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ORDER No 1
of the MARSHAL of the SEJM
of 25th January 1994
on the STATUTE
of the NATIONAL ELECTORAL OFFICE

According to the provisions of the Act of 28th May, 1993 - Law on Election to the Sejm of the Republic of Poland (Journal of Laws No 45, item 205), the Marshal of the Sejm states, as follows:

§ 1

1. The National Electoral Office shall be given a Statute, that shall determine its organization and activity.
2. The Statute, mentioned in subpara. 1, is annexed to this Order.

§ 2

The Order No 8 of the Marshal of the Sejm of 11 July, 1991 on the Statute of the National Electoral Office shall expire.

§ 3

The Order shall enter into force on the day it is signed.

MARSHAL of the SEJM

Annex to the Order No 1
of 25th January, 1994
of the Marshal of the Sejm

S T A T U T E
of the NATIONAL ELECTORAL OFFICE

§ 1

The National Electoral Office, shortly named "Office" shall be the administering body to serve the National Electoral Commission in performing the duties of the Commission connected with preparation, administration and carrying out elections.

§ 2

In particular, the Office shall performe duties:

- 1) arising from competencies of the National Electoral Commission, enclosed in the Act of 17th September, 1990 – Law on Election of the President of the Republic of Poland (Journal of Laws No 67, item 398; and No 79, item 465; and of 1993, No 45, item 205); in the Act o 28th May, 1993 – Law on Election to the Sejm of the Republic of Poland (Journal of Laws No 45, item 205) ; and in the Act of 10th May, 1991 – Law on Election to the Senate of the Republic of Poland (Journal of Laws No 72, item 319); and in the Act of 8th March, 1990 – Law on Election to Councils of Communes (Journal of Laws No 16, item 96; and of 1991 No 53, item 227; and of 1993 No 45, item 205), and in other Acts;
- 2) ordered by the National Electoral Commission, in its domain;
- 3) described by law as Office's own duties;
- 4) arised from orders, decisions and directions issued by the Head of the National Electoral Office.

§ 3

1. The Office shall be administered by the Head of the National Electoral Office, shortly named "Head of the Office", appointed and dismissed by the Marshal of the Sejm of the Republic of Poland, acting on the motion of the National Electoral Commission.
2. Head of the Office shall represent the Office and shall be responsible to the National Electoral Commission for the Office's activity.

§ 4

1. In its activity, the Office shall be directed by the Head of the Office, aided by his Deputy and chiefs of statuory departments, named shortly " chief of department" and by the head book-keeper of the budget.
2. Head of the Office may authorise persons, mentioned in subpara. 1, to act in his name in specified cases.

§ 5

Chiefs of statuory departaments and the head book-keeper of the budget shall be appointed by the Head of the Office.

Head of the Office shall perform, exclusively, personal policy and is the superior authority of the Office.

§ 6

1. Head of the Office's post comes within the definition of rules, set up for persons on executive State's posts.
2. Staff of the Office is engaged pursuant to the rules of the Act of the State office's staff, of 16th September, 1982 (Journal of Laws No 31, item 214 of 1984; No 35, item 187 of 1988; No 19, item 132 of 1989; No 4, item 24; No 34, item 178 and 182; No 20, item 121 of 1991; and No 55, item 234; No 88, item 400; No 95, item 425; and No 54, item 254 and No 90, item 451 of 1992).
3. The principles governing employment and remuneration of the Office's staff shall be determined by an Order of the Marshal of the Sejm.

§ 7

The Office shall form three branches:

1. Department of Election Organization and Research;
2. Department of Election Informatics;
3. Presidial Department.

§ 8

The departments mentioned in para. 7 shall be administered:

1. Department of Election Organization and Research – by the chief of department, who acts in absence of the Head of the Office as his deputy;
2. Department of Election Informatics – by the chief of department;
3. Presidial Department – by the director.

§ 9

The Department of Election Organization and Research shall ensure legislative and organizational services to the National Electoral Commission; it shall be authorized to control the preparation and administration of electoral works as well as the voivodeship electoral offices; it shall prepare records of the work of the National Electoral Commission and shall publish official documents of elections; it shall assist as a commissioned task, in preparation and consultation of preliminary acts of electoral law; it shall collect and elaborate home and foreign publications concerning electoral law and similar ones.

§ 10

The Department of Election Informatics shall project, develop and put into operation the systems of election computation; it shall collect, transform and store results of the poll and results of election, pursuant to the rules of the National Electoral Commission and shall perform studies on voters behaviour, within the limits outlined by law.

§ 11

The Presidial Department shall prepare the budget of election expenditures and on current expenses of the National Electoral Commission and its Office; it shall ensure the administrative and technical functioning of the Commission and of the Office, as well as the work of secretariates of the Chairman of the National Electoral Commission, of the Head of the Office and of the chiefs of departments; it shall prepare personnel documents, remunerations and salaries for the members of the National Electoral Commission as well as of the Office's staff; it shall ensure the functioning and storing of documentation, connected with the works of the National Electoral Commission and the Office, as well as the Commission's records, in accordance with existing rules.

§ 12

The Head book-keeper of the budget shall govern the finance of the Office and is responsible for book-keeping and functioning of financial control in accordance with the rules.

§ 13

1. The organizational structure of the statutory departments of the Office and scope of their activity shall be determined by regulations issued by the Head of the Office.
2. Head of the Office may create permanent and temporary teams of employees or other persons to act as advisory or consultative bodies; he shall appoint members of the teams and shall determine the procedure and scope of their activity.

1. Head of the Office may initiate research works as well as elaboration of opinions of experts and other reports, and in realization of his works, he may cooperate with other specialized bodies and institutions, both within the country and outside.

§ 14

Financial spendings, mentioned in para. 137, subpara. 2 and 3 of the Act of 28th May, 1993 - Law on Election to the Sejm of the Republic of Poland shall be realized by the Head of the Office.

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