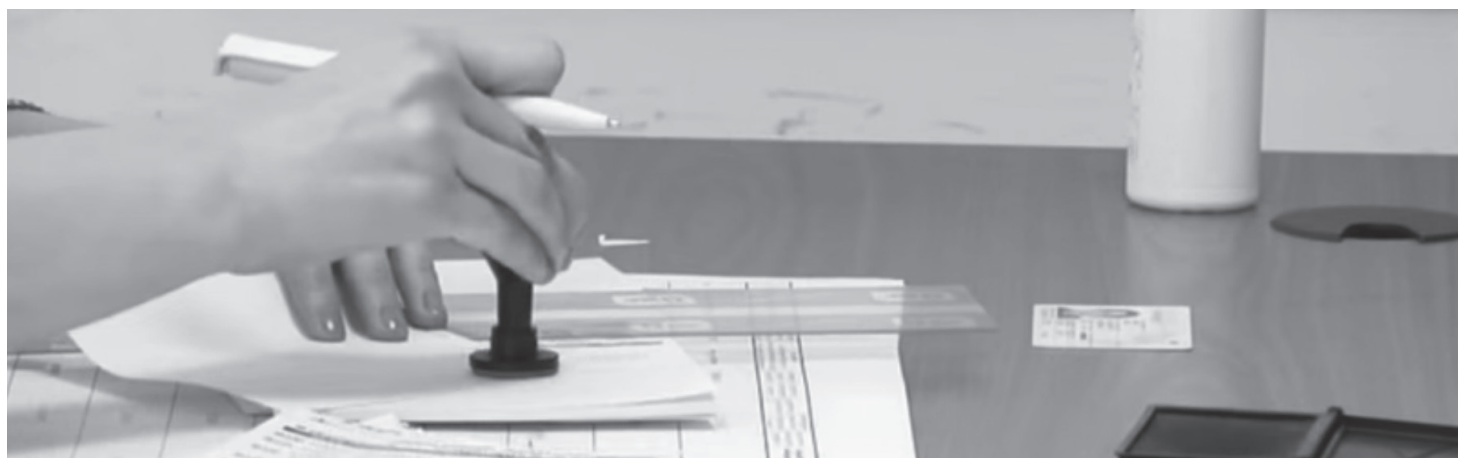
ATTENTION!

- ▶ The inking shall be placed on the nail of the thumb or the forefinger of the right hand, and where this is impossible inking shall be placed on other fingers of the right hand, and where this is also impossible, on the left hand with the same manner;
 - ▶ 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 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) on this issue.

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



ATTENTION!

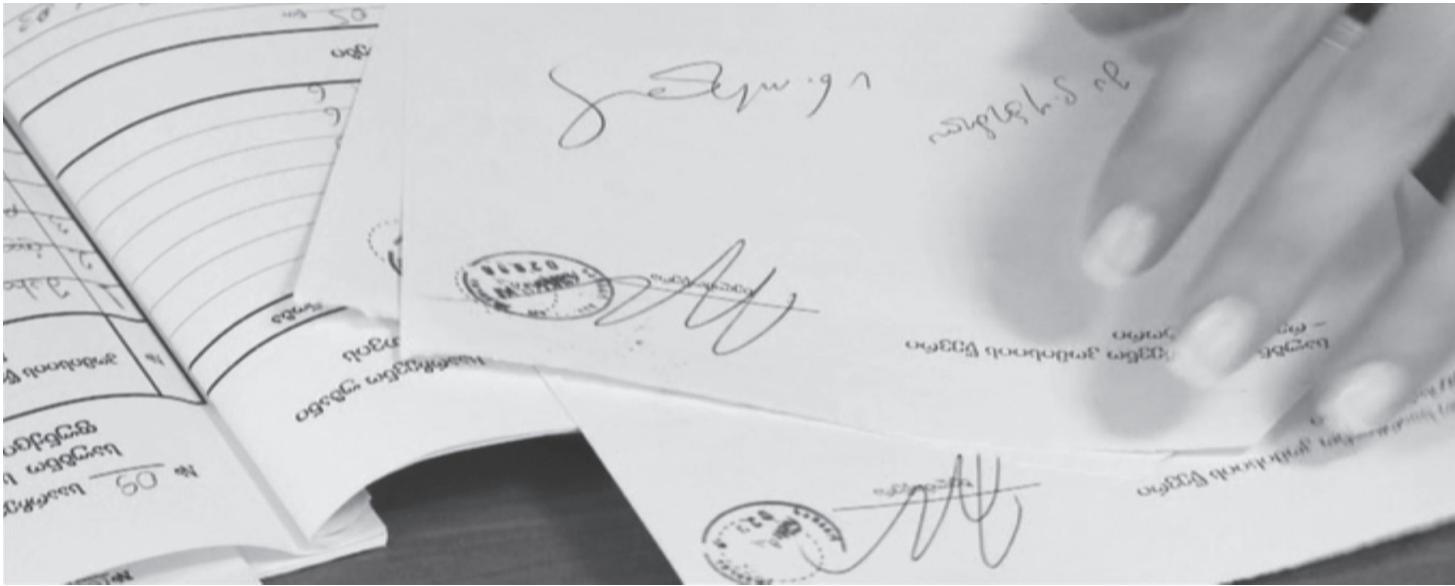
In the case of the transfer of the functions of a registrar, the registrar shall count the number of voter signatures in the lists of voters and the ballot papers issued by him/ her (including spoiled ballot papers submitted to the PEC chairperson) and notify the PEC chairperson of the results; in the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



A voter shall go to a polling booth and fill out a ballot paper. No other person shall attend the process of filling out a ballot paper.

**ATTENTION!**

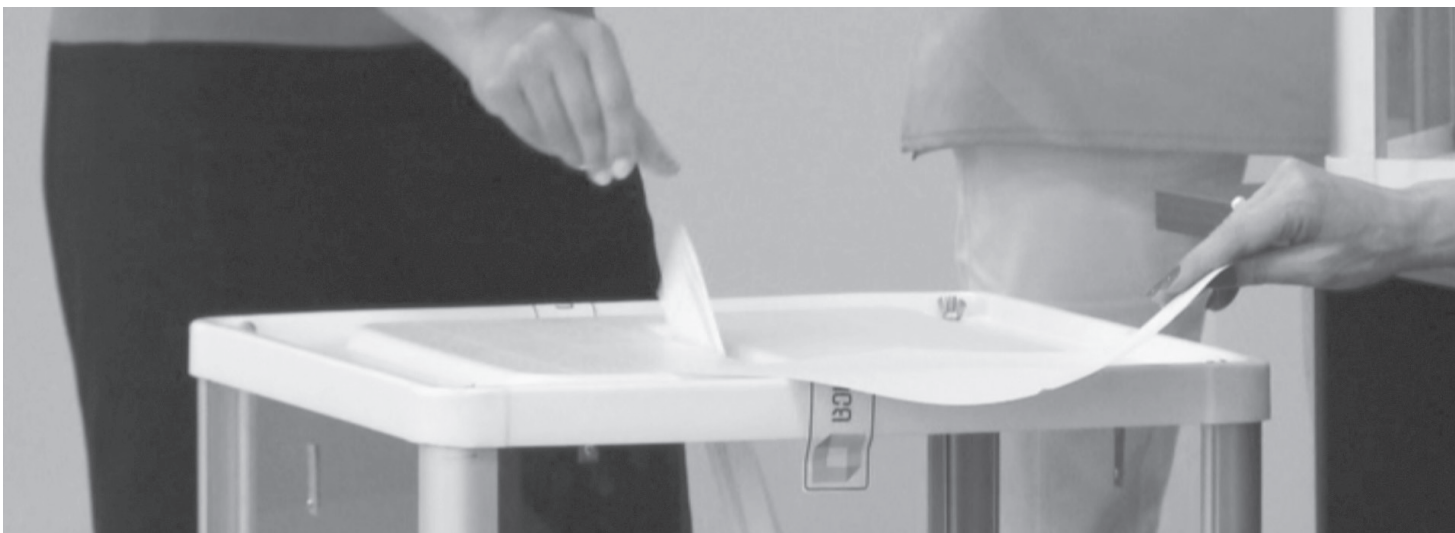
- ▶ If a voter is unable to fill out a ballot paper independently, they shall have the right to ask any person for help in the polling booth (another voter of the respective election precinct), except for a member of the election commission, a representative of an electoral subject, a representative of the press and other media or an observer.
- ▶ If a voter or a PEC member spoils a ballot paper or a special envelope, he/she shall notify the PEC chairperson. Upon the instruction 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.



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 in it.

After the PEC member responsible for supervising ballot boxes and special envelopes makes sure that a voter has only one envelope in his/her hand, the PEC member 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 a special envelope into the ballot box.

ATTENTION!

- ▶ No more than one voter at a time shall be allowed to be at the 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 the special envelope into the ballot box.

VOTING PROCEDURE FOR VOTERS WHO CANNOT SIGN THEIR NAME DUE TO "PHYSICAL CONDITION"

(Decree of the CEC No 20/2012 of June 21, 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:

- ▶ a voter shall not go through the inking verification and inking procedures;
- ▶ upon transferring a ballot paper(s) to the voter the registrar makes note – "physical incapacity" in the box for 'the voter's signature' of unified list of voters, and verifies it with a signature;
- ▶ the voter shall have the right to ask the assistance of any person, except for the commission members, candidates, representatives of election subjects and media, and 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 THE POLLING DAY

(Election Code – Article 59)

The PEC Chairperson shall be responsible for keeping order at the polling place on the 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 responsible from the building where the commission is located. In cases of the expulsion a relevant report shall be drawn up and signed by the PEC chairperson and members. In the cases of the expulsion, a relevant record shall be made in the log-book.

ATTENTION!

- ▶ Armed individuals shall be prohibited to enter the polling place.
- ▶ If there is a threat to public order, polling procedure or the safe movement of election documents at the polling place and in its vicinity, police officers may be called in at the request of the PEC chairperson. The police officers, in agreement with the PEC chairperson, shall leave the polling place and its vicinity as soon as the public order is restored.
- ▶ In exceptional cases the police officers may be present in the territory adjacent to the polling place but not immediately in the polling place without the request and consent of the chairperson of the PEC if this is absolutely necessary to eliminate the violation of public order and to maintain the public order. As soon as such necessity is eliminated, the police officers shall leave the adjacent territory of the polling place.

TEMPORARY SUSPENSION OF THE POLLING PROCESS

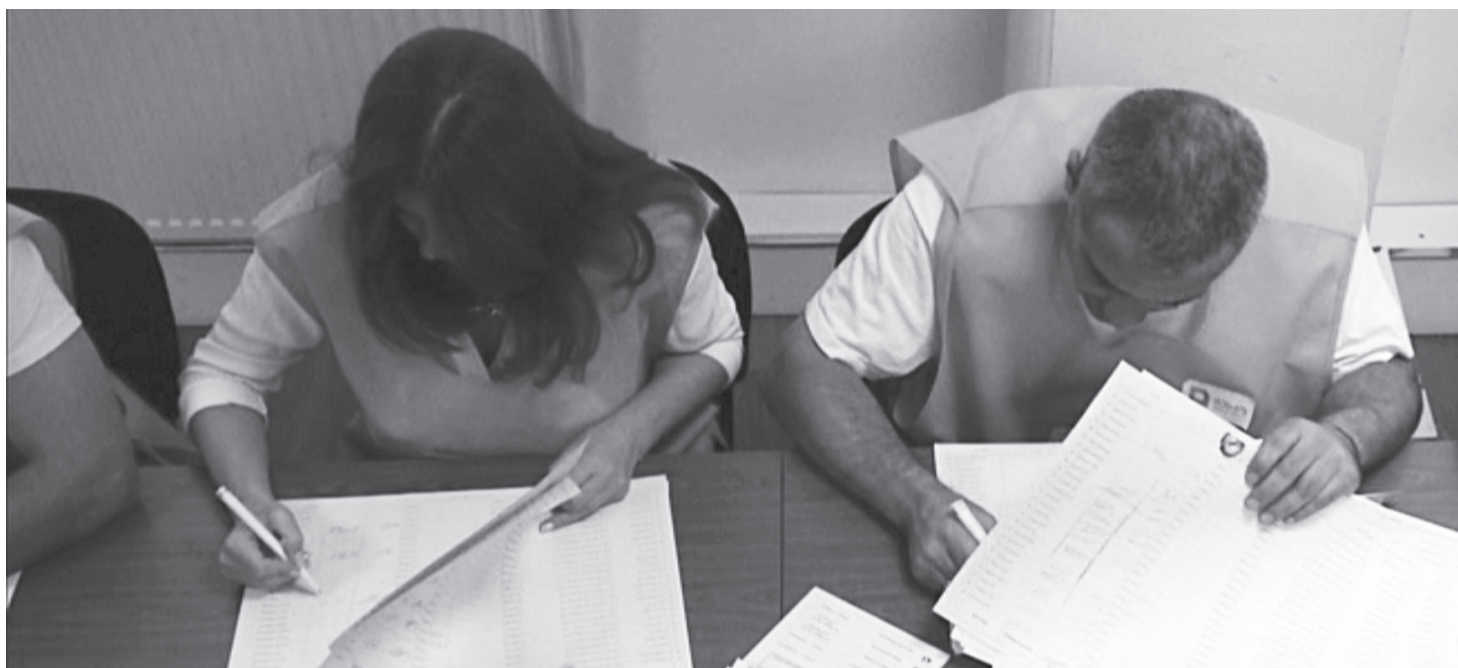
It shall be prohibited to close the polling place, to terminate or suspend the polling process during the polling day. If any circumstances hinders the polling process, the PEC chairperson shall notify the DEC immediately on this fact and wait for respective instructions.

KEEPING RECORDS OF VOTERS PARTICIPATING IN THE VOTING

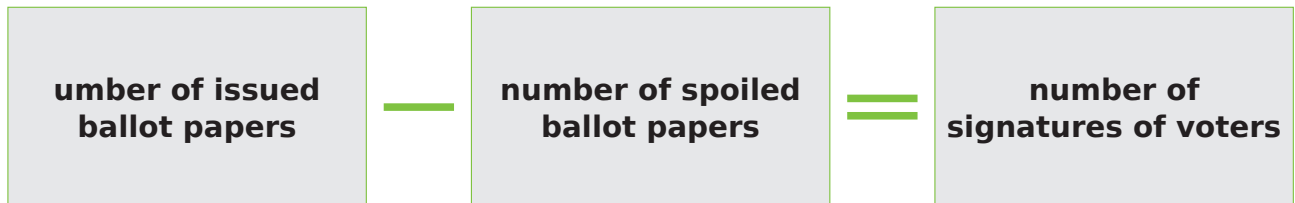
(Election Code – Article 65.6)

IT IS RECOMMENDED!

The registrars of voters to count the number of signatures of voters in the lists of voters (considering records indicated in explanation papers drawn up by them) 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 the polling day without hindering the polling process, as well as in case of temporary transfer of functions. The number of issued ballot papers can be determined by comparing the number of ballot papers received from the Commission chairperson with the number of ballot papers left with the registrar.



For the purpose of verifying counted ballot papers, the voter registrar shall inform the chairperson on the following:



If the difference is revealed between the data, the voters' registrar shall immediately write an explanation, which shall be attached to the summary protocols of polling results (the data given in the explanations shall be included in the data of the summary protocols 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

(Election Code – Articles 64.5; Article 65.3; Article 66)

The mobile voting procedure shall start at 09:00 and end at 19:00. The slot of the mobile ballot box for inserting the special envelopes shall be sealed immediately upon the end of the polling. A mobile ballot box shall be returned to an electoral precinct not later than 20:00.



Persons authorised to be present at the 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 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.

The PEC chairperson shall provide the election commission members accompanying the mobile ballot box with the following:

- ▶ the sealed mobile ballot box with the control sheet in it;
- ▶ the list of mobile ballot box voters;
- ▶ special envelopes (corresponding to the number of voters in the mobile ballot box list);
- ▶ required amount of ballot papers signed and sealed with a registrar's seal by the registrar of voters.
- ▶ the seal to be applied for sealing the slot of the mobile ballot box.

The PEC secretary shall enter on page 4 of the polling day log-book the number of ballot papers and special envelopes given to the PEC members accompanying the mobile ballot box, and also the time when the mobile ballot box was taken from the electoral precinct.

The commission member accompanying the mobile ballot box:

- ▶ asks the voter to present the identification card of the passport of the citizen of Georgia;
- ▶ verifies the accuracy between the information entered in the voter's registration and the mobile ballot box.

ATTENTION!

Inking shall not be used with respect to mobile ballot box is violated.

- ▶ signs the appropriate box of the mobile ballot box and the voter verifies the receipt of the ballot paper by 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 commission member accompanying the ballot box shall draw up a written explanation (indicating the number of the mobile ballot box and the full name of the voter) on this issue.

- ▶ A voter fills in the ballot paper in compliance with principle of secrecy.

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 of a commission member accompanying the mobile ballot box spoils a ballot paper or a special envelope, a commission member shall replace the spoiled ballot paper/special envelope with a new one.

- ▶ A voter takes a special envelope and places a ballot paper into it;
- ▶ After the commission member accompanying a mobile ballot box makes sure that a voter holds only one envelope, he/she shall open the slot of the ballot box and instruct the voter to drop the envelope into the ballot box.

ATTENTION!

In case the integrity of the seal of the mobile ballot box is violated, the commission member accompanying a mobile ballot box shall immediately inform the PEC chairperson of the fact and shall write and sign along the accompanying persons an explanation stating the reasons for the violation of the integrity of the seal.

Commission members accompanying a mobile ballot box shall, after returning to the polling place, transfer the unused ballot papers and special envelopes to the PEC secretary.

ATTENTION!

- ▶ The PEC secretary shall verify the accuracy of the numbers of existing signatures in the list of mobile ballot box, unused and/or spoiled ballot papers and special envelopes. In case of identifying the discrepancies, the PEC members accompanying the mobile ballot box shall write an explanation stating the reasons for this.
- ▶ The data given in the explanations shall be included in the data of the summary protocols of the given polling.
- ▶ The PEC secretary shall enter into the logbook the number of signatures in the list of mobile ballot box, unused ballot papers and the time of return of the mobile box to the electoral precinct.
- ▶ The PEC chairperson shall cut off corners of the unused ballot papers, write on them the word "spoiled" and certify this with his/her signature.

CHAPTER III. CLOSING ELECTORAL PRECINCTS, SUMMARISING POLLING RESULTS

CLOSING ELECTORAL PRECINCTS

(Election Code - Article 65.8)

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, the polling shall be announced as completed and the PEC shall seal the slot for inserting the ballot paper.

The PEC chairperson shall ensure that everybody except for those authorised to be present at the polling place leaves the election precinct.

The PEC secretary shall record on the 26th page of the polling day logbook the names of all commission members present at the polling place at the time of counting the votes (indicating the names of subjects selecting/appointing them), as well as all the names of all persons present at the polling place (indicating the names of the organization or an electoral subject naming them) and verifies this with signature.

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.

It is important that after closing of polls, before casting of lots, the PEC chairperson assign each registrar of the voters to count the number of signatures in the unified list of voters (taking into account the data provided in the explanations written by them) as well as the number of ballot papers issued by them (taking into account the spoiled ballot papers handed to the commission chairperson).

To verify the counted records, a voter registrar shall inform the commission chairperson on the following:

**number of issued
ballot papers**

**umber of spoiled
ballot papers**

**number of the
signatures of voters**

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 reasons).
- ▶ The information provided in the explanations (if any) of the registrar of voters shall be taken into account when drawing up the 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.

ORGANIZING ELECTORAL PRECINCTS FOR THE VOTE-COUNTING PROCEDURE (Election Code – Article 67.1,2, 68.3)

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 four 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 2 supervisors from among the observers by casting lots.

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"; "fourth 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



The PEC members participating in casting of lots shall pick up the papers 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).

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.

ATTENTION!

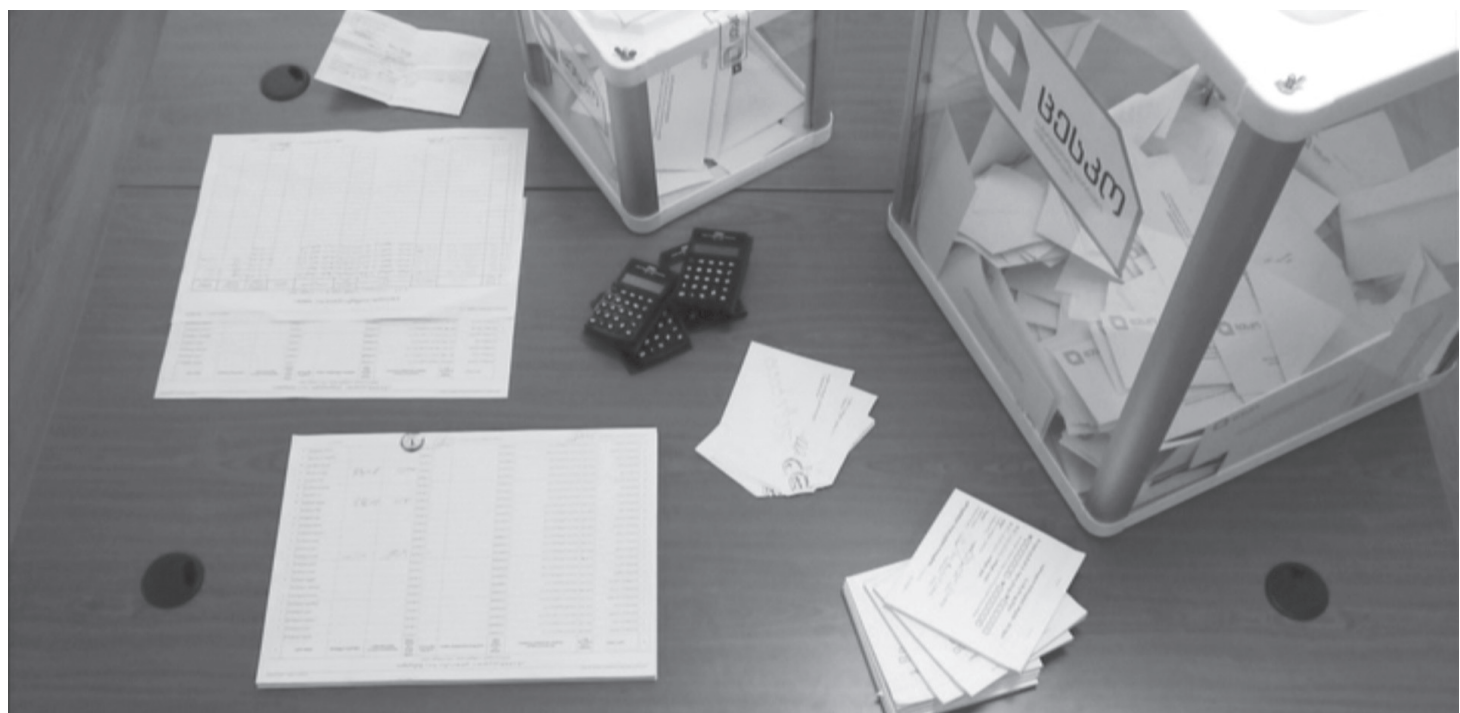
The representatives of those electoral subjects that appointed the PEC members that are counting officers selected by casting lots may not participate in the casting of lots.

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

- ▶ 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;
- ▶ two representatives of electoral subjects selected by casting lots process and two observers shall take place next to counting officers (one observer stands next to the second counting officer and the second one next to the third counting officer);
- ▶ the PEC secretary shall take 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-meter distance from the desk (from the counting officers).

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

- ▶ 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;

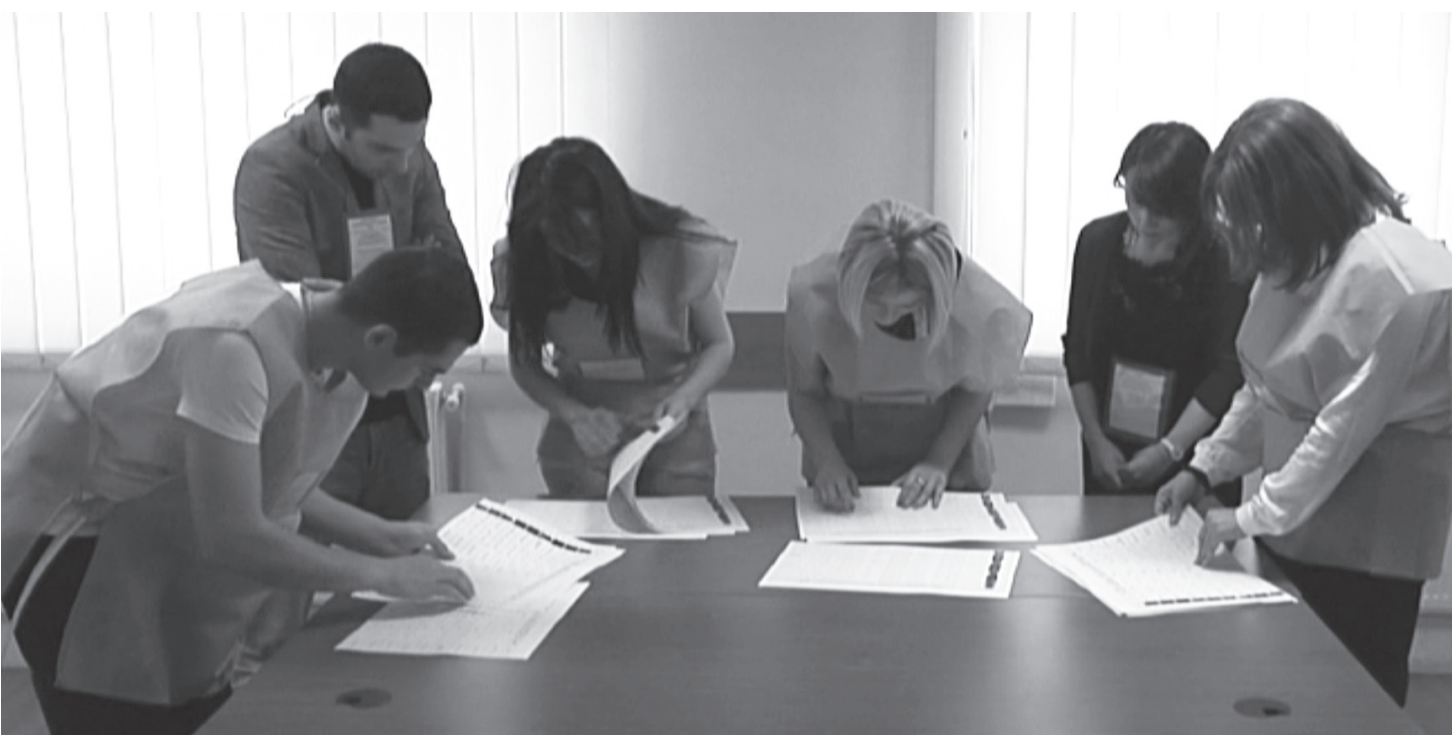


PROCEDURES TO BE CARRIED OUT BEFORE OPENING A BALLOT BOXES

(Election Code – Article 67.3)

Counting officers shall sequentially count the total number of voters:

- ▶ according to the unified list of voters;
- ▶ according to the special list of voters (where available);
- ▶ according to the list of mobile ballot box (where available).



The PEC secretary shall immediately incorporate the results (taking into account the data given in the explanations written by the registrars) into the demonstration protocol and the polling day log-book.

SEALING THE LISTS OF VOTERS, SPOILED AND UNUSED BALLOT PAPERS

(Election Code – Article 67.4,5,5¹)

The PEC secretary shall cut off corners of unused ballot papers and afterwards shall place separately in packages:

- ▶ the unified list of voters;
- ▶ special list of voters;
- ▶ the list of mobile ballot box voters;
- ▶ unused ballot papers;
- ▶ spoiled ballot papers;
- ▶ seals of registrars.

Each package shall specify the name and number of the electoral district, of the electoral precinct, and the type and number of the election documentation. The packages shall be sealed and the sealing line 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 and the list of voters, and also 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, shall indicate on the sealed package the name and number of the electoral precinct, the type of the documents 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 procedures of summarising the voting results shall continue under the PEC ordinance (the DEC shall be notified on the given fact). Otherwise, the ballot box shall be sealed and immediately transferred to the upper DEC together with the PEC ordinance.

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

- ▶ check whether the control sheet is present in the mobile ballot box;
- ▶ compare the control sheet in 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 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 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 procedures of summarising the voting results shall continue under the PEC ordinance (the DEC shall be notified on the given fact). Otherwise, the ballot box shall be sealed and immediately transferred to the upper 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.
- ▶ If everything is in order, the counting officers shall mix the special envelopes from the main and mobile ballot boxes and begin to count the ballot papers.

Before starting the process of counting of ballot papers, the commission chairperson seals the control papers, indicates the name and number of the electoral precinct, type of documentation on the sealed package and signs it.

SORTING BALLOTS PAPERS

(Election Code – Article 69.1,3,5)

The first counting officer shall:

- ▶ take ballot papers out of special envelopes;
- ▶ verify the authenticity of ballot papers;
- ▶ announce to whom the vote was cast;
- ▶ transfer the ballot papers to the second and third counting officer, according to the votes cast to electoral subjects;
- ▶ transfer invalid ballot papers, ballot papers raising doubts and unidentified types of ballot papers to the fourth counting officer;
- ▶ place special envelopes separately.

Counting officers shall place separately:

- ▶ ballot papers according to the votes given to each election subject;
- ▶ ballot papers of unidentified type;
- ▶ 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 a 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 recorded only in the polling day log-book).

After all ballot papers are sorted into different categories, the PEC shall review and decide by voting whether ballot papers raising doubt 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 ballot papers that are deemed void shall be added to the pile of invalid ballot papers.



COUNTING BALLOT PAPERS

(Election Code – Article 69.8,9)

After all ballot papers are 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 designed for the electoral subject shall be bound with metal clips and each package, either complete or incomplete, shall specify on the quantity of ballot papers in the package.

The PEC chairperson shall announce the number of votes given to each electoral subject and together with the PEC chairperson shall verify the accuracy of the data. The PEC secretary shall enter the results into the polling day log-book and into the demonstration protocols of polling results.

SEALING BALLOT PAPERS

(Election Code – Article 69.6,9)

After counting the ballot papers, the PEC chairperson shall instruct the counting officers to seal the following 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 package must specify the numbers and names of the DEC and PEC, information about the candidate (full name) and the number of ballot papers. Invalid ballot papers package shall indicate the numbers and names of the DEC and PEC, the number and type of ballot papers.
- ▶ The sealed packages shall be signed by counting officers and the PEC chairperson.



DRAWING UP SUMMARY PROTOCOLS OF POLLING RESULTS

(Election Code – Articles 70-71)

The following information shall be reflected in the PEC Summary protocols of polling results in a printed form:

- ▶ name of the elections and the polling date;
- ▶ name and number of the electoral district;
- ▶ electoral precinct number;
- ▶ number of election precinct set up in exceptional cases (if any), attached to the main election precinct;
- ▶ in line N1 – number of voters in the unified list of voters;
- ▶ presidential candidates (indicating the number for each candidate).

After completion of the counting procedures, commission secretary, upon agreement with the commission chairperson, fills out the summary protocols of polling results with the following information:

- ▶ in line N2 – number of voters in the special list of voters;
- ▶ in line N3 – number of signatures of voters participating in the elections in all types of voters lists (unified special, mobile) from 12:00 to 17:00;
- ▶ in line N4 – total number of voters participating in the elections (total number of signatures in all types of voters lists, considering the data reflected in the explanation note drawn up by the registrar – if any);
- ▶ in line N5 – number of ballot papers received;
- ▶ in line N6 – number of invalid ballot papers;
- ▶ number of votes cast to the candidate;

ATTENTION!

- ▶ In lines N2, N3, N4, N5, N6, as well as in the fourth (last) line of four-table chart indicating the number of votes cast to the candidate, the secretary shall enter a unit figure, on the third line – figure of the set of ten, on the second line – figure of the set of hundred and the first line – figure of the set of thousand.
- ▶ In case the box/es are left empty in the relevant line of data, it is recommended that the commission secretary enters "X" in the empty box/es.

4	არჩევნებში მონაწილე ამომრჩეველთა საერთო რაოდენობა (ხელმოწერების ჯამი ყველა სახის სიაში)	X	1	4	8
Unit					
Set of ten					
Set of hundred					
Set of thousand					

- ▶ number of registrar and commission seals.

All PEC members shall sign the summary protocols of polling results, which testifies their presence at the polling station. If the PEC members do not agree with the data entered in summary protocols of polling results, they shall have the right to attach their dissenting opinion to the protocol in writing (special line in the summary protocols of polling results shall reflect the data, which is not agreed upon by the commission member and is endorsed by his/her signature). In case of dissenting opinion expressed by the PEC member, he/she shall sign the summary protocols of polling results.

The summary protocols of polling results shall also include the date and time (hour and minutes) of its drawing up. The summary protocols of polling results shall be endorsed by a special PEC seal. The summary protocol shall be registered in the registration book in the part of outgoing documents.



ATTENTION!

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 lines N2, N3, N4, N5, N6, as well as the lines indicating the number of votes cast to candidates of the summary protocol, in order to correct the mistake, a notation – “amended” – shall be made next to the relevant data in the summary protocol and the amendment protocol shall be drawn.

Commission secretary shall draw up an amendment protocol in agreement with the commission chairman that shall specify:

- ▶ election district number and name;
- ▶ election precinct number;
- ▶ the number of appropriate line of summary protocols of polling results to be amended; figure that shall be amended and the figure that shall be entered;
- ▶ full name of the candidate subject to amendment; figure that shall be amended and the figure that shall be entered.

All members of the election commission attending the meeting shall sign the amendment protocol. The amendment protocol shall be affixed with the PEC seal and recorded in outgoing documentation part of the registration book, as well as the log-book and it shall be attached to the summary protocol, whose data were amended.



ATTENTION!

If the mistake was made in the process of completing summary protocols of polling results, while entering the numbers of registrars' seals, commission seals, date/time of drawing up of the summary protocols of polling results, or in case the later was not endorsed by the special seal of the commission and its photocopy was issued in this form, the commission secretary shall write an explanation note.

PUBLICITY OF THE SUMMARY PROTOCOLS OF POLLING RESULTS

(Election Code – Article 2t⁵, Article 8.14; Article 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 and of amendment protocols (if any), together with the dissenting opinions (if any) of commission members, to all persons authorised to be present at the polling place.

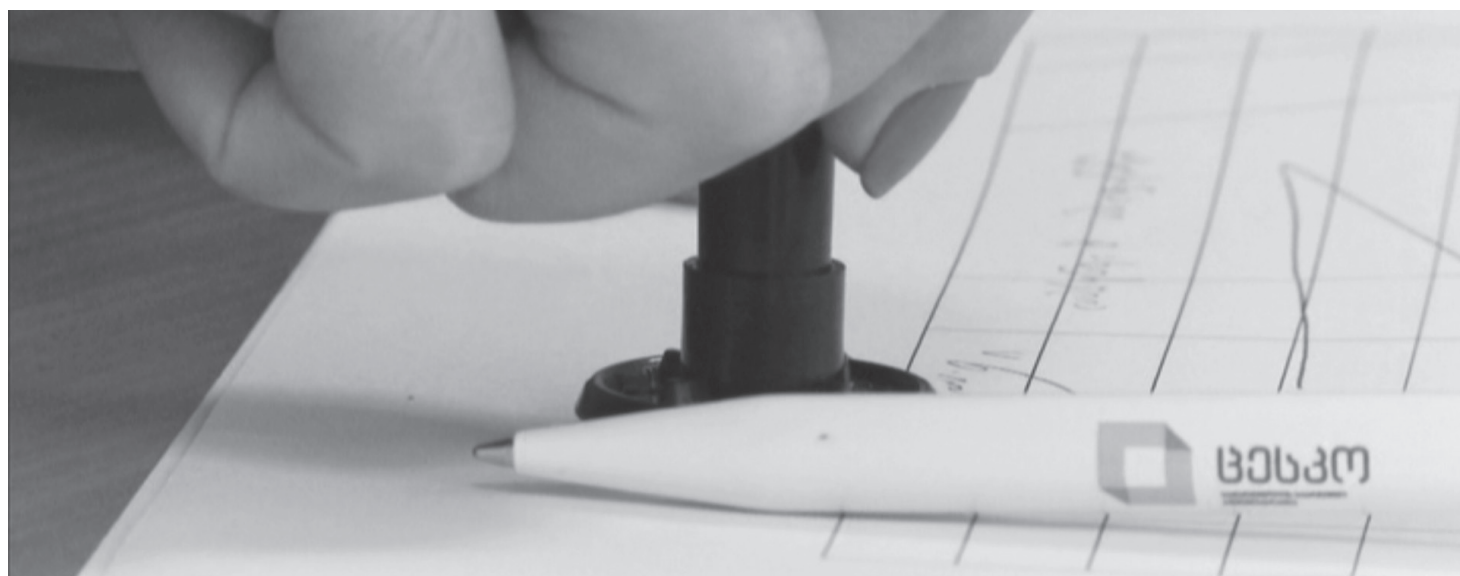
The photocopies of summary protocols and the amendment protocols (if any) shall be certified by the PEC seal and the signatures of the PEC chairperson and secretary. The person receiving the photocopies of summary protocols shall confirm receipt by signing in the polling day log-book.

Explanation notes of commission members drawn up in relation to the summary protocols and the amendment protocols (if any), upon request, shall be issued within 2 days after the request is made.

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

(Election Code – Article 62.11, Article 71.12, 13)

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 books shall not be sealed.

The persons authorized by the PEC shall transfer the box/bag of the election documents and inventory containing the sealed election documentation to the DEC and as separate items the following:

- ▶ The summary protocols of the polling results, the amendment protocol (if any) and the dissenting opinions (if any);
- ▶ The registration book and explanation notes (if any) of the PEC members;
- ▶ The sealed envelope of the applications/complaints, and of polling day log-book.

A delivery and acceptance certificate shall be drawn up when the election inventory and election documentation are submitted. The delivery and acceptance certificate shall be signed by the issuer and receiver of the election documentation and both of them shall retain one signed copy of the certificate.



PART IV

APPLICATIONS/COMPLAINTS MADE
ON THE POLLING DAY

CHAPTER I. REGISTERING APPLICATIONS/ COMPLAINTS MADE ON POLLING DAY

(Election Code – Article 61.5; Article 62.10; Article 72.1; Article 73)

The representatives of parties/initiative groups of voters/presidential candidate at the PEC and observers have the right to:

- ▶ submit an application/complaint to the PEC chairperson, deputy chairperson or secretary (Annex No:1).
- ▶ enter claims, complaints and comments related to the election procedures, made on polling day into the polling day log-book (on page 10 and the following pages).

ATTENTION!

- ▶ Nobody shall prevent any person authorised to be present at the polling place from entering claims, comments or complaints into the polling day log-book.
- ▶ A person making a record in the polling day log-book shall indicate his/her first name, last name and address (according to the ID card of the Citizen of Georgia).

The application or a complaint regarding the violation of the polling procedure in the electoral precinct shall be made upon the moment when the violation was noticed, from 07:00 of the polling day till the opening of the box, and the application or complaint regarding the violations of the procedures for counting the votes and summarizing the polling results, and requesting the revision or declaring void of the polling results shall be made from the time of opening the ballot box till the time of drawing up of the summary protocols of polling results.

The PEC secretary shall register the application/complaint in the section of incoming documentation of the registration book and issue a notice to the applicant/complainant indicating the date, time and registration number of the application/complaint. The PEC secretary shall confirm the notice with a signature (Annex No:2).

ATTENTION!

If persons authorized to be present at the polling station identified (discovered) the violation while registering the complaint, the PEC shall make the decision concerning the registration.

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

(Election Code – Article 72.2; Article 74.2,3,4,5; CEC Ordinance N8/2012 of March 2, 2012)

The PEC secretary, the PEC chairperson or deputy chairperson may identify a deficiency to the applicant/complainant and establish the reasonable deadline 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;
- ▶ number of an electoral precinct;
- ▶ in case of a witness – his/her first name, last name and place of registration.

The applicant/complainant may correct the defect within the set deadline by submitting the same or a new application/complaint (indicating the data due to which the deficiencies were identified). The PEC secretary shall make the note in the registration book – "a defect". The applicant/complainant and the respective PEC member shall sign along the note.

ATTENTION!

The parties shall determine the deadline for correcting the defect. If the parties fail to agree on the deadline for correcting the 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 heard and the PEC chairperson shall issue an ordinance to that effect.

CHAPTER II. RESPONDING TO APPLICATIONS/ COMPLAINTS MADE ON THE POLLING DAY

(Election Code – Article 72.3; Article 73.3; Article 74.5; CEC Ordinance N8/2012 of March 2, 2012)

A PEC chairperson/commission shall respond promptly and adequately to the applications/complaints and rectify it. In case of rectification of the violation reflected in the application/complaint, a relevant note – “violation rectified” – as well as the exact time of rectifying the violation shall be recorded in the polling day log-book by the commission secretary.

If the PEC Chairperson/Commission does not rectify the violation or otherwise has refused to react on the application/complaint, the observer/election subject representative or the other observer of the same observer organization/other representative of the election subject has the right to appeal the application/complaint before the relevant DEC on violations occurring before opening of polling (07:00) until opening of the ballot box (DEC shall take appropriate measures to rectify the violation).

If the PEC Chairperson/Commission does not rectify the violation or otherwise has refused to react on the application/complaint related to violations regarding vote counting and summarizing polling results, the observer/election subject representative or the other observer of the same observer organization/other representative of the election subject has the right to appeal the action of the PEC/PEC chairperson before DEC within 2 days (DEC shall consider the application/complaint within 2 days of its receipt).

The submitted applications/complaints shall not be heard and the PEC chairperson shall issue an ordinance regarding the leaving of the application unheard, if:

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

Annex No 1

Details of the applications/complaints submitted to the election commissions

The following shall be specified in an application/complaint:

- ▶ date and time of drawing up an application/complaint*;
- ▶ The first name, last name and place of registration of the applicant/complainant*;
- ▶ number of an electoral precinct*;
- ▶ in case of a witness – his/her first name, last name and place of registration*;
- ▶ substance and time of the violation**;
- ▶ if the violator is identified, the data of the violator that was possible to establish**;
- ▶ explanation of the violator (if any)**;
- ▶ contact phone number (home phone and/or mobile phone number) of an applicant/complainant***;
- ▶ fax number and an e-mail address (if any) of the applicant/complainant***;
- ▶ Other additional information.

* Failure to specify the above details accurately/completely shall be a ground for establishing a defect of the application/complaint, and can serve as a ground for not hearing the application/complaint if the defect is not corrected.

** Failure to specify the above details shall be a ground for leaving the application/complaint unheard without prior establishing the defects.

*** Specification of inaccurate/incomplete details cannot serve as a ground for establishing the defects of the application/complaint and leaving it unheard, however may can serve as a ground for impossibility to summon a party to the hearing of the complaint.

№ „.....“ electoral district

№ „.....“ Precinct Election Commission

Certificate

On Registration of an Application/Complaint

Date of receipt of an application/complaint:

Time of receipt of an application/complaint:

Registration number of an application/complaint:

PEC secretary:

/Signature/

Annex No 3

The authorities of the PEC chairperson**1. The authorities of the PEC chairperson are:**

- ▶ to call a PEC meeting;
- ▶ to chair a PEC meeting.

2. Administrative functions:

- ▶ You have a right assign tasks to the PEC deputy chairperson, secretary and other PEC members;
- ▶ You may issue a decree within your competence;
- ▶ You shall receive and distribute the electoral documents and correspondence submitted and addressed to the PEC;
- ▶ You shall assume personal responsibility for the storage and purposeful distribution of electoral documents, inventory and other materials from a DEC;
- ▶ For ensuring publicity, please, take into consideration that the following should be posted in a visible place:
 - ☐ The PEC contact telephone numbers, fax numbers and other details;
 - ☐ The legal acts of the Electoral Administration, which are related to the PEC activities;
 - ☐ The ordinances issued by the PEC and PEC chairperson;
 - ☐ The public version of the unified list of voters (wall list without photos), the rules and dates for making changes to the lists and filing complaints because of discrepancies in them.

ATTENTION!

- ▶ Not later than the second day before the polling day you will be provided with the final versions of the updated lists (versions designated for election commissions, table lists, and versions designated for public information, wall lists);
- ▶ Remove the initial versions of the table list designated for public information and post the updated list in the same place.

Authorities of the PEC Chairperson Day before the polling day (October 27)

1. Authorities related to the arrangement of the polling place:

- ▶ You shall be responsible for arranging the polling place. Please consider the following:
 - ☐ at least one polling booth with one pen shall be arranged for every 500 voters (where necessary a polling booth adapted to the needs of persons with disabilities shall be provided);
 - ☐ a place for the registrars of voters shall be made available and the 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;
 - ☐ a spot shall be arranged for photo/video recording (it is recommended to post a sign – "photo/video recording spot")
- ▶ magnifying glass for voters with vision impairment and special frame for voters with vision loss shall be places on the table of the PEC secretary.
- ▶ The following shall be posted in a visible place at the polling place:
 - ☐ 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);
 - ☐ lists of candidates of the president of Georgia;
 - ☐ voting instructions and the procedures for filling out ballot papers as determined by the CEC;
 - ☐ extract from the Law providing for the cases in which the ballot papers are deemed invalid;
 - ☐ demonstration protocol of polling results;
 - ☐ a note displayed in the polling places and polling booths in case any electoral subject entered into ballot papers no longer runs for the elections.

2. Authorities related to the receipt of electoral documents:

Remember: Not later than 12 hours before the opening of the polls you should receive ballot papers and special envelopes from the DEC. Upon the receipt, compare the number of provided ballot papers and special envelopes with the data specified in the delivery and acceptance certificate. Ensure that your PEC and DEC numbers are specified on the ballot papers.

Authorities of a PEC Chairperson On the polling day (28 October)

07:00-08:00

- ☐ Open the electoral precinct at 07:00, notify the DEC by phone on opening the electoral precinct and the quorum of the PEC members (7 members).

- ☐ Provide the PEC secretary with a polling day log-book, registration book, summary protocols and demonstration protocols (shall be posted in a visible place).

- ☐ Check the accreditation certificates (which are valid together with ID cards) of the authorised persons present at the polling place Remember that only the persons provided for by law are authorised to be present at the polling place.

- ☐ Publicly check the integrity of the sealed package , that contains a special seal of the PEC and open it (specify the number of the seal on page 9 of the polling day log-book).

- ☐ Conduct the casting of lots among the commission members for identifying two members of the commission to transport the mobile ballot box (the head officers of the PEC may not participate in the casting of lots).

Remember that If the person identified as a transporter of the mobile ballot box through the casting of lots refuses to perform the function, he/she shall lose a right to participate in the casting of lots for distributing other functions. Remember that persons identified as a transporters of the mobile ballot box through the casting of lots shall not be appointed commission members of the same party.

- ☐ Conduct another casting of lots to assign the other functions to the PEC members (PEC members responsible for regulating the flow of voters, registering voters, supervising ballot boxes and special envelopes).Commission secretary enters the results of casting of lots on the third page of the polling day log-book.

- ☐ Announce the number of the voters in the Unified List if Voters, in the special list of voters and in the mobile ballot box list (if any). PEC secretary shall enter the data on pages 6 of the polling day log-book and into the demonstration protocols of polling results (the number of voters in the special list shall be entered into the demonstration protocols and polling day log-book after the polling ends).

- ☐ Announce the number of received ballot papers and of special envelopes, PEC secretary shall enter the number of the received ballot papers into the demonstration protocols and polling day log- book.

- ☐ Do check that the ballot boxes are empty and that main and mobile ballot boxes are sealed with the seals having unique numbers. Commission secretary shall enter the numbers of the box seal and the time of sealing the boxes on the fourth page of the polling day log book.
-
- ☐ Provide each registrar of voters with: 300 voters list (provide one of the registrars with a special list of voters), one block of different type of ballot papers, inking liquid, the registrar's seal. Enter the number of the seal on page 9 of the polling day log-book.

BEAR IN MIND!

- ✓ Registrars shall verify the accuracy of the number of ballot papers in the block, and then you, along with the registrar, should sign the delivery acceptance certificate located on the upper side of the block of the ballot paper.
 - ✓ In case the number of registrars' seals are less than required or the seal is damaged, reduce the number of registrars;
 - ✓ arrange a magnifying glass for voters with vision impairment and special frame for voters with vision loss.
-
- ☐ Provide a person responsible for regulating the flow of voters with the ultraviolet 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 polling, fill out a self-copyable form of the control sheet (except for the data on the first voter) together with the secretary. Pay attention that a control sheet is signed by all PEC members present.

From 08:00

- ☐ Upon the 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 have the voter sign it, and to specify the exact time the control sheets are placed into the ballot boxes. PEC secretary shall enter the data on voter on the fourth page of the polling day log-book. 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.
-
- ☐ 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.

In the process of polling please consider that:

- If the ultraviolet detector detects that a voter has already been inked, he/she has no right participate in the polling. PEC secretary shall enter the identity of the voter on the fourth page of the polling day log-book.
- A voter may cast a ballot if together with the Personal Identification Number of the Citizen of Georgia, the gender and the photograph, at least 3 pieces of data (first name, last name, date of birth) fully comply with the data in the respective list of voters.
- Where the registrar of voters finds the face of the voter not corresponding to the photograph in the presented documents or in the list of voters, the registrar shall approach you to confirm the non- correspondence.

If you confirm the non-correspondence, instruct the PEC secretary to make a relevant entry into the polling day log-book (indicating the first name, last name of the voter and the serial number of the voter in the list of voters). Certify the entry together with the PEC secretary by signatures. The PEC secretary shall attach a photocopy of the document presented by the voter certified by the signature of the secretary to the log-book.

If you do not confirm the non-correspondence, the registrar of voters may make a note expressing his/ her special opinion in the polling day log-book. The PEC secretary shall make a relevant entry into the polling day log-book (indicating the first name, last name of the voter and the serial number of the voter in the list of voters). The entry shall be certified by the signatures of the registrar and the PEC secretary. The PEC secretary shall attach a photocopy of the document presented by the voter certified by the signature of the secretary to the polling day log-book.

After the above procedure allow the voter to participate in the polling.

- If the voter refuses to go through the inking procedure, do not let him/her participate in the polling.
- 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. Further, instruct the registrar of voters to write an explanation (indicating first and last names of the voter) on the given fact.
- If a voter of a PEC member incidentally spoils a ballot paper, instruct the registrar of voters to replace the spoiled ballot paper with a new one. Cut-off a corner of the spoiled ballot paper, white on it 'spoiled', sign it and keep it separately.
- If a voter is incapable to complete a ballot paper independently, pay attention that to the booth are not invited the PEC member, the candidate, the representative of the electoral subject, the representative of the press and other mass media and observers. Any person other than the above persons may assist the voter.
- If a voter due to the physical condition (lack of upper limbs) cannot perform the polling procedures independently, remind the registrar when giving (a) ballot paper/papers to the voter, make a note "physical condition" in the line of 'the voter's signature' and to certify this with a signature.

- The voters in the unified list with a status 'is abroad', or is on "consular registration" will participate in the polling in accordance with the general procedure;
- The voters in the unified list with the status 'resides abroad' will be participating in the polling in the relevant electoral precinct set up abroad.

From 09:00

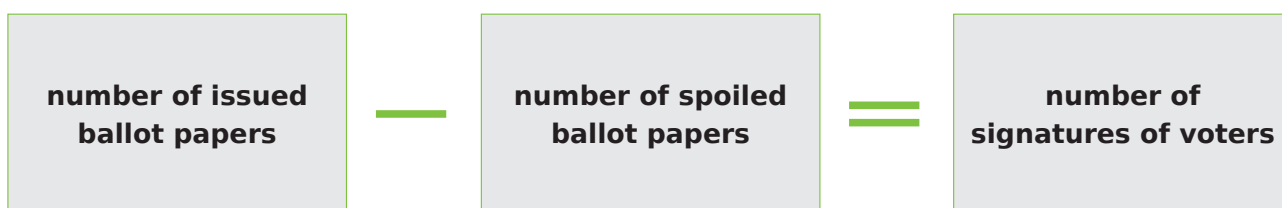
- ☐ Assign two PEC members, appointed by casting lots, to conduct mobile voting and provide them with the following:
 - ☐ mobile ballot box lists;
 - ☐ necessary amount of the ballot papers signed and sealed with the registrar's seal by the registrar of voters;
 - ☐ special envelopes (corresponding to the number of votes in the mobile ballot box list);
 - ☐ the sealed ballot boxes which must contain a control sheet.
 - ☐ The seal to be applied for sealing the slot of the ballot box (the mobile ballot box shall be sealed after the polling through the mobile ballot box finishes).

PEC secretary shall enter on the fourth page of the polling day log-book the number of the ballot papers given to the PEC members accompanying the mobile ballot box, and also the time when the mobile ballot box was taken from the electoral precinct.

At 10:00, 12:00, 15:00 and 17:00

Ask the registrars of voters to count the number of signatures of voters in the lists of voters and the number of distributed ballot papers (including the number of spoiled ballot papers given to the PEC chairperson) without hindering the polling process. The number of issued ballot papers can be determined by comparing the number of ballot papers received from the Commission chairperson with the number of ballot papers left with the registrar.

Verify the accuracy of the data by using the following method:



In case of any difference between the data, the registrar of voters shall immediately write an explanation, which must be attached to the summary protocols of polling results and the data entered in the explanations must be considered when drawing up the summary protocols.

Add up the number of signatures received from each registrar at 10.00 a.m., 12.00 p.m., 3.00 p.m. and 5.00 p.m. taking into account the explanations written by them (if any) and send the data as a text message on the number provided by the DEC.

At 12:00 and 17:00 instruct the PEC secretary to enter the number of signatures of the voters participating in the polling on the lists of voters on the fourth page of the polling day log-book and in the demonstration protocol of the polling results.

Before 20:00

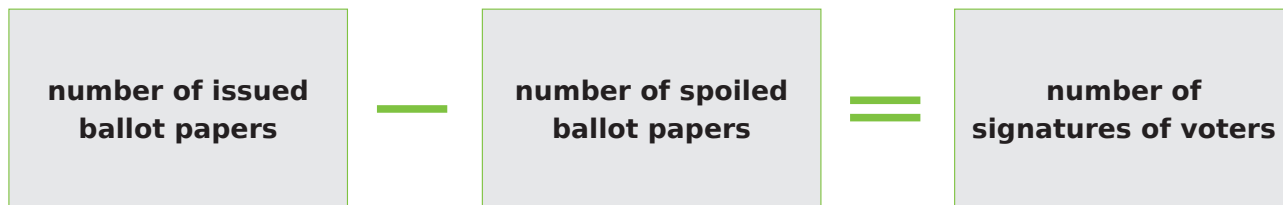
The mobile ballot box shall be returned to the electoral precinct not later than 20:00. Upon the return of the mobile ballot box to the electoral precinct, instruct the PEC secretary to verify the accuracy of the numbers of existing signatures in the list of mobile ballot box, unused and/or spoiled ballot papers and special envelopes. In case of identifying the discrepancies, the PEC members accompanying the mobile ballot box shall write an explanation stating the reasons for this. The data given in the explanations shall be included in the data of the summary protocols of the given polling and shall be attached to the summary protocol/s of the polling.

Cut-off the corners of unused ballot papers and special envelopes, write on them 'spoiled' and sign them. Instruct, the PEC secretary to enter on the fourth page of the log-book the number of signatures in the list of mobile ballot box, unused ballot papers and the time of return of the mobile box to the electoral precinct.

From 20:00 to the opening of the ballot box

- ☐ Announce the closing of the polls place at 20:00. Instruct one of the PEC members to count the number of voters waiting in the line (if any). Above data shall be entered by the PEC secretary on the fourth page of the log-book . After the end of the voting close the doors of the electoral precinct and seal the slot of the ballot box.
- ☐ Assign the PEC secretary to enter on the 26th page of the polling day log-book the identities of persons present at the polling place while counting the votes.
- ☐ It is important that after closing of polls, before the casting of lots, you assign each registrar of the voters to count the number of issued (taking into account the issued ballot papers according to the mobile ballot box) and spoiled ballot papers, and also the number of signatures in the unified list of voters and special list of voters available to them (taking into account the data provided in the explanations written by them). The number of issued ballot papers can be determined by comparing the number of ballot papers received from the Commission chairperson with the number of ballot papers left with the registrar.

Verify the accuracy of the data by using the following method:



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, and the data you have to enter into the summary protocol/ protocols respectively.

-
- ☐ 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 the casting of lots four counting officers. PEC secretary shall enter the results of casting of lots on the third page of the polling day log-book.
-
- ☐ Select by the casting of lots not more than 2 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 from among the PEC members by the casting of lots. Remember: The representatives of those electoral subjects that have appointed the PEC members that are counting officers selected by the casting of lots may not participate in the casting of lots. PEC secretary shall enter the results of casting of lots on the third page of the polling day log-book.
-
- ☐ Select by the casting of lots 2 supervisors from among the observers, unless the observers select from within their members the supervisors by mutual agreement for the process of counting the ballot papers. PEC secretary shall enter the results of casting of lots on the third page of the polling day log-book.
-
- ☐ Instruct the counting officers to count the number of signatures of the voters in the unified list of voters, in the special list of voters as well as on the mobile ballot box list of voters (if any).
Commission secretary enters the number of voters' signatures counted by the counting officer, considering the data included in the explanation note written by the voters' registrar (if any) on the sixth page of the polling day log-book and the demonstration protocol.
-
- ☐ Instruct the PEC secretary to place in separate packages the table versions of the unified list of voters, the special list of voters and the mobile ballot box list of voters (if any), unused ballot papers and spoiled ballot papers. The PEC secretary shall cut-off the corners of the unused ballot papers before placing them into the package.

- ☐ Instruct the counting officers 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), also the packages of unused and spoiled ballot papers and also the seals of the registrars of the voters.
Sign the sealed packages together with the counting officers. On the sealed package put the name and number of the respective DEC and PEC, as well as the type of the electoral documentation.

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).

- ☐ 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.

- ☐ Open the main ballot box. The counting officers shall check the existence of the control sheet in the ballot box and establish its validity by comparing it with the control sheet kept at the PEC.

- ☐ Open the ballot box of an electoral precinct set up in an exceptional case (if any). The counting officers shall check the existence of the 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 the special envelopes from the mobile and main ballot boxes and the ballot boxes of the electoral precinct created in an exceptional case.

- ☐ Seal the control sheets. Indicate the name and number of the electoral precinct and the type of document on the sealed package and sign it.

- ☐ Instruct the counting officers to sort out the ballot papers.

BEAR IN MIND!

- ✓ First counting officer: takes a ballot paper from a special envelope; verifies the validity of the ballot paper; announces to whom the vote was cast; hands ballot papers to the second and third counting officers according to the votes cast to the election subjects; hands invalid ballot papers, ballot papers raising doubt and unidentified ballot papers to the fourth counting officer; puts special envelope separately;
- ✓ Counting officers: put ballot papers separately, according to the votes cast to each election subject; invalid ballot papers, ballot papers raising doubt and unidentified ballot papers

- ☐ Together with the commission, put to the vote the separate ballot papers which raise doubts about their validity (if any). Decision is made by the majority of votes, but not less than one-third of the total composition of the election commission (not less than 4 votes). In case of equality of votes, the chairperson shall cast the decisive vote.

- ☐ Instruct the counting officers to count invalid ballot papers and the votes/ballot papers received by each candidate.

- ☐ Announce the number of the votes received by each candidate and the number of invalid ballot papers and together with the PEC secretary verify the accuracy of the data. The PEC secretary shall enter the results on the sixth page of the polling day log-book and into the demonstration protocols of polling results.

- ☐ Instruct the counting officers to bind and seal the following: The invalid ballot papers (invalid ballot papers designated for another electoral precinct shall be sealed separately, if any), the ballot papers for each candidate.

Indicate the name and the number of the PEC and DEC, candidate's data (full name) and the number of ballot papers on each candidate's packages.

Indicate the name and the number of the PEC and DEC and the number of ballot papers on each candidate's packages

Sign on the sealed line of the along with the counting officers.

- ☐ The PEC secretary shall, with your consent, complete the 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 summary protocols of polling results. 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.

A PEC secretary shall register the summary protocol of polling results in the outgoing documents part of the registration book.

BEAR IN MIND!

It is prohibited to correct the information included in the summary protocol of polling results.

The rule for drawing up of the summary protocol of polling results and the amendment protocol can be found in the Guidelines for PEC Members - Part III, Chapter III, sub-chapter "Drawing up of Summary Protocol of Polling Results".

- ☐ Upon the issuance of the photocopies of the summary protocols of polling results (if requested), sign them together with the PEC secretary and approve them with the special seal of the commission. The person receiving the photocopy shall confirm this with a signature in the log-book.

BEAR IN MIND!

Explanation notes related to the summary protocols of polling results/amendment protocol (if any), in case of request, shall be issued by the DEC, within 2 days after the request is made.

-
- ☐ 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), the seals of the registrars of voters and the polling day log-book together with applications/complaints.

Remember: the registration book and the 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 , along with the amendment protocol (if any) and sealed packages of the registration book, along with the commission explanation notes (if any) the log-book and applications and complaints separately from the box/bag.

BEAR IN MIND!

A PEC chairperson shall respond promptly to the applications/complaints (if any) and rectify it.

Detailed information about the right and responsibilities of the commission chairperson with respect to the application/complaint can be found in Chapter IV of the Guidelines for PEC Members.

Authorities of a PEC Secretary on the Polling Day (28 October)

07:00-08:00

- ☐ Upon opening the electoral precinct, receive a log-book, registration book, summary protocols of polling results and demonstration protocols from the PEC chairperson. Post the demonstration protocols of polling results at a visible place in the electoral precinct.

- ☐ On the first page of the polling day log-book, the PEC secretary shall record the full names of the all PEC members present at the polling place (indicating subjects selecting/appointing them) and the data of all other persons (full names, nominating organisation or electoral subjects), authorized to be present at the polling station, and shall have such persons verify the data with their signatures. On the second page of the polling day log-book, where necessary, on page 10 and the following pages, the PEC secretary shall record the information of PEC members showing up at the polling station after the opening of polling precinct, as well as other persons authorized to be at the polling station, indicating their entry time, and shall have such persons verify the data with their signatures

- ☐ 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.

BEAR IN MIND!

- ✓ If the Commission member refuses to perform the functions vested on him/her by casting lots, his/her data shall be entered on page 25 of the polling day log-book.
- ✓ Information on temporary transferring the functions established by casting of lots to another member shall be entered on page 5 of the polling day log-book.

- ☐ Enter on pages 6 of the polling day log-book and in the demonstration protocols of polling results the numbers of voters in the unified list of voters, in the special and mobile ballot box lists (where available) (the number of voters in the special list shall be entered into the demonstration protocols of polling results and the polling day log-book after the polling ends).

- ☐ Enter on pages 6 of the polling day log-book and the demonstration protocols of polling results the number of received ballot papers.

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

- ☐ Record on pages 3 and 9 of the polling day log-book the reference numbers of the seals transferred to each registrar of voters.
-
- ☐ Before the polling starts, it is recommended to fill out a self-copying form of a control sheet (except for the data of the first voter) together with the PEC chairperson. Pay attention that the control sheet is signed by all PEC members present.
-

From 08:00

- ☐ Upon arriving at the electoral precinct, enter the data of the first voter (full name, ID card number) into the control sheets and have the voter sign it. Enter the details of the control sheets on page 4 of the polling day log-book.

Please, bear in mind the following during voting:

- ✓ If a inking verification device detects that a voter has been already inked, enter the identity of the voter on page 4 of the polling day log-book.
 - ✓ If there is a discrepancy between the face of the voter on the photo of the ID card and the list of voters, enter the above information on pages 29-31 of the polling day log book and endorse it with the signature. Polling day log-book shall be attached by the copy of the voter's ID card presented by the voter and signed by you.
-

From 09:00

- ☐ Record on page 4 of the polling day log-book the number of ballot papers transferred to the commission members accompanying the mobile ballot box, and specify the time of taking the mobile ballot box out of the electoral precinct.
-

12:00

- ☐ record the number of signatures of voters counted by the registrar of voters on pages 6 of the polling day log-book and in the demonstration protocols of polling results.
-

17:00

- ☐ record the number of signatures of voters counted by the registrar of voters on pages 6 of the polling day log-book and in the demonstration protocols of polling results.
-

Before 20:00

- ☐ Upon the return of the mobile ballot box to the electoral precinct, verify the accuracy of the numbers of existing signatures in the list of mobile ballot box, unused and/or spoiled ballot papers and special envelopes. In case of identifying the discrepancies, the PEC members accompanying the mobile ballot box shall write an explanation stating the reasons for this. Include the data given in the explanations in the data of the summary protocols of the polling results.

Enter on page 4 of the log-book the number of signatures in the list of mobile ballot box, unused ballot papers and the time of return of the mobile box to the electoral precinct.

From 20:00 to the opening of ballot boxes

- ☐ Record on page 4 of the polling day log-book the number of the remaining voters in line by 20:00 (if there are any).

- ☐ Record on the 26th page of the polling day logbook the names of all commission members present at the polling place at the time of counting the votes (indicating the names of subjects selecting/appointing them), as well as all the names of all persons present at the polling place (indicating the names of the organization or an electoral subject naming them) and verifies this with signature.

- ☐ Note the following on page 3 of the polling day log-book:
 - ☐ the results of the casting of lots for distributing the functions of the counting officers among the commission members;
 - ☐ the data of the representatives of electoral subjects selected by the casting of lots to participate in the process of counting of valid and/or invalid ballot papers together with the counting officers;
 - ☐ the data of the supervisors selected from observers for the purpose of supervising the process of counting of ballot papers.

BEAR IN MIND!

If the commission member and/or the representative of an electoral subject refuses to perform the functions assigned to him/her by casting of lots, this data shall be recorded on page 25 of the polling day log-book.

- ☐ Record on page 6 of the polling day log-book and in the demonstration protocols of polling results the total number of voters participating in the polling as determined by the counting officers based on the unified list of voters, special list of voters (if any) and mobile ballot box list of voters (if any).

- ☐ Pack separately and seal the table versions of the unified list of voters, special list and mobile ballot box list (if any) of voters. Before packing cut off the corners of the unused and the spoiled ballot papers.

- ☐ Register the number of cases, if there any, related to the mismatch of the faces of the voters with their photographs in the submitted document(s) or the list of voters and the number of documents attached to the polling day log-book. Record the data on page 31 and the following pages of the polling day log-book and then seal the documents. Put the name and the number of the electoral precinct as well as the type of the documents on the sealed package. Sign the sealing line.

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

- ☐ After counting invalid ballot papers and votes received by the candidates, verify the accuracy of the data with the PEC chairperson. Enter the obtained data on page 6 of the polling day log-book and into the demonstration protocols of polling results (number of invalid ballot papers designated for other electoral precincts shall be recorded only in the polling day log-book).

- ☐ Fill out the summary protocols of polling results in agreement with the PEC chairperson. The data included in the explanations (if any) written by the registrars of voters shall be taken into account when drawing up the summary protocols of polling results.

All commission member shall sign the summary protocol of the polling results, which proves their presence at the electoral precinct. You shall approve the summary protocols of polling results with the special PEC seal and register them in the section of outgoing documents of the registration book.

Remember: The data included in the summary protocols of polling results may not be changed!

The rule for drawing up of the summary protocol of polling results and the amendment protocol can be found in the Guidelines for PEC Members – Part III, Chapter III, sub-chapter "Drawing up of Summary Protocol of Polling Results".

- ☐ Upon the issuance of the photocopies of the summary protocols of polling results, certify the photocopies with the special PEC seal and sign it together with the PEC chairperson. Register the issued copies in polling day log-book. Ensure that the receiving person confirms with a signature the receipt of the copies.

Remember! Explanation notes of commission members drawn up in relation to the summary protocols and the amendment protocols (if any), upon request, shall be issued within 2 days after the request is made.

- ☐ After summing up the polling results and after issuing the photocopies, close the polling day log-book and the registration book. Sign them together with the PEC chairperson and approve them with the special PEC seal.

Remember!

Register all the incoming applications/complaints in the registration book and on pages 21 and 24 of the polling day log-book . Issue to the applicant/complainant the note stating the date, time and registration number of the application/complaint, which shall be approved by the signature.

Detailed information about the right and responsibilities of the commission chairperson with respect to the polling day application/complaint can be found in Chapter IV of the Guidelines for PEC Members.

Functions of Commission Members Responsible for Regulating the Flow of Voters

- ▶ 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, after verifying that the voter has no inking 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 desks designated for the alphabetical letter corresponding to the first letters of their last names enlisted 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 polling and ask the voter to leave the polling place.
- ✓ If the check with an ultraviolet detector detects that a voter has already been inked, he/she shall not participate in polling. Notify the PEC chairperson on the identity of the voter. Ask the voter to leave the polling place.
- ✓ Voters, who are unable to participate in the voting procedures independently due to physical condition, namely due to the absence of upper limbs, shall not go through checking for inking and the inking procedure.

Annex No 6

Functions of Commission Members Acting as the Registrar of Voters

- ▶ Ask voters to present ID cards or passports of a citizen of Georgia.
- ▶ 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 compliance of a voter's registration data included in the registration document/ documents with the data provided in the list of voters.

REMEMBER!

- ✓ A voter shall have the right to cast a ballot if together with the personal identification number of the citizen of Georgia, the gender and the photograph, at least three of the following items (full name, date of birth, address) fully match with the data in the respective list of voters.
 - ✓ Check that the photographs in the presented documents, and in the relevant list of voters match with the face of the voter. Where you find that the face of the voter does not match with the photograph in presented documents or in the list of voters, approach the PEC chairperson to confirm the mismatch and wait for his/her instructions. If the PEC chairperson does not confirm the mismatch, you have the right to enter in the log-book your special opinion on this issue and certify this with a signature together with the PEC secretary's signature. Regardless of mismatch between the photo presented in the ID card and the voters' list, voter still participates in the voting.
- ▶ place the inking on the nail of the thumb or the forefinger of the right hand of the voter, and where this is impossible on other fingers of the right hand, and where this is also impossible, on the left hand with the same manner.

REMEMBER!

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 the ballot paper.

- ▶ Sign the respective line of the list of voters alongside the last name of the voter.
- ▶ Ask the voter to certify the receipt of the ballot paper by signing alongside his/her last name in the list of voters.

REMEMBER!

If in the process of voting it has been revealed that a voter has signed on another voter's signature line, instruct the voter on whose line the signature was made to sign in the same signature line. Further, you have to write an explanatory statement on the issue (indicating the first and last names of the voter).

- ▶ When issuing the ballot papers, sign the ballot papers in the appropriate box on the back page and certify them with the registrar's seal on the back page.
- ▶ Provide the voters with the ballot paper signed by you and approved with the registrar's seal.

REMEMBER!

If you or a voter spoils the ballot paper, immediately inform the PEC chairperson on this and provide the voter with a new ballot paper (signed by you and sealed with a registrar's seal).

- ▶ Instruct the voters to enter the polling booths.

Remember!

- ✓ Voters, who are unable to participate in the voting procedures independently due to physical incapacity, namely due to the lack of upper limbs, shall not go through the inking procedure. Upon handing the ballot paper/papers to the voter you shall make a note – "physical incapacity" in the box of the unified list of voters 'signature of the voter' and certify this with your signature.
- ✓ It is recommended that at 10:00, 12:00, 15:00 and 17:00 you without hindering the polling process as being assigned by the PEC chairperson, recount the number of signatures of voters in the lists of voters, the number of the ballot papers issued by you and the number of spoiled ballot papers handed to the PEC chairperson, and inform the PEC chairperson on the data. The number of issued ballot papers can be determined by comparing the number of ballot papers received from the Commission chairperson with the number of ballot papers left with the registrar.

In case of any difference between the data, you shall immediately write an explanation indicating the reasons thereof. After the polling ends, you shall verify again the accuracy of the data as assigned by the PEC chairperson.

You shall also verify the accuracy of the above data in the case of the transfer of the functions of a registrar of voters,

- ✓ The voters in the unified list with a status "is abroad", or is on "consular registration" will participate in the polling in accordance with the general procedure; the voters in the unified list with the status 'resides abroad' will be participating in the polling in the relevant electoral precinct set up abroad.

Annex No 7

Functions of Commission Members Transporting Mobile Ballot Box

- ▶ The mobile voting procedure starts at 09:00 and ends at 19:00 of the polling day.
- ▶ From 09:00 of the polling day, the PEC chairperson shall provide you with:
 - ✓ mobile ballot box lists;
 - ✓ the necessary amount of the ballot papers signed and sealed with the registrar's seal by the registrar of voters;
 - ✓ the special envelopes (according to voters present in the mobile ballot box);
 - ✓ the sealed mobile ballot box which must contain a control sheet;
 - ✓ the seal to be applied for sealing the slot of the ballot box (the mobile ballot box shall be sealed after the polling through the mobile ballot box ends).
- ▶ When you arrive to the voter, ask voters to present ID cards or passports of a citizen of Georgia;
- ▶ Compare the personal number of a voter with the personal number specified in the mobile ballot box list of voters.
- ▶ Check the compliance of a voter's registration data included in the registration document/ documents with the data provided in the mobile ballot box list of voters.

REMEMBER!

A voter shall have the right to cast a ballot if together with the personal identification number of the citizen of Georgia, the gender and the photograph, at least three of the following items (full name, date of birth, address) fully match with the data in the respective list of voters

- ▶ Certify the issuance of the ballot paper by your signature in the mobile ballot box list of voters.
- ▶ Ask the voters to certify the receipt of the ballot paper/papers by signing alongside their last names in the mobile ballot box list of voters.

REMEMBER!

If in the process of voting it has been revealed that a voter has signed on another voter's signature line, instruct the voter on whose line the signature was made to sign in the same signature line. Further, you have to write an explanatory statement on the issue (indicating the first and last names of the voter).

- ▶ Provide the voters with the ballot paper signed by the registrars of voters and approved with the registrar's seal.

- ▶ After a voter fills out the ballot paper, provide him/her with a special envelope and instruct him/her to place the folded ballot paper in the envelope.
- ▶ Ask the voter to insert a special envelope into the mobile ballot box.
- ▶ After completing the polling process, seal the slot of the mobile ballot box in such that it would be impossible to open it without damaging the seal.
- ▶ Return the mobile ballot box to the electoral precinct by not later than 20:00 of the polling day.
- ▶ After returning to the polling place give the unused/spoiled ballot papers and special envelopes, as well as commission explanation notes (if any) to the PEC secretary.

ATTENTION!

- ✓ The 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 (except for the PEC member, a representative of an electoral subject, press and other mass media, and an observer) selected by a voter with physical condition (also by a voter who is unable to independently fill out a ballot paper) shall instead of him/her and in his/her presence fill out a ballot paper, place it in a special envelope and insert it into a mobile ballot box.

- ✓ In case the integrity of the seal of the mobile ballot box is damaged, you shall immediately notify the PEC chairperson of the fact and shall write and sign along the accompanying person an explanatory statement stating the reasons for the irregularity.

Annex No 8

Functions of PEC Members Supervising Ballot Box and Special Envelopes

- ▶ Attend the ballot box all the time.
- ▶ Monitor the ballot box and special envelopes.
- ▶ Keep covered the slot of the ballot box 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 to put the folded ballot paper into it.
- ▶ Once you make sure that a voter holds only one special envelope, uncover the slot of the ballot box and instruct the voter to insert the special envelope into the ballot box.
- ▶ After the voter drops the special envelope into the ballot box, ask the voter to leave the ballot place.

ATTENTION!

- ✓ Only a voter may put ballot paper/papers in a special envelope. An exception shall be a voter with 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, who will also help the voter with physical incapacity to fill out a ballot paper in the polling booth.
- ✓ Not more than one voter at a time shall be allowed to be at the ballot box.
- ✓ A PEC member shall not have the right to open a ballot paper/papers.
- ✓ Before a voter places a ballot paper in a special envelope, you may ask him/her to show you that he/she is holding the established number of ballot paper (without interfering in the secrecy of the polling) and one special envelope. The voter must fulfill the request.

PHOTO-VIDEO SHOOTING AT ELECTORAL PRECINCTS

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

I

From the moment of opening an electoral precinct (07:00) through to the period of the drawing up of summary protocols of polling results by the PEC

To ensure secrecy of polling, 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, which are not public information under the election legislation of Georgia.

To ensure an unhindered polling process:

- ▶ The 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 fulfillment of their duties during the polling process.

The following persons may be present at a polling place:

- ▶ voters – during the period necessary for voting;
- ▶ PEC members and the members/representatives of upper election commissions;
- ▶ representatives of the electoral subjects (not more than 1 representative of the same electoral subject);
- ▶ accredited representatives of the media (not more than 3 representatives from the same press and other media organisation);
- ▶ observers of registered local observer organisations (not more than 1 representative per domestic observer organisation);
- ▶ observers of international organisations registered at the CEC (not more than two observers of the same international organisation)(they may be accompanied by an interpreter).



From 07:00 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 transparency of the polling process:

Persons authorized 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 not less than 3 meters from the subject/object of shooting, from where the polling process is visible.



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 transparency of the polling process:

- ▶ Persons, authorised to be present at the polling place, shall have the right to film the polling process at the electoral precincts during the period when the voters of high public interest (political officials, heads of electoral subjects and political unions, religious leaders) vote, after which all photographic-video shooting equipment must be removed from the polling place.
- ▶ The same press and other mass 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 secrecy of polling is ensured.
- ▶ Persons authorised to be present at the polling place (including the representatives of media wishing to film for more than 10 minutes) can film during the whole polling day using the stationary photo-video shooting equipment located at a special spot allocated by a PEC chairperson. A ballot box should be visible from the allocated 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 responsible from the polling place.

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across the entire width of the page, providing a guide for writing. The background is a solid off-white color. There are no margins, text, or other markings present.