

MANUAL

**FOR THE OPERATION OF POLLING STATION
COMMITTEES
IN BOSNIA AND HERZEGOVINA**

LOCAL ELECTIONS 2016

Sarajevo, 2016.

MANUAL FOR THE OPERATION OF POLLING STATION COMMITTEES IN BOSNIA AND HERZEGOVINA – LOCAL ELECTIONS 2016

PRIRUČNIK ZA RAD BIRAČKIH ODBORA U BOSNI I HERCEGOVINI – LOKALNI IZBORI 2016.

Publisher: The Central Election Commission of Bosnia and Herzegovina, Danijela Ozme No. 7, 71000 Sarajevo, tel.: 033 / 251 300, fax: 033 / 251 329, e-mail: info@izbori.ba, web-site: www.izbori.ba.

For the publisher: Dr. Ahmet Šantić, president

Prepared by: Dr. Suad Arnautović,
Vlado Rogić
Novak Božićković

Contributors: Mustafa Laković, coordinator for work with election commission in the Secretariat of the CEC BiH
Veljko Petrović, coordinator for work with election commission in the Secretariat of the CEC BiH

Translation: Prevodilačka agencija Barbados, www.ecbarbados.ba

DTP: SOR "Agencija KONCEPT", www.koncept.ba

Printed by: Eurografika d.o.o. Zvornik

For the printing house: Vaso Stanojević

Circulation: 30 000

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

342.8(497.6)"2016"(035)

MANUAL for the operation of polling station committees in Bosnia and Herzegovina [Elektronski izvori] : local elections 2016 / [prepared by Suad Arnautović, Vlado Rogić, Novak Božićković]. - Elektronski tekstualni podaci. - Sarajevo : Centralna izborna komisija BiH = The Central Election Commission of Bosnia and Herzegovina, 2016

Način dostupa (URL): <http://www.izbori.ba>. - Prijevod djela: Priručnik za rad biračkih odbora u Bosni i Hercegovini. - Nasl. s naslovnog ekrana.

ISBN 978-9958-555-29-9

COBISS.BH-ID 23264262

Based on the conclusion of the Central Election Commission of Bosnia and Herzegovina of the 39th session of BiH CEC held on 25/07/2016, this Manual had been approved for use by the election administration of Bosnia and Herzegovina at the local elections 2016.

This Manual has been published thanks to the financial resources of the Council of Europe. The views expressed in the Manual do not in any way reflect the official position of the Council of Europe.

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

The Manual is distributed free of charge!

Copying and distributing the Manual, as a whole or in some of its parts, is forbidden without the permission of the Central Election Commission of Bosnia and Herzegovina!

TABLE OF CONTENTS

FOREWORD	page 4
-----------------------	--------

PART 1

I BODIES TO CONDUCT THE ELECTIONS / POLLING STATION COMMITTEE

1. Responsibilities and role of polling station committees.....	page 6
2. Duties and responsibilities of the members of polling station committee in voting procedure.....	page 6
3. Minutes on the operation of the polling station committee.....	page 8

PART 2

II OBSERVERS

1.1. Introductory remarks.....	page 10
1.2. Access of observers to the polling station.....	page 10
1.3. Submission of observers' comments on the operation of the polling station committee.....	page 10
1.4. Removing an observer from the polling station.....	page 11
1.5. Design of accreditations of accredited observers.....	page 11

PART 3

III POLLING STATION

1. Labels and security of premises at the polling station.....	page 13
2. The arrangement of the entrance and the interior space of the polling station.....	page 14

IV-a REGULAR POLLING STATION

1. A day prior to the Election Day.....	page 17
2. Before opening of the polling station.....	page 18
3. Opening of the polling station.....	page 19
4. Voting procedures.....	page 20
5. Closing of the polling station.....	page 24
6. Completing the Stock Form and packing the unused and damaged ballot papers.....	page 25

IV-b COUNTING THE BALLOTS

7. Order of counting the ballot papers.....	page 26
8. Ballot papers.....	page 27
9. Activities prior to the counting of ballot papers.....	page 29
10. Counting the ballots papers – majority vote.....	page 30
11. Counting the ballots papers – open list.....	page 32

V ABSENTEE POLLING STATION

1. The procedures of voting, counting of envelopes, recording data in the BS form and Minutes on the operation of PSC.....	page 39
--	---------

VI POLLING STATION FOR VOTING BY TENDERED BALLOTS

1. The procedures of voting, counting of envelopes, recording data in the BS form and Minutes on the operation of PSC.....	page 41
--	---------

VII MOBILE TEAM

1. The procedures of voting, counting of envelopes, recording data in the BS form and Minutes on the operation of PSC.....	page 44
--	---------

PART 4

VIII PENALTY PROVISIONS

1. Sanctions under the BiH Election Law.....	page 48
5. References.....	page 48

APPENDIX

The polling materials packing schemes	page 49
--	---------

Dear members of polling station committees,

The year 2016 is the year of local elections in Bosnia and Herzegovina, and this is the fourth local elections organized by the Central Election Commission of Bosnia and Herzegovina since its establishment in 2001.

The most important electoral activities take place on the Election Day and your role and the work that you will do that day are extremely important to protect the integrity of the electoral process.

This year the Central Election Commission of Bosnia and Herzegovina has made additional efforts to improve training and training materials for election administration. The new curriculum has been developed to ensure that members of the election administration will acquire the necessary skills and knowledge to effectively perform their tasks during the Election Day.

The Manual for the operation of polling station committees in Bosnia and Herzegovina for the Local Elections in 2016 was improved, and this is especially true for the checklist of electoral actions intended to remind the members of polling station committees of the activities that should be done the day before the election, before the opening of polling stations, the voting procedures, the procedures for closing the polling station, the manner of sorting the ballots, the counting of votes, and filling out the forms.

We hope that this Manual as a reference guide for members of polling station committees with new methodology and practical training will enable you to acquire new knowledge and skills, and that you will feel able and confident to carry out your tasks while ensuring fair and honest elections.

The publication of the Manual had been made possible with the support of the Council of Europe in the framework of the pre-election support for the Local Elections in 2016 in Bosnia and Herzegovina and they are hereby acknowledged.

Sarajevo, August 2016

President
BiH Central Election Commission



Dr. Ahmet Šantić

PART 1

POLLING STATION COMMITTEE

1. POLLING STATION COMMITTEE

Polling station committees are bodies for conducting of elections appointed by the City / Municipal Election Commissions for each elections, based on the proposal of certified political subjects or their records on the work of polling station committees from previous elections. The polling station committee is independent and impartial in its work.

A member of a polling station committee shall not participate in making decisions when that member or his/her close family member has a personal or financial interest or if there is any other conflict of interest that could cast doubt on his/her ability to act impartially. Close family members are: spouse, children and members of the household whom a member of the voting committee is legally obliged to sustain.

1. RESPONSIBILITY AND ROLE OF POLLING STATION COMMITTEE

1.1. Operating procedure of the polling station committee

- a) The polling station committee shall manage the work of the polling station, ensure the regularity and secrecy of voting and record the polling results at a regular polling station.
- b) The president of the polling station committee shall manage the work of the polling station committee, ensuring that the polling process at the polling station will run smoothly.
- c) The polling station committee shall make decisions by a majority vote of all members.
- d) The President and members of the polling station committee shall ensure that accredited observers and voters do not use cameras, camcorders, mobile phones or other devices that can capture and deliver audio, video or text content at the polling station from the moment of taking over the ballot paper until leaving the polling station.
- e) The President, members of the polling station committee and their deputies, at polling stations where these deputies participate in the counting of ballots, shall be responsible for the proper counting of ballots, and proper packing of the polling material.

2. DUTIES AND RESPONSIBILITIES OF A PSC MEMBER IN THE VOTING PROCESS

2.1. The President of the polling station committee shall:

- manage the operation of the polling station committee and be responsible, with the members of the polling station committee, for the lawful operation at the polling station; maintain the integrity of the voting process, or counting; and maintain peace and order at the polling station and its surrounding;
- fill in all the necessary forms;
- ensure that no weapons or dangerous objects will be at the polling station;
- assign the duties to each member of the polling station committee and record them in the Minutes on the operation of the polling station committee;
- assist voters who need further clarification on the voting process;
- resolve all issues relating to the identification of voters and voting rights;
- record in the Minutes on the operation of the polling station committee the time and circumstances of all extraordinary events at the polling station in the way to register any complaint in the Minutes and enter whether the complaint is justified or unjustified, and what has been undertaken if the complaint is justified.

2.2. The member of the polling station committee in charge of control of the order shall:

- provide control of flow of voters at the polling station.

2.3. A member of the polling station committee in charge of identification shall:

- verify the identity of voters;
- find the voter's name in the excerpt from the final Central Voters Register;
- warn the voter that his/her signature must be identical to the signature in the identification document;
- ensure that the voter signs next to his/her name in the excerpt from the Central Voters Register and read aloud the name of the voter who signed in the excerpt from the final Central Voters Register so to be clearly heard by all persons who are present at the polling station.

2.4. A member of the polling station committee in charge of issuing ballot papers shall:

- issue ballot papers and explain how to properly fill out the ballot papers;
- direct the voter to free polling booth.

2.5. A member of the polling station committee in charge of the control of the ballot box shall:

- suggest the voter to put his/her ballot papers in the ballot box and leave the polling station;
- ensure that no voter leaves the polling station before he/she inserts his/her ballot papers into the ballot box, one by one, and ensure that only ballot papers are inserted in the ballot box.

2.6. The polling station committee consisting of three members:

- If a polling station committee consists of a president and two members, the member of the polling station committee in charge of control of the order shall also control the ballot box, while the member of the polling station committee in charge of identifying shall simultaneously issue the ballot papers.

The members of the polling station committee shall be individually responsible for the irregularities made in the context of assignments they receive from the president of the polling station committee, in accordance with the BiH Election Law and the implementing regulations of the BiH Central Election Commission. The president of the voting committee shall be also responsible for the irregularities committed by a member of the polling station committee if he/she had not recorded the observed irregularities and immediately reported to the competent electoral commission.

2.7. Deputy members of polling station committees

- a) Deputy president or deputy members of the polling station committee shall participate in the work of the polling station committee only if the president, or a member of the polling station committee, is prevented from coming to the polling station or if they have justified reasons to leave the polling station during the work.
- b) If more than 500 voters are recorded in the excerpt from the Central Voters Register for a specific polling station, deputy president, or deputy members of the polling station committee who were not involved in the polling station to the closure of the polling station, shall obligatorily participate in the counting of ballots.
- c) The foregoing applies only to regular polling stations. Deputy president or deputy members of the polling station committee who participate in the work of the polling station committee, during the counting of ballots after the closing of the polling station shall not participate in the decision-making process, unless they replace the president or a member of the voting committee.

3. MINUTES ON THE OPERATION OF THE POLLING STATION COMMITTEE

- 1) The polling station committee shall take the Minutes on the operation of the polling station committee - ZARBO (hereinafter: the Minutes), which shall consist of:
 - Minutes on the operation of the polling station committee on the day before the election - Minutes I, and
 - Minutes on the operation of the polling station committee on the election day - Minutes II.
- 2) Local election commission shall submit to each polling station committee the Minutes I and the Minutes II, along with other polling materials.

3.1. MINUTES I

1) Minutes I shall consist of:

- cover page containing the logo of the BiH Central Election Commission, the part in which the name of the basic constituency is written and the part to enter the number of the polling station and the title: Minutes on the operation of the polling station committee on the day before the elections – ZARBO I,
- list of polling materials,
- the way of storing the polling materials from the moment of taking over until the moment of start of work of the polling station committee,
- observations on the condition of the polling station on the day before the elections.

- 2) The president and members of the polling station committee after completing confirm with their signatures the accuracy of the statements in the Minutes I.

3.2. MINUTES II

1) Minutes II shall consist of:

- cover page containing the logo of the BiH Central Election Commission, the part in which the name of the basic constituency is written and the part to enter the number of the polling station and the title: Minutes on the operation of the polling station on the election day – ZARBO II,
- records of presence,
- records of accredited observers,
- observations during the polling,
- opinions or comments,
- expulsion of persons from the polling station,
- time of closing the polling station.

- 3.3. The Minutes on the operation of the polling station committee and appropriate forms shall be signed by all members of the polling station committee. If a member refuses to sign, the president or one of the members who sign will record this together with the reasons for not signing.

- 3.4. The Minutes on the operation of the polling station committee shall be kept in two identical copies, of which one shall be carbon-copy (green copy). The Minutes shall be equipped with a double back cover that will be used so that the data will not be replicated to unwanted sides.

- 3.5. The polling station committee in BiH shall deliver a copy of the Minutes to the local election commission, and shall deliver the original Minutes to the BiH Central Election Commission.

PART 2

OBSERVERS

2. OBSERVERS

Observers may be accredited in the name of a certified political subject, citizens' associations / non-governmental organizations, and foreign governments, or non-governmental organizations involved in monitoring elections.

1.1. Introductory remarks

- a) The process of voting and counting of ballots can be observed only by accredited observers. Observers may ask questions relating to the electoral process, but they may not interfere in the electoral process or look inside the polling booth.
- b) Each observer during the observation of election activities shall carry an accreditation and will not wear any insignia or markings that link him/her to a particular political party, coalition, list of independent candidates or independent candidate (hereinafter: a political subject).
- c) Only one observer who is a representative of a political party, or association may be present at the same time at one polling station. The number of international observers to be present at the same time at one polling station is unlimited, but should not affect the regularity of the electoral process. An international observer may bring along an interpreter at the polling station.
- d) Political subjects may have observers at the polling stations for absentee voting, at the polling station where the voters are registered in the excerpt from the Central Voters Register to vote in the constituency for which the political subject runs for.

1.2. Access of observers to the polling station

- a) Upon arrival at the polling station, an observer should show the president of the polling station committee a personal identification document. The president of the polling station committee shall check the observer's identification document with a photo to confirm that the name of the observer is on the accreditation.
- b) The president of the polling station committee shall write down the name of the observer, the name of the subject that accredited him/her, and his/her accreditation number in the Minutes on the operation of the polling station committee, noting the time the observer arrived, and the time the observer left the polling station. The president of the polling station committee shall keep the identification document to the moment when the observer leaves the polling station. When staying at a polling station, the observer is obliged to wear the accreditation.

1.3. Submission of observers' comments on the operation of the polling station committee

If he/she notices any irregularities at the polling station, the observer shall have the right to enter in the Minutes on the operation of the polling station committee his/her opinion or comments to the polling process, signed personally (opinion or comment which were not signed personally shall not be considered). The observer can put reasoned objections to the work of polling station committees in written form to be attached to Z7, whereupon the president of the polling station committee shall issue a certificate on submitted comments, of which he/she can notify the local election commission (the president shall record this case in Z7 separately). The observer shall be entitled to request a copy of the Minutes on operation of the polling station committee.

1.4. Expulsion of an observer from the polling station

If an observer disrupts the polling process during the observation, the president of the polling station committee, in the process of removing an observer from the polling station, shall previously warn the observer who disrupts the voting process and take all other appropriate measures and

actions to stop the disruption, and if interfering continues, the polling station committee may to expel the observers from the polling station, whereupon the president shall inform the local election commission.

1.5. Design of accreditations for accredited observers


BOSNA I HERCEGOVINA CENTRALNA IZBORNA KOMISIJA SREDIŠNJE IZBORNO POVJERENSTVO			БОСНА И ХЕРЦЕГОВИНА ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА	
Ime: _____		PS- _____		
Prezime: _____				
Pravo posmatranja prema odluci CIK BiH br. _____		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.		
Datum: _____				
Ovjerava: _____		MP		

Figure 1. The design of the face and reverse sides of accreditation for observers who are representatives of political subjects (white). Accreditations shall be verified and issued by the local election commission based on the list of political subjects which had been approved by the BiH Central Election Commission.


BOSNA I HERCEGOVINA CENTRALNA IZBORNA KOMISIJA SREDIŠNJE IZBORNO POVJERENSTVO			БОСНА И ХЕРЦЕГОВИНА ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА	
Ime: _____		PU- _____		
Prezime: _____				
Pravo posmatranja prema odluci CIK BiH br. _____		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.		
Datum: _____				
Ovjerava: _____		MP		

Figure 2. The design of the face and reverse sides of accreditation for observers who are representatives of associations (grey). Accreditations shall be verified and issued by the local election commission based on the list of associations which had been approved by the BiH Central Election Commission.


BOSNA I HERCEGOVINA CENTRALNA IZBORNA KOMISIJA SREDIŠNJE IZBORNO POVJERENSTVO			БОСНА И ХЕРЦЕГОВИНА ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА	
Name: _____		MP- _____		
Surname: _____				
Right to observe as per BiH CEC Decision No : _____		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.		
Date: _____				
Approved by: _____		Stamp		

Figure 3. The design of the face and reverse sides of accreditation for international observers (pink). Accreditations shall be verified and issued by the BiH Central Election Commission.

PART 3

POLLING STATION

- REGULAR POLLING STATION
- ABSENTEE POLLING STATION
- POLLING STATION AUTHORIZED TO ISSUE TENDERED BALLOTS
- MOBILE TEAM

3. POLLING STATION

Local election commission, as a rule, shall form three types of polling stations, as follows:

- > **regular polling stations** where voting rights are exercised by voters who vote for the basic constituency of their current permanent/temporary residence,
- > **absentee polling stations** for voting in absentia where voting rights are exercised by displaced persons whose basic constituency they vote for differs from the basic constituency of their current permanent residence, and
- > **polling station for voting by tendered ballot papers** where the voting right may be exercised by voters who are registered in the excerpt from Central Voters Register for voting out of BiH, and on the election day they are themselves in the country, as well as regular voters who are not on the concluded excerpt from the Central Voters Register, and have valid identification document as referred to in Part IV of this manual and a certificate of permanent residence.

1. LABELS AND SECURITY OF PREMISES AT THE POLLING STATION

1.1. Polling station and characteristics

- a. The polling station and its surroundings shall mean the polling station, as well as the area within 50 meters of the entrance to the building in which the polling station is.
- b. The polling station and its surroundings may be labelled only by official labels of elections as defined by the BiH Central Election Commission and submitted to the polling station committee via the local election commission. The official labels of the elections are:
 - posters with the design of ballot papers to vote on;
 - posters with instructions on how to vote and posters with informative content for voters;
 - poster with excerpts from the criminal codes.

1.2. Securing the premises designated for a polling station

- Local election commission shall ensure that, not later than 12 hours before the election day, the premises designated for the polling station are prepared for opening.
 - If the polling station committee notes that there are barriers that prevent people with disabilities from accessing to the polling station, and the barriers can be removed, it may request from the local election commission the removal of such barriers, or creating the conditions for disabled persons to access to the polling station.
-
- > **At the polling station and in the surrounding area it is prohibited to carry and display weapons and dangerous objects, to use camera, camcorders, mobile phones or other devices that can record or deliver audio, video or text content at the polling station, from the moment of taking the ballots to the abandonment of the polling station.**
 - > **If a voter uses any of these devices during his/her stay at the polling station or during the polling, the polling station committee shall register it in the Minutes on the operation of the polling station committee, stating the personal identification data of the voter, as well as a precise description of the use of devices and inform the local election commission about this case.**
 - > **At the polling station and in the surrounding area, smoking, as well as carrying and displaying the labels and symbols with the political connotation, is not allowed.**
 - > **The polling station committee shall put on a visible place the signs of prohibition for the above actions.**

2.1 The arrangement of the entrance and the interior space of the polling station

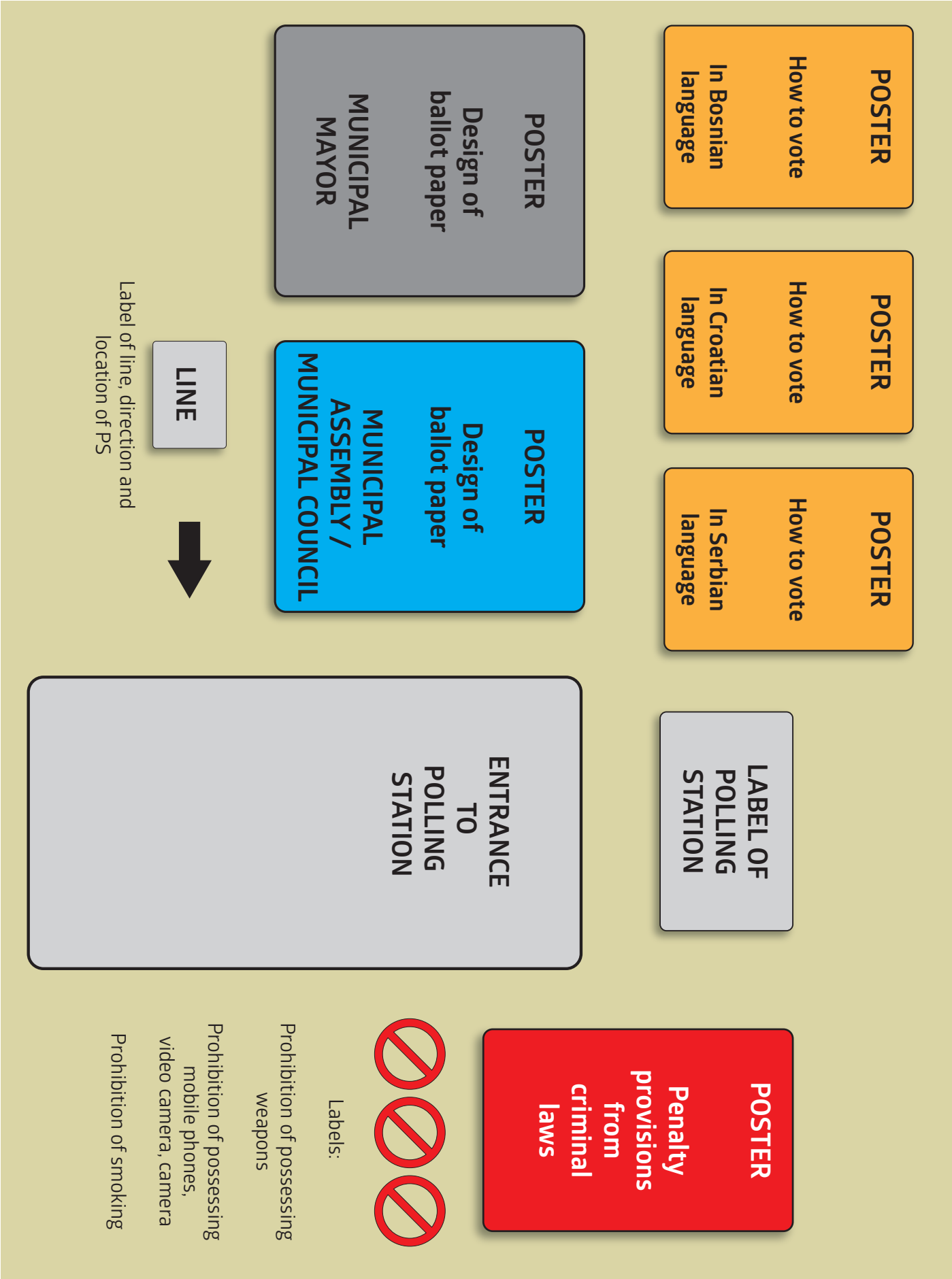


Figure 4. Schematic diagram of the arrangement of the entrance to the polling station - example

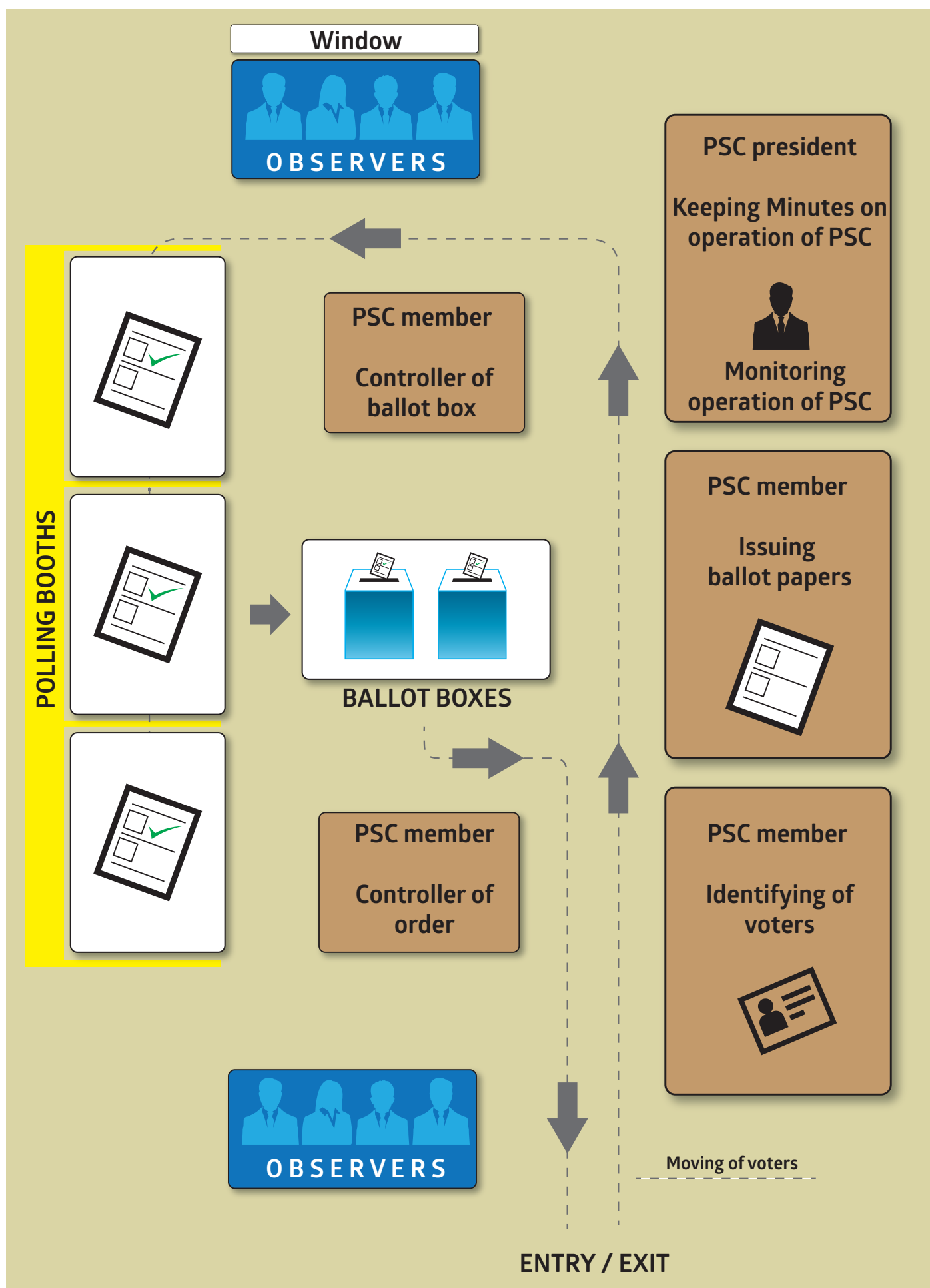


Figure 5. Schematic diagram of the arrangement of the polling station
(Polling station committee consisting of five members) - example

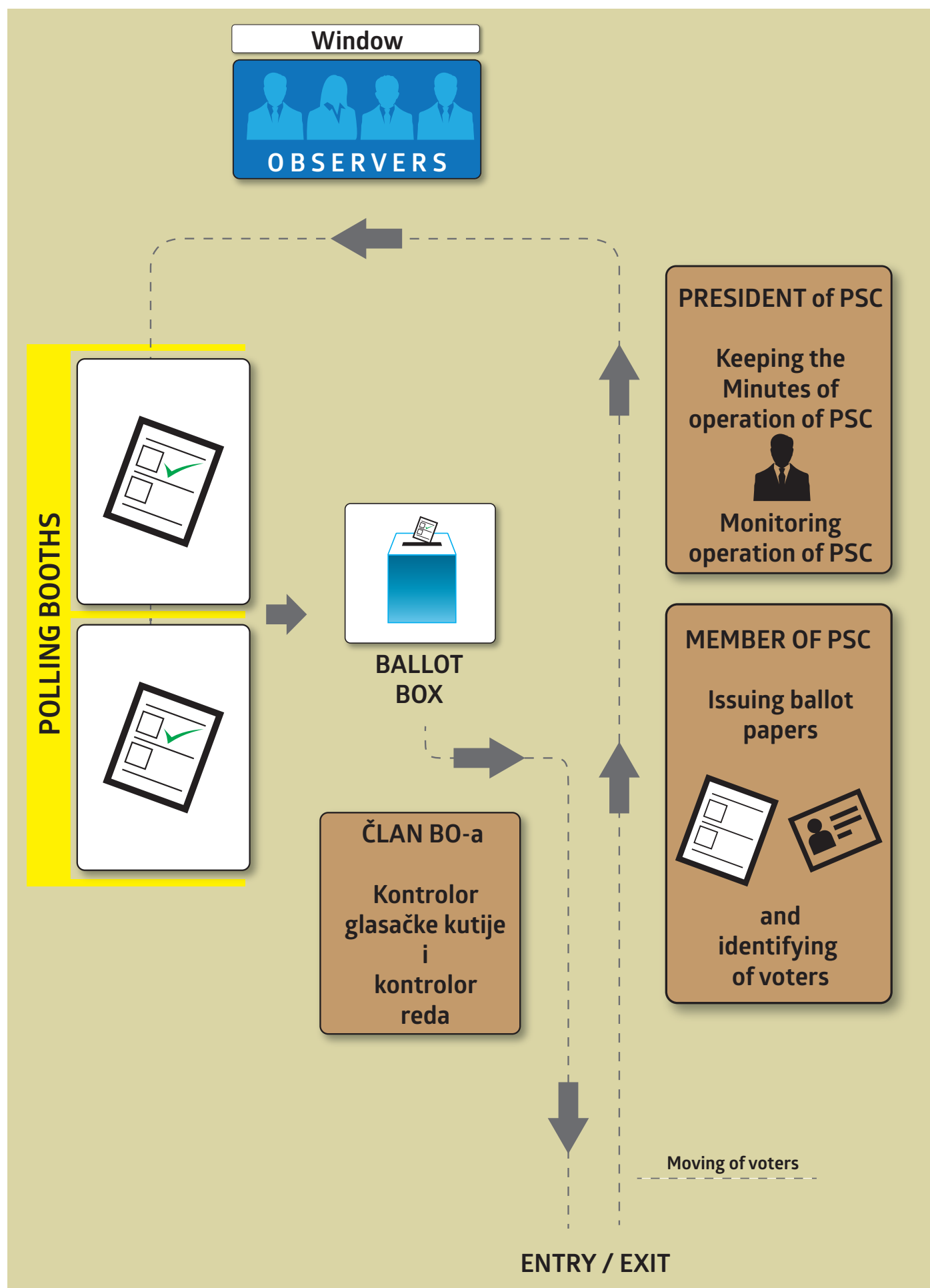


Figure 6. Schematic diagram of the arrangement of the polling station (Polling station committee consisting of three members) - example

4-a. REGULAR POLLING STATION

1. A DAY BEFORE ELECTIONS

- 1.1. A day before, and no later than 12 hours prior to the opening of polling stations, the local election commission shall deliver polling material to the polling station committee, as follows:
 - excerpt from the Central Voters Register for the certain specific polling station;
 - appropriate number of ballot papers;
 - appropriate number of ballot boxes;
 - set of the forms for the polling station;
 - candidates' lists, namely the posters presenting the design of the ballot papers used for voting in that constituency;
 - posters with instructions on voting and informative contents for the voters;
 - the Minutes on the operation of the polling station committee – ZARBO;
 - consumables, according to the specifications in Form Z1 of the Minutes, which are necessary for the process of voting and counting the ballots.
- 1.2. During the takeover of the polling material, the polling station committee shall check whether the polling material received from the local election commission is complete and in correct order, and shall write it down in the Form Z1 of the Minutes, as well as the method of storage of the polling material from the moment it was taken over until the start of work of the polling station committee. If the polling station committee determines that the polling material is not complete, it shall immediately inform the local election commission thereof. The local election commission shall be obligated as soon as possible to remove all shortcomings in the contact with the BiH Central Election Commission.
- 1.3. After the receipt of the polling material, the president and members of the polling station committee shall examine the space designated for the polling station and shall remove any possible shortcomings if the latter influences legitimacy of the polling station committee's work. The observations on the state of the polling station shall be entered in Form Z2 of the Minutes. The president and members of the polling station committee shall be responsible for security of the polling material at the polling station from the moment of receiving the material until the end of all of their duties after the polling station is closed, counting process completed and the polling material delivered to the local election commission.
- 1.4. The polling station committee shall remove from the polling station all insignias and symbols indicating political parties, religious symbols, as well as any other insignias that might have discriminatory meaning.
- 1.5. **The polling station committee shall put the following in front of the room in which the polling station is:**
 - signs indicating the number of the polling station, entry and exit, direction of location of the polling station;
 - sign of prohibition of carrying and showing weapons and dangerous items, no smoking signs, and prohibition of using camera and mobile phone;
 - posters how to vote and how ballots look like;
 - poster with excerpts from the criminal laws.
- 1.6. The president and members of the polling station committee shall arrange the polling station so as to enable the smooth flow of voters at the polling station.
- 1.7. During the opening of the polling station, the president of the polling station committee shall, in accordance with regulations of the BiH Central Election Commission, determine the duties of each member of the polling station committee, and determine which member of the polling station committee will be in charge of control of order, identification, issuing of ballot papers, and control of ballot boxes, and shall register them in the part of the Minutes on the operations of the polling station committee provided for entering this information.

Checklist of election activities

1. Has the space designated for the polling station ready for opening and arranged in the manner as prescribed (the smooth flow of voters provided, etc.)? ☐
2. Have all signs and symbols that indicate the political subject, religious symbols and other marks that may have discriminatory meaning, been removed from the polling station, within 50 meters of the entrance to the building in which the polling station is? ☐
3. Have the designation of the polling station, the direction of the location of the polling station, the prohibition on carrying weapons, the smoking ban and the candidates' list been set at the entrance to the polling station? ☐
4. Has the local election commission delivered to the polling station committee the envisaged election materials? ☐
5. Have the president and members of the polling station committee completed the Minutes on the operation of the polling station committee on the day before the elections – ZARBO I, in the envisaged manner? ☐

2. PRIOR TO OPENING OF A POLLING STATION**06:00**

- 2.1.** All members of a polling station shall arrive to the polling station at least an hour prior to opening of the polling station. In this period only members of the polling station committee and accredited observers shall be present at the polling station. All members of the voting committee or their deputies must attend the entire voting process, including establishment of voting results.
- 2.2.** The polling station committee shall determine place for each voting booth, taking into account that no one inside or outside the polling station can see the voter while he/she casts his/her vote. Open polling booth shall face the wall. Exceptionally, if the voting booth cannot be placed near a wall, it can be placed next to a window, but the window has to be covered not allowing view into the voting booth.
- 2.3.** Before the voting commences, the president, or the members of the polling station committee, shall:
- enter their names in the Minutes and sign in the proper part of the Minutes;
 - write down on envelopes, i.e. packages, all necessary data;
 - the president shall record on the Stock Form the number of voters registered in the excerpt from the Central Voters Register;
 - manually count received ballot papers for each level of elections and the president shall enter in the Stock Form the total number of received ballot papers;
 - display the empty ballot box and seal it with the plastic seals;
 - the president shall enter in the Stock Form the serial numbers of ballot box's seal;
 - place the sealed ballot box in a place visible to everyone present;
 - the president shall record in the Form Z4 of the Minutes the time the polling station was opened;
 - the president shall check observer's identification document with a photo, which he/she will keep until the observer leaves the polling station; shall determine whether observer's name is on the accreditation and shall record observer's name in the Form Z5 of the Minutes, together with the subject that accredited the observer, time of observer's arrival and departure;
 - the president shall direct the observers to area where they can sit down and observe election activities, and shall warn them that they cannot either interfere in election process or look inside the voting booth, but that they can ask questions related to the election process;
 - the president of the voting committee shall determine the duties to each member of the polling station committee and record them in the proper section of the Minutes left for entering the said data.

3. OPENING OF THE POLLING STATION

07:00

- 3.1. All polling stations shall start work at 07.00 hrs and will close at 19.00 hrs.**
- 3.2.** The President and members of the polling station committee, if their names are on the Central Voters Register for that polling place, shall vote immediately after the opening of the polling station. The president and members of the polling station committee who are not registered in the Central Voters Register for that polling station will be allowed to be absent from the polling stations as long as they needed to be able to go to the polling station where they are registered in the excerpt from the Central Voters Register and vote.
- 3.3.** If a polling place had not been opened on time for justified reasons, and the delay lasted up to three hours, the voting in that polling station shall be extended for as long as the delay lasted, which is to be decided by the president. If the delay lasted more than three hours, the length of time by which the voting shall be extended shall be decided by the local election commission. The president shall promptly notify the local election commission about the reason of the delay in the opening of the polling station or interrupted voting at the polling station.

Checklist of election activities

1. *Have all the members of the polling station committee come on time to the polling station (at least an hour before the opening of the polling station)?* ☐
2. *Has the President of the polling station committee appointed the member of the polling station committee in charge of the control of order, identification, issuance of ballot papers and control of the ballot box?* ☐
3. *Has the location of each voting booth been determined so that no one inside or outside the polling station can see voters while voting?* ☐
4. *Has the president of the polling station committee begun keeping the Minutes on the operations of the polling committee on the election day – Form ZARBO II and filling the Stock Form, in the proper manner?* ☐
5. *Has the president of the polling station committee registered the observers present, in the manner prescribed and sent them to a place where they can sit and observe election activities?* ☐
6. *Have other actions been performed as envisaged before the opening of the polling station (the counting of ballots, showing the empty ballot box, sealing the ballot box, etc.)?* ☐
7. *Have the President and members of the polling station committee, if their names are on the Central Voters Register for that polling station, voted before the first voter came to the polling station?* ☐

4. VOTING PROCEDURES

4.1. Secrecy of the vote

a) Voting at a polling station shall be done by a **secret ballot** and **in person**.

- > Only one person shall be in the voting booth at one time, except in the case of voters who are blind, illiterate or bodily disabled (see: “Assistance by another person in voting”).
- > The president and members of the polling station committee shall ensure the secrecy of the vote and prevent any person from voting instead of another person under his/her name or voting again.
- > A person who abuses the right to vote or makes electoral fraud shall bear criminal responsibility (see 8. PENALTY PROVISIONS).

b) No person shall disturb the voter while voting, nor request any information about voters’ preferences, for whom he/she votes or voted, nor prevent or try to prevent a voter in exercising his/her right to vote.

4.2. Valid identification documents

- One of the following valid documents with a photograph shall be used to determine voters’ identity:

identification card



, passport



or driver's license



- If a voter has changed his or her name, he or she shall be obliged to present a certificate of name change issued by the competent body, in addition to one of the above stated identification documents.

4.3. Identification of voters and the issuance of ballot paper

- a) Each voter shall present a valid personal document upon arrival at the polling station in order to vote. The member of the polling station committee in charge of identification shall determine whether the appearance of voter corresponds to the photograph on the voter's identification document and compare the voter's identification number (JMB (PIN)) on the identification document with a unique identification number, which is in the excerpt from the final Central Voters Register next to the name of the voter. Once the voter proves his/her identity and his/her name is found in the excerpt from the Central Voters' Register, the voter shall sign the excerpt from the Central Voters Register next to his/her name in the excerpt from the Central Voters Register. The member of the polling station committee is obliged and is responsible to warn the voter that his/her signature must be identical to the signature on the identification document.
- b) Once the voter is identified and signs the excerpt from the Central Voters' Register, a member of the polling station shall issue ballot papers to the voter and shall direct him/her towards a free voting booth so the voter can mark the ballot papers.
- c) After marking the ballot papers, the voter shall fold them in order to protect secrecy of the vote and shall put them into the ballot box one by one. The member of the polling station committee in charge of the control of the ballot box shall ensure that all ballots will be inserted into the ballot box.

In the event that a voter does not put all the ballot papers which are issued to him/her at the polling station, the member of the polling station committee in charge of the control of the ballot box will warn him/her that he/she is obliged to do it. If the voter ignores this warning, the president of the polling station committee shall record this case in the Minutes on operation of the polling station, also recording the data from the identification document of the voter.

In the event that a voter attempts to insert into the ballot box a ballot that differs in color or in another way (e.g. on the reverse side it contains the label "BY MAIL" and similar) from the original ballots issued at the polling stations, he shall notify the president of the polling station committee, who will take away that ballot from the voter. The president of the polling station committee shall record this case in the Minutes on operation of the polling station, also recording the data from the identification document of the voter.

In the above mentioned cases, the president of the polling station committee shall immediately notify the local election commission.

- d) If the voter's name is not in the excerpt from the Central Voters Register, and according to his/her place of residence the voter's name should be in the excerpt from the Central Voters Register, the voter shall be directed to the election commission's office in order to determine the polling station at which the voter should vote.

4.4. Damaged ballot paper

Damaged ballot paper shall mean a physically damaged or incorrectly filled ballot paper. In the event that a voter damaged his ballot paper, he/she will be issued a second ballot paper if he/she returns the damaged ballot paper to the member of the polling station committee. The member of the polling station committee in charge of issuing ballot papers shall write the word "damaged" across the returned ballot paper and place it into the envelope provided for such ballot papers. The member of the polling station committee shall issue new ballot paper to the voter.

4.5. Assistance by another person

- a) Upon request of voters who are blind, illiterate or bodily incapacitated, the President of the Polling Station Committee shall approve the procedure wherein another person, selected by the voter concerned, may assist the voter in signing the excerpt from the Central Voters Register, and casting his or her ballot. The helping person may not be a member of the Polling Station Committee, an accredited observer, or an observer of a political party, coalition, list of independent candidate or independent candidate. The person helping the voter shall print his or her name and sign the excerpt from the Central Voters Register next to the name of the voter whom he or she assisted. The person helping the voter does not need to be a registered voter.
- b) A voter who is blind, illiterate or bodily incapacitated is a person in need of assistance by another person when signing the excerpt from the Central Voters Register and voting. When the voter is blind, illiterate or bodily incapacitated, the president shall grant assistance to be provided by another person, chosen by the voter, to help him/her vote. This person shall not be a member of the polling station committee nor accredited observer. The person who helps the voter to vote shall write his/her name in capital letters in the excerpt from the Central Voters Register next to the name of the voter whom he helped and sign it. The member of the polling station committee shall enter "XX" in the section intended for a signature, the number of the identity document of the voter who votes and the voter who helps him/her next to his/her signature. A person who assists another voter to vote does not have to be registered in the Central Voters Register. One person may help only one voter.
- c) Bodily incapacitated voters are also those voters who came to the polling station, but cannot enter. Another person chosen by that voter shall bring a valid identification document of the bodily incapacitated voter to the polling station and declare that the voter cannot enter into the polling station. A member of the polling station committee in charge of identification shall check whether the name of the bodily incapacitated voter is registered in the excerpt from the Central Voters Register. If the name of that

voter is registered in the excerpt from the Central Voters Register, the member of the polling station committee, after notifying the president, shall go to the bodily incapacitated voter with Form Z6 of the Minutes, ballot papers, pen and an envelope. The member of the polling station committee shall register the name and personal data of the bodily incapacitated voter with the number of identity document. The bodily incapacitated voter shall sign next to these data and mark the ballots and put them in the envelope. The person chosen by the bodily incapacitated voter shall take the envelope with the ballots to the ballot box, open it and put the ballots into it. The member of the polling station committee shall enter in the section designed for the signature, next to the name of the bodily incapacitated voter, the number of identity document of that voter. The person who helps the bodily incapacitated voter shall enter his/her name in capital letters next to the name of the bodily incapacitated voter in the Central Voters Register and shall sign.

4.6. Members of police forces

Police officers are not allowed to carry weapons in their charge when entering the polling station and in the surrounding area, unless the assistance of the police is required to maintain peace and order at the polling station.

4.7. Disruption of the voting process and expulsion from the polling station

- a) The president of the voting committee may remove from the polling station and from the surrounding area any person violating the order. Any removal from the polling station should be recorded in the form Z8 of the Minutes.
- b) If at the polling station there is a danger to law and order, if there is violence or if weapons or dangerous objects are detected, the president of the polling station committee shall, in accordance with his/her duties and responsibility:
 - remove the danger, violence, weapons or dangerous objects from the polling station;
 - if the danger, violence, weapons or dangerous objects cannot be removed immediately, suspend the voting for as long as is necessary to restore peace and order at the polling station;
 - after suspension of voting and re-established law and order, proceed as outlined in this manual in the title "Voting procedures".
- c) If the order at the polling station is breached, the president of the polling station committee may request assistance from the police or security forces from outside the polling station in order to restore peace and order at the polling station. Voting shall be suspended while members of the police or security forces are the polling station. The president of the polling station committee shall inform the local election commission about all events of disrupting the voting and the disturbance of order at the polling station.

4.8. The presence of media representatives at the polling station

- a) If the representatives of newspaper, radio, television or electronic media wish to enter the polling station with the aim of informing the public about the course of voting at the polling station, the president of the polling station committee will approve their presence at the polling station as long as it takes to prepare a brief report.
- b) The president of the polling station committee shall inform the media representatives that when staying at a polling station they must not interfere in any way with the voting process or compromise the secrecy of vote and shall inform them of the established rules of conduct at the polling station.
- c) If the representatives of the media interfere with the voting process and violate the established rules of conduct at the polling station or violate the order at the polling station, the president of the polling station committee shall proceed in the manner described in item 4.7.

Checklist of election activities

1. Has the polling station been opened on time, and if not, has the delay been notified the local election commission in a manner as prescribed? ☐
2. Have the president and members of the polling station committee who are not registered in the excerpt from the Central Voters Register for that polling station been allowed to be absent from the polling stations as long as they need to be able to go to the polling station where they are registered in the excerpt from the Central Voters Register and to vote? ☐
3. Has the polling station committee taken into account that voting of voters is done in a lawful manner, or:
 - is the secrecy of voting observed, i.e., is there only one person in the booth at one time; ☐
 - does it prevent a person to vote instead of another person under his/her name or to vote again; ☐
 - is care taken that no person interferes with a voter who fulfils ballots, asks him any information about his/her voting preferences or whom he/she voted, prevents or attempts to prevent someone from exercising voting rights? ☐
4. Do the president and members of the polling station committee perform their duties in the manner prescribed, or:
 - the president of the voting committee - manages the work of the polling station committee and is responsible with the members of the voting committee for the lawful operation of the polling station; maintains the integrity of the voting process, maintains peace and order at the polling station and its surroundings; fills in the necessary forms; ensures that there are no weapons or dangerous objects at the polling station; helps voters who need further clarification on the voting process; resolves all issues relating to the identification of voters and voting rights; records in the Minutes on the operations of the polling station on the election day – Form ZARBO II – the time and circumstances of all extraordinary events at the polling station, and ensures that the Minutes will contain all necessary information; ☐
 - the member of the polling station committee in charge of the control of order - provides control of flow of voters at the polling station and does not allow formation of unnecessary crowd at the polling station; ☐
 - the member of the polling station committee in charge of identification - checks the identity of voters; finds the voter's name in the excerpt from the final Central Voters Register; warns the voter that the signature must be identical to the one in the identification document; ensures that the voter signs next to his/her name in the excerpt from the final Central Voters Register; reads aloud the name of the voter who signed in the excerpt from the final Central Voters Register; ☐
 - the member of the polling station committee in charge of issuing ballots - issues ballots; explains how to properly fill out the ballot papers; suggesting voters to free voting booth; ☐
 - the member of the polling station committee in charge of the control of the ballot box - suggests voters to put ballots in the ballot box and leave the polling station; ensures that no voter leaves the polling station until the ballots have been inserted into the ballot box; ensures that only ballots are inserted in the ballot box? ☐
5. Has any disruption of the voting been at the polling station and if so, has the President acted in a manner that:
 - he removed danger, violence, weapons or dangerous objects from the polling station; suspended voting if the danger, violence, weapons or dangerous objects could not be immediately removed for as long as is necessary to restore peace and order at the polling station; and if order at the polling station was breached, required the assistance of the police or security forces from outside the polling stations in order to restore peace and order at the polling station? ☐
6. Have there been any disruptions in voting, and if so, was the local election commission informed about it in a manner as prescribed? ☐

5. CLOSING OF THE POLLING STATIONS**19:00**

- a) Voters who are in line at the Polling Station at the time of closing shall be allowed to cast their vote. The procedure for closing of the regular polling stations and absentee polling stations is as follows:
- 15 minutes prior to polling station closing time the president announces everyone present, inside and outside of the polling station, the time of closing of the polling station;
 - the member of the polling station committee in charge of order shall stand at the end of the line at the closing time in order to ensure that no person came to the line after closing of the polling station and shall close the door immediately after the last voter in line cast his/her ballot;
 - the president shall record the time of closing of the polling station in the Minutes;
 - the president shall seal the opening of the ballot box with a self-adhesive tape putting his/her signature thereto.
- b) The president shall record in the Form Z5 of the Minutes all accredited observers present at the time of closing of the polling station.

- President of the polling station committee is obliged, according to the schedule set by the Central Election Commission, to submit to local election commission the information and data on the following:
 - has the polling station been opened on time;
 - has the polling station been closed on time after the conducted voting;
 - the number of voters who voted at the polling station, at least twice during the election day, as well as in the additional terms if the local election commission requests so.

Checklist of election activities

1. *Have the voters who are in line to vote at the time of closing of the polling station been allowed to vote, or has the following procedure been conducted when closing the polling station:*
 - *15 minutes prior to polling station closing time the president announces everyone present, inside and outside of the polling station, the time of closing of the polling station;* ☐
 - *the president appointed one member of the polling station committee to stand at the end of the line at the closing time in order to ensure that no person came to the line after closing of the polling station;* ☐
 - *the member of the polling station committee closes the door immediately after the last voter in line cast his/her ballot;* ☐
 - *the president recorded the time of closing of the polling station in the Minutes on the operation of the polling station committee on the election day – Form ZARBO II;* ☐
 - *the president sealed the opening of the ballot box with a self-adhesive tape putting his/her signature thereto?* ☐
2. *Has the President of the polling station committee recorded the presence of accredited observers when closing the polling station, in the manner as prescribed?* ☐
3. *Has the president of the polling station committee after the closing of the polling station recorded all data in the Stock Form?* ☐

6. FILLING OUT THE STOCK FORM - COUNTING AND PACKING OF UNUSED AND DAMAGED BALLOT PAPERS

After closing of the polling station, in the presence of accredited observers, the president and members of the polling station committee shall:

- count and record in the Stock Form the total number of remaining unused ballot papers for each electoral level and pack them into the original box;
- count and record in the Stock Form the total number of voters' signatures from the excerpt of the Central Voters' Register;
- record the total number of damaged ballot papers for each electoral level and shall pack them into appropriate envelope, and
- the president and members of the polling station committee shall sign the Stock Form.

Filling out the Stock Form and packing of unused and damaged ballots shall end before the opening of the ballot box with used ballot papers.

The unused ballots packed in original boxes and the envelope with damaged ballots shall be packed in a transparent protective bag, separately for every electoral level. The polling station committee shall put on each protective bag the code of the polling station and the label of the electoral level.

> **The Stock form is not to be used to record the number of invalid ballots, which are recorded in the Form of aggregate results – ZR.**

OBRAZAC ZA BROJNO STANJE (REDOVNO BIRAČKO MJESTO)		NAZIV I ŠIFRA OPĆINE/IZBORNE JEDINICE: TRAVNIK	BROJ BIRAČKOG MJESTA: 091A 006	BS
Serijski broj plastičnog pečata – Glasačka kutija 1 PEČAT 1: BA 1124156 PEČAT 2: BA 076240		Serijski broj plastičnog pečata – Glasačka kutija 2 (Ako je potrebno!) PEČAT 1: PEČAT 2:		
DIO I: PRIJE OTVARANJA BIRAČKOG MJESTA		NAČELNIK OPĆINE: 0 3 7 0 OPĆINSKO VJEĆE: 0 3 7 0		
1. Broj birača na izvodu iz Centralnog/Središnjeg biračkog spiska/popisa (ručno brojati)		0 4 0 0		
2. Broj primljenih glasačkih listića		0 4 0 0		
DIO II: TOKOM GLASANJA/TIJEKOM GLASOVANJA		NAČELNIK OPĆINE: 0 0 0 0 OPĆINSKO VJEĆE: 0 0 0 0		
3. Broj naknadno primljenih glasačkih listića		0 0 0 0		
4. Sveukupan broj primljenih gl. listića (red 2 + red 3)		0 4 0 0		
DIO III: NAKON ZATVARANJA BIRAČKOG MJESTA		NAČELNIK OPĆINE: 0 2 6 0 OPĆINSKO VJEĆE: 0 2 6 0		
5. Broj potpisa na izvodu iz Centralnog/Središnjeg biračkog spiska/popisa (ručno brojati)		0 0 0 0		
6. Broj upropaštenih glasačkih listića (paket 2)		0 2 6 0		
7. Broj IZDANIH glasačkih listića (red 5 + red 6)		0 1 4 0		
8. Broj NEISKORIŠTENIH glasačkih listića (ručno brojati)		0 4 0 0		
9. UKUPAN BROJ ZADUŽENIH GL. LISTIĆA (red 7 + red 8)		0 0 0 0		
10. TEST TAČNOSTI/TOČNOSTI: red 9 = red 4; ako nisu isti, upisati razliku		0 0 0 0		
Potpisujući se ispod, izjavljujem da ovi brojevi tačno/točno odražavaju izborne aktivnosti na ovom biračkom mjestu.				
PREDSEDNIK: VUKO PETROVIĆ ČLAN 1: MUSTAFA LAKOVIĆ ČLAN 2: MAGDALENA RUŽIČKA		ČLAN 3: EDINA IHTIJAREVIĆ ČLAN 4: TATJANA TRIFKOVIĆ		

EXAMPLE OF A PROPERLY COMPLETED STOCK FORM AT A REGULAR POLLING STATION – BS

4-b. COUNTING OF BALLOT PAPERS

7. ORDER OF COUNTING THE BALLOT PAPERS

7.1 The order and systems of counting of ballot papers

Ballot papers for certain electoral levels shall be counted in the following order:

a) in the BiH Federation:

- 1) Municipal Mayor / City Mayor – MAJORITY system,
- 2) City / Municipal Council – OPEN LIST system;

b) in Republika Srpska:

- 1) Municipal Mayor / City Mayor – MAJORITY system,
- 2) City / Municipal Assembly – OPEN LIST system;

c) in Brčko District of BiH:

- 1) Assembly of Brčko District of BiH – OPEN LIST system.

8. BALLOT PAPERS

8.1. Valid ballot papers — MAJORITY VOTE

A ballot paper shall be valid if:

- it is in the shape that it is confirmed and officially issued by the BiH Central Election Commission;
- it is marked so that the intention of the voter is clear;
- it is not signed and it is not inscribed with a name, title, statement or other text, illustration or symbol;
- damage to the ballot is not such that the voter's intent cannot be determined.

LOKALNI IZBORI 02.10.2016.
ЛОКАЛНИ ИЗБОРИ 02.10.2016.

GRAD 001
ГРАД

☐ Име - Презиме - Политичка партија

☐ Име - Презиме - Политичка партија

☐ Име - Презиме - Politička stranka

☒ Име - Презиме - Политичка партија

☐ Име - Презиме - Политичка партија

☐ Име - Презиме - Politička stranka

☐ Име - Презиме - Политичка партија

☐ Име - Презиме - Политичка партија

☐ Име - Презиме - Politička stranka

☐ Име - Презиме - Политичка партија

☐ Име - Презиме - Политичка партија

☐ Име - Презиме - Politička stranka

☐ Име - Презиме - Политичка партија

☐ Име - Презиме - Политичка партија

☐ Име - Презиме - Politička stranka

☐ Име - Презиме - Политичка партија

☐ Име - Презиме - Politička stranka

KRAJ LISTE

КРАЈ ЛИСТЕ

**Example of properly
completed ballot paper
for:**

- municipal mayor,
- city mayor.

8.2. Invalid ballot papers — MAJORITY VOTE

A ballot paper shall be invalid:

- if two or more candidates were marked in it;
- if it is not completed or is completed in such a way that it is not possible to determine with certainty to which candidate the voter has cast his/her vote;
- if the ballot is so damaged that it is not possible to determine with certainty to which candidate the voter has cast his/her vote;
- if based on markings added by the voter to the ballot, such as a signature, he/she can be identified;
- if the names of candidates have been added;
- if it is scanned, copied or a paper which does not belong to that polling station, or the voting option (ballot for voting by mail).

> **The polling station committee is obliged during the counting of ballots, to check the water seals on the ballot and in case of irregularities to prepare a special report and forward it through the local election commission to the BiH Central Election Commission.**

9. ACTIVITIES PRIOR TO THE COUNTING OF BALLOT PAPERS

Preparatory activities for the counting are the following:

- A working area is formed of several tables, and the tables are connected by the duct tape to prevent ballots falling under the tables.
- The ballot box is opened and all its contents are placed onto a clean working surface.
- The empty ballot box is displayed to all the present proving that there are no left over ballot papers in the box, and is put aside.
- A group of mixed ballots remains on the desktop for two levels for which the elections are conducted.
- After that the polling station committee shall sort the ballot papers by levels, and make two groups of ballot papers.

Ballot papers are printed in different colours, depending on the electoral level, as follows:

For electoral levels in the BiH Federation:

- municipal mayor / city mayor - ballot papers are GREY,
- city / municipal assembly - ballot papers are BLUE.

For electoral levels in the Republika Srpska:

- municipal mayor / city mayor - ballot papers are GREY,
- city / municipal assembly — ballot papers are BLUE.

For electoral level in the Brčko District of BiH:

- Assembly of the District — ballot papers are BLUE.

- Upon completion of the separation of ballots by levels, a group of ballots is left on the desktop and counted, respecting the established order of counting specified in the header one of this chapter.
- Ballots that are not counted in that stage of counting, shall be packed into a transparent plastic bag and put in a place to be visible to all present in the room.

10. COUNTING OF BALLOT PAPERS — MAJORITY VOTE

10.1. Counting of ballot papers

Action 1 - Determining the number of ballots in the ballot box

The president of polling station committee shall record in the Form for aggregate results ZR (majority vote) the number of signatures from the Stock Form — BS.

The members of the polling station committee in teams of two members shall count by 25 ballots (double counting) and cross place them on the desktop. On the last bundle they set a sticker (self-adhesive coloured paper) with the number of ballots in the last bundle.

The president of the polling station committee shall count the bundles, multiply by 25 and add the number of ballots from the sticker which is placed on the last bundle (**example:** 10 bundles on the sticker inscribed 10, means $10 \times 25 + 10 = 260$) and the data is written in the column "The number of ballots in the ballot box". Test of accuracy is the difference between the number of signatures and the number of ballots in the ballot box and if there is no difference, 0 is entered.

Action 2 - Transfer of the candidates' names on the stickers

One member of the polling station committee reads the names of candidates on the ballot while another member of the polling station committee writes on stickers the names of candidates in ballots and places the stickers on the desktop, making sure they are apart enough so that the ballots do not mix when sorting. He/she sets one sticker on which is inscribed "suspicious".

Action 3 - Sorting of ballots according to votes for candidates

After that, all the members of the polling station committee take bundles of ballot papers, turning the bundles to them and place the ballot on which voters marked a candidate next to the sticker with the name of that candidate.

When sorting, the members of the polling station committee shall place those ballots that are invalid according to them, next to the sticker with the inscription "suspicious". Ballots are sorted using this method until they are all sorted. The president writes on two stickers "unmarked", and "other".

Action 4 - Determining of invalid ballots

The president shall then show to the members of the polling station committee ballots from the group of ballots next to the sticker "suspicious", one by one, and they shall together decide whether the ballot is valid or not (**example:** a ballot is invalid because it is empty. The members of the polling station committee shall confirm and that ballot shall be placed next to the sticker "unmarked". Then, a ballot is invalid because the voter marked two candidates. Such a ballot is put next to the sticker "other"). When all ballots from the "suspicious" group are sorted, the president shall count the invalid unmarked and enter the number in the Form ZR, then he/she shall count the invalid others, and also enter the number in the Form ZR. The president shall put the invalid unmarked and invalid other ballots in a grey protective bag.

Action 5 - Counting of ballots per candidate

The members of the polling station committee in teams of two members shall count ballots for each of the candidates who were on the ballot and were voted for, by counting 25 ballots (double counting) and binding them in rolls by a rubber band. On the last roll a sticker is placed with the number of ballots in the roll. When the team has counted the ballots for one candidate, they continue counting for the next candidate, until all the ballots have been counted. When counting of all ballots has been finished, on the table will be groups of rolls of ballots that have been classified by the candidates next to the stickers with the names of candidates.

Action 6 - Entering votes for candidates in the form

The president shall then enter in the Form ZR - majority vote, next to the name of each candidate the number of ballots which are next to the stickers with their names, so to count the rolls which he/she multiplies by 25 and adds the number of the roll on which the sticker is, so that he/she gets the total number of votes that candidate has received (**example:** with stickers with the name of the candidate number 1, there are 4 rolls of ballots, the candidate has got $4 \times 25 = 100$ votes, and the president enters that number next to the name of that candidate). He/she uses this method to enter the votes for all candidates. At the bottom of the table with the votes of the candidates, he/she will get, adding all votes, the total number of valid votes, which the president shall copy on the left side of the Form ZR as the total number of valid votes which, summed with the total number of invalid votes, should give the total number of ballots in the ballot box.

Action 7 - Announcement of results at the polling station and packing the polling material

As the Form for aggregate results ZR - majority vote is complete, the polling station committee shall pack the polling materials in a grey protective bag which already contains invalid ballots, and write on the bag the designation of the polling station. **NOTE:** The colour of the bag in which the counted ballots are packed shall match the colour of the ballots.

The president shall announce to all present the results of the vote count at the polling station, display the yellow copy of the Form ZR at the polling station, and deliver the green copy of the election results for that level to the person authorized by the local election commission.

Checklist of election activities

1. Has the polling station committee sorted ballots in groups of 25 ballots and determined the total number of ballots for municipal mayor?
2. Has the polling station committee sorted ballots for municipal mayor in groups of 25 ballots per candidate on the basis of obtained votes and invalid ballots?
3. Has the polling station committee determined the number of votes for each candidate for municipal mayor and invalid unmarked and invalid other ballots?
4. Has the president of the polling station committee recorded data in the Form of aggregate results for the municipal mayor in the way as described in this manual?
5. Has the president of the polling station committee displayed the yellow copy of the Form for aggregate results for the municipal mayor in a visible place at the polling station?

OBRAZAC ZA ZBIRNE / ZBROJNE REZULTATE ZR (VEĆINSKI GLAS) / ОБРАЗАЦ ЗА ЗБИРНЕ РЕЗУЛТАТЕ ЗР (ВЕЋИНСКИ ГЛАС) ZR / ЗР

NAZIV OPĆINE
НАЗИВ ОПШТИНЕ

TRAVNIK

ŠIFRA OPĆINE
ШИФРА ОПШТИНЕ

091A

ŠIFRA BIRAČKOG MJESTA
ШИФРА БИРАЧКОГ МЈЕСТА

091A006

ZBIR / ZBROJ GLASOVA
ЗБИР ГЛАСОВА

Укупан број потписа на изводу из Centralnog biračkog spiska / Središnjeg biračkog popisa (red / redak 1 iz Oblasca za brojno stanje)
Укупан број потписа на изводу из Centralnog biračkog spiska (red 5 из Обласца за бројно стање)

2601

Број гласачких листића у гласачкој кутији
Број гласачких листића у гласачкој кутији

2602

Test tačnosti / točnosti
red / redak 1 = red / redak 2; ako nisu isti upisati razliku
Тест тачности
red 1 = red 2; ако нису исти уписати разлику

03

A) Nevažeci neoznačeni gласачки listići
A) Неважечки неозначени гласачки листићи

17A

B) Nevažeci ostali gласачки listići
B) Неважечки остали гласачки листићи

1B

Укупан број неважећих гласачких листића
C) (red / redak A + red / redak B)
D) Укупан број неважећих гласачких листића (red A + red B)

18C
18D

Укупан број важећих гласова
D) Укупан број важећих гласова

242D
242D

Укупан број свих гласачких листића
E) (red / redak C + red / redak D)
F) Укупан број свих гласачких листића (red D + red D)

260E
260F

Test tačnosti / točnosti
red / redak E = red / redak 2; ako nisu isti upisati razliku
Тест тачности
red E = red 2; ако нису исти уписати разлику

0F
0F

Serijski broj pečata za zaštitu vreu sa gласачkim listićima za početnika općine (BUELA)
Серијски број печата за заштиту врећу са гласачким листићима за почетника општине (BUELA)

BA346120

Kandidat
Кандидат

Politička stranka, koalicija ili nezavisni / neovisni kandidat
Политичка странка, коалиција или независни кандидат

Број важећих гласова
Број важећих гласова

KANDIDAT 1

PARTIJA 1

0100

KANDIDAT 2

PARTIJA 2

0028

KANDIDAT 3

PARTIJA 3

0080

KANDIDAT 4

PARTIJA 4

0034

UKUPNO (= red / redak D)
УКУПНО (= ред D)

0242

IME I PREZIME (TISKANIM SLOVIMA)
ИМЕ И ПРЕЗИМЕ (ШТАМПАНИМ СЛОВИМА)

POTPIŠ
ПОТПИС

PREDSJEDNIK
ПРЕДСЈЕДНИК

VELJKO PETROVIĆ

CLAN 1
ЧЛАН 1

MUSTAFA LAKOVIĆ

CLAN 2
ЧЛАН 2

MLADEN VIŠEVIĆ

IME I PREZIME (TISKANIM SLOVIMA)
ИМЕ И ПРЕЗИМЕ (ШТАМПАНИМ СЛОВИМА)

POTPIŠ
ПОТПИС

CLAN 3
ЧЛАН 3

EDINA IHTIJAREVIĆ

CLAN 4
ЧЛАН 4

PATJANA TRIPKOVIĆ

CLAN 5
ЧЛАН 5

Taujat

EXAMPLE OF A PROPERLY COMPLETED FORM FOR AGGREGATE RESULTS – ZR

31

11. COUNTING OF BALLOT PAPERS - OPEN LIST

a. The first round of counting ballots per political subjects

Action 1 - Determining the number of ballots in the ballot box

The president of the polling station committee shall enter the number of signatures from the Stock Form BS in the Form of aggregate results - ZR (open list).

The members of the polling station committee in teams of two members shall count by 25 ballots (double counting) and cross place them on the desktop. On the last bundle is a sticker (self-adhesive coloured paper) with the number of ballots in that bundle.

The president of the polling station committee shall count the cross-stacked bundles, multiply by 25 and add the number of ballots from the sticker (**example:** 10 bundles on the sticker inscribed 10, means $10 \times 25 + 10 = 260$) and the data is written in the column "The number of ballots in the ballot box". Test accuracy is the difference between the number of signatures and the number of ballots in the ballot box and if there is no difference, 0 is entered.

Action 2 - Transfer of the names of political subjects on stickers

One member of the polling station committee reads the names of political subjects on the ballot while another member of the polling station committee writes them on stickers placed on the desktop, making sure they are apart enough so that the ballots do not mix when sorting. He/he sets one sticker on which is inscribed "suspicious". When they enter the names of political subjects, they may use the abbreviated names.

Action 3 - Sorting of ballots according to votes for political subjects

All the members of the polling station committee then take the bundles of ballot papers, turning the bundles to them and place the ballot on which voters marked a political subject next to the sticker with the name of that political subject. When sorting, the members of the polling station committee shall place those ballots that are invalid according to them, next to the sticker with the inscription "suspicious". Ballots are sorted using this method until they are all sorted. The president then writes on two stickers "unmarked", and "other".

Action 4 - Determining of invalid ballots

The president shall then show to the members of the polling station committee ballots from the group of ballots next to the sticker "suspicious", one by one, and they shall together decide whether the ballot is valid or not (**example:** a ballot is invalid because it is empty; the members of the polling station committee shall confirm and that ballot shall be placed next to the sticker "unmarked"; a ballot is invalid because the voter marked two candidates and such a ballot is put next to the sticker "other").

When all ballots from the "suspicious" group are sorted, the president shall count the invalid unmarked and enter the number in the Form ZR, then he/she shall count the invalid others, and also enter the number in the Form ZR. The president shall put the invalid unmarked and invalid other ballots in a proper coloured bag, according to the packing scheme.

Action 5 - Counting of ballots per political subject

The members of the polling station committee in teams of two members shall count ballots for each of the political subjects who were on the ballot and were voted for in that polling station, by counting 25 ballots (double counting) and binding them in rolls by a rubber band. On the last roll is a sticker with the number of ballots in the roll. When the team has counted the ballots for one political subject, they continue counting for the next political subject, until all the ballots have been counted. When counting of all ballots has been finished, on the table will be stickers with the names of political subjects on the ballot next to which are rolls with ballots for those political subjects.

Action 6 - Entering votes for political entities in the form

The president shall then enter in the Form ZR - majority vote, next to the name of each political subject the number of ballots which are next to the stickers with their names, so to count the rolls which he/she multiplies by 25 and adds the number of the roll on which the sticker is, so that he/she gets the total number of votes that political subject has received (**example:** with stickers with the name of the political subject number 1, there are 2 rolls of ballots, and on one roll is a sticker with the number 22; that political subject has got $1 \times 25 + 22 = 47$ votes, and the president enters that number next to the name of that political subject). He/she uses this method to enter the votes for all political subjects. At the bottom of the table with the votes of the political subjects, he/she will get, adding all votes, the total number of

b. The second round of counting ballots per candidate

In the second round of counting ballots for municipal councils, the polling station committee should determine the number of individual votes won by each of the candidates within each political subject. These ballots are counted in teams of 4 persons as follows:

Action 1 - Reading out the votes per candidate

One member of the polling station committee shall sit by the desktop and take all the rolls for one political entity and put them next to him on the desktop. He/she shall take a roll, unpack it, open one by one ballot, turning it to him/her around and read aloud the ordinal numbers of candidates of that political subject in which voters put X next to their names. All candidates within each political subject are numbered 1 to N, depending on the number of candidates (maximum is 36 candidates within one political subject). This member of the polling station committee (reader) shall read aloud 1, 7, 11, which means that the voter put X next to the candidates under ordinal number 1, ordinal number 7 and ordinal number 11.

Next to the reader shall sit a member of the polling station committee who monitors whether the reader correctly reads the numbers of candidates next to whose names the voters put a label X and he/she shall be the reading controller. Two members of the polling station committee shall sit by the desktop, opposite to the reader, who shall each take one auxiliary form for the second round of counting votes per candidates. Each member of the polling station committee shall write his/her own name and sign in the form on the first page, and then on the next page in the upper part in the first column they shall write the name of the political party for which the number of votes per candidate is counted. Furthermore, in that first column in the row next to the number they hear from the reader, they shall enter a vertical bar. So if the reader reads 1, 7, 11, two recorders shall each enter a vertical bar in their form in the first column in the row next to the number 1, next to the number 7 and next to the number 11. So the reader reads the ordinal numbers of candidates from the ballots of this roll, while the recorders record in their forms vertical bars in rows next to the numbers they heard from the reader. Every fifth time the recorders hear one and the same number, it means that in that row they already have four vertical bars; with the fifth dash they cross those four bars. In the end, the reader reads the ordinal numbers on all 25 ballots from that roll and the recorders record in the first column with vertical bars in the rows of those numbers where every fifth dash crossed four vertical bars.

Action 2 - Summing of the dashes by rows

When the reader has read out all 25 ballots the recorders shall sum up for each row the number of bars in the row and enter that number in the small total column at the end of the first row. So if in the row next to the number 1 the recorder has entered two sets of four vertical bars crossed by one dash over the four vertical bars and two vertical bars, this means that he/she has a total of 12 bars ($2 \times 5 + 2 = 12$). In this way, both recorders shall determine how many bars they have for all rows.

Action 3 - Control of recording

When they have finished summing the number of bars per row, one reader shall simply read to the other reader from his/her form the data in a way that he/she says 1 2; 2 7; 3 11 and so on, which means that in row 1 he/she has two bars, in row 2 seven bars, in row 3 eleven bars, and so on. The second recorder shall check in his/her form whether he/she has the identical number of bars as the first recorder. If their results coincide for all the rows, they continue counting so that the reader packs the read out roll with a rubber band and returns it next to the sticker with the name of that political subject, and takes the next roll of the ballots, and the recorders write in the second column on the same page of the form the name of the same political parties continue as they a number hear from the reader, they enter vertical bars, where every fifth dash is across four vertical bars. However, if during the reading of the first reader they disagree in a number in a row, e.g. the first reader has seven bars in row 10, and the second reader has eight bars, the second reader shall not interrupt the first reader in reading, but puts an asterisk * in the row 10 next to the number eight, and continues to monitor the first reader. When the first reader has read out the numbers of bars in all rows, the second reader then tells him/her that he/she has eight bars in the row 10, while the first reader has read out number seven. Then the reader again takes the same roll with the already read out ballots and reads them out again, but only those ballots where voters marked the candidate under ordinal number 10. Two recorders shall write in the second column in the upper part the name of a political subject and now in the row next to the number 10 they enter vertical bars as the reader reads the number 10. When the reader has again read out all 25 ballots, but now only for the number 10, the recorders again sum up the number of bars they have next to the number 10, and then again compare those numbers so that one reads his/her number, and the second checks whether they got the same result. Once that is complete, the recorders shall copy from the small total column of the first column the numbers for all

rows in total in the second column and cross out the first column.

Action 4 - Summing of results from one page and transfer to another page

The recorders will notice that on the right side of the form they have four large vertical columns, in which they recorded vertical bars in rows next to the numbers that the reader has read out, intended for reading out the four rolls of ballots, meaning one column is provided for reading out one roll with ballots. When the reader has read out four rolls of ballots for one party, and that political party has more rolls of ballots for reading out, then two recorders take and sum up for each row the numbers from small total columns which they got in the large total column on the right side of the form and enter those numbers. So if in the small total column in the first column for row one they recorded 10, in the second column 7, in the third column 1, and in the fourth column 22, it means that in row one we have $10+7+1+22=40$, which the recorder enters in the large total column for the row one. And so the recorder gets for all rows the sums of small total columns per row. After that one recorder reads to the other the large total column, and the other recorder checks in his/her form whether the sums agree. When they establish that their sums are identical, they turn that page of the form and see that the next left side of the form now has three columns. The reader then takes the next roll of ballots and again reads from all the ballots from that roll the ordinal numbers of candidates for whom the voters voted on ballots, and the recorders then open the next column and, using the same method, record vertical bars in rows next to the numbers that the reader reads out. Two recorders will notice that each right-hand side of the form is perforated so that it can be folded and that the results of large total column on the right previous page of the form are at once visible on the left page.

Action 5 - Summing of the complete results of reading for one political party

When the reader has read out all the rolls of ballots, and the recorders have recorded the results by vertical dashes by columns, and when they have got all sums by small columns, then the recorders sum up by rows all the numbers from small total columns (or from large total column from the previous page and small columns from the next page) and get the sum for each row, which they write in the large total column on the right side of the sheet. Wherever they stop reading out the rolls of ballots for one party, the recorders shall always calculate the sum of numbers from small total columns which they enter in the large total column on the right side of the sheet. If any empty columns that are not filled have left on the sheet where the recorders stopped, the same columns shall be crossed out. Again, if one of the recorders reads to the other by rows the numbers from this end total column, and if their results agree, it means that they finished the job of reading the ballots per candidate for that political party.

Action 6 - Entering the results from the auxiliary form into the Form of aggregate results ZR open list

When they had finished reading and recording of results per candidates for one political party, then one of the recorders shall sit next to the president of the polling station committee. The president of the polling station committee shall find in the form, from the third page onwards, the political subject for which the votes per candidate were read out, and in the top part of the form where it says "VOTE FOR THE PARTY" he/she enters the number of votes that political entity received, that has already been recorded on the other side of that form. After that, the recorder sitting next to the president shall simply read from his/her auxiliary form the results from the large total column by reading: 1 37; 2 48; 3 12; and so on until the end. The president then enters that the candidate under number 1 got 37 votes, the candidate under number 2 got 48, the candidate under number 3 got 12, and so enters for all the candidates of that political subject the number of votes won listening the results read to him/her by the recorder.

When he/she has finished reading the results from his/her auxiliary form, the recorder returns to his/her position and the team continues using methods described above to read and count ballots per candidates for the second political subject, and so on until they have read and counted all the votes for all candidates of all political subject voted for in your polling station.

For political subjects who have not got the votes, the president shall enter four zeros in the section for votes of candidates of those political subjects.

Помоћни образац за бројање

1

Број кандидата	Политичка странка, коалиција или листа независних кандидата		Број кандидата	Политичка странка, коалиција или листа независних кандидата		Број кандидата	Политичка странка, коалиција или листа независних кандидата		Број кандидата	Политичка странка, коалиција или листа независних кандидата		Број кандидата	УКУПНО
	Гласови	Збир		Гласови	Збир		Гласови	Збир		Гласови	Збир		
1	III III I	11	1	III III	10	1			1			1	21
2	III III III III	20	2	III III III	13	2			2			2	33
3	III III	10	3	III III	7	3			3			3	17
4	III	3	4	III	3	4			4			4	6
5		0	5	I	1	5			5			5	1
6		0	6	0	0	6			6			6	0
7	III III III III III II	22	7	III III III	13	7			7			7	35
8	III	5	8	III III	9	8			8			8	14
9	III III	8	9	III III	9	9			9			9	17
10			10			10			10			10	
11			11			11			11			11	
12			12			12			12			12	
13			13	+		13			13	=		13	
14			14			14			14			14	
15			15			15			15			15	
16			16			16			16			16	
17			17			17			17			17	
18			18			18			18			18	
19			19			19			19			19	
20			20			20			20			20	
21			21			21			21			21	
22			22			22			22			22	
23			23			23			23			23	
24			24			24			24			24	
25			25			25			25			25	
26			26			26			26			26	
27			27			27			27			27	
28			28			28			28			28	
29			29			29			29			29	
30			30			30			30			30	
31			31			31			31			31	
32			32			32			32			32	
33			33			33			33			33	
34			34			34			34			34	
35			35			35			35			35	
36			36			36			36			36	
37			37			37			37			37	
38			38			38			38			38	
39			39			39			39			39	

↑
ПРЕСАВИТИ ОВДЈЕ

EXAMPLE OF USE OF AN AUXILIARY FORM FOR COUNTING

ОБРАЗАЦ ЗА ЗБИРНЕ / ZBROJNE REZULTATE ZR (OTVORENA LISTA) / ОБРАЗЦ ЗА ЗБІРНІ РЕЗУЛЬТАТИ ЗР (ОТВОРЕНА ЛІСТКА)

NR / ЗР

НАЗИВ ОПЦІОНЕ
НАЗІВ ОПИТТІВНЕ

ТРАВНИК

ШІРА ОПЦІОНЕ
ШІРА ОПИТТІВНЕ

031A

ШІРА БІРАЧКОГ МІЄСТА
ШІРА БІРАЧКОГ МІЄСТА

031A006

Гласові за / Гласови за:

0047

ПАРТИЈА 1

РБ. РБ.	Кандидат Кандидат	Број важећих гласова Број важећих гласова
1	KANDIDAT 1	0000
2	KANDIDAT 2	0041
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		

Гласові за / Гласови за:

0048

ПАРТИЈА 2

РБ. РБ.	Кандидат Кандидат	Број важећих гласова Број важећих гласова
1	KANDIDAT 1	0043
2	KANDIDAT 2	0044
3	KANDIDAT 3	0013
4	KANDIDAT 4	0032
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		

Гласові за / Гласови за:

0080

ПАРТИЈА 3

РБ. РБ.	Кандидат Кандидат	Број важећих гласова Број важећих гласова
1	KANDIDAT 1	0070
2	KANDIDAT 2	0000
3	KANDIDAT 3	0073
4	KANDIDAT 4	0001
5	KANDIDAT 5	0060
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		

Гласові за / Гласови за:

0070

ПАРТИЈА 4

РБ. РБ.	Кандидат Кандидат	Број важећих гласова Број важећих гласова
1	KANDIDAT 1	0063
2	KANDIDAT 2	0056
3	KANDIDAT 3	0000
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		

ПРЕДСЕДНИК
ПРЕДСЕДНИК

ДНЕ / ПРЕЗНАТИСКАНА СЛОВНА
ИМЕ И ПРЕЗНАТИСКАНА СЛОВНА

ПОДПИС
ПОДПИС

Ведико Петровић
Ведико Петровић

Полупростор за означавање да ли је гласач изабрао / изабрао
полупростор за означавање да ли је гласач изабрао / изабрао
полупростор за означавање да ли је гласач изабрао / изабрао

Гласачија је изабрала да не гласају за ниједног кандидата
Гласачија је изабрала да не гласају за ниједног кандидата
Гласачија је изабрала да не гласају за ниједног кандидата

EXAMPLE OF A PROPERLY COMPLETED FORM FOR AGGREGATE RESULTS - ZR
RESULTS OF VOTING PER CANDIDATES WITHIN THE OPEN LIST OF A POLITICAL SUBJECT

As an exception to the previously described procedure at a polling station committee that has three members of the polling station committee, one member of the polling station committee shall read the ordinal numbers of the candidates in front of whom the voters put the mark within that political subject, and two other members of the polling station committee shall put down vertical lines in their respective Auxiliary form for second vote count by candidates.

No candidate in the framework of an open list can get more votes than the political subject, i.e. he/she can receive a maximum of as many votes as the political entity on whose list he/she is.

Action 7 - Packing the polling material

After completed counting of votes for the candidates of political subjects and entered the results by reading out by one of the recorders to the president, the president shall then take all the rolls of one political subject, bind them with a new rubber band and put them in the blue bag in which are invalid ballots, and in the same way binds all the rolls with ballots of all political subjects and put them in the blue bag. Then he/she shall take two new plastic seals and write on the first page of the form for the bags that she/he will seal with those seals (a blue bag and a smaller transparent bag) the number of plastic seal by which he/she sealed the transparent protective larger bag in which the unused and damaged ballots for municipal council have already been packed. After this, the form shall be signed by the president and all members of the polling station committee. The president shall then take out all yellow copies of the form and stick them on the wall in the polling station so that all participants can see the election results, take out all the green copies and put them in the envelope for the president of the municipal election commission, keeps all red copies, and take out all blue copies and insert them in the blue bag where the counted valid and invalid ballots for municipal council have been inserted, and seal the bag with the seal the number of which he/she entered in the form. The original form in the sheath shall be inserted into an envelope with indication that it is for the BiH Central Election Commission. After that, the president shall insert two auxiliary forms in the smaller transparent bag with the excerpt from the Central Voters Register and the Minutes on the operation of the polling station committee and seal it with the seal the number of which he/she entered on the form.

AFTER DETERMINING THE RESULTS OF VOTING AND PACKING THE POLLING MATERIAL IN THE MANNER AS REQUIRED, THE POLLING STATION COMMITTEE SHALL IMMEDIATELY, AND AT LEAST 12 HOURS AFTER THE CLOSING OF THE POLLING STATION, DELIVER ALL POLLING MATERIAL TO THE LOCAL ELECTION COMMISSION.

Thereby the polling station committee has ended all its prescribed activities related to the elections.

Checklist of election activities

1. *Has the polling station committee sorted the ballots in groups of 25 ballots and determined the total number of ballots for the municipal assembly / municipal council?* ☐
2. *Has the polling station committee sorted the ballots for the municipal assembly / municipal council in groups of 25 ballots per political subjects on the basis of obtained votes and invalid ballots?* ☐
3. *Has the polling station committee conducted the first counting of votes and determined the number of votes received by each political subject for the municipal assembly / municipal council and the number of invalid unmarked and invalid other ballots?* ☐
4. *Has the president of the polling station committee recorded data in the Form of aggregate results for each political subject for the municipal assembly / municipal council in the manner explained in this manual?* ☐
5. *Has the polling station committee conducted the second counting of the votes and determines the number of votes for all candidates in the framework of the open lists?* ☐
6. *Has the president of the polling station committee recorded data in the Form of aggregate results for all candidates in the framework of the open lists?* ☐
7. *Has the president of the polling station committee displayed the yellow copy of the Form for the aggregate results for the municipal council / municipal assembly in a visible place at the polling station?* ☐
8. *Has the polling station committee packed the election materials in the manner prescribed by the appropriate packing scheme for a regular polling station?* ☐
9. *Has the polling station committee delivered election materials to the election commission in due time, but not later than 12 hours after the closing of the polling station?* ☐

5. ABSENTEE POLLING STATION

5.1. The procedures of voting, counting of envelopes, recording data in the Stock Form and keeping the Minutes on the operation of the polling station committee

- a) The voting procedures established for regular polling stations shall also apply to absentee polling stations. A voter who votes at an absentee polling station shall be issued envelopes containing the ballots that are issued in the basic constituency for which the voter votes.

> If the voter who votes in absentia damages the ballot, he shall return the envelope with the ballots, and the member of the polling station committee shall issue him/her a new envelope with the ballot papers.

- b) Prior to the opening of an absentee polling station, the polling station committee shall perform the same actions as the polling station committee at regular polling stations, except that at those polling stations the envelopes containing the ballots are counted manually per the basic constituency for which the voters vote. The president shall enter the obtained numbers of counted envelopes into the Stock Form.

- c) After the closing of an absentee polling station, the polling station committee shall perform the following actions:

- count the signatures on the excerpt of the final Central Voters Register;
- count the unused envelopes with ballots per basic constituencies;
- count the envelopes with damaged ballots per the basic constituencies, if any;
- enter the obtained numbers in the Stock Form, and pack the unused envelopes in original boxes, put the damaged envelopes with ballots in an A3 envelope labelled with words damaged ballots, and pack them in a transparent bag;
- open the ballot box and sort the envelopes with ballots per basic constituencies;
- count the envelopes with ballots per basic constituencies and bind them with rubber bands;
- the president shall enter the obtained number of envelopes for each basic constituency in the Stock Form;
- insert the packed bundles of envelopes per basic constituencies in the red bag;
- enter in the Stock Form the numbers of the seals of the transparent bag, red bag, and the smaller transparent plastic bag;
- put the blue copy of the Stock Form in the red bag and close it with the seal;
- put in the smaller transparent plastic bag the original Minutes on the operation of the polling station - ZARBO, the excerpt from the final Central Voters Register and the original Stock Form, and seal it with the seal provided;
- put in the green envelope the green a copy of the Minutes on the operation of the polling station - ZARBO and the green copy of the Stock Form which is for the president of the local election commission;
- the president shall retain the red copy of the Stock Form.

OBRAZAC ZA BROJNO STANJE (Biračko mjesto za glasanje/glasovanje u odsustvu/odsutnosti)	Naziv općine: TRAVNIK	Broj biračkog mjesta: 091A504	BS0
---	--------------------------	----------------------------------	-----

Šifra općine/izborne jedinice za koju se glasa/glasuje							
I: PRIJE OTVARANJA BIRAČKOG MJESTA							
1. Broj imena birača na izvodu iz Centralnog/Središnjeg biračkog spiska/popisa (ručno brojati)	17	35	40	15	5		
2. Broj primljenih koverata sa glasačkim listićima	20	40	15	5			
II : NAKON ZATVARANJA BIRAČKOG MJESTA							
3. Broj potpisa na izvodu iz Centralnog/Središnjeg biračkog spiska/popisa (ručno brojati)	13	31	6	0			
4. Broj oštećenih koverata sa glasačkim listićima (paketi za)	0	0	0	0			
5. Broj izdatih koverata sa glasačkim listićima (red/redak 6+7+8)	13	31	6	0			
6. Broj neiskorištenih koverata sa glasačkim listićima (ručno brojati)	7	9	9	5			
7. Broj zaduženih koverata sa glasačkim listićima (red/redak 9+10)	20	40	15	5			
III: NAKON OTVARANJA GLASAČKE KUTIJE							
8. Broj koverata sa glasačkim listićima za glasanje/glasovanje u odsustvu/odsutnosti	13	31	6	0			
IV: Test tačnosti/točnosti							
9. Red/redak 7. =Red/redak 2.; ako nisu isti, upisati razliku	0	0	0	0			

Potpisujući se ispod, izjavljujem da ovi brojevi tačno/točno odražavaju izborne aktivnosti na ovom biračkom mjestu.

PREDSEDNIK	IME (ŠTAMPANIM/TISKANIM SLOVIMA)	PODPIS
ČLAN 1	VELEKO PETROVIĆ	<i>[Signature]</i>
ČLAN 2	MUSTAFA LAKOVIĆ	<i>[Signature]</i>
	MILADEN VICEVIĆ	<i>[Signature]</i>

ČLAN 3	IME (ŠTAMPANIM/TISKANIM SLOVIMA)	PODPIS
ČLAN 4	EDJUA IHTI-JARENIĆ	<i>[Signature]</i>
	TRATJANA TRIFKOVIĆ	<i>[Signature]</i>

EXAMPLE OF A PROPERLY COMPLETED STOCK FORM AT THE ABSENTEE POLLING STATION – BSO

6. POLLING STATION FOR VOTING BY TENDERED BALLOT PAPERS

- > One polling station in each basic constituency shall be authorized to issue tendered ballots. At a polling station authorized to issue tendered ballots the local election commission shall preferably provide a computer containing the data from the Central Voters Register.

At the polling station for voting by tendered ballot papers the voting rights shall be exercised by the following categories of voters:

- voters who are registered in the Central Voters Register for voting out of BiH, and on election day they are in the country,
- regular voters who are not on the concluded excerpt from the Central Voters Register, and possess a valid identification document referred to in Chapter IV of this manual and a certificate of permanent residence.

1. The procedures of voting, counting of envelopes, recording data in the Stock Form, and keeping the Minutes on the operation of the polling station committee

- a) The Central Election Commission through a local election commission shall deliver to the polling station committees at the polling stations authorized to issue tendered ballots the list of voters registered in the Central Voters Register for the voters voting by mail, for the basic constituency. The above list serves the purpose of determining the right to vote by tendered ballots for this category of voters.
- b) These voters shall exercise their right to vote in the basic constituency for which they are registered in the Central Voters Register to vote by mail or are registered in the Central Voter Register according to their registered permanent residence.

Voters who change permanent residence from one basic constituency to another basic constituency in the period between the conclusion of the final Central Voters Register and the Election Day shall exercise their voting rights in the basic constituency in which they had registered permanent residence prior to the conclusion of the final Central Voters Register.

- c) The name of the voters who have the right to vote by a tendered ballot shall be entered on the Central Voters Register, which contains all the data as the excerpt from the final Central Voters Register. The voter shall sign the excerpt from the Central Voters Register and vote by unconfirmed sealed ballot to be packed in special protective white envelope.
- d) The member of the polling station committee in charge of issuing ballot papers shall, based on an identification document of a voter, fill in necessary data on the front side of the envelope containing tendered-enveloped ballot papers, according to which the voting right can be confirmed. The following information shall be written on the front side of the envelope:
 - number of the polling station;
 - last name and name of the voter;
 - national identification number of the voter;
 - date of birth;
 - current residence address indicated by the voter;
 - name and number of the presented identification document and name of the body that issued this document.

- > Design of personalized envelope on which the intended data are written - **to the left.**
- > Design of white protective envelope into which the ballots are put and which is packed into a personalized envelope after the voters has cast his/her vote - **down.**

Ako na ovu kovertu ili na glasačke listiće budete ispisali svoje lične podatke, Vaši glasački listići neće da budu važeći.

- 

OBRAZAC ZA BROJNO STANJE (B.M. za glasanje/glasovanje nepotvrđenim glasačkim listićima)	Naziv općine: TRAVNIK	Broj biračkog mjesta: 091A501NNN	BSN
--	--------------------------	-------------------------------------	-----

Serijski broj plastičnog pečata-Glasačka kutija 1	Serijski broj plastičnog pečata-Glasačka kutija 2 (Ako je potrebno!)
BA 6 7 3 0 0 3	BA 1 6 6 0 1 6
PEČAT 1	PEČAT 2

Šifra općine/izborne jedinice za koju se glasa/glasuje	→ 091A
DIO I: PRIJE OTVARANJA BIRAČKOG MJESTA	
1. Broj imena na listi/popisu birača koji su registrovani za glasanje/glasovanje putem pošte, a mogu glasovati/glasati nepotvrđenim gl. listićima (ručno brojati)	750
2. Broj primljenih koverata sa glasačkim listićima	75
DIO II: TOKOM GLASANJA/TIJEKOM GLASOVANJA	
3. Broj naknadno primljenih koverata sa glasačkim listićima	0
4. Ukupan broj primljenih koverata sa glasačkim listićima (red 2+3)	75
DIO III: NAKON ZATVARANJA BIRAČKOG MJESTA	
5. Broj potpisa na izvodu iz Centralnog biračkog spiska/popisa za birače koji su glasali/glasovali nepotvrđenim glasačkim listićima	11
6. Broj upropaštenih koverata sa glasačkim listićima (paket 2n)	0
7. Broj izdanih koverata sa glasačkim listićima (red 5+6)	11
8. Broj neiskorištenih koverata sa glasačkim listićima (ručno brojati)	64
9. Sveukupan broj zaduženih koverata sa glasačkim listićima (red 7+8)	75
DIO IV: NAKON OTVARANJA GLASAČKE KUTIJE	
10. Broj koverata sa nepotvrđenim glasačkim listićima	11
DIO V: Test tačnosti/točnosti	
11. Red 9=red 4; ako nisu isti, upisati razliku	0
12. Red 10 = red 5; ako nisu isti, upisati razliku	0

Serijski broj plastičnog pečata za vreću sa neiskorištenim gl. listićima (providna veća)	Serijski broj plastičnog pečata za vreću sa koveratama sa nepotvrđenim gl. listićima (zelena)	Serijski broj plastičnog pečata za vreću sa dokumentacijom za Centralnu/Središnju izbornu komisiju/povjerenstvo (providna manja)
BA 0 0 1 1 3 8	BA 0 1 0 0 3 6	BA 7 7 0 7 0 3

Potpisujući se ispod, izjavljujem da ovi brojevi tačno/točno odražavaju izborne aktivnosti na ovom biračkom mjestu.

	IME (ŠTAMPANIM/TISKANIM SLOVIMA)	POTPIS
PREDSEDNIK	VELJKO PETROVIĆ	<i>[Signature]</i>
ČLAN 1	MUSTAFA LAKOVIĆ	<i>[Signature]</i>
ČLAN 2	MLADEN VICEVIĆ	<i>[Signature]</i>
ČLAN 3	EDINA IHTIJAREVIĆ	<i>[Signature]</i>
ČLAN 4	TATJANA TRIFKOVIĆ	<i>[Signature]</i>

EXAMPLE OF A PROPERLY COMPLETED STOCK FORM AT THE POLLING STATION AUTHORIZED TO ISSUE TENDERED BALLOTS – BSN

7. MOBILE TEAM

For the purpose of voting of voters who are homebound, confined to institutions (detention units, geriatric, dystrophic or other health care facilities), the local election commissions shall organize a mobile team that shall visit voters of this category.

1. The procedures of voting, counting of envelopes, recording data in the Stock Form, and keeping the Minutes on the operation of the polling station committee (mobile team)

- a) The mobile team shall have one president and two members. The president shall manage work of the mobile team and shall be responsible for its legality. The local election commission shall an hour prior to opening of the polling station deliver the following material to the mobile team:
- excerpt from the Central Voters' Register for voters registered to vote by mobile team;
 - appropriate number of ballot papers packed into protective envelopes that are placed into personalized envelopes containing codes of the basic constituencies for which the votes are cast;
 - appropriate number of auxiliary ballot boxes (cardboard boxes);
 - Stock Form – mobile team;
 - consumables that are necessary in the process of work of mobile team;
 - Minutes on the operation of the polling station committee;
 - the list of voters with addresses and contact telephone numbers; and
 - plan of work of the mobile team.

- > For the purpose of the fieldwork the local election commission needs to provide for the mobile team a proper motor vehicle or the appropriate transport to voters who are registered in the Central Voters Register for voting by mobile team.
- > Mobile team during the visit to voters who are confined to institutions may, for faster and more efficient voting, in cooperation with the relevant staff, organize voting in the manner that the voting is organized at the polling station, observing the procedures prescribed for voting at polling station.
- > Mobile team for voting is required to ensure the secrecy of voting in the manner prescribed by law and described in this manual.
- > Mobile team for voting shall comply with the plan of work of the mobile team brought by the local election commission and allow accredited observers to observe the work of the mobile team. Accredited observers may observe the work of the mobile team for voting in the manner as explained in Chapter III of this Manual and if they do not violate the privacy of voters who are homebound, or if they do not violate the rules of conduct established in the institutions to which voters are bound and with the consent of the competent staff of those institutions.

- b) Upon receipt of the polling material from the election commission the president and the members of the mobile team shall:
- write down their names in the Minutes and shall put their signatures in the designated part of the Minutes;
 - write down number of voters from the excerpt from the Central Voters' Register on the designated place in the Stock Form;
 - manually count received personalized-protective envelopes with sets of ballot papers in line with the codes of the basic constituencies for which the votes are casted, and according to the voting option of the voters registered in the excerpt from the Central Voters' Register and shall write down the number in the Stock Form;
 - form an auxiliary ballot box for mobile team and shall place a self-adhesive paper seal on the opening of the ballot box, and
 - write down in the Stock Form the serial numbers of the seals from the auxiliary ballot box.

- c) The mobile team shall start its work at 07.00 hours and shall end its work at 19:00 hours.**
- d)** The voting procedure for voters with special needs shall not differ from the voting procedure set forth for polling stations.
- e)** During the field work, when a voter with special needs cast his/her ballot at a certain location, the mobile team shall seal the opening of the ballot box with the self-adhesive tape to be signed by the president and the members of the mobile team.
- f)** After the end of the field work, the mobile team shall seal the opening of the ballot box with self-adhesive paper seal to be signed by the president and the members of the mobile team, and the serial number of the seal shall be recorded in the Stock Form.
- g)** In the Minutes on the operation of the mobile team, which is signed by the president and two members, the major events during their field work are entered.
- h)** After completing a tour of all voters whose names appear on the excerpt from the Central Voters Register, the mobile team shall go to the headquarters of the local election commission and perform the following actions:
- count the signatures on the excerpt from Central Voter Register;
 - count the unused envelopes with ballots per basic constituencies;
 - count the envelopes with damaged ballots per basic constituencies, if any;
 - enter the results in the Stock Form, and pack the unused envelopes in the original boxes, put the damaged envelopes with ballots in A3 envelope labelled as damaged ballots, and pack them in the transparent bag;
 - open the ballot box;
 - count the envelopes with ballots per basic constituencies and bind them with a rubber band;
 - the president shall enter the obtained number of envelopes with ballot papers per basic constituencies in the Stock Form;
 - insert the packed envelopes with ballots per basic constituencies in the orange bag;
 - enter in the Stock Form the numbers of the seals of the transparent bag, the orange bag, and the smaller transparent bag;
 - put the blue copy of the Stock Form in the orange bag and close it with the seal;
 - put in the smaller transparent bag the original Minutes on operation of the polling station committee - ZARBO, the excerpt from the Central Voters Register, and the original Stock Form, and seal the bag with the provided seal;
 - he/she puts into the green envelope the green copy of the Minutes on the operation of the polling station and the green copy of the Stock Form which is for the president of the local electoral commission;
 - the president shall retain the red copy of the Stock Form.
- i) The mobile team shall deliver all its polling material to the local election commission in its headquarters.**

NOTE: Personalized protective envelopes used for voting via mobile teams shall have the same design and content as the envelopes to be used to vote by tendered ballots.

SEE: 6. POLLING STATION TO VOTE BY TENDERED BALLOTS.

OBRAZAC ZA BROJNO STANJE
(MOBILNI TIM)

Naziv i šifra općine/izborne jedinice:

TRAVNIK

Broj mobilnog tima:

MOBILNI TIM

BSM

Serijski broj papirnog pečata-glasačka kutija

BA | 0 | 5 | 7 | 7 | 6 | 5 | BA | 0 | 2 | 4 | 3 | 1 | 0

Pečat 1

Pečat 2

Serijski broj papirnog pečata-glasačka kutija

BA | 1 | 2 | 4 | 6 | 7 | 0 | BA | 6 | 6 | 3 | 2 | 1 | 0

Pečat 1

Pečat 2

Šifra općine/izborne jedinice za koju se glasa/glasuje —————→

091

I: PRIJE POČETKA RADA MOBILNOG TIMA

1. Broj imena birača na izvodu iz Centralnog biračkog spiska/popisa za birače s posebnim potrebama (ručno brojati)

49

2. Broj primljenih koverata sa glasačkim listićima

50

II : NAKON ZAVRŠETKA RADA MOBILNOG TIMA

3. Broj popisa birača na izvodu iz Centralnog biračkog spiska/popisa za birače s posebnim potrebama (ručno brojati)

49

4. Broj oštećenih koverata sa glasačkim listićima

0

5. Broj izdatih koverata sa glasačkim listićima (red/redak 3+4)

49

6. Broj neiskorištenih koverata sa glasačkim listićima (ručno brojati)

1

7. Broj zaduženih koverata sa glasačkim listićima (red/redak 5+6)

50

III: NAKON OTVARANJA GLASAČKE KUTIJE

8. Broj koverata sa glasačkim listićima za glasanje/glasovanje mobilni tim

49

IV: Test tačnosti/točnosti

9. Red/redak 7 =Red/redak 2, ako nisu isti, upisati razliku

0

Potpisujući se ispod, izjavljujem da ovi brojevi tačno/točno odražavaju izborne aktivnosti na ovom biračkom mjestu.

PREDSJEDNIK	IME (ŠTAMPANIM/TISKANIM SLOVIMA)	POTPIS
ČLAN 1	VELJKO PETROVIĆ	<i>Veljko Petrović</i>
ČLAN 2	MUSTAFA LAKOVIĆ	<i>Mustafa Laković</i>
ČLAN 2	TAJIBANA TRIKOVIĆ	<i>Tajibana Triko</i>

ČLAN 3	IME (ŠTAMPANIM/TISKANIM SLOVIMA)	POTPIS

EXAMPLE OF A PROPERLY COMPLETED STOCK FORM
OF MOBILE TEAM – BSM

PART 4

PENALTY PROVISIONS

8. PENALTY PROVISIONS

1. SANCTIONS UNDER THE BiH ELECTION LAW (SECTION 19A)

1.1. Prohibition to work at a polling station in the Centre for Voters Register in the Municipal Election Commission or other election commission established in accordance with Article 2.21 of the BiH Election Law, or a fine in the amount of KM 200.00 to 1,000.00 shall be imposed on the president or PSC member if he/she:

- 1) participates in making a decision which may raise doubt as to his/her ability to act impartially (Article 2.1 of the BiH Election Law);
- 2) fails to inform voters of all information necessary for conducting of the elections, in accordance with the regulations of the BiH Central Election Commissions (Article 2.13 paragraph (1) item 5);
- 3) improperly counts ballots at the polling stations and in municipal counting centres (Article 13.2, paragraph (1), item 7);
- 4) is unjustifiably not present during the entire voting process (Article 5.5)
- 5) fails to assign duties to the members of the polling station committee (Article 5.6, paragraph (2);
- 6) if the Minutes on the operation of the polling station committee does not contain the information prescribed by the BiH Election Law (Article 5.7);
- 7) fails to explain to a voter the manner of voting and does not ensure the secrecy of voting (Article 5.11, paragraph (1));
- 8) issues a ballot paper or papers against the regulations governing the issuance of ballot papers (Article 5.13);
- 9) fails to establish the identity of a voter and the voter's signature in the excerpt from the Central Voters Register in accordance with the BiH Election Law (Article 5.13);
- 10) helps a person when voting in a manner not in accordance with the BiH Election Law (Article 5.19, paragraph (2));
- 11) forms have been completed contrary to Article 5.25 of the BiH Election Law.

(2) For the violation referred to in items 1, 4, 5, 6, 7, 8, 9, 10 & 11 of this Article, members of the polling station committee shall be punished by a fine in the amount of KM 300.00 to 3,000.00 KM

The Criminal Code of the Republika Srpska (Official Gazette of the Republika Srpska, nos. 49/03, 108/04, 37/06, 70/06, 73/10, 01/12 & 67/13), Articles 184-192, has prescribed penalties for serious violations of election procedures, with the threatened mildest punishment by a fine or six months in prison, and the maximum punishment of five years in prison.

The Criminal Code of the Federation of Bosnia and Herzegovina (FBiH Official Gazette, nos. 36/03, 37/03, 21/04, 69/04, 18/05, 42/10, 42/11, 59/14 & 76/14), Articles 194-199, has prescribed penalties for serious violations of election procedures, with the threatened mildest punishment by a fine or three months in prison, and the maximum punishment of five years in prison.

The Criminal Code of the Brčko District of Bosnia and Herzegovina - revised text (Official Gazette of BD, No. 33/13), Articles 191-196, has prescribed penalties for serious violations of election procedures, with the threatened mildest punishment by a fine or six months in prison, and the maximum punishment of five years in prison.








References

- Election Law of Bosnia and Herzegovina ("BiH Official Gazette", nos.: 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 & 31/16),
- Rulebook on procedure of conducting elections in Bosnia and Herzegovina - revised text ("BiH Official Gazette", nos. 32/16 & 43/16),
- Instruction on types, method and time limits for determining of polling stations ("BiH Official Gazette", no. 37/14),
- Instruction on conditions and procedures for accreditation of election observers in Bosnia and Herzegovina ("BiH Official Gazette", no. 37/14),
- Instruction on determining the qualifications and procedure for the appointment of members of polling station committees - revised text ("BiH Official Gazette", no. 32/16).

APPENDIX






SCHEMES OF PACKING THE POLLING MATERIALS

Scheme of packing the polling materials at a regular polling station FBiH

<p>Grey protective bag:</p>  <ol style="list-style-type: none"> 1. Counted valid ballot papers (for municipal mayor) 2. Transparent plastic bag with: <ul style="list-style-type: none"> - Envelope - invalid ballot papers - Envelope - Form for aggregate results ZR (blue copy) 	<p>Transparent protective bag - documents for the BiH CEC</p> <p><i>Transparent plastic (SMALLER) bag</i></p>  <ol style="list-style-type: none"> 1. Excerpt from the Central Voters Register 2. Minutes on the operation of the PSC ZARBO (original) 3. Auxiliary forms for counting
<p>Blue protective bag:</p>  <ol style="list-style-type: none"> 1. Counted valid ballot papers (for municipal council) 2. Transparent plastic bag with: <ul style="list-style-type: none"> - Envelope - invalid ballot papers - Envelope - Form for aggregate results ZR (blue copy) 	<p>A3 envelope for the BiH CEC</p>  <ul style="list-style-type: none"> - Stock Form BS (original with sheaths) - Forms for aggregate results ZR - majority vote and open list (original)
<p>Transparent plastic (BIGGER) bag</p>  <ol style="list-style-type: none"> 1. Unused ballot papers (packed in original boxes) 2. Envelope with damaged ballot papers 	<p>Envelope for the president of the election commission:</p>  <ul style="list-style-type: none"> - Stock Form BS (green copy) - Forms for aggregate results ZR - majority vote and open list (red copy) - Minutes on the operation of the PSC ZARBO (green copy)
<p>Envelope for the president of the polling station committee:</p>  <ul style="list-style-type: none"> - Stock Form BS (red copy) - Forms for aggregate results ZR - majority vote and open list (red copy) 	


Note: It is necessary to write the number of the polling station on each bag!!!

Scheme of packing the polling materials at an absentee polling station in FBiH

<p>Red protective bag</p>  <ol style="list-style-type: none"> 1. Counted envelopes with sets of ballots - bound per constituencies 2. Stock Form (blue copy) 	<p>Envelope for the president of the polling station committee:</p>  <ol style="list-style-type: none"> 1. Stock Form (red copy)
<p>Transparent protective bag (bigger)</p>  <ol style="list-style-type: none"> 1. Unused envelopes with sets of ballots packed in the original boxes 2. Damaged envelopes with sets of ballots 	<p>Envelope for the president of the election commission:</p>  <ol style="list-style-type: none"> 1. Stock Form (green copy) 2. Minutes on the operation of the PSC (green copy)
<p>Transparent protective bag (smaller)</p>  <ol style="list-style-type: none"> 1. Stock Form (original in sheaths) 2. Minutes on the operation of the PSC (original in sheaths) 3. Excerpt from the Central Voters Register 	<p>Note: It is necessary to write the number of the polling station on each bag!!!</p>


Scheme of packing the polling materials at a polling station authorized to issue tendered ballots in FBiH

Green protective bag




- 1. Counted envelopes with tendered ballots
- 2. Stock Form (blue copy)

Transparent protective bag (bigger)




- 1. Unused envelopes with sets of ballots packed in the original boxes
- 2. Damaged envelopes with sets of ballots

Transparent protective bag (smaller)




- 1. Stock Form (original in sheaths)
- 2. Minutes on the operation of the PSC (original in sheaths)
- 3. Excerpt from the Central Voters Register (list of possible voters entitled to vote by tendered ballots)

Envelope for the president of the polling station committee:



- 1. Stock Form (red copy)

Envelope for the president of the election commission:




- 1. Stock Form (green copy)
- 2. Minutes on the operation of the PSC (green copy)

Note: It is necessary to write the number of the polling station on each bag!!!

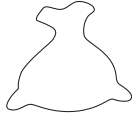
Scheme of packing the polling materials Mobile team in FBiH

Orange protective bag




- 1. Counted envelopes with sets of ballots - bound per constituencies
- 2. Stock Form (blue copy)

Transparent protective bag (bigger)




- 1. Unused envelopes with sets of ballots packed in the original boxes
- 2. Damaged envelopes with sets of ballots

Transparent protective bag (smaller)




- 1. Stock Form (original in sheaths)
- 2. Minutes on the operation of the PSC (original in sheaths)
- 3. Additional excerpt from the Central Voters Register for voters with special needs

Envelope for the president of the polling station committee:



- 1. Stock Form (red copy)








Envelope for the president of the election commission:



- 1. Stock Form (green copy)
- 2. Minutes on the operation of the PSC (green copy)






Note: It is necessary to write the number of the polling station on each bag!!!

Scheme of packing the polling materials at a regular polling station RS

<p>Grey protective bag:</p>  <ol style="list-style-type: none"> 1. Counted valid ballot papers (for municipal mayor) 2. Transparent plastic bag with: <ul style="list-style-type: none"> - Envelope - invalid ballot papers - Envelope - Form for aggregate results ZR (blue copy) 	<p>Transparent protective bag - documents for the BiH CEC</p> <p><i>Transparent plastic (SMALLER) bag</i></p>  <ol style="list-style-type: none"> 1. Excerpt from the Central Voters Register 2. Minutes on the operation of the PSC ZARBO (original) 3. Auxiliary forms for counting
<p>Blue protective bag:</p>  <ol style="list-style-type: none"> 1. Counted valid ballot papers (for municipal council/city assembly) 2. Transparent plastic bag with: <ul style="list-style-type: none"> - Envelope - invalid ballot papers - Envelope - Form for aggregate results ZR (blue copy) 	<p>Envelope for the president of the polling station committee:</p>  <ul style="list-style-type: none"> - Stock Form BS (red copy) - Forms for aggregate results ZR - majority vote and open list (red copy)
<p>Transparent plastic (BIGGER) bag</p>  <ol style="list-style-type: none"> 1. Unused ballot papers (packed in original boxes) 2. Envelope with damaged ballot papers 	<p>Envelope for the president of the election commission:</p>  <ul style="list-style-type: none"> - Stock Form BS (green copy) - Forms for aggregate results ZR - majority vote and open list (green copy) - Minutes on the operation of the PSC ZARBO (green copy)
<p>A3 envelope for the BiH CEC</p>  <ul style="list-style-type: none"> - Stock Form BS (original with sheaths) - Forms for aggregate results ZR - majority vote and open list (original) 	

Note: It is necessary to write the number of the polling station on each bag!!!


Scheme of packing the polling materials at an absentee polling station in RS

<p>Red protective bag</p>  <ol style="list-style-type: none"> 1. Counted envelopes with sets of ballots - bound per constituencies 2. Stock Form (blue copy) 	<p>Envelope for the president of the polling station committee:</p>  <ol style="list-style-type: none"> 1. Stock Form (red copy)
<p>Transparent protective bag (bigger)</p>  <ol style="list-style-type: none"> 1. Unused envelopes with sets of ballots packed in the original boxes 2. Damaged envelopes with sets of ballots 	<p>Envelope for the president of the election commission:</p>  <ol style="list-style-type: none"> 1. Stock Form (green copy) 2. Minutes on the operation of the PSC (green copy)
<p>Transparent protective bag (smaller)</p>  <ol style="list-style-type: none"> 1. Stock Form (original in sheaths) 2. Minutes on the operation of the PSC (original in sheaths) 3. Excerpt from the Central Voters Register 	

Note: It is necessary to write the number of the polling station on each bag!!!

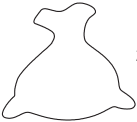
**Scheme of packing the polling materials at a polling station
authorized to issue tendered ballots in RS**

Green protective bag




- 1. Counted envelopes with tendered ballots
- 2. Stock Form (blue copy)

Transparent protective bag (bigger)




- 1. Unused envelopes with sets of ballots packed in the original boxes
- 2. Damaged envelopes with sets of ballots

Transparent protective bag (smaller)




- 1. Stock Form (original in sheaths)
- 2. Minutes on the operation of the PSC (original in sheaths)
- 3. Additional excerpt from the Central Voters Register (list of possible voters entitled to vote by tendered ballots)

Envelope for the president of the polling station committee:



- 1. Stock Form (red copy)

Envelope for the president of the election commission:




- 1. Stock Form (green copy)
- 2. Minutes on the operation of the PSC (green copy)

Note: It is necessary to write the number of the polling station on each bag!!!

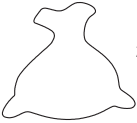
**Scheme of packing the polling materials
Mobile team in RS**

Orange protective bag




- 1. Counted envelopes with sets of ballots - bound per constituencies
- 2. Stock Form (blue copy)

Transparent protective bag (bigger)




- 1. Unused envelopes with sets of ballots packed in the original boxes
- 2. Damaged envelopes with sets of ballots

Transparent protective bag (smaller)




- 1. Stock Form (original in sheaths)
- 2. Minutes on the operation of the PSC (original in sheaths)
- 3. Additional excerpt from the Central Voters Register for voters with special needs

Envelope for the president of the polling station committee:



- 1. Stock Form (red copy)

Envelope for the president of the election commission:




- 1. Stock Form (green copy)
- 2. Minutes on the operation of the PSC (green copy)

Note: It is necessary to write the number of the polling station on each bag!!!


Scheme of packing the polling materials at a regular polling station Brčko District of BiH

Blue protective bag:



- 1. Counted valid ballot papers (for municipal council)
- 2. Transparent plastic bag with:
 - Envelope - invalid ballot papers
 - Envelope - Form for aggregate results ZR (blue copy)


Transparent plastic (BIGGER) bag



- 1. Unused ballot papers (packed in original boxes)
- 2. Envelope with damaged ballot papers


Transparent protective bag - documents for the BiH CEC

Transparent plastic (SMALLER) bag




- 1. Excerpt from the Central Voters Register
- 2. Minutes on the operation of the PSC ZARBO (original)
- 3. Auxiliary forms for counting

Envelope for the president of the polling station committee:



- Stock Form BS (red copy)
- Forms for aggregate results ZR - open list (red copy)


A3 envelope for the BiH CEC



- Stock Form BS (original with sheaths)
- Forms for aggregate results ZR - open list (original)

Note: It is necessary to write the number of the polling station on each bag!!!

Envelope for the president of the election commission:



- Stock Form BS (green copy)
- Forms for aggregate results ZR - open list (red copy)
- Minutes on the operation of the PSC ZARBO (green copy)

NOTES

