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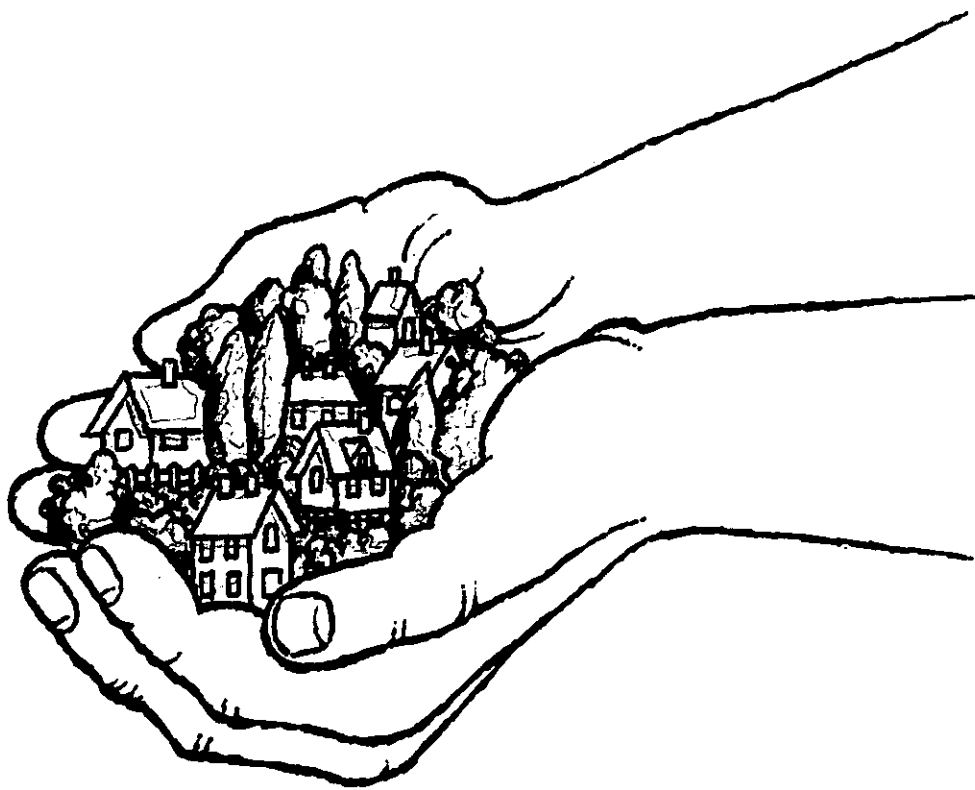
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Lesley Israel

Polling and Counting Manual



OSCE

**Organisation for Security and Co-operation in Europe
Mission to Bosnia and Herzegovina**

Developed and Produced by Voter Education and Training

August 1997



FROM THE PROVISIONAL ELECTION COMMISSION

To the Polling Station Committee Members:

You are about to play a key role in conducting the 1997 Municipal Elections in Bosnia and Herzegovina. The dedication and professionalism you exhibit in carrying out your responsibilities according to the *Rules and Regulations* established by this Commission will be fundamental to the legitimacy of the election results.

The Provisional Election Commission would like to take this opportunity to salute your service on these two very important days.

Good luck to all of you.

Ambassador Robert H. Frowick
Head of OSCE Mission to Bosnia and Herzegovina
Chairman

Mr. W. Gerry. Robinson, Q.C.
Deputy Chairman

Mr. Mirko Boskovic
Representative
Federation of
Bosnia and Herzegovina

Mr. Hilmo Pasic
Representative
Bosnia and Herzegovina

Mr. Slobodan Kovac
Representative
Republika Srpska

Ms. Deborah Schein
Member

Mr. Peter Sorensen
Designee of the High Representative

Table of Contents

Letter From The Provisional Election Commission

1	Introduction	1
	Purpose of Manual	1
	Responsibilities of the Polling Station Committee	2
	Official Pledge	3
	Code of Conduct	4
2	About this Election	5
	Election Dates	5
	Hours of Operation	5
	The Purpose of the Municipal Election	6
	Who is Eligible to Vote	6
	Different Types of Polling Station	7
3	Election Administration	9
	The Provisional Election Commission	10
	The OSCE	10
	The Local Election Commission	11
	Polling and Counting Station Committee	11
	International Monitoring Group	12
4	Presence of Observers	13
	Domestic Observers	13
	International Observers	13
	Rights and Obligations	14
	Accreditation and Rules	15
	Complaints	17
	Responding to Observer Concerns	17

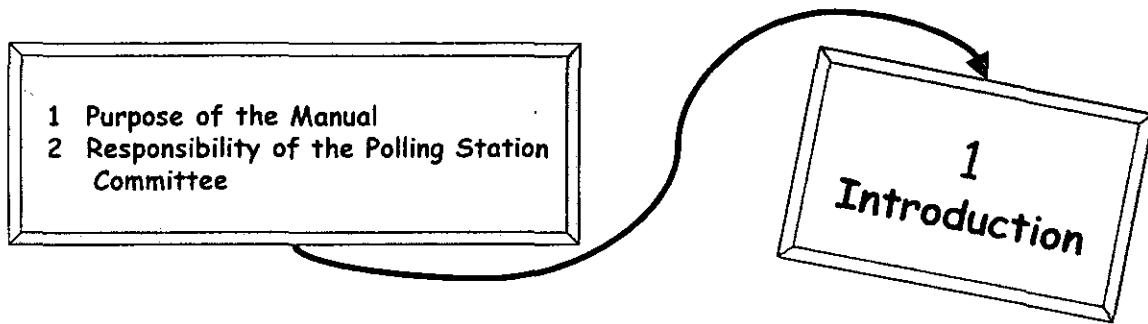
5	Before Polling Day	19
	Getting Ready	19
	Assignment of Duties	20
	Chairperson	21
	Polling Station Committee	22
	International Election Supervisor	23
	Surveying Your Polling Station	23
	Planning for Counting	24
	Communication	25
	Signs	25
	Security	25
	Introductions	26
	Checking Supplies and Materials	26
	Final Voter Register	27
	Ballot Paper	27
	Sample Ballot Paper	28
	Ballot Boxes	29
	Ultra Violet Light	29
	Ink Applicator	30
	Poll Book	30
	Inventory Check List	30
6	Before Voting Begins on Polling Day	32
	Arranging your Polling Station	32
	Arranging the Polling Screens	33
	Arranging OSCE Signs/Lists	33
	Polling Station Layout	34
	Tasks Before the First Voter Votes	35

7	Voting Begins	36	
	Routine Processing of Eligible Voters	36	
	Stage 1 Queue Controlling/UV Light Check	36	
	Stage 2 Identification Station	38	forms of id
	Stage 3 Ballot Issuing/Ink Application	40	
	Stage 4 Ballot Box Control	43	
	Possible Exceptions to the Voting Process	44	
	No ID	44	
	No Registration Receipt	45	
	Name Not on Final Voter Register	45	
	Procedure for Issuing Tendered Ballots	46	
	Presents Documents of Family Member	48	
	Damaged Ballots	48	
	Declined Ballots	48	
	Name on Register is Identified as Duplicate	49	
	Voter Has Registration Receipt For Different Municipality	49	
8	Closing the Polling Station	50	
	Closing the Polling Station, Day One	51	
	Sealing the Ballot Box	51	
	Day One, Completing the Daily Accounting Form	51	
	Securing Election Materials	52	
	Sample Day One, Daily Accounting Form	54	
	Closing the Polling Station, Day Two	55	
	Day Two, Completing the Daily Accounting Form	55	
	Sample Day Two Daily Accounting Form	57	

9	Counting the Votes at Regular Polling Stations	58
	Before the Count Begins	59
	Opening the Ballot Box	609
	Tendered Ballots	61
	Counting the Ballots	61
	Invalid Ballots	63
	Count is Completed	65
	Completing the Report of Polling Station Results	66
	Sample Vote Summary Total and Report of Polling Station Results	68
 10	 Absentee Ballot Transportation Preparation	 70
	Before the Ballot Box in Opened	70
	Opening the Ballot Box	72
	Completing the Report of Absentee Polling	73
	Sample Report of Absentee Polling	74
	Packing the Absentee Materials	75
 11	 Packaging Materials at the Polling Station	 77
	What Should Go In Each Packet	77
	Packing Materials For Transport	78
	Sealing the Tamper Evident Bag	78
	Taking the Material to the LEC Storage Centre	79

Appendixes

- A. Invalid Ballot Samples**
- B. Observer Accreditation Forms**
 - Candidate Observer Appointment Form
 - Declaration of Secrecy Form
- C. Rules and Regulations**
- D. Security (SFOR, IPTF, Local Police)**
- E. Polling Station Committee Forms**
 - Polling Station Pledge
 - Code of Conduct



On behalf of OSCE, we would like to welcome back those of you who previously worked with the OSCE during the 1997 Registration and/or Claims period. We would also like to welcome newcomers and thank all of you for accepting Election Day related positions.

Your job assignment is an important one, and we are glad you are part of the team.

1 Purpose of the Manual

"The responsibility of the Polling Station Committees and Local Election Commissions at all levels shall be further defined in the "Manual for Polling Station Committees and Local Election Commissions", which shall form part of the Rules and Regulations of the Provisional Election Commission." (Article 78) This manual will be referred to as "The Polling and Counting Manual".

This manual is designed to provide those assigned Polling Station responsibilities with specific guidance on:

- the Rules & Regulations governing the Municipal Elections
- Roles and Responsibilities of all officials taking part in the Municipal Elections
- Polling Day Operational Procedures
- Counting Procedures
- Closing the Polling Station

Note: Throughout this manual you will see reference to specific Articles of the Rules and Regulations as adopted by the Provisional Election Commission.

2 Responsibility of the Polling Station Committee

As you review this manual you will notice that guidance is provided to staff members who will be assigned to Resident Polling Stations and Absentee Stations. For general convenience **staff members** at both types of Station will be referred to as the "**Polling Station Committee**". Unless as otherwise noted the procedures described are relevant to both types of Polling Station.

As the Polling Station Committee and International staff, you have been given a very important responsibility within the election process. You will have the most personal and direct contact with the voters. They will look to you as they exercise their right to vote on Election Day.

The manner in which you carry out your duties will determine the degree to which voters will have confidence in the process. Your **obligations are to:**

- treat all voters impartially
- set aside personal views and political opinions
- uphold the standard of integrity, neutrality and accuracy

It is **mandatory** for **Polling Station Committee** members to read, sign and abide by both the **Official Pledge** and the **Code of Conduct**.

This will be done prior to the beginning of Polling Station operations. Failure to sign the two documents should be noted in the Poll Book by the Chairperson and reported by the International Election Supervisor and may result in the withholding of payment.



Official Pledge

All of the Polling Station Committee members are required to read and sign the Official Pledge designed to govern their actions and behaviour, as well as, to encourage the highest standards when carrying out their duties (located in Appendix E to be torn out, read, signed, and placed in the Poll Book).

Polling Station Pledge

During the term of my appointment as a member of the Polling Station

I _____ pledge to:

- Respect the Rules and Regulations as adopted by the Provisional Election Commission .
- Perform my duties in a manner which ensures the integrity and fairness of the election
- Act in a non-partisan manner making no attempt to persuade or influence any voter to vote for or against any political party, coalition or independent candidate
- Faithfully serve my fellow citizens and protect their right to vote

I pledge to honor and respect these principles

Signature

Date



Code of Conduct

All of the Polling Station Committee members are required to read and sign a Code of Conduct, designed to encourage them to carry out their duties in a manner of integrity and neutrality (located in Appendix E to be torn out, read, signed, and placed in the Poll Book).

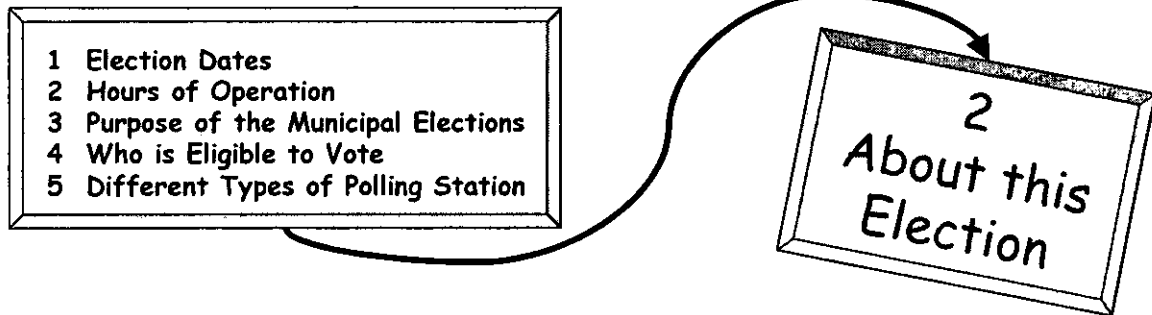
Code of Conduct

As a Polling Station Committee Member, I hold myself accountable in fulfilling my duties to serve the voters assigned to the Polling Station for which I am responsible.

- ◆ I will educate myself about my responsibilities by learning about the Rules and Regulations of the Provisional Election Commission governing the Municipal Elections by attending training sessions and reading training materials and instruction given to me
- ◆ I will follow all the Election/Counting Day(s) procedures as directed by the Provisional Election Commission
- ◆ I will resist pressure from friends, officials, political parties, coalitions, independent candidates, or others to violate the integrity and fairness of the election
- ◆ I will protect the secrecy of the vote
- ◆ I will calculate the votes cast at my Polling Station for which I am responsible and report the results accurately and promptly
- ◆ I will not abuse the authority granted to me as an appointed Polling Station Committee Staff Member
- ◆ I will not show favoritism toward any voter, political party, coalition, or independent candidate, or intimidate any citizen
- ◆ I will report, in writing, irregularities in the election process to both the Polling Station Chairperson and the International Election Supervisor or to any OSCE Office
- ◆ I will be courteous and respectful of voters, Observers, police and other election officials

Signature

Date



The Municipal Elections in Bosnia and Herzegovina are mandated under the *General Framework Agreement for Peace (GFAP)*. In September 1996 the Presidential and Parliamentary Elections were held pursuant to the *GFAP*.

1 Election Dates

On 6 March 1997, Danish Foreign Minister Niels Helveg Petersen, Chairman-in-Office of the OSCE, issued a statement announcing that the dates for Municipal Elections will be **13 and 14 September 1997**. These dates were approved by the Provisional Election Commission (**Article 3**).

2 Hours of Operation

The Polling Stations will be open for voting, on both days, between the hours of 07:00 to 19:00. (**Article 82**)

Meals and breaks will be scheduled in advance by the Polling Station Committee Chairperson ensuring full coverage of all stations at all times.

3 The Purpose of the Municipal Election

In the 1997 Municipal Elections voters of Bosnia and Herzegovina will directly elect the members of their respective **Municipal Councils in the Federation of Bosnia and Herzegovina (FBiH) and Municipal Assemblies in the Republika Srpska (RS)**. In turn, the newly elected Municipal Councils and Assemblies, at their first sessions, will select the Municipal Executive or Executive Board, which includes the Mayor and, often, a Deputy Mayor. The process, by which Municipal Councils and Assemblies select their Executive Officers, and the Executive positions themselves, may vary slightly according to the Municipal statutes. Of the various levels of governmental bodies, the Municipal Councils and Assemblies and their Executives are closest to the citizens. In Bosnia and Herzegovina they are responsible for local public management and services, from waste collection to housing and property regulations.

4 Who is Eligible to Vote

In accordance with the electoral Rules and Regulations, any **Citizen of Bosnia and Herzegovina aged 18 or older whose name appears on the 1991 Census for BiH is eligible, to vote**. To exercise his/her right to vote, a voter must have **Registered to vote during the Voter Registration Period**, in accordance with the Rules and Regulations. **(Article 5)**

- Any person who is on the Final Voter Register (FVR) is entitled to cast their Ballot
- Voter must produce valid proof of identity in order to cast their Ballot
- No person is entitled to be listed more than once on the Final Voter Register (FVR), nor is any person entitled to be listed on the FVR of more than one Municipal area

5 Different Types of Polling Stations

There will be approximately 2,300 Polling Stations in BiH for the 1997 Municipal Elections. Each Polling Station is one of, or combined with, the five types listed below. In addition, the sixth will be 143 Polling Stations for Out-of-Country voters; 79 in Federal Republic of Yugoslavia (FRY) and 64 in Croatia.

Each Polling Station inside BiH will have a unique reference number, made up of 3 parts:

- the first 3 numbers indicate the Municipality ID number
- 1 letter which indicates the entity (A= Federation & B= Republika Srpska)
- the last 3 numbers indicate the Polling Station site ID number within the Municipality in which the site is located, This 3 digit number also tells what type of Polling Station it is

Thus Polling Station 147B001 is a Polling Station in Visegrad (147), in the RS (B), and it is a "Regular" Polling Station (001).

Regular

Serves voters who reside in the same Municipality in which the station is located and are registered to vote in that Municipality. There are usually several Regular Polling Stations in each Municipality, and they will have the identifying site ID numbers "001" through "0__".

Absentee

Serves voters who reside in the Municipality in which the station is located but who choose to cast Absentee Ballots for other Municipalities. There is usually one Absentee Polling Station in each Municipality, and it will usually have the identifying site ID number "555" or 556, 557 etc. if there is more than one Absentee Polling Station in the Municipality

Cross-Municipality

Serves voters who reside in other Municipalities but who choose to return to vote In-person in the Municipality in which the station is located. There is one Cross-Municipality Polling Station in each Municipality, often located on a designated cross IEBL route, and it will usually have the identifying site ID number "999" or "9__".

Tuzla
was
65 Reg. +
& Special

"Return from Out-of-Country"

Serves voters who return from Out-of-Country to vote in-person in the Municipality in which the station is located. There is usually one Return from Out-of-Country Polling Station in each Municipality, and it will have the identifying site ID number "888" or "8__".

Twin

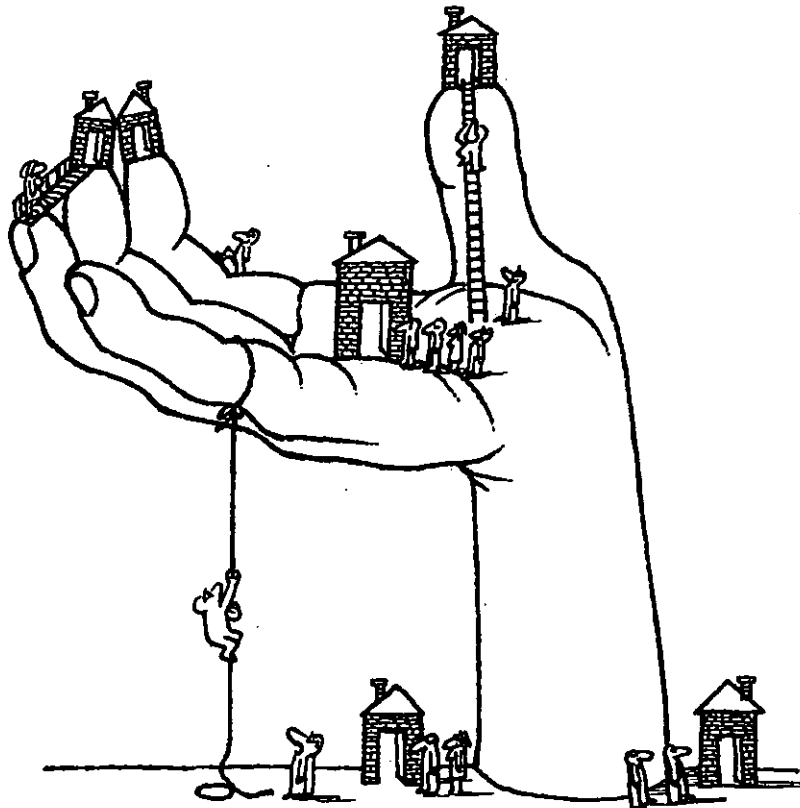
Any two or more of the above types may be combined in a **Twin Station**, where a single Polling Station Committee and International Election Supervisor supervise voting for more than one of the above functions, with a separate Voter Register for each Municipality. Twin Stations have identifying site ID numbers in the following ranges: "70_", "80_", or "90_".

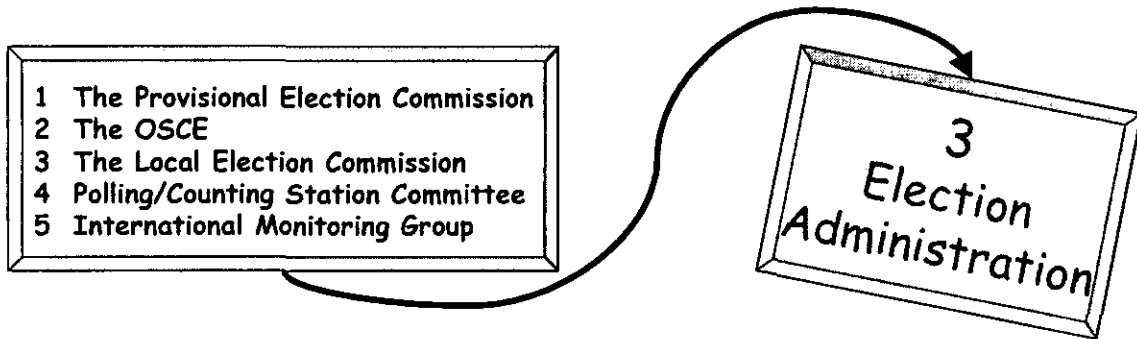
For example:

- 701 = the combination of an Absentee and Regular Polling Station
- 801 = Return from Out-of-Country and Regular Polling Station
- 901 = Cross-Municipality and Regular Polling Station

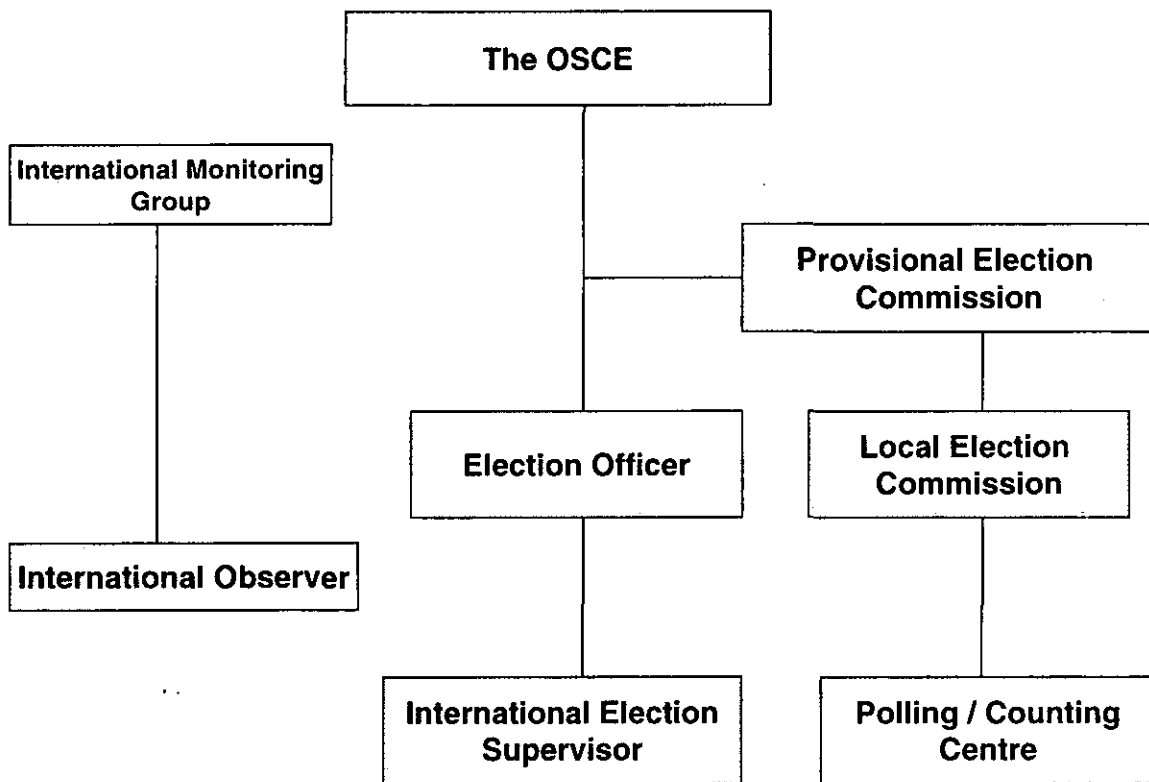
Out-of-Country

A Polling Station in FRY or Croatia where the voter will vote In-Person.





Election Administration Structure



1 The Provisional Election Commission

Annex III of the GFAP charged the OSCE with establishing a Provisional Election Commission (PEC). The PEC adopts **Rules and Regulations governing the entire electoral process**, from voter registration to the implementation of election results. For the 1997 Municipal Elections the Rules and Regulations of the PEC **take precedence over all local laws and regulations**, except for areas not governed by the Rules and Regulations. The Provisional Election Commission's current mandate expires on 31 December 1997. It is currently envisaged that on 1 January 1998, a Permanent Election Commission will be fully established.

The PEC comprises **seven members**:

- ◆ Ambassador Robert Frowick, Chairman
- ◆ Mr. W. G. Robinson, Q. C., Deputy Chairman
- ◆ Mr. Hilmo Pasic, Representative of Bosnia and Herzegovina
- ◆ Mr. Mirko Boskovic, Representative of the Federation of Bosnia and Herzegovina
- ◆ Mr. Slobodan Kovac, Representative of Republika Srpska
- ◆ Ms. Deborah Schein, Member
- ◆ Mr. Peter Sorensen, Designee of the High Representative

2 The OSCE

On 21 November 1996, the OSCE Permanent Council agreed to extend the **elections mandate of the OSCE Mission** to Bosnia and Herzegovina until **December 1997**.

The Permanent Council decision called on the OSCE to "continue **providing assistance for the preparation and conduct of Municipal Elections in 1997...**"

In Annex 3 of the GFAP, the agreement requires the OSCE to ensure whether conditions exist for the effective holding of elections and to **provide full supervision for their preparation and conduct**. This is accomplished through:

- The Chairperson of the Local Election Commission, in conjunction with the OSCE Election Officer, who is responsible for making all executive decisions on the days of Polling
- OSCE Election Officers who are responsible for all OSCE election activities in their area of responsibility
- OSCE International Election Supervisors who are responsible for overseeing the operation of a designated Polling Station

3 Local Election Commission

Generally, there is one LEC appointed per Municipality. **The LECs are constituted electoral bodies at the local level.**

The members of the LECs are appointed by local councils or assemblies and are **approved by the PEC**. They have a **key role in supporting the electoral process, and in being responsible for the conduct of elections, including the assignment of Polling Committees, under the supervision of the OSCE and the PEC.**

The LECs are also responsible for providing facilities, furniture, utilities, heat, lighting etc for all Polling Stations and Counting Centres. **They are also responsible for the hiring of Polling Station Committees.**

4 Polling Station Committee

A Polling Station Chairperson and Committee is appointed by the LEC for each Polling Station (except for Out-of-Country Polling Stations). The Polling Station Committee is responsible for ensuring the integrity, security, and tranquillity of the voting process at the Station. (Article 72)

Members of the Polling Station Committee **must** be suitably qualified individuals who are **eligible to vote** in the elections. In addition, **no person** shall be **appointed** as a member of or be employed by or participate in the functions of a Polling Station Committee if he or she is: (Article 73.1)

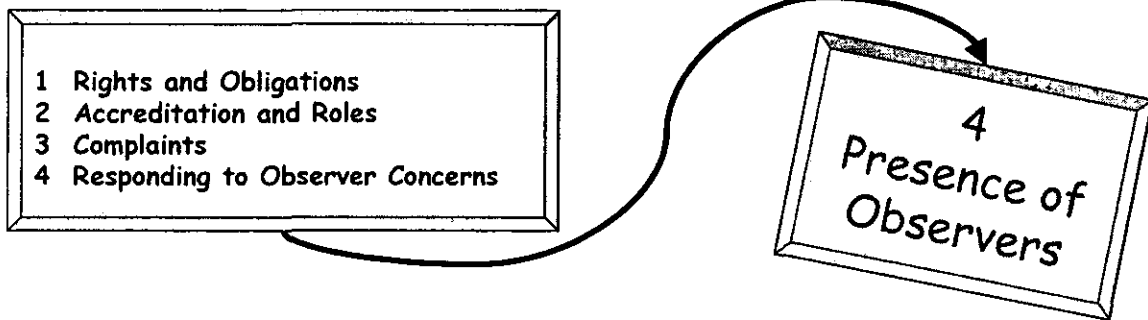
1. ineligible to run as a candidate for office under the GFAP in BiH
2. prohibited under any of the provisions of the Rules and Regulations of the PEC
3. elected to or holds a politically appointed office or is seeking an elective office
4. in a leadership position of a political party or coalition, or is an independent candidate, or intends to seek such a position
5. shown to lack the impartiality necessary to be a member of the Committee

5 International Monitoring Group

In addition to the presence of OSCE International Election Supervisors at each Polling Station, a further, **independent monitoring body** will oversee and co-ordinate the activities of international Observers to **evaluate the electoral process**. These Observers will write their own review of the Polling Stations which they visit. This report is not reviewed or edited in any way by the OSCE. The PEC has enacted the following Rules & Regulations regarding the Election Monitoring Group Observers.

The PEC will invite **International Observers** in accordance with the GFAP, Annex 3, Art III (e) and the Copenhagen Document, paragraph 8. These Observers **include** representatives of **governments** and **international organisations** and **representatives of international non-government organisations**. (Article 151)

The Co-ordinator of the Election Monitoring Group and his/her office will co-ordinate a joint effort of the International Observers to **observe all aspects of the electoral process**. International Observers will be present at **Polling Stations** and **Counting Centres** and their observations will be the basis of the overall assessment of the electoral process. (Article 156)



The **Rules and Regulations** contain provisions which allow different types of **Observers** to be present during the various Election and Counting Day (s) activities.

The presence of **Domestic and International Observers** during the Polling and counting process helps ensure:

- a free and fair electoral environment
and
- contributes to the transparency and public confidence in the legitimacy of the election results

Every Observer must be accredited by appropriate authorities, as stipulated by the **Rules and Regulations** of the PEC.



Domestic Observers

The PEC establishes the right of accredited representatives of registered political parties, coalitions and independent candidates, and of the media and citizen organisations (hereinafter "Domestic Observers") to be present during the proceedings of the voting and Ballot counting at In-Country or Out-of-Country Polling Stations and during the Ballot counting at the OSCE Counting Centre. (Articles 65, 203 and 220.4)



International Observers

In accordance with the Annex III of the GFAP and the Copenhagen Document, the PEC has invited **International Observers** to monitor the electoral process, including Polling and counting. These Observers include representatives of governments and international organisations, and representatives of international non-governmental organisations. (Article 151) The findings of the International Observers will be the basis of the overall assessment of the electoral process. (Article 156)

1 Rights and Obligations

Both **Domestic and International Observers** have the right to:

- **observe all steps** in the voting and counting process
- **be present to view** the display and sealing of the empty Ballot box before Polling begins and observe the pre-Poll opening preparations
- **ask questions, express objections and lodge complaints** regarding the Polling and/or counting process in accordance with the Rules and Regulations of the PEC, which may be recorded in the Poll Book

Both **Domestic and International Observers** are prohibited from:

- **interfering** in any way in the electoral proceedings (**Articles 67 and 153**)
- **handling** Ballot Papers
- **instructing**, giving orders, or countermanding decisions of Polling Station officials
- **wearing or carrying anything identified** with a political party, coalition or independent candidate (**Article 68**).
- **attempting** to observe the filling out of the Ballot or interviewing voters (**Article 203.3**) *inside the polling station.*

The following obligations apply to both **Domestic and International Observers**. They must:

- **observe** the electoral process in accordance with the Rules and Regulations of the PEC (**Article 67**)
- **respect** the **secrecy** of the vote
- **behave** in an **impartial and politically neutral** manner in carrying out their duties as Observers (**Article 155**)
- **abide by the laws** of Bosnia and Herzegovina and of the two entities (**Article 154**)
- **present personal identification and official accreditation** to the Polling Station Committee, OSCE Counting Centre Supervisor, Out-of-Country Voting Centres or International Election Supervisor upon entry into the election facility (**Article 68**)

- **read an acknowledgement of the rights and obligations** pertinent to serving as an International or Domestic Observer
- **wear official accreditation provided by the OSCE or the Election Monitoring Group at all times while in the election facility (Article 68)**

2 Accreditation and Roles

The accreditation and roles of the Domestic and International Observers varies. The distinctions in procedures and observation roles are outlined below.

Domestic Observers

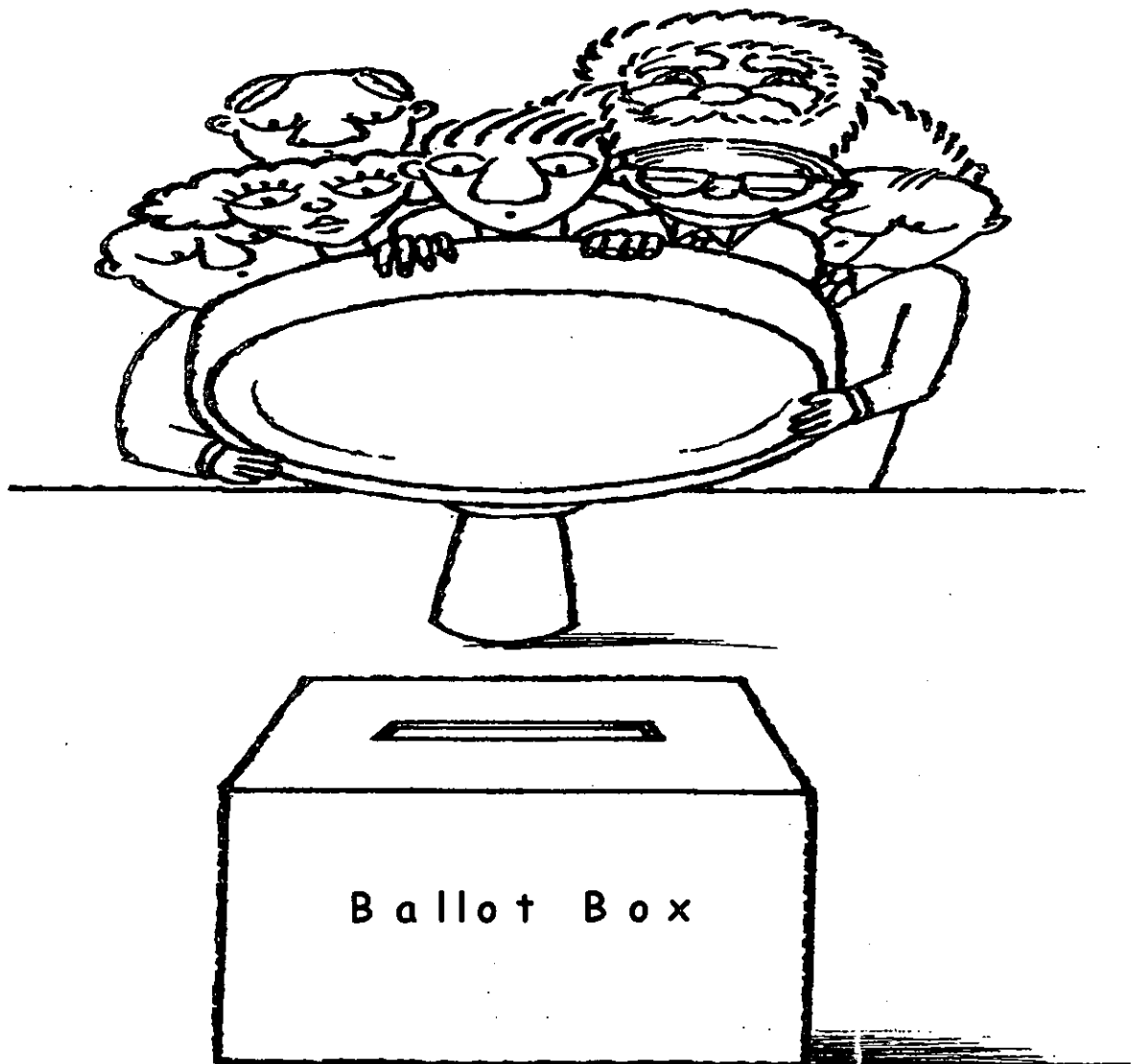
- **Registered political parties, coalitions or independent candidates may have only one Domestic Observer present** at a given time at an In-Country or Out-of-Country Polling Station, or at the OSCE Counting Centre (Article 67)
- **A Domestic Observer representing a political party, coalition, or independent candidate may observe only in a Municipality in which his or her political party, coalition, or independent candidate is participating (Article 65)**
- **Domestic Observers are accredited by the Local Election Commissions and are subject to notification to the PEC for In-Country Polling Stations. Domestic Observers are accredited by host government partners in conjunction with Out-of-Country officials for Out-of-Country Polling Station**
- **Names of nominated persons to serve as Domestic Observers are submitted to the appropriate Local Election Commission, or Out-of-Country Polling Station Committee Supervisor, who will ensure that all nominated persons comply with the accreditation requirements (Article 66)**
- **Local Election Commissions forward the names of newly accredited Domestic Observers to the In-Country Polling Station Committee Chairpersons in the Municipality**
- **Host government partners in conjunction with Out-of-Country officials forward the names of newly accredited Domestic Observers to the International Election Supervisor and Out-of-Country Polling Station Committee Chairperson**



- **Accreditation** for Domestic Observers to observe proceedings at the OSCE Counting Centre is obtained from the PEC (Article 203.1)
- If further clarification is required regarding accreditation procedures, please contact Political Parties Services at OSCE Head Office in Sarajevo

International Observers

- The PEC has authorised The Election Monitoring Group to accredit the international Observers (Article 152)
- International Observers shall have access to all relevant documents and meetings, shall be free to contact any person at any time during the entire period of the electoral process and shall have access to all Polling Stations (Article 159)



3 Complaints

During the Polling

Questions and complaints from both International and Domestic Observers concerning the Polling process shall be:

- submitted to the Polling Station Committee Chairperson
- and/or the Local Election Commission President
- and/or the International Election Supervisor
- recorded in the Polling Station Poll Book and/or the official record of the Local Election Commission (Article 69)

During the Counting

Complaints from International and Domestic Observers concerning the counting process shall be lodged, in writing, within 24 hours after the alleged violation of the Rules and Regulations of the PEC or the Procedural Instructions issued by the OSCE Deputy Head of Mission/Director General for Elections became known to the complainant, but in any case no later than 72 hours after the actual occurrence of the alleged violation of the Rules and Regulations or the Procedural Instructions (Article 220.10).

The lodging of a complaint, concerning either Polling or counting, shall not interrupt or suspend the Polling or counting process (Article 220.10).

4 Responding to Observer Concerns

Make sure the Observers have a clear view of all activities throughout the Polling and counting process.

- Treat Observers courteously and answer their questions promptly and accurately
- Make appropriate announcements when special circumstances arise or to openly share information
- Be responsive to complaints brought to your attention by a International and Domestic Observer
- Determine if complaints are justified and take appropriate steps to make correction if warranted

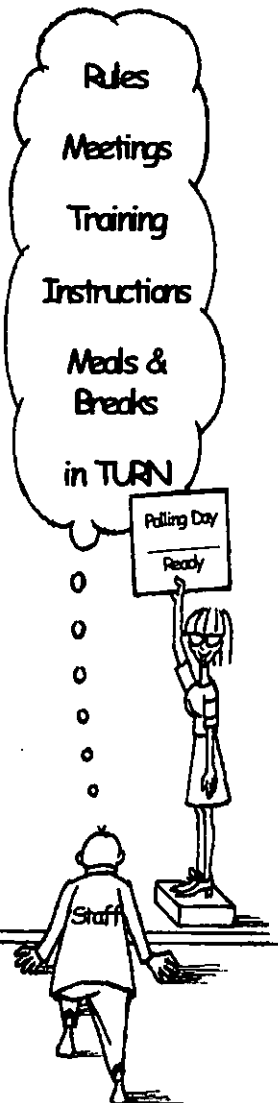
- If you believe a complaint is without basis, explain why and be prepared to **cite the Rule and Regulation** to justify your response
- If a **satisfactory resolution is not found contact the OSCE Election Officer** in the area; discuss the matter further and attempt to achieve a resolution on a local level
- If the person is still **not satisfied, advise the person of his/her right to appeal**
- **All complaints or allegations should be noted in the Poll Book** (date, time, complaint, signature)
- The Polling Station Committee should **not impose special or unreasonable restrictions on Observers** except as necessary to maintain order and secrecy

- 1 Getting Ready
- 2 Assignment of Duties
- 3 Surveying Your Polling Station
- 4 Introductions
- 5 Checking Supplies and Materials

5
Before Polling
Day

As Presiding Chairperson, Deputy Chairperson or International Election Supervisor, there are a number of tasks you should do, as a team, before Election Day.

1 Getting Ready



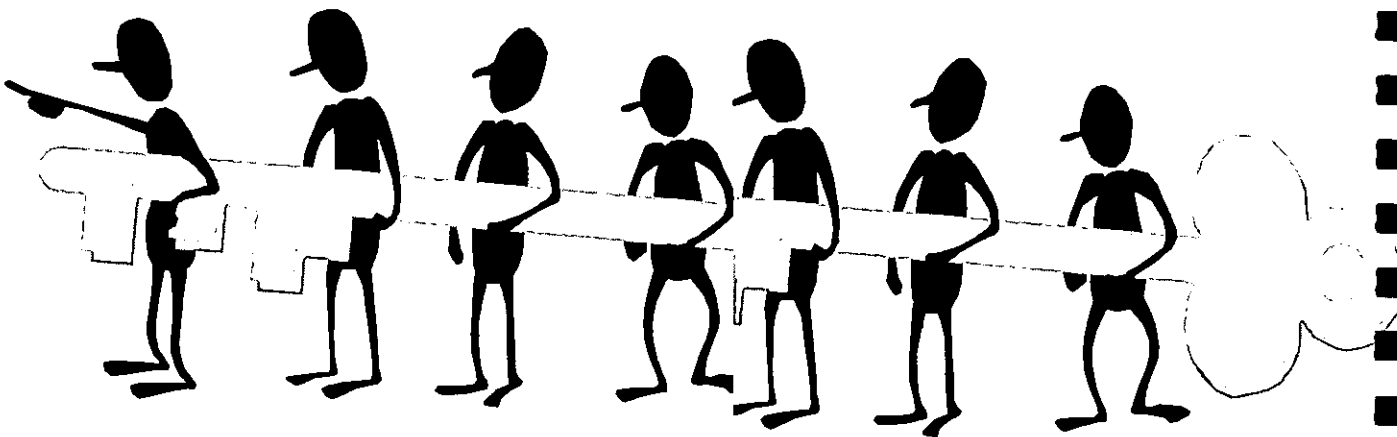
- Familiarise yourself with the **Rules and Regulations** related to the Municipal Elections: Articles 65-87, 98, 103- 109, 151-159, 203, 220
- **Attend all meetings and training sessions** called by your LEC or your OSCE Field Office and Chairperson
- Where possible, **study and discuss** the training and instructions provided in this manual with the entire Polling Station Committee
- **Assign Polling Station tasks and duties** to individuals of the Polling Station Committee in advance
- Discuss how duties will be **re-assigned** during those brief periods when one official must be **away from their duty station**. Your schedule should be designed to ensure that the Polling Station remains open and accessible throughout the working day

2 Assignment of Duties

The LEC in each Municipality shall appoint a Polling Station Committee for each Polling Station. For the 1997 Municipal Election each Polling Station will also be assigned an International Election Supervisor.

Each Polling Station will be staffed with:

- Chairperson
- *maximum of nine*
~~five~~ Polling Station Committee members (one will be appointed as a Deputy)
- International Election Supervisor





Chairperson

In consultation with the International Election Supervisor, the Polling Station Chairperson is responsible for all matters with respect to the operation of the Polling Station.

In Full Compliance with the Rules & Regulations, the Chairperson

- ✓ upholds the integrity of the Polling/Counting process
- ✓ ensures that the Rules and Regulations, adopted by the PEC are uniformly and fairly applied
- ✓ confers with the International Election Supervisor regarding interpretation of the Rules and Regulations and procedures to be followed

In Controlling the Management of Tasks, the Chairperson

- appoints one of the Polling Committee as a Deputy Chairperson to step in, when needed, as acting Chairperson in his/her absence
- assigns duties of all Polling Station Committee to ensure the following stations are attended:
 - ✓ Queue Controller/UV Light Check
 - ✓ Identification Officer
 - ✓ Ink Applicator
 - ✓ Ballot Issuer
 - ✓ Ballot Box Controller
- maintains peace and order at all times in the Polling Station and Counting Centre

Note: Voters who disturb the peace may be asked to leave the Polling Station, by the Chairperson, without being allowed to vote. (as referred to in Article 75)

- assists voters needing explanation as to the process of voting and resolves all matters of identification and eligibility of voters
- records the time and circumstances of any unusual occurrence(s) at the Polling Station or Counting Station in the Poll Book

- makes arrangements for Polling Station Committee to take meals and breaks in turn. A majority of the Polling Station Committee must be present throughout the period of the vote (Article 73)
- maintains the Poll Book and prepares forms that must be completed in consultation with the International Election Supervisor



Polling Station Committee

The Polling Station Committee are key to the actual administration of the Polling process. They are positioned at each step in the voting process i.e. Queue Controller/UV Light Checker, Identification Officer, Ink Applicator, Ballot Issuer, Ballot Box Controller.

The Polling Station Committee are responsible for:

Maintaining Order by

- ✓ controlling access to the Polling Station
- ✓ ensuring a controlled flow of voters into the Polling Station
- ✓ ensuring no voter leaves the Polling Station without placing the Ballot in the Ballot Box

Confirming Voter Eligibility by

- ✓ verifying the voters identity, using one of the approved means of identity plus the Registration Receipt
- ✓ locating the voters name on the Final Voter Register (FVR)
- ✓ ensuring the voter signs^{*} the FVR, next to their name

Processing Voters including

- ✓ issuing Ballot Paper to the voter
- ✓ instructing voter with Ballot instructions emphasising secrecy of the vote
- ✓ instructing the voter to place the Ballot in the Ballot Box and to leave the Polling Station

* see suppl. p. 5



International Election Supervisor

One safeguard against the perception of an inappropriate action is the presence of the International Election Supervisors at the Polling Stations. The International Election Supervisor monitors and presents independent confirmation that Polling/Counting procedures are being followed in an impartial and appropriate manner.

All stages of the count shall be carried out under the Supervision of the International Election Supervisor. (Article 220.4)

The OSCE International Election Supervisor, per Article 73.2, is responsible for :

Overseeing Operations including

- ✓ **conferring with and advising the Chairperson** of the Polling Station on adherence to the Rules and Regulations as adopted by the PEC and OSCE operational procedures
- ✓ **observing that the Rules and Regulations as adopted by the PEC and OSCE operational procedures are followed**
- ✓ **verifying that forms and materials are properly handled and stored in a secure manner**
- ✓ **co-signing Daily Accounting Form** to report on the daily activity of the Polling Station, in conjunction with the Polling Station Chairperson

Contributing to the Polling Station Book by

- ✓ **making a record in the Polling Station Poll Book of any significant events**

3 Surveying Your Polling Station

Approximately seven days before Election Day, the Chairperson and Deputy will visit the Polling Station site and ensure that:

- there is **convenient access to the building** by vehicle and on foot
- you have access to a **key** for the building
- **furniture** is available and that there is **sufficient space** to arrange the furniture and voting screens to **ensure secrecy of the vote (Article 84)**



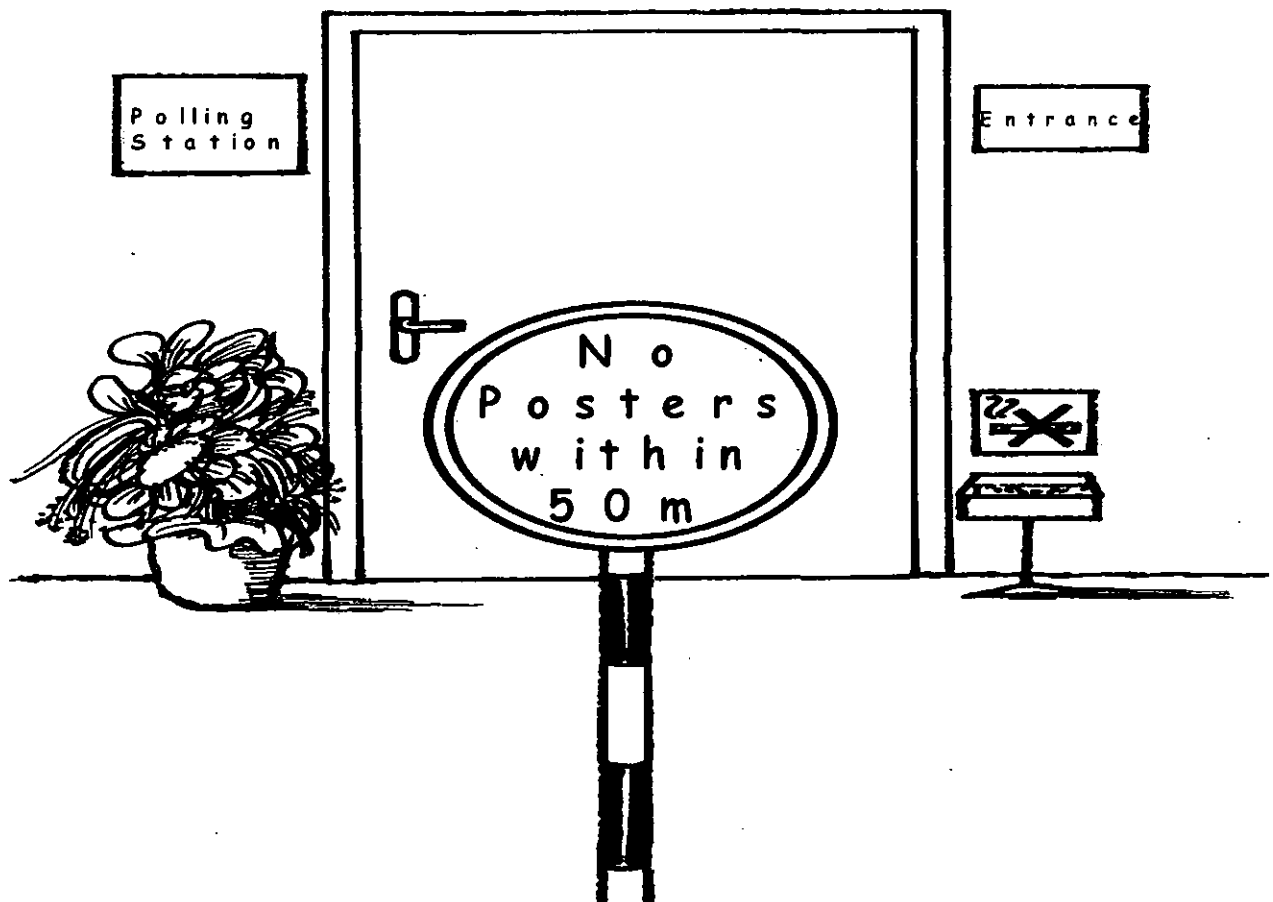
- there is **sufficient table space** for all the duty stations and for the supply of forms, Ballots, etc., and that **security** will be able to be **maintained** during the day
- that there is **sufficient space outside** the Polling Station room for **voters to wait** in an orderly manner
- on the day before Polling, **no election campaign material** is displayed at the Polling Station, nor displayed within **50 meters** of the main entrance to the Polling Station (**Article 80**)



Planning for Counting

Determine how the room will be arranged for counting of Ballots at the end of Polling. The room will have to be **re-arranged** to provide adequate workspace and be able to **accommodate**:

- the officials
- all the counting materials
- accredited representatives of political parties, coalitions, independent candidates, media and other Observer delegates

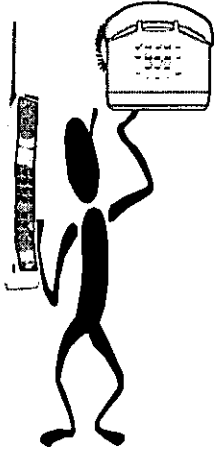




Communication

Check to see if there is a **phone** that you will be able to use on Election Day. If it is in a room that is usually locked, arrange to **have access**. Make sure the LEC and OSCE Election Officer have the number of that phone in case they need to reach you on Election Day. If **no phone** is available at the Polling Station, try to **determine** where the **nearest available** phone is located. Try to make arrangements that it could be made available for your use.

International Election Supervisors will **perform a radio check** at and near the location in order to confirm the operation of their radio equipment. Those Polling Stations with **no radio** contact will operate under a separate communications arrangement. **Contact the OSCE Election Officer** for more information.



Signs

By Election Day there are a number of **notices** and **posters** that should be posted **inside and outside** the Polling Station.

- Polling Station - space provided for number
- Lists of registered political party, coalition, and independent candidates which voters may easily view (**Article 83**)
- Signs identifying entrance and exit
- Directional signs - space provided for arrows
- *Full candidate lists for all parties (at regular stations only)*



Security

There will be a **Directive** sent to **OSCE Election Officers** with all relevant **Security Information**. The OSCE Election Officer is responsible for distributing the information to the LECs and International Election Supervisors. If you do not receive a copy, contact your:

- LEC official
- Polling Station Chairperson
- local OSCE Field Office

Make sure you know what the Directive states! (*Directive 20*)

4 Introductions

The International Election Supervisor will be at the Field Office two days before Polling. The **International Election Supervisor** and the **Polling Station Committee MUST meet** before Polling Day. This is not only to introduce the International Election Supervisor to the Committee, it is also to ensure that the **Polling Station Committee is trained** and they all agree on duties and arrangements for the Polling Days.

5 Checking Supplies and Materials

Approximately **2 weeks before** Election Day, the **non-sensitive** electoral materials will be **delivered** to your LEC. These will include supplies, reporting forms, voting screens, Ballot Boxes and signs.

Two days before Election Day, **sensitive materials** will be **delivered** to your LEC. These will include:

- Ballots
- Final Voter Register

These deliveries must be **signed for** by the **LEC Chairperson**, or their nominated representative and the International Election Supervisor *or any intl. OSCÉ staff member.*

The LEC in conjunction with the Polling Station Chairperson ~~and the International Election Supervisor~~ will **arrange delivery** of these materials to the **Polling Station**. When these materials are issued by the LEC, they must be **inspected and signed for** ^{by the PS chair} **before leaving** the **LEC Storage centre**. Any **discrepancies** must be noted on the **Receipt of Material Form**, which can be found in the **Polling Station Kit**.

Non-sensitive material may be issued to the Polling Station Chairperson prior to Election Day. Ballots and FVR will be issued on the first day of Polling.



Final Voters Register



The **Final Voters Register** will contain the list of all voters who have been assigned to that voting site and their relevant information. **Absentee and Twin Stations** will receive an **FVR** for each **Municipality** for which they will receive Ballots. The **FVR** will be checked against the voters ID and Registration Receipt, if the voter produces a Registration Receipt.

Note: There will be a section next to each name on the **FVR** for the voter to sign before they receive their Ballot. *They don't have to sign!*



Ballot Papers

The **Ballot Papers** will come in pads with **50 Ballot Papers** in each pad. A record will be maintained by the **LEC Chairperson, Polling Station Chairperson** and **International Election Supervisor** indicating the **quantity and serial number range** of Ballots assigned to the Polling Station. These numbers will also be recorded on the **Daily Accounting Form. (Article 84)**

Keep all Ballot Papers and election materials safe and secure before and during Election Days, taking any measures necessary to promote security.

Each **Ballot Paper** has **two distinct sections**, the **Ballot stub** on which a unique serial number is printed and the **Ballot itself**. The two parts are separated by perforations.

The **numbered Ballot stub** is at the top of the **Ballot Paper**. It contains the:

- number of the Municipality
- name of the Municipality
- Ballot Paper number

The **Ballot Paper** itself lists each **political party, coalition and independent candidate** running in the election. They are listed in order determined earlier by the "lottery". Next to the name of each political party, coalition, or independent candidate there is a **box** in which the voter makes a **mark to designate his/her choice**. Each **Ballot** also contains an **OSCE security box** (if the **Ballot** is copied, the word **COPY** will show between the words **OSCE BiH and BALLOT**).



Sample Ballot Paper

002 Cazin

000001550

002

SAMPLE

STRANKA DEMOKRATSKOG CENTRA CAZIN (SDC - CAZIN)

DEMOKRATSKA NARODNA ZAJEDNICA BIH - DNZ BIH

MUSLIMANSKA DEMOKRATSKA STRANKA (MDS)

MBO

BSP - BOSNJAČKA STRANKA PRAVA

SDP BiH

BOSS - BOSANSKA STRANKA

SELJAČKA BOSANSKA STRANKA

BDO BiH BOSNJAČKA DEMOKRATSKA ORGANIZACIJA BiH

KOALICIJA ZA CJELOVITU I DEMOKRATSKU BOSNU I HERCEGOVINU (SDA STRANKA ZA BiH, GDS BiH, LIBERALI BiH)

HUSEIN SAMARDŽIĆ

HASIB KAPIC

ČATIĆ SEJDO

ŽUNIĆ SUVAD

ČAUŠEVIĆ ZIJAD

ČIZVIĆ SEAD - SEDO

SEPIĆ RIFET

SAMARDŽIĆ BULAGA

BRACO BEČKANović

ŠARIĆ SABAN

REDŽIĆ HUSEIN

BAJRIĆ SENAD - SERDO

SAMPLE

SAMPLE

Number of Municipality

Name of Municipality

Ballot Paper Number

Perforation

Check Box

Name of Political Party, Coalition or Independent Candidate

OSCE Security Seal



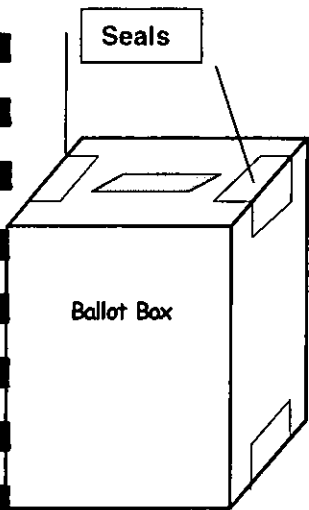
Ballot Boxes

You will receive **Ballot Boxes** that will have to be **constructed** by the Polling Station Committee and International Election Supervisor. *Don't forget to seal the box with tape.*

Each Ballot Box will be:

- **white corrugated** cardboard
- flat-packed to be constructed, **instruction** diagrams are printed on the **bottom of the box**
- **provided with seals**, in the non-sensitive Polling Station Kit, specifically for use on the Ballot Boxes

Note: There are **4 self adhesive paper seals** for the edges, two for the bottom and two for the top. The 5th self adhesive paper seal is for the Ballot slot at the end of the Polling Day.



Ultra Violet Light

Your kit will include ~~an~~ ² ultra Violet lights which will be used to **illuminate** the **fingers of voters** to see if there is evidence of the special ink which would **indicate** the voter has **already voted**.

Ensure that the **ultra violet light** is **functioning** and that the spare **batteries** from the Polling Station Kit are **available**. A diagram for the fitting of batteries is inside the battery compartment.

- ~~Only one lamp should be used at a time.~~
- There are sufficient batteries for one lamp to be lit for over 24 hours
- Turn the lamp **off** during the time it is **not** being used
- Ensure that it is turned off at the end of the 1st day of Polling

➤ one lamp per Queue Controller + one lamp for the ballot box controller



Ink Applicator

The Ink Applicator contains a mild solution of silver nitrate. This chemical reflects UV light. It is non toxic and not harmful, unless swallowed. The Ink Applicator is a **pump spray bottle**. To apply, one sharp press of the top of the bottle should be **aimed** at the nail of the **finger**. Silver nitrate is absorbed into the skin at the top of the **nail (cuticle)** and will remain there for at least 7 days. It can not be removed from the cuticle by washing. The silver nitrate is best seen when viewed in a darkened area.



Poll Book

A **record** shall be made, by the Chairperson or International Election Supervisor, of all **significant events** which occur at the Polling Station. Any other member of the Polling Station Committee or **accredited Observer** may **enter his/her opinion** or record observations. In the Poll Book, such entries must be **signed** by the person making the **entry**. The Daily Accounting Form figures will also be entered at the **end of the first day of Polling**.



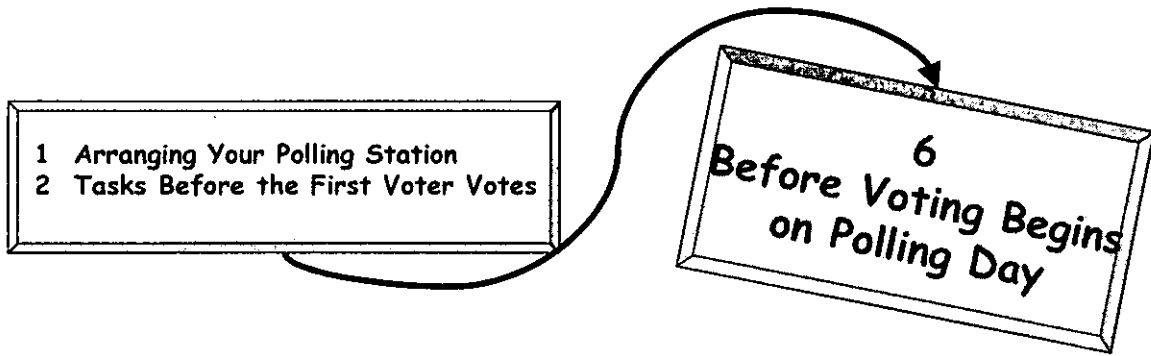
Inventory Checklist

Confirm that you have an adequate supply of all materials that you will need to conduct the election. Use the **Receipt of Election Material Inventory List** enclosed in the Polling Station kit to **check off supplies received**.

Missing items which are crucial to Election Day should be **noted** with the LEC, reported to the International Election Supervisor and **replacements sought** through the OSCE prior to Election Day. For non-essential items, pencil, pens, etc., replacements should be found locally.

Each **Polling Station Kit** shall be packed with the **items listed** in the **table on the next page**. The quantities will vary dependent on the estimated number of voters allocated to the Polling Station. Not all items in the Polling Station Kit will be used by all Polling Stations.

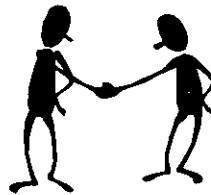
<i>Item</i>	<i>Description and or Comment</i>
Arrow	A4 size laminated paper with space to draw arrow and Polling Station number
Ballot Boxes	One per day
Batteries	For UV lamps, 4 at a time, each set lasts 4 hours, enough for at least 24 hours use
Candles	In case of power cut whilst counting is in progress
EU Stickers	Funding for some of the Election material has been provided by the EU. There might be EU stickers provided in the Polling Station Kit.
Forms	There will be a pack of forms for all required paperwork at the Polling Station and for counting and return of Ballots. This will vary depending on type of PS and location
ID cards and holders	For Chairperson and Deputy, Observers. Latin or Cyrillic script depending on location of Polling Station
Internal Signs	For example, No Smoking, No Weapons , Move this Way, etc.. Also table signs, listing appointments of Polling Station Committee
Marker Black	A waterproof permanent marker for writing on arrows, banners, tags, bags, envelopes, etc.
Note Books	Small notebooks for International Election Supervisor and Polling Station Chairperson
Packing Tape	For affixing signs and posters, assembling screens
Pens/Pencils	Have loop or hole for tying string
Screens	Instructions on how to erect them are on the bottom
Seals/one way	Large and small seals for securing Tamper Evident bags
Sign/Large/Blue	A large sign stating "Polling Station" to be placed at the front of the Polling Station. There is a patch for writing in the number of the Polling Station
Tags	To be used with the Seal/one way to identify the Polling Station number, before the Tamper Evident bags are moved
Tamper Evident Bags	For secure movement of Polling Station material. There are large and small bags
UV Ink and Lamps	Described earlier



Before the first voter is allowed to vote at 07:00 there are number of tasks that must be accomplished in each Polling Station. These tasks are to be completed in full view of all staff members, the International Election Supervisor and any accredited Observers who are present. (Article 84)

1 Arranging Your Polling Station

Keep Regular
Polling Station
Materials
Separate



Twin Stations

① Sign pledge -
give to P.S.
② list who is there
(staff) -
Separate Absentee
Materials by
Municipality

All Polling Station Committee and International staff should assemble at least 1 hour before voting begins. Only the Polling Station Committee, International Election Supervisor and accredited Observers will be allowed in the Polling Station at that time.

Your first task is to organise the Polling Station and arrange the furnishings in a way that best promotes:

- the most efficient voter flow possible without sacrificing voter secrecy
- security of Ballots and election documents
- adequate transparency for all accredited Observers who will be present

also

- unpack and place Polling equipment in its proper location
- ensure the UV light is functioning and that spare batteries are available and the ink bottles are sufficiently full
- unpack and place Polling documents at their appropriate station



Arranging the Polling Screens

Determine the placement of each voting screen. Create partitions using the provided OSCE screens.

- Ensure voting screens are placed in such a way that no one can see the voter mark the Ballot neither from inside or outside of the Polling Station
- If necessary to place a voting screen by a window put some kind of material over the window to block the view from the outside if necessary
- Place a pen, tied securely with the string provided, at each Polling Screen

*tape inside
of ballot
box - add
4 seals*



Arranging OSCE Signs/Lists

*use
OSCE Tape*

- Affix and place Polling Station signs, provided in your Election materials, outside of the Polling Station so that the Polling Station can be easily located by voters
- Affix all political party, coalition, and independent candidate lists, provided in your Election material, inside or outside of the Polling Station in such a way that voters can review them as they wait to vote

Note: The above lists will not be available at Absentee Polling Stations.

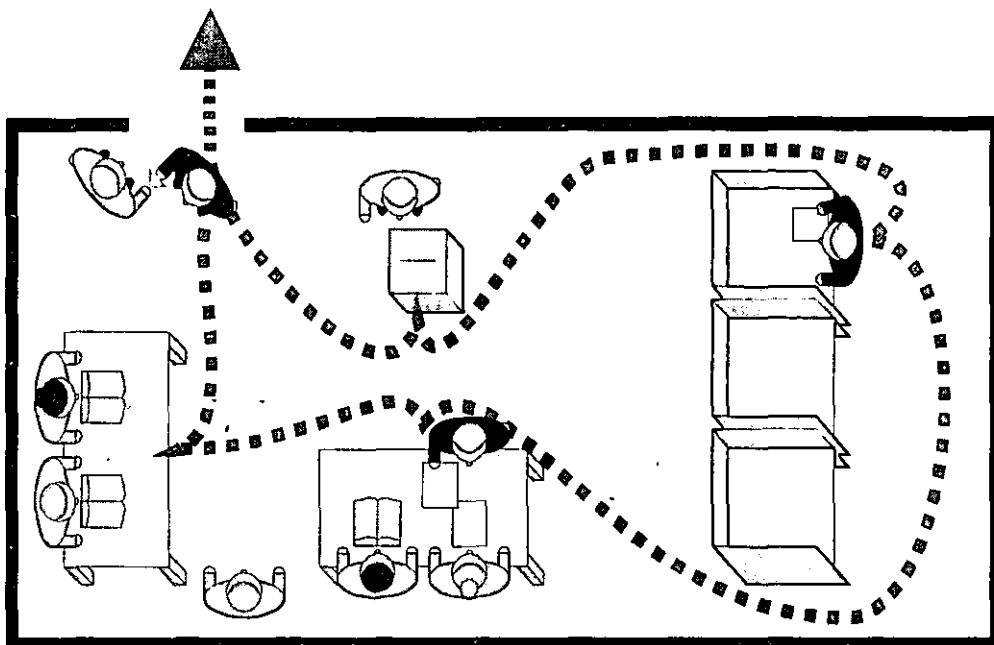




Polling Station Layout

Polling Station tables and chairs should be arranged as per the diagram below, when possible. If due to space limitations, it is not possible to follow this diagram, then the Polling Station should be arranged for the most efficient operation and voter traffic flow possible without sacrificing voter secrecy.

- Provide sufficient work space to accommodate the work that will be done at each Polling Station assignment
- Arrange the Polling screens in a way that ensure privacy for the voter (even from Observers)
- Place chairs in positions which will allow accredited Observers to watch the electoral process
- Place the Ballot Box in a convenient location between the Polling screen and the Polling Station exit and easily viewed by the Polling Station Chairperson, International Election Supervisor, and accredited Observers
- Observers must have an unimpeded view of the process. The only place they are NOT allowed to view is behind the Voting Screens



Note: Grey shaded figures represent the Polling Station Committee, Chairperson and International Election Supervisor. The dark shaded figures represent voters.

2 Tasks Before the First Voter Votes

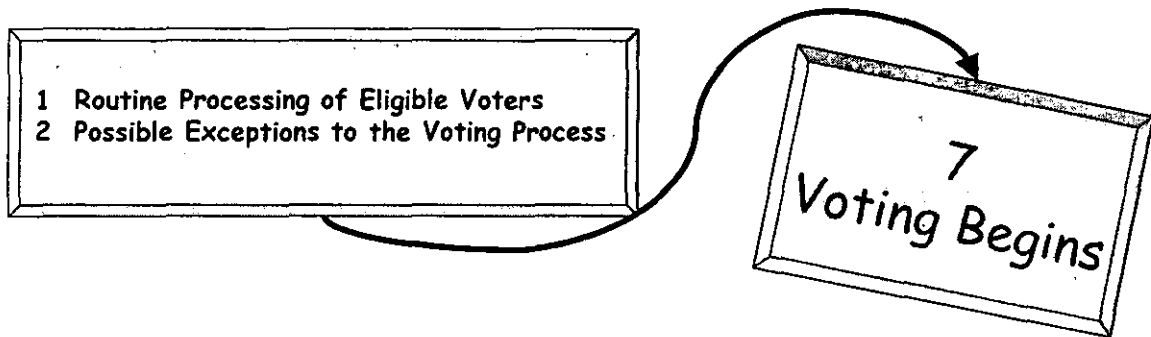
Write opening time in poll book.

Throughout the tasks, make appropriate announcements to advise those present as to important information that will help them understand what they are observing and to build their confidence in the process.

- ✓ Count and announce the total number of voters whose names appear on the Final Voters Register. Record the information on the Daily Accounting Form, Part I, item 1
- ✓ Verify the total number of Ballots originally received by the Polling Station. Announce the number to the Observers who are present. Record the number of Ballots received and the range of serial numbers on the Daily Accounting Form Part I, item 2a and 2b
- ✓ Display the empty Ballot Box(es) to those present and seal them
- ✓ Record the serial numbers of the Ballot Box seals on the Daily Accounting Form, Part I, item 3
- ✓ Make a notation in the Polling Book of any Observers who were present for the advance preparations
- ✓ Place the Ballot Box in position so that it is in full view of the Polling Station Staff and Observers
- ✓ Advise the Observers where they may sit to watch the Polling activity. Assure them that they may ask questions of the International Election Supervisor or the Chairperson. Remind them that they may not intervene in the process, or observe or attempt to learn how any voter voted
- ✓ Announce that voting may begin *The P.S. Committee will vote before the first voter enters.*

Voting May Begin





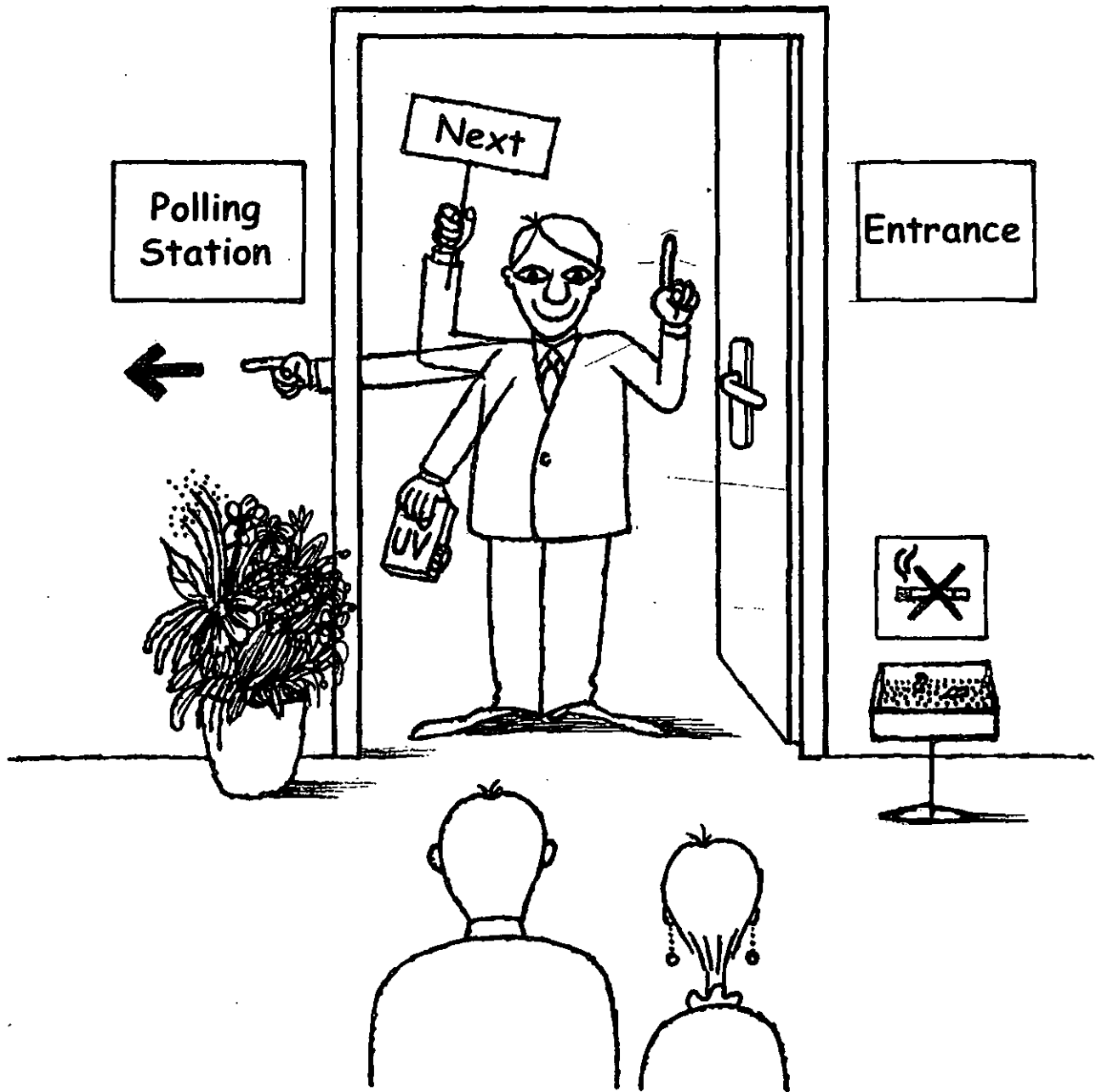
At 07:00 the Chairperson will announce the official opening of the Polling Station and allow the first voter to vote.

1 Routine Processing of Eligible Voters



Stage 1 Queue Controlling/UV Light Check

- ✓ Positioned near the entrance of the Polling Station
- ✓ Ensures a controlled flow of voters into the Polling Station
- ✓ Uses the UV light to check the fingers of the voters for invisible ink (especially the cuticle). This should be done in a darkened area as the ink will not show up in bright light under the lamp



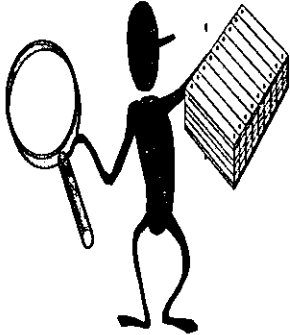
Queue Controlling Note:

If Invisible Ink is detected on the fingers, the person may not vote and must be instructed to leave the Polling Station. Incidents should be entered in the Poll Book.



Stage 2 Identification Station

- ✓ Verifies the voters identity, using one of the approved means of identity:



National ID Card	Citizenship Certificate
Passport	Birth Certificate
Resident Certificate	Drivers License
Military Booklet	Health Booklet
Certificate of Registration of Change of Name	Passport issued by a foreign government which permits dual citizenship
DP Card	

NOT: marriage certificate

Keep Regular Polling Station Materials Separate

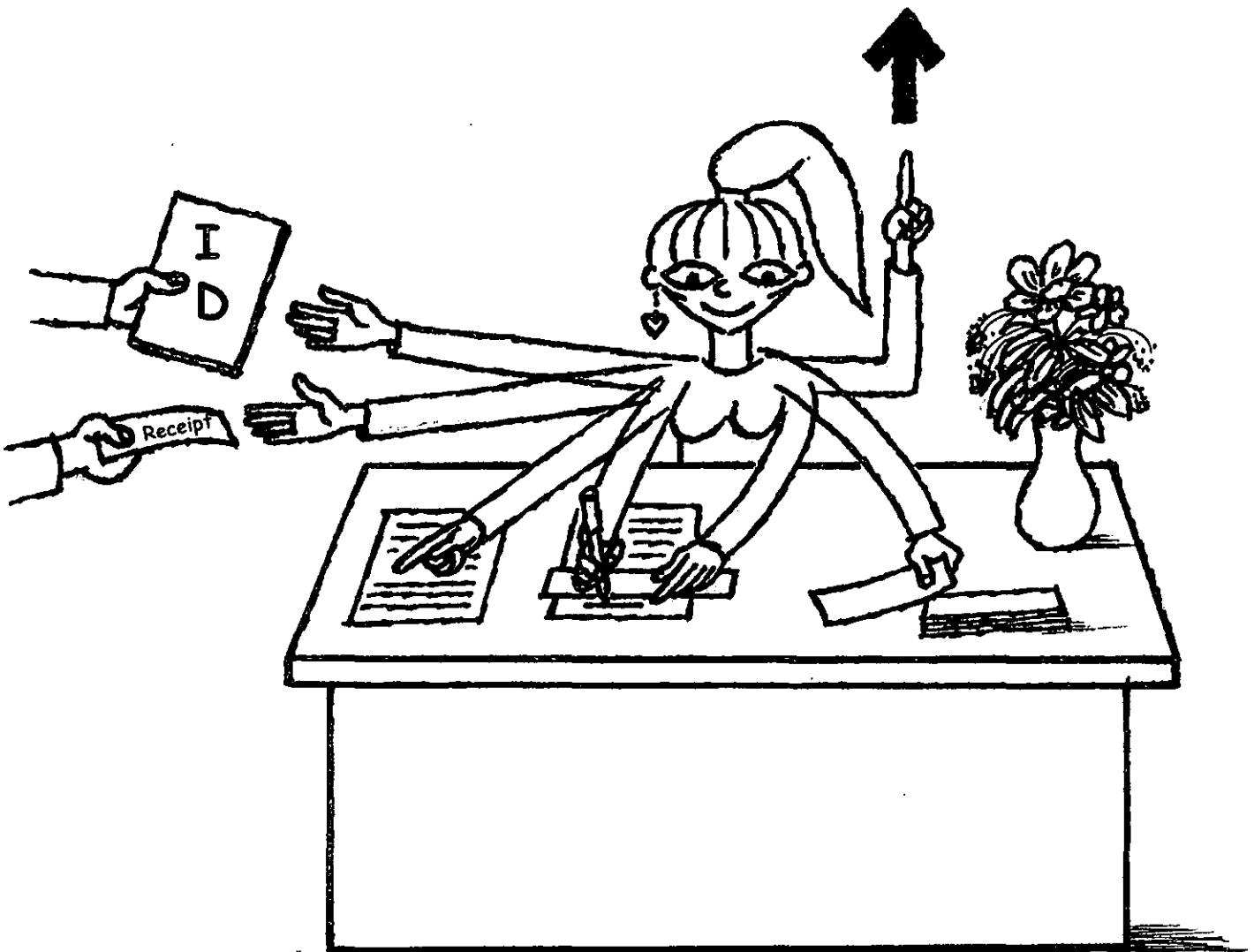


Twin Stations

Separate Absentee Materials by Municipality

- ✓ Asks if the voter has a **Registration Receipt**, and check it against the ID
- ✓ Finds the voters name on the FVR
- A Absentee Polling Stations:** Check the voters name on the relevant absentee FVR (Absentee Polling Stations will have a separate FVR for each Municipality for which they have received Ballots)
- ✓ Retain the **Registration Receipt** (place in Packet 4)
- A Absentee Polling Station:** Place the Registration Receipt in the Absentee small envelope for the Municipality for which the voter is voting (Packet 4)
- ✓ Voter will sign, next to his/her name on the FVR





Note: If the voter is illiterate, the Chairperson will ask the voter to put their mark next to the name, and voters assistant will then countersign in the "comment" space.

At the request of a registered voter who is blind, illiterate or who is incapacitated by a physical cause, the Polling Station Committee will permit another voter, selected by the voter, to assist him/her in marking the Ballot. The voter will have the same guarantees of secrecy as other voters. (Article 106)



Stage 3 Ballot Issuing / Ink Application



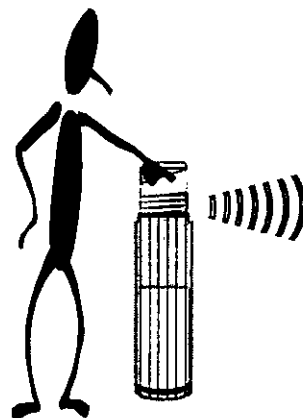
- ✓ Tears Ballot Paper from the Ballot Book and hands it to the voter. Use a ruler to assist you. If the Ballot is torn at the time of issue, it will be considered a "Damaged" Ballot to be placed in the envelope marked "Damaged and Declined Ballots" (Packet 3)
- ✓ Provides the voter with the following instructions:
 - ☞ proceed to an unoccupied voting screen
 - ☞ make only one mark on each Ballot
 - ☞ place an "X" in the box next to the political party, coalition or independent candidate of your choice
 - ☞ fold the Ballot in half before leaving the voting screen
 - ☞ carefully place the Ballot in the Ballot Box
 - ☞ if Ballot is marked incorrectly, another Ballot may be requested

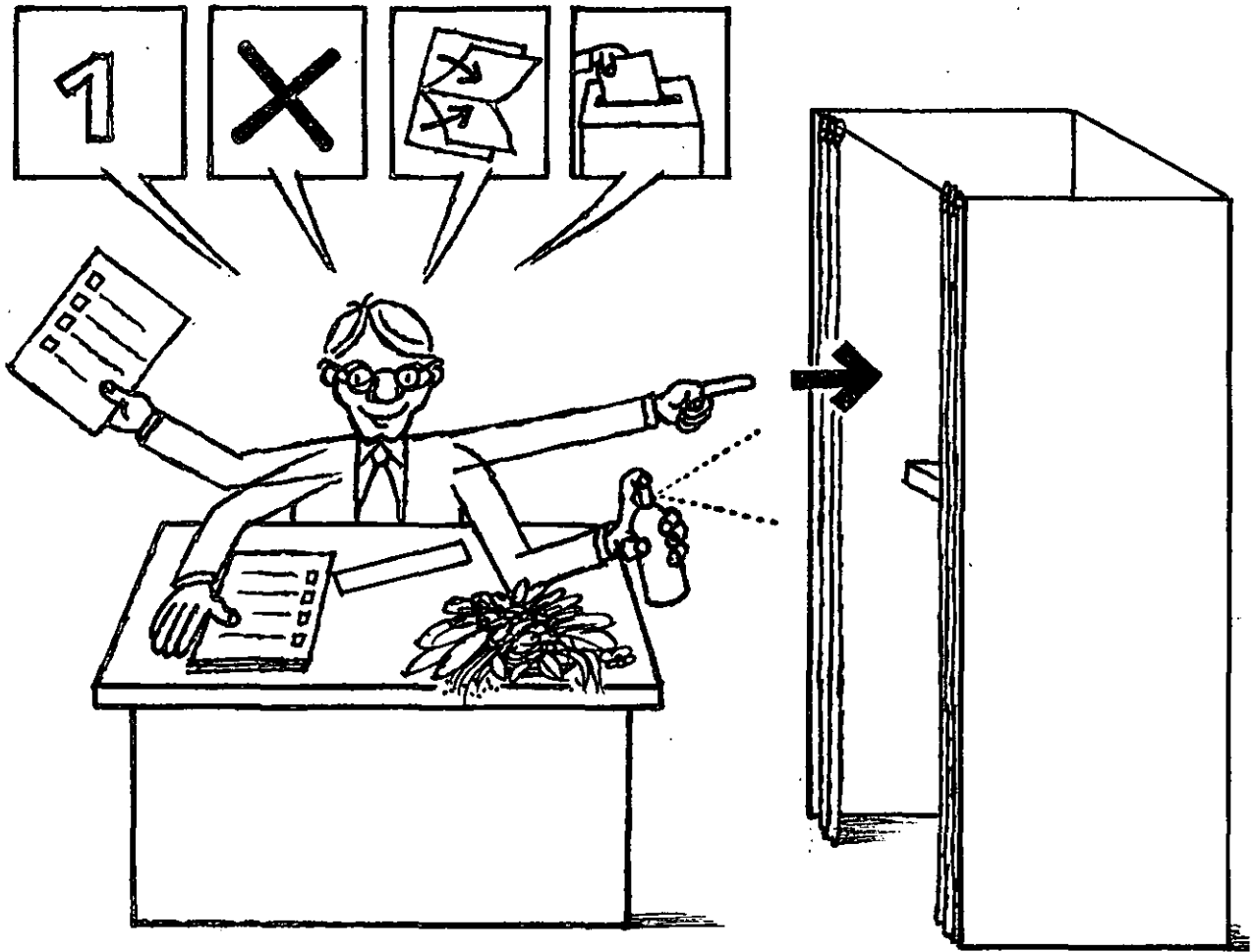
Note: The first Ballot will then be a "Damaged" Ballot (for description of Packets, please refer to Chapter 11).

- ✓ Apply the invisible ink to the voters right index finger at the base of the nail with the spray bottle
- ✓ Instruct the voter to hold the finger up until the ink dries, this will be for about 30 seconds

Note: At any point during the Polling Days, if additional Ballots are required, you must:

- ✓ Count and record the additional Ballots received, and the serial number ranges, on the Daily Accounting Form Part II, item 4a and 4B





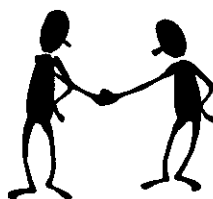
Ink Application Note:

If the voter has no right index finger, the next available finger should be inked following the sequence; thumb, finger 3, 4, 5. if the voter has no right hand, use the same sequence on the left hand. If the voter has no fingers, the ink requirement is waived.

Secrecy Note:

To preserve the secrecy of the vote, no more than one person at a time shall be permitted at a voting screen.

**Keep Regular
Polling Station
Materials
Separate**



Twin Stations

**Separate Absentee
Materials by
Municipality**



Absentee Polling Station procedures: *See Suppl. p. 5*

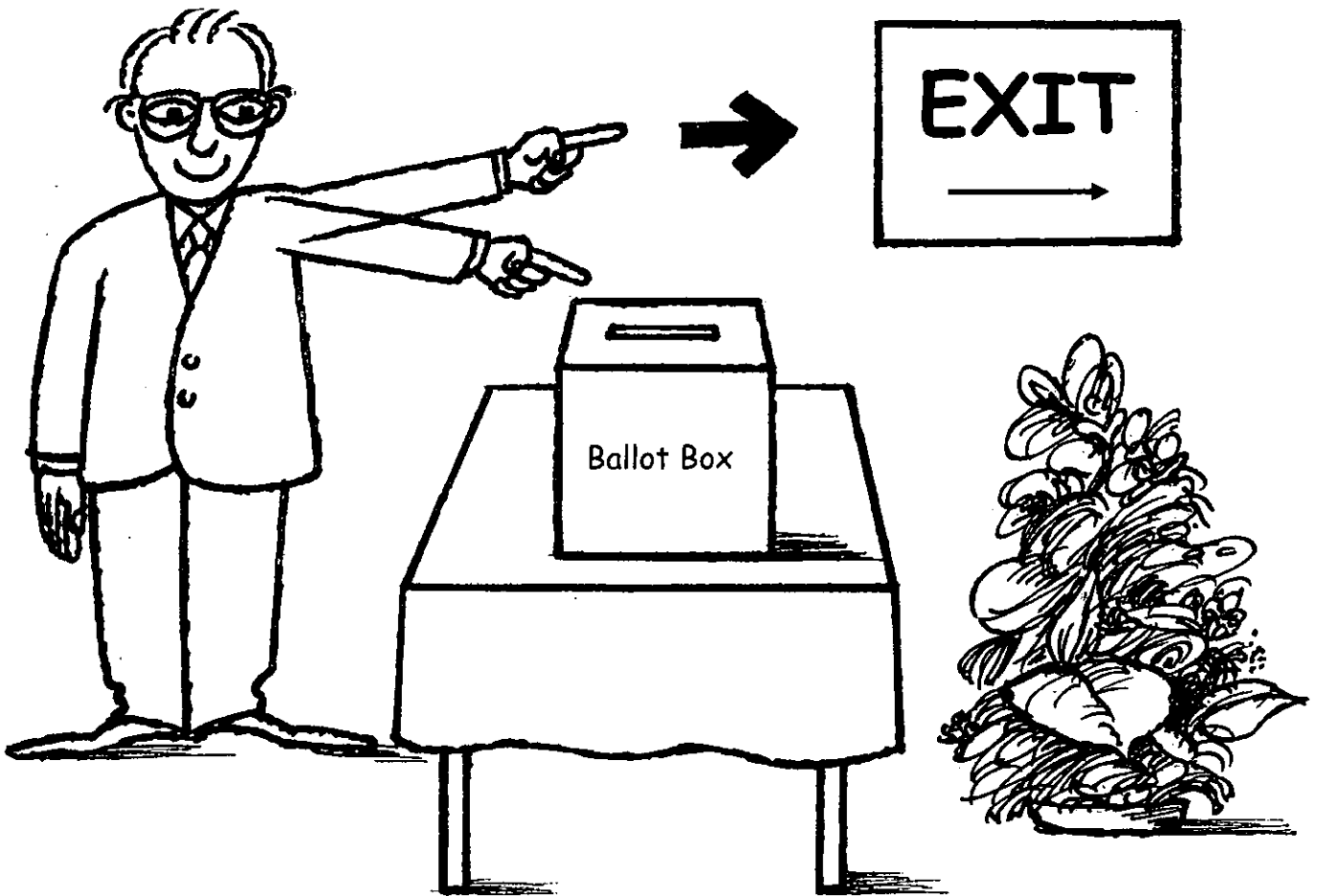
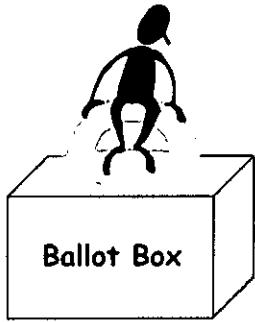
- ✓ Retain the voter's identification document
- ✓ Issue the **Ballot** to the voter, ensuring the stub is removed and placed in the Absentee Ballot Stub envelope
- ✓ Instruct the voter on the **standard procedures** for marking the Ballot
- ✓ Instruct the voter to place the **marked Ballot** inside the **secrecy envelope**, seal the envelope and return to the Ballot Issuing Official
- ✓ When the voter returns, ensure the **Ballot** is properly sealed in the envelope
- ✓ Return the voter's identification, and instruct the voter to deposit the envelope in **Ballot Box** before leaving the Polling Station

Note: The Absentee Ballot, including the stub will be inside the unsealed secrecy envelope. When issuing the Ballot, ensure that the Ballot stub is placed into the Packet for the Absentee Ballot stubs.



Stage 4 Ballot Box Control

- ✓ Has a clear view of the Ballot Box
- ✓ Instructs the voter to place the Ballot in the Ballot Box and to leave the Polling Station
- ✓ Ensures that no voter leaves the Polling Station without placing the Ballot in the Ballot Box
- ✓ Ensures that only paper is placed into the Ballot Box
- ✓ Ensures that ink was applied correctly



2 Possible Exceptions to the Voting Process

These exceptions apply to both **Regular** and **Absentee** voters.

The Polling Station Chairperson must be prepared to resolve problems and answer questions regarding special circumstances or exceptions to the routine processing of voters which are likely to occur throughout the Polling Days.

Examples may be:

- no ID
- no Registration Receipt
- name not on Final Voter Register (FVR)
- presents documents for family member
- name already marked off the FVR
- Damaged Ballots
- Declined Ballots

If the name of the voter is not found on the FVR and the person is not in possession of their **Registration Receipt**, then that person cannot vote and must be instructed to leave the **Polling Station**.



No ID

If a person comes into the Polling Station without any form of **acceptable identification**, (refer to page 38) they may not vote and shall be instructed to leave the **Polling Station**.



No Registration Receipt

If a person comes into the Polling Station **without** a **Registration Receipt** the person:

May vote if

- **name is found on the FVR**
- and**
- **they have acceptable ID**

May not vote if

- **name is not on the FVR**
- even if**
- **they have acceptable ID**



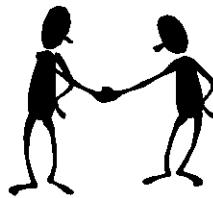
Name Not on FVR

A person whose name cannot be found on the FVR may be allowed to vote **ONLY IF** he or she can:

- **present appropriate identification**
- and**
- **has a valid Registration Receipt**

Such a voter must vote a **"TENDERED BALLOT"**.

**Keep Regular
Polling Station
Materials
Separate**



Twin Stations

**Separate Absentee
Materials by
Municipality**



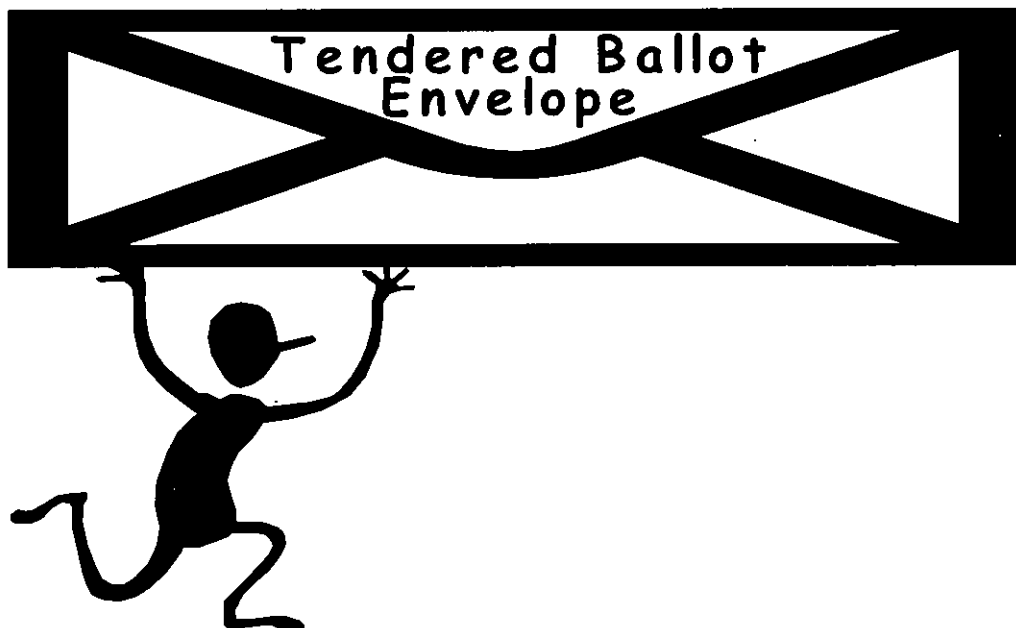
Procedure for Issuing a Tendered Ballot

Voting a Tendered Ballot means that after the voter marks the Ballot, it is sealed in a secrecy envelope. The Secrecy Envelope will not be opened and counted until the voter's eligibility can be Tendered. This confirmation will take place at the Central Counting Centre in Sarajevo. Instructions for the packaging and transfer of Tendered Ballots are provided in Chapter 11.

The following steps must be taken once it is determined that the voter's name cannot be found on the FVR:

Identification Officer:

- ✓ The Identification Officer will **advise** the voter that his or her **name cannot be found on the FVR**
- ✓ Based on the voter's identification document, **record the voter's information on the Supplemental Register** ~~Register~~.
The information includes:
 - the voter's name
 - national ID number
 - Registration Receipt number
 - birth date
 - sex
- ✓ **Retain the Registration Receipt of the voter**
- ✓ **Instruct voter to proceed to the Ballot Issuer**



ID Station:

~~Ballot Issuer:~~

- ✓ Complete the information on the face of the Tendered Ballot Envelope using the voter's Identification Document including:
 - voter's name
 - sex
 - birth date
 - Registration Receipt Number
 - national ID number
 - Municipality number

~~Ballot Issuer~~

Ballot Issuer

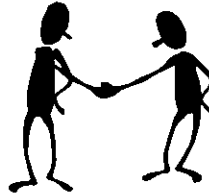
- ✓ Retain the voter's identification document
- ~~✓ Prior to handing the Tendered Ballot Envelope to the voter, instruct him/her to read and sign the oath on the front of the envelope~~
- ✓ Spray Ink on the voter's finger
- ✓ Issue the Ballot to the voter
- ✓ Instruct the voter on the standard procedures for marking the Ballot
- ✓ Instruct the voter to place the marked Ballot inside the secrecy envelope and return the sealed envelope to the Ballot Issuing Official
- ✓ When the voter returns, check to ensure the Ballot is properly sealed in the envelope
- ✓ Return the voter's identification, and instruct the voter to deposit the envelope in Ballot Box before leaving the Polling Station



Person Presents Documents of Family Member

If a person brings the ID and/or Registration Receipts of family members who are not present and requests to vote on their behalf, refuse the request. Each voter must cast his/her Ballot in person.

**Keep Regular
Polling Station
Materials
Separate**



Twin Stations

**Separate Absentee
Materials by
Municipality**



Damaged Ballots

If a voter declares that he/she has **mismarked, torn, or otherwise caused the Ballot Paper to be damaged**, the following steps must be taken by the Polling Station Ballot Issuer: **(Article 104)**

- ✓ obtain the Damaged Ballot Paper from the voter
- ✓ write the word **"DAMAGED"** on the Ballot
- ✓ place the Damaged Ballot Paper in the **"DECLINED and DAMAGED BALLOT"** envelope (Packet 3)
- ✓ give the voter a replacement Ballot Paper
- ✓ record this fact in the Poll Book



Declined Ballots

If a voter **accepts the Ballot Paper and then declines to vote**, the following steps must be taken by the Polling Station Ballot Issuer: **(Article 105)**

- ✓ obtain the declined Ballot Paper from the voter
- ✓ write the word **"DECLINED"** on the Ballot
- ✓ place the declined Ballot Paper in the **"DECLINED and DAMAGED BALLOT"** envelope (Packet 3)
- ✓ record this fact in the Poll Book
- ✓ instruct the voter to leave the Polling Station



Name on Register is Identified as Duplicate

If the voters name is found on the FVR but there is a notation that the voter's Registration is a duplicate, the voter may not vote.

- ✓ Retain the Registration Receipt
- ✓ Advise the voter that the FVR indicates that he/she has attempted to Register more than once and it therefore not able to vote. If the person insists on being allowed to vote, advise him/her that they may vote a Tendered Ballot.



Voter has Registration Receipt for a Different Municipality

Advise the voter that he/she is at a different Municipality Polling Station. Try to assist the voter in determining where they should be voting.

In rare instances a voter may present a Registration Receipt for a Municipality in which no elections are being held. These Municipalities are located in the Federation of Bosnia and Herzegovina. In these instances Federation authorities have not yet defined final Municipal boundaries, and as yet no Municipal Council or Assembly exists. Therefore, there are no officials to be elected. Advise the voter that the Municipality in which he or she registered does not have an election scheduled at this time. If the voter has further questions direct them to the Local Election Commission for additional information.

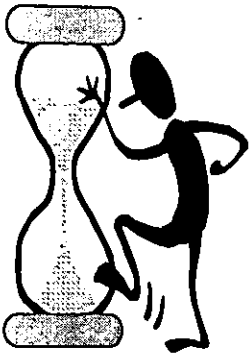
~~If voters in either of these circumstances insist on voting at your Polling Station allow the voters to vote using the TENDERED BALLOT procedures.~~

- 1 Closing the Polling Station, Day One
- 2 Closing the Polling Station, Day Two

8
Closing the Polling Station

The Polling Station closes at 19:00 on each day.

Approximately 15 minutes before the designated hour to close the Polling Station, the Chairperson shall:



- announce to all voters, inside and outside, that the Polling Station will be closing soon
- appoint a Polling Station Committee member to take position at approximately 19:00 at the end of the queue to ensure no voters join the queue, later than 19:00
- as soon as it is feasible close and secure the door after the last person in the queue has entered the Polling Station
also
- permit accredited Observers to be present for the Poll closing activities

1 Closing the Polling Station, Day One

After the last voter has left the Polling Station, a number of tasks must be undertaken before going home. Make a record in the Poll Book of the names of Observers who will remain present for the close of Poll activities.



Sealing the Ballot Box

Place the security seal over the opening slot in the Ballot Box. ~~Use more than one seal if required to secure the opening.~~ The Chairperson and the International Election Supervisor place their signatures on the seal (s).



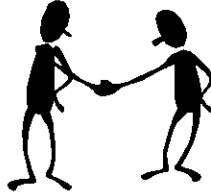
Day One: Completing the Daily Accounting Form

AT THE CLOSE OF POLLING STATION ON DAY ONE

- ✓ Count and record the number of signatures of voters in the FVR, Part III, item 5
- ✓ Count and record the number of signatures of voters on the Supplemental Register ~~Register~~ Part III, item 6
- ✓ Calculate and Record the total number of voters on Day One, Part III, item 7 (Total number of signatures on the FVR plus the total number of signatures on the Supplemental Register)
- ✓ Calculate and Record the total number of Ballots received on Day One, Part III, item 8 (Total number of Ballots originally received on Day one plus the total number of additional Ballots received on Day one)
- ✓ Count and record the number of declined (Part III, item 9) and damaged Ballots (Part III, item 10) both in Packet 3
- ✓ Record the quantity and range of the serial numbers of the USED Ballots that were issued to voters during the first day of the Poll, Part III, item 11a (Total number of voters on Day One plus the total number of Damaged Ballots on Day One)
- ✓ Record the quantity and range of serial numbers of the Ballots remaining unused, Part III, item 12a and 12b (Total number of Ballots received on Day One minus the total number of Ballots used on Day One)

- ✓ Record the serial number of the "Drop Slot" seal, Part III, item 13
- ✓ Both Chairperson and International Election Supervisor must sign and date at the bottom of the form attesting that the figures and serial numbers accurately reflect Day 1 activity

**Keep Regular
Polling Station
Materials
Separate**



Twin Stations

**Separate Absentee
Materials by
Municipality**



~~For Absentee and Twin Polling Stations a separate Daily Accounting Form must be completed for each Municipality for which the Absentee Station or Twin Station has received Ballots. The procedures are exactly the same as those previously stated on page 51.~~

~~Don't Forget!!!~~

~~A separate Daily Accounting Form must be completed for each Municipality.~~



Securing Election Materials

- ✓ Place all remaining Unused Ballots, any partial pad remaining AND the stubs from the Ballots that have been issued into the transport box in which they came. Seal the box with ~~the~~ *tape*, ~~security seal(s)~~. The Chairperson and International Election Supervisor will sign their names on the ~~seal(s)~~ *tape*.

- ✓ In the Day One Bag provided pack the following:

- ✓ FVR
- ✓ Supplemental Register Register
- ✓ Registration Receipts of Voters found on the FVR (Packet 4)
- NO → Registration Receipts of Voters NOT found on FVR and Voting Tendered Ballots (Packet 7),
- Poll Book
- ✓ Daily Accounting Form
- Transport box
- Damaged and declined ballots

- ✓ When all the **appropriate** materials have been placed in the **DAY ONE BAG**, seal the bag by:
 - writing the **Polling Station** number on the brown paper label
 - placing the brown paper label onto the one way plastic seal
 - sealing the **DAY ONE BAG** with the plastic seal
 - writing the **Polling Station** number on the **DAY ONE BAG**



- A **Absentee Polling Stations:** For each **Municipality**, bundle all the remaining **UNUSED Ballot Packets** together, making sure the **Ballot stubs** remain attached
- ✓ **Pack the other voting materials** so that they can be stored **securely** In order to make preparations easier for the beginning of the second day of **Polling**, organise your materials before you pack them away for the night so that the materials for each **Municipality** are bundled or packaged together

Note: Follow the instructions in the separate directive issued by **OSCE Headquarters** in **Sarajevo** and other instructions provided by the **Senior OSCE** to ensure that **Ballots**, **registers** and **election materials** are maintained under maximum security overnight.



Sample Day One: Daily Accounting Form

DAILY ACCOUNTING FORM

Municipality Name: _____ Polling Station Number: _____

PART I: BEFORE FIRST VOTER VOTES ON DAY 1

1. Total Number of Voters on the Final Voter's Register (FVR)		
2a. Total Ballots Originally Received		
2b. Serial Number Ranges:	From: _____	To: _____
3. Record Serial Number of Seal on Box: (to be filled in upon construction of box)		Box Seal No. _____

PART II: DURING POLLING ON DAY 1

4a. Additional Ballots Received (if more required)		
4b. Serial Number Ranges (on additional ballots):	From: _____	To: _____

PART III: AT THE CLOSE OF POLLING STATION ON DAY 1

5. Number of Signatures on the FVR:		
6. Number of Signatures on Supplemental FVR:		
7. Total Number of Voters on Day 1 (Line 5 + Line 6)		
8. Total Ballots received on Day 1 (Line 2a + Line 4a)		
9. Number of Declined Ballots (from Packet 3)		
10. Number of Damaged Ballots (from Packet 3)		
11a. Total of Ballots USED (Line 7 + Line 10)		
11b. Serial Number Ranges of Used Ballots:	From: _____	To: _____
12a. Total of Ballots UNUSED (Line 8 - Line 11a):		
12b. Serial Number Ranges of Unused Ballots:	From: _____	To: _____
13. Record Serial Number of "Drop Slot" Seal:		Box Seal No. _____

SIGNATURES AT CLOSE OF DAY 1:

By signing below, I attest that these figures and serial numbers accurately reflect polling station activity on DAY 1 of polling.

Chairperson: _____ Int'l El. Supervisor: _____

2 Closing the Polling Station - Day Two



**Completing the Daily Accounting Form
(Close Out, Day 2)**

BEFORE THE FIRST VOTER VOTES ON DAY 2

- ✓ *Carefully open the bag*
- ✓ Count and record the total number of voter signatures on the FVR, Part IV, item 14. The total will include the signatures of voters who voted on ~~both days~~ ^{Day One} of the Polling
- ✓ Count and record the total number of voter signatures in the Supplemental Register ~~Register~~ from ~~both days~~ ^{Day One} of Polling, Part IV, item 15
- ✓ Record the serial number on the "Drop Slot" seal, Part IV, item 16
- ✓ Count and record the number and serial number range of remaining Ballots on hand, Part IV, item 17a and 17b

DURING POLLING ON DAY 2

- ✓ Count and record the total number and serial number range of additional Ballots received (if applicable), Part V, item 18a and 18b
- ✓ Calculate the total Ballots for Day two, Part V, item 19 (total number of Ballots on hand at the beginning of Day Two plus the total additional Ballots received during polling on Day Two)

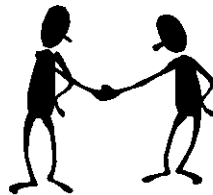
WORKSHEET FOR REPORT OF POLLING STATION RESULTS

- ✓ Record the total number of voters listed on the FVR, Part VI, item 20
- ✓ Count and record the total number of signatures on the FVR, Part VI, item 21
- ✓ Count and record the total number of signatures on the Supplemental Register, Part VI, item 22
- ✓ Calculate the total number of voters, Part VI, item 23 (total number of signatures on the FVR plus the total number of signatures on the Supplemental Register)

- ✓ Record the total number of Ballots originally received, Part VI, item 24
- ✓ Calculate the number of additional Ballots received (if applicable), Part VI, item 25 (total additional Ballots received during Polling on Day One plus the total number of additional Ballots received during Polling on Day Two)
- ✓ Count and Record the total used Ballots issued to voters on the 1st and 2nd days of Polling (Ballot Stubs), Part VI, item 26
- ✓ Count and record the quantity and serial number range of the UNUSED Ballots, Part VI, item 27a and 27b
- ✓ Record the Bag Seal Serial Numbers (one way plastic seal), Part VI, item 28
- ✓ Both Chairperson and International Election Supervisor must sign at the bottom of the form attesting the figures accurately reflect the Polling Station activity

Note: Pack all the unused Ballots still attached to their stubs, and the stubs of the Ballots which have been issued to voters in PACKET 1. Seal the Packet, ensuring that the Chairperson and the International Election Supervisor print and sign their names on the seal.

**Keep Regular
Polling Station
Materials
Separate**



Twin Stations

**Separate Absentee
Materials by
Municipality**



~~For Absentee or Twin Polling Stations a separate Daily Accounting Form must be completed for each Municipality for which the Absentee Station or Twin Station has received Ballots. The procedures are exactly the same as those previously outlined on pages 55 and 56.~~

~~**Don't Forget ! ! ! !**~~

~~A separate Daily Accounting Form must be completed for each Municipality~~



Sample Day Two: Daily Accounting Form

DAILY ACCOUNTING FORM - DAY 2

Polling Station Number: _____

PART IV: BEFORE FIRST VOTER VOTES ON DAY 2

14. Number of Signatures on FVR from Day 1 (Count Signatures Again):		
15. Number of Signatures On Supplemental FVR (Count Signatures Again)		
16. Serial Number on "Drop Slot" Seal	Box Seal No.	
17a. Number of Ballots on Hand (Confirm from Line 12)		
17b. Serial Number Ranges (Check Ballot Stubs to Confirm None are Missing):	From: _____ To: _____	

PART V: DURING POLLING ON DAY 2

18a. Additional Ballots Received (if more were required):		
18b. Serial Number Ranges	From: _____ To: _____	
19. Total Ballots for Day 2 (Line 17a + Line 18a)		

PART VI: WORKSHEET FOR REPORT OF POLLING STATION RESULTS (R 1)

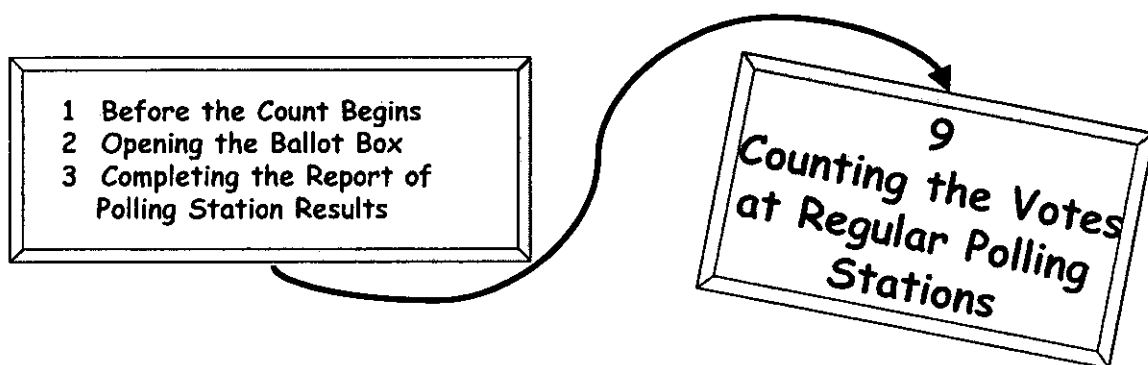
GRAND TOTAL FOR DAY 1 AND DAY 2

20. Total Number on FVR:		
21. Total Number of Signatures on FVR:		
22. Total Number of Signatures on Supplemental FVR:		
23. TOTAL NUMBER OF VOTERS (Line 21 + Line 22)		
24. Total Number of Ballots Originally Received (Line 2a):		
25. Total Number of Additional Ballots Received (Line 4a + Line 18a):		
26. Total Ballots Used (Count Ballot Stubs):		
27a. Total Ballots Unused:		
27b. Ranges of Serial Numbers of Unused Ballots:	From: _____ To: _____	
28. BAG SEAL SERIAL NUMBERS		

SIGNATURES AT CLOSE OF DAY 2:

By signing below, I attest that these figures and serial numbers accurately reflect polling station activity.

Chairperson: _____ Int'l El. Supervisor: _____



The count starts immediately following the close of the Polls in Bosnia and Herzegovina on 14 September 1997. (Article 220.6)

The counting procedure has to meet the following objectives: (Article 220.1)

- ✓ accuracy
- ✓ efficiency
- ✓ control in elaborating the results
- ✓ capability for recounts and repeat Polling
- ✓ protection of the secrecy of the vote

All Ballots cast in person at Polling Stations in BiH except Absentee Ballots shall be counted at the individual Polling Station. (Article 220.2)

Tendered Ballots will be counted at the same centre as the Absentee Ballots.

All Observers have the right to observe the count. (Article 220.4 + 203)

1 Before the Count Begins

There are a number of tasks to be completed before the Ballot boxes may be opened and the counting can begin. The most important task that must be completed is to account for all Ballots issued to the Polling Station in relation to the number of voters who have actually participated during the two days of Polling. The first step is to initiate the Report of Polling Station Results.

PART I: BEFORE COUNTING BEGINS

- ✓ Record the Polling Station ID Number and the Municipality name at the top of the sheet
- ✓ Count and record the total number of voters listed on the FVR, Part 1, item 1
- ✓ Count and record the total number of voters added to the Supplemental Register Register, Part I, item 2
- ✓ Calculate the total number of voters, Part I, item 3 (total number of voter on the FVR plus the total number of voters on the Supplemental Register Register)
- ✓ Record the total number of Ballots originally received by Polling Station, Part I, item 4 (take from Daily Accounting Form, Part IV, item 24)
- ✓ Record the total number of additional Ballots received by the Polling Station, Part I, item 5 (take from Daily Accounting Form, Part VI, item 25)
- ✓ Calculate the total number of Ballots received, Part I, item 6 (total number of ballots originally received by Polling Station plus the total number of additional Ballots received by Polling Station)
- ✓ Record the total number of signatures on the FVR, Part I, item 7 (take from the Daily Accounting Form, Part VI, item 21)
- ✓ Record the total number of signatures on the Supplemental Register Register, Part I, item 8 (take from the Daily Accounting Form, Part VI, item 22)
- ✓ Calculate the total number of voters receiving Ballots, Part I, item 9 (total number of signatures on the FVR plus the total number of signatures on the Supplemental Register Register)

- ✓ **Count and record the total number of Damaged Ballots, Part I, item 10 (From packet 3)**
- ✓ **Calculate and record the total number of Ballots issued, Part I, item 11 (total number of voters receiving Ballots plus the total number of Damaged Ballots)**
- ✓ **Calculate and record the quantity and range of serial numbers of the total remaining unused Ballots, Part I, item 12 (total number of Ballots received minus the total number of Ballots issued)**

2 Opening the Ballot Box

Only Open the Ballot Box when the other election materials have been satisfactorily dealt with and put away.

The **Ballot Box** shall be **opened** by the **Polling Station Chairperson**, in **full view** of the **Polling Station Committee** staff, **International Election Supervisor** and all **Observers** present.

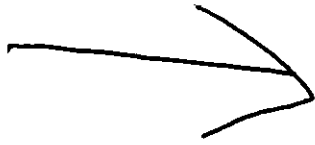
- **Remove the Ballots from the Ballot Box and place on a table in full sight of all present to be counted**
- **Sort the Tendered Ballots from the Regular Ballots**



Tendered Ballots

Keep the Tendered Ballot envelopes sealed - Do Not open them

- Count the Tendered Ballots and record the total number on the Vote Summary Total Section (item C) of the Report of Polling Station Results form
- Place the Tendered Ballots in a large envelope and record on the envelope the total number of Ballots, Municipality name, number and Polling Station number write the words "TENDERED BALLOTS"
- Place the small envelope containing the Registration Receipts for the Tendered Ballots into the "TENDERED BALLOTS" envelope
- Seal the envelope and the Chairperson and International Election Supervisor will both sign and print their names across the seal
- The Tendered Ballot envelope **MUST NOT** be put into the Tamper Evident bag. The Tendered Ballots will be taken to the ~~Field Office~~ by the International Election Supervisor
LEC Storage Center



Counting the Ballots

Ballots will be counted using a Tallying Method. It means that as the vote on each Ballot is read, a pen stroke is made next to that choice on the Tally Sheet.

The Tally Sheets will be pre-printed with the names of the political parties, coalitions, and independent candidates in the same order as they appear on the Ballot. There will also include a place to enter Tally strokes for INVALID Ballots (See Rules for determining Invalid Ballots on page 63).

Ballots are organised and placed in stacks of 25 without regard to how they are marked. The stacks may be piled on top of one another keeping each group of 25 intact. , Eg: one stack may be placed horizontally on top of a vertical stack.

*- Counter + confirmer -
decide disputed ballots
after every 25 ballots
opened*

The Polling Station Committee is to be organised into a Counting Team. The team members will work in pairs:

- The Chairperson will assign two Polling Station Committee members who will be "Readers"
- The Chairperson will assign two Polling Station Committee members as "Tally Markers". Each Tallying team member will have his/her own set of Tally Sheets
- One Reader (the Chairperson as an example) will read out loud the name on the Ballot, while the second Reader will confirm that name read out by the Chairperson is correct
- The two people recording the Tally will each make a mark next to the correct political party, coalition or independent candidate on their Tally Sheets using the "Cross Hatch" recording method: **four vertical and one diagonal line totalling 5 lines and equalling 5 votes**
- After a stack of **25 Ballots** have been called, including Invalid Ballots, the Readers will **stop to confirm** that they **both** have the **same number of tally strokes** recorded for each political party, coalition or independent candidate
- If the Tally Markers find they have **discrepancies** in the total strokes for any political party, coalition, independent candidates or the Invalid Ballot row, the **last group of 25 Ballots** can be **reviewed to correct** the error before continuing
- The Tally Markers alternate between **2 different coloured pens** switching colours **between each set of 25 Ballots**
- Segregate the Invalid Ballots so they can be reviewed at the end of ~~the Tally~~ ^{and Disputed} each 25 ballots.
- Place the Valid ballots into the Counted Ballots envelopes.



Cross Hatch

Tally Sheet Layout

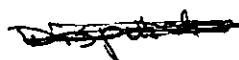
Space for one set of Cross Hatch

Name of Candidate											Total Votes Received
Name of Candidate											
Name of Candidate											
Invalid Ballot											



Invalid Ballots

Before entering the final totals, the Chairperson may review the *Disputed and* Invalid Ballots. If in reviewing an Invalid Ballot it is determined it should be converted, these are marked against the appropriate name on the Tally Sheet, not forgetting to minus one mark against the invalid section on the Tally sheet. *or Disputed*

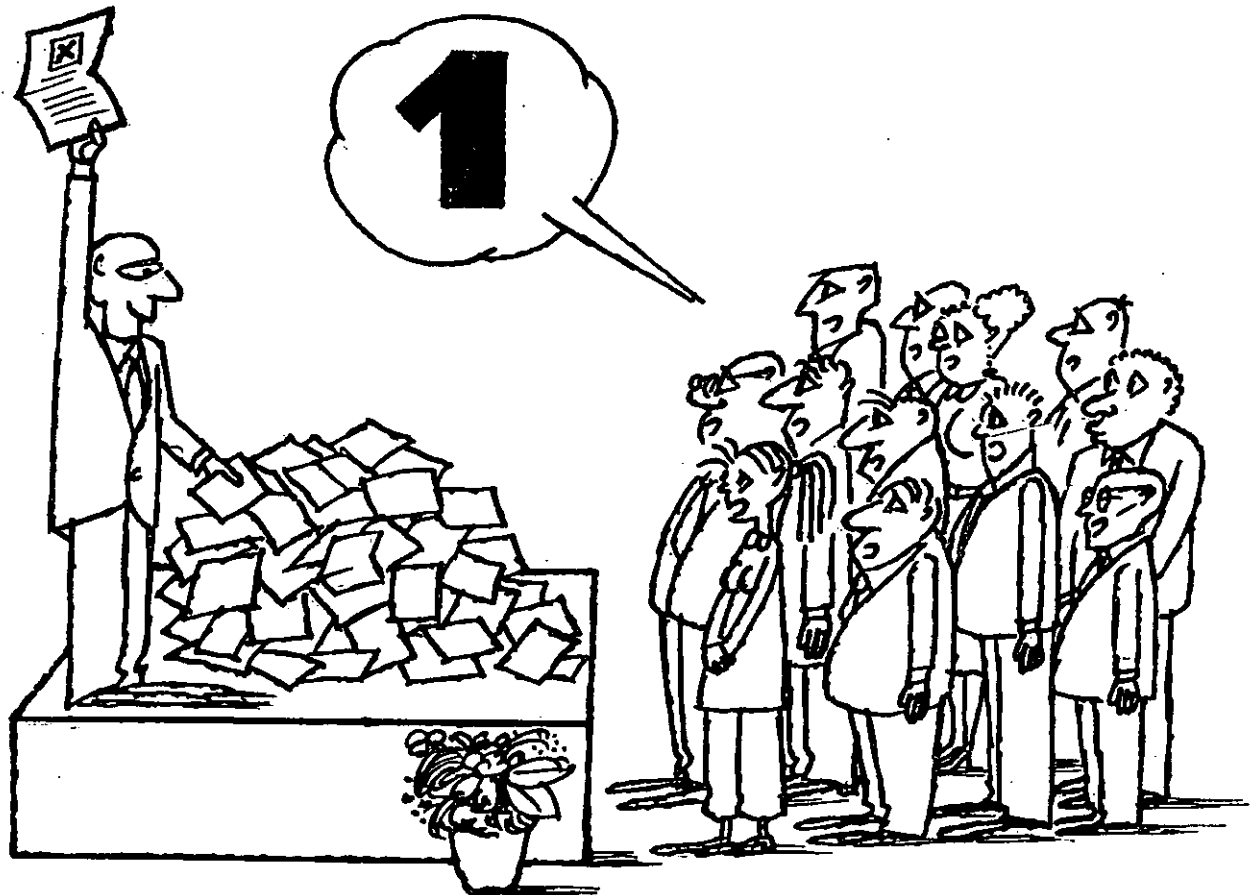


Invalid Ballots are determined by the following criteria. See Appendix A for picture examples:

- ✓ a personal ID (name or number) marked on the Ballot
- ✓ marks for more than one political party, coalition or independent candidate
- ✓ not marked for any political party, coalition or independent candidate

- ✓ the name of a political party, coalition or independent candidate was added
- ✓ the Ballot is marked in such a way making it unclear to what the voters intentions were

The decision of the Chairperson will be final and any objection to this will be noted in the Poll Book and signed by the Chairperson.





Count is Completed

When the **Counting** is completed the Vote Summary Total section of the Report of Polling Station Results is initiated:

- ✓ Record the Municipality name, Municipality number, Polling Station number, and Bag Plastic Seal number at the tope of the Vote Summary Total Sheet
- ✓ Record the **total votes** for **each candidate** are onto the **Vote Summary Total Form, Row A**
- ✓ Record the **total number of Invalid Ballots** onto the **Vote Summary Total Form, Row B**
- ✓ Place the original Tally Sheet into the Tamper Evident bag (Packet 5). The Duplicate Tally Sheet will go into the LEC pack (Packet 6).
- ✓ Total rows A, B, and C to provide you with the total number of Ballots counted

3 Completing the Report of Polling Station Results

Once the count is complete, the Report of Polling Station Results form must be updated and recorded on the Report of Polling Station Results form.

PART II AFTER COUNTING THE BALLOTS

- ✓ Record the total valid Ballots for all political parties, coalitions, and independent candidates (taken from the Vote Summary Total, Line A), Part II, item 13
- ✓ Record the total invalid Ballots (taken from the Vote Summary Total, Line B), Part II, item 14
- ✓ Record the total number of Tendered Ballots in the Ballot Box (take from the Vote Summary Total, line C), Part II, item 15
- ✓ Calculate and record the total number of Ballots in the Ballot Box, Part II, item 16 (should equal line D, total Ballots counted and recorded, from the Vote Summary Total section)
- ✓ Record the total number of declined Ballots, Part II, item 17
- ✓ Record the total number of Unused Ballots, Part II, item 18
- ✓ Record the total number of Damaged Ballots, Part II, item 19
- ✓ Calculate the total number of Ballots accounted for, Part II, item 20 (total number of Ballots in the Ballot box, plus the total number of Declined, Damaged, and Unused Ballots recorded)

PART III ACCURACY TESTS

- ✓ The total number of Ballots accounted for (item 20) should equal the recorded total number of Ballots received (item 6)
- ✓ The total number of recorded Ballots in the Ballot Box (item 16) plus the total number of Declined Ballots record (item 17) should equal the total number of voters calculate as receiving Ballots (item 9)
- ✓ The calculated and recorded total number of Ballots in the Ballot Box (item 16) should be equal to or less than the total calculated number of voters having received Ballots (item 9)

Note: All Polling Station **Committee** members, the **Chairperson** , and the **International Election Supervisor** must sign the bottom of the form.

Distribute the copies as follows:

- ~~White~~ top copy (original) is given to the **International Election Supervisor**
- ~~Green~~ copy for the **LEC**
- ~~Pink~~ copy is placed into the **Poll book** to stay with the **Ballots** (for the **Tamper Evident bag**)
- ~~Blue~~ copy to go to the **LEC Storage Centre** (to be given to **SFOR** when they collect the **Tamper Evident bag**)

Follow the colors on the form



Sample Vote Summary Total/Report of Polling Station Results

VOTE SUMMARY TOTAL

Municipality: _____ Municipality Number: _____

Polling Station Number: _____

Bag Plastic Seal Number: _____

Political Parties, Independent Candidates, and Coalitions	Total Votes			
Aaaaa Bbbb Cccc (ABC)				
Dddd Eeee Ffff (DEF)				
Gggg Hhhh Iiiii (GHI)				
Jjjj Kkkk Llll (JKL)				
Mmmmm Nnnnnn Ooooo (MNO)				
Pppp Rrr Sssss (PRS)				
Tttt Uuuuu Vvvvv (TUV)				
Xxxxx Yyyyyy				
Aaaaa Cccccc				
Dddd Eeee				

A	Total Valid ballots for all Parties, Independent Candidates, and Coalitions				
B	Invalid Ballots				
C	Tendered Ballots				
D	TOTAL BALLOTS (A+B+C)				

REPORT OF POLLING STATION RESULTS

Municipality Name: _____ Polling Station Number: _____

PART I: BEFORE COUNTING BEGINS

1.	Number of Voters Listed On Final Voters Register	_____				
2.	Number of Voters Added to Supplemental Register	+ _____				
3.	TOTAL NUMBER OF VOTERS	= _____				
4.	Number of Ballots Originally Received by Polling Station (From Part VI, Line 24 of Daily Accounting Form)	_____				
5.	Total Number of Additional Ballots Received by Polling Station (From Part VI, Line 25 of Daily Accounting Form)	+ _____				
6.	TOTAL BALLOTS RECEIVED	= _____				
7.	Total Number of Signatures on Final Voters Register (From Part VI, Line 21 of Daily Accounting Form)	_____				
8.	Total Number of Signatures on Supplemental Register (From Part VI, Line 22 of Daily Accounting Form)	+ _____				
9.	TOTAL NUMBER OF VOTERS RECEIVING BALLOTS	= _____				
10.	Count the Number of Damaged Ballots (From Packet 3)	+ _____				
11.	TOTAL BALLOTS ISSUED	= _____				
12.	Total Ballots Remaining Unused: Line 6	_____				
	Line 11	- _____				
	Range of Serial Numbers	= _____				
	From: _____ To: _____					

PART II: AFTER COUNTING THE BALLOTS

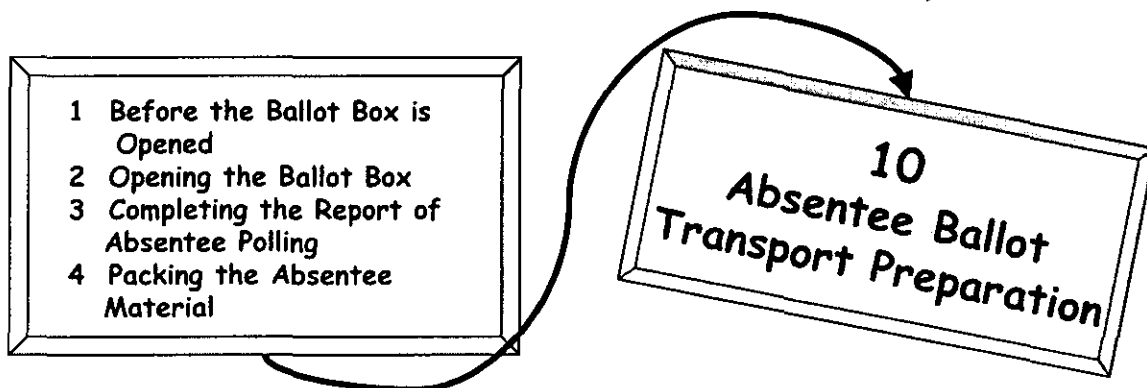
13.	Total Valid Ballots for All Political Parties, Independent Candidates and Coalitions (From Vote Summary Total, Line A)	_____				
14.	Total Invalid Ballots (From Vote Summary, Line B)	+ _____				
15.	Total Number of Tendered Ballots in Ballot Box (From Vote Summary, Line C)	+ _____				
16.	TOTAL BALLOTS IN BALLOT BOX (From Vote Summary, Line D)	= _____				
17.	Number of Declined Ballots (Packet 3)	+ _____				
18.	Number of Unused Ballots (From Line 12)	+ _____				
19.	Number of Damaged Ballots (Packet 3)	+ _____				
20.	TOTAL BALLOTS ACCOUNTED FOR	= _____				

PART III: ACCURACY TESTS

Line 20 Should Equal Line 6. If Not Equal, Enter the Difference (Number of Ballots Not Accounted For)	_____				
Lines 16 + 17 Should Equal Line 9. (Check One) <input type="checkbox"/> Equal <input type="checkbox"/> More Voters <input type="checkbox"/> More Ballots (Enter Number)→	_____				
Line 16 Should Be Equal to or Less than Line 9 If Line 16 is Greater than Line 9 Enter the Number of Excess Ballots in the Ballot Box	_____				

By signing below I attest that these figures accurately reflect the polling activity and votes cast at this polling station.

CHAIRPERSON _____ INT'L EL. SUPERVISOR _____
 MEMBER _____ MEMBER _____
 MEMBER _____ MEMBER _____
 MEMBER _____



All of the Voted Absentee Ballots and the Tendered Ballots still sealed in their secrecy envelopes, must be organised and packaged for transport to the Central Counting Centre in Sarajevo where they will be counted. Twin Stations, where counting of the Regular Ballots will actually be done at the Polling Station after the close of the Polls, will also send their Voted Absentee Ballot Envelopes and Tendered Ballot Envelopes to the Central Counting Centre.

1 Before the Ballot Box is Opened

There are a number of tasks to be completed before the Ballot boxes may be opened. The most important task that must be completed is to account for all Ballots issued to the Polling Station in relation to the number of voters who have actually participated during the two days of Polling.

The first task is to initiate the Report of Absentee Polling:

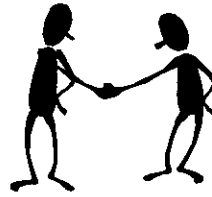
- ✓ Record the Absentee or Twin Polling Station ID Number, the Municipality name and number at the top of the sheet
- ✓ Count and record the total number of voters listed on the FVR, Part 1, item 1
- ✓ Count and record the total number of voters added to the Supplemental Register Register, Part I, item 2
- ✓ Calculate the total number of voters, Part I, item 3 (total number of voter on the FVR plus the total number of voters on the Supplemental Register Register)
- ✓ Record the total number of Ballots originally received by Absentee or Twin Polling Station, Part I, item 4 (taken off Daily Accounting Form, Part IV, item ~~21~~)

- ✓ **Record the total number of additional Ballots received** by the Absentee or Twin Polling Station, Part I, item 5 (taken off Daily Accounting Form, Part VI, item 25)
- ✓ **Calculate the total number of Ballots received**, Part I, item 6 (total number of ballots originally received by Absentee or Twin Polling Station plus the total number of additional Ballots received by Polling Station)
- ✓ **Record the total number of signatures on the FVR**, Part I, item 7 (taken off the Daily Accounting Form, Part VI, item 21)
- ✓ **Record the total number of signatures on the Supplemental Register Register**, Part I, item 8 (taken off the Daily Accounting Form, Part VI, item 22)
- ✓ **Calculate the total number of voters receiving Ballots**, Part I, item 9 (total number of signatures on the FVR plus the total number of signatures on the Supplemental Register Register)
- ✓ **Count and record the total number of Damaged Ballots**, Part I, item 10 (From packet 3)
- ✓ **Calculate and record the total number of Ballots issued**, Part I, item 11 (total number of voters receiving Ballots plus the total number of Damaged Ballots)
- ✓ **Calculate and record the quantity and range of serial numbers of the total remaining unused Ballots**, Part I, item 12 (total number of Ballots received minus the total number of Ballots issued)

See new final Report
of Absentee Polling Form.

2 Opening the Ballot Box

**Keep Regular
Polling Station
Materials
Separate**



**Separate Absentee
Materials by
Municipality**

Twin Stations

The Ballot Box will be opened only after the initial preparation of the Report of Absentee Polling are completed. The Polling Station Committee will: (Report of Absentee Polling, Part II)

- ✓ open the Ballot Box onto a table in full view of the Observers who are entitled to be present
- ✓ sort the Ballot Envelopes into piles by Municipality making a separate pile for Absentee Ballot Envelopes and Tendered Ballot Envelopes
- ✓ count the number of Absentee Ballot Envelopes for each Municipality separately
- ✓ prepare Packet 2 by writing the name and Polling Station ID number of the Municipality relative to the specific group of Absentee Ballot Envelopes
- ✓ write the quantity of the Absentee Ballot Envelopes to be enclosed, on the face of the Packet
- ✓ record the total number of counted Absentee Ballot envelopes on the Report of Absentee Polling for that Municipality, Part II, item 11.
- ✓ count the Tendered Ballot Envelopes for each Municipality
- ✓ record the number of Tendered Ballot Envelopes on the face of Packet 8 prepared for the relevant Municipality
- ✓ record the number of Tendered Ballot Envelopes on the Report of Absentee Polling, Part II, item 12
- ✓ Calculate and record the total number of Ballot packets in the Ballot box (total number of Absentee Ballot packets plus the total number of Tendered Ballot packets)



*Follow form
 when it
 conflicts
 with the
 manual*

- ✓ Record the number of Declined Ballots (packet 3), Part II, item ~~14~~
- ✓ Record the number of Unused Ballots, Part II, item ~~16~~
- ✓ Record the number of Damaged Ballots, Part II, item ~~15~~
- ✓ Calculate the total number of Ballots accounted for (total Ballot packets in the Ballot box plus the total number of Declined, Unused, and Damaged Ballots)

^{Final}
3 Completing the Report of Absentee Polling

Complete, all other entries required on the ^{Final} Report of Absentee Polling

~~PART III, ACCURACY TESTS~~

- ~~✓ Total number of Ballots accounted for (item 19) should equal the recorded total number of Ballots received (item 6)~~
- ~~✓ Total number of Ballots in the Ballot Box (item 15) plus the total number of Declined Ballots (item 16) should equal the total number of voters calculated as receiving Ballots (item 9)~~
- ~~✓ The calculated and recorded total number of Ballots in the Ballot Box (item 15) should be equal to or less than the total calculated number of voters having received Ballots (item 9)~~

Note: All Polling Station Committee members, the Chairperson, and the International Election Supervisor must sign the bottom of the form.

Copies of the ^{Final} Report of Absentee Polling will be distributed as follows:

- ~~✓ white original goes with the International Election Supervisor, for transmittal to OSCE Offices (Packet 9)~~
- ~~✓ green copy goes to the LEC Chairperson, with a copy of the Daily Accounting Form (Packet 6)~~
- ~~✓ orange copy is retained by the Polling Station Committee Chairperson~~

See page 75



Sample Report of Absentee Polling

REPORT OF ABSENTEE POLLING

Municipality Number: _____ Absentee or Twin Station No.: _____
 Municipality Name: _____

PART I: BEFORE THE BALLOT BOX IS OPENED

1.	Number of Voters Listed On Final Voters Register	_____				
2.	Number of Voters Added to Supplemental Register	+	_____			
3.	TOTAL NUMBER OF VOTERS	=	_____			
4.	Number of Ballot Packets Originally Received by Absentee/Twin Station (From Part VI, Line 24 of Daily Accounting Form)	_____				
5.	Total Number of Additional Ballot Packets Received by Absentee/Twin Station (From Part VI, Line 25 of Daily Accounting Form)	+	_____			
6.	TOTAL BALLOTS PACKETS RECEIVED	=	_____			
7.	Total Number of Signatures on Final Voters Register (From Part VI, Line 21 of Daily Accounting Form)	_____				
8.	Total Number of Signatures on Supplemental Register (From Part VI, Line 22 of Daily Accounting Form)	+	_____			
9.	TOTAL NUMBER OF VOTERS RECEIVING BALLOTS	=	_____			
10.	Count the Number of Damaged Ballots (From Packet 3)	+	_____			
11.	TOTAL BALLOT PACKETS ISSUED (Line 9 + Line 10)	=	_____			
12.	Total Ballots Remaining Unused:	Line 6 _____				
		Line 11 _____	-	_____		
	Range of Serial Numbers	=	_____			
	From: _____ To: _____					

PART II: AFTER OPENING THE BALLOT BOX

13.	Total Absentee Ballot Packets in Ballot Box	_____				
14.	Total Number of Tendered Ballot Packets in Ballot Box	+	_____			
15.	TOTAL BALLOT PACKETS IN BALLOT BOX	=	_____			
16.	Number of Declined Ballots (Packet 3)	+	_____			
17.	Number of Unused Ballots (From Line 12)	+	_____			
18.	Number of Damaged Ballots (Packet 3)	+	_____			
19.	TOTAL BALLOTS ACCOUNTED FOR	=	_____			

PART III: ACCURACY TESTS

Line 19 Should Equal Line 6. If Not Equal, Enter the Difference (Number of Ballots Not Accounted For)	_____				
Lines 15 + 16 Should Equal Line 9. (Check One) <input type="checkbox"/> Equal <input type="checkbox"/> More Voters <input type="checkbox"/> More Ballots (Enter Number) →	_____				
Line 15 Should Be Equal to or Less than Line 9 If Line 15 is Greater than Line 9 Enter the Number of Excess Ballots in the Ballot Box	_____				

By signing below I attest that these figures accurately reflect the polling activity and votes cast at this polling station.

CHAIRPERSON _____ INT'L EL. SUPERVISOR _____
 MEMBER _____ MEMBER _____
 MEMBER _____ MEMBER _____
 MEMBER _____

4 Packing the Absentee Materials

In preparation for transport of Absentee Materials from an Absentee Station or Twin Station, your kit comes with a number of specially prepared Packets. Make sure that the Packets are clearly marked with the appropriate Municipality name and ID number. Also that the information requested on the face of the Packet is filled in completely. Pack the materials as follows:

One per municipality except where noted.

** Packet 1 Tie all same numbered packets together.*



- * Packet 1 Stubs of Used Ballots *sep. env. to merge*
(Enclosed in Envelopes for Ballot Stubs Packet 10)
- Packet 2 ✓ Voted Absentee Ballots *1 env. per munic.*
- Packet 3 ✓ Damaged and Declined Ballots
- Packet 4 ✓ Registration Receipts of voters on FVR *sep. packets*
- Packet 5 *(only one)* {
 - Daily Accounting Form *(pink copy)* ✓
 - Report of Absentee Polling *(pink copy)*
 - Poll Book
 - FVR - all ✓
 - Supplemental Register ✓
 - Pledges and Oaths ✓
- Packet 6 *(only one)* {
 - Daily Accounting Form *(green copy)* ✓
 - Report of Absentee Polling *(green copy)* ✓
- Packet 7 ✓ Registration Receipts of voters not on FVR *(tendered) - put into #8*
- Packet 8 ✓ Sealed Tendered Ballot Envelopes with Ballots enclosed *- 1 env. per munic.*
- + Packet 7
- Packet 9 *(only one)* {
 - Report of Absentee Polling (White original)
 - Daily Accounting Form (White original) ✓
- Packet 10 *(only one)* {
 - Envelope for holding stubs from Issued and Voted Ballot Packets (see Packet 1)
 - + unused ballots

?

Specific instructions will be given by the OSCE Elections Officer or the LEC as to where materials are to be delivered. The materials are to be secured at all times during transport and MUST be accompanied by the International Election Supervisor and the Chairperson to secured holding areas.

~~to contain all 10 packets~~

①

Packets ~~1, 2, 3, 4~~ and 5 will be:

- ✓ placed in the large white Tamper Evident Bag 1
- ✓ taken to the LEC Storage Centre by the Polling Station Chairperson and the International Election Supervisor
- ✓ secured until the Tamper Evident Bag can be transferred

Note: Write the name of the Municipality and Polling Station number on the brown paper seal. Attach this to the one way plastic seal which will secure the Tamper Evident Bag. Write munic. code on bag + SFOR code on each side of bag.

②

Packet 6 is for the LEC and will be:

- ✓ taken to the LEC Storage Centre by the Polling Station Chairperson to be handed to an LEC official for the LEC Chairperson

③

Packet ~~2, 8, 9~~ will be: ~~Tamper Evident Bag 1~~ Will include packet 7

- ✓ taken to the LEC Storage Centre so that they can be collected by SFOR for transport to the Central Counting Centre on Sarajevo

TAKE TO LEC STORAGE CENTER.

TEB 2 clearly marked with contents - packets 2, 8, 9



- 1 What Should go in Each Packet
- 2 Packing Materials for Transport
- 3 Sealing the Tamper Evident Bag
- 4 Taking the Material to the LEC Storage Centre

11
Packing Materials
at the
Polling Station

There will be several **Packets** that have to be organised.

All sealed **Packets** must have labelled on the outside:

- the **Municipality and Polling Station Number**
- the **type** of item(s) inside
- the **quantity** of item(s) inside, where required

Forms will be colour coded to the envelopes for ease of handling at the end of the day.

1 What Should go in Each Packet

seal envelopes when completed

- | | |
|-----------------|--|
| Packet 1 | Stubs of Used Ballots
Unused Ballots |
| Packet 2 | Counted Ballots |
| Packet 3 | Damaged and Declined Ballots |
| Packet 4 | Registration Receipts of voters on FVR |
| Packet 5 | Tally Sheet (original)
Daily Accounting Form (one ^{one} copy)
Report of Polling Station Results (one ^{one} copy)
Poll Book
FVR
Supplemental Register
Pledges and Oaths |
| Packet 6 | Tally Sheet (duplicate)
Daily Accounting Form (one ^{green} copy)
Report of Polling Station Results (one ^{green} copy) |

copies 15:15

- (place #7 into #8)*
- Packet 7 Registration Receipts of voters not on FVR
 - Packet 8 Sealed Tendered Ballot Envelope with Ballots enclosed
+ Packet 7
 - Packet 9 Report of Polling Station Results (White original)
Daily Accounting Form (White original)

2 Packing Materials for Transport

Packets 1, 2, 3, 4 and 5 will be:

- ✓ placed in the large white Tamper Evident Bag
- ✓ taken to the LEC storage centre by the Polling Station Chairperson and the International Election Supervisor
(P.S. Chair provides own transport)
- ✓ then be collected by SFOR for transport to Sarajevo

Packet 6 is for the LEC and will be:

- ✓ taken to the LEC storage centre by the Polling Station Chairperson to be handed to an LEC official for the LEC Chairperson

Packet 8, (containing Packet 7) and 9 will be:

- ✓ taken by the International Election Supervisor ~~to the Field Office for transmission/transportation to OSCE HQ Sarajevo~~ *to FO or Hub Supv. See Attached Doc. re night of 14th*

Take to LEC Storage Center (not in Tamper Evident Bags)

3 Sealing the Tamper Evident Bag

When all the appropriate materials have been placed in the tamper evident bag seal the bag by:

- writing the full Polling Station number on the brown paper label
- placing the brown paper label onto the one way plastic seal
- sealing the tamper evident bag with the plastic seal
- writing the full Polling Station Number on the Tamper Evident bag with the black marker

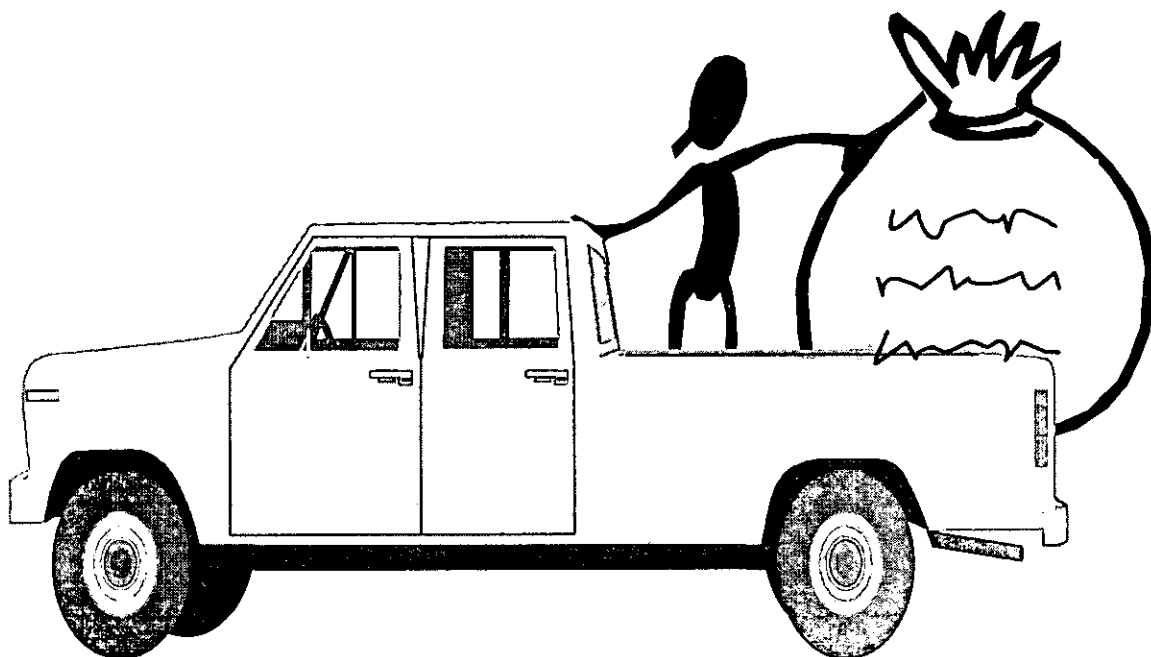
4 Taking the Material to the LEC Storage Centre

When all the Packets have been sealed, signed and the Tamper Evident Bag has been sealed, the Polling Station Chairperson and the International Election Supervisor will take the material to the LEC storage centre. Accredited Observers may accompany the team in their transport to the LEC Storage Centre.

At the LEC storage centre leave the:

- LEC Packet (Packet 6) with the LEC official
- Tamper Evident bag with the OSCE Official + PACKET 8

The International Election Supervisor ^{or Hub Supervisor} will then take ~~their material~~ PACKET 9 to the OSCE Field Office.

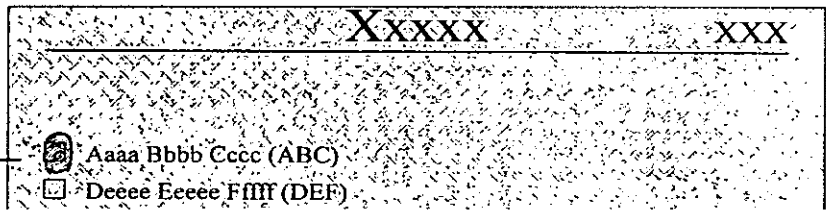




Appendixes

Samples of Ballots that may be Accepted as Valid

Thumbprint



Vertical Mark



Diagonal Mark



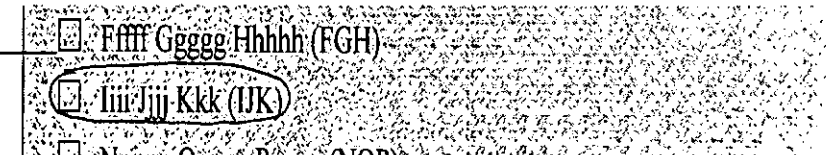
Tick



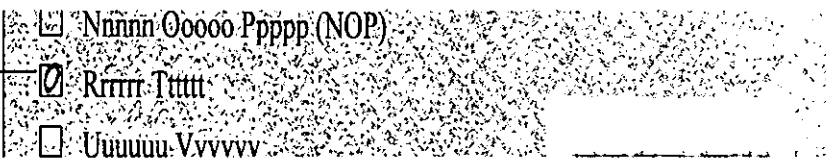
Cross



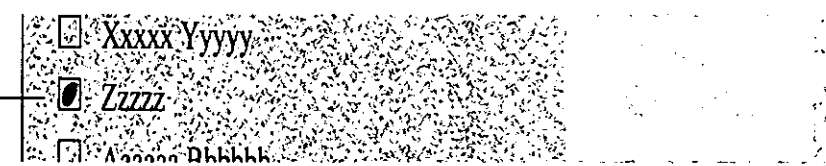
Circling one Whole Name



Zero mark



Box shaded



Sample of Invalid Ballots

circled one party in coalition

There is a personal ID marked on the Ballot

XXXXX XXX

Aaaa Bbbb Cccc (ABC)

Deeee Eeeee Ffff (DEF) *clony*

Gggg Hhhh Iiii (GHI)

Gggg Hhhh Iiii (GHI)

Jjjj Kkkk Llll (JKL)

Lll Mmm Nnnn (LMN)

Unsure of voters intention

Rrrrr Ttttt

Uuuuuu Vvvvvv

Xxxxx Yyyyy

Zzzzz

Aaaaaa Bbbbbb

Cccccc

Mark on one or more than one Candidate Name

Ffff Ggggg Hhhhh (FGH)

Iii Jjj Kkk (IJK)

Nnnnn Ooooo Ppppp (NOP)

Ssss Tttt Uuuu (STU)

Vvvv Xxx Yyyy (VXY)

Zzzzz Aaaaa Bbbbb (ZAB)

Political Party, Coalition and Independent Candidate Observer Appointment Form

This form is presented at the Polling Station. It acknowledges the accreditation to participate as an appointed Observer for the indicated Political Party, Coalition or Independent Candidate in the Municipality stated.



**Organization for Security and Co-operation in Europe
Mission to Bosnia and Herzegovina**

**POLITICAL PARTY, COALITION, AND INDEPENDENT CANDIDATE OBSERVERS
APPOINTMENT FORM
FOR THE 1997 MUNICIPAL ELECTIONS IN BOSNIA AND HERZEGOVINA**

The following persons represent the list of appointed observers for the Political Party,

Coalition, or Independent Candidate named: _____
These appointed observers shall have the right to observe polling station activities during
the 1997 Municipal Elections on 13 and 14 September 1997 and to observe counting
procedures in the municipality of: _____

<u>Name</u>	<u>I.D. No. (13 Digit)</u>	<u>Accreditation No. (Put on Badge)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Observers for Out-of-Country Polling Stations and Counting Centres:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date: _____

Signature of LEC Official

Signature of Political Party or Coalition
President or Vice-President or of the
Independent Candidate

Declaration of Secrecy Form

This form is completed and signed at the Polling Station by the accredited Observer and Polling Station Chairperson. It acknowledges the Observers intent to maintain the secrecy of vote.



**Organization for Security and Co-operation in Europe
Mission to Bosnia and Herzegovina**

**DECLARATION OF SECRECY FORM
TO BE USED AT POLLING STATIONS AND COUNTING CENTRES
DURING THE 1997 MUNICIPAL ELECTIONS IN BOSNIA AND HERZEGOVINA**

Name of Accredited Observer: _____

Badge Number: _____

Political Party, Coalition, or Independent Candidate Affiliation: _____

Polling Station or Counting Centre Location: _____

Polling Station or Counting Centre Number: _____

DECLARATION OF SECRECY

I, _____, being an accredited observer do hereby declare that:

- (A) I shall not, without due authority, divulge to any other person any information made known to me in the course of my official duties concerning the personal affairs of any person; and
- (B) I shall keep secret and confidential any information made known to me relating to the location or manner in which any voter chooses to vote or any other such related information of which I may come to learn.

Signature of Polling Station or Counting Centre Official: _____

Signature of Accredited Observer: _____

Date: _____

Rules and Regulations Relating to Polling and Counting

Article 65

- a) A registered independent candidate, political party or coalition may nominate representatives to act as observers at Local Election Commission activities, Voter Registration Centres, Polling Stations and Counting Centres in the municipalities in which the registered political party or coalition has indicated an intention to participate or the municipality in which the registered independent candidate is eligible to participate. (as adopted 14 September 1996 and amended 13 May 1997)
- b) A registered independent candidate, political party or coalition may nominate representatives to act as observers at any Out-of-Country Voter Registration Centre or Polling Station. (as adopted 13 May 1997)

Article 66

The names of the nominated representatives shall be submitted to the Local Election Commission, the Out-of-Country Voter Registration Centre Supervisor or the Out-of-Country Polling Station Supervisor. The Local Election Commission, the Out-of-Country Voter Registration Centre Supervisor or the Out-of-Country Polling Station Supervisor shall ensure that all nominated representatives comply with the accreditation requirements set forth in Article 203. The Local Election Commission shall forward a list of the accredited representatives to the Voter Registration Centre, Polling Station and Counting Centre Committee Chairpersons (hereinafter *Committee Chairpersons*) in the municipality. The Out-of-Country Voter Registration Centre or Polling Station Supervisor shall forward a list of the accredited representatives to the Out-of-Country Voter Office. (as adopted 14 September 1996 and amended 13 May 1997)

Article 67

A registered political party, coalition or independent candidate may have only one representative at a Local Election Commission activity, In-Country or Out-of-Country Voter Registration Centre (hereinafter *Voter Registration Centre*), In-Country or Out-of-Country Polling Station (hereinafter *Polling Station*) or Counting Centre at any time. The representatives will respect the *Rules and Regulations* of the Provisional Election Commission, shall not interfere with the Local Election Commission activities, voter registration procedures, voting or counting process and must respect the secrecy of the vote. (as adopted 14 September 1996 and amended 13 May 1997)

Article 68

An accredited political party, coalition or independent candidate representative shall have access to Local Election Commission activities, Voter Registration Centres, Polling Stations and Counting Centres. The representative shall present his or her appointment form to the Local Election Commission President or the Committee Chairperson, sign an acknowledgement of the rights and obligations of a representative and wear the identification badge provided while in the election facility. A representative shall not wear or carry anything that identifies him or her with a particular party, coalition or independent candidate, except official identification provided by OSCE. (as adopted 14 September 1996 and amended 13 May 1997)

Article 69

Representatives shall submit all complaints to the Committee Chairperson or Local Election Commission President. Complaints shall become part of the official record of the Local Election Commission, Voter Registration Centre, Polling Station or Counting Centre. (as adopted 14 September 1996 and amended 13 May 1997)

Article 70 Definition of a Polling Station and Polling Place

A Polling Station means a room where a voter, whose name is on the Final Voters Register, may vote. A polling place means a building where one or more Polling Stations are provided for the purpose of voting at an election. The Local Election Commission in each municipality must identify the locations of the Polling Stations by a date to be announced by the Provisional Election Commission. (Unchanged from 14 September 1996)

Article 71 Polling Station Locations

- a) The Local Election Commissions will provide a list of the Polling Stations and a description of the areas to be covered by each Polling Station to the Provisional Election Commission by a date to be announced by the Provisional Election Commission. The Local Election Commission will inform the voters of the locations of the Polling Stations in the municipality. Polling station locations will be selected using the following criteria:
- 1) An average of 2000 voters will be used as a guideline for establishing a Polling Station. (Previously Article 72)
 - 2) The number of absentee Polling Stations will be based on the estimated number of absentee ballot applications received during the registration. These absentee Polling Stations will be located in places convenient to the administration of the absentee vote. (Previously Article 73)
 - 3) The Polling Station may not be located in a building with government offices or offices associated with a political party or coalition. It may not be located in a building where liquor is sold or served. (Previously Article 74)
 - 4) The Polling Station must be large enough to efficiently process voters and meet the requirements of the election staff, with sufficient furniture and space to accommodate supervisors, monitors, candidate representatives, coalition representatives and party representatives. There must be enough space to permit placing voting screens in a location to ensure the secrecy of the vote and placing ballot boxes in a position visible to election officials and other accredited person. (Previously Article 75)
 - 5) Access to the Polling Station shall be closed in case of emergency, before opening the Polling Station and after the close of the Polling Station. (Previously Article 76)
 - 6) The Polling Station must be located in an accessible place and should, where possible, have level access. Adequate lighting and protection from the elements is required. (Previously Article 77)
 - 7) Signs on and in the building where the Polling Station is located must be placed in appropriate areas, particularly where there is more than one Polling Station in the building. (Previously Article 78) (As adopted on 8 April 1997)

Article 72 Polling Station Committee - Definition

A Polling Station Committee shall be appointed by the relevant Local Election Commission for each Polling Station. The Polling Station Committee is responsible for ensuring the integrity, security and tranquillity of the voting process at the Station. (Unchanged from 14 September 1996; previously Article 207)

Article 73 Composition of Polling Station Committee

Each Polling Station Committee shall consist of a chairman and seven members. A majority of the members of the Polling Station Committee must be present throughout the period of voting. (Unchanged from 14 September 1996; previously Article 208)

Article 73.1 Polling Station Committee Members

- a) Members of Polling Station Committees must be suitably qualified individuals who are eligible to vote in the elections. In addition, no person shall be appointed as a member of or be employed by or participate in the functions of a Polling Station Committee if he or she is:
- 1) ineligible to run as a candidate for office under the General Framework Agreement for Peace in Bosnia and Herzegovina;
 - 2) prohibited under any of the provisions of the *Rules and Regulations* of the Provisional Election Commission;
 - 3) elected to or holds a politically appointed office or is seeking an elective office;
 - 4) in a leadership position of a political party or coalition or intends to seek such a position; or
 - 5) shown to lack the impartiality necessary to be a member of the Committee. (Unchanged from 14 September 1996; previously Article 209)

Article 73.2 - Supervisor's Role

An OSCE International Supervisor at a Polling Station shall:

- a) confer with and advise the Chairman of the Polling Station Committee on adherence to the *Rules and Regulations* of the Provisional Election Commission and OSCE Administrative Procedures;
- b) observe that the *Rules and Regulations* of the Provisional Election Commission and OSCE Administrative Procedures are followed;
- c) make a record in the Polling Station poll book of any significant events;
- d) verify that forms and materials are properly handled and stored in a secure manner; and
- e) create and co-sign daily accounting forms to report on the daily activity of the Polling Station, in conjunction with the Chairman of the Polling Station Committee. (As adopted on 8 April 1997)

Article 74 Polling Station Voting

At the Polling Station, voting must be done in person, and ballots must be filled out secretly except in cases in which the voter is handicapped or incapacitated, as provided in Article 106. (Unchanged from 14 September 1996; previously Article 210)

Article 75

The Polling Station Chairman can remove from the list of eligible voters any person who disturbs the peace at the Polling Station; such cases must be recorded in the poll book. (Unchanged from 14 September 1996; previously Article 211)

Article 76 Voting by Police Personnel

Notwithstanding Article 80 of the Provisional Election Commission's *Rules and Regulations*, police personnel may carry the weapons issued to them when they enter a Polling Station to vote. Police personnel shall vote in an orderly and expeditious manner, and shall not remain in the Polling Station any longer than required to exercise their right to vote. At the discretion of the Polling Station Chairman, police personnel may be permitted to proceed to the front of the queue of voters. (Unchanged from 14 September 1996; previously Article 212)

Article 77 Polling Station Poll Book

A record shall be made of all significant events which occur at the Polling Station during election day, and entered into the poll book by the Polling Station Chairman and/or the OSCE International Supervisor. Any other member of the Polling Station Committee or political party or coalition representative may also enter his opinion or make observations regarding entries in the poll book. The Polling Station Chairman shall also make a record in the poll book of any comments or objections received from OSCE Supervisors, international observers or other persons who are accredited to enter the Polling Station. (As adopted on 8 April 1997; previously Article 213)

Article 78 Manual for Polling Station Committees and Local Election Commissions

The responsibilities of the Polling Station Committees and the Local Election Commissions at all levels shall be further defined in the "Manual for Polling Station Committees and Local Election Commissions", which shall form part of the *Rules and Regulations* of the Provisional Election Commission. (Unchanged from 14 September 1996; previously Article 214)

Article 79 Changes in Polling Station Location

Once Polling Stations have been selected and their locations advertised, any change in location is to be co-ordinated with the Provisional Election Commission. If a change is required, voters are to be notified through available media sources. Notices are to be posted at the original Polling Station location advising voters of the new Polling Station location. (Unchanged from 14 September 1996)

Article 80 Polling Station Security

No weapons or arms allowed in the Polling Station unless the Polling Station Committee Chairman asks for the assistance of the security personnel. Details of any disturbance will be noted in the poll book. Specific times will be recorded showing when the Polling Station was closed, when it was reopened and the adjustment to the 19:00 hours closing time. (Unchanged from 14 September 1996; see also Articles 86 and 87)

Article 81 Campaign Material Prohibited at or near Polling Station

No election campaign material is to be displayed at a Polling Station, nor displayed within 50 meters of the main entrance to the Polling Station. Political Parties and candidates must remove all campaign material that is within 50 meters of the entrance to the Polling Station 24 hours before voting starts. No election campaign information is to be broadcast on any communication device in the Polling Station, nor within hearing distance of the Polling Station. (Unchanged from 14 September 1996; see also Article 230)

Article 82 Polling Station Hours of Operation

Each Polling Station will open at 0700 hours and close at 1900 hours on each day of voting. (As adopted on 8 April 1997)

Article 83 Posted List of Candidates

Lists of registered political party candidates, registered coalition candidates and registered independent candidates will be posted at each Polling Station. (Unchanged from 14 September 1996)

Article 84 Polling Station Opening Procedures

Prior to the opening of the Polling Station, the Polling Station Committee Chairman will ensure that all materials have been received. The election staff will arrange the furniture and voting screens to ensure the secrecy of the vote. The ballot boxes will be sealed in the presence of any accredited supervisors, observers, political party, coalition or candidate representatives who are present and placed where they are visible to the Polling Station Committee members and the accredited persons present. Serial numbers of the ballots and the seals will be recorded on official forms. (Unchanged from 14 September 1996)

Article 85 Voting of Polling Station Committee Members

Polling Station Committee Members shall vote first when the Polling Station opens on the first day of voting. (As adopted on 8 April 1997)

Disruptions of the Voting Process

Article 86 - Threat to Peace within a Polling Station

- a) If there is a threat to peace and order, an outbreak of violence or the presence of weapons within a Polling Station, the Chairman of the Polling Station Committee shall:
- 1 ensure that the threat to peace, outbreak of violence or presence of weapons is removed from the Polling Station immediately;
 - 2 if the threat, outbreak of violence or presence of weapons cannot be removed immediately, the Chairman of the Polling Station Committee shall suspend voting for as long as it takes to restore peace and order to the Polling Station. If the Chairman deems it necessary, he may call upon the assistance of the police or security forces outside the Polling Station to restore peace and order within the Polling Station;
 - 3 if voting has been suspended and peace and order restored, the Chairman shall extend the hours of voting by at least the amount of time taken from the beginning of the threat, outbreak of violence or presence of weapons to the restoration of peace and order;

- 4 if peace and order have not been restored within a reasonable time and it appears to the Polling Station that the possibility of peace and order being restored within a reasonable time is not likely, then the Chairman may postpone voting to the next day if possible; if that is not possible, then the Chairman of the Local Election Commission in conjunction with the

Senior OSCE agent in the area must designate another day, but no later than seven days from the day of the interruption; if the voting cannot be held within seven days, then the Provisional Election Commission shall decide when the vote shall be taken. (Unchanged from 14 September 1996; see also Articles 80 and 87)

Article 87 Threat to Peace outside a Polling Station

- a) If there is a threat to peace and order , an outbreak of violence or the presence of weapons outside a Polling Station, the police or other security force responsible for peace and order shall:
 - 1 ensure that the threat, outbreak of violence or presence of weapons is removed from the vicinity of the Polling Station immediately;
 - 2 if the threat, outbreak of violence or presence of weapons cannot be removed immediately, the Chairman of the Polling Station Committee shall suspend voting for as long as it takes to restore peace and order to the vicinity of the Polling Station;
 - 3 if voting has been suspended and peace and order restored, the Chairman shall extend the hours of voting by at least the amount of time taken from the beginning of the threat, outbreak of violence or presence of weapons to the restoration of peace and order;
 - 4 if peace and order have not been restored within a reasonable time and it appears to the Chairman that the possibility of peace and order being restored within a reasonable time is not likely, then the Chairman may postpone voting to the next day if possible; if that is not possible, then the Chairman of the Local Election Commission in conjunction with the senior OSCE agent in the area must designate another day, but no later than seven days from the day of the interruption; if the voting cannot be held within seven days, then the Provisional Election Commission shall decide when the vote shall be taken. (Unchanged from 14 September 1996; see also Articles 80 and 86)

Article 98 - Voter Staining

To prevent voters from voting more than once, invisible ink detectable with an ultraviolet light will be used. Each voter will be checked for invisible ink stain with the ultra violet light prior to being processed to receive their ballot. A voter who does not permit his finger to be stained or checked for stain relinquishes his/her right to vote. (Unchanged from 14 September 1996)

Article 103 Voting Procedure at the Polling Station

After the voter identifies him/herself to the Polling Station Committee member and produces acceptable identification, a Polling Station Committee member will issue the ballots to the voter. The voter will be instructed to proceed to one of the voting screens to mark the ballot in the space provided beside the name of the political party, coalition or the candidate of his/her choice. The voter will fold each ballot and place them in the correct ballot boxes. A Polling Station Committee member will draw a line through the voter's name on the Final Voters Register to show that he/she has voted and will write the voter's name and address in the poll book. The voter's copy of the Application form will be retained by a member of the Polling Station Committee. (Unchanged from 14 September 1996)

Article 104 - Spoiled Ballots

If a voter spoils his/her ballot, another ballot may be issued if the voter returns the spoiled ballot to the Polling Station Committee member, who will write the word 'spoiled' on it and place it in the "Declined and Spoiled Ballot" envelope. The Polling Station Committee member will then give the voter a replacement ballot. A Polling Station Committee member will record this fact in the poll book. (Unchanged from 14 September 1996)

Article 105 Declined Ballots

If a voter accepts the ballots and then declines to vote, the Polling station Committee member will write 'declined' on the ballot(s) and place the ballot(s) in the "Declined and Spoiled Ballot" envelope. A Polling Station Committee member will record this fact in the poll book. The voter will be instructed to leave the Polling Station. (Unchanged from 14 September 1996)

Article 106 Disabled Voter Assistance

At the request of a registered voter who is blind, illiterate or who is incapacitated by a physical cause the Polling Station Committee member will permit another voter, selected by the voter, to assist him/her in marking the ballot. The voter will have the same guarantees of secrecy as other voters. (Unchanged from 14 September 1996)

Article 107 Secret Ballot

No person shall interfere with a voter who is marking the ballots, nor attempt to obtain any information regarding which candidate, coalition or political party a voter has voted for, is voting for or is about to vote for, nor prevent or attempt to prevent a person from exercising the right to vote. (Unchanged from 14 September 1996)

Article 108 Closing Procedures

Any registered voter who is in the line-up for voting at the closing hour of any voting day will be permitted to vote. The Chairman of the Polling Station Committee will determine the last voter. After the last voter has placed the ballots in the ballot boxes, the slots in the ballot boxes will be sealed and the Polling Station will be closed. (Unchanged from 14 September 1996)

Article 109 Counting of Declined, Spoiled & Unused Ballots

The Polling Station Committee Chairman will count the number of spoiled and declined ballots and record the applicable numbers on the outside of the "Declined and Spoiled Ballot" envelope and seal it. The numbers of declined and spoiled ballots and the number of unused ballots will be recorded on the official forms under the careful scrutiny of supervisors and other accredited persons. (Unchanged from 14 September 1996)

Article 151

The Provisional Election Commission will invite International Observers in accordance with the General Framework Agreement for Peace in Bosnia and Herzegovina, Annex 3, Art III (e) and the Copenhagen Document, paragraph 8, which is an integrated component of the General Framework Agreement for Peace. These Observers include representatives of governments and international organisations and representatives of international non-governmental organisations. (Unchanged from 14 September 1996)

Article 152

The Provisional Election Commission will authorise the Election Monitoring Group to accredit the International Observers. (Unchanged from 14 September 1996)

Article 153

International Observers will observe the electoral process in accordance with the *Rules and Regulations* of the Provisional Election Commission and they will not interfere in any way in electoral proceedings. (Unchanged from 14 September 1996)

Article 154

The International Observers shall abide by the laws of Bosnia and Herzegovina and of the two entities and by the Code of Conduct for International Observers. (Unchanged from 14 September 1996)

Article 155

International Observers shall be strictly impartial and politically neutral. (Unchanged from 14 September 1996)

Article 156

The Co-ordinator of the Election Monitoring Group and his office will co-ordinate a joint effort of the International Observers to observe all aspects of the electoral process. International Observers will be present at Polling Stations and Counting Centres and their observations will be the basis of the overall assessment of the electoral process. (Unchanged from 14 September 1996)

Article 157

The Co-ordinator of the Election Monitoring Group may report periodically and independently on the elections inside and outside the country. After the official announcement of the results the Co-ordinator of the Election Monitoring Group will make a final evaluation on the conduct of the election in a report to the Chairman in Office of the OSCE. (Unchanged from 14 September 1996)

Article 158

The Election Monitoring Group shall be responsible for co-ordinating the operations and the security measures for the international observation. (Unchanged from 14 September 1996)

Article 159

The International Observers shall have access to all relevant documents and meetings, shall be free to contact any person at any time during the entire period of the electoral process and shall have access to all Polling Stations. (Unchanged from 14 September 1996)

Article 203 Access to Proceedings of the Local Election Commissions and the OSCE Counting Centre

- a) Accredited representatives of the media as well as representatives of political parties, coalitions, independent candidates and citizen organisations have a right to be present during the proceedings of Local Election Commissions, at Voter Registration Centres, at Polling Stations and at the OSCE Counting Centre, in accordance with the following paragraphs and the other *Rules and Regulations* of the Provisional Election Commission:
- 1 accreditation for access to the proceedings of Local Election Commissions under this article shall be obtained from Local Election Commissions, subject to notification to the Provisional Election Commission; accreditation for access to the OSCE Counting Centre shall be obtained from the Provisional Election Commission;
 - 2 an accredited representative of a political party, coalition or independent candidate cannot himself be a candidate for any office in the election;
 - 3 accredited members of the press may enter Polling Stations to make observations, but in no event should they attempt to observe the filling out of a ballot, interview voters or otherwise interfere with the tranquillity of the voting process.
 - 4 if a Local Election Commission does not allow accredited representatives to be present during the proceedings of the Local Election Commissions, the representatives may forthwith appeal in writing to the Provisional Election Commission and the Provisional Election Commission shall reach a decision without delay. (As adopted on 6 February 1997; amended on 22 April and 15 July 1997)

Article 220.1 Objectives

The counting procedure has to meet the following objectives: Accuracy, efficiency and control in elaborating the results, capability for recounts and repeat elections, and protection of the secrecy of the vote. (as adopted 15 July 1997)

Article 220.2 Segregated Counting

All ballots cast in person at Polling Stations in Bosnia and Herzegovina except absentee ballots shall be counted at the individual Polling Station.

All absentee ballots cast in person in Bosnia and Herzegovina, in the Federal Republic of Yugoslavia and the Republic of Croatia, as well as absentee ballots cast by mail in third countries shall be counted at an OSCE Counting Center in Sarajevo or another location in Bosnia and Herzegovina determined by the Provisional Election Commission. (as adopted 15 July 1997)

Article 220.3 Responsibilities

The Local Election Commission in the municipality shall be responsible for the proper conduct of the counting of ballots referred to in Article 220.2, paragraph 1, ensuring that Polling Station Committee members abide by the *Rules and Regulations* of the Provisional Election Commission and work in full cooperation with the International Supervisors.

The Provisional Election Commission shall be responsible for the proper conduct of the counting in the OSCE Counting Center. (as adopted 15 July 1997)

Article 220.4 Supervision and Observation

All stages of the count shall be carried out under the supervision of OSCE Election Officers and International Supervisors.

In accordance with Article 203, representatives of political parties, coalitions, and independent candidates have the right to observe the counting of ballots. (as adopted 15 July 1997)

Article 220.5 Counting Staff

The Polling Station Committee, in cooperation with the International Supervisors, shall account for the ballots and other voting materials, and count the ballots, except for absentee ballots cast in that Polling Station.

Counting staff for the OSCE Counting Center shall consist of persons from both entities of Bosnia and Herzegovina and, in cooperation with International Supervisors, shall account for the ballots referred to in Article 220.2, paragraph 2, and other voting materials and count the ballots referred to in Article 220.2, paragraph 2. (as adopted 15 July 1997)

Article 220.6 Date of the count

The count starts immediately following the close of the polls in Bosnia and Herzegovina on 14 September 1997. (as adopted 15 July 1997)

Article 220.7 Procedural Rules

The Deputy Head of Mission / General Director for Elections of the OSCE Mission to Bosnia and Herzegovina is authorized to issue procedural instructions on the conduct of the count at Polling Stations and in the Counting Center in Sarajevo. These procedural instructions shall be binding for all electoral bodies, OSCE international staff, and accredited observers.

The Provisional Election Commission shall be informed on all such rules before they will be distributed to the field. (as adopted 15 July 1997)

Article 220.8 - Reporting the Preliminary Results

Upon completion of the count, the Chairperson of the Polling Station Committee and the International Supervisor shall complete a report of the results and three copies. The original and each of the three copies shall be signed by the Chairperson, the International Supervisor and all members of the Polling Station Committee present. Any member who objects to the report may record his or her dissenting opinion in writing. The dissenting opinion shall be attached to the original report of results and recorded in the Polling Station polling book.

The International Supervisor shall submit the original report to OSCE Headquarters in Sarajevo and one copy to the respective OSCE Regional Centre. The Chairperson of the Polling Station Committee will submit one copy to the respective Local Election Commission and shall retain one copy. (as adopted 15 July 1997)

Article 220.9 Storage of Ballots / Transportation of Election Material

Upon completion of the count all used and unused ballots, ballot stubs, Final Voters Register, poll books, records of concerns raised by accredited persons, and other official materials of the Polling Station are to be sealed in tamperproof bags marked with the code for the Polling Station and municipality and transported to the site determined by OSCE Headquarters - Sarajevo under secure conditions.

An OSCE International Supervisor shall accompany the transport of ballots and election materials.

Ballots and the other Election Materials shall be stored until all complaints are resolved and results are technically certified by the Provisional Election Commission. (as adopted 15 July 1997)

Article 220.10 Election Appeals Sub-Commission: Complaints

As set forth in Article 138(2)(vi), the adjudication of complaints related to the counting of ballots is the competence and authority of the Election Appeals Sub-Commission, except in cases which, in accordance with the *Rules and Regulations*, are the competence and authority of the Provisional Election Commission.

Complaints related to the counting process shall be lodged in writing with the Election Appeals Sub-Commission directly or through any OSCE office in Bosnia and Herzegovina.

A complaint must be lodged within 24 hours after the alleged violation of the *Rules and Regulations* of the Provisional Election Commission or the *Procedural Instructions* issued by the Deputy Head of Mission became known to the complainant, but in any case no later than 72 hours after the actual occurrence of the alleged violation of the *Rules and Regulations* or the *Procedural Instructions*.

The lodging and adjudication of a complaint shall not interrupt or suspend the counting process.

Every complaint must be fully and finally disposed of no later than 7 days from its receipt by the Election Appeals Sub-Commission.

A complaint referred by the Election Appeals Sub-Commission to the Provisional Election Commission for decision must be disposed of no later than 5 days from its referral by the Election Appeals Sub-Commission. All decisions by the Provisional Election Commission shall be final and not subject to appeal. (as adopted 15 July 1997)

Article 220.11 Recount

The Provisional Election Commission has the exclusive authority to decide on a recount. (as adopted 15 July 1997)

Article 220.12 Annuling Results

The annulment of election results shall be the exclusive competence and authority of the Provisional Election Commission. (as adopted 15 July 1997)

Article 220.13 Repeat Polling

The Provisional Election Commission has the exclusive authority to decide to repeat polling at a specific Polling Station or for an entire municipality.

Repeat polling shall be conducted in accordance with the procedures established for the 1997 municipal elections, except as otherwise provided for by the Provisional Election Commission.

Repeat polling for Bosnia and Herzegovina shall be conducted no later than 21 days after the annulment of election results. Repeat polling for Out of Country shall be conducted no later than 60 days after the annulment of election results. (as adopted 15 July 1997)

Security Overview

Local Police

Local Police will be present at each Polling Station throughout the hours of operation and are responsible for the area surrounding the Polling Station:

- **maintain peace and order** outside of the Polling Station
- **remove all weapons** found in the vicinity of the Polling Station
- **ensure the freedom of movement** of voters to and from the Polling Station
- **strictly prohibit** the display of any **campaigning material** within **50 meters** of the **entrance** of a Polling Station (**Article 81**)
- in the event of **any disturbance** inside a Polling Station, the Polling Station Chairperson may **request** their **assistance** (**Article 80**)
- may **NOT** **interfere** with conduct of Polling
- may **NOT** **enter** the Polling Station **except** to **vote** or at the **request** of the Polling Station Chairperson (**Articles 76 and 80**)
- **monitored** and **advised** by International Police Task Force (IPTF)

The International Police Task Force

Responsible, through out Polling, to monitor and advise upon request the security situation at the Polling Station:

- **monitor**, and **advise upon request**, the local law enforcement agencies in providing security at the Polling Station
- **monitor** that the electoral regulations concerning Polling **security** are **strictly followed** in the vicinity of the Polling Station, particularly those regulations dealing with political activity, freedom of movement and access, and the positing of signs (**Article 81**)
- **attempt** to remedy violations of elections security regulations by bringing them to the attention of local police officials, the LEC and other appropriate authorities

The Stabilisation Force (SFOR)

Responsible for helping to provide a secure environment for those voting:

- **facilitate freedom of movement** through the Polling period
- **operate outside** a one hundred (100) meter radius of the Polling Station
- in the event of any disturbance inside or outside a Polling Station, the **Polling Station Chairperson** may request their assistance (Article 80)

Prohibitions at the Polling Station

- X **No person shall interfere** or attempt to interfere with a voter who is voting
- X **No person shall attempt to obtain** any information at a Polling Station regarding where a voter has voted
- X **No person shall prevent** or attempt to prevent a person from exercising the right to vote, nor influence the way in which they shall vote

Disruption at the Polling Station

If there is threat to peace and order, an outbreak of violence or the presence of weapons within a Polling Station, the Polling Station Chairperson shall ensure that the threat to peace, outbreak of violence or presence of weapons is removed from the Polling Station immediately. (Article 86)

If the threat, outbreak of violence or presence of weapons cannot be removed immediately, the Polling Station Chairperson shall:

- **suspend voting** for as long as it takes to restore peace and order to the Polling Station
- if deemed necessary, call upon the assistance of the police or security forces outside the Polling Station to restore peace and order within the Polling Station

If voting has been suspended and peace and order restored, then:

- the Polling Station Chairperson shall **extend the hours of voting by at least the amount of time taken** from the beginning of the **threat**, outbreak of violence or presence of weapons to the restoration of peace and order

If **peace and order have not been restored within a reasonable time** and it appears to the Polling Station Chairperson that the possibility of peace and order being restored within a reasonable time is not likely, then the :

- Polling Station Chairperson may **postpone voting** to the next day if possible

if that is not possible

- LEC Chairperson, in conjunction with the senior OSCE agent in the area, **must designate another day** when the voting can be held, but no later than seven days from the day of interruption

if the voting cannot be held within seven days

- The Provisional Election Commission shall decide **when the vote shall be taken (Article 86)**

Closing the Polling Station Under Emergency Conditions

If voting is **suspended until the next day** or for longer periods, the Polling Station Chairperson's **first responsibility** is the **safety of everyone inside** Polling Station. The following actions should be **taken**, if practical, and they can be accomplished **without the risk to life or limb**:

- the Polling Station Chairperson should **collect and secure** all Polling Station **documentation**. If possible **details** of the incident including relevant times should be **recorded** in the **Poll Book**
- **transport materials** with security forces or police and Observers to the **LEC or OSCE office** or **another safe place** until peace can be restored

Threat To Peace Outside a Polling Station

The **procedures** to handle a **threat of peace** and order, an outbreak of violence or presence of weapons **outside** a Polling Station are outlined in Article 87 and **identical** to the **above procedures** outlined for disruptions inside the Polling Station.

Polling Station Pledge
Municipal Elections September 1997

During the term of my appointment as a member of the Polling Station

I _____ pledge to:

- ☞ Respect the Rules and Regulations as adopted by the Provisional Election Commission
- ☞ Perform my duties in a manner which ensures the integrity and fairness of the election
- ☞ Act in a non-partisan manner making no attempt to persuade or influence any voter to vote for or against any political party, coalition or independent candidate
- ☞ Faithfully serve my fellow citizens and protect their right to vote

I pledge to honor and respect these principals

Signature

Date

Code of Conduct

Municipal Elections September 1997

As a Polling Station Committee Member, I hold myself accountable in fulfilling my duties to service to voters assigned to the Polling Station for which I am responsible.

- ◆ I will educate myself about my responsibilities by learning about the Rules and Regulations governing the Municipal Elections by attending training sessions and reading training materials and instruction given to me.
- ◆ I will follow all the Election/Counting Day(s) procedures as directed by the Provisional Election Commission
- ◆ I will resist pressure from friends, officials, political parties, coalitions, independent candidates, or others to violate the integrity and fairness of the election
- ◆ I will protect the secrecy of the vote
- ◆ I will summarize the votes cast at my Polling Station for which I am responsible and report the results accurately and promptly
- ◆ I will not abuse the authority granted to me as an appointed Polling Station Committee Staff Member
- ◆ I will not show favoritism toward any voter, political party, coalition, or independent candidate, or intimidate any citizen
- ◆ I will report, in writing, irregularities in the election process to both the Polling Station Chairperson and the International Election Supervisor or to any OSCE Office
- ◆ I will be courteous and respectful of voters, observers, police and other election officials

Signature

Date

Fri. 1pm -
meet PS & LEC chairs

