

Dr. Suad Arnautović
Dr. Irena Hadžiabdić

PRACTICUM

FOR ELECTION COMMISSION OF BASIC CONSTITUENCY IN BOSNIA AND HERZEGOVINA

BOSNA I HERCEGOVINA
CENTRALNA IZBORNA KOMISIJA
SRÉDÍSNJE IZBORNO POVJÉRENÍSTVO



БОСНА И ХЕРЦЕГОВИНА
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА



Dr. Suad Arnautović

Dr. Irena Hadžić

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FOR ELECTION COMMISSION OF BASIC CONSTITUENCY IN
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Co-author: MA. Ermin Kos

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Preface

Dear Presidents,

members of municipal and city election commissions in Bosnia and Herzegovina,

It is our honour and privilege to be the authors of the first practicum for the work of election commissions of basic constituencies in Bosnia and Herzegovina. The purpose of this handbook is to be ‘at hand’ to every president and member of municipal/city election commission (hereinafter: MEC), i.e. in your daily operations in very demanding activities of organisation and implementation of the election process in Bosnia and Herzegovina.

The scope of work and competences of MEC are clearly provided for by the BiH Election Law and a series of regulations adopted by the Central Election Commission of BiH. MEC also adopts its Rules of Procedure providing for its procedural and process activities. All this requires meticulous attention and strict application of statutory norms by MEC, particularly when deciding on complaints and adopting first instance administrative acts.

The authors believe this Practicum will be of use to you, Presidents and members of MEC, as a handy reminder for your daily activities.

It is well known that the Central Election Commission of BiH used to, and will do so in this election cycle, prepare the Handbook for operations of polling station committees and Handbook for election observers. Now we also have new handbooks, i.e. Practicum for election commission of basic constituency and Practicum for financing campaign and political parties, which complete an important unit of instructive and reference publications prepared by the Central Election Commission of BiH in every election cycle. Therefore, this Practicum should be taken into account and applied along with other handbooks, which significantly facilitate the work of members of election authorities, particularly members of MEC, who are the “heart and soul” of the election process in Bosnia and Herzegovina.

We would particularly like to express our gratitude to the Council of Europe and Mr. Francois Friederich for the financial assistance for publishing this handbook for MEC, which should eventually result in lawful in transparent work of members of election authorities, and fair and free election process in Bosnia and Herzegovina.

We also express our gratitude to associates in the preparation of this publication, Ermin Kos, Head of Election Sector ICT of the CEC BiH and Jasminka Joldić, Head of Department for Administrative and Documentation Affairs and Training.

We owe gratitude to the Editorial Board of this issue as well, to experienced election officials and long-term members of the election administration in Bosnia and Herzegovina, Nada Batinar, President of the City Election Commission of Banja Luka, Zvonko Mijan, President of the Municipal Election Commission of Centar Sarajevo, and Selver Kaleštura, President of the City Election Commission of Zenica for very positive evaluations of this document, and for practical suggestions and remarks at the stage when the Practicum was being prepared for printing.

Finally, we would like to point out that the electronic version of this Practicum may be downloaded from the web site of the Central Election Commission of BiH www.izbori.ba, wherefore it will be available to all those interested in monitoring the work of MEC and principal competences of these very important authorities for the elections.

In Sarajevo, August 2018

AUTHORS

Dr. Irena Hadžiabdić

Prof. dr. Suad Arnautović

About Practicum

Pursuant to Article I, point 2 of the Constitution of Bosnia and Herzegovina, Bosnia and Herzegovina is a democratic state functioning in accordance with the law and based on free and democratic elections. An important part of this constitutional principle of the rule of law requires such organisation of elections providing them with attributes of free and democratic elections without any doubt.

Bosnia and Herzegovina has a very complex internal/state structure and organisation of government as the result of several factors. On the other hand, as specified in this Practicum as well, “election process is a system of complex operational and technical activities including a number of different stakeholders, and carried out within a short period of time”. Therefore, under the conditions of complex state structure, and as a result of the complex election system, its principal objective of converting votes into a specific political decision is significantly hampered. This includes methods of voting, and primarily the voting system, the purpose of which is to identify methods that convert votes into a compositions of the electorate. In addition to elections for several levels of governance and open lists, it also includes two principal groups of election systems – proportional and majority election system.

All of this is a serious challenge for the election administration in Bosnia and Herzegovina to create preconditions for free and democratic elections.

For all stated above, this Practicum may have the role of serious textbook material for election administration as a whole. There are numerous reasons for such evaluation. The fact is that this matter, prior to this Practicum, has never been dealt with by anybody in this manner. Of course, earlier activities of the Central Election Commission of Bosnia and Herzegovina must not be forgotten, as well as activities by some non-governmental organisations, in terms of preparation of appropriate handbooks for particular segments of the election administration for every election cycle. However, this time it is literature including comprehensively and clearly, precisely and concisely the guidance for practical application of the Election Law of Bosnia and Herzegovina, all relevant regulations and extensive election experience.

The Practicum with its contents presents in a completely new and consequential manner the indispensable literature not only for the election commission of basic constituency, as its title suggests, but also for all other segments of the election administration in the widest sense. This implies authorities responsible for selection and appointment of the election commission, members of election commission, members of polling station committees, political entities and their election headquarters, candidates for elections, election observers and non-governmental organisations included in the supervision of the election process. The Practicum may serve as a very important reading for all others – either ordinary readers or those requiring knowledge of the election process for professional reasons.

The Practicum begins with an introductory overview of the election procedure, appointment and dismissal of the election commission of basic constituency, and includes competences of the election commission, protection of electoral law, includes the Election Day and entry, processing and control of election results. The contents of the Practicum include very effective illustrations of particular election activities and processes, facilitating their better understanding and implementation. Also, it includes brief but useful notes to every segment of the Practicum. It even seems that, for those with more experience in the election administration, the very grouping of these brief and important notes would be exceptionally useful.

The contents of the Practicum authentically reflects the objective and type of this literature, summaries have accurate and specific organisation, all steps in the election process are presented properly and adequately interpreted, references to specific provisions of the legislation are provided in footnotes in all important places.

Due to prominent complexity of the election process in Bosnia and Herzegovina, the only way for each election official to carry out properly their assigned duties is to comply strictly with prescribed procedures. This is often a demanding and not an easy task, and any abandonment of this procedures, improvisations or search for 'own' solutions leads inevitably to errors that might have serious negative effects in terms of authenticity of election results and to the individual in the election administration for consequences of the error.

After the publishing of this Practicum, it may be claimed that every election official, who has it and acts as prescribed herein, will certainly perform their work well and avoid errors. However, it needs to be pointed out that this does not exclude the obligation to be familiar with the provisions of the Election Law of Bosnia and Herzegovina and relevant regulations and continuous education.

*Zvonko Mijan, Municipal Election
Commission Centar Sarajevo*

I. COMPETENCE, COORDINATION, SUPERVISION AND REGULATION OF LEGALITY OF ACTIVITIES OF ELECTION COMMISSION

Historically, organisation and execution of elections in u Bosnia and Herzegovina is provided for by Annex 3 of the Agreement on Election: *“In order to promote free, fair, and democratic elections and to lay the foundation for representative government and ensure the progressive achievement of democratic objectives throughout Bosnia and Herzegovina, in accordance with relevant documents of the Organization for Security and Cooperation in Europe, the Republic of Bosnia and Herzegovina, the Federation of Bosnia and Herzegovina and the Republika Srpska (“the Parties”) have agreed as follows:*

Article I: Conditions for Democratic Elections

The Parties shall ensure that conditions exist for the organization of free and fair elections, in particular a politically neutral environment; shall protect and enforce the right to vote in secret without fear or intimidation; shall ensure freedom of expression and of the press; shall allow and encourage freedom of association (including of political parties); and shall ensure freedom of movement.”

In addition, Article 5. Permanent Election Commission, Annex 3 stipulates: *“The Parties agree to create a permanent Election Commission with responsibilities to conduct future elections in Bosnia and Herzegovina.”*¹

In November 2001, the Parliamentary Assembly of Bosnia and Herzegovina adopted the Election Law of Bosnia and Herzegovina regulating the selection of members and delegates of the Parliamentary Assembly of Bosnia and Herzegovina and members of the Presidency of Bosnia and Herzegovina, and principles valid for elections at all levels of governance in Bosnia and Herzegovina.²

Pursuant to the Law, the Central Election Commission of BiH is an independent body, which derives its authority from and reports directly to the Parliamentary Assembly of Bosnia and Herzegovina. The Central Election Commission of BiH, in addition to other things, shall:

- Co-ordinate, oversee and regulate the legal operation of all election commissions and polling station committees in accordance with the BiH Election Law
- Issue administrative regulations for the implementation of the BiH Election Law
- Notify an election commission or polling station committee or any other competent authority responsible for the conduct of elections that it does not comply with or violates a provision of this Law, and order the remedial action required to be taken by the competent body
- Perform all other duties as authorized by law.³

Therefore, the Central Election Commission of BiH harmonises the work of all election commissions by adopting regulations on the implementation of BiH Election Law, monitors actions of the election commissions through provided reports, provides instructions on specific activities, and determines actions and timeframes for completions of election activities. This competence of the Central Election Commission of BiH was also confirmed by the Constitutional Court of Bosnia and Herzegovina under the decision adopted on 26 May 2012.⁴

¹ The General Framework Agreement for Peace in Bosnia and Herzegovina, Source: http://www.ohr.int/?page_id=1252

² Article 1.1 of Election Law of Bosnia and Herzegovina

³ *Ibid.*, Article 2.9

⁴ Decision of the Constitutional Court of Bosnia and Herzegovina upon the appeal by S. T (Official Gazette of BiH, 63/12)

II. PROCEDURE FOR SELECTION, APPOINTMENT AND DISMISSAL OF ELECTION COMMISSION OF BASIC CONSTITUENCY

2.1 Procedure for public announcement of vacancies of election commission

Members of the election commission are appointed through the public announcement. The public announcement is published by the municipal council/municipal assembly within 90 days before the expiration of the term, and in the election year 30 days before the expiration of the term of the election commission member, in printed, electronic media or otherwise.

Basic elements of the public announcement include:

- Legal grounds for the public announcement⁵
- Number of members required and period for which the election commission members are appointed⁶
- Requirements to be met by the election commission member⁷
- Note on mandatory multi-ethnic and gender representation⁸
- Persons who cannot be election commission members⁹
- Mandatory documentation candidates are required to provide
- Closing date of the public announcement and method for delivery of applications for the public announcement.

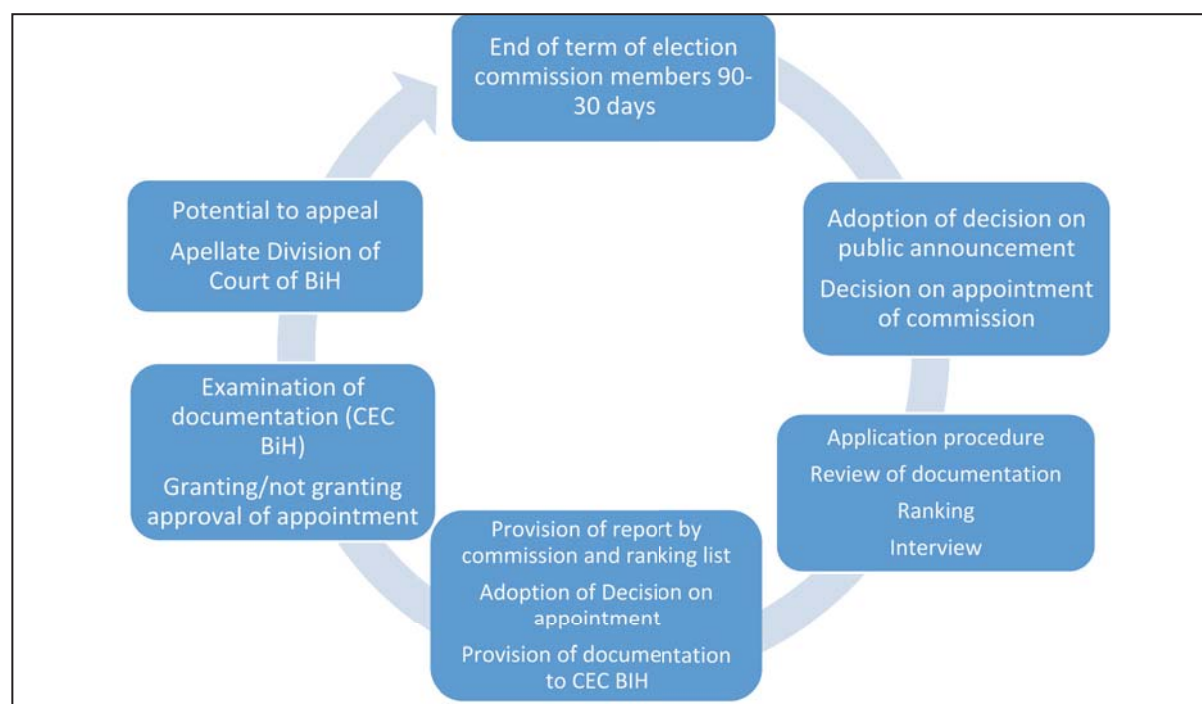


Diagram 1 Overview of activities for appointment of election commission members

⁵ Article 2.12, paragraph (5) of BiH Election Law

⁶ *Ibid.*, Article 2.12

⁷ *Ibid.*, Article 2.2

⁸ *Ibid.*, Article 2.2 paragraph (4) and 2.12

⁹ *Ibid.*, Article 2.3

Important !!!

In the election period, the municipal council/municipal assembly appoints a substitute member of the election commission without the public announcement not later than within seven (7) days from the date of end of term (Article 2.15 of BiH EL), and this appointment also requires approval of CEC BiH.

**BOSNA I HERCEGOVINA
FEDERACIJA BOSNE I HERCEGOVINE
ZENIČKO- DOBOJSKI KANTON
OPĆINA KAKANJ
Općinsko vijeće**

Na osnovu člana 2.12 Izbornog zakona Bosne i Hercegovine ("Službeni glasnik BiH", broj: 23/01, 07/02, 09/02, 20/02, 25/02, 04/04, 20/04, 25/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13 i 7/14), člana 7 Uputstva o utvrđivanju kvalifikacija, broja i imenovanju članova izborne komisije osnovne izborne jedinice u BiH ("Službeni glasnik BiH", broj: 57/17, 60/17 i 10/18) i člana 1. Odluke o objavljivanju javnog oglasa za imenovanje članova Općinske izborne komisije ("Službene novine Općine Kakanj", broj: 4/18), Općinsko vijeće Kakanj objavljuje

JAVNI OGLAS
za imenovanje članova Općinske izborne komisije Kakanj

I
Objavljuje se javni oglas za imenovanje 2 (dva) člana Općinske izborne komisije. Članove Općinske izborne komisije imenuje Općinsko vijeće, uz saglasnost Centralne izborne komisije Bosne i Hercegovine na period od 7 (sedam) godina, od dana imenovanja.

Kandidat za člana Općinske izborne komisije treba ispunjavati sljedeće opće uslove:

1. da je osoba sa pravom glasa;
2. da je osoba sa odgovarajućom stručnom spremom.

II
(1) Pored uslova iz tačke I ovog oglasa, osoba koja je kandidat za člana Općinske izborne komisije mora ispunjavati sljedeće posebne uslove:

- a) da ima prebivalište na području općine Kakanj;
- b) da ima završen fakultet, VII/1 stepen stručne spremlje ili završen fakultet Bolonjskog sistema studiranja sa najmanje 180 ETCS i
- c) da posjeduje iskustvo u provođenju izbora.

(2) Pod iskustvom u provođenju izbora podrazumijeva se:

- a) članstvo u izbornoj komisiji i
- b) članstvo u biračkom odboru na izborima obuhvaćenim Izbornim zakonom BiH.

(3) Izuzetno od odredbi tačke II (1) a), član izborne komisije može biti lice sa prebivalištem iz druge općine ukoliko nema kandidata sa prebivalištem u općini Kakanj.

(4) Izuzetno od odredbi tačke II (1) c), član izborne komisije može biti osoba koja ima VII/1 stepen stručne spremlje, završen pravni fakultet, odnosno završen pravni fakultet Bolonjskog sistema studiranja sa najmanje 180 ETCS, bez izbornog iskustva navedenog u tački II, stav 2.

III
(1) Sastav općinske izborne komisije mora biti multietničan tako da odražava zastupljenost konstitutivnih naroda, uključujući i ostale vodeći računa o posljednjem popisu stanovništva provedenom na državnom nivou.

(2) U sastavu izborne komisije nastojeće se obezbijediti zastupljenost spolova u skladu sa Zakonom o ravnopravnosti spolova u BiH.

IV
U skladu sa članom 2.3 Izbornog zakona BiH, za člana Općinske izborne komisije ne može biti imenovana osoba:

1. koja se ne može kandidirati u smislu odredbi članova 1.6, 1.7 i 1.7a Izbornog zakona BiH;
2. koja je član najvišeg izvršno-političkog organa političke stranke ili koalicije (predsjednik, potpredsjednik, generalni sekretar ili član izvršnog odbora ili glavnog odbora);
3. koja je nosilac izabranog mandata ili je član izvršnog organa vlasti, osim u slučajevima predviđenim članom 2.12 stav (4) Izbornog zakona BiH;
4. koja je kandidat za izbore za bilo koji nivo vlasti;
5. kojoj je izrečena kazna za radnju koja predstavlja težu povredu izbornih zakona ili propisa za koju je lično odgovorno, u posljednje četiri godine, računajući od dana pravosnažnosti odluke.

V
Član Općinske izborne komisije ne može biti zastupnik, odnosno punomoćnik političkog subjekta koji učestvuje na izborima, niti lice koje je pravosnažnom sudskom presudom osuđeno na kaznu zatvora u trajanju od šest mjeseci ili duže.

VI
Uz prijavu na javni oglas potrebno je dostaviti sljedeću dokumentaciju:

1. kraću biografiju;
2. ovjerenu diplomu o stečenoj stručnoj spremi kandidata;
3. dokaz o posjedovanju iskustva kandidata u provođenju izbora;
4. ovjerenu fotokopiju lične karije;
5. uvjerenje o prebivalištu izdato od nadležnog organa, ne starije od tri mjeseca;
6. svojeručno potpisano i od nadležnog organa ovjerenu izjavu o nepostojanju smetnji iz tačke IV ovog javnog oglasa (član 2.3 Izbornog zakona BiH);
7. izjavu o nacionalnom izjašnjenju kandidata - imenovanog člana izborne komisije sa posljednjeg popisa stanovništva u BiH, svojeručno potpisano i ovjerenu izjavu o nepostojanju smetnji iz tačke V ovog javnog oglasa (član 2.12 stav (7) Izbornog zakona BiH), odnosno da osoba koja je kandidat za člana Općinske izborne komisije nije zastupnik, odnosno punomoćnik političkog subjekta koji učestvuje na izborima, niti lice koje je pravosnažnom sudskom presudom osuđeno na kaznu zatvora u trajanju od šest mjeseci i duže.
9. popunjen Upitnik o podacima kandidata - imenovanog člana izborne komisije.

VII
Ovaj javni oglas će se objaviti u dnevnim novinama "Oslobođenje", na web stranici Općine Kakanj (www.kakanj.com.ba) i oglasnoj ploči Općine. Obrasci izjava iz tačke VI, pod rednim brojem 6., 7. i 8. te Upitnik pod rednim brojem 9. kandidati mogu preuzeti u prijemnoj kancelariji Općine Kakanj. Rok za podnošenje prijave je 8 dana od dana objave u dnevnim novinama "Oslobođenje". Prijavu na ovaj javni oglas dostaviti preporučeno poštom, ili na protokol Općine, u zatvorenoj koverti sa naznakom:

"JAVNI OGLAS ZA IMENOVANJE ČLANA OPĆINSKE IZBORNE KOMISIJE - NE OTVARAJ" na sljedeću adresu:
OPĆINA KAKANJ, KOMISIJA ZA IZBOR I IMENOVANJE, Ulica branilaca, 72 240 Kakanj.

Po zatvaranju javnog oglasa, Komisija za izbor i imenovanja izvršit će klasifikaciju kandidata na one koji ispunjavaju uvjete tražene javnim oglasom i na one koji ne ispunjavaju uvjete javnog oglasa. Komisija će obaviti intervju, nakon čega će sačiniti rang-listu sa redoslijedom kandidata prema uspjehu postignutom na intervjuu i istu dostaviti Općinskom vijeću. Neblagovremene prijave neće biti razmatrane.

OPĆINSKO VIJEĆE

Figure 1 Example of public announcement for appointment of election commission member

2.2 Work of application commission

The municipal council/municipal assembly appoints the commission for the public announcement applications. The number of members and composition of the commission is determined by the municipal council/municipal assembly taking into account to appoint persons familiar with the election process who do not take part in the public announcement as candidates.

The work of the commission is organised in sessions and it must adopt the Rules of Procedure and elect its management. The commission drafts records of sessions held.

The task of the application commission includes:

- After closing the public announcement, the application commission will classify the candidates to those whose application is complete and timely, and who meet the requirements, and to those who do not meet the requirements
- A written report is then drafted, including all relevant information for each candidate who applied to the announcement with explanation
- With candidates who meet the requirements of the public announcement, the application commission will hold an interview in accordance with criteria determined upfront, to which end a record will be drafted with specific questions the candidates were asked, with comments of the commission whether the answer was satisfactory or not
- Scoring follows and ranking list is developed with the order of candidates in accordance with their achievements (total score) at the interview.

The commission provides its report with the ranking list to the relevant authority for decision making.¹⁰

Important !!!

- Incomplete and untimely applications will not be taken into consideration by the commission.
- Complaints against the work of the commission are sent to the municipal council/municipal assembly.

2.3 Requirements for appointment of election commission members

Requirements and criteria for appointment of the election commission member are provided for by the BiH Election Law and Instruction on qualifications, number, appointment and dismissal, and training of commission members of the constituency in Bosnia and Herzegovina.

Therefore, for a person to become the election commission member, they need to meet the following general requirements:

- to be a person with the right to vote,
- to possess specific expertise and experience in execution of elections.¹¹

¹⁰ Article 7 of Instruction on determining qualifications, number, appointment, dismissal and training of members of the election commission of basic constituency Bosnia and Herzegovina

¹¹ Article 2.2 of BiH Election Law and Article 2, paragraph (1) of the Instruction on determining qualifications, number, appointment, dismissal and training of members of the election commission of basic constituency Bosnia and Herzegovina

The experience in the execution of elections implies:

- Membership in the election commission, and
- Membership in the polling station committee in elections covered by the BiH Election Law.¹²

In addition to general requirements, the election commission member must also meet the following specific requirements:

- to have residence in the municipality in which the election commission is being appointed,
- to have completed a faculty, VII/1 degree of professional qualifications or a completed faculty under the Bologna system of studies with not less than 180 ETCS.

Exceptionally:

- Election commission member may be a person with residence in any other municipality, if there are no candidates with the residence in the municipality in which the election commission is being appointed, who meets requirements of the public announcement.
- Election commission member may be a person with VII/1 degree of professional qualifications, completed faculty of law, or completed faculty of law under the Bologna system of studies with not less than 180 ETSC.
- Election commission member may be a person with a completed higher education, i.e. VI degree of professional qualifications, in case of a municipality with less than 1000 voters entered into the Central Voters Register or if Article 2.14, paragraph (1) of the BiH Election Law needs to be complied with.¹³

Important !!!

Election commission member may not be a person:

- who cannot be a candidate in terms of Articles 1.6, 1.7, and 1.7a of this Law,
- who is a member of the highest executive political authority of a political party or coalition (president, vice-president, general secretary or member of executive committee or steering committee),
- who is the holder of an elected term or the member of an executive authority, except in cases provided for by Article 2.12, paragraph 4 of this Law,
- who is a candidate in the elections for any level of governance, and
- who has been imposed a sanction for an action which is a serious breach of election laws or regulations for which they are personally responsible, in the past four (4) years, as of the date of the final decision.
- Central Election Commission of BiH decides whether severity of the breach or personal responsibility make the person ineligible to become the election commission member.¹⁴

¹² Article 2, paragraph (3) of the Instruction on determining qualifications, number, appointment, dismissal and training of members of the election commission of basic constituency Bosnia and Herzegovina

¹³ *Ibid.*, Article 2, paragraphs (3) and (4)

¹⁴ Article 2.3 of the BiH Election Law

In addition to these requirements to be met by the election commission member, when appointing the election commission member, the municipal council/municipal assembly takes into account two aspects with reference to the commission composition¹⁵:

- the election commission composition is multi-ethnic,
- efforts will be made to ensure equal gender representation in the election commission composition.

2.4 Competences of Central Election Commission of BiH in appointment procedure

Appointment of the election commission members is made by the municipal council/municipal assembly with the approval from the Central Election Commission of Bosnia and Herzegovina.¹⁶ After the completed public announcement procedure, and adoption of the decision by the municipal council/municipal assembly, the complete documentation on the procedure for selection of the election commission member is provided to the Central Election Commission of Bosnia and Herzegovina for approval.

Mandatory documentation provided to the Central Election Commission of BiH includes:

- Decision of the municipal council/municipal assembly
- Decision on appointment of commission
- Public announcement
- Proof of publishing the public announcement
- Report of application commission
- Records of application commission
- Ranking list after the interview
- Documentation for the candidate (completed questionnaire, proof of professional qualifications, proof of election experience, statements, certificates, etc.)¹⁷

Important !!!

- Decision on appointment is adopted by the municipal council/municipal assembly with the approval from the Central Election Commission of BiH.
- Term of the election commission member starts as of the date of approval from the Central Election Commission of BiH of the decision on appointment.
- If municipal council/municipal assembly fails to appoint the election commission member within 30 days, the Central Election Commission of BiH may appoint a new election commission member.

¹⁵ *Ibid.*, Article 2.14

¹⁶ *Ibid.*, Article 2.12, paragraph (5)

¹⁷ Article 10 of the Instruction on determining qualifications, number, appointment, dismissal and training of members of the election commission of basic constituency Bosnia and Herzegovina

CASE LAW:

Refusal of approval by the Central Election Commission of BiH of the appointment of the election commission member.

The appointed election commission member may not be a person who is a candidate in the elections for any level of governance.

From explanation:

The Appellate Panel is of the position that Article 2.3, paragraph 1, point 4 of the BiH Election Law is completely clear and precise, and it does not limit its application to the election period for the purpose of Article 1.1a, paragraph 1, point 12 of the BiH Election Law, as believed by the appellant. Pursuant to this Article, the appointed election commission member may not be a person who is a candidate in the elections for any level of governance. It is indisputable that N.K. was on the list of candidates in the capacity of a candidate of the political entity of S. R. S. in the Local Elections in 2012, for the Municipal Assembly of P., and that the list was certified by the Central Election Commission of BiH. After the certification of the list of candidates, for the purpose of Article 4.21, paragraph 4 of the BiH Election Law, a political party, coalition or list of independent candidates may not change the list of candidates until the end of term of the authority. The reason for this is that if the term of a candidate from the list of a political party ends in accordance with Article 1.10 of the Election Law, the term is assigned to the next candidate in accordance with Article 13.5, paragraph 4 of the Election Law, all with the aim to ensure continuous operation of the authority in case of the end of term of the selected office holder. Therefore, the claim of the appellant under his statement that he has not become a candidate in the elections and that he waived the possibility to be the commission member upfront he expressed his position to suspend his candidacy for the commission member is not in place, since the statement is irrelevant. This is the position that the Appellate Division has already taken in cases: S1 3 Iž 019595 15 Iž upon appeal by SO Lj., S1 3 Iž 013180 13 Iž upon appeal by G. D., and S1 3 Iž 013785 13 Iž upon appeal by O. V. and Municipal Council of Z. on not granting the approval for appointment of election commission members.

(Decision by the Appellate Division of the Court of BiH number: S1 3 Iž 019745 15 Iž of 12.10.2015)¹⁸

2.5 Procedure for dismissal of election commission member

The term of the election commission member will end if: the legislative period of appointment expires, they resign, die, become prevented from performing the function, cannot perform the function for incompatibility of duties, or becomes dismissed from the duty of election commission member.

In case of dismissal of election commission members, the municipal council/municipal assembly obtains preliminary approval from the Central Election Commission of BiH.¹⁹

When the election commission member is absent for a longer period for justified reasons (illness, education, professional training, etc.), the member will not be dismissed, but a substitute election commission member will be appointed for their position.²⁰

If the term of the election commission member ends in the election period, the term is extended until the election results are confirmed. The term of the substitute member lasts until the return of the regular election commission member.²¹

¹⁸ Bulletin of case law 5/2015


¹⁹ Article 2.16, paragraph (1) of BiH Election Law

²⁰ *Ibid.*, Article 2.16, paragraph (2)

²¹ *Ibid.*, Article 2.15 paragraph (4)

Case law – Mandatory multi-ethnic composition of election commission, Article 2.14 of BiH Election Law.

Bosna i Hercegovina



Bosna i Hercegovina

Sud Bosne i Hercegovine
Sud Bosne i Hercegovine

Broj: S1 3 Iž 028025 18 Iž
Sarajevo, 13.03.2018.godine

05-1-
[Signature]

15-03-2018
06-1-07-1-768/16

Sud Bosne i Hercegovine u Sarajevu, u vijeću Apelacionog odjeljenja sastavljenom od sudija dr Branka Moraita, predsjednika vijeća, Mirsade Džindo i Zvezdane Antonović, članova vijeća, odlučujući o žalbi [redacted] izjavljenoj protiv rješenja Centralne izborne komisije Bosne i Hercegovine, broj: 06-1-07-1-768/16 od 15.02.2018.godine, u nejavnoj sjednici, održanoj dana 13.03.2018.godine, donio je

RJEŠENJE

Žalba [redacted] se uvažava, poništava se rješenje Centralne izborne komisije broj: 06-1-07-1-768/16 od 15.02.2018. godine i predmet vraća Centralnoj izbornoj komisiji BiH na ponovni postupak donošenja odluke.

Obrazloženje

Rješenjem Centralne izborne komisije Bosne i Hercegovine, broj: 06-1-07-1-768/16 od 15.02.2018.godine, data je saglasnost na rješenje Općinskog vijeća [redacted] broj: 01-05-32/18 od 29.01.2017.godine, kojim se na dužnost člana Općinske izborne komisije [redacted] imenuje [redacted], član.


Dakle, davanjem saglasnosti na imenovanje [redacted] na mjesto člana Općinske izborne komisije [redacted] došlo je do toga da su sva tri imenovana člana imenovana iz reda [redacted] naroda, čime je direktno povrijeđen član 2.14 stav 1. Izbornog zakona BiH kojim je izričito propisano da sastav Izborne komisije je multietničan, tako da odražava zastupljenost konstitutivnih naroda, uključujući i ostale, u izbornoj jedinici za koju se organ nadležan za provođenje izbora osniva, vodeći računa o posljednjem popisu stanovništva provedenom na državnom nivou. Stavom 2. navedene odredbe je nadalje propisano da ako sastav Izborne komisije ne bude u skladu sa stavom 1. ovog člana, CIK BiH poništiti će imenovanje članova i o tome izvijestiti organ nadležan za imenovanje, a organ nadležan za imenovanje će u roku od 15 dana od dana donošenja odluke CIK BiH izvršiti ponovno imenovanje organa, u skladu sa kriterijem iz stava 1. ovog člana.

Odlučna činjenica je ta da je pored kandidata koji su se izjašnjavali kao [redacted] i koji su ispunjavali uslove za imenovanje bilo i kandidata druge nacionalnosti koji su takođe ispunjavali tražene uslove za imenovanje, što znači da je povrijeđena odredba člana 2.14. Izbornog zakona kojom je imperativno propisano da sastav izborne komisije mora biti multietničan.

Iz navedenih razloga valjalo je žalbu tužitelja usvojiti i osporeno rješenje poništiti i vratiti na ponovni postupak, uz napomenu tuženoj da se postupak imenovanja okonča u smislu odredbe člana 2.14 stav 1. i člana 2.12. stav 5. Izbornog zakona BiH.

Figure 2. Decision of the Court of BiH number: S1 3 Iž 028025 18 Iž of March 13, 2018

Case law – Application of the most recent census with reference to national structure of municipality

Bosna i Hercegovina  **Босна и Херцеговина**

Sud Bosne i Hercegovine
Суд Босне и Херцеговине

Broj: S1 3 Iz 025832 17 Iz
Sarajevo, 18.07.2017. godine

Sud Bosne i Hercegovine u Sarajevu, u apelacionom upravnom vijeću sastavljenom od sudija, Srete Crnjak, predsjednika vijeća, Dinke Bečlagić-Čovrk i Vesne Trifunović, članova vijeća, odlučujući o žalbi Predsjednika Skupštine opštine [] [] izjavljenoj protiv odluke Centralne izborne komisije Bosne i Hercegovine, broj: 05-1-07-1-117/17 od 04.07.2017. godine, u pravnoj stvari imenovanja predsjednika i člana Opštinske izborne komisije [], u nejavnoj sjednici održanoj dana 18.07.2017. godine, donio je

RJEŠENJE

Žalba se odbija.

Obrazloženje

Odlukom Centralne izborne komisije Bosne i Hercegovine, broj i datum navedeni u uvodu, nije data saglasnost zbog čega je i poništeno je rješenje Skupštine opštine [] broj: 01-022-52/17 od 21.06.2017. godine kojim je na dužnost u članstvu Opštinske izborne komisije [] imenovana [] kao predsjednica i članica.

Ne mogu se prihvatiti žalbeni navodi kojim se ukazuje na nepravilno utvrđeno činjenično stanje u pogledu nacionalne strukture stanovnika opštine [] na osnovu centralne baze podataka koju vodi MUP RS [] s obzirom da se popis stanovništva u BiH jedino može cijeniti u skladu sa odredbom člana 2.14 stav 1. Izbornog zakona BiH, prema posljednjem provedenom popisu stanovništva provedenom na državnom nivou, a to je popis iz 2013. Godine (Sl.glasnik BiH, broj 60/16). Osim toga, navedene povrede bi mogle pored onemogućavanja provjere nadležnih organa da li kandidati ispunjavaju opšte i posebne uslove, dovesti i kandidate u neravnopran položaj.

S obzirom na navedeno, po ocjeni ovog vijeća, pobijana odluka Centralne izborne komisije Bosne i Hercegovine je pravilna i zakonita, a žalba neosnovana pa je istu, primjenom odredbe člana 81. stav 1. Zakona o upravnim sporovima Bosne i Hercegovine („Službeni glasnik BiH“, broj: 19/02 do 74/10) valjalo odbiti.

Figure 3. Decision of the Court of BiH number: S1 3 Iz 025832 17 Iz of July 18, 2017

III. COMPETENCES OF ELECTION COMMISSION

3.1 Work organisation of election commission and decision making procedure

The election commissions in their work must comply with the principles of independence and impartiality.²² The work of the election commission is organised in sessions. Sessions of the election commissions are public, and the election commissions are required to ensure the public is timely informed of sessions to be held.

For administrative and technical activities, the election commission may have an election commission secretary.

The method and organisation of work of the election commission are regulated by the Rules of Procedure of the election commission.

The Rules of Procedure must include:

- Method for convening a sessions, chairing a session
- Setting out the agenda of a session
- Method for decision making at a session
- Keeping order at a session
- Keeping records from a session and method for its delivery to election commission members, keeping official materials of the commission and method for their archiving, and
- All other matters with reference to ensuring efficient and lawful work of the election commission.²³

For the purpose of organising election activities, the election commissions adopt the Action Plan mandatorily including: activity/task, responsibility, timeframe, resources, cooperation, communication, and necessary means.

No.	Activity (What will be carried out?)	Responsibility (Who will carry it out?)	Timeframe (What is the activity implementation period?)	Resources (What resources are necessary?)	Cooperation (Who else should be included?)	Communication (What is the method for communication?)	Necessary means (What is required from means for implementation?)
1.	Presentation of Provisional Voters Register	All members of MEC	June 2018	Locations, transport	Local communities	meetings ...	Office supplies

Table 1. Example of Action Plan

For efficient and timely performance of particular election activities, the election commission may distribute duties to the election commission members, to which end it will adopt a decision.²⁴

²² Article 2.1 paragraph (2) of BiH Election Law

²³ Article 3 of Instruction on the method of work and reporting of election commission of basic constituency in Bosnia and Herzegovina

²⁴ *Ibid.*, Article 2

Important !!!

The election commission adopts decisions by simple majority of the total number of members.²⁵

The election commission member will not take part in decision making when such member or a member of their immediate family has a personal or financial interest, or if there is a conflict of interest, which may cast doubt on their ability to act impartially.²⁶

Documentation developed during the work of election commission needs to be kept in accordance with the legislation regulating this subject matter.²⁷

The election commission keeps permanently the following documentation:

- Decision on appointment of polling station committees
- Record of appointment of polling station committee members
- Record of issued certificates for successful testing
- Book of protocol
- Records of election commission sessions.

3.2 Competences of election commission

Competences of the election commission are provided for by the Election Law and other regulations adopted by the Central Election Commission of BiH.

The principal competences of the election commission include:

- Presentation of provisional voters registers
- Identification of polling stations
- Appointment and training of polling station committee members
- Security and delivery of polling material for voting to polling station committees
- Notifying voters of all information necessary for elections in accordance with the regulations of the Central Election Commission of BiH
- Responsibility for arrangement of polling stations and other technical preparations for elections
- Responsibility for proper counting ballots at polling stations and municipal centres for counting
- Compilation of election results from all polling stations in the municipality and delivery to the Central Election Commission of BiH, and
- Other tasks in accordance with the law and regulations of the Central Election Commission of BiH.²⁸

²⁵ Article 2.18 of BiH Election Law

²⁶ *Ibid.*, Article 2.1. paragraph (2)

²⁷ Article 7 of Instruction on the method of work and reporting of election commission of basic constituency in Bosnia and Herzegovina

²⁸ Article 2.13 of BiH Election Law

3.3 Financing election commission

The funds for implementation of elections are the funds for material expenses and funds for work compensations for bodies in charge of implementation of elections.

Funds for material costs are funds for insuring the implementation of authorizations of municipal election commissions from the Article 2.13 nad the Decision of the Central Election Commission of BiH, while the funds for work compensations for bodies in charge of implementation of elections are those determined in the Article 2.12(9) and the Article 2.19 paragraphs (16) and (17) of the Election Law of Bosnia and Herzegovina.

Important!!!

- All governmental bodies at all levels and the officials in Bosnia and Herzegovina and the diplomatic and consular representative offices in BiH are obliged to assist the bodies authorized for implementation of elections.²⁹
- The budget of the municipality /city contains the funds for performing the authorizations of election commissions.
- The funds intended for implementation of authorizations and elections are disposed under the approved budget by the election commission.
- Funds for implementation of election have to be provided within 15 days from the date of making the decision of the Central Election Commission of BiH.³⁰

For the requirements of timely planning and insuring the budget funds, the election commission will make a Financial Plan and deliver it to the authorized body for adoption.

If the municipality/city fails in procuring the funds, the entities, cantons are obliged to ensure the lacking funds.³¹

²⁹ *Ibid.*, Article 2.1 paragraph (3)

³⁰ *Ibid.*, Article 1.2 and 1.2 a

³¹ *Ibid.*, Article 1.2 a paragraph (2)

Example of financial plan

MUNICIPALITY/CITY _____

MUNICIPAL/CITY ELECTION COMMISSION

Place: _____

Date: _____

Pursuant to Article 1.2a and Article 2.13 of the Election Law of Bosnia and Herzegovina (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 52/04, 25/05, 52/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16), the election commission of basic constituency _____, at the session held on _____. 20__, adopted:

FINANCIAL PLAN OF ELECTION COMMISSION OF BASIC CONSTITUENCY _____ FOR 2018

- | | |
|---|------------------|
| 1. Remunerations and material costs of election commission | |
| 1.1 Remuneration for president of election commission | _____ BAM |
| 1.2 Remuneration for members of election commission | _____ BAM |
| 1.3 Daily allowances for attendance at mandatory trainings organised by the Central Election Commission BiH | _____ BAM |
| 1.4 Fuel costs for field work | _____ BAM |
| 1.5 Costs of storage of polling material | _____ BAM |
| 1.6 Procurement of necessary equipment | _____ BAM |
| Total point 1 | _____ BAM |
| 2. Remunerations and material costs of polling station committees | |
| 2.1 Remuneration for presidents of polling station committees | _____ BAM |
| 2.2 Remuneration for members of polling station committees | _____ BAM |
| 2.3 Remuneration for substitute members of polling station committees | _____ BAM |
| 2.3 Fuel costs for presidents of polling station committees | _____ BAM |
| Total point 2 | _____ BAM |
| 3. Arrangement of polling stations | _____ BAM |
| 4. Lease of private premises for locations of polling stations | _____ BAM |
| 5. Lease of premises for training | _____ BAM |
| 6. Information costs | |
| 6.1 Printing posters on polling stations | _____ BAM |
| 6.2 Radio advertising on the process of presenting provisional Voters Registers, identification of the voting option of displaced persons | _____ BAM |
| 6.3 Need to advertise the election commission on public media (radio, television, printed media) | _____ BAM |
| Total point 6 | _____ BAM |
| 7. Remuneration of occasionally hired staff
(handover of polling material, expert personnel providing assistance to election commission in election activities) | _____ BAM |
| 8. Unforeseen costs of 3% of the total planned funds | _____ BAM |

For the General Elections in 2018, the required amount in the budget of municipality/city is:

TOTAL: _____ BAM

President of election commission

3.4 Presentation of provisional voters registers

For presentation of excerpts from the provisional voters registers, the election commission drafts the Plan for presentation of voters registers, including basic information on the location and time of presentation of excerpts from the provisional voters registers.

The Plan is delivered to the Central Election Commission of BiH not later than 125 days before the day of elections.

The excerpts from the provisional voters registers are presented in the period of 125-90 days before the elections.

The principal purpose of the presentation is: examination by voters of information from the Central Voters Register, identification of irregularities in information on voters, indicator of street schedule by polling stations, overview of number of voters by individual polling stations, etc.

In the presentation period, the voters may through the centre for Voters Register and election commission provide complaints on irregularities for their removal before the conclusion of final Voters Register.

<div style="border: 1px solid black; width: 200px; height: 20px; margin: 0 auto;"></div> Општинска изборна комисија		
Број: 01-03-05/18 Датум: 31.05.2018. године		
На основу члана 18. став. (1) Правилника о употреби и изради извода из Централног бирачког списка („Службени гласник БиХ“, број: 29/18), Општинска изборна комисија <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block;"></div> на сједници одржаној 31.05.2018. године, донијела је		
П Л А Н излагања извода из Привременог бирачког списка		
Изводи из Привременог бирачког списка за подручје општине <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block;"></div> биће изложени у периоду од 09.06. до 09.07.2018. године, на локацијама и то како слиједи:		
1. Бирачко мјесто 024Б-001	<div style="border: 1px solid black; width: 80px; height: 50px; margin: 0 auto;"></div>	-Просторија МЗ Модрича 1
2. Бирачко мјесто 024Б-002		-Просторија МЗ Модрича 1
3. Бирачко мјесто 024Б-003		-ОШ „Свети Сава“Модрича
40. Бирачко мјесто 024Б-040		-Просторија МЗ Модрича 4
41. Бирачко мјесто 024Б-041		-Просторија МЗ Добриња
<p>Сви изводи из Привременог бирачког списка за подручје општине Модрича биће изложени у шалтер сали општине <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block;"></div> и објављени на веб страници општине <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block;"></div>.</p> <p>Сврха излагања извода из Привременог бирачког списка је давање на увид података држављанима БиХ с бирачким правом како би могли провјерити и извршити исправку или допуну својих података.</p> <p>Бирачи који у периоду излагања извода из Привременог бирачког списка уоче неправилности и погрешне податке имају право да захтијевају њихову исправку, уколико се ради о исправци личних података. Захтјев се подноси органу надлежном за вођење података чија се исправка захтијева.</p> <p>Расељена лица која имају бирачко право подnose лично захтјев за одређивање или промјену бирачке опције Централној изборној комисији БиХ путем Центра за бирачки списак у општини Модрича, уколико имају пријављено пребивалиште или боравиште у општини Модрича, најкасније до 24.07.2018. године.</p> <p>О трајању и мјесту излагања извода из Привременог бирачког списка и начину одређивања бирачке опције расељених лица јавност ће бити обавијештена путем плаката, које ће бити истакнуте у свим мјесним заједницама, приградским насељеним мјестима и граду Модрича, те објављени путем Радија Републике Српске – Студио Модрича, веб странице општине Модрича и огласне табле општине Модрича.</p>		

Figure 4. Plan of presentation of excerpts from provisional voters register

3.5 Identification of polling stations, distribution of polling stations

The procedure for identification of polling stations election commission begins immediately after the announcement of elections and it includes:

- Preliminary distribution of streets to polling stations,
- Final identification of polling stations,
- Adoption of decision on specific polling stations, and
- Identification of locations of polling stations.

For identification of polling stations, the election commission uses information on the number of voters in basic constituency and number of voters in a specific street, and geographical distribution of streets.

In order to determine preliminarily the number of polling stations, the election commission divides the total number of voters in the constituency by 800.³²

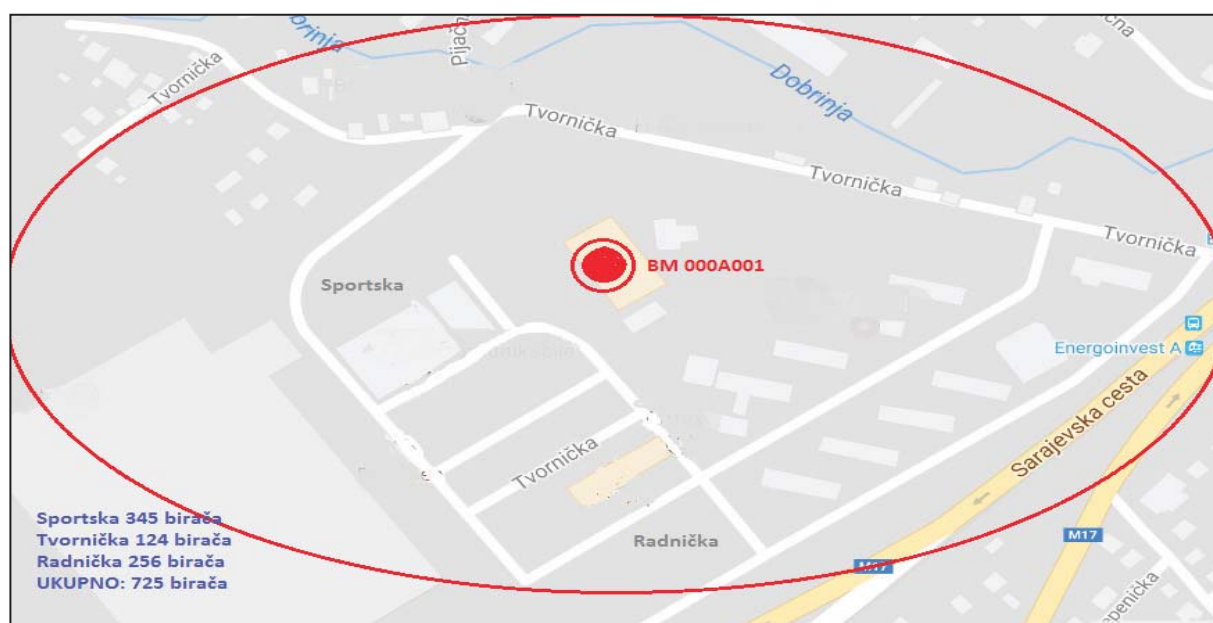
Example 1

Number of voters 10.000: 800 = 12.5 circa 13 polling stations

After this procedure, locations of streets in the immediate vicinity which might belong to the joint polling station are marked on the map.

Upon inspection of the distribution of streets and number of voters in individual streets, the election commission preliminarily groups the streets to the nearest polling station, taking into account a distance of voters from the polling station.

In accordance with the grouping of streets by polling stations, the election commission identifies a number of voters distributed to a polling station.



Map 1 Example of map use for identification of PS

³² Ibid., Article 5.2

If the number of voters exceeds the limit provided for by the BiH Election Law, the election commission forms a new polling station, by redistributing an entire street or part of a street to a new polling station.

Exceptionally:

If there is no possibility to assign an entire street because it includes a number of voters exceeding 1.000, and it does not have specified street numbers, the election commission will assign the entire street to a single polling station. The election commission will divide this polling station into several polling stations in order of Latin/Cyrillic alphabet to A, B ... etc.

Example 2

The street of Radnička ulica has 1365 voters and no specified street numbers, wherefore it is assigned to a single polling station 000A001, whereupon the polling station is subdivided into A and B polling stations 000A001A (surnames starting with A-K) and 000A001B (surnames starting with L-Ž) in order of Latin/Cyrillic alphabet. This procedure is carried out through the applications of 'Passive registration' and 'CBS', which are an integral part of the Single Election Information System of Bosnia and Herzegovina (JIIS BiH).

Important !!!

As a rule, a polling station has up to 800 voters, and this number may not be higher than 1.000 voters.³³

After the distribution of streets to polling stations, using the 'Passive registration' application, entry/opening of polling stations is carried out.

An opened polling station is assigned streets by a preliminary order made in previous steps.

After the election commission enters all the streets to polling stations, their numbers of voters are checked, and a decision is made on individual polling stations.

The election commission carries out these activities in the period from the election announcement to 65 days before the Election Day.

The specified polling stations will be used for the lottery procedure for polling station committee members and for the development of excerpt from the Central Voters Register.

Not later than 15 days before the election announcement, the election commission identifies the location of polling station, and announces which polling stations have been identified for voting.³⁴

³³ *Ibid.*, Article 5.2, paragraph (1)

³⁴ *Ibid.*, Article 5.1, paragraph (5)

Important !!!

The polling station may not be located at a religious facility, public authority building, building owned by a political party or where a political party is seated, building used as a place of torture or abuse, or a place where alcohol is served or consumed.³⁵

The Central Election Commission of BiH may change the location of a polling station if they find it unsuitable for voting.³⁶

3.6 Appointment and training of polling station committee members

The polling station committees include representatives of political entities certified for participation in the elections in the constituency in which the polling station committee members are being appointed, applying a lottery system applied by the Central Election Commission of BiH in accordance with Article 5.15, paragraph (2) of the BiH Election Law.

The Central Election Commission of BiH, not later than 60 days before the election, delivers to the election commissions of the basic constituency a list of political entities and ratio of representation in the polling station committees in accordance with the results of the public lottery procedure.³⁷

Position under lottery procedure	List of certified political entities for basic constituency	Ratio of representation in assignment of positions in PSC
1.	Party A	1/1
2.	Party B	1/1
3.	Coalition X	1/1
4.	IC Z	1/1
To N

Table 2 Order and representation of political entities

For the assignment of polling stations, the election commission prepares the table of polling stations in its constituency with the order from the first polling station bearing the mark XXXA001... etc.

PS	Number of PSC members	Assignment of positions in polling station committee					Round of position assignment
XXXXA001	3						
XXXXA002	3						
XXXXA003	3						
to XXXA.....							

Table 3 Order of polling stations

The election commissions begin the assignment of positions in the polling station committees with number 1, and end with the last number in the list, which completes one round (the first round) of position assignment in polling station committees.

³⁵ *Ibid.*, Article 5.1, paragraph (3)

³⁶ *Ibid.*, Article 5.1, paragraph (2)

³⁷ Article 10, paragraph (2) Rulebook on determining qualifications and procedure for appointment of the polling station committee' members

After the entire list of certified political entities of Table 1 is exhausted, the first round of position assignment is completed. The position assignment rounds are repeated in cycles until all positions in polling station committees are filled.

PS	Number of PS members	Assignment of positions in polling station committee					Round of position assignment
XXXA001	3	Party A	Party B	Coalition X	-	-	1
XXXA002	3	IC Z	Party A	Party B			2
XXXA003	3	Coalition X	NK Z	Party A	-	-	3
to XXXA.....							

Table 4 Overview of assigned positions to political entities in polling station committees

The election commission must send a written invitation in a timely manner to all political entities from Table 1, certified for participation in the elections in the constituency for which the polling station committee is appointed, to attend the assignment of positions in the polling station committee, which will be carried out by the election commission not later than 60 days before the election day. To a political entity not present at the procedure for position assignment in the polling station committee, the election commission is required to send a table overview of results of the position assignments immediately after the procedure is finalised, and not later than within two days.

Proposals for candidate members for polling station committees will be delivered by a political entity to the election commission in the form SG-1 – declaration, signed by the authorised person, taking into account that the proposed candidates meet the special requirements and that they are physically able to perform their duties in the polling station committee.³⁸

Positions of substitute members of polling station committees will be filled from the same political entities which were selected as members of the polling station by the lottery procedure.

Important !!!

Member of the polling station committee must meet the special requirements:

- to have residence in the municipality for which the polling station committee is being appointed, as a rule to be entered into the excerpt from the Central Voters Register for the polling station for which they are being appointed
- to have not less than a secondary school completed, or III, IV or V degree of professional qualifications
- to hold a certificate issued by the election commission or Central Election Commission of BiH, and
- to not have been imposed a sanction by the Election Commission of BiH.³⁹

³⁸ *Ibid.*, Article 10, paragraph (6)

³⁹ *Ibid.*, Article 2

After the decision is adopted, the election commission must deliver to the political entities the Decision on appointment of polling station committee members, and announce it on the noticeboard or otherwise as appropriate make it available to the public.⁴⁰

Against the decision of the election commission on the appointment of president, polling station committee members and their substitutes, a complaint may be lodged to the election commission within 24 hours from the receipt of the decision on appointment of polling station committees.

All appointed members of the polling station committees are required to complete the training organised by the election commission in accordance with the Training Plan and Programme adopted by the Central Election Commission of BiH. After the completed training in accordance with the specified methodology, testing is carried out, and successful members of the polling station committees are awarded certificates.⁴¹

3.7 Security and handover of polling material

The Central Election Commission of BiH is responsible for timely printing, distribution and security of the polling material until the handover to the election commission.⁴²

The polling material⁴³ is generally classified into two groups: (1) sensitive polling material and (2) other polling material.

Important !!!

Sensitive polling material:

- ballots, forms used at the polling station (ZARBO, BS, BSO, BSN, BSM, ZR, etc.)⁴⁴ and excerpts from the final Central Voters Register by polling stations and

Other polling material:

- lists of candidates and part of consumable polling material (posters, voting booths, etc.).

The delivery of polling material to the election commission is made within the following timeframes: sensitive polling material not later than three days before the Election Day, and other polling material, not later than 20 days before the Election Day.

For the purpose of handover of polling material, the election commission in cooperation with the relevant authorities is required to provide appropriate premises for storage and take all measures for physical and safety protection of the material.

At the handover of material by the Central Election Commission of BiH, the election commission verifies the total number of received boxes of ballots and other polling material, and confirms the receipt by completing and signing the handover forms for the polling material – forms PO-1 and form PO-2.

⁴⁰ *Ibid.*, Article 10

⁴¹ *Ibid.*, Article 20

⁴² Article 2.9, point 7 of BiH Election Law

⁴³ Article 3 of Rulebook on conduct of elections in Bosnia and Herzegovina

⁴⁴ *Ibid.*, Article 91

Originals of the signed PO-1 and PO-2 forms are kept by the election commission, and their copies are taken over by the authorised officer of the Central Election Commission of BiH.

Important !!!

Should the election commission, after receiving the polling material, identify any deficiencies in terms of quantity or type of the received polling material, they are required immediately, and not later than within 12 hours from the receipt of the polling material, to notify in writing the Central Election Commission of BiH for removal of the identified deficiencies of the polling material.

BOSNA I HERCEGOVINA CENTRALNA IZBORNA KOMISIJA SREDIŠNJE IZBORNO POVJERENSTVO			БОСНА И ХЕРЦЕГОВИНА ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА	
PO-1				
PRIMOPREDAJNI OBRAZAC IZBORNOG MATERIJALA OPĆINSKA/GRADSKA-IZBORNA JEDINICA: ŠIFRA:				
1. Opremanje izvješća iz detaljnog Centralne izborne komisije BiH Središnjeg izbornog povjerenstva BiH	Ime i prezime (Štampanim/tiskanim slovima):			
	Broj lične kartice/osobne iskaznice:		Datum / mjesec i vrijeme:	
	Potpis:			
2. VRSTA MATERIJALA: 4. MATERIJAL ZA BIRAČKA MJESTA-BM				
Broj paleta:	BROJ KUTLIJA BIRAČKOG MATERIJALA:			
	BROJ LASKI I BIRAČKIH SPISKOVA:			
	VRSTA I KOLIČINA POSTERA:			
5. OSTALI MATERIJAL ZA BIRAČKA MJESTA-BM				
Broj paleta:	BROJ LITVENIH GLASAČKIH KUTLIJA:			
	BROJ PAKOVANA/KARTONSKIH ZASTORA ZA BM:			
	BROJ GLASAČKIH KARTONSKIH KUTLIJA (za pokrivenost):			
3. Podaci o transportnoj kompaniji/vozila (VOZAČ)	Ime i prezime (Štampanim/tiskanim slovima):			
	Broj lične kartice/osobne iskaznice:		Datum / mjesec i vrijeme:	
	Potpis:			
Općinska/gradska-izborna komisija/povjerenstvo:				
Potvrđujem primjem izbornog materijala prema gore navedenim podacima.				
4. Prijem izbornog materijala izvjesava za OIK/OIEVOIK	Ime i prezime (Štampanim/tiskanim slovima):			
	Broj lične kartice/osobne iskaznice:		Datum / mjesec i vrijeme:	
	Potpis:			
Koja / kodik:				
1. BUELA - CENTRALNA IZBORNA KOMISIJA / SREDIŠNJE IZBORNO POVJERENSTVO BiH 2. PLAVA - ZA SKLADISNI CENTRALNE IZBORNE KOMISIJE I SREDIŠNJE IZBORNO POVJERENSTVO BiH 3. ŽELAZNA - IZBORNA KOMISIJA/POVJERENSTVO OLOP 4. ŽUTA - ZA TRANSPORTNI KONJANIT (VOZAČ)				

Figure 5 Handover form PO-1

After the handover of the polling material, the election commission is responsible for its safety and protection. The election commission, not later than 12 hours before opening the polling station at the Election Day, must deliver to the polling station committee the entire polling material for the polling station.⁴⁵

The election commission adopts the handover plan for polling material to the polling station committee. In accordance with the plan, the election commission, the day before, and not later than 12 hours before opening of the polling stations, will deliver to the polling station committee the polling material to the polling station, including:

- Excerpt from the Central Voters Register for the polling station
- Adequate number of ballots
- Adequate number of voting booths
- Set of forms for the polling station
- List of candidates, and posters with layouts of ballots for voting in the constituency
- Posters with instructions on voting and informative contents for the voters, and
- Consumable material in accordance with specifications from the Record required for the voting process and counting of ballots.

The receipt of material by the polling station committee is registered in the Record of work of polling station committee (ZARBO).

From the moment of receipt of the polling material, the polling station committee is responsible for security until they end their duties and handover the polling material to the election commission after the closing of polling station.

Important !!!

In case the polling material is delivered incomplete or improper, the polling station committee immediately notifies the election commission, who must immediately, and not later than opening of the polling station, remove all identified deficiencies.

After the closing of polling stations and completion of the counting process and all activities at the polling station, the polling station committee delivers properly packaged polling material to the election commission.

When taking over the polling material from the polling station committee, the election commission checks whether the polling material is properly packaged and confirms the receipt in the polling material handover form BO-IK.

⁴⁵ *Ibid.*, Article 16

BOSNA I HERCEGOVINA
CENTRALNA IZBORNA KOMISIJA
SREDIŠNJE IZBORNO POVJERENSTVO

БОСНА И ХЕРЦЕГОВИНА
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА
СРЕДНПАНН ИЗБОРНА КОМИСИЈА

OBRAZAC: BO-IK

**ZAPISNIK O PRIMOPREDAJI
IZBORNOG MATERIJALA SA BIRAČKOG MJESTA**

DATUM: _____ **VRIJEME:** _____

OSNOVNA IZBORNA JEDINICA	ŠIFRA BIRAČKOG MJESTA

IZBORNI MATERIJAL	KOLIČINA	NAPOMENA
Vreće sa prebrojanim glasačkim listićima		
Vreće sa neiskorištenim glasačkim listićima		
Vreća sa materijalom za Centralnu izbornu komisiju BiH		
Koverte sa obrascima sa biračkog mjesta		
Glasačka kutija		

Materijal predao	Materijal primio
Predsjednik/član BO	Predsjednik/član IK

UPUTSTVO O POPUNJAVANJU OBRASCA
Ovaj obrazac popunjava izborna komisija prilikom prijema izbornog materijala od biračkog odbora. Original popunjenog obrasca zadržava izborna komisija, a kopiju obrasca dužna je osigurati za lice koje je predalo izborni materijal. Izborna komisija obavezna je popuniti sve tražene podatke s tim što se u rubriku NAPOMENA upisuje da li je primljeni materijal kompletan, odnosno ukoliko nije – šta od materijala nedostaje.

Figure 6 Layout of BO-IK form

Should the election commission identify deficiencies, they will return the polling material to polling station committee with the request to remove all identified deficiencies.

Until the material is handed over to the Central Election Commission of BiH, the election commission stores the material in a safe place and prepares appropriate handover forms (form PO-3, form PO-4 and form PO-5, *Rulebook on conduct of elections in BiH, Official Gazette of BiH, 29/18, pp. 606 to 617*).

The polling material from the polling station in absence and polling station for issuance of tender-ballots is the material handed over first. The handover of this material is followed by the handover of polling material from regular polling stations.

The election commission informs the Central Election Commission of BiH of the data and time of handover and takeover of polling material, which drafts a separate operational plan of handover and takeover of the polling material.

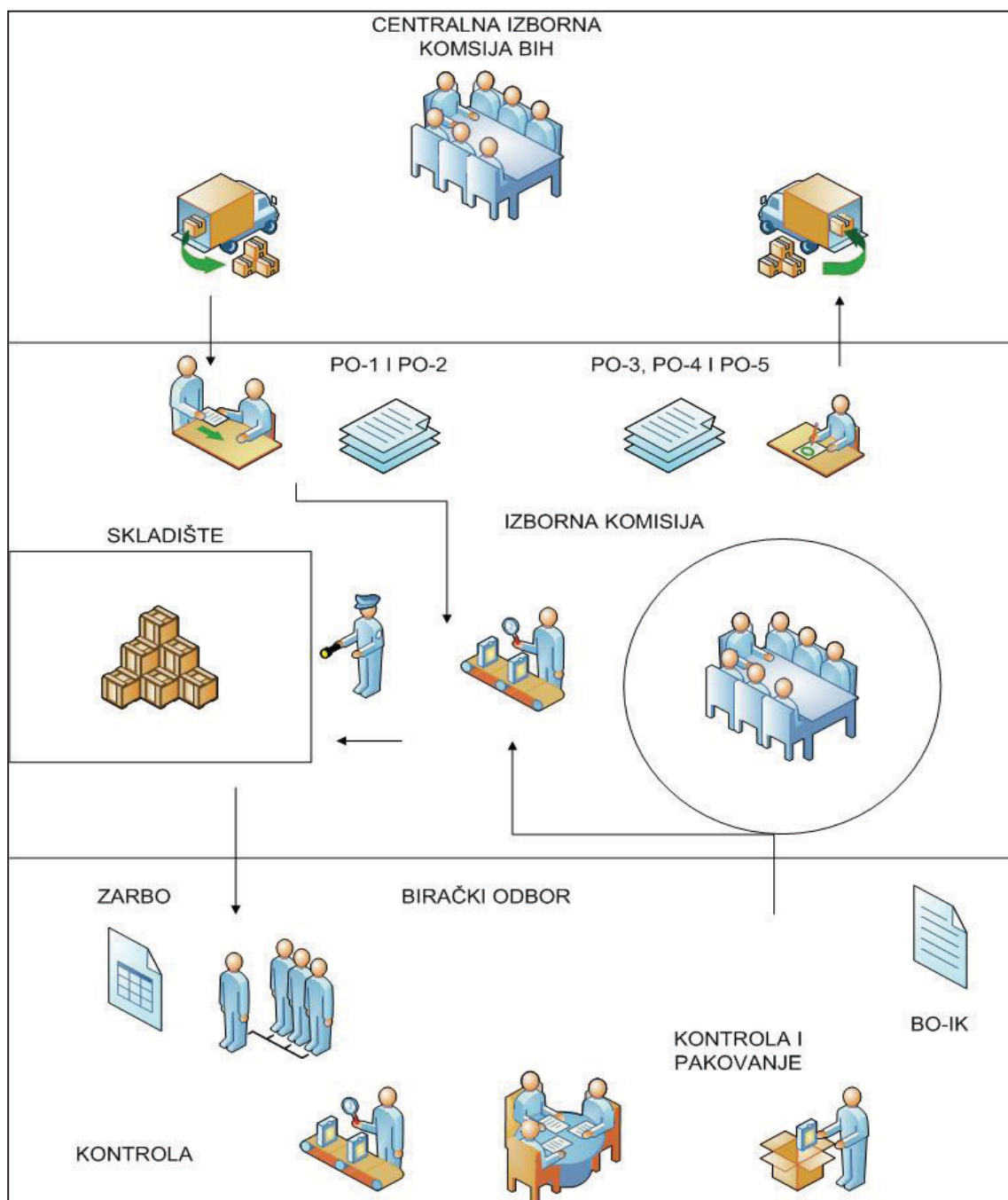


Diagram 2 Receipt and handover of polling material

3.8 Informing voters and other participants in election process

For timely informing of voters, transparency and provision of inspection of their work by the public, the election commission creates the web site independently or within an existing web site of a municipality/city.

If there is no possibility of internet advertising or if the election commission has other possibilities of informing and notifying of their work, the election commission may also use other means, including: local electronic media, noticeboards, locations with specific advertising areas, etc.

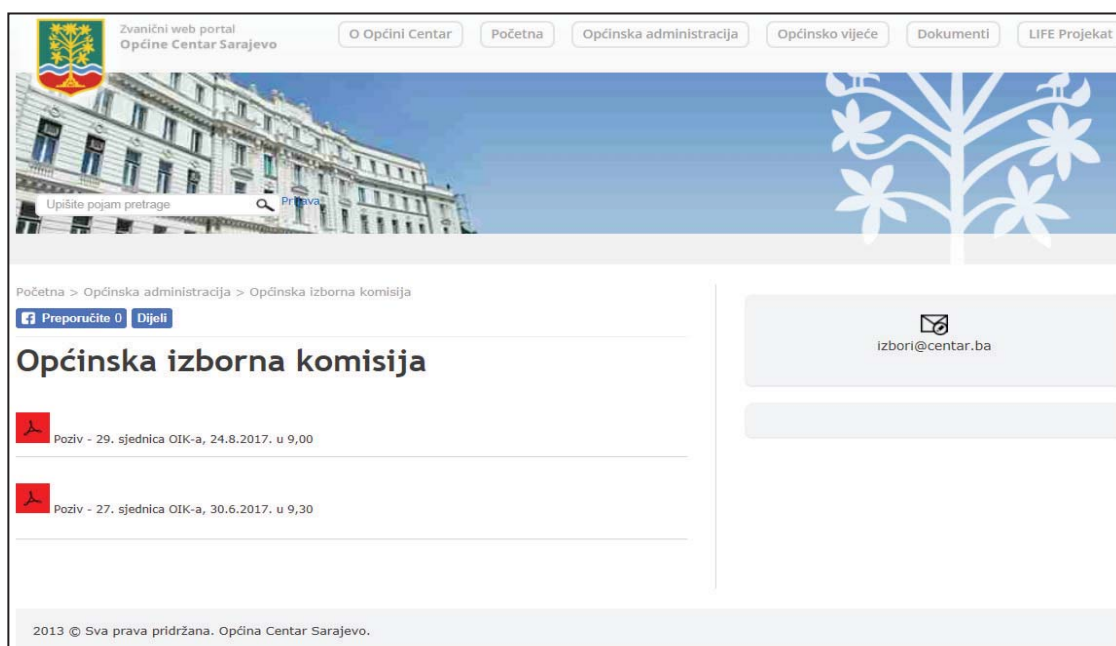


Figure 7 Layout of official web page of Election Commission of Centar Sarajevo⁴⁶



Figure 8 Layout of official web page of Election Commission of Kakanj⁴⁷

The election commission must transparently and timely inform the public and voters of the following:

- Session of the election commission,
- Announce an adopted decision, particularly decision on identification of polling stations, decision on appointment of polling station committees, decision on identification of

⁴⁶ Source: <http://www.centar.ba/stranica/izbori-2018>

⁴⁷ Source: <http://kakanj.com.ba/v4/category/opcinska-izborna-komisija/>

locations of polling stations, etc. via the web site of election commission or web site of municipality and/or noticeboard of municipality or otherwise as appropriately determined by the election commission.

- Announce the Plan of presentation of Provisional Voters Register,
- Inform voters of working hours of Centre for Voters Register (CBS), and timeframes for change of polling option,
- Inform the party on a course of procedure,
- Provide access to all relevant documents of the election commission in accordance with the law, unless the election commission, in the interest of morals, public order or national security in a democratic society, or in other cases provided for by the Rules of Procedure of the election commission, decides otherwise,
- Other important activities of the election commission.

3.9 Election observers

Representatives of international observers, associations of citizens, and political entities may observe all election activities in Bosnia and Herzegovina.⁴⁸

In order for the authorized representatives of political subjects that are verified to participate in the elections, observe the electorate activities of the Central Election Commission, they have to be accredited. The request for accreditation is filed to the Central Election Commission of BiH for accreditation of observers that will observe (1) activities of the Central Election Commission of BiH and (2) activities of the Main Center for Counting.

To the election commission in the electorate, within the electorate for which they are running, representatives of political subjects file a request for accreditation of observers for observing (1) activities of the election commission of the basic electorate (2) Center for List of Voters, (3) activities in the polling station and (4) election process in other polling stations.

The political entity will enclose the completed list of proposed observers to the application, including name and surname, number of valid identification card, and unique personal identification number of the observer, and the form of rules of conduct with the signed declaration on compliance with the secrecy of voting for each proposed observer.

The application for accreditation submitted by the political entity to the election commission in the basic constituency within the constituency for which they candidate will be regarded valid if signed by persons who are specified in the application for certification for participation in the elections as the persons authorised for representation and whose signature is deposited with the Central Election Commission of BiH or election commission.

Accreditation of international observers and observes for associations of citizens is carried out by the Central Election Commission of BiH.⁴⁹

The deadline for submission of applications for issuance of accreditation begins from the day of elections announcement. The final deadline for submission of applications for issuance of accreditations to political entities and associations is 15 days prior to the elections. The relevant election commission will adopted a decision on the applications not later than within ten days from the date of application.

⁴⁸ Article 17.1 of BiH Election Law

⁴⁹ Articles 4 and 5 of Instructions on requirements and procedures for accreditation of election observers in Bosnia and Herzegovina

Work with observers

The procedure for access to observation of election activities to an accredited observer is as follows:

- Present personal identification document to the authorised person of the election authority.
- Authorised person will inspect the identification document with a photograph of the observer to verify that the name of the observer is on the accreditation.
- Authorised person will enter the name of the observer, name of entity that accredited them and their accreditation number into the Record of work of polling station committee, record the time of arrival of the observer and the time when the observer left the premises to limit the number of observers to one observer at a time at a single polling station in case of observers from a political entity or association.
- Authorised person will keep the identification document until the moment the observer leaves the polling station. When leaving the polling station, the observer is required to inform the authorised person of their leaving the premises, whereupon they will be returned the identification document. When leaving the observation location, the observer will keep the accreditation.

The accredited observer signs the Declaration on rules of conduct and compliance with secrecy of voting (Form AP-1IP), and they are required to comply with the following rules of conduct:

- be impartial;
- not interfere into the election process, including the entry of voters into the Central Voters Register, procedure at the election day or counting of ballots, and to comply with secrecy of voting;
- not attempt to affect in any way a person in their selection of polling options or method of marking the ballot;
- comply with the BiH Election Law.

The election authority will revoke the status of the accredited observer and remove them from the location during the observation of the election process if the observer:

- interrupts election activities;
- does not comply with secrecy of voting;
- does not wear the official accreditation;
- bears marks association them with a particular political entity.

In the process of removing the accredited observer from the election site, a representative of the election authority first needs to warn the observer interrupting the election process and take all other available measures and actions to stop the interruption, and if the accredited observer continues the interruption, they will be removed from the polling station. Any removal from the polling station needs to be entered in the Form Z8 of the Record of work of polling station

committee. The relevant election authority will notify the political entity, association – or international observer on the accreditation revocation.

Important !!!

Serious violation of election process includes:

- repeated breach of regulations and procedures
- breach of secrecy of voting
- influencing free will of voters
- breach of regulations and procedures which might affect accuracy of election results.

<p>BOSNA I HERCEGOVINA CENTRALNA IZBORNA KOMISIJA SREDIŠNJE IZBORNO POVJERENSTVO</p> <p>БОСНА И ХЕРЦЕГОВИНА ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА</p> <p>Ime: _____</p> <p>Prezime: _____</p> <p>Pravo posmatranja prema odluci CIK BiH br. _____</p> <p>Datum: _____</p> <p>Ovjerava: _____</p> <p style="text-align: right;">MP</p>	<p>PS-</p> <p>Posmatrač, u toku posmatranja izbornog procesa, neće ometati izborne aktivnosti i poštivat će tajnost glasanja. Za vrijeme posmatranja izbornih aktivnosti, posmatrač će nositi službenu akreditaciju i neće nositi bilo kakva obilježja ili oznake koje ga povezuju s određenom političkom strankom, koalicijom, listom nezavisnih kandidata, nezavisnim kandidatom i kandidatom sa posebne liste kandidata pripadnika nacionalnih manjina.</p>
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Figure 9 Layout of accreditation of observer from political entity

<p>BOSNA I HERCEGOVINA CENTRALNA IZBORNA KOMISIJA SREDIŠNJE IZBORNO POVJERENSTVO</p> <p>БОСНА И ХЕРЦЕГОВИНА ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА</p> <p>Ime: _____</p> <p>Prezime: _____</p> <p>Pravo posmatranja prema odluci CIK BiH br. _____</p> <p>Datum: _____</p> <p>Ovjerava: _____</p> <p style="text-align: right;">MP</p>	<p>PU-</p> <p>Posmatrač, u toku posmatranja izbornog procesa, neće ometati izborne aktivnosti i poštivat će tajnost glasanja. Za vrijeme posmatranja izbornih aktivnosti, posmatrač će nositi službenu akreditaciju i neće nositi bilo kakva obilježja ili oznake koje ga povezuju s određenom političkom strankom, koalicijom, listom nezavisnih kandidata, nezavisnim kandidatom i kandidatom sa posebne liste kandidata pripadnika nacionalnih manjina.</p>
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Figure 10 Layout of accreditation of observer from association of citizens

<p>BOSNA I HERCEGOVINA CENTRALNA IZBORNA KOMISIJA SREDIŠNJE IZBORNO POVJERENSTVO</p> <p>БОСНА И ХЕРЦЕГОВИНА ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА</p> <p>Name: _____</p> <p>Surname: _____</p> <p>Right to observe as per BiH CEC Decision No : _____</p> <p>Date: _____</p> <p>Approved by: _____</p> <p style="text-align: right;">MP-</p> <p style="text-align: right;">Stamp</p>	<p>While observing the electoral process, the observer shall not disturb the electoral activities and he/she shall respect the secrecy of voting. While observing electoral activities, an observer shall wear the official accreditation card and shall not wear any insignia or markings which affiliate him/her with a specific political party, coalition, list of independent candidates, an independent candidate, and a candidate from a separate list of candidates representatives of national minorities.</p>
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Figure 11 Layout of accreditation of international observer

IV. ELECTION DAY

4.1 Preparations and organisation of activities of election commission for Election Day

The election process is a system of complex operational and technical activities, including a number of different stakeholders, carried out within a short period of time.

For this complex process, the election commission hires a number of staff (depending on the size of basic constituency). Each election commission member needs to have a specific duty. It is important to establish a regular control and supervision of the Centre for Voters Register (Article 2.13 of EL BiH) as well.

For the staff to cooperate successfully and carry out their duties, the election commission must train the stakeholders, assign clear and specific assignments to all stakeholders in the election process.

For purposes of organisation, the election commission will receive from the Central Election Commission of BiH the Plan of activities with timeframes and methods for delivery of information and reporting.

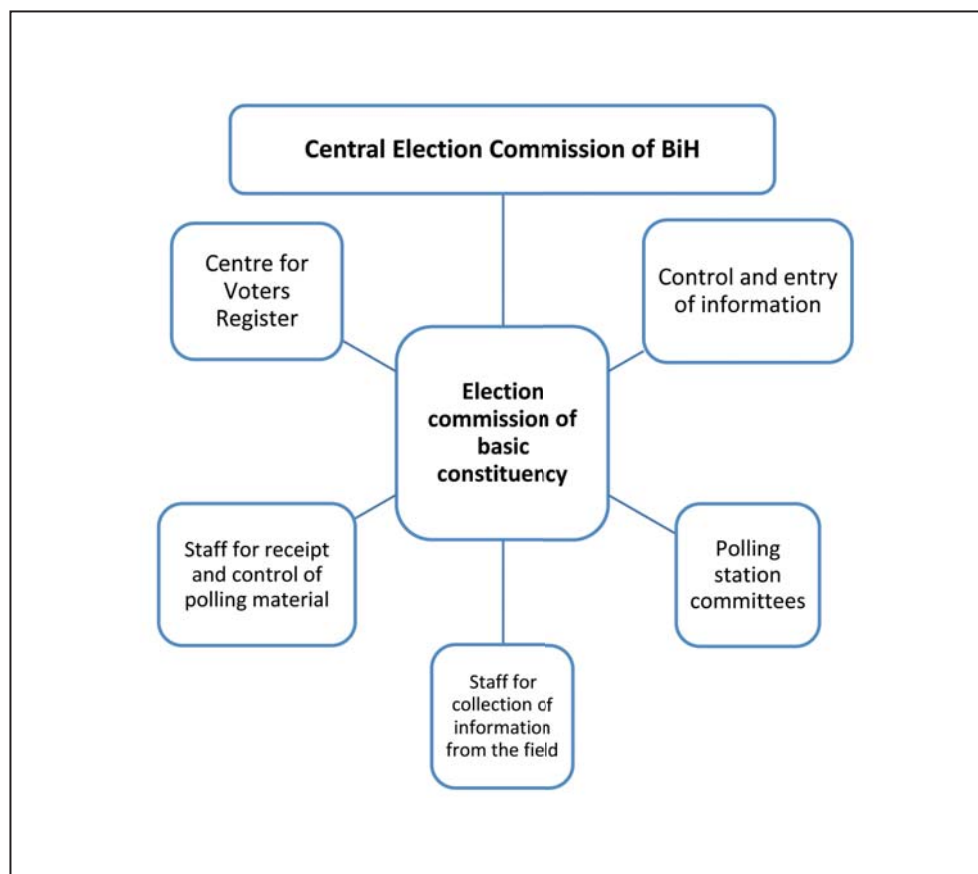


Diagram 3 Layout of interconnectedness between all stakeholders in election process at Election Day

4.2 Activities on Election Day at polling station

Members of the polling station committee, a day before the Election Day, will arrange the premises of polling station. The polling opens at 07:00 hrs, and closes at 19:00 hrs. On the Election Day, members of the polling station committee arrive to the polling station not less than one (1) hour before opening of the polling station.

Upon arrival to the polling station, the polling station committee carries out the following:

- Inspection of polling station (removal of posters or other political contents within the radius of 50 m)
- Completion of ZARBO (Declaration Z3, transcription of information on envelopes/packages)
- Completion of form of counts (BS) - number of voters in the excerpt from CBS
- Hand count of received ballots and entry of information into the BS form
- Presentation of empty ballot box, affixation of stamp and entry of stamp numbers into the BS form
- Entry into the ZARBO form the time of PS opening
- Recording present accredited observers into ZARBO, part Z5
- Opening of polling station at 07:00 hrs and commencement of work with the voters.

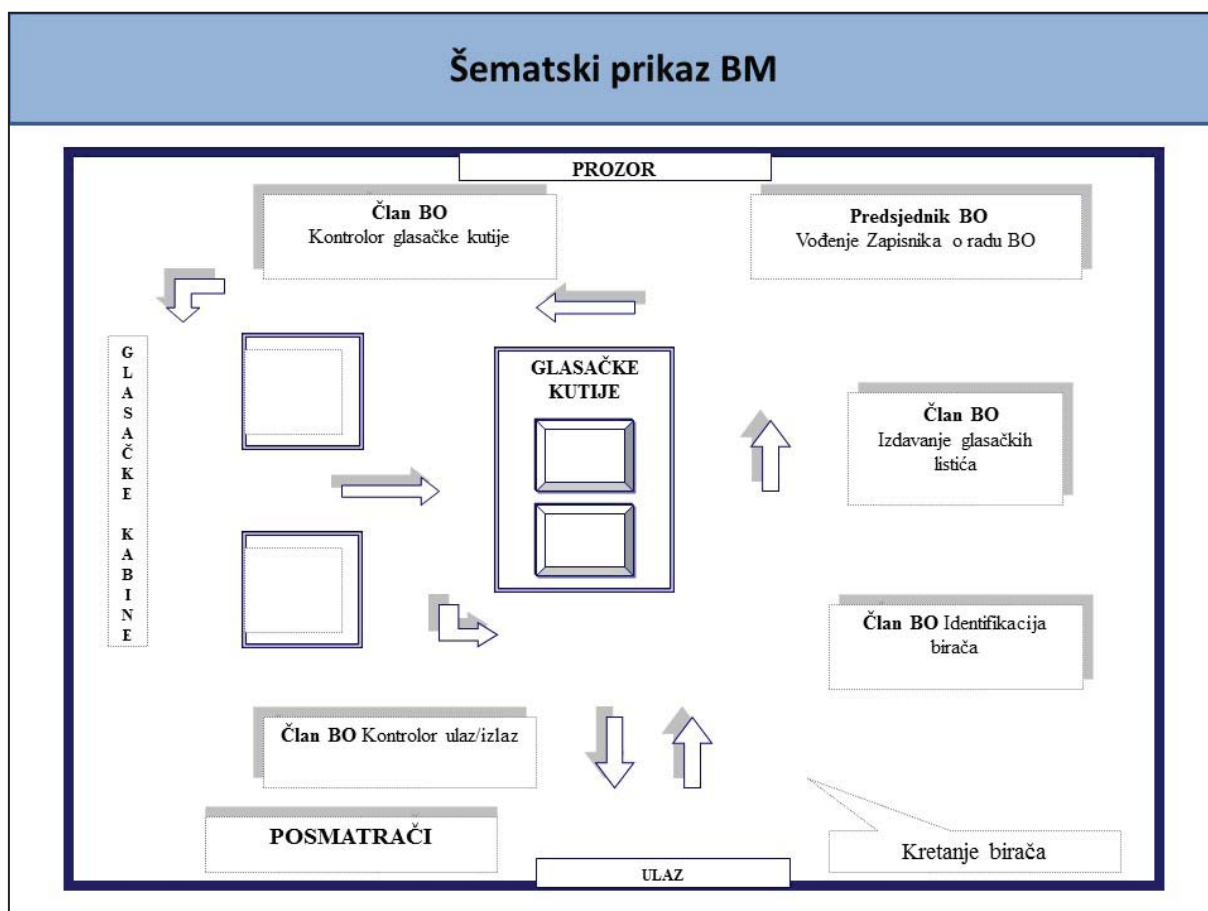


Diagram 4 Layout of organisation and arrangement of polling station

During the Election Day, the election commission collects by telephone or authorised persons, and enters information and submits the following reports to the Central Election Commission of BiH:

- Information on opening of polling stations with information on polling stations not opened on time with reasons for the delay;
- Information on turnout of voters at polling station (Turnout: at 10:00 hrs, 15:00 hrs and final turnout at 19:00 hrs);
- Information on potential problems at polling stations (interruption at PS, removal from PS, and other issues); and
- Information on closing of polling station, including polling stations with extended hours)

VOTING PROCEDURE - STEPS

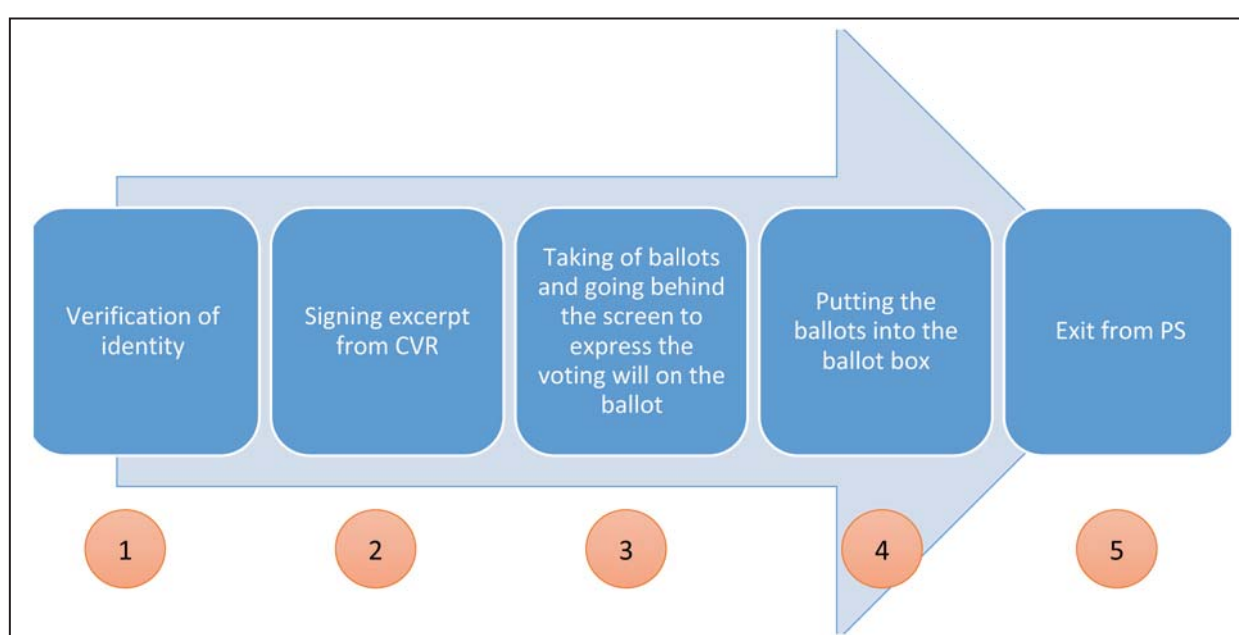


Diagram 5 Voting procedure at polling station

Important !!!

- Only one person at a time may be present in the voting booth, except in case of voters who are blind, illiterate or physically unable.
- A person who abuses the voting right or commits an election fraud is criminally liable.
- A member of the polling station committee responsible for identification of voters reads aloud the name of a voter who signed the excerpt from the final Central Voters Register.
- A member of the polling station committee responsible for control of polling box ensures that no voter leaves the polling station before putting all the ballots into the polling box, and ensures that only the ballots folded one by one are put into the box to protect the secrecy of voting.
- Votes are cast using blue pens, which must not be used in the vote counting process.

VOTING PROCEDURES FOR PHYSICALLY DISABLED VOTERS

Physically disabled voters

Physically unable voters include voters who arrive alone to the polling station, but cannot enter the polling station. In this case, a member of the polling station committee approaches the physically unable voter after notifying the president. The physical unable voter fills in the ballots and places them in the appropriate envelope. The person selected by the physically unable voter for assistance takes the envelope with ballots and puts the ballots into the ballot box.

The president of the polling station committee, 15 minutes before closing the polling station, notifies all persons present at and in front of the polling station on the time of closing the polling station. A member of the polling station committee responsible for control of entry/exit stands at the end of the voting queue. After the last voter votes, the polling station is locked. The president of the polling station committee, in the ZARBO form, part Z9, enters the time of closing the polling station. The president of the polling station committee closes the polling box using adhesive tape and signs it.

PROCEDURES FOR MOBILE TEAM

- After taking over the material, they inspect it, and complete the Record of work (Excerpts from CBS, appropriate number of envelopes with ballots, forms of counts, polling box, list of voters with addresses and telephone numbers.)
- After each voter votes with the assistance of mobile team, PSC places adhesive tape over the polling booth opening.
- Records are kept of all important matters (locations visited by the mobile team, number of voters who voted in individual locations, etc.)
- After all the voters vote, the mobile team at the headquarters of MEC opens the box, identifies number of envelopes and number of persons who voted, enter the information, and packages the material.

4.3 Counting ballots at polling station

In the elections in BiH, two election system apply: system of simple majority and system of proportionate representation.

System of simple majority	System of proportionate representation
<ul style="list-style-type: none">• Presidency of BiH,• President and Vice-Presidents of the Republika Srpska,• Mayors/municipal mayors	<ul style="list-style-type: none">• House of Representatives of Parliamentary Assembly of BiH• House of Representatives of Parliament of Federation of BiH• National Assembly of Republika Srpska• Cantonal assemblies• City assemblies/Municipal council/municipal assembly

Diagram 6 Elections systems in Bosnia and Herzegovina

Principal activities carried out during the count:

- Identification of issued ballots
- Counting of ballots in the box
- Counting of ballots in system of majority vote
- Counting of ballots by political entities (system of proportional representation), and
- Counting of ballots for candidates within the list of candidates.⁵⁰

Identification of issued ballots is the first activity in counting, in which the polling station committee counts and records the number of unused ballots. Then they pack the unused ballots in a plastic bag. After completing this activity, the polling station committee identifies the number of voters who voted by counting the signatures in the excerpt from the polling station. After identifying the number of unused ballots and number of voters who voted, the polling station committee will count damaged ballots and then pack them into the appropriate envelope.

The number of unused ballots, number of voters who voted, and number of damaged ballots are entered into the Form of counts.⁵¹

⁵⁰ Article 35 of Rulebook on conduct of elections in Bosnia and Herzegovina

⁵¹ *Ibid.*, Article 34

After identifying the number of issued ballots, the polling station committee starts the activity of counting the ballots in the box. Activities included in this segment are:

- Preparation of area for ballot counting
- Opening of polling box
- Emptying the contents of polling box and verification that it is empty
- Classification of ballots by levels
- Packing of ballots not counted into transparent bags and disposal to a place where everyone can see them
- Counting and grouping by 25 ballots for a particular level
- Cross-stocking the grouped ballots
- Counting sets of ballots
- Entering ballots for the counted level into the ZR form
- Announcement of the number of ballots to those present.⁵²

These activities of identifying the issued ballots and counting ballots in the box are preparatory activities for the counting ballots for political entities. The first activity in counting ballots is to count ballots by the system of simple majority (member of Presidency and President/Vice-President of RS).

This procedure includes:

- Classification of ballots for the level counted by candidates;
- In addition to groups titled by candidates, separate groups of empty and invalid ballots are formed;
- Control of and counting the group of empty and invalid ballots;
- Packing empty and invalid ballots;
- Counting ballots for each candidate and tying into bundles of 25;
- Last bundle may have 25 and less – a sticker is placed on the bundle indicating the number of ballots; and
- President of the polling station committee counts the bundles and multiplies them by 25, then enters the obtained number into the ZR form for the majority vote.⁵³

⁵² *Ibid.*, Article 35

⁵³ *Ibid.*, Article 39

4.3.1 Counting ballots – first round

Counting ballots for the system of open lists requires two rounds of counting ballots:

- counting ballots by political entities
- counting ballots by candidates within the open list of political entities.

Activities within the **first round of counting**:

- Classification of ballots for the level counted by political entities
- In addition to groups titled by political entities, separate groups of empty and invalid ballots are formed
- Control of and counting the group of empty and invalid ballots
- Packing empty and invalid ballots
- Counting ballots for each political entity and tying into bundles of 25
- Last bundle may have 25 and less – a sticker is placed on the bundle indicating the number of ballots; and
- President of the polling station committee counts the bundles and multiplies them by 25, then enters the obtained number into the ZR form for the majority vote.⁵⁴

NAZIV I DATUM ODRŽAVANJA IZBORA													
OBRAZAC ZA ZBIRNE / ZBROJNE REZULTATE ZR (OTVORENA LISTA) / ОБРАЗАЦ ЗА ЗБИРНЕ РЕЗУЛТАТЕ ЗР (ОТВОРЕНА ЛИСТА)								ZR / ЗР					
NAZIV OPĆINE НАЗИБ ОПШТИНЕ				ŠIFRA OPĆINE ШИФРА ОПШТИНЕ				ŠIFRA BIRAČKOG MJESTA ШИФРА БИРАЧКОГ МЈЕСТА					
RR РР	Politička stranka, kandida, lista nezavisnih / neovisnih kandidata ili nezavisni / neovisni kandidat Политичка странка, коалиција, листа независних кандидата или независни кандидат			Broj važećih glasova Број важећих гласова			RR РР	Politička stranka, kandida, lista nezavisnih / neovisnih kandidata ili nezavisni / neovisni kandidat Политичка странка, коалиција, листа независних кандидата или независни кандидат			Broj važećih glasova Број важећих гласова		
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BROJ I PREZIME (POSREDNIM SLOVIMA) БРОЈ И ПРЕЗИМЕ (ПОСРЕДНИМ СЛОВИМА)		ПОТРЕБНО ПОТРЕБНО		BROJ I PREZIME (POSREDNIM SLOVIMA) БРОЈ И ПРЕЗИМЕ (ПОСРЕДНИМ СЛОВИМА)		ПОТРЕБНО ПОТРЕБНО		BROJ I PREZIME (POSREDNIM SLOVIMA) БРОЈ И ПРЕЗИМЕ (ПОСРЕДНИМ СЛОВИМА)		ПОТРЕБНО ПОТРЕБНО	
PREDAJEMO ПРЕДАЈЕМО				KLAS 2 КЛАС 2				KLAS 4 КЛАС 4			
KLAS 1 КЛАС 1				KLAS 3 КЛАС 3				KLAS 5 КЛАС 5			

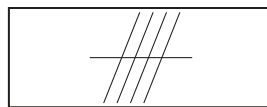
Preporučuje se upotrebljavati ovaj obrazac izdvojen od ostalih dokumenata koji se koriste za izdavanje glasova.
Допускається використовувати цей бланк окремо від інших документів, які використовуються для видачі голосів.

Figure 13 ZR Form – System of proportionate representation

⁵⁴ Ibid., Article 41, paragraph (2)

4.3.2 Counting ballots – second round

- Ballots are counted by the team of four (4) members of the polling station committee. One member reads aloud numbers of candidates within the political entity in front of which the voters marked a box, and another controls them
- Two members enter one horizontal line into an additional form in the line next to the number announced by the reader
- Every fifth line is stricken across the four previous one
- This is the method for counting bundle after bundle of 25 ballots from the first round of counting; and
- When all ballots are counted using this method, the president enters for each candidate of the political entity the number of individual votes received.⁵⁵



Example of marking the lines

The polling station committee of three (3) members carries out this activity as follows:

- One member reads aloud the number of candidates within the political entity
- Other member enters a horizontal line next to the number in the additional form, and
- President controls the work of both members.

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Figure 14 ZR Form – Sheet for entry of ballots by candidates

⁵⁵ Ibid., Article 42

After counting all the ballots, the polling station committee packs the polling material and hands it over to the election commission.

The colour of ballots corresponds to the colour of the plastic bag, which facilitates the packing process.

4.4 Entry, processing and control of election results

The polling station committees, after closing the polling station at 19:00 hrs on the Election Day (first Sunday in October), are required, not later than at 12:00 hrs after closing the polling stations to count all ballots and hand over the records with voting results and other polling material to the election commission.⁵⁶

4.4.1 Organization and control of entering the election results

After receiving from the polling station committee all the documentation and materials for the elections, the election commission, not later than within 24 hours after closing the polling stations, consolidates the election results from all regular polling in its basic constituency, announces them on the noticeboard of the municipality and provides the record with consolidated election results of its basic constituency and all original records from all regular polling stations to the Central Election Commission of Bosnia and Herzegovina.⁵⁷

Pursuant to the BiH Election Law, the Central Election Commission of Bosnia and Herzegovina must announce preliminary, unofficial, and incomplete election results in the following order:

- First results at 24.00 hrs on the Election Day
- Twice during the following 24 hours
- In the following five days, every 24 hours
- In the following days every 48 hours until the announcement of final, official and complete election results.⁵⁸

For compliance with this statutory provision, the election commission organises collection of results from all regular polling stations, and organises entry of these from green copies, not later than at 21.00 hrs for members of the Presidency of BiH, and for the remaining levels intensively until the final entry of complete election results.⁵⁹

For the collection of results, the election commission may hire and authorise persons who will take over from the regular polling stations authentic election results from the polling station committee.⁶⁰

Entry, processing, and control of the results are carried out through the JIIS BIH application.

⁵⁶ Article 5.26 of BiH Election Law and Article 43 of Rulebook on conduct of elections in Bosnia and Herzegovina

⁵⁷ Article 5.27 of BiH Election Law

⁵⁸ *Ibid.*, Article 5.29a

⁵⁹ Article 60, paragraph (1) of Rulebook on conduct of elections in Bosnia and Herzegovina

⁶⁰ *Ibid.*, Article 60 paragraph (2)

Figure 15 Form for access to entry of election results

The election commission of basic constituency, not later than 15 days before the Election Day, will adopt the act on appointment of the following persons: (1) controller for entry of election results, and (2) administrator for entry of election results. Depending on the number of polling stations, the election commission may have several controllers (recommendation is one (1) controller to 25 polling stations). The controller may be an election commission member or other person with a necessary experience in election organisation, and satisfactory proficiency in informatics.

For the procedure of entry and proper consolidation of election results, the election commission will provide at least one computer for entry per every 25 polling stations, and additionally a computer for the administrator of election results, and a computer for the controller of election results. All the computers need to be networked.

Duties:

Officers for entry of election results are required to make accurate entries of election results into the application of JIIS BiH-Module for entry and processing of election results as the polling station committee identified at the polling station.

The administrator of election results (supervisor of controller) must monitor the accurate entry of election results in order for all the election results from all the regular polling stations are entered on time.

The controller of election results must make correction using the application of JIIS BiH-Module for entry and processing of election results in all regular polling stations where the election results are not mathematically accurate, including:

- Correction of erroneous entry into the form for summary of results, if the polling station committee, in the field of numbers of signatures on Voters Register enters inaccurate information on the number of names in the excerpt of Central Voters Register

- Correction of inaccurate control number, if the polling station committee enters into the accuracy test a number not corresponding to the actual control number
- Correction of inaccurate numbers representing summaries of particular information: total number of invalid ballots, total number of valid ballots for political entities and total number of valid ballots for candidates for national minorities⁶¹.

Important!!!

- Controller of election results and other hired staff must not make any corrections of the original forms or any copy of the form for summary results entered by the polling station committee at the polling station.
- The appointed controllers must complete a training in accordance with the Plan and programme of training for administration of JIIS BiH in basic constituency adopted by the Central Election Commission of Bosnia and Herzegovina.

After all correction completed, the controller of election results, or administrator of election results, provides a written report (printed from the application) to the election commission on all the polling stations where:

- Candidate within an open list received more votes than the political entity of which they are a candidate;
- Number of ballots identified in the polling box is higher or lower than the sum of the total number of valid ballots and total number of invalid ballots.⁶²

Formular rezultata

Nazad **Provjera** Snimi i završi

OBRAZAC ZA ZBIRNE / ZBROJNE REZULTATE ZR (VEĆINSKI GLAS)

Izbori za	Nivo	Šifra općine	Šifra biračkog mjesta
PREDSEDNIŠTVO BIH	BOŠNJAČKIHRVATSKI ČLAN PREDSEDNIŠTVA	001	001A006A

Apsolutna razlika reda 1 i reda 2 nije jednaka redu 3 na ZR-u, test tačnosti I mora biti jednak nuli

Apsolutna razlika kod reda 2 i reda E nije jednako redu F na ZR-u, test tačnosti II mora biti jednak nuli

Red C + red D mora biti jednak redu E na ZR-u

Red A + red D mora biti jednak redu C na ZR-u

ZBIR / ZBROJ GLASOVA

1)	Ukupan broj potpisa na izvodu iz Centralnog biračkog spiska / Središnjeg biračkog popisa (red / redak 5 iz Obrasca za brojno stanje)	8
2)	Broj glasačkih listića u glasačkim kutijama	8
3)	Test tačnosti / točnosti red / redak 1 = red / redak 2; ako nisu isti upisati razliku	8
A)	Nevažeći neoznačeni glasački listići	8
B)	Nevažeći ostali glasački listići	8
C)	Ukupan broj nevažećih glasačkih listića (red / redak A + red / redak B)	8
D)	Ukupan broj važećih glasova	8
E)	Ukupan broj svih glasačkih listića (red / redak C + red / redak D)	8
F)	Test tačnosti / točnosti: red / redak E = red / redak 2; ako nisu isti upisati razliku	8

Unosjenje netačnih podataka snosi krivičnu odgovornost!

Figure 16 Form for layout of entered invalid results from polling stations

⁶¹ Ibid., Article 64, paragraph (2)

⁶² Ibid., Article 64

4.4.2 Procedure on demand for correct consolidation of results

The election commission, in accordance with the reports of controllers of election results, provides to the Central Election Commission of BiH the **Request for bag opening and proper consolidation of results** (Form ZPOR), where they specify information on the polling station for which proper consolidation of identified results is required. The request is provided to the Central Election Commission of BiH by official telefax or e-mail.

The Central Election Commission of BiH, in accordance with the request and original forms for summary results from the polling stations, evaluates justifiability of request for proper consolidation of identified election results, and issues the order for proper consolidation of results.

The election commissions, after receiving the order, organize proper identification of results which may be carried out by the same polling station committee, other members of the polling station committee or a completely new polling station committee.

The procedure for opening bags for the polling stations for which the polling station committees did not properly determine election results is carried out immediately after the Central Election Commission of BiH provides approval, and not later than on the second day after the elections in the period from 09:00 to 16:00 hrs. The procedure for proper consolidation of the election results is attended by accredited observers for the supervision of polling station committee or election commission.⁶³

The election commission needs to organise a sufficient number of teams for opening of bags to complete a recount within the specified period. All the observers monitoring the process of proper consolidation of election results by the election commission need to be provided with a copy of the form with results from the recount.⁶⁴

Important!!!

Proper consolidation of results is carried out in the same method and under the same procedures as with counting at the polling station.

⁶³ *Ibid.*, Article 62, paragraph (3)

⁶⁴ *Ibid.*, Article 62, paragraph (4)

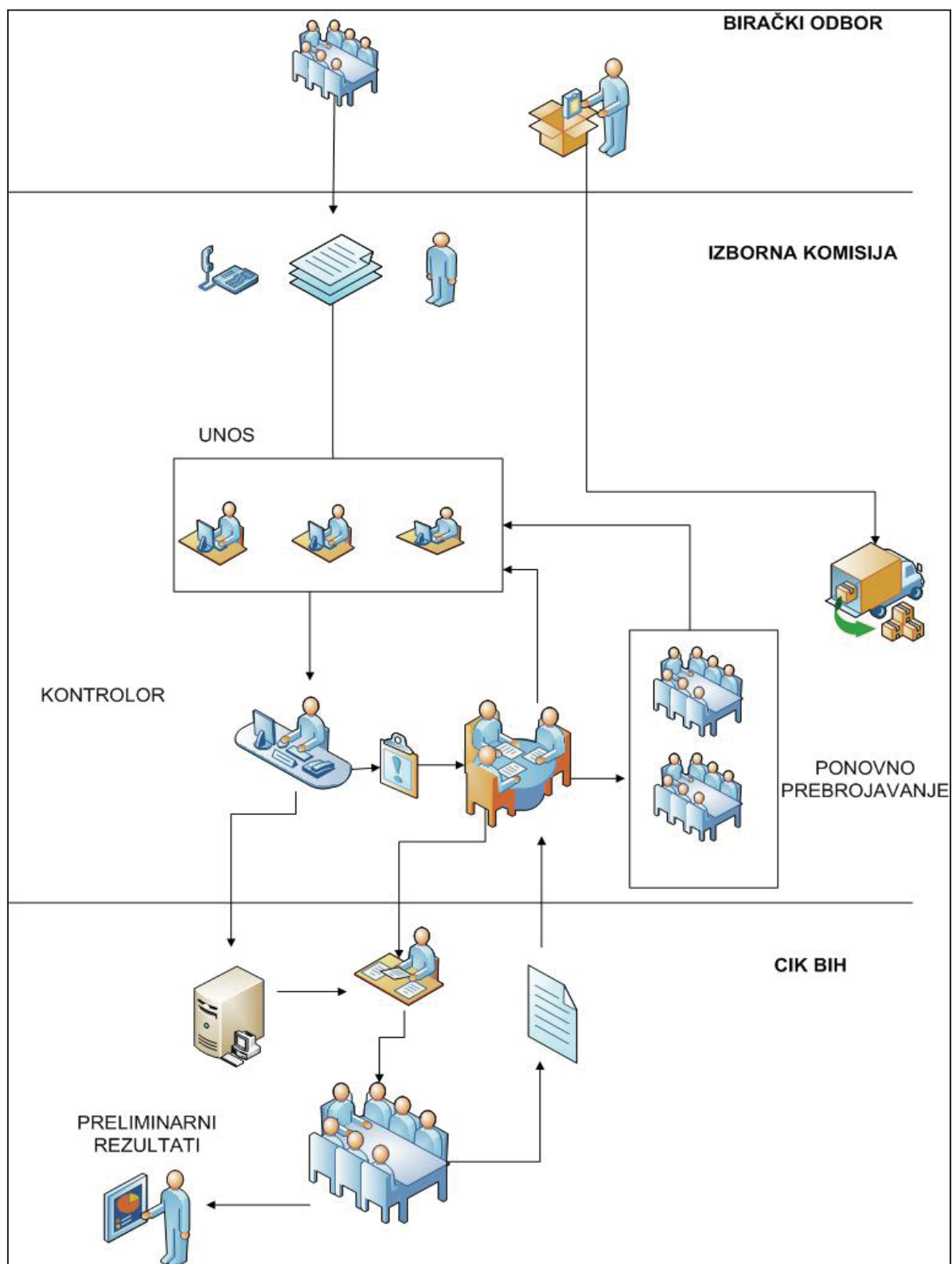


Diagram 7 Layout of work organisation of election commission when entering and consolidating election results

V. APPEALS AND COMPLAINTS

5.1 Competences of election commission in appeals and complaints

The procedure for protection of voting right is provided for in Chapter 6 of the BiH Election Law and Instruction on procedure of adjudicating complaints and appeals submitted to the Central Election Commission and election commissions⁶⁵. The protection of voting right is ensured by the election commissions (MEC and CEC BiH), and Appellate Division of Court of BiH.

The voter and political entity, whose right provided for by the BiH Election Law has been violated, may lodge a complaint within 48 hours, or in the election period within 24 hours from the violation, except if otherwise provided for by the BiH Election Law.

Article 6.2, paragraph 1 of the Election Law provides for a complaint to election commissions (within 24 hours), as a regular legal remedy for the protection of voting right, and Article 6.6. paragraph 2 provides for an appeal to the Central Election Commission of BiH as a regular legal remedy against decisions of MEC (within 48 hours), whereby an appeal may be lodged against decisions of CEC BiH to the Appellate Division of the Court of BiH within two days from the decision receipt, whereby the Appellate Division of the Court of BiH adopts a decision within three days from the day of the appeal receipt. The decision of the Court of BiH is final and binding.

MEC has the first instance competence for decision making upon complaints with reference to candidates and supporters of political entities, and employees or otherwise hired staff in the election administration who:

- Carry and present weapons in political gatherings, at polling stations and their surroundings
- Interrupt gatherings of other political entities
- Promise financial rewards or other material benefits with the aim to obtain support of voters or threaten supporters of other political entities
- Encourage a person with not voting right to vote
- Encourage persons to vote more than once in the same elections, or to vote on behalf of another person.⁶⁶

Also, the election commission is competent for violations of political entities, which occur within the period that starts 24 hours before opening of polling stations and lasts until their closing, which refer to the following:

- Holding gatherings for political campaign
- Presenting at a polling station or in its surroundings any material aimed to influence voters
- Using a megaphone or loudspeakers to influence voters, and
- Any activity interrupting or obstructing the election process.⁶⁷

⁶⁵ Official Gazette of BiH, 37/14

⁶⁶ Article 7.3 of BiH Election Law

⁶⁷ *Ibid.*, Article 7.4

Opening of a procedure may be initiated by a legal or natural person to the relevant election commission in writing, mandatorily specifying the place, time, contents of the violation and violator.⁶⁸

MECs may, after becoming aware of the violation from their competence, initiate a procedure ex officio against a political entity or employee or otherwise hired staff in the election administration for breaches of the BiH Election Law.

Important!!!

If the election commission does not initiate the procedure ex officio for a violation from its competence, or if they do not decide upon complaint in cases where they have the first instance responsibility and within timeframes provided for by the BiH Election Law, the Central Election Commission of BiH, after becoming aware initiate and complete the procedure, or decide upon the complaint.

5.2 Procedure for settlement of complaints/appeals

1. Lodging complaint within 24 hours

A complaint is lodged to MEC within 24 hours in the election period and in the specific form. MEC is required to examine it and make a decision within 48 hours after the expiry of period of 24 hours left to the parties to provide their statements.⁶⁹

2. Complaint lodged by unauthorised person and untimely complaint are rejected

If the election commission receives a complaint the resolve of which does not fall within its competence, and it is known which election commission is competent for the resolve, it delivers the complaint without delay to the competent election commission and informs the complainant.

The complaint is lodged in a form including:

- Place, time, violator and brief description of violation
- Provisions of BiH Election Law which the complainant regards
- Proof confirming claims from the complaint
- Number of telefax to which a decision on the complaint will be delivered, and
- Signature of complainant.⁷⁰

⁶⁸ *Ibid.*, Article 6.2

⁶⁹ *Ibid.*, Article 6.3, paragraph (2)

⁷⁰ Article 4 of Instruction on procedure of adjudicating complaints and appeals submitted to the Central Election Commission of BiH and election commissions

Na osnovu člana 2.9 stav (1) tačka 16. i člana 6.3 stav (1) Izbornog zakona BiH ("Službeni glasnik BiH", br. 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/05, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13 i 7/14), Centralna izborna komisija Bosne i Hercegovine utvrdila je

OBRAZAC
ZA PODNOŠENJE PRIGOVORA IZBORNIM KOMISIJAMA

1. Naziv: Centralna izborna komisija BiH/ izborna komisija	
2. Ime i prezime, odnosno naziv podnosioca prigovora i broj telefaksa koji je Centralnoj izbornoj komisiji BiH prijavljen za službenu komunikaciju. ¹	
3. Datum i sat podnošenja prigovora:	
4. Datum, sat i mjesto učinjene povrede:	
5. Ko je učinio povredu:	
6. Kratak opis učinjene povrede:	
7. Odredbe Izbornog zakona BiH za koje podnosilac prigovora smatra da su povrijeđene:	
8. Prilog-dokazi koji potvrđuju navode prigovora:	
9. Mjesto, datum, sat i čitak potpis podnosioca prigovora (birača, ovlaštenog predstavnika političkog subjekta)	10. Potpis ovlaštenog službenika za prijem prigovora i pečat:
M.P.	M.P.

PPIK

7

Slika 17 Complaint filing form - PPIK

Important!!!

If the complaint is not lodged in the specified form, or if it is unclear, incomplete, or does not include sufficient proof to support claims in the complaint, or if the provisions of BiH Election Law which the complainant regards violated are not specified, the election commission notifies the complainant to supplement the complaint within 24 from the notice receipt and thereby remove the deficiency specified in the notice. In the same notice, the complainant will be informed of consequences of failure to remove deficiencies, and the fact that in such case the complaint will be regarded as not being lodged.

If election commission does not reject complaint, it begins its resolve.

When deciding on a complaint, the election commission may act in accordance with identified facts or hold discussions.

When the election commission decides on a complaint delivered by fax, and when they evaluate necessary, they may request from the complainant to provide the original complaint personally or by mail.

III. Election commission may reject complaint as unfounded or accept it and pronounce measure or sanction.

MEC is required to inform immediately the complainant and other parties of their decision.

IV. Lodging appeal against decisions of MEC within 48 hours

The appeal includes:

- Full name, and contact information (with fax number specified) of appellant
- Number and name of decision appealed against
- Specifications of parts of decision appealed against
- Reasons for appeal and proof
- Signature of appellant.⁷¹

If the appeal lodged against a decision of MEC is delivered directly to the Central Election Commission of BiH, they will immediately fax the appeal to MEC for examination whether the appeal is timely and lodged by the authorised person.

If MEC, which adopted the first instance decision, does not reject the appeal, they may accept it and change their decision or send the appeal to Central Election Commission of BiH with all files on the case and declaration to the appeal, within 24 hours from the appeal receipt.

⁷¹ *Ibid.*, Article 8

Important!!!

The election commissions are required to enter information on received complaints and appeals from their competence into the Application for complaints and appeals.

5.3 Examples of case law

1. Procedures of election commission upon complaint by political entity

The election commission must properly and completely identify facts and then make a decision

In the case number: 01-03-126/14, the election commission, acting upon a complaint by a political entity that there is at a polling station a person who is a representative from the municipal council and who “instructs the voters to vote for a political coalition they belong to”, rejected the complaint as inadmissible, whereupon the appeal was lodged against the decision of the election commission to the Central Election Commission of BiH. The political entity stated, among other things, a lack of justification for reasons of “inadmissibility”.

The Central Election Commission of BiH, accepted an appeal in the case number 05-1-07-5-37/14. In a review of the decision on appeal, the Central Election Commission of BiH examined the appeal claims, the complaint, position of the election commission, and found that the decision of the election commission was not based on properly and completely identified facts and adequate application of substantive legislation and returned the case to the election commission for a repeated decision, and the election commission, in the repeated procedure, properly identified the facts in this case. In its decision, the Central Election Commission of BiH concluded that the election commission had had to take into account the fact that for a violation of the BiH Election Law by the supporter of a political entity, the political entity may be sanctioned. Therefore, the election commission was required to identify in the procedure whether the specified person had been a representative and of which political entity, as well as other facts with reference to the violation of Article 7.4, paragraph 1, point 5 of the Election Law (any activity interrupting or obstructing the election process).

Thereupon, the election commission adopted the decision number: 01-03-126/14 rejecting the complaint by the political entity as unfounded. In accordance with the order from the Decision of the Central Election Commission of BiH, the election commission reviewed the claims by the political entity and found that the specified person was not an election commission member, or a member of the polling station committee, or an authorised representative of the political entity taking part in the elections, or a candidate in the elections at any level, or an accredited observer. Proof was received from the technical service of the municipal council that the person was an independent municipal councillor, representative of national minorities, but not a member of any other political entity. In addition, it was found that the person was in seriously impaired health condition and who denied the claims of agitation at the polling station because “they could barely stand on their feet”, and since no irregularity or violation of the Election Law was entered into the Record of polling station committee, the election commission decided to reject the complaint as unfounded. An appeal was not lodged to this decision.

(Decision of the Central Election Commission of BiH number: 01-03-126/14.)

2. Imposition of fine and order to remove election posters of a political party

The election commission will impose a fine and order removal of election posters to a political entity

From justification:

The election commission of S. imposed a fine and order to a political party to remove their posters under the decision number: 010/2016 of 19.06.2016. After adopting a decision upon appeal by the Central Election Commission of BiH, the political party lodged an appeal to the Appellate Division of the Court of BiH.

The Appellate Division concluded that the decision of the Central Election Commission of BiH was adequate and lawful when they rejected the appeal of the political entity and confirmed the decision of the election commission of S. on the imposition of fine to the political party of S. in the amount of BAM 1,000 for violation of Article 7.2, paragraph (2) of the BiH Election Law.

Pursuant to this provision, it is not permitted to remove, cover, damage or change printed announcements, billboards, posters and other material used in the election campaign of political parties. It is evident that the political party of S., by placing posters of their candidate over a candidate of another political party on a pole at S.R. violated Article 7.2, paragraph (2) of the BiH Election Law, which was confirmed by inspection of original photographs provided with the complaint of the political party of H. In the election process, political parties have equal treatment in using public places and public buildings for their campaign, including gatherings, placement of announcements, billboards, posters and other similar material. Actions of the appellant where they placed a poster of their candidate over the poster of another political entity constitutes prohibited practice that must be sanctioned and for which, pursuant to Article 19.9, paragraph (1), point b) of the BiH Election Law the fine in the range of BAM 1,000.00 to BAM 10,000.00 is stipulated.

(Decision of the Appellate Division panel of the Court of BiH number: S1 3 Iž 023196 16 Iž of 03.10.2016.)

3. Imposition of fine and prohibition of hiring in the polling station for the period of four (4) years

The Central Election Commission of BiH may impose a fine to the member of a polling station committee and prohibit hiring for work in the period of four (4) years

From justification:

Under the Decision of the Central Election Commission of BiH number: 05-1-07-5-223/17 of 18.07.2018, the fine of BAM 300.00 and prohibition of hiring for work at a polling station in the period of four (4) years were imposed.

A member of the polling station committee F. S is responsible for inaccurately entering ballots for the political entity of S. in the form for summary results for MC K., contrary to Article 5.25. of the BiH Election Law.

Pursuant to Article 5.25 of the BiH Election Law, after closing the polling station and finalising the counting, the polling station committee enters information on results into appropriate forms. The Record is signed by all members of the polling station committee, and if a member of the polling station committee refuses to sign, this is recorded along with reasons for refusal to sign.

Responsibility of the member of polling station committee F. S is based on the fact that they participated in the procedure of counting the ballots and filling in the form, and the fact that they confirmed accuracy of the information by their signature on the form.

(Decision of the Appellate Division panel of the Court of BiH number: S1 3 Iž 025972 17 Iž of 01.08.2017)

ADDENDUMS

Report on activities of election commission Form-MIOROIJ

BOSNA I HERCEGOVINA
CENTRALNA IZBORNA KOMISIJA
SREDIŠNJE IZBORNO POVJERENSTVO



БОСНА И ХЕРЦЕГОВИНА
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА

Mjesečni izvještaj o radu izborne komisije osnovne izborne jedinice

Popunjavanje upitnika izvršiti zaokruživanjem broja ispred željenog odgovora na kraju izvještajnog perioda (na kraju mjeseca)

1. Naziv izborne komisije koja podnosi izvještaj : _____

2. Prezime i ime osobe koja popunjava
izvještaj: _____

3. Funkcija osobe u izornoj komisiji:

- a. Predsjednik izborne komisije
- b. Član izborne komisije
- c. Sekretar izborne komisije

4. Izvještajni period za mjesec/godina _____

5. Da li ste primili nadoknadu za svoj rad u prethodnom mjesecu ?

- a. Da
- b. Ne
- c. Djelimično

6. Visina nadoknade za rad u izornoj komisiji (navesti visinu iznosa)

- a. Predsjednik IK _____
- b. Član IK _____
- c. Sekretar IK _____
- d. Ostalo _____

7. Da li izborna komisija ima materijalno-tehničku podršku organa općine?

- a. Da
- b. Ne
- c. Djelimično (navesti koja vrsta podrške je izostala)

8. Koliko ste održali sjednica izborne komisije u toku prethodnog mjeseca?

- a. Jednu sjednicu
- b. Više sjednica (Ako je odgovor b. navesti broj sjednica) _____
- c. Nije održana sjednica (navesti razlog neodržavanja sjednice) _____

9. Da li su svi članovi izborne komisije prisustvovali sjednici?

- a. Da
- b. Ne
(ukoliko je odgovor NE potrebno je navesti koji član **nije prisustvovao** sjednici i razlog)

Ime i prezime _____

Razlog ako je poznat: _____

10. Navesti bitna dešavanja u izvještajnom periodu (odluke postignuća i probleme)

Obrazac (MIOROIJ)

Time schedule of activities of 2018 General Elections in Bosnia and Herzegovina

R/B	Aktivnost	Početak	Kraj	Trajanje	maj 2018			jun 2018			jul 2018			avg 2018			sep 2018			okt 2018					
					6.5	13.5	20.5	27.5	3.6	10.6	17.6	24.6	1.7	8.7	15.7	22.7	29.7	5.8	12.8	19.8	26.8	2.9	9.9	16.9	23.9
1	Odluka o raspisivanju izbora	8.5.2018	8.5.2018	,14w																					
2	Dostavljanje Planova za izlaganje PBS	9.5.2018	4.6.2018	3,86w																					
3	Izlaganje PBS	9.6.2018	9.7.2018	4,43w																					
4	Podnošenje zahtjeva za promjenu biračke opcije (raseljena lica)	9.5.2018	24.7.2018	11w																					
5	Određivanje biračkih mjesta	9.5.2018	3.8.2018	12,43w																					
6	Ažuriranje podataka o biračima	9.5.2018	23.8.2018	15,29w																					
7	Upućivanje poziva političkim subjektima za BO	5.8.2018	7.8.2018	,43w																					
8	Dodjela pozicija političkim subjektima u BO	8.8.2018	8.8.2018	,14w																					
9	Dostavljanje prijedloga za članove BO	9.8.2018	15.8.2018	1w																					
10	Donošenje Odluke o imenovanju BO	16.8.2018	7.9.2018	3,29w																					
11	Izrada izvoda za galsače koji glasju putem Mobilnog tima	20.8.2018	17.9.2018	4,14w																					
12	Obuka članova BO	8.9.2018	5.10.2018	4w																					
13	Prijem neosjetljivog izbornog materijala	10.9.2018	15.9.2018	,86w																					
14	Prijem osjetljivog izbornog maaterijal	26.9.2018	4.10.2018	1,29w																					
15	Plaćeno političko oglašavanje	7.9.2018	6.10.2018	4,29w																					
16	Zabrana objavljivanja rezultata ispitivanja javnog mnijenja	5.10.2018	5.10.2018	,14w																					
17	Zaduživanje biračkih odbora izbornim materijalom	6.10.2018	6.10.2018	,14w																					
18	Zabrana medijskog izvještavanja i učešća političkih subjektaiu javnim aktivnostima	6.10.2018	7.10.2018	,29w																					
19	Izborni dan	7.10.2018	7.10.2018	,14w																					
20	Prikupljanje, unos i obrada podataka i izvještavanje CIK BiH	7.10.2018	8.10.2018	,29w																					
21	Pravilno objedinjavanje rezultata izbora	8.10.2018	9.10.2018	,29w																					
22	Potvrđivanje rezultata izbora	6.11.2018	6.11.2018	,14w																					

Form for specimen signatures of authorised persons

Na osnovu člana 2.9 stav (1) tačka 17, a u vezi s članom 6.3 stav (1) Izbornog zakona BiH ("Službeni glasnik BiH", br. 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/05, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13 i 07/14), Centralna izborna komisija BiH utvrdila je

OBRAZAC DEPONIRANIH POTPISA OVLAŠTENIH PREDSTAVNIKA POLITIČKE STRANKE, KOALICIJE I LISTE NEZAVISNIH KANDIDATA ZA PODNOŠENJE PRIGOVORA I ŽALBI ZA IZBORE¹

Politička stranka/koalicija/lista nezavisnih kandidata _____
dostavlja potpise ovlaštenih predstavnika stranke/koalicije/liste nezavisnih kandidata:

R/B	Prezime	Ime	Općina/Grad	Lice ovlašteno od predsjednika/ovlaštenog predstavnika političke stranke/koalicije/liste nezavisnih kandidata	JMB:	Potpis ²
1.						
2.						
3.						
4.						
5.						

Napomena: Obrazac se dostavlja nadležnoj izbornoj komisiji (član 6.3 stav (1) Izbornog zakona BiH).

Obrazac se dostavlja uz prigovor koji se podnosi Centralnoj izbornoj komisiji BiH ili izbornoj komisiji ako nije ranije dostavljen izbornoj komisiji (član 6. Uputstva o procedurama za rješavanje po prigovorima i žalbama podnesenim izbornim komisijama), i uz žalbu (član 10. navedenog uputstva).

Pečat

Predsjednik/ovlašteni predstavnik
političke stranke/koalicije/liste nezavisnih kandidata

Mjesto i datum

Potpis

¹ Ako je broj ovlaštenih predstavnika veći od broja predviđenog u obrascu, dozvoljeno je ovaj obrazac kopirati uz ovjeru svake stranice pečatom izborne komisije u desnom donjem uglu.
² Potpis ovlaštenog predstavnika mora odgovarati potpisu s identifikacionog dokumenta.

DP

Table overview of MEC compositions in Bosnia and Herzegovina for all 143 election commission:

Number	Number of basic constituency	Municipality, city, district	Number of election commission members
1.	001	Velika Kladuša	5
2.	002	Cazin	7
3.	003	Bihać	7
4.	004	Bosanska Krupa	5
5.	005	Bužim	3
6.	006	Krupa na Uni	3
7.	007	Novi Grad	5
8.	008	Kozarska Dubica	5
9.	009	Prijedor	7
10.	010	Gradiška	5
11.	011	Laktaši	5
12.	012	Srbac	3
13.	013	Prnjavor	5
14.	014	Derventa	5
15.	016	Brod	3
16.	017	Odžak	3
17.	018	Vukosavlje	3
18.	020	Domaljevac-Šamac	3
19.	021	Šamac	3
20.	022	Orašje	3
21.	023	Donji Žabar	3
22.	024	Modriča	5
23.	025	Gradačac	5
24.	026	Pelagićevo	3
25.	029	Bijeljina	7
26.	030	Bosanski Petrovac	3
27.	031	Petrovac	3
28.	032	Sanski Most	5
29.	033	Oštra Luka	3
30.	034	Banja Luka	7
31.	035	Čelinac	3
32.	036	Doboj Istok	3
33.	037	Doboj Jug	3
34.	038	Doboj	7
35.	039	Tešanj	5
36.	040	Stanari	3
37.	042	Maglaj	3

38.	044	Gračanica	5
39.	045	Petrovo	3
40.	047	Lukavac	5
41.	049	Srebrenik	5
42.	050	Tuzla	7
43.	052	Čelić	3
44.	054	Lopare	3
45.	055	Teočak	3
46.	056	Ugljevik	3
47.	057	Drvar	3
48.	058	Istočni Drvar	3
49.	059	Ključ	3
50.	061	Ribnik	3
51.	064	Mrkonjić Grad	3
52.	065	Jajce	5
53.	066	Jezero	3
54.	067	Dobretići	3
55.	068	Kneževo	3
56.	070	Kotor Varoš	5
57.	074	Teslić	5
58.	075	Žepče	5
59.	077	Zavidovići	5
60.	078	Banovići	3
61.	079	Živinice	5
62.	080	Kalesija	5
63.	081	Osmaci	3
64.	082	Sapna	3
65.	083	Zvornik	7
66.	084	Bosansko Grahovo	3
67.	085	Glamoč	3
68.	088	Šipovo	3
69.	089	Donji Vakuf	3
70.	091	Travnik	5
71.	093	Zenica	7
72.	094	Kakanj	5
73.	095	Vareš	3
74.	096	Olovo	3
75.	098	Kladanj	3
76.	101	Šekovići	3
77.	103	Vlasenica	3
78.	104	Bratunac	3
79.	105	Srebrenica	5

80.	106	Livno	5
81.	107	Kupres (FBiH)	3
82.	108	Kupres	3
83.	109	Bugojno	5
84.	110	Gornji Vakuf - Uskoplje	5
85.	111	Novi Travnik	3
86.	112	Vitez	3
87.	113	Busovača	3
88.	114	Fojnica	3
89.	115	Kiseljak	3
90.	116	Visoko	5
91.	117	Breza	3
92.	118	Ilijaš	3
93.	120	Sokolac	3
94.	121	Han Pijesak	3
95.	124	Tomislavgrad	3
96.	125	Prozor - Rama	3
97.	126	Jablanica	3
98.	127	Konjic	5
99.	129	Kreševo	3
100.	130	Hadžići	3
101.	131	Ilidža	7
102.	132	Istočna Ilidža	3
103.	133	Novi Grad Sarajevo	7
104.	135	Vogošća	5
105.	136	Centar Sarajevo	7
106.	137	Stari Grad Sarajevo	5
107.	138	Istočni Stari Grad	3
108.	139	Novo Sarajevo	7
109.	140	Istočno Novo Sarajevo	3
110.	141	Trnovo (FBiH)	3
111.	142	Trnovo	3
112.	143	Pale (FBiH)	3
113.	144	Pale	3
114.	146	Rogatica	3
115.	147	Višegrad	3
116.	148	Posušje	3
117.	149	Grude	3
118.	150	Široki Brijeg	5
119.	158	Istočni Mostar	3

120.	161	Nevesinje	3
121.	163	Kalinovik	3
122.	164	Gacko	3
123.	165	Foča (FBiH)	3
124.	166	Foča	5
125.	167	Goražde	3
126.	168	Novo Goražde	3
127.	169	Čajniče	3
128.	170	Rudo	3
129.	171	Ljubuški	3
130.	172	Čitluk	3
131.	173	Čapljina	5
132.	174	Neum	3
133.	176	Stolac	3
134.	177	Berkovići	3
135.	179	Ljubinje	3
136.	180	Bileća	3
137.	181	Ravno	3
138.	182	Trebinje	5
139.	183	Usora	3
140.	184	Kostajnica	3
141.	185	Milići	3
142.	199	Grad Mostar	7
143.	200	Brčko District BiH	7

LITERATURE

Laws and rulebooks:

1. Election Law of Bosnia and Herzegovina (Official Gazette of BiH, 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/05, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16)
2. Rulebook on application and requirements for verification of political subjects for participation in 2018 General Elections (Official Gazette of BiH, 29/18)
3. Rulebook on the use and preparation of excerpts from Central Voters Register (Official Gazette of BiH, 29/18)
4. Rulebook on conduct of elections in Bosnia and Herzegovina (Official Gazette of BiH, 29/18)
5. Rulebook on determining qualifications and procedure for appointment of the polling station committee' members (Official Gazette of BiH, 29/18)
6. Instruction on determining qualifications, number, appointment, dismissal and training of members of the election commission of basic constituency Bosnia and Herzegovina (Official Gazette of BiH, 29/18)
7. Instruction amending the Instruction on types, procedures and deadlines for designating polling stations (Official Gazette of BiH, 29/18)
8. Instruction on deadlines and sequence of electoral activities for the General Elections, scheduled for Sunday, October 7, 2018 (Official Gazette of BiH, 29/18)
9. Instruction amending the Instruction on conditions and procedures for accrediting election observers in Bosnia and Herzegovina (Official Gazette of BiH, 29/18)
10. Instruction on procedure of adjudicating complaints and appeals submitted to the Central Election Commission of BiH and election commissions Official Gazette of BiH, 37/14
11. Instruction on the method of work and reporting of election commission of basic constituency in Bosnia and Herzegovina

Web sites:

1. Central Election Commission of Bosnia and Herzegovina www.izbori.ba
2. Court of Bosnia and Herzegovina, www.sudbih.gov.ba
3. Judicial Portal of Bosnia and Herzegovina, www.pravosudje.ba

ABOUT AUTHORS

Dr. Suad Arnautović, a PhD in Political Sciences, was born on November 17, 1958 in Sarajevo. He enrolled in studies in Sarajevo and Zagreb. He earned his PhD at the university of Sarajevo with a thesis: “Political representation and election system in Bosnia and Herzegovina in XX century“.

He published the following books: “Controversies on Elections and the Electoral System in Bosnia and Herzegovina“, Sarajevo, 2017, “Political System of Bosnia and Herzegovina“ (coauthor), Sarajevo, 2010, “Political representation and electoral system in Bosnia and Herzegovina in XX century“, Sarajevo, 2009, “Analysis of Politics – Chrestomathy“, Sarajevo, 2008; “Ten Years of Democratic Chaos – Electoral Processes in Bosnia and Herzegovina from 1996 to 2006., Essays, Analyses and Comments“, Sarajevo, 2007; “Municipalities in Bosnia and Herzegovina – Demographic, Social, Economic and Political Facts, (coauthor), Sarajevo, 2006; “Local Elections in BiH in 2004 – Lessons Learned“, (coauthor), Sarajevo, 2005; “Propaedeutic of Political Marketing - Understanding and organizing a successful election campaign“, Sarajevo, 2001; “Campaign for Local Elections“, Sarajevo, 2000; “The Defense of Bosnia“, Sarajevo, 1997; “Elections in Bosnia and Herzegovina in the 90s – Analysis of the election process“, Sarajevo, 1996.

He participated in multiple international scientific and expert symposia and seminars on elections and electorate processes, in professional improvement in the area of electorate system and managing election campaigns in USA, and in observation election missions held in Croatia (2004 and 2009), Albania (2004), Azerbaijan (2006), Kirgizstan (2009) , Mexico (2009), Macedonia (2010) and Canada (2018).

He participated in international scientific and professional conferences dedicated to financing of political parties, political integrity and election processes in Egypt, Serbia, Moldavia, Kirgizstan, France and England.

Also, in 2007 he completed the training for international observers of elections (STO) of the OSCE Academy in Bishkek, Kirgizstan, organized by the OSCE/ODIHR.

He completed the course of College of International and Strategic Studies at the George C. Marshall European Center for Security Studies (Garmisch-Partenkirchen, BR Deutschland) in September 2000. He completed the course of the College of International and Strategic Studies at the George C. Marshall European Center for Security Studies on the topic “Synthetic Environments for National Security Evaluation (SENSE), Sarajevo, in January 2000.

He completed the course for election experts entitled “Voting from Abroad and Increase of Participation” under Bridge (Building resources in democracy, governance and elections) project in Vienna, in May 2012. On invitation of the Commission for Democracy through Law (Venice Commission) of the Council of Europe, he delivered a report in the 75th plenary session of the Venice Commission – Venice on June 13, 2008. In the same way, he participated in commissions on the role of the body for implementation of elections that was organized by the Venice Commission, held in Belgrade (2005) and in London (2010).

In June 2004, the House of Representatives of the Parliamentary Assembly of BiH appointed Dr. Arnautović as the member of the Central Election Commission of BiH. After the seven-year term, he was reappointed as the member of the Central Election Commission of BiH on

Dr. Irena Hadžiabdić

She was born in Zenica in 1960. She completed elementary and general high school education in Zenica, after which she graduated from the Belgrade Faculty of Law. She completed her postgraduate studies in the Great Britain in the field of “EU Policy, Law and Management”. She defended her doctoral thesis under the title “European democratic standards and election system of Bosnia and Herzegovina” at the Faculty of Law in Zenica.

She started working as a law trainee in a lawyer’s office, and later she worked in the administrative-legal department of the Ministry of the Interior in Zenica (Criminal Police Department for State Security Zenica). From 1997 to 2001 she worked by turns in the Elections Department and the Democratization Department of the Organization for Security and Cooperation in Europe (OSCE) in Travnik and Zenica.

In 2001 she was appointed as Executive Director of the International Foundation for Electoral Systems (IFES) for BiH. She actively participated in establishment of the Association of Election Officials of BiH (AEOBiH), whose primary task is improvement of elections in BiH and professional training of election administration. She was Executive Director of the Association until she was appointed member of the Central Election Commission of BiH (BiH CEC).

She has attended many election related courses in the country and abroad for many years. She also presented experience on administering elections and political party financing in BiH at various professional and scientific conferences. She has written five publications and eighteen election related articles, and she was the executive Editor-in-Chief of the publication “Izbori” (“Elections”).

In 2007 the House of Representatives of the BiH Parliamentary Assembly appointed her member of the BiH CEC. She performs this function in the second mandate, and she was serving as the President of the BiH CEC two times (from January 2010 to September 2011 and from January 2017 to September 2018). As member of the BiH CEC she was member of the parliamentary inter-departmental working groups.

Upon invitation of the OSCE/ODIHR (Elections Department of the Office for Democratic Institutions and Human Rights of the Organization for Security and Cooperation in Europe), National Democratic Institute (NDI) and the International Republican Institute (IRI) she was member of the election observation missions in seventeen countries in the period from 2002 to 2017.

She performed significant functions in Europe and the world: president and member of the Association of European Election Officials (ACEEEO); until October 2016 she represented the BiH CEC in the Oversight and Audit Committee of the Association of World Election Bodies (A-WEB); at the moment she was re-appointed member of the Board of Directors of the International Foundation for Electoral Systems (IFES) from Washington D.C.

She received the international award for exceptional achievements in election management in 2013 in Kuala Lumpur.

ABOUT THE CENTRAL ELECTION COMMISSION OF BOSNIA AND HERZEGOVINA

The Parliamentary Assembly of Bosnia and Herzegovina has, in the session of the House of Representatives, held on August 21, 2001 and in the session of the house of Peoples held on August 23, 2001 adopted the permanent Election Law of Bosnia and Herzegovina that was enacted on September 28, 2001. The Election Commission of Bosnia and Herzegovina was established on this date, stipulated in the Annex III of the General Framework Agreement for Peace in Bosnia and Herzegovina.

The constitution session of the Election Commission of Bosnia and Herzegovina was held on November 20, 2001. Thereby, the Temporary Election Commission (PIK) OSCE officially ceased to exist. In the same session the Decision to establish the Secretariat of the Election Commission of Bosnia and Herzegovina was made.

In April 2006, the Election Commission of BiH changed its title to Central Election Commission of BiH.

The Central Election Commission of BiH is an independent body that reports immediately to the Parliamentary Assembly of Bosnia and Herzegovina from which its authority are derived.

The Central Election Commission coordinates, supervises and regulated the lawfulness of the activities of all election commissions and election boards in accordance with the Election Law of BiH and makes the administrative provisions for implementation of this Law.