

**23 December 2009  
Municipal Elections**

**ELECTION  
DAY  
GUIDE**



**USAID**  
AMERİKA XALQINDAN



**Dear Members of Precinct Election Commissions!**

The Central Election Commission is taking all necessary actions to highly administer municipal elections appointed for December 23, 2009 in the Republic of Azerbaijan, and to ensure active and passive suffrage of citizens established by the Constitution.

Important responsibilities and crucial duties lie with the precinct election commissions to administer and conduct elections in line with democratic requirements. You must make corrections in the voter list in time, control over adherence of rules for placing election campaign materials within the territory of the election precincts, prepare the voting rooms, administer voting of voters, complete the protocol on voting results and timely deliver it to the constituency election commission.

Efficient use of this Election Day Guide when necessary, prepared on the basis of normative-legal acts and other methodological documents adopted by the Central Election Commission will be specifically useful to follow requirements of the Election Code on voting day.

I express my assurance in your capability to carry out your duties with high competence, responsibility and efforts, and wish you success in ensuring conduct of free, transparent and fair elections.



Mazahir PANAHOV,  
Chairman of the Central Election Commission  
of the Republic of Azerbaijan

## **Preface to the English Language Edition**

IFES Azerbaijan is providing this translation of this important publication, so that interested members of the international community can follow the voting process on December 23<sup>rd</sup>, using the same instructional guide that the CEC has provided to the officials who will actually carry out the elections at the precinct commission level. IFES cooperated with the CEC in producing this publication.

December 2009

IFES Azerbaijan

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**Election Overview**

Type of Election:	Elections to municipalities in the Republic of Azerbaijan
Law Governing Elections:	Election Code of the Republic of Azerbaijan
Elections Day:	December 23, 2009
Voting Hours:	8.00 – 19.00
Number of Constituencies:	118
Number of Precinct Election Commissions:	4684 on permanent basis (this number does not include those established on temporary basis)
Number of municipalities to be elected:	1,718
Number of municipal members to be elected:	15,682

**NOTE:** This Election Day Guide has been compiled on the basis of the Election Code of the Republic of Azerbaijan and the instructions and regulations of the Central Election Commission. Precinct Election Commission members must also familiarize themselves thoroughly with these essential documents in order to carry out their duties effectively and in accordance with the law.

## **TERM/GLOSSARY**

- 1. Central Election Commission (hereinafter referred to as CEC)** - The election commission responsible for the administration and conduct of elections throughout the entire country.
- 2. Constituency Election Commission (hereinafter referred to as ConEC)** – The election commission responsible for the administration and conduct of elections for the territory it covers.
- 3. Precinct Election Commission (hereinafter referred to as PEC)** - The election commission responsible for the conduct of elections at a polling station.
- 4. Polling station** – Place where voters go to vote on voting day.
- 5. Ballot box** – A transparent container sealed in a pre-determined order for placing ballot papers marked by voters on election day.
- 6. Immovable ballot box** – A transparent container that is used for voting inside the polling station. They are placed in a pre-determined location at the polling station before voting begins, and remain stationary throughout the day until the vote count commences.
- 7. Mobile ballot box** – A smaller transparent box that is used to conduct voting outside the voting room. Each polling station will have one.
- 8. Ballot paper** – A specially produced piece of paper with information on candidates to municipalities. A voter uses it to indicate his or her preferences for municipal councilors marking boxes equal to or less than the number of municipal councilors to be elected. Ballot papers are numbered in the upper left-hand corner before being delivered to the PEC, and are stamped in the upper right-hand corner by the PEC. The upper left-hand corner, which contains a number, is cut-off at the time of issuance, and retained by the PEC member.
- 9. Ballot paper in determinate form** – A ballot paper that has been prepared in a form determined by the Central Election Commission, has its upper left-hand corner, which contains a number, cut off, and has the relevant PEC stamp on the front upper right hand corner.
- 10. Ballot paper not in determinate form** – A ballot paper that has not been prepared in a form determined by the Central Election Commission, or has its numbered upper left-hand corner uncut, or lacks the relevant PEC stamp on the front upper right-hand corner.
- 11. Invalid vote** – a ballot paper found inside the ballot box in the municipal elections that is in determinate form, contains number of marks that are more than the number of candidates to be elected or is unmarked or the mark does not allow to determine the voter's preference.
- 12. Valid vote** – A ballot paper found inside the ballot box in the municipal elections that is in determinate form, is clearly marked equal to or less than the number of municipal councilors to be elected and from which it is possible to determine the voter's preference.
- 13. Voters' list** – The list of voters who permanently live within the **election precinct** territory and who are eligible to vote.
- 14. Supplementary voters' list** – Voters' list that contains the names of the voters included on voting day.
- 15. ID Card** – Identification card or any of the documents substituting it according to the legislation that voters must present in order to vote.
- 16. Invisible ink** – Special liquid (**in a special container or bottle**) to be sprayed on voters' left

thumbs while issuing them ballot papers. Purpose of use of such ink is prevention of multiple voting.

**17. Ultraviolet lamp** – Special lamp with ultraviolet light to check invisible ink stain on voters' left thumbs.

**18. PEC member with consultative voting right** – Political parties, blocs of political parties, candidates are permitted to appoint a citizen of the Republic of Azerbaijan with active suffrage as a member to election commissions with a “consultative voting right.” In essence, such members are allowed to be present and be heard at commission meetings and activities. Members with a consultative voting right cannot: issue ballot papers and de-registration cards; count the ballot papers; cancel any ballot paper or de-registration card; complete the official protocol on the results of voting; sign any decision of a relevant election commission; vote for decisions made by the PEC on the issues falling under the jurisdiction of election commissions. Except the abovementioned rights, they have the same rights as members with decisive voting rights.

**19. Observer** – A person authorized by the CEC or a ConEC to observe the voting process. Domestic observers are citizens of the Republic of Azerbaijan who have active suffrage. International observers are citizens of foreign countries who are invited to observe the election process by relevant agencies. Properly accredited observers are issued badges that they must display while at the polling station on voting day.

**20. Authorized representative** – citizen of the Republic of Azerbaijan appointed by a candidate, political party or block of political parties running for office who represent these persons at election commissions and who can perform legal actions, including election campaign, on behalf of a candidate, political party or block of political parties.

**21. Agent** – conducts the campaign for election of a registered candidate and other activities to assist in election of a registered candidate. The agents shall have observer rights. A registered candidate for municipality can appoint three agents.

Political parties, blocs of political parties can appoint agents as well. They are registered by CEC or by ConECs.

**22. PEC Protocol** – The official document in the form of a booklet on voting results filled out in triplicate (each copy in a different color) by the PEC. This document will be produced in self-carbonated form so that it only has to be filled out once.

**23. De-registration card** – A document issued prior to election day by either a ConEC (45-25 days prior to voting day) or PEC (24-3 days prior to voting day) to voters who will not be able to vote in their own precincts. The de-registration card can only be used within the boundaries of a relevant municipality.

# Chapter One

## 1. ROLES AND RESPONSIBILITIES

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### 1.1. ELECTION COMMISSION STRUCTURE

**CEC** – The CEC consists of 18 members\* including a Chairperson, Deputy Chairperson, and two secretaries. The responsibilities of the CEC are defined by the Election Code. The CEC administers the activities of Constituency and Precinct Election Commissions; ensures that the voting rights of citizens of the Republic of Azerbaijan are respected during the preparation and conduct of elections; provides lower level election commissions with legal, methodological, technical, and organizational assistance; distributes funds allocated from the state budget for election purposes among the election commissions and ensures control over proper spending of those funds; considers complaints on decisions and actions (lack of actions) of constituency election commissions and their officials; adopts well-grounded decisions with regard thereto; and undertakes other activities specified in legislation.

**ConEC** – The ConECs consist of 9 members, including the Chairperson and two secretaries. The ConECs coordinate activities of Precinct Election Commissions; provide them with organizational support; ensure that the election rights of citizens within the constituency are respected; provide equal conditions for pre-election activities of candidates to municipalities; inform voters on the elections; provide Precinct Election Commissions with venues, transport, means of communication; provide voting stations with logistical support for the conduct of voting; cancel illegal decisions of precinct election commissions; summarize voting results of polling stations within their territories and submit them to the CEC; and carry out other duties authorized by the law.

*Write the details of your Constituency Commission below:*

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

Secretary: \_\_\_\_\_

Address of ConEC: \_\_\_\_\_

Telephone number: \_\_\_\_\_

**PEC** – The PECs consist of 6 members. The main responsibilities of PEC members are: approving the voters' list, providing the necessary equipment and materials for the voting room; setting up the polling station, informing voters, ensuring compliance with the rules for election campaigning within the election precinct territory, organizing voting on election day, counting votes, determining the voting results and delivering the official copy of the Protocol on voting results, as well as returning ballot papers and election materials to their Constituency Commission.

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\* During the preparation of this guide the Central Election Commission was functioning with a composition of 16 members including a chairperson, deputy chairperson, and one secretary.

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## 1.2. PRECINCT ELECTION COMMISSION MEMBERS' RESPONSIBILITIES

On voting day, PEC members carry out the following responsibilities:

### **PEC Chairperson:**

- Provides overall management of the PEC work;
- Assigns responsibilities among the members of the PEC;
- Announces the opening of the polling station, seals the empty ballot boxes after showing them to the election commission members, voters, and observers present;
- Announces the commencement and ending of voting at the polling station;
- Ensures adherence to the voting rules within the polling station;
- Invites a law-enforcement representative to restore order in case of disturbance;
- Ensures that the activities of PEC members are consistent with the law;
- Organizes the counting of the votes and the completion of the official protocol on voting results;
- Signs necessary election documents;
- Delivers the protocol and other election documents to the ConEC; and
- Carries out other duties in compliance with the Election Code.

Decisions of the PEC Chairperson are mandatory for the persons present in the voting room.

PEC secretary or other member of the commission may carry out responsibilities of chairperson if the chairperson is absent.

### **PEC Secretary:**

- Executes the instructions and authorities granted by the PEC Chairperson;
- Compiles a list of international and domestic observers according to the PEC Chairperson's instructions;
- Signs necessary election documents;
- Carries out Chairperson's responsibilities if the Chairperson is absent; and
- Carries out other duties in compliance with the Election Code.

### **PEC Members:**

- Carry out authorities granted to them by the Chairman:
  - One PEC member will stand at the polling station entrance and check voters' thumbs for ink stains, their identification documents, and ask if voters have any questions relating to voting;
  - One PEC member will review the voters' identification documents, confirm the voters' eligibility, record the serial and batch numbers of the voters' identification documents in the voters' list, spray invisible ink on voters' left thumbs, issue ballot papers, and instruct the voters on how to mark correctly his or her ballot. If a ballot paper is spoiled, he or she provides the voter with a new one (following the respective rules);
  - One PEC member will be stationed near the ballot box(es). He or she makes certain that no one tampers with the ballot boxes and that all voters deposit their ballot papers into the ballot box and that they then leave the polling station. They carry out instructions of the PEC Chairperson and duties assigned to them by the Chairperson;
  - Sign necessary election documents;
- Carry out other duties in compliance with the Election Code.

### **REMEMBER!**

Note that the members with a consultative voting right CANNOT issue ballot papers; count the ballot papers; cancel any ballot paper or de-registration card; complete the official protocol on the results of elections; or sign any decision of the PEC.

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### 1.3. OBSERVERS AND REPRESENTATIVES OF THE MASS MEDIA

Activity of the election commissions must be fully transparent to voters. The following persons have the right to observe the activities of the election commissions on voting day:

- Registered candidates to municipality, their authorized representatives and agents;
- Authorized representatives and agents of political parties and blocs of political parties;
- Relevant election commission members with consultative voting rights;
- International and domestic observers upon presenting appropriate badge; and
- Representatives of the mass media.

**NOTE:** Like other persons participating in the elections, observers shall also follow the terms specified in Article 2.6 of the Election Code:

- to respect freedom of the press;
- to not obstruct the professional activities of representatives of the mass media; to not violate or interfere in election campaign of candidates and parties (blocs of political parties);
- to not obstruct the distribution of election campaign materials;
- to not destroy or spoil election campaign posters and other campaigning materials of this kind;
- to not obstruct pre-election mass activities;
- to cooperate with election bodies and their officials in the conduct of free, peaceful and organized elections;
- to not obstruct voters from free expression of their will;
- to respect authorized persons and observers and to cooperate with them;
- to follow and assist in maintaining of the secrecy of voting;
- to not influence voters to one's side through illegal activities;
- to not interfere in the activities of election commissions without reason; to not violate the process of voting and vote counting;
- to respect legally approved results of elections, to present each complaint regarding the elections to the authorized body, and to abide by the decision of that body regarding the relevant complaint;
- to not make speeches that intimidate, slander or call to violence, or distribute materials with such content;
- to not offer rewards to voters, or threaten them with punishment;
- to not use administrative, municipal or other public resources outside the circumstances prescribed in the Election Code;
- to not pressure, bribe or use other methods in contradiction with legislation to entice voters to vote or refrain from voting.

**NOTE:** Observers must familiarize themselves with rules and requirements of observing established by the Election Code.

**On voting day, observers shall have the following rights:**

- To be in the voting room of a relevant PEC at any time on voting day;

- To observe meetings of election commissions (Observers who have received special permission according to Article 40.13 of the Election Code);
- To become familiar with the voters' lists;
- To be present when invisible ink and ultraviolet lamps are tested before the opening of the polling station and observe other actions, such as: counting of ballot papers, sealing of ballot boxes, cancelling of deregistration cards etc.;
- To provide suggestions and comments on the organization of the voting process to the PEC Chairperson, and if he/she is not available, to a substitute person;
- To observe the issuance of ballot papers to voters and the spraying of invisible ink on their thumbs;
- To observe the voters entering and leaving the voting compartment and placing ballot papers into the ballot box;
- To observe voting outside the polling station, including accompanying the mobile ballot box;
- To count the persons who voted and to observe the counting of cancelled ballot papers;
- To observe the counting of the ballot papers found inside the ballot box;
- To observe the vote counting from a distance not obstructing the commission's lawful function, to observe marked/unmarked ballot papers for checking the validity of the vote, to become familiar with the results of voting and commission's final protocol and other documents;
- To participate in a parallel vote count;
- To require the results of observation to be added to the protocol of the election commission;
- To make or obtain copies of the election commission's documents in compliance with the law;
- To observe re-count of votes; and
- To observe the transfer of election documents to superior election commissions.

**REMEMBER!**

1. Domestic and international observers have the same rights and duties.
2. Observers do not have to give the PEC any advance notice of their visit to a polling station.

**The following actions are not permitted for observers:**

- To issue ballot papers to voters;
- To mark voters' thumbs with invisible ink or to check their thumbs for ink stains with an ultraviolet lamp;
- To ask a voter for whom he or she will vote, or has voted;
- To sign for and receive a ballot paper on behalf of a voter upon his/her request and mark the ballot paper;
- To obstruct the work of an election commission member or illegally interfere with election commission activities;
- To influence a voter's choice or violate the secrecy of the ballot;
- To directly participate in the counting of ballot papers together with the election commission members with a decisive voting right;
- To campaign among the voters;
- To make actions or calls directed to support or oppose any candidate or political party or bloc of political parties, or make actions or calls that can be understood as supporting or opposing a candidate or political party;
- To interfere in the decision-making process of the relevant election commission;
- To answer the voters' questions (except the questions about observers' status).

Representatives of the mass media may: cover all meetings of the election commissions, become

familiar with the voting results, protocols on election outcomes and decisions, as well as obtain copies of decisions of the relevant election commission, protocol, and accompanying documents in compliance with the procedures.

*The observers are to follow the principles of observation (to not influence the election process in favor of a certain candidate or political party, to consider all conditions and facts regarding the observed actions, to conduct observation openly, to substantiate the observation results with evidence). They shall officially record in a specified manner (by formally documenting it in an Act) the detected facts and, if possible, involve the persons interested in officially recording those facts. In order to ensure transparency in the election process, prevent alleged violations, and solve the problems that stem from committed violations, advisability of informing the relevant election commission on above matters should always be kept in mind.*

**REMEMBER!**

Observers who try to influence a voter and violate the rules regarding the secrecy of the ballot shall be expelled from the polling station by the decision of the PEC.

The accreditation of an international observer who does not follow requirements of Article 42.3 of the Election Code can be cancelled by the CEC and of a domestic observer by the relevant Court based on the appeal from the election commission that accredited him/her.

# Chapter Two

## 2. OPENING THE POLLING STATION

### TASKS

No later than 07:00 on the election day, the PEC shall assemble to prepare the polling station for the day's voting. All PEC members must be prepared to work. Immediately before opening the polling station, the Chairperson confirms the assignments of PEC members, and the PEC members take their working places. Responsibilities can be changed by taking into account commission members' opinions and with the Chairperson's approval. Tasks given by the Chairperson or a substitute person in preparation for the opening of the polling station are outlined below:

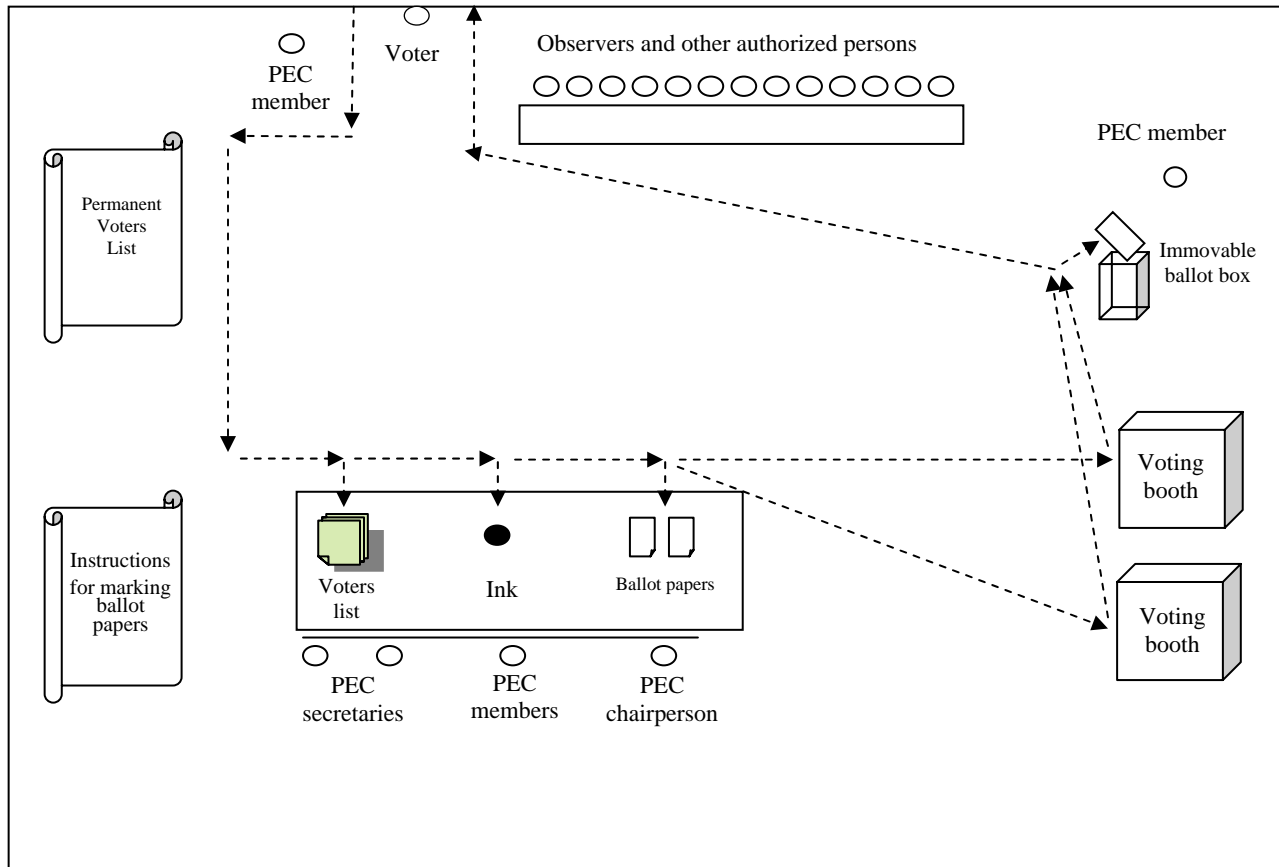
#### 1. *Prepare Election Materials and Supplies*

PEC members shall be responsible for arranging the polling station. Voting compartments and relevant information boards must be set up, posters instructing voters on voting procedures must be placed on the walls and in the voting compartments, and the PEC stamp, invisible ink bottles, ultraviolet lamps and batteries, and the materials and supplies necessary for voting must be prepared. A checklist of voting materials and supplies is given below. This checklist is designed to assist you as you take an inventory of the election materials and supplies at your polling station. If you are missing anything, or if you run out of any materials during voting day, contact your ConEC.

#### **CHECKLIST OF ELECTION MATERIALS AND SUPPLIES**

- Election Code of the Republic of Azerbaijan
- CEC Instructions
- Voters' List
- Supplementary Voters' List
- Voting Compartments
- Immovable Ballot Box(es) for Polling Stations
- Mobile Ballot Box
- Disposable Seals for Ballot Boxes
- Ballot Papers
- Self-carbonated and Numbered Protocols of PEC
- Official Voter Education Posters
- Candidate Information (if available)
- Notice Boards
- Samples of Municipal Elections Ballot Papers
- Applications for Voting Outside the Polling Station
- Invisible Ink Containers (Bottles)
- Ultraviolet Lamps
- Spare Batteries for Ultraviolet Lamps
- PEC Stamp
- Ink Pad for Stamp
- Blank Protocol Forms for Drafts
- Blank Protocol Forms for Observers
- Scissors
- String
- Needle
- Calculator
- Pens
- Rulers
- Oil Lamp, Candle, Flashlight etc.
- Big Bag for Ballot Papers

**Make sure everything is arranged properly in the polling station as shown in the diagram in this Guide! \***



**NOTE:** Enlarged sample ballot paper for municipal elections cannot be marked.

**2. Voting Instructions and Information Posters**

The PEC Chairperson must ensure that the posters containing voting instructions and information are displayed properly in the polling station. He or she must check regularly during voting hours to ensure that they have not been removed.

**3. Removal of Campaign Materials from Polling Station**

The PEC members must remove all campaign materials, except the voter education materials, from inside and outside of the polling station 24 hours before the commencement of voting.

**4. Verification of Accreditation**

The PEC secretary must verify the accreditation of all observers and check the badges of registered candidates, authorized representatives of candidates and their agents, authorized representatives and agents of political parties, blocs of political parties and media representatives who enter the polling station.

**5. Counting and Recording of Ballot Papers Received from ConEC**

Prior to the commencement of voting, in the presence of authorized persons to observe, PEC members count ballot papers, check if each ballot paper is pre-stamped by the PEC (upper right hand corner of the front side of the ballot papers should be stamped with the PEC stamp after they are received from the ConEC, as established by Article 99.6 of the Election Code) and formally document this in an Act. Once the number of ballot papers is verified, the PEC Chairperson

\* Note: A diagram of the polling station with the webcam is provided on the last page.

announces the numbers. This information is entered in the 3<sup>rd</sup> paragraph of the draft copy of the protocol on voting results.

**6. Prepare Ballot Boxes**

At 07:50, the PEC Chairperson announces the opening of the polling station, shows the empty ballot boxes to election commission members and observers who are present in the polling station, closes them, and seals them with uniquely numbered security seals. The Chairperson announces the seal numbers. The numbers are included in the relevant PEC Act. The ballot boxes must be positioned so that observers and PEC members can easily see them at all times.

**7. Destroy Unused De-registration Cards**

If the precinct has any unused de-registration cards for voting ('voting cards'), the PEC must count them before voting commences, and destroy them by cutting them in half, and place them in a separate envelope. The PEC must draw up an Act to this effect.

**8. Check Ink and Ultraviolet Lamps**

The ink and ultraviolet lamps should be tested in the presence of observers before opening the polling station. They are tested in the voting room on one of the PEC members' little finger. The ink bottles should be kept in the voting room on the table in a visible place.

**9. Display of Enlarged Samples of Protocols with the Purpose of Displaying of Voting Results**

An enlarged sample of the protocol on voting results must be displayed in the polling station from the time the voting commences with the purpose of demonstrating voting results of the polling station.

**10. Opening of Polling Station**

At 08:00, the Chairperson of the PEC announces loudly the commencement of voting.

**List of persons authorized to be in the polling station on voting day:**

- PEC members;
- CEC and ConEC representatives;
- Relevant election commission members with consultative voting rights;
- Registered candidates, their authorized representatives and agents, authorized representatives and agents of political parties and blocs of political parties, accredited international and domestic observers;
- Mass Media Representatives;
- Voters (as well as persons helping the voters who need assistance while voting);

**If necessary, the below identified persons may also be present:**

- Uniformed policemen (while exercising their suffrage and only at the request of the PEC Chairman to restore public order);
- Relevant specialists (only at the request of the PEC chairman to solve technical problems)
- Specialists invited for providing assistance when their help is necessary (specialists of medical, fire emergency, etc.)

They must leave the polling station upon completion of their duties.

**REMEMBER!**

Once you arrive at the polling station on voting day, you should not leave it. It is PROHIBITED TO SMOKE AND CONSUME ALCOHOL on voting day in the polling station.

# Chapter Three

## 3. VOTING HOUR ACTIVITIES

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### 3.1. VOTING PROCESS

Each step in the voting process performed by PEC members is outlined below. A voter (also a voter who is voting with a deregistration card) should present his or her personal ID document or its relevant substitute.

**NOTE:** Exceptional cases that might happen during this process are described in Section 3.3.

**DO NOT FORGET** to check left thumbs (next finger if that finger is not available) of voters for invisible ink stains under the ultraviolet lamp when they enter the polling station!

***The PEC Member responsible for meeting the voters and checking the ink on their thumbs:***

- ➔ Greets each voter at the entrance of the voting room;
- ➔ Checks to see if the voter has an appropriate identification document;
- ➔ Under the ultraviolet lamp, checks to see if the voter's left thumb, nail and part of the skin is marked with invisible ink making sure the voter has not voted before. The ultraviolet light should pass over the whole of the left thumb;
- ➔ If the voter's thumb has already been inked, the PEC member asks him or her to leave the polling station immediately, and makes certain the voter does so;
- ➔ Asks all voters if they have any questions about the voting process; and
- ➔ Advises each voter who does not have an ink stain on his or her thumb to approach the information board and PEC member responsible for inking and issuance of ballot papers.

**NOTE:** You must make sure that ultraviolet light is functioning and that spare batteries are available.

**In order to vote, a voter shall present one of the documents described below:**

1. Citizens of the Republic of Azerbaijan who have the right to vote shall use documents listed below while voting in the territory of the Republic of Azerbaijan:

- **Identification card of a citizen of the Republic of Azerbaijan;**
- **Temporary identification card of the Republic of Azerbaijan (form No7).**

2. Military servants who are on active duty or serving limited military service shall use the documents listed below:

- **ID card of officer;**
- **Military service ID card.**

3. Accused persons who are citizens of the Republic of Azerbaijan and who are being kept in detention facilities after declaration of implementation of severe measures against them, while voting as accused persons shall use the document listed below:

- **Document proving the identity of the accused person submitted by the Penitentiary Service of the Ministry of Justice of the Republic of Azerbaijan.**

4. Persons who are sentenced to imprisonment in detention facilities and penitentiary establishments and who are citizens of the Republic of Azerbaijan, while voting as prisoners shall use document listed below:

- **Document proving the identity of a prisoner submitted by the Main Penitentiary Service of the Ministry of Justice of the Republic of Azerbaijan.**

5. Persons without citizenship who have a permanent place of residence in the Republic of Azerbaijan not less than five years shall use the documents below while voting on the territory of the Republic of Azerbaijan:

- **Identification card of a person without citizenship.**

6. Citizens of foreign countries residing within the boundaries of relevant municipality not less than five years:

- **Registration card issued to a foreigner who wants to reside in the Republic of Azerbaijan more than 30 days.**

**REMEMBER!**

The usage of any other document not listed above during the voting process is unacceptable.

**The PEC member responsible for marking voters' thumbs with ink and for ballot issuance:**

- ➔ Asks for the voter's name and ID document;
- ➔ Locates the voter's name on the voters' list;
- ➔ Records the serial number of the voter's ID document next to the voter's name on the voters' list;
- ➔ Offers the voter to have his or her left thumb marked with invisible ink;

**REMEMBER!**

The voter who refuses to allow his or her finger to be marked with ink will be explained that he or she will not be given the ballot paper. If the voter does not change his or her mind he or she will be asked to leave the polling station. A note "refused to be marked" is made on the voters' list.

**MAKE CERTAIN** the voter's name is on the voters' list **BEFORE** you mark his or her thumb with ink!

- ➔ Marks the voter's left thumb with invisible ink if he or she agrees and makes sure the voter's nail and a part of the skin is inked. Instructs the voter not to touch the finger until the ink dries;

**Note:** If the voter does not have a left thumb, the PEC member marks his or her next closest finger; if the voter does not have a left hand, the PEC member marks the voter's right thumb (or the same sequence as mentioned above if no right thumb is available);

**DO NOT FORGET** to mark the voter's left thumb with invisible ink!

- ➔ Issues a stamped ballot to the voter. While doing so, cuts off and retains the upper left hand corner of the ballot paper;
- ➔ Asks the voter to sign the voters' list against his or her name under the column entitled "Signature of Voters on Receipt of Ballot Papers";
- ➔ Instructs the voter to proceed immediately to a vacant voting compartment, mark boxes in his or her ballot equal to or less than the number of municipal members to be elected in that municipality, fold it and drop it into the ballot box, and leave the polling station.

**REMEMBER!**

Each voter shall sign the voters' list, receive only **ONE** ballot paper and mark it. Voters must mark the ballot paper in secret in the voting compartment. Be aware of the flow of voters within the polling station. **Do not allow** another voter to enter the voting compartment while a different voter is voting inside it!

**WARNING**

Disrupting the secrecy of voting, voting on behalf of another person, and casting more than one

ballot paper into the ballot box shall create liabilities defined in the Criminal Code of the Republic of Azerbaijan. For these actions one can be punished by imposition of monetary penalties or compulsory public service. Do **NOT** allow it!

**The PEC member responsible for the security of the ballot box then:**

- Ensures that the voter folds and deposits his or her ballot in the ballot box; and
- Asks the voter who voted to leave the polling station.

**REMEMBER!**

Persons attempting to influence the voter or violating rules of the secrecy of the vote shall be dismissed from the polling station by the decision of the PEC.

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### 3.2. MONITORING VOTER TURN-OUT

Your ConEC will request reports on voter turnout throughout voting day. Therefore, you will need to determine the number of voters who have received ballot papers at prescribed intervals.

A checklist is provided below. Once you have determined the voter turnout according to the specifying hours indicated below, check the box provided and enter the number of voters who have already voted on the line provided.

INFORMATION ON VOTER TURNOUT	
<input type="checkbox"/>	10.00 _____
<input type="checkbox"/>	12.00 _____
<input type="checkbox"/>	15.00 _____
<input type="checkbox"/>	17.00 _____
<input type="checkbox"/>	19.00 _____

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### 3.3. EXCEPTIONS TO THE ROUTINE VOTING PROCESS

**IF A VOTER SPOILS A BALLOT PAPER...**

If a voter makes a mistake when marking his or her ballot paper, he or she can request a new ballot paper. The voter must return his or her spoiled ballot paper to the member of the PEC who originally issued it.

**The PEC member responsible for issuing the ballot papers shall then:**

- Retrieve the spoiled ballot paper from the voter;
- Cancel the spoiled ballot paper by cutting it in two equal parts and putting the spoiled ballot paper in a separate envelope reserved for all spoiled ballot papers;
- Give the voter a new ballot paper;
- Make a notation on the voters' list to the right of the voter's surname that he or she spoiled one ballot and received a new one;
- Instruct the voter to proceed immediately to a vacant voting compartment to vote again and leave the polling station; and
- Prepare a separate Act on each spoiled ballot paper.

**IF A VOTER NEEDS ASSISTANCE TO RECEIVE OR TO MARK THE BALLOT PAPER...**

A voter, who needs help in order to receive and/or mark a ballot paper, may ask another person who has active suffrage, except PEC members and observers, for assistance. The person assisting the voter in receiving and/or marking ballot paper must write his or her surname and initials and sign the voters' list next to the signature of the voter under the column entitled "Signature of Voters on Receipt of Ballot Papers".

The voter proceeds to a vacant voting compartment to mark his or her ballot paper. If needed, the assistant may enter the voting compartment with the voter. Upon leaving the voting compartment and depositing the ballot paper in the ballot box, the voter and his or her assistant are required to leave the polling station.

**REMEMBER!**

Observers, registered candidates for municipalities, their authorized representatives and agents, authorized representatives and agents of political parties and blocs of political parties, members of the election commissions with both decisive and consultative voting rights are **NOT PERMITTED** to assist voters in receiving or marking their ballot papers.

**IF THE VOTER WANTS TO VOTE WITH A DE-REGISTRATION CARD (VOTING CARD)...**

**REMEMBER!**

The de-registration card can only be used within the boundaries of the relevant municipality.

**PEC member marking voters' thumbs with ink and issuing Ballot Papers:**

- ➔ Asks for the voter's name and an approved ID document;
- ➔ Examines the de-registration card for voting (voting card) to make certain that it matches the voter's identification document;
- ➔ Asks the voter to write his or her home address on the de-registration card and to sign it;
- ➔ Retains the voting card and attaches (staples) it to the voters' list;
- ➔ Ensures voting is in accordance with the rules mentioned in paragraph 3.1. of this Guide.

**IF THE VOTER DOES NOT HAVE THE REQUIRED IDENTIFICATION DOCUMENT...**

If the voter has not brought a proper identification document with him or her to the polling station, the PEC member responsible for meeting the voters and checking the ink on their thumbs should explain to the voter that he or she cannot vote without presenting one of the approved forms of identification and to return with the required documentation in order to vote.

**REMEMBER!**

It is **PROHIBITED** to vote using documents different from those that the CEC approved for use on voting day.  
A voter must be issued a ballot paper only upon presentation of a relevant identification document approved by the CEC.

**IF THE VOTER'S NAME IS NOT ON THE VOTERS' LIST ...**

If the voter does not find his or her name on the voters' list once he or she comes to the polling station, the PEC member responsible for the eligibility check directs the voter to the PEC Chairperson in order for the person's name to be included on the relevant voters' list. The inclusion or non-inclusion of the voter's name in the supplementary voters' list shall happen only on the basis of a PEC decision (documents received from the relevant police agencies proving the permanent or temporary registration and other documents may be considered as a basis for inclusion of a voter's name in the supplementary voters' list).

### 3.4. Process of Voting Using the Mobile Ballot Box

Persons who cannot come to the polling station on election day due to illness or other valid reasons have the right to vote outside the polling station using the mobile ballot box. Persons wishing to vote with a mobile ballot box must make a written or oral request to the PEC at least 24 hours before voting day. The PEC should provide all voters, who are unable to reach the polling station due to valid reasons, with the opportunity to vote.

The ConEC approves the requests for mobile voting made to the PEC at least 12 hours before voting day.

**REMEMBER!**

Written applications and oral requests for voting outside the polling station shall be sent at least **TWENTY FOUR (24) HOURS** – December 21, 24.00 prior to voting day.

\* \* \*

Mobile ballot box can be used only on voting day.

\* \* \*

Observers have the right to accompany the mobile ballot box.

\* \* \*

The slot of a mobile ballot box shall be closed once the last voter casts his or her vote.

**On election day, the Chairperson of the PEC must:**

- ➔ Review the requests of persons who have applied to vote by means of a mobile ballot box and prepare a list of these voters – noting their names and addresses;
- ➔ Select two members of the PEC, who represent different political parties or interests, to administer the vote with the mobile ballot box;
- ➔ Decide when these PEC members will administer the vote with the mobile ballot box;
- ➔ Record the number of ballot papers to be taken from the polling station by the responsible PEC members; and
- ➔ Inform observers that the responsible PEC members are leaving the polling station to administer the vote with the mobile ballot box and invite observers to accompany them to the indicated address to observe this process fully.

**The PEC members responsible for administering the vote using the mobile ballot box will then:**

- ➔ Take a number of stamped ballot papers equal to the number of requests received plus three additional ballot papers in case of spoilage;
- ➔ Proceed to the voter's address, ensuring that election materials are kept securely;
- ➔ At each address, greet the voter who has made an application to vote with the mobile ballot box;
- ➔ Verify the name of the voter against the written application to vote with the mobile ballot box;

**REMEMBER!**

If the voter did not make a written application to vote – only an oral one – using the mobile ballot box, he or she must make a written application in the presence of the PEC members. The application must contain the voter's last name, first name, patronymic name, year of birth (for those who turned 18 in 2009, birth day and month as well) series and batch number of ID or a substitute ID document, address of residence, and number of the polling station.

- ➔ Check the appropriate ID document of the voter;
- ➔ Record identity information on the application to vote;

- Cut off the upper left hand corner of the stamped ballot paper and retain it in an envelope reserved for this purpose;

**REMEMBER!**

Thumbs of voters who vote using the mobile ballot box are not marked with ink.

- Issue a stamped ballot paper to the voter and instruct the voter to mark the boxes, in front of candidates' names, equal to or less than the number of municipal members to be elected in the municipality;
- Ask the voter to acknowledge his or her receipt of the ballot paper by signing on the backside of the written application for voting outside the polling station;
- Make certain that the voter is able to cast his or her vote in secret;

**NOTE:** *If the voter makes an error in marking a ballot paper, he or she can be issued a new one. All the spoiled ballot papers should be placed in a separate envelope reserved for this purpose (see procedures for spoiled ballot papers in this Guide in Section 3.3.)*

**NOTE:** *If necessary, the voter may request assistance to receive or mark his or her ballot paper. PEC members and observers are not permitted to assist a voter to receive or mark his or her ballot paper. The name of the person assisting the voter must be entered on the application to vote with the mobile ballot box.*

- Instruct the voter to fold and place the ballot paper in the mobile ballot box;
- Secure all election materials and then proceed, along with the observers, to the next location where the vote with the mobile ballot box will be administered;
- After dealing with all voters who properly applied to vote with the mobile ballot box, return immediately to the polling station with the mobile ballot box, cut corners of used ballot papers, unused or spoiled ballot papers (if any) as well as with the written applications; and
- The slot must be closed once the last voter votes. The mobile ballot box shall be sealed after PEC members bring it back to the polling station and **MUST NOT BE OPENED** until the vote count commences.

Once the PEC members responsible for administering the vote with the mobile ballot box return to the polling station, the PEC Chairperson or his or her substitute must:

- Record the number of unused ballot papers;
- Record the number of spoiled ballot papers;
- Make a special notation in the voters' list against the names of voters who voted with the mobile ballot box; and
- Write the details of voting outside of polling station in a separate document.

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### **3.5. SECURITY**

Uniformed police officers can enter the polling station on voting day only if invited by the PEC Chairperson to maintain public order. Once public order is restored, the police must leave the polling station and stay at least 100 meters away from the polling station. They are authorized to enter the polling station only once as a voter.

Voting is stopped if the police are in the polling station. Should public order not be restored within six (6) hours, the polling station shall be closed upon the decision of the ConEC and voting from such a precinct shall be considered invalid.

### **3.6. CLOSE OF VOTING**

At 19:00, the Chairperson of the PEC announces loudly the close of voting and says, "Only those voters who are already in the voting room or who have been issued ballot papers will be permitted to complete the voting process." It must be ensured that only voters who were in line before this announcement vote, and they must leave the polling station afterwards.

**REMEMBER!**

When voting ends the following persons can remain in the polling station: PEC members with decisive and consultative voting right, accredited observers, authorized representatives and agents of registered candidates to municipality, of political parties and bloc of political parties, and media representatives who have a relevant badge. They must display relevant badges.

# Chapter Four

## 4. VOTE COUNTING AND REPORTING RESULTS

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### 4.1. PREPARATION FOR THE COUNTING OF VOTES

When the last voter has completed voting, the PEC chairperson must ensure that all persons, except those persons who are eligible to remain for the count of votes, have left the polling station. The room should be locked at this point.

**IMPORTANT!**

**All** counting must be done in the same room as the voting. Mobile and immovable ballot boxes, the voters' list and all other election materials must remain in this room until the count is finished.

**ONLY** the following persons can be present for the count of votes:

- PEC members;
- Superior election commission members with decisive and consultative voting rights;
- Authorized representatives and agents of registered candidates to municipalities;
- Authorized representatives and agents of political parties and blocs of political parties;
- Domestic and international observers; and
- Accredited mass media representatives.

**NOTE:** Only PEC members with decisive voting rights directly participate in the count of votes.

**Pay Attention!**

The **PEC Secretary** prepares a list of all persons who will be in the voting room and will observe the election processes.

In order to create an environment conducive to an efficient count of votes all materials and equipment not needed for the count must be placed aside. Ensure that all forms required for the count are in place. A materials checklist is provided below:

**DOCUMENTS AND EQUIPMENT CHECKLIST FOR THE PREPARATION OF THE COUNT**

- Voters' List
- Supplementary Voters' List
- Information about Unused Ballot Papers
- Envelopes Containing Spoiled Ballot Papers
- Draft Protocol on Voting Results and Blank Original Protocol
- Extra Blank Protocols for Giving to People Present in the Polling Station
- Applicable CEC Instructions
- Oil lamps, Candles, Flashlights etc.
- Calculator
- Envelopes and Bags for Packing of Election Materials
- Pens, Pencils, Paper etc.

The **PEC Chairperson** should then explain again the rules for counting ballot papers and completing the protocol on the results of voting.

The **PEC Chairperson** should explain the general procedure that will be used:

- Every line item to be completed on the protocol will be announced loudly to the entire room.
- Then the information will be recorded in words and figures on the draft protocol prior to the final completion of the official protocol.
- Observers may make or obtain a copy of the protocol that is verified and stamped by the PEC

and one copy of other documents attached without paying for it. Additional copies can be obtained by paying a fee established by the CEC.

The PEC Chairperson should review materials involved in the counting process.

**NOTE:** The PEC chair must consider the following cases on voting day.

**Stages of the counting process:**

**First** - Before opening the ballot boxes the PEC members determine the following:

- Number of voters on the voters' list;
- Number of voters on the supplementary voters' list;
- Number of voters who voted with a de-registration card for voting (voting card);
- Number of voters who obtained a de-registration card for voting (voting card);
- Total number of voters in the precinct;
- Number of ballot papers received from the ConEC;
- Number of voters who received ballot papers;
- Number of applications of the voters who voted outside the polling station (mobile voting);
- Number of ballot papers issued to voters who voted outside the polling station (mobile voting);
- Number of unused ballot papers; and
- Number of spoiled ballot papers.

**REMEMBER!**

Only after this phase is complete will the ballot boxes be opened.

**Second** – The Chairperson once again explains the steps involved in the actual counting of votes once the ballot boxes are open. The PEC does the following counts and records the results in the draft protocol. This stage includes the determining of the following information:

- Number of ballot papers in the mobile and immovable ballot boxes;
- Number of ballot papers in determinate form found in mobile and immovable ballot boxes;
- Number of invalid ballot papers;
- Number of valid ballot papers;
- Number of votes cast for each candidate.

**NOTE:** *The number of ballot papers not in determinate form is determined; an Act is prepared in this regard and attached to the protocol.*

**REMEMBER!**

The counting procedures must continue without any break until the entire counting procedure is concluded.

While completing the protocol:

- Begin by filling in the preliminary **DRAFT** protocol on voting results. You may correct errors on the draft protocol.
- **DO NOT** open any ballot boxes until you have completed steps 1 – 6 set forth below.
- The **OFFICIAL** protocol must be filled out in ink and cannot contain ANY corrections.
- The protocol, regardless if it is the draft or official one, shall be signed only by the PEC members with decisive voting rights.

## 4.2. INSTRUCTIONS FOR COUNTING VOTES AND COMPLETING THE PROTOCOL ON VOTING RESULTS

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**REMEMBER!**

BEFORE OPENING ANY BALLOT BOXES, PERFORM THE FOLLOWING STEPS AND RECORD ALL INFORMATION IN THE DRAFT PROTOCOL COPY.

### Step 1 – Count and Record the Total Number of Voters on the Voters’ List in the Precinct:

- Confirm the number of voters on the PEC’s permanent (or temporary) voters’ lists. Record and announce this in words and figures on line 1.a) of the draft copy of the protocol.
- Confirm the number of voters on the supplementary voters’ list. Record and announce this in words and figures on line 1.b) of the draft copy of the protocol.
- Calculate the sum of numbers on 1.a) and 1.b). The obtained figure will be the total number of voters for the precinct’s voters’ list. Record and announce this in words and figures on line 1 of draft protocol.

$$1 = 1a + 1b$$

### Step 2 – Check the Number of Voters who Obtained De-Registration Cards from the PEC against the PEC Act, Announce it, and Record in Words and Figures on Line 2 of the Draft Protocol.

**BEWARE:** This number has nothing to do with voters from other precincts who voted with de-registration cards at your precinct.

**NOTE:** The number of voters from your precinct who received de-registration cards (voting cards) must be determined prior to the election day, and confirmed by the PEC by an Act. The total number of voting cards issued by the PEC and those issued by the ConEC should be included in the Act.

### Step 3 – Record the Number of Ballot Papers Received by the PEC from the ConEC

- The number of ballot papers should be the same as the number indicated in the Act acknowledging receipt of ballot papers from the ConEC.
- Record the number in words and figures on line 3 of the draft copy of Protocol.
- Announce this number.
- The figure must be equal to the total of figures on lines 4, 5, 6.

$$3 = 4 + 5 + 6$$

### Step 4 – Record the Number of Voters Who Have Received Ballot Papers

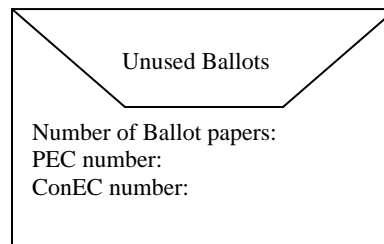
- First, announce the number of voters who obtained ballot papers for voting outside the voting room. This information (also the relevant notations on the voters’ list) can be retrieved according to the number of applications that are signed on the reverse side by the voters confirming receipt of a ballot paper for using the mobile ballot box. There should be notations on the voters’ list indicating which voters voted by mobile ballot box.
- Record the number in words and figures on line 4.a) of the draft copy of the protocol.
- Next, determine the number of voters who obtained ballot papers for voting inside the polling station by counting signatures on the voters’ list.
- Record this number in words and figures on line 4.b) of the draft copy of the protocol.
- Then, check the number of voters who voted using the de-registration (voting) cards (such cards are attached to the voters’ list.) Count these voting cards and enter the received number on line 4.c) of the draft copy of the protocol. Announce this figure.

- Then count the numbers on lines 4.a), 4.b) and 4.c). Enter the received number on line 4 of the draft copy of the protocol; and
- Announce this number.

$$4 = 4a + 4b + 4c$$

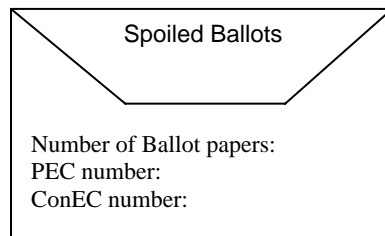
### **Step 5 –Count, Cancel, and Record the Number of Unused Ballot Papers**

- Count all unused ballot papers.
- Cancel each unused ballot by cutting off the bottom right hand corner.
- Announce this number.
- Place the cancelled unused ballot papers in an envelope and mark it “Unused Ballots”.
- Record the number of cancelled unused ballot papers, the PEC number, and the ConEC number on the outside of the envelope.
- Record the number of ballot papers cancelled without being used in words and figures on line 5 of the draft copy of the protocol.



### **Step 6 – Count, Determine and Record the Number of Spoiled Ballot Papers**

- First, open the envelope(s) containing the ballot papers spoiled by voters.
- Count the number of spoiled ballot papers.
- Announce this figure.
- Cancel all spoiled ballot papers by cutting them in half if it has not been done so.
- Place the spoiled and cancelled ballot papers in an envelope and mark “Spoiled Ballots” on it.
- Record the number of spoiled and cancelled ballot papers, the PEC number, and the ConEC number on the outside of the envelope.
- Record the number of cancelled and spoiled ballot papers in words and figures on line 6 of the draft copy of the protocol.



#### **REMEMBER!**

Spoiled ballot papers are to be placed throughout election day in an envelope reserved for that purpose. Do not forget to include any spoiled ballot papers from mobile voting.

**After completing Steps 1 through 6 above, and completing Lines 1 through 6 of the draft Protocol, CHECK AND OPEN THE BALLOT BOXES ONE BY ONE.**

In the presence of all observers, each tamper evident ballot box seal must be checked to ensure that ballot boxes have not been tampered with. Announce the unique number on the seals, and record

them in an Act. They must be the same numbers that were recorded earlier when the immovable and mobile ballot boxes were prepared.

**Step 7 – Open the Ballot Boxes and Separate (Group) its Contents.**

**Mobile ballot box:**

- ➔ Open the mobile ballot box within the view of all observers.
- ➔ Remove its contents and separate as follows:
  - ballot papers in determinate form;
  - ballot papers not in determinate form.
- ➔ Put aside any ballot papers that do not meet any criteria in the Checklist provided below and are not in determinate form. Prepare an Act about them and attach it to the Protocol later.

**REMEMBER!**

While vote count, ballot papers not in determinate form found inside the ballot box are counted and an act is made on it. This act is attached to the official final protocol.

**CHECKLIST FOR DETERMINING IF A BALLOT PAPER IS IN THE DETERMINATE FORM**

- ✓The ballot paper was officially prepared in accordance with a sample approved by the Central Election Commission.
- ✓The official stamp of the PEC appears on the upper right-hand corner of the ballot paper.
- ✓The upper left-hand corner of the ballot paper which contains a number, has been cut off

**REMEMBER!**

A ballot paper is considered to be in determinate form if it meets all three of the criteria above at the same time.

- ➔ Count the number of ballot papers that are in determinate form from the mobile ballot box. Announce it. Record the amount in words and figures on 7.a) of the draft Protocol.

$$7a \leq 4a$$

**REMEMBER!**

The number of ballot papers in determinate form in the mobile ballot box should be equal to or less than the number of ballot papers issued to the voters who requested the mobile box. When counting ballot papers from a mobile ballot box, if the number of ballot papers in the determinate form is more than the number of requests for the mobile ballot box, then all ballot papers in the mobile ballot box are considered to be invalid by decision of the PEC. A report on this, which includes a list of the surnames of the PEC members who accompanied the mobile ballot box, is attached to the protocol on voting results.

**Immovable ballot box:**

- ➔ Open the immovable ballot box within the view of all observers and remove its contents and separate (group) as follows:
  - ballot papers in determinate form;
  - ballot papers not in determinate form.
- ➔ Count the number of ballot papers in determinate form from the immovable ballot box, announce it and record the amount in words and figures on line 7.b) of the draft copy of the protocol.

$$7b \leq 4b+4c$$

**REMEMBER!**

The number of ballot papers in determinate form in the immovable ballot box must be equal to or less than the number of ballot papers issued to voters in the voting station on voting day. When counting ballot papers from the immovable ballot box, if the number of ballot papers in determinate form is more than the number of ballot papers issued to voters in the voting station, then all ballot papers in the immovable ballot box are considered invalid. A written document on this is added to the protocol on voting results.

- Then, calculate the sum of numbers on 7.a) and 7.b). Record the number in words and figures on line 7 of the draft copy of Protocol. The total number of line 7 must be equal to or less than the number on line 4 of the draft copy of the protocol. At the same time line 7 of the protocol must be equal to the sum of line 8 and line 9:

$$7=7a+7b; 7 \leq 4; 7=8+9$$

**NOTE:** Ballot papers that are not in determinate form from both ballot boxes are set aside and **not considered** while counting the votes. Moreover, information containing their number is **not included** in the protocol; instead, this figure is reflected in an Act.

**Step 8 – Determine Invalid Ballot Papers Found inside Immovable and Mobile Ballot Boxes.**

**CHECKLIST FOR DETERMINING IF A BALLOT PAPER IS INVALID**

- ✓ The ballot paper is in determinate form (see criteria in step 7);
- ✓ The ballot paper is unmarked or the number of marks are more than the number of municipal councilors to be elected;
- ✓ The ballot paper is unclear as to the voter’s intent.

- Record the number of invalid ballot papers found inside the immovable and mobile ballot boxes in words and figures on line 8 of the draft Protocol and announce this figure.

**Step 9 – Count and Record the Number of Valid Ballot Papers Found inside the Immovable and Mobile Ballot Boxes.**

**CHECKLIST FOR DETERMINING IF A BALLOT PAPER IS VALID**

- ✓ The ballot paper is in determinate form (see criteria in step 7);
- ✓ The ballot paper has been marked and the number of marks is equal or less than the number of municipal councilors to be elected;
- ✓ The intention of the voter can be determined by the presence of a mark.

**REMEMBER!**

If the validity of a ballot paper is in doubt, it will be decided with a vote of the PEC members. If the PEC decision is to consider the vote invalid, the reasons for the decision are recorded on the back of the ballot paper and the decision is signed by the PEC chairperson and secretaries.

- Record the number of valid ballot papers found inside the immovable and mobile ballot boxes in words and figures on line 9 of the draft Protocol and announce this figure.

**Note:** While counting the votes, the reverse side of each used ballot is stamped.

**Step 10 – Determine Number of Valid Votes**

Number of votes in the ballot papers in determinate form marked correctly (marked equal to or less than the number of municipal councilors to be elected and from which it is possible to determine the voter’s intention) must be recorded in this step.

This number should be equal to the sum of figures on line 11 (division of valid votes among candidates to municipality.)

**10 = 11**

**Step 11 – Division of Valid Votes among Candidates to Municipality**

- ➔ Record the names of all of the candidates in the order on which they appear on the ballot on the table provided on part 11 of the draft protocol;
- ➔ Count the number of votes cast for each candidate loudly;
- ➔ After the counting is completed, announce the total votes received by each candidate, and record the number in words and figures on the line next to the candidates' name;
- ➔ Calculate the sum of all of the votes cast and record the number in words and figures on the relevant line on the bottom of the table;
- ➔ Total of line 11 must be equal to the number of valid votes recorded on line 10.

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**4.3 COMPLETING THE PROTOCOL ON VOTING RESULTS BY THE PRECINCT ELECTION COMMISSION MEMBERS WITH DECISIVE VOTING RIGHTS AND REPORTING RESULTS BEFORE CLOSING THE POLLING STATION**

Perform each task on the following checklist as you complete the official version of the protocol to report the election results of your PEC:

- Verify draft protocol and make sure it is correctly completed.
- Transfer the data to the official protocol using a pen.
- Any PEC member with a decisive voting right who does not agree with the protocol is allowed to write a dissenting opinion on a separate sheet of paper that is attached to the protocol. This is recorded in the protocol.
- Sign the protocol.
- For immediate public display, affix the third copy of the protocol on the notice board in the polling station. It is to be kept there for five days.

**REMEMBER!**

The PEC chairperson, secretary or one of the authorized commission members must check the accuracy of each copy of the protocol requested by the observers. If correct, they write "Matches with original", record the date and time of verification, and stamp with the PEC stamp.

**Preparation of Package to be Sent to the ConEC:**

- ➔ First, gather all the required documents to be sent to the ConEC:
  - First copy of the final protocol;
  - All complaints (appeals) to the PEC regarding a violation of the Election Code and related PEC decisions on voting day (if any);
  - Act acknowledging receipt of ballot papers from the ConEC;
  - Act on the number of cut-off left corners of the ballot papers issued to voters;
  - Act acknowledging receipt of invisible ink bottles, ultraviolet lamp and spare batteries from the ConEC;
  - Act on canceling unused ballot papers and their number;
  - Act on issuing de-registration (voting) cards and on canceling unused de-registration cards and their number;
  - Act on the number of spoiled ballot papers;
  - Act on the number of used and unused ballot papers from mobile voting;
  - Ballot papers and voters' list according to PECs, including de-registration cards and relevant court decisions.

- Make sure the above-mentioned Acts are signed and stamped by the PEC Chairperson and Secretaries.
- Gather copies of complaints (appeals) addressed to the PEC and relevant approved PEC decisions.
- Then attach the original copies of complaints addressed to the PEC and PEC decisions on these complaints to the first copy of the official Protocol.
- Put voters' lists together with the de-registration (voting) cards in an envelope and mark it.
- Put unused and used ballot papers in separate envelopes. Mark them (make relevant records).
- Put together all materials you have collected and placed in envelopes before voting ended.
- Collect all the above-mentioned – Protocol, Acts, complaints and other materials – place in a big envelope to send to the ConEC.
- Close the big envelope, write the number of the PEC, the word “protocol”, and list of documents and materials inside the envelope.
- Deliver the envelope to your ConEC immediately, but no later than 24 hours from the end of voting accompanied by the PEC Chairperson, and two PEC members representing different political parties and observers.

**REMEMBER!**

Your ConEC will consider any protocol to be INVALID that is completed with a pencil; or completed incorrectly; or blank; or corrected; or NOT signed by at least two-thirds of PEC members.

**Documents to be kept by PEC:**

- The second copy of the protocol;
- Approved copies of complaints (appeals) regarding the violation of the Election Code received on voting day;
- Approved copies of PEC decisions;
- Approved copy of the Act acknowledging receipt of ballot papers by the PEC;
- Approved copy of the Act acknowledging receipt of invisible ink bottles, ultraviolet lamps and spare batteries from the ConEC;
- Approved copy of the Act on canceling unused ballot papers;
- Approved copy of the Act on issuing de-registration (voting) cards and on canceling unused de-registration cards;
- Cut-off left corners of ballot papers;
- Cut-off halves of the spoiled ballot papers;
- List of persons who observed voting and counting processes.

These documents are kept by the PEC until the PEC ceases to function.

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#### **4.4. CLOSING THE POLLING STATION**

**The PEC Chairperson may release the PEC members and close the polling station once the PEC Chairperson has determined that:**

- The official protocol has been completed according to CEC instructions.
- A copy of the protocol remains posted on the notice board.
- All observers who requested a copy of the official protocol received a copy stamped with the PEC stamp;
- All election materials have been packaged as instructed, and sent to the ConEC;
- All observers and media representatives have left the polling station.

**NOTE:** The content of this Elections Day Guide is implemented in all election precincts where election is conducted.

