



MANUAL FOR OBSERVATION OF ELECTIONS IN BIH

2012 LOCAL ELECTIONS



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Sarajevo, 2012.

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Publisher: Central Election Commission of Bosnia and Herzegovina, 7 Danijela Ozme Street,
71000 Sarajevo, tel.: 033/251 300, fax: 033/251 329, e-mail: info@izbori.ba, web address:
www.izbori.ba

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Printed by:
For print house:
Number of copies:

Pursuant to conclusions of the Central Election Commission of Bosnia and Herzegovina from the 52nd session of the BiH CEC on August 30, 2012, this Manual was approved to be used by the election administration of Bosnia and Herzegovina at the 2012 Local Elections.

This Manual was prepared thanks to the financial funds provided by the Council of Europe. All views expressed herein do not, in any way, reflect official views of the Council of Europe.



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CIP - Katalogizacija u publikaciji
Nacionalna i univerzitetska biblioteka
Bosne i Hercegovine, Sarajevo

342.8(497.6)"2012"(035)

MANUAL for observation of elections in BiH :
2012 local elections / [authors Suad Arnautović
... [et al.] ; translation Mubera Vulović]. -
Sarajevo : Centralna izborna komisija Bosne i
Hercegovine = Central Election Commission of
Bosnia i Herzegovina, 2012. - 47 str. : ilustr. ;
30 cm

ISBN 978-9958-555-08-4
I. Arnautović, Suad
COBISS.BH-ID 19856134

Dear election observer,

Manual for election observation in Bosnia and Herzegovina was prepared by the Central Election Commission of Bosnia and Herzegovina. The Council of Europe financially supported publishing of this manual.

The manual is principally intended to accredited observers of political subjects, associations and international observers, as well as for election commissions and polling station committees.

The purpose of this manual is to, in a comprehensive and accessible manner, enable accredited observers to perform election observation activities in a more efficient way.

Independent and impartial election observation represents one of the fundamental elements for election assessment in Bosnia and Herzegovina. Your rights and obligations as an accredited observer for the Local Elections scheduled for October 7, 2012, are stipulated by the BiH Election Law and by the Instruction on accrediting observers for elections in Bosnia and Herzegovina, and have been elaborated in this manual.

The manual was prepared in this form in order to offer information that will be the most important to you on the Election Day. This includes rules and regulations, as well as instructions on observation according to the sequence of election activities at a polling station.

In order to perform your duty in the most professional way, you will benefit from having broader knowledge of competencies of various bodies participating in the election process, and such information can be found in the Annex.

Please read this manual carefully through and observe the instructions, in particular the rules of conduct.

We would like to iterate that all views expressed herein do not, in any way, reflect official views of the Council of Europe. Once more we would like to extend our gratitude to the Council of Europe.

We would like to thank you for participation in the election observation, which will contribute to administration of fair elections, transparency of the process and strengthening the confidence in the democratic development of the Bosnian and Herzegovinian society.

Sarajevo, 2012.

President of

BiH Central Election Commission

Branko Petrić

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FIRST PART

ON ELECTIONS IN GENERAL

CHAPTER I ON ELECTIONS IN GENERAL

1.1 On elections in general

The 2012 Local Elections, which will be held on October 7, 2012 are sixth consecutive elections in Bosnia and Herzegovina that are prepared and organized by the domestic authorities, namely the Central Election Commission of Bosnia and Herzegovina (hereinafter: the BiH Central Election Commission).¹

1.2 Legal framework

The legislative framework for administration of the elections in Bosnia and Herzegovina is stipulated by the Election Law of Bosnia and Herzegovina ("Official Gazette of BiH", no. 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 and 32/10).

1.3 Local Elections in Bosnia and Herzegovina in 2012

Local Elections in Bosnia and Herzegovina are held for the following bodies:

- 78 Municipal Councils in Federation of Bosnia and Herzegovina,
- 61 Municipal Assemblies in Republika Srpska,
- 139 municipal mayors in BiH,
- Assembly of Brčko District of BiH,
- City Assembly of Banja Luka and city mayor of Banja Luka.

Having in mind Decision of the BiH Constitutional Court number: U-9/09 from November 26, 2010, the elections in City of Mostar are postponed.

CHAPTER II ELECTION SYSTEMS IN BOSNIA AND HERZEGOVINA

Election system in Bosnia and Herzegovina

The election system of Bosnia and Herzegovina, which is stipulated by the law, is a combination of election systems and depending on the body for which the elections are held we differentiate:

- ❖ Plurality system and
- ❖ System of proportional representation.²

¹ In the period from 1996 to 2002 the OSCE Mission to BiH administered five (5) elections in BiH.

² Distribution of mandates in accordance with Article 9.5 of the BiH Election Law is done by the Sainte-Laguë method, namely the total number of valid votes is divided by 1, 3, 5.....et seq.

BiH ELECTION SYSTEM

PLURALITY SYSTEM (FPTP)

- ❖ Election of municipal mayor and city mayor
- ❖ Election of representatives of national minorities

PROPORTIONAL REPRESENTATION SYSTEM

- ❖ Elections for Municipal Councils
- ❖ Elections for Municipal Assemblies
- ❖ Elections for city council/assembly
- ❖ Elections of Assembly of Brčko District of BiH

Scheme 1 Review of election system in Bosnia and Herzegovina

Proportional representation system

All local and legislative bodies in BiH, namely municipal councils/assemblies, as well as City Assembly of Banja Luka City and Assembly of Brčko District of BiH, are elected according to the proportional representation system (PR).

Plurality system

All mayors in BiH and city mayor of Banja Luka City are elected according to plurality system (simple majority system – “first past the post”). It means that the candidate, who in first and second election round wins at least one vote more than other candidates, is elected. This system is also used to elect representatives of all national minorities in municipalities, Banja Luka City and Assembly of Brčko District of BiH in which guaranteed seats for representatives of national minorities are provided for in the Statutes.

CHAPTER III ELECTION ADMINISTRATION

Election administration

Election management bodies in Bosnia and Herzegovina are election commissions and polling station committees. Members of the election commissions and the polling station committees are:

- ❖ Independent and impartial in their work;
- ❖ Persons having the right to vote;
- ❖ Persons having appropriate expertise and experience in administering elections.

According to their competence and level for which they are formed we differentiate the following election management bodies:

- ❖ Central Election Commission of Bosnia and Herzegovina,³

³ The BiH Central Election Commission consists out of seven (7) members: two (2) Croats, two (2) Bosniaks, two (2) Serbs and one (1) representing „Others“. The BiH Central Election Commission has a president elected amongst and by the members of the Commission, and his/her mandate is 21 months.

- ❖ Municipal and city election commissions and Election Commission of District of Brčko BiH,⁴
- ❖ Polling station committees,⁵
- ❖ Other election commissions⁶.

Gender structure of appointed members of the municipal election commissions

TOTAL	MEN		WOMEN	
537	306	56,98%	231	43,02%

Educational structure of appointed members of the municipal election commissions

TOTAL	University degree		Academy degree		High school education	
537	426	79,33%	84	15,64%	27	5,03%

Age structure of appointed members of the municipal election commissions

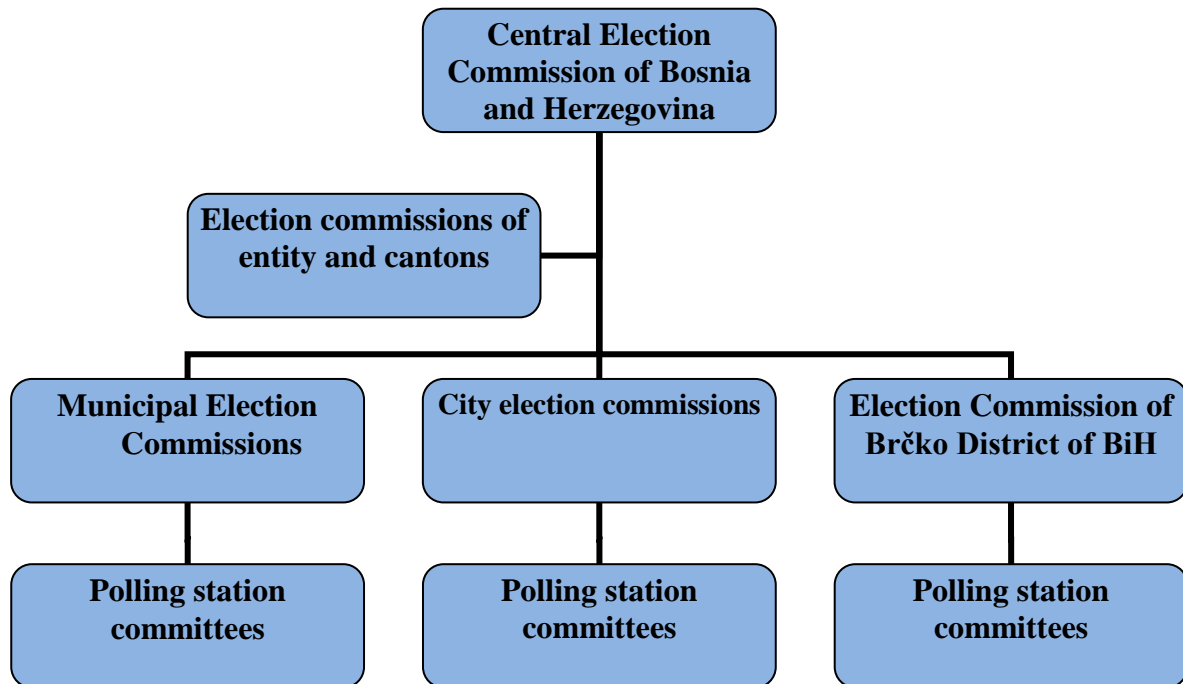
TOTAL	under 30 years of age		From 30 to 40 years		from 40 to 50 years		Above 50 years	
537	73	13,59%	85	15,83%	152	28,31%	227	42,27%

Table 1 Structure of election commissions' members

⁴ Municipal election commission consists of three (3), five (5) or seven (7) members. The number of members for each municipality is determined by the BiH Central Election Commission in the following manner: municipalities having up to 20.000 voters registered in the Central Voters' Register have three (3) members, while those above 20.000 registered voters have five (5) members.

⁵ Polling station committees consist of three (3) or five (5) members, whereof one is the president of the polling station committee. Presidents and the members of the polling station committee have deputies.

⁶ The Election Commission of Republika Srpska was established according to the Election Law of Republika Srpska, and based on the Law on establishing election management bodies in the Federation of Bosnia and Herzegovina, establishment of the election management bodies was foreseen, but the latter were not established. Their competences are determined by the BiH Central Election Commission.



Scheme 2 Overview of the election administration in Bosnia and Herzegovina

CHAPTER IV REGISTRATION OF VOTERS IN THE CENTRAL VOTERS' REGISTER

Registration of voters in the Central Voters' Register

The Central Voters' Register is composed and kept based on the data from the official records on temporal or permanent place of residence of the citizens of Bosnia and Herzegovina, kept by the competent body; other public documents and official records on BiH citizens kept by the BiH Central Election Commission, as well as data directly submitted by the citizens.

The Central Voters' Register is unique, permanent and regularly updated.

To be recorded into the Central Voters' Register a person must:

- ❖ Have 18 years of age,
- ❖ Have citizenship of Bosnia and Herzegovina, and
- ❖ Have permanent place of residence in Bosnia and Herzegovina.

According to the category of voters, the following voters are differentiated:

- ❖ Regular voters,
- ❖ Displaced persons, and
- ❖ Refugees

On August 23, 2012, the day the Central Voters' Register was concluded for the 2012 Local Election, the total number of registered voters was 3.144.296 voters.

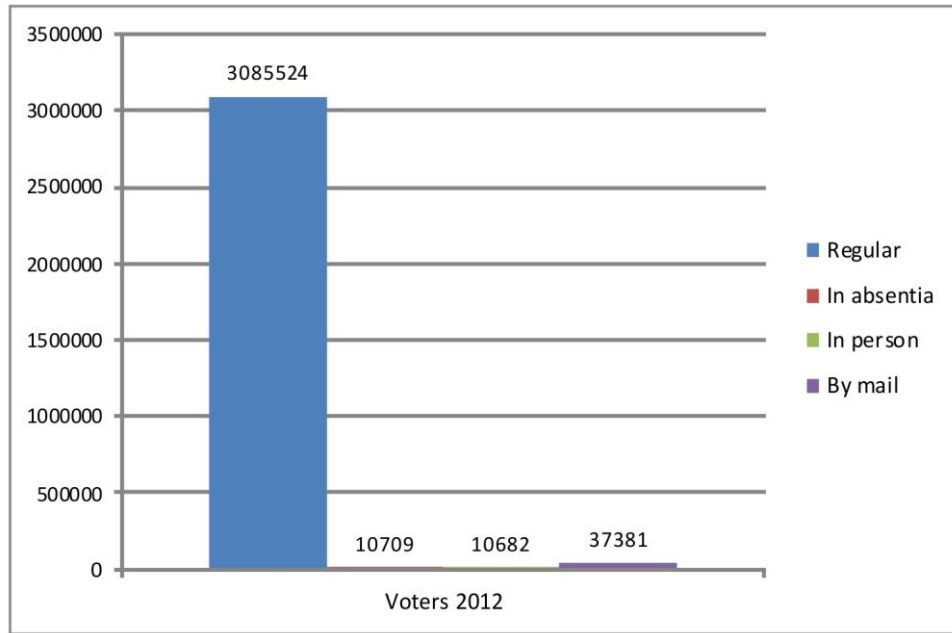


Chart 1 Review of number of voters registered in the Central Voters' Register

SECOND PART

OBSERVERS

CHAPTER V OBSERVERS

1.1 Procedure of accrediting observers

Only accredited observers can observe election activities. The BiH Central Election Commission and election commissions accredit the observers.

The BiH Central Election Commission accredits the observers to observe the work of the BiH Central Election Commission, Main Center for counting and polling stations at the diplomatic-consular representation offices of BiH (herein after: DCRO BiH). An application for accrediting observes can be submitted to the BiH Central Election Commission by:

- ❖ Political subjects⁷,
- ❖ Associations,⁸ and
- ❖ International organizations⁹

Election commissions accredit observers of political subjects to observe the work of the election commission, Center for Voters' Register and polling stations.

1.2 Political subjects' observers

Representatives of political subjects for observing election activities of the BiH Central Election Commission, Main Center for counting, submit application for accreditation to the BiH Central Election Commission, while to observe work of the election commissions and polling station they submit the application to the election commission. The accreditation application must be submitted by **September 6, 2012**, at latest.

Accompanying the application for accreditation, political subjects are obligated to submit a completed list of proposed observers containing:

- ❖ Name and last name,
- ❖ Number of a valid ID card
- ❖ National identification number of the observer

The applicant is also obligated to submit signed Rules of conduct form and statement on respecting secrecy of the vote for every observer found on the list of proposed observers. Upon request of an election management body accredited observer is obligated to display the rules of conduct form and the statement on respecting secrecy of the vote.

⁷ **Political subject** signifies a political party, independent candidate, coalition or list of independent candidates verified to participate at the elections in accordance with the BiH Election Law. Independent candidate also means a candidate proposed by an association, namely other registered organized form of action by national minorities or groups having at least 40 citizens with the right to vote and who participate in the elections within the meaning of Article 13.14 of the BiH Election Law (hereinafter: candidate from a special list of candidates, representatives of national minorities);

⁸ **Association** signifies a representative of nongovernmental organization;

⁹ **International organization** signifies a foreign government, international organizations and international nongovernmental organizations

IMPORTANT!!! An accredited observer cannot be a person:

- who is candidate at the forthcoming elections;
- whose candidacy at the forthcoming elections was rejected or whose name was subsequently removed from the candidates' list;
- to whom the BiH Central Election Commission pronounced a sanction prohibiting him/her to work at the polling station committee, in the Center for Voters Register or in the election commission;
- who was nominated by a political subject, which is not certified to participate at the elections;
- who is member of a polling station committee;
- who holds an office in executive or legislative government in the constituency for the level for which he/she is elected.

The number of observers that political subjects may accredit is unlimited, but a political subject may have only one observer at one location of electoral activities at the same time.

Political subject may propose their representatives for observers only in the basic constituencies that belong to constituencies for which they run at the elections, as well as for observers at diplomatic-consular representation offices of Bosnia and Herzegovina.

Political subjects may have observers at absentee polling stations, namely at the polling station in which voters are registered in the excerpt from the Central Voters Register to vote for the constituency in which the political party is running for office.

Political subjects bear sole responsibility for requesting information from the BiH Central Election Commission about the location of absentee polling stations that are situated in other basic constituencies. Political subjects shall contact election commission of the basic constituency in which the absentee polling station is situated in order to obtain accreditation identification for its observers.

Election commission must provide accredited observers mobile team's working and visiting schedule, and upon a request by an observer, they must ensure observation of the work of the mobile team.

1.3 Associations' observers

Representatives of associations submit their accreditation application for observing work of the BiH Central Election Commission, Main center for counting, election commission, Center for Voters' Register and polling stations to the BiH Central Election Commission. The accreditation application must be submitted by **September 6, 2012**.

In the application form the association shall indicate:

- ❖ Election activities it wishes to observe,
- ❖ Contact details (address, telephone number, fax number and e-mail),
- ❖ Basic constituencies in which it wishes to observe election activities, and
- ❖ Number of observers.

And provide the following accompanying documents:

- ❖ List of nominated observers containing name and last name, number of a valid ID card and national identification number of an observer;
- ❖ An excerpt on record of the association in the register of a competent body, which cannot be older than 60 days; and
- ❖ Rules of conduct form and statement on respecting secrecy of the vote.

An association shall submit a separate application for every basic constituency in which it wishes to observe election activities.

The list of the association's accredited observers, accredited by the BiH Central Election Commission, is sent to all election commissions responsible to issue the accreditations and subsequently the list of observers is forwarded to all polling stations in the basic constituency to which the application form refers.

In order to receive the accreditation the representative of the association must submitted signed Rules of conduct form and statement on respecting secrecy of the vote when taking over the accreditation.

IMPORTANT!!!!

- An association cannot be accredited if it is founded or sponsored by a political subject or if involved in any activities on behalf of verified political subjects.
- Representative of association shall sign a statement stating that the association was not founded or financed by a political subject in accordance with Article 17.4, paragraph (1), point 1) of the BiH Election Law;

1.4 International observers

The representatives of the international election observers submit a request to observe elections in Bosnia and Herzegovina to the BiH Central Election Commission until **October 6, 2012 at latest**.

In application for accreditation representative of the international election observers must give the following:

- ❖ Election activities he/she wishes to observe,
- ❖ Contact details (address, number of telephone, fax and e-mail contact),
- ❖ Basic constituencies in which he/she wishes to observe election activities, and
- ❖ Number of observers.

And the representative also submits the following attachments:

- ❖ The list of names of proposed observers, containing name and last name, the country which issued the passport and number of the passport
- ❖ Rules of conduct form and statement on respecting secrecy of the vote.

IMPORTANT!!!!

- The BiH Central Election Commission accredits and issues accreditation to the representatives of the international election observers to observe any election activity;
- International observers receive their accreditations in the BiH Central Election Commission, 7 Danijela Ozme Street, 71000 Sarajevo;
- International observers may have unlimited number of accredited observers;
- The number of observers the international observers can have in one place at the same time is not limited, but must be adapted to the conditions of the election activity;
- The international observer can be accompanied by an interpreter to every election activity he or she observes;

1.5 Observers at diplomatic-consular representation offices of Bosnia and Herzegovina

Representatives of political subjects and associations submit application for accreditation of their observers to observe elections at a polling station designated for voting of BiH citizens at a diplomatic-consular representation office to the BiH Central Election Commission directly or through the diplomatic-consular representation office of Bosnia and Herzegovina. The accreditation application must be submitted by **September 6, 2012**.

The application for accreditation must provide the following information:

- ❖ Election activities he/she wishes to observe,
- ❖ Contact details (address, number of telephone, fax and e-mail contact),
- ❖ Name of the diplomatic-consular representation office of BiH, and
- ❖ Number of observers.

And shall also submit following attachments:

- ❖ The list of names of proposed observers, containing name and last name, number of valid ID card, the country which issued the passport, number of the passport and national identification number;
- ❖ Rules of conduct form and statement on respecting secrecy of the vote.

IMPORTANT!!!!

- Accredited observers shall receive their accreditation at the BiH Central Election Commission or at the diplomatic-consular representation offices of BiH designated for the voting.

1.6 Decision procedure of the BiH Central Election Commission and election commission

The BiH Central Election Commission and election commission shall reject or dismiss the application for accreditation of an observer in the following situations:

- ❖ If it is not submitted in the deadline prescribed by the BiH Central Election Commission,
- ❖ If failing to submit all necessary documents,
- ❖ If an authorized person did not submit the application,
- ❖ If a person is already nominated, namely if he/she was accredited by another political subject or an association,

An observer, whose application for accreditation was rejected by the election commission, can file a complaint to the BiH Central Election Commission within three (3) days following the day of receiving the decision.

A political subject and an association are entitled to file a complaint to the Appellate Division of the BiH Court through the BiH Central Election Commission on a decision of the BiH Central Election Commission to reject or refuse the application for accreditation.

CHAPTER VI PREPARATIONS AND WORK OF OBSERVERS

Observation of election activities is extremely challenging and physically burdening procedure. An observer should arrive to the place of election activities he/she wishes to observe at least half an hour before the start of voting.

In order to make observation process easier for you, you must prepare the following:

- ❖ Your accreditation;
- ❖ ID card or other identification document;
- ❖ Rules of conduct form and statement on respecting secrecy of the vote;
- ❖ This manual;
- ❖ A pen;
- ❖ Food and drink (no alcohol).

1.1 Procedure of accessing observation of election activities

Procedure of accessing observation of an election activity by an accredited observer is as follows:

- ❖ Show an identification document to the authorize person of an election management body.
- ❖ The authorized person will scrutinize the observer's identification document with a photo, in order to determine that the name of the observer is found on the accreditation.
- ❖ The authorized person will record the name of the observer, the name of the subject that accredited him/her and his/her accreditation number to the Poll Book, recording the time when the observer arrived and the time the observer left the premises, in order to limit the number of observers to one at the same time at the same place of electoral activities if it is an observer of a political subject and an association.
- ❖ The authorized persons shall keep the identification document until the observer leaves the place of election activities. When leaving the place of election activities the

observer is obligated to inform the authorized persons thereof, after which the identification document will be returned to the observer. When leaving the place of election activities, the observer shall keep the accreditation.

IMPORTANT!!!!
○ Introduce yourself and meet the authorized person;
○ Wear the accreditation;
○ Choose your place so that you do not disturb the election process, but make sure you can see complete electoral procedure;
○ Do not disturb electoral activities;
○ Respect secrecy of the vote;
○ Please do not give your impressions regarding the election results while you are acting as an observer;
○ Be present at a polling station until the votes are counted, the minutes and the form for the results are completed and signed;
○ Do not wear or carry any insignia or mark that identifies you with a particular political subject;
○ Do not make any media statements during the complete electoral process;
○ Do not use cellular phones, and in case of emergencies the phones should remained turned on (silent mode only);

1.2 Beginning of the work at a polling station

A polling station is opened at 7 a.m. and closed on 7 p.m. If the Polling Station is not opened on time for justified reasons or the polling was interrupted, the voting in that Polling Station may be extended by the length of time which the delay or interruption lasted if the delay or interruption lasted three (3) hours or less, depending decision of the president of the polling station. If the delay or interruption lasted more than three (3) hours, then the Municipal Election Commission shall decide the length of time for which voting shall be extended. The president shall as soon as possible inform the election commission on the reason of the delay or interruption in the work of the polling station.

1.3 Opening of polling station

During the opening of a polling station, the observer should observe whether the polling station committee has:

- Designated the place for each voting booth, taking into consideration that no person in or outside the polling station can see a voter while casting his/her ballot,
- Recorded their names in the Minute and signed the Statement and Code of Conduct from Form Z3 of the Minutes;
- Written all necessary information on the envelopes, that is, on the packages;
- Recorded on the appropriate form the total number of voters registered on the excerpt from the Central Voters' Register;
- Determined that the ballots are originally packed before counting the ballots;
- Manually counted received ballots for every level of the elections and recorded the total number of received ballots on the appropriate form ;
- Displayed the empty ballots boxes and sealed the boxes;
- Recorded serial numbers of ballot boxes' seal on the appropriate form ;

- Placed sealed ballot box in a place visible to everyone present;
- Recorded the time when the polling station was opened in the Form Z4 of the Minutes.

1.4 Voting procedure

An accredited observer should observe the following activities of the polling station committee during the voting:

- Whether the secrecy of the vote is respected, namely is the voting booth occupied only by one person at the same time,
- Whether the multiple voting prohibition is respected, namely the prohibition that a person casts a ballot for another person under his/her name,
- Whether the polling station committee ensures that no person disturbs the voter while marking his/her vote, requesting information on his/her preferences, and preventing or trying to prevent a person in exercising of his/her right to vote,
- Whether president and the members of the polling station committee are performing their duties in the way it is prescribed; namely:
 - President of the polling station* – manages the work of the polling station committee, and together with the members of the polling station committee, is responsible for legality of the work at the polling station; maintains integrity of the voting process, takes care of peace and order at the polling station and surrounding area; completes the forms; ensure there are no weapons or dangerous items at the polling station; assists the voters who need additional explanation on the voting process; deals with all issues regarding identification and the voters’ right to vote; records in the “Minutes on the work of the polling station committee on the Election Day- Form ZARBO II” the time and the circumstances of all extraordinary events at the polling station and makes sure that the Minutes contain all necessary data.
 - Member of the polling station committee in charge of controlling the order* – ensures smooth circulation of the voters not allowing unnecessary crowding at the polling station.
 - Member of the polling station committee in charge of identification* – checks voters’ identity; finds the voter’s name on the excerpt from the final Central Voters’ Register; warns the voter that he/she needs to sign identically to the signature on the ID document; makes sure that the voter signs next to his/her name on the excerpt from the final Central Voters’ Register; reads out loud the name of the voter who signed on the excerpt from the final Central Voters’ Register.
 - Member of the polling station committee in charge of issuing the ballots* – issues the ballots; provides explanation on how to correctly fill out the ballots; directs the voter to unoccupied voting booth.
 - Member of the polling station committee in charge of ballot box’s control* – directs the voter to put the ballots into the ballot box and leave the polling station; ensure that no voter leaves the polling station without putting the ballots into the ballot box; ensures that only ballots are put into the ballot box.

- Was the voting disturbed at the polling station, and if it was, did the president act in a way as to remove danger, violence, weapons or dangerous items from the polling station; stop the voting if danger, violence, weapons or dangerous items cannot be immediately removed for the time necessary to restore peace and order at the polling station, and if the order at the polling station was disturbed, the president should seek assistance by the police or security forces outside the polling station in order to restore peace and order at the polling station.
- Were there any interruptions of the voting, and if there were, was the election commission informed thereof in the prescribed manner?

IMPORTANT!!!!

- Bodily incapacitated voter are voter who come to the polling station, but cannot enter the latter. A member of the polling station committee shall go to the physically disabled voter after he/she informs the president thereof. Bodily incapacitated voter shall complete the ballots, which he/she puts in an envelope. A person, selected by bodily incapacitated voter, shall take the envelope with the ballots and put the envelope in the ballot box.
- A voting booth can be occupied only by one person at the same time, unless the voters casting their ballot are blind, illiterate or bodily incapacitated;
- A person who abuses the voting right or performs an electoral fraud is criminally responsible;
- Member of the polling station committee in charge of identification reads out loud the name of the voter who signed on the excerpt from the final Central Voters' Register
- Member of the polling station committee in charge of ballot box's control ensures that no voter leaves the polling station without putting the ballots into the ballot box; ensures that only ballots folded one by one are put into the ballot box in order to protect secrecy of the vote.

1.5 Closing of the polling station

During the closing of a polling station, the observer should observe the following activities of the polling station committee:

- Were the voters in the line for voting at the time of closing given permission to vote, namely whether the following procedure was conducted at the time of closing the polling station:
 - President, 15 minutes before closing the polling station, announces to everyone present inside and outside the polling station the time when the polling station closes.
 - President designates a member of the polling station committee to stand at the end of the line at the time of closing the polling station in order to ensure that no person arrives in the line after closing of the polling station.
 - A member of the polling station committee closes the door immediately after last voter from the line casts his/her ballot.
 - President records the time of closing the polling station in the "Minutes on the work of the polling station committee on the Election Day – Form ZARBO II".

- President closes the opening of the ballot box by sealing tape and signs it.
- Whether the president of the polling station committee has recorded all present observes at the time of closing in the prescribed manner?
- Whether the president of the polling station committee has recorded all information in the appropriate form?

1.6 Procedure of counting at the polling station

The observer should observe the following activities of the polling station committee after closing of the polling station:

Procedure of determining won votes per political subjects:

- Is the number of unused ballots determined and packed in the gray protective bag;
- Is the number of voters who casted their vote at that polling station determined by manually counting number of signatures on the excerpt from the Central Voters' Register and whether this information is recorded in the appropriate form;
- Is big working surface formed for counting of the ballots from the ballot box;
- Is the ballot box completely emptied onto the working surface and whether it was displayed that the ballot box is empty;
- Are the ballots sorted by levels;
- Are the ballots with levels that are not counted put in a bag and kept on the working surface;
- Are the ballots counted by teams of two (double counting) in sets of 25 and whether the number of votes won by political subject correctly determined?

Procedure of determining number of votes won per candidates (only open lists)

Where counting the votes in the open list system for a certain electoral level counting of the votes won by individual candidates on the list is done after determining the results per political subjects. At this time, the observer should observe the following:

- Is counting done in teams of four members, where one member of the team reads, second controls the reading, and two members of that team record the data in the appropriate form per candidates.
- Has the polling station committee after the conducted counting cycle packed the material in accordance with the scheme of packing into bags and put the seal, and recorded the results of counting on the forms.
- Is the form (yellow copy) with the results of counting displayed at the polling station?

IMPORTANT!!!!

- When counting the ballots a pen can be held only by members of the team recording the data on the appropriate auxiliary form and the president for recording the data on the appropriate forms;
- Every polling station has the form on which observers can copy the results from the yellow copies.

1.7 Manner of recording observer's objections

When observing election process you, as an observer, should be aware of the atmosphere inside and outside the polling station. If you notice any problems or violations of the election procedure, you should contact the president of the polling station committee. The manner in which you would contact the president must be such as not to be interpreted as instructions, orders or interference with the election procedure.

IMPORTANT!!!

Every observer should differentiate between irrelevant mistakes in application of rules and regulations from the violations that can severely violate procedure and influence the election results!!!!!!!!!!!!

If president of polling station committee fails to remove observed shortcoming or violation of election procedure, make sure to record your observations in the Minutes on work of the polling station, Reporting form Z7¹⁰ and signed the latter. An observer has the right to request from the election commission a copy of the Poll Book from the polling station whose work he/she observed.

Accredited observer or a political subject may, based on objections listed in Form Z7, submit a complaint to the competent election management body.

Serious violations are:

- Systematic, namely repetitive violations of rules and procedures;
- Violation of the secrecy of the vote;
- Influencing free choice of voter;
- Violation of rules and procedures that can influence accuracy of election results.

We recommend you to pay special attention to, namely to immediately inform the municipal election commission, following situations:

- ❖ If you or other observers are not permitted to enter a polling station or you were removed from the polling station;
- ❖ If chaos and confusions are made at the polling station;
- ❖ If recording of objections in the Minutes on the work of polling station committee is prevented.

1.8 Interfering with voting procedure and exclusion of an observer

Accredited observer signs a Statement on rules of conduct and is obligated to adhere to following rules:

¹⁰ OPINIONS OR OBJECTIONS - Form Z7 - the part of form in which opinion or objection of polling station committee's members, voters or accredited observer is recorded. Member of a polling station committee, a voter or an accredited observer may record his/her opinion or objection to the voting process, to be signed in person (opinion or objection that is not signed will not be taken under consideration). Observer can give his/her explained objections to work of the polling station committee in written, to be made appendix to Z7 (this case must be specially recorded in Z7 by the president).

- To be unbiased in accordance with his/her duties;
- Not to interfere with election process encompassing registration of voters in the Central Voters' Register, procedure on the voting day or counting the votes, and to respect secrecy of voting;
- Not to attempt influencing a person regarding his/her voting option or the manner in which he/she will mark the ballot;
- To respect provisions of the BiH Election Law.

Election management body will withdraw status of an accredited observer and remove him/her from the election place during observation of the election process if:

- ❖ He/she disturbs election activities;
- ❖ He/she does not respect secrecy of voting;
- ❖ He/she does not wear official accreditation;
- ❖ He/she wears insignia connecting him/her with a particular political subject.

In the procedure of removing an accredited observer from the place of elections, the representative of the election management body should previously warn accredited observer, who disturbs election process and undertake all other available measures and actions to stop the disturbance, and if accredited observer continues with disturbances, the representative shall remove him/her from the place of elections. Every such action should be recorded in Form Z8 of the Minutes on work of the polling station committee. Competent election management body shall inform political subject, association-that is international observer on annulment of the accreditation.

THIRD PART

A N N E X

Annex I Main information on Bosnia and Herzegovina

Capital: Sarajevo

Area: 51.197 km²

Population: 4.354.911 (1991)

Number of voters in BiH: 3.144.296

Federation of BiH: 1.863.646

Republika Srpska: 1.196.814

Brčko District of BiH: 83.836

Coastline: 21, 2 km

People: Bosniaks, Serbs, Croats, Others

Official languages: Bosnian, Serbian, Croatian

Currency: Convertible Mark (BAM) (1.95 BAM =1 Euro)

Climate: Moderate continental. Average annual temperature is 9,5 °C, and average precipitation is around 900 mm. The warmest month is August, and the coldest January.



Bosnia and Herzegovina is a country in the central part of the Balkan Peninsula. Bosnia and Herzegovina borders Croatia to the north, west and south, Serbia to the east, and Montenegro to the southeast. Bosnia and Herzegovina has around 21 kilometers of coastline, centered on the town of Neum.

Annex II Contact information

Information on BiH Central Election Commission

BiH Central Election Commission
Address: Danijela Ozme 7
71000 Sarajevo, Bosnia and Herzegovina
Telephone:
SWITCHING BOARD + 387 33 251 300
PR OFFICE + 387 33 251 323
Fax: + 387 33 251 329

E-mail addresses:

ppprijava@izbori.ba

(for registration of OCV voters)

kontakt@izbori.ba

(for all contacts, complains, suggestions,
etc.)

info@izbori.ba

(for all contacts, complains, suggestions, but
also for registration by mail)

webmaster@izbori.ba (for all contacts,
complaints, and suggestions of technical
nature)

Web site:

www.izbori.ba

Useful information

Sarajevo airport	033/289-100
Banja Luka airport	051/305-897
Mostar airport	036/350-212
Tuzla airport	035/814-605
Wake up call	1401
Taxi service Sarajevo	1515
Taxi service Banja Luka	1544
Taxi service Mostar	036/318-876
Taxi service Tuzla	1517
Tourist info center	532-606
Bus station Sarajevo	033/213-100
Bus station Banja Luka	051/315-355
Bus station Mostar	036/552-025
	036/348-680
Bus station Tuzla	035/332-590
Railway station Sarajevo	033/655-330
Railway station Mostar	036/551-361
Railway station Banja Luka	051/301-229
BIHAMK Info-center	033/664-374
Express mail service	1417
ER	124
Police	122
Road assistance	1282
Traffic and road conditions	1282
Telegrams	1202
Firefighters	123
International operator	1201
Int. telephone information	1183
Domestic tel. information	1182
Time	125
Telephone information	1182

Annex III Contact information on election commissions

Code	Name	Address	Contact details
001	VELIKA KLADUŠA	Hamdije Pozderca br.3	037/770-025
002	CAZIN	Trg Alije Izetbegovića br. 1	037/512-362
003	BIHAĆ	Bosanska br. 4	037/229-607
004	BOSANSKA KRUPA	Trg Avde Ćuka bb	037/471-085
005	BUŽIM	505 "Viteške brigade" br. 26	037/419-500
006	KRUPA NA UNI	Krupa na Uni Donji Dubovik	052/480 835
007	NOVI GRAD	Petra Kočića br.2	052/751-660
008	KOZARSKA DUBICA	Svetosavska bb 79240	052/410-502
009	PRIJEDOR	Trg oslobođenja br. 1	052/245-122
010	GRADIŠKA	Vidovdanska br.1A	051/813-221
011	LAKTAŠI	Karadorđeva br.56	051/334-225
012	SRBAC	Mome Vidovića br.7	051/740-124
013	PRNJAVOR	Svetosavska br.10	051/660-494
014	DERVENTA	Trg oslobođenja br.3	053/333-122
016	BROD	Svetog Save br.39	053/612-115
017	ODŽAK	Glavni trg bb	031/763-035
018	VUKOSAVLJE	Muse Ćazima Ćatića bb	053/811-129
020	DOMALJEVAC - ŠAMAC	Posavskih branitelja br.148	031/716-600
021	ŠAMAC	Majke Jevrosime, Park br.2	054/611-217
022	ORAŠJE	Treća ulica br.15	031/714-578
023	DONJI ZABAR	Donji Žabar	054/875-101
024	MODRICA	Vidovdanska bb	053/812-472
025	GRADAČAC	Huseina Kapetana Gradašćevića br.54	035/817-156
026	PELAGIĆEVO	Trg poginulih boraca otadžbinskog rata bb	054/810-106
029	BIJELJINA	Trg Kralja Petra I. Karadorđevića br.1	055/211-930
030	BOSANSKI PETROVAC	Bosanska br.110	037/883-570
031	PETROVAC	Centar bb	050/465-002
032	SANSKI MOST	Ul. Banjalučka br.3	037/681-724
033	OŠTRA LUKA	Oštra Luka bb	052/337-162
034	BANJA LUKA	Trg srpskih vladara br.1	051/244-585
035	ČELINAC	Prvog krajiškog prol. Bataljona bb	051/553-018
036	DOBOJ ISTOK	Brijesnica Velika bb, Zanatski cen.	032/691-511
037	DOBOJ JUG	Trg 21 mart br. 1, Matuzići	032/691-245
038	DOBOJ	Doboj Hilendarska 1	053/227-560
039	TEŠANJ	Trg Alije Izetbegovića bb	032/650-022
042	MAGLAJ	Viteška br.4	032/603-635
044	GRAČANICA	Mula Mustafe Bašeskije br.1	035/700-821
045	PETROVO	Petrovo bb	053/260-070
047	LUKAVAC	Trg slobode br.1	035/553-253
049	SREBRENİK	Radnička bb	035/645-747

050	TUZLA	ZAVNOBIH-a br.11	035/250-491
052	ČELIĆ	Ratkovci bb	035/660-736
054	LOPARE	Cara Dušana br. 61	055/650-174
055	TEOCAK	Centar bb	035/755-319
056	UGLJEVIK	Trg Draže Mihajlovića bb	055/773-760
057	DRVAR	Drvar Titova br.1	034/820-163
058	ISTOČNI DRVAR	Potoci bb	050/211-316
059	KLJUC	Branilaca BiH br.78	037/661-139
061	RIBNIK	Rade Jovanića br.29	050/431-282
064	MRKONJIĆ GRAD	Trg Kralja Petra br.1	050/211-353
065	JAJCE	Nikola Šope bb	030/ 658-641
066	JEZERO	Vuka Karadžića bb	050/291-001
067	DOBRETIĆI	Dobretići bb	030/641-202
068	KNEZEVO	Gavrila Principa br.1	051/591-601
070	KOTOR VAROŠ	Cara Dušana bb	051/782-110
074	TESLIĆ	Teslić Karadžorđeva br.6	053/411-505
075	ZEPČE	Stjepana Radića br.1	032/888-248
077	ZAVIDOVIĆI	Safvet bega Bašagića br.1	032/878-316
078	BANOVIĆI	Branilaca Banovića br.29	035/875-467
079	ŽIVINICE	Alije Izdebegovića br.30	035/773-777
080	KALESIJA	Patriotske lige bb	035/631-259
081	OSMACI	Osmaci bb	056/337-603
082	SAPNA	206. Viteške brdske brigade bb	035/599-538
083	ZVORNIK	Svetog Save br.124	056/232-245
084	BOSANSKO GRAHOVO	V. Ivetića br.2	034/850-191
085	GLAMOČ	S.S.Kranjčevića bb	034/206-157
088	ŠIPOVO	Gavrila Principa bb	050/371-519
089	DONJI VAKUF	Ul. 14. Septembra bb	030/205-229
091	TRAVNIK	Mehmed Paše Kukavice bb	030/511-626
093	ZENICA	Trg BiH br.6	032/401-215
094	KAKANJ	Zgoščanska br.123	032/553-042
095	VAREŠ	Zvijezda br.34	032/844-042
096	OLOVO	Branilaca grada bb	032/828-280
098	KLADANJ	Kladanjskih Brigada br.2	035/628-460
101	ŠEKOVICI	Josipa Kovačevića bb	056/653-691
103	VLASENICA	Svetosavska br.14	056/734-710
104	BRATUNAC	Drinska br.1	056/410-512
105	SREBRENICA	Srebreničkog odreda bb	056/445-500
106	LIVNO	Obrtnička bb	034/204-349
107	KUPRES (FBIH)	Vukovarska br.2	034/274-801
108	KUPRES	Novo Selo bb - Strojice	050/480-077
109	BUGOJNO	307 Motorizovane brigade br.92	030/251-423
110	GORNJI VAKUF - USKOPLJE	Fra Anđela Zvizdovića bb	030/494-091
111	NOVI TRAVNIK	Kralja Tvrtka b.b.	030/795-601

112	VITEZ	Stjepana Radića br.1	030/718-201
113	BUSOVAČA	16. Kolovoza bb	030/732-152
114	FOJNICA	Bosanska br.17	030/831-289
115	KISELJAK	Josipa Bana Jelačića bb	030/871-616
116	VISOKO	Jalija 50	032/738-547
117	BREZA	ZAVNOBIH-a br.6	032/786-029
118	ILIJAS	126. Ilijaške brigade br.6	033/400-204
121	SOKOLAC	Glasinačka bb	057/448-425
123	HAN PIJESAK	Aleksandra Karađorđevića br.3	057/557-285
124	TOMISLAVGRAD	Ul. Mijata Tomića br.108	034/356-410
125	PROZOR-RAMA	Kralja Tomislava bb	036/771-913
126	JABLANICA	Pere Bilića br.25	036 /751-311
127	KONJIC	M. Tita br.62	036/731-498
129	KREŠEVO	Fra Grge Martića br.49	030/ 806-622
130	HADŽICI	Hadželi br.114	033/475-961
131	ILIDŽA	Butmirska cesta br.12	033/637-871
132	ISTOČNA ILIDŽA	Gornji Kotarac bb	057/676-352
133	NOVI GRAD SARAJEVO	Bulevar Meše Selimovića br.97	033/291-130
135	VOGOŠĆA	Jošanička br.80	033/430-805
136	CENTAR SARAJEVO	Mis Irbina br.1	033/663-450
137	STARI GRAD SARAJEVO	Zelenih beretki 4	033/220-804
138	ISTOČNI STARI GRAD	Bulozi br.27	057/265-114
139	NOVO SARAJEVO	Zmaja od Bosne br.55	033/492-270
140	ISTOČNO NOVO SARAJEVO	Stefana Nemanje br.1	057/676-663
141	TRNOVO (FBIH)	Trnovo bb	033/439-105
142	TRNOVO	Trnovo bb	057/610-120
143	PALE (FBIH)	Himze Sablje br.33	038/799-100
144	PALE	Romanijska br.15	057/223-410
146	ROGATICA	Dobrovoljačka bb	058/417-441
147	VIŠEGRAD	Kralj Petra bb	058/620-823
148	POSUŠJE	Fra Grge Martića br.30	039/685-528
149	GRUDE	Fra Gabre Grubišića br.4	039/663-018
150	ŠIROKI BRIJEG	Fra Didaka Buntića br.11	039/706-371
158	ISTOČNI MOSTAR	Nevesinjskih ustanika bb	059/602-224
161	NEVESINJE	Cara Dušana br.44	059/602-796
163	KALINOVIK	Karađorđeva br.19	057/623-131
164	GACKO	Nemanjina br.5	059/472-426
165	FOČA (FBIH)	Ustikolina bb	038/518-100
166	FOČA (RS)	Kralja Petra bb	058/210-558
167	GORAŽDE	Titova br.2	038/241-450
168	NOVO GORAŽDE	Centar br.1	058/430-095
169	ČAJNIČE	Igumana Vasilija bb	058/315-404
170	RUDO	Draže Mihajlovića br.34	058/711-164
171	LJUBUŠKI	Zrinsko- frankopanska br.71	039/835-503

172	ČITLUK	Kralja Tomislava br.87	036/642-445
173	ČAPLJINA	Trg Kralja Tomislava br.1	036/805-052
174	NEUM	Kralja Tomislava br. 1	036/884-417
176	STOLAC	Kralja Tomislava bb	036/853-104
177	BERKOVIĆI	Berkovići	059/860-099
179	LJUBINJE	Svetosavska bb	059/630-296
180	BILEĆA	Kralja Aleksandra br.30	059/372-355
181	RAVNO	Trg don Ivana Musića bb	036/891-515
182	TREBINJE	Vuka Karadžića br.2	059/260-402
183	USORA	Sivša bb	032/893-479
184	KOSTAJNICA	Svetosavska br.11	052/663-113
185	MILIĆI	Jovana Dučića bb	056/740-231
199	GRAD MOSTAR	Stjepana Radica br.76 E	036/325-120
200	BRČKO DISTRIKT BIH	Dr. Abdulaha Bukvice br.1	049/220-076

Annex V Cartographic overview of constituencies



Annex VI Number of voters registered in the Central Voters' Register per constituencies

Number of voters registered in the Central Voters' Register for the 2012 Local Elections, to be held on October 7, 2012, on August 23, 2012 at 24:00 hours is as follows:

Code of constituency	CONSTITUENCY	TOTAL
001	VELIKA KLADUŠA	40296
002	CAZIN	50831
003	BIHAĆ	54482
004	BOSANSKA KRUPA	24413
005	BUŽIM	13865
006	KRUPA NA UNI	1799
007	NOVI GRAD	27346
008	KOZARSKA DUBICA	23696
009	PRIJEDOR	84079
010	GRADIŠKA	53777
011	LAKTAŠI	30460
012	SRBAC	17514
013	PRNJAVOR	38011
014	DERVENTA	31873
016	BROD	17926
017	ODŽAK	16496
018	VUKOSAVLJE	4344
020	DOMALJEVAC - ŠAMAC	4303
021	ŠAMAC	16277
022	ORAŠJE	17002
023	DONJI ŽABAR	2005
024	MODRIČA	26873
025	GRADAČAC	34447
026	PELAGIĆEVO	4625
029	BIJELJINA	103007
030	BOSANSKI PETROVAC	7097
031	PETROVAC	1007
032	SANSKI MOST	33137
033	OŠTRA LUKA	4557
034	BANJA LUKA	181530
035	ČELINAC	15107
036	DOBOJ ISTOK	9623
037	DOBOJ JUG	4174
038	DOBOJ	70010
039	TEŠANJ	37201
042	MAGLAJ	19649
044	GRAČANICA	40739
045	PETROVO	6925
047	LUKAVAC	41968

049	SREBRENİK	36457
050	TUZLA	111045
052	ČELIĆ	9749
054	LOPARE	13044
055	TEOČAK	6368
056	UGLJEVIK	14522
057	DRVAR	7413
058	ISTOČNI DRVAR	339
059	KLJUČ	15257
061	RIBNIK	6368
064	MRKONJIĆ GRAD	18155
065	JAJCE	24125
066	JEZERO	1103
067	DOBRETIĆI	1914
068	KNEŽEVO	9708
070	KOTOR VAROŠ	20299
074	TESLIĆ	42313
075	ŽEPČE	23373
077	ZAVIDOVIĆI	33137
078	BANOVIĆI	20001
079	ŽIVINICE	51206
080	KALESİJA	30936
081	OSMACI	3916
082	SAPNA	9729
083	ZVORNIK	52877
084	BOSANSKO GRAHOVO	2987
085	GLAMOČ	4513
088	ŠIPOVO	10720
089	DONJI VAKUF	11969
091	TRAVNIK	44646
093	ZENICA	99549
094	KAKANJ	32714
095	VAREŠ	9256
096	OLOVO	9314
098	KLADANJ	11250
101	ŠEKOVIĆI	7264
103	VLASENICA	10389
104	BRATUNAC	17945
105	SREBRENICA	14090
106	LIVNO	25844
107	KUPRES (FBİH)	3487
108	KUPRES (RS)	403
109	BUGOJNO	28103
110	GORNJI VAKUF - USKOPLJE	16313
111	NOVI TRAVNIK	19541

112	VITEZ	21323
113	BUSOVAČA	13184
114	FOJNICA	10392
115	KISELJAK	16845
116	VISOKO	33420
117	BREZA	11724
118	ILIJAS	18671
121	SOKOLAC	11000
123	HAN PIJESAK	3277
124	TOMISLAVGRAD	18243
125	PROZOR-RAMA	11141
126	JABLANICA	8977
127	KONJIC	21831
129	KREŠEVO	4472
130	HADŽIĆI	20617
131	ILIDŽA	56970
132	ISTOČNA ILIDŽA	13169
133	NOVI GRAD SARAJEVO	107906
135	VOGOŠĆA	23625
136	CENTAR SARAJEVO	60271
137	STARI GRAD SARAJEVO	37559
138	ISTOČNI STARI GRAD	1188
139	NOVO SARAJEVO	67364
140	ISTOČNO NOVO SARAJEVO	8888
141	TRNOVO (FBIH)	3590
142	TRNOVO (RS)	1379
143	PALE (FBIH)	666
144	PALE (RS)	19544
146	ROGATICA	9582
147	VIŠEGRAD	11366
148	POSUŠJE	12712
149	GRUDE	12111
150	ŠIROKI BRIJEG	21639
158	ISTOČNI MOSTAR	215
161	NEVESINJE	11688
163	KALINOVIK	2006
164	GACKO	7995
165	FOČA (FBIH)	1683
166	FOČA (RS)	17620
167	GORAŽDE	20610
168	NOVO GORAŽDE	2192
169	ČAJNIČE	4417
170	RUDO	7302
171	LJUBUŠKI	20983
172	ČITLUK	12915

173	ČAPLJINA	21346
174	NEUM	3523
176	STOLAC	10628
177	BERKOVIĆI	1794
179	LJUBINJE	3305
180	BILEĆA	10114
181	RAVNO	1266
182	TREBINJE	29230
183	USORA	5520
184	KOSTAJNICA	4983
185	MILIĆI	8357
200	BRČKO DISTRIKT BiH	83836
	TOTAL	3144296

Annex VIII Application for accrediting an association

BOSNA I HERCEGOVINA
CENTRALNA IZBORNA KOMISIJA
SREDIŠNJE IZBORNO POVJERENSTVO



БОСНА И ХЕРЦЕГОВИНА
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА

APPLICATION FOR ACCREDITATION

Association _____
Name of association _____

Contact address _____
Telephone number/fax including area code _____
e-mail _____

applies for observation accreditation for (mark appropriate box – submit special form for every basic constituency in which intending to observe elections):

- A) Work of BiH Central Election Commission
- B) Work of election commission
Basic constituency _____
Number of observers _____
- C) Work of center for voters' register
Basic constituency _____
Number of observers _____
- D) Work at polling station
Basic constituency _____
Number of observers _____
- E) Work of Main center for counting
Basic constituency _____
Number of observers _____

Please state the language and the writing on which you would like you accreditations printed: _____.

With my signature hereto I confirm that the association under the given name was not founded, sponsored or conducts any activity on behalf of a political subjects and that it will abide by the provisions of the BiH Election Law.

Signature of the association's president

Signature of authorized person of BiH CEC

Basic constituency
(in this election commission receive accreditations)

Date of submission _____

Representative of the association shall take over official accreditations, after presenting individually signed rules of conduct form and the statement on respecting the secrecy of the vote, from the authorized person of the Election Commission, who is responsible for securing the accreditations. The employee of the Election Commission will not keep the rules of conduct form or the form on respecting secrecy of the vote. The employee of the election commission will check on whether this organization was accredited by the BiH Central Election Commission. The representatives of the associations will receive as many accreditations as there are signed forms and statements, and that number shall not exceed the number of observers enlisted on the list of proposed association's observers and which is found on the list of accredited associations of the BiH Central Election Commission.

Approved by BiH Central Election Commission: YES NO

Issued by

Date

Annex IX Application for accrediting international observers

BOSNA I HERCEGOVINA
CENTRALNA IZBORNA KOMISIJA
SREDIŠNJE IZBORNO POVJERENSTVO



БОСНА И ХЕРЦЕГОВИНА
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА

APPLICATION FORM FOR APPOINTMENT OF INTERNATIONAL OBSERVERS

International observers _____

Name of organization or name of the observer

are hereby applying for issuance of an observation accreditation

Contact address _____

Phone number/fax (including country code) _____

e-mail _____

The observers of this organization are applying to observe:

(Check appropriate box next to the election activity, which you intend to observe)

- | | |
|--|--------------------------|
| A) Work of the Central Election Commission | <input type="checkbox"/> |
| B) Work of an election commission | <input type="checkbox"/> |
| C) Work of Center for voters register | <input type="checkbox"/> |
| D) Work at the polling station | <input type="checkbox"/> |
| E) Work of the Main Center for counting | <input type="checkbox"/> |

Signature of the international observers' representative

Date of submission

Representative of the international observers shall take over official accreditations, after presenting individually signed rules of conduct form and the statement on respecting the secrecy of the vote, from the authorized person of the BiH Central Election Commission, who is responsible for securing the accreditations. The representatives of international observers will receive as many accreditations as there are signed forms and statements, and that number shall not exceed the number of observers enlisted on the list of proposed international observers. The list of the international observers shall be constituent part of this request, which is to be completed when submitting this request.

Approved by the BiH Central Election Commission:

YES

N

(Stamp)

(Issued by)

Date: _____

Annex X Application for accreditation at diplomatic-consular representation offices of BiH

BOSNA I HERCEGOVINA
CENTRALNA IZBORNA KOMISIJA
SREDIŠNJE IZBORNO POVJERENSTVO



БОСНА И ХЕРЦЕГОВИНА
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА

APPLICATION FOR ACCREDITING OBSERVERS AT DIPLOMATIC-CONSULAR REPRESENTATION OFFICES OF BOSNIA AND HERZEGOVINA (DCRO BiH)

APPLICANT (full name of the applicant)

International observers _____
Title or name of international observers

Association _____
name of association

Political subject _____
Name of political subject

are hereby applying for issuance of an observation accreditation for election observation at a polling station at the DCRO BiH, designated for out-of-country voting.

Contact address _____

Telephone number / fax including country code _____

e-mail _____

The applicant's observers are applying for observing elections at a polling station at the DCRO BiH designated for voting of BiH citizens.

Give the name of the DCRP BiH designated for voting

Signature of the applicant

Date of submission

Place where application was submitted _____

BiH Central Election Commission or name of the DCRP BiH where application is submitted

Representative of the applicant shall take over official accreditations, after presenting individually signed rules of conduct form and the statement on respecting the secrecy of the vote, from the authorized person of the BiH Central Election Commission, who is responsible for securing the accreditations or from an authorized employee at the DCRO BiH. The representatives of the applicant will receive as many accreditations as there are signed forms and statements, and that number shall not exceed the number of observers enlisted on the list of nominated observers.

The list of the nominated observers shall be constituent part of this request, which is to be completed when submitting this request.

Approved by the BiH Central Election Commission:

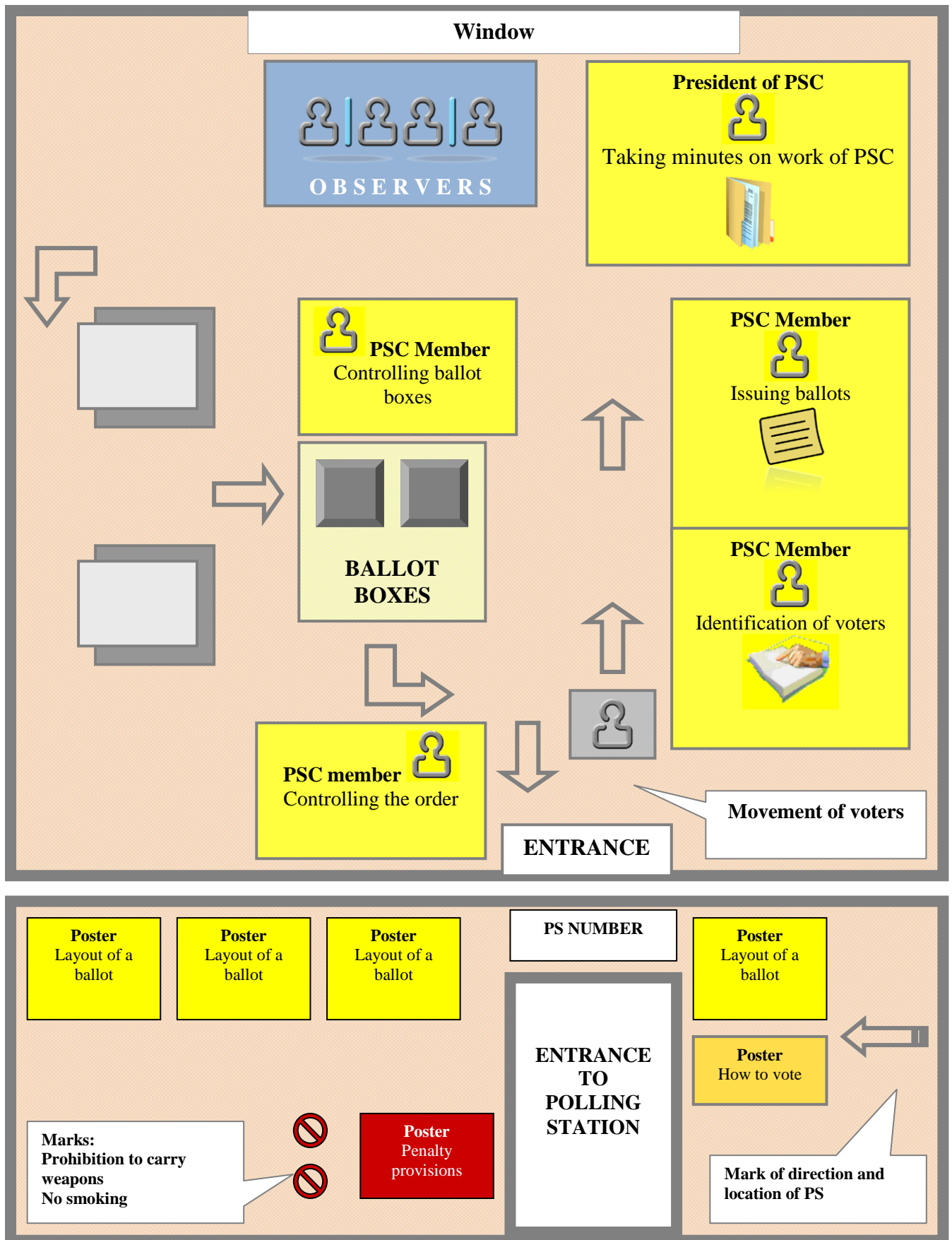
YES

NO

(STAMP) _____
(Issued by)

Date: _____

Annex XI Schematic overview of a polling station



Central Election Commission of Bosnia and Herzegovina – composition



Branko Petrić, President of
BiH Central Election Commission



Irena Hadžiabdić, member



Stjepan Mikić, member



Vedran Hadžović, member



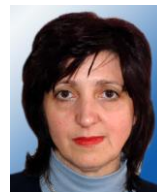
Suad Arnautović, member



Mile Kudić, member



Tihomir Vujičić, member



Božica Ban, Secretary
General

BiH Central Election Commission is an independent body competent to implement the following laws: BiH Election Law, Law on conflict of Interests in governmental institutions of Bosnia and Herzegovina, Law on conflict of interests in government bodies of BiH Federation, Law on conflict of interests in institutions of Brčko District of BiH and Law on political party financing. Besides the given law, the BiH Central Election Commission is also competent to implement part of the Law on Council of Ministers of BiH.

Pursuant to Article 2.6 of the BiH Election Law, the President of the BiH Election Commission is appointed from amongst its members. Each member of the BiH Election Commission, a Croat, a Bosniak, a Serb and a representative of the Others, shall perform the duty of the president of the BiH Election Commission according to the rotation principle, once in seven (7) years for the period of fifteen (15) months.

Composition of the BiH Central Election Commission: Branko Petrić, president of the BiH Central Election Commission, and member of the BiH Central Election Commission: Irena Hadžiabdić, Mile Kudić, Stjepan Mikić, Suad Arnautović, Vedran Hadžović, and Tihomir Vujičić.

Administrative–technical and professional tasks for the BiH Central Election Commission are done by the Secretariat of the BiH Central Election Commission headed by Secretary General Božica Ban.

Code of conduct for international election observers¹¹

International election observation is widely accepted around the world. It is conducted by intergovernmental and international nongovernmental organizations and associations in order to provide an impartial and accurate assessment of the nature of election processes for the benefit of the population of the country where the election is held and for the benefit of the international community. Much therefore depends on ensuring the integrity of international election observation, and all who are part of this international election observation mission, including long-term and short-term observers, members of assessment delegations, specialized observation teams and leaders of the mission, must subscribe to and follow this Code of Conduct.

Respect Sovereignty and International Human Rights Elections are an expression of sovereignty, which belongs to the people of a country, the free expression of whose will provides the basis for the authority and legitimacy of government. The rights of citizens to vote and to be elected at periodic, genuine elections are internationally recognized human rights, and they require the exercise of a number of fundamental rights and freedoms. Election observers must respect the sovereignty of the host country, as well as the human rights and fundamental freedoms of its people.

Respect the Laws of the Country and the Authority of Electoral Bodies Observers must respect the laws of the host country and the authority of the bodies charged with administering the electoral process. Observers must follow any lawful instruction from the country's governmental, security and electoral authorities. Observers also must maintain a respectful attitude toward electoral officials and other national authorities. Observers must note if laws, regulations or the actions of state and/or electoral officials unduly burden or obstruct the exercise of election related rights guaranteed by law, constitution or applicable international instruments.

Respect the Integrity of the International Election Observation Mission Observers must respect and protect the integrity of the international election observation mission. This includes following this Code of Conduct, any written instructions (such as a terms of reference, directives and guidelines) and any verbal instructions from the observation mission's leadership. Observers must: attend all of the observation mission's required briefings, trainings and debriefings; become familiar with the election law, regulations and other relevant laws as directed by the observation mission; and carefully adhere to the methodologies employed by the observation mission. Observers also must report to the leadership of the observation mission any conflicts of interest they may have and any improper behavior they see conducted by other observers that are part of the mission.

Maintain Strict Political Impartiality at All Times Observers must maintain strict political impartiality at all times, including leisure time in the host country. They must not express or exhibit any bias or preference in relation to national authorities, political parties, candidates, referenda issues or in relation to any contentious issues in the election process. Observers also must not conduct any activity that could be reasonably perceived as favoring or

¹¹ Commemorated October 27, 2005 at the United Nations, New York. Endorsing organizations as from 24.10.2005 African Union, Asian Network for Free Elections (ANFREL), The Carter Center, Center for Electoral Promotion and Assistance (CAPEL), Commonwealth Secretariat, Council of Europe European Commission for Democracy through Law (Venice Commission), Council of Europe – Parliamentary Assembly, Electoral Institute of Southern Africa (EISA), European Commission, European Network of Election Monitoring Organizations (ENEMO), Electoral Reform International Services (ERIS), IFES, International IDEA, Inter-Parliamentary Union, International Republican Institute (IRI), National Democratic Institute (NDI), Organization of American States (OAS), Organization for Security and Cooperation in Europe, Office of Democratic Institutions and Human Rights (OSCE/ODIHR), Pacific Islands, Australia & New Zealand Electoral Administrators' Association (PIANZEA), Pacific Island Forum, Southern African Development Community, Parliamentary Forum (SADC-PF), United Nations Secretariat, United States Association of Former Members of Congress (USAFMC)

providing partisan gain for any political competitor in the host country, such as wearing or displaying any partisan symbols, colors, banners or accepting anything of value from political competitors.

Do Not Obstruct Election Processes *Observers must not obstruct any element of the election process, including pre-election processes, voting, counting and tabulation of results and processes transpiring after Election Day. Observers may bring irregularities, fraud or significant problems to the attention of election officials on the spot, unless this is prohibited by law, and must do so in a non-obstructive manner. Observers may ask questions of election officials, political party representatives and other observers inside polling stations and may answer questions about their own activities, as long as observers do not obstruct the election process. In answering questions observers should not seek to direct the election process. Observers may ask and answer questions of voters but may not ask them to tell for whom or what party or referendum position they voted.*

Provide Appropriate Identification *Observers must display identification provided by the election observation mission, as well as identification required by national authorities, and must present it to electoral officials and other interested national authorities when requested.*

Maintain Accuracy of Observations and Professionalism in Drawing Conclusions *Observers must ensure that all of their observations are accurate. Observations must be comprehensive, noting positive as well as negative factors, distinguishing between significant and insignificant factors and identifying patterns that could have an important impact on the integrity of the election process. Observers' judgments must be based on the highest standards for accuracy of information and impartiality of analysis, distinguishing subjective factors from objective evidence. Observers must base all conclusions on factual and verifiable evidence and not draw conclusions prematurely. Observers also must keep a well-documented record of where they observed, the observations made and other relevant information as required by the election observation mission and must turn in such documentation to the mission.*

Refrain from Making Comments to the Public or the Media before the Mission Speaks

Observers must refrain from making any personal comments about their observations or conclusions to the news media or members of the public before the election observation mission makes a statement, unless specifically instructed otherwise by the observation mission's leadership. Observers may explain the nature of the observation mission, its activities and other matters deemed appropriate by the observation mission and should refer the media or other interested persons to the those individuals designated by the observation mission.

Cooperate with Other Election Observers *Observers must be aware of other election observation missions, both international and domestic, and cooperate with them as instructed by the leadership of the election observation mission.*

Maintain Proper Personal Behavior *Observers must maintain proper personal behavior and respect others, including exhibiting sensitivity for host-country cultures and customs, exercise sound judgment in personal interactions and observe the highest level of professional conduct at all times, including leisure time.*

Violations of This Code of Conduct *In a case of concern about the violation of this Code of Conduct, the election observation mission shall conduct an inquiry into the matter. If a serious violation is found to have occurred, the observer concerned may have their observer accreditation withdrawn or be dismissed from the election observation mission. The authority for such determinations rests solely with the leadership of the election observation mission.*

Pledge to Follow This Code of Conduct *Every person who participates in this election observation mission must read and understand this Code of Conduct and must sign a pledge to follow it.*

ANNEX
INTERNATIONAL OBSERVERS

Annex I Information on Embassies

SARAJEVO

Austria: Džidžikovac 7;
tel.: 033 279 400; fax: 033 668 339

sarajewo-ob@bma.gv.at

Bulgaria: Radnička 30;
tel.: 033 668 191; fax: 033 668 182

possar@bih.net.ba

Montenegro: Talirevića 4;
tel.: 033 239 925; fax: 033 239 927

China: Braće Begić 17;
033 215 102; fax: 033 215 108

chinaemb_ba@mfa.gov.cn

Croatia: Mehmeda Spahe 16;

tel.: 033 444 330/1; fax: 033 472 434;

croemb.sarajevo@mypei.hr

Consular office:

Skenderija 17;

tel.: 033 651 451; fax: 033 442 591

Czech Republic:

Franjevačka 19;

tel.: 033 447 525, 033 446 966; fax: 033 447 526

czechemb@bih.net.ba

Denmark: Splitska 9;

tel.: 033 665 901; fax: 033 665 902

sjjamed@um.dk

Egypt: Nurudina Gackića 58;

tel.: 033 666 498; fax: 033 666 499

eg.em.sa@bih.net.ba

France: Mehmed-bega Kapetanovića Ljubušaka 18;

tel.: 033 282 050; fax: 033 282 055

sarajevo.consulaire@diplomatie.gouv.fr

Germany: Skenderija 3;

tel.: 033 565 300; fax: 033 206 400

info@sarajewo.diplo.de

Greece: Obala Maka Dizdara 1;

tel.: 033 213 439; fax: 033 203 512

Hungary: Hasana Bibera 53;

tel.: 033 205 302; fax: 033 268 930

hung.emb@bih.net.ba

Iran: Obala Maka Dizdara 6;

tel.: 033 650 210; fax: 033 663 910

Italy: Čekaluša 39;

tel.: 033 203 959; fax: 033 659 368

amb.sarajevo@esteri.it

Japan: Bistrik 9;

tel.: 033 209 580; fax: 033 209 583

japanbih@bih.net.ba

Libya: Hasana Bibera 53;

tel.: 033 200 621; fax: 033 663 620

libyan_emb_sarajevo@hotmail.com

Macedonia: Emerika Bluma 23;

tel./fax: 033 206 004

mak.amb@bih.net.ba

Malaysia: Radnička 4a;
tel.: 033 201 578; fax: 033 667 713

Malta: Mula Mustafe Bašeskije 12;

tel.: 033 668 632; fax: 033 668 632

The Netherlands:

Grbavička 4;

tel.: 033 562 600; fax: 033 223 413

sar@minibuza.nl

Norway: Ferhadija 20;

tel.: 033 254 000; fax: 033 666 505

embsar@mfa.no

Pakistan: Emerika Bluma 17;

tel.: 033 211 836; fax: 033 211 837

parepsarajevo@yahoo.com

Palestine: Dr. Kasima Begića;

tel.: 033 766 396; fax: 033 235 173

palesambih@yahoo.com

Poland: Dola 13;

tel.: 033 201 142; fax: 033 233 796

amsar@bih.net.ba

Portugal: Čobanija 12;

tel.: 033 200 835; fax: 033 443 117

embaport@bih.net.ba

Romania: Tahtali sokak 13-15;

tel.: 033 207 447; fax: 033 668 940

rumunska@bih.net.ba

Russia: Urijan Dedina 93-95;
tel.: 033 668 147; fax: 033 668 148
rusembbih@lsinter.net

Saudi Arabia: Koševo 44;
tel.: 033 211 861; fax: 033 212 204
saudiembassy@epn.ba

Slovenia: Bentbaša 7;
tel.: 033 271 261, 033 251 796; fax: 033 271 270, 033 204 318
vsa@mzz-dkp.gov.si

Spain: Maguda 18;
tel.: 033 584 000; fax: 033 539 155
emb.sarajevo@mae.es

Serbia: Obala Maka Dizdara 3a;
tel.: 033 260 080; fax: 033 221 469
srbamba@bih.net.ba

Sweden: Ferhadija 20;
tel.: 033 276 030; fax: 033 276 060
ambassaden.sarajevo@foreign.ministry.se

Switzerland: Josipa Štadlera 15;
tel.: 033 275 850; fax: 033 570 120
vertretung@sar.eda.admin.ch

Turkey: Hamdije Kreševljakovića 5;

tel.: 033 445 260; fax: 033 443 190
turska@bih.net.ba

Great Britain: Tina Ujevića 8;
tel.: 033 282 200; fax: 033 666 131
britemb@bih.net.ba

Consular office: Petrakijina 11;
tel.: 033 208 229; fax: 033 204 780

SAD: Robert C. Frasure 1;
tel.: 033 445 700; fax: 033 659 722

Vatican: Pehlivanuša 9;
tel.: 033 207 847; fax: 033 207 863
nunbosnia@lsinter.net

MOSTAR
SAD office: Mostarskog bataljona bb;
tel.: 036 580 580

Consulate of Republic of Croatia: Zagrebačka 8;
tel.: 036 316 630; fax: 036 315 630
gkrh.mostar@mvpei.hr

General Consulate of Republic of Turkey: Mala Tapa 24; tel.: 036 551 209
trconmos@cob.net.ba

BANJA LUKA
Austria: Jovana Dučića 52; tel.: 051 311 144; fax:

051 325 010
obsarajebl@blic.net

Croatia: Milana Karanovića 1;
tel.: 051 348 800; fax: 051 304 000
gkrh.banjaluka@mvpei.hr

France: Dr.Mladena Stojanovića 1;
tel.: 051 303 925; fax: 051 304 073
francebl@inecco.net

Germany: Dr.Mladena Stojanovića 1;
tel.: 051 303 925; fax: 051 304 928
dboastbl@inecco.net

Great Britain: Simeuna Đaka 8;
tel./fax: 051 212 395

SAD: Jovana Dučića 5;
tel.: 051 221 500

Serbia: Vojvode Radomira Putnika bb;
tel.: 051 227 060; fax: 051 213 901
konzulat.bl@mfa.gov.yu

TUZLA

Croatia: Kazan mahala 1;
tel.: 035 258 330; fax: 035 258 350
gkrh.tuzla@mvpei.hr