

# **MANUAL**

## **FOR ELECTION OBSERVATION IN BOSNIA AND HERZEGOVINA 2016 LOCAL ELECTIONS**

Sarajevo, 2016

## MANUAL FOR ELECTION OBSERVATION IN BOSNIA AND HERZEGOVINA – 2016 LOCAL ELECTIONS

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*According to the Conclusion of the Central Election Commission of Bosnia and Herzegovina passed at its 44th session on August 12, 2016, election administration of Bosnia and Herzegovina authorized use of this manual at the 2016 Local Elections.*

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

**The manual was prepared with financial help from the Council of Europe. Opinions expressed in it do not in any way reflect official opinions of the Council of Europe.**

*On behalf of the Central Election Commission of Bosnia and Herzegovina I would like to welcome you to the 2016 Local Elections in Bosnia and Herzegovina. These are the fourth local elections organized and administered by the Central Election Commission since its establishment in 2001.*

*Every citizen of Bosnia and Herzegovina, who has attained 18 years of age, is eligible to vote and to be elected, thus to express his/her free will, which is respected.*

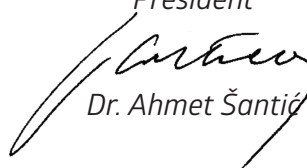
*To ensure that all the pre-election and election activities are implemented in accordance with the Election Law of Bosnia and Herzegovina and the highest international electoral standards, the Central Election Commission of Bosnia and Herzegovina has made further efforts in educating the election administration, training and certification of trainers, who trained and certified the presidents and members of polling station committees. An election electronic database of trained and certified president and members of polling stations committees will be made first time for these elections, and it represents a step towards the professionalization of polling station committees.*

*An important part of the electoral process is observation of electoral activities that promotes democracy, human rights and the rule of law. The Central Election Commission of Bosnia and Herzegovina strongly encourages local and international observers to observe the election activities, thus contributing to the strengthening of democratic institutions, building public confidence in the electoral process, and preventing electoral fraud and violence.*

*This manual is designed as a comprehensive guide for observers of the electoral process with intention to provide general information on the rights and obligations of observers. The manual also provides general information about elections in Bosnia and Herzegovina, the accreditation procedures of observers, description of activities and procedures on the Election Day. Annex to this manual provides cartographic overview of electoral units, the number of voters registered in the Central Voters' Register by the electoral units and the Code of Conduct for International Observers.*

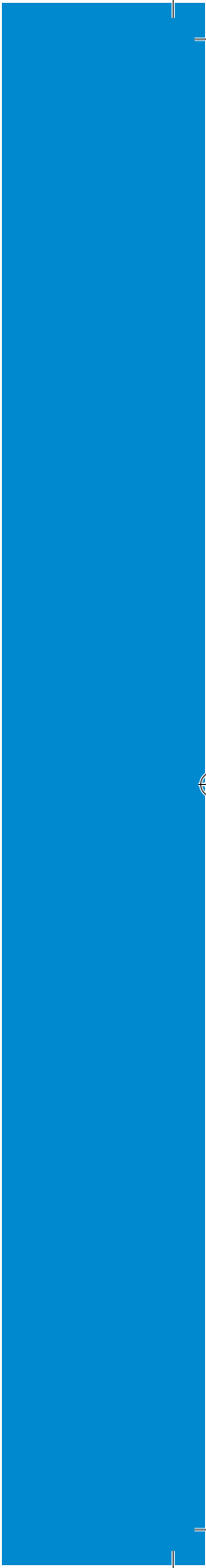
*Once again, I wish you a warm welcome to the 2016 Local Elections in Bosnia and Herzegovina.*

*Sarajevo, August 2016*

President  
  
Dr. Ahmet Šantić

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# PART I

## GENERAL INFORMATION ON THE ELECTIONS

## 1.1 Election date and level of authorities for which the elections are to be held.

Local elections in Bosnia and Herzegovina will be held on 2<sup>nd</sup> October 2016 for:

- ✓ 74 Municipal Councils in Federation of Bosnia and Herzegovina,
- ✓ 57 Municipal Assemblies in Republika Srpska,
- ✓ 131 mayors of municipalities in Bosnia and Herzegovina,
- ✓ 4 City Councils in Federation of Bosnia and Herzegovina,
- ✓ 6 City Assemblies in Republika Srpska,
- ✓ 10 City Mayors in Bosnia and Herzegovina and
- ✓ Assembly of Brčko District of Bosnia and Herzegovina.

## 1.2 Certified political subjects for Local elections 2016

- ✓ 102 political parties
- ✓ 171 independent candidates
- ✓ 103 coalitions
- ✓ 17 lists of independent candidates
- ✓ 6 representatives of national minorities standing for elections on behalf of Associations of citizens, and
- ✓ 52 independent candidates proposed by a group of 40 citizens for the election of national minorities' representatives.

## 1.3 Polling stations

Open from 7 am until 7 pm

Types of polling stations:<sup>1</sup>

- Regular polling stations,
- Polling stations for voting in absentia,
- Polling stations at diplomatic-consular missions of Bosnia and Herzegovina.

Furthermore, mobile teams shall be engaged for voting of persons who are homebound due to old age, illness or disability, or confined to institutions (prisons, detention units, geriatric care faculties, dystrophic care homes and other health care institutions).

<sup>1</sup> It is expected that about 5300 polling stations will be designated in Bosnia and Herzegovina.

## 1.4 Polling material

*Non-sensitive polling material* is delivered at least 20 days before the Election Day and it consists of:

- 1) List of Candidates (poster)
- 2) Posters,
- 3) Polling booths,
- 4) A portion of the consumable electoral material (pens, stickers, rubbers and similar)

*Sensitive polling material* is delivered at least three (3) days before the day of the elections and it consists of:

- 1) Ballots,
- 2) Forms (Article 83 of the Instruction on procedure of conducting elections)
- 3) Excerpts from the Central Voters' Register for polling stations.

## 1.5 Voters

In order for a person to be registered in the Central Voters' Register the following is necessary:

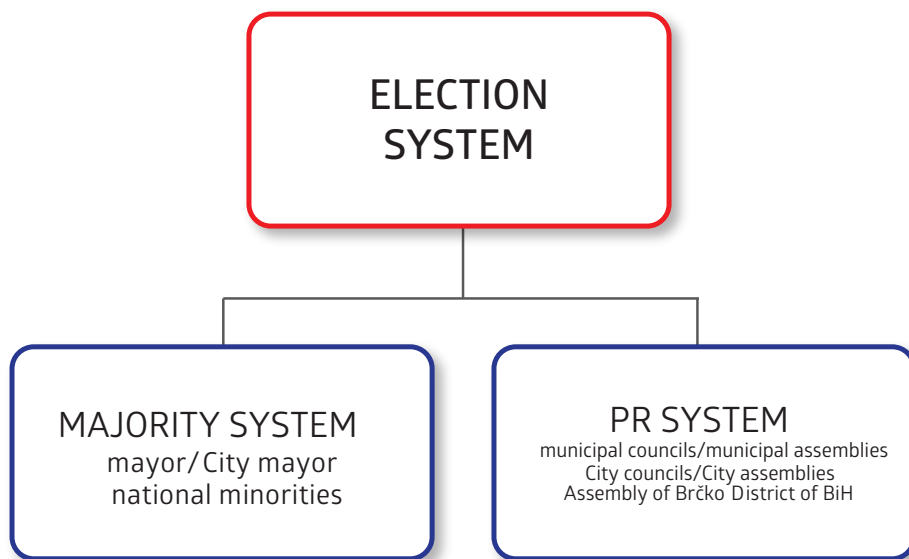
- ❖ to be 18 years old
- ❖ to have citizenship of Bosnia and Herzegovina
- ❖ to have permanent place of residence in Bosnia and Herzegovina.

According to the category of voters we differentiate the following voters:

- ❖ regular voters who vote at regular polling stations
- ❖ displaced persons
- ❖ refugees (persons living outside Bosnia and Herzegovina).

The total number of voters registered for the 2016 Local Elections on the day the Central Voters' Register was concluded, i.e. on 23<sup>rd</sup> August 2016, was 3,345,486. (Annex. Table number of voters by basic electoral units.)

## 1.6 The election system in Bosnia and Herzegovina



***Scheme 1. Outline of the election system in Bosnia and Herzegovina***

Two election systems apply in Bosnia and Herzegovina:

- ❖ Majority system (system of simple majority), and
- ❖ System of proportional representation.

### The Majority system

A characteristic of the majority system (a system of simple majority) is that the winner gets everything, and it is applied in the election of mayors and City mayors, and in the election of representatives of national minorities.

The system of proportional representation is used in the election of representatives/councilors in the Assembly of Brčko District of B&H, City assemblies/City councils and municipal councils/municipal assemblies.

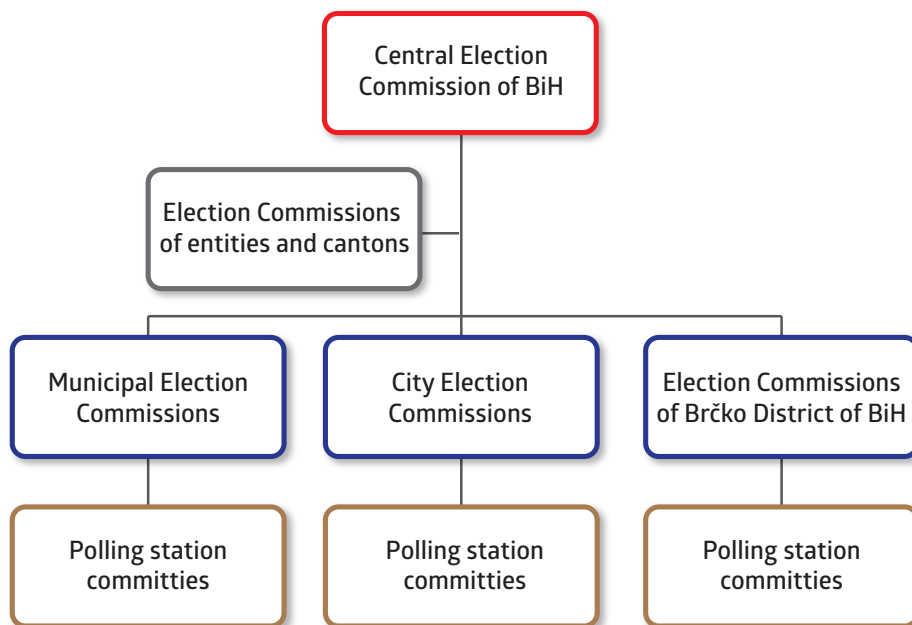


Allocation of mandates with the system of proportional representation is done using the Sainte-Laguë method for converting votes into the mandates by dividing of the total number of votes with odd numbers 1, 3, 5, 7..... etc.

In order for political subjects to participate in the allocation of mandates, they have to win more than 3% of the total number of valid votes in basic electoral unit in which they participate in the elections.

In addition to the election threshold of 3% within the “half-open” list, there is a threshold of 10% of valid votes received by a political subject in order for the candidate to progress on the list.

## 1.7 Election Administration



The competent election management bodies in Bosnia and Herzegovina are the election commissions and polling station committees.

- ❖ Central Election Commission of Bosnia and Herzegovina
- ❖ Municipal and city election commissions and Election Commission of Brčko District of Bosnia and Herzegovina
- ❖ Polling station committees and other election commissions.<sup>2</sup>

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

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

Polling Station Committees consist of three (3) or (5) members of whom one is the president of the Polling Station Committee.

The President and members of the Polling Station Committee shall have deputies.

<sup>2</sup> According to the Election Law of Republika Srpska, Election Commission of Republika Srpska was established, and on the basis of the Law on the Establishment of authority for the conduct of elections in the Federation of Bosnia and Herzegovina, the establishment of the authorities for the conduct of elections was anticipated, but never completed.



# PART II

## OBSERVERS

## 2.1 The accreditation procedures of observers

Only accredited observers are allowed to observe electoral activities.

The Central Election Commission of Bosnia and Herzegovina and the Election Commission shall accredit observers.

The BiH Central Election Commission accredits observers to monitor the work of the Central Election Commission of Bosnia and Herzegovina, the Main Centre for counting and polling stations in diplomatic and consular missions of Bosnia and Herzegovina. An application for accreditation of observers can be submitted to the BiH Central Election Commission by:

- ❖ Political subjects<sup>3</sup>
- ❖ Associations<sup>4</sup>
- ❖ International organization<sup>5</sup>.

Commissions of basic electoral units (municipalities/cities) shall accredit observers of political subjects for observing the work of Election Commissions, the Centre for the Central Voters' Register and Polling Stations.

The BiH Central Election Commission and the Election Commission shall decide to refuse or to reject an application for accreditation of observers in the following cases:

- ❖ if it is not filed within the time limits established by the BiH Central Election Commission
- ❖ if submitted documentation is incomplete
- ❖ if the application has not been filed by the authorized person

3 **Political subject** signifies a political party, an independent candidate, a coalition, or a list of independent candidates certified for participation in the elections in accordance with the Election Law of Bosnia and Herzegovina. For the purpose of this Manual an independent candidate shall signify a candidate proposed by the association or other registered and organized form of activity of national minorities and groups of at least 40 citizens with the right to vote and participate in elections under Article 13.14 of the BiH Election Law (hereinafter: candidate from the special list of candidates belonging to national minorities).

4 **Association** refers to representative of non-governmental organization.

5 **International organization** refers to foreign government, international organizations and international NGOs

- ❖ if a person has already been submitted or if it is accredited by other political subject or association.

The observer whose request for accreditation was rejected by the Election Commission may file a complaint to the BiH Central Election Commission within three (3) days of the receipt of the decision.

A political subject or an association has the right to file an appeal through the BiH Central Election Commission to the Appellate Division of the BiH Court if the BiH Central Election Commission decided to refuse or too reject the request for accreditation.

## 2.2 Observers of political subjects

Representatives of political subjects submit the application for observing electoral activities of the BiH Central Election Commission and the Main Centre for counting to the BiH Central Election Commission, while the requests for observing the work of election commissions and polling stations are submitted to the election commission. Requests for the accreditation of observers must be submitted no later than **17<sup>th</sup> September 2016**.

### **IMPORTANT!!!**

#### **The observer cannot be a person:**

- o who is the candidate in the upcoming elections,,
- o whose candidacy in the upcoming elections was rejected or whose name was subsequently removed from the list of candidates,
- o to whom the BiH Central Election Commission pronounced a sanction prohibiting him/her to work on the Polling Station Committee, in the Center for Voters' Register or in the Election Commission,
- o who is nominated by a political subject that is not certified to participate in the elections,
- o who is a member of the Polling Station Committee
- o who is the member of executive and legislative authority in the electoral unit for the level for which the elections are held.

Along with the application for accreditation, political subjects submit completed list of nominated observers containing:

- ❖ Name and surname
- ❖ Number of valid ID card
- ❖ Personal identification number of the observer.

The applicant is also obliged to submit personally signed Code of conduct form and statement on respecting the secrecy of voting for any observer who is on the list of observers proposed for accreditation. At the request of election management bodies, accredited observer shall show the Code of conduct form and statement on respecting the secrecy of voting.

Number of observers that political subjects may accredit is not limited, but political subject may have only one observer at a time at one polling station.

Political subjects may nominate their representatives for observers only in the basic electoral units that belong to electoral units for which they stand in the elections, as well as observers in the diplomatic and consular missions of Bosnia and Herzegovina.

Political subjects may have observers at the polling stations for voting in absentia, and that is at the polling station where voters are registered in the excerpt from the Central Voters Register to vote for the electoral unit in which the political subject is standing in elections.

Political subjects bear sole responsibility for requesting information from the BiH Central Election Commission about the locations of polling stations for voting in absentia, which are located in other basic electoral units. Political subjects will contact the Electoral Commission of the basic electoral unit where the polling station for voting in absentia is situated in order to obtain accreditation identification for its observers.

Election commissions must provide accredited observers with mobile team's working and visiting schedule, and upon a request by

an observer, they must ensure observation of the work of the mobile team.

### 2.3 Observers of Associations

Representatives of the Associations submit to the BiH Central Election Commission an application for accreditation of observers for observing the work of the BiH Central Election Commission, the Main Center for counting, Election Commission, Center for Voters' Register and Polling Stations. Requests for the accreditation of observers must be submitted no later than **17<sup>th</sup> September 2016**.

#### **IMPORTANT !!!**

- o The Association cannot be accredited if it was founded or sponsored by a political subject and if it is involved in any activities on behalf of certified political subjects.
- o A representative of the Association shall sign a statement that it was not founded nor sponsored by a political subject, in accordance with Article 17.4, paragraph (1) item 1) of the BiH Election Law

In the application form the association shall indicate:

- ❖ electoral activities it wishes to observe,
- ❖ contact details (address, telephone number, fax number and e-mail),
- ❖ basic electoral units in which it wishes to observe electoral activities,
- ❖ number of observers;

and provide the following accompanying documents:

- ❖ list of names of nominated observers, containing the name, valid ID card number and personal identification number of observers,
- ❖ a copy of the entry into the register of associations with the competent authority, which cannot be older than 60 days,

- ❖ a code of conduct form and statement on respecting secrecy of the vote.

The Association submits a separate application for each basic electoral unit in which it wishes to observe electoral activities.

A list of accredited observers from the Associations that the BiH Central Election Commission accredited, shall be submitted to all election commissions which issue and deliver accreditation and a list of accredited observers to all Polling Stations in basic electoral units to which the request relates.

The representative of the association must submit signed rules of conduct form and statement on respecting secrecy of the vote in order to be issued accreditation.

## 2.4 International observers

Representatives of international observers submit the application to observe elections in Bosnia and Herzegovina to the BiH Central Election Commission no later than **1<sup>st</sup> October 2016**.

### **IMPORTANT !!!**

- o The BiH Central Election Commission shall accredit and issue accreditation to representatives of international observers for observing any election activities.
- o International observers claim accreditations in the BiH Central Election Commission, 7 Danijela Ozme Street, 71000 Sarajevo.
- o The international observers can have an unlimited number of accredited observers.
- o The number of observers that international observers may have at the same time at one Polling Station is not limited, but must be adapted to the conditions of election activities.
- o The international observer can be accompanied by an interpreter to every election activity he or she observes.



A representative of the international observers must provide the following information in the application for accreditation:

- ❖ electoral activities they wish to observe,
- ❖ contact details (address, telephone number, fax number and e-mail)
- ❖ basic electoral units in which they wish to observe electoral activities,
- ❖ number of observers,

and the following attachments:

- ❖ list of names of proposed observers that include the name, the name of the country that issued the passport and passport number,
- ❖ A code of conduct form and statement on respecting secrecy of the vote.

## 2.5 Observers in diplomatic and consular missions of Bosnia and Herzegovina

Representatives of political subjects and associations submit application for accreditation of their observers to observe elections at a polling station designated for voting of BiH citizens at a diplomatic-consular representation office to the BiH Central Election Commission directly or through the diplomatic-consular representation office of Bosnia and Herzegovina. Requests for the accreditation of observers must be submitted no later than **17<sup>th</sup> September 2016**.

### **IMPORTANT !!!**

Accredited observers shall receive their accreditations in the BiH Central Election Commission or at the diplomatic and consular mission of BiH designated for voting.

In the request for accreditation they state:

- ❖ electoral activities they wish to observe,
- ❖ contact details (address, telephone number, fax number and e-mail)
- ❖ name of Diplomatic and consular mission of BiH,
- ❖ number of observers,

and submit the following attachments:

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

# **PART III**

## **ELECTION OBSERVATION**

### 3.1 Preparation and opening of a polling station

The observation of electoral activities is extremely challenging and physically demanding process. The observer should come to the Polling Station that he/she wants to observe at least half an hour before the start of voting.

In order to ease the process of observing, be sure to prepare:

- ❖ your accreditation
- ❖ ID card or some other identification document
- ❖ code of conduct form and statement on respecting secrecy of the vote.
- ❖ this manual
- ❖ pen
- ❖ food and drink (no alcohol).

### 3.2 Access to the Polling Station

1. Show personal identification document to the authorized body responsible for conduct of elections;
2. The authorized person shall check the observer's identification document with a photograph to determine if the name of the observer is on the accreditation;
3. The authorized person will record the name of the observer, the name of the subject that accredited him/her and his/her accreditation number to the Poll Book, recording the time when the observer arrived and the time the observer left the premises, in order to limit the number of observers to one at the same time at the same place of electoral activities if it is an observer of a political subject and an association;
4. Authorized person shall retain identification document to the moment when the observer leaves the polling place. When the observer leaves the polling place, he/she shall inform the authorized person of leaving the room, after which he/she will

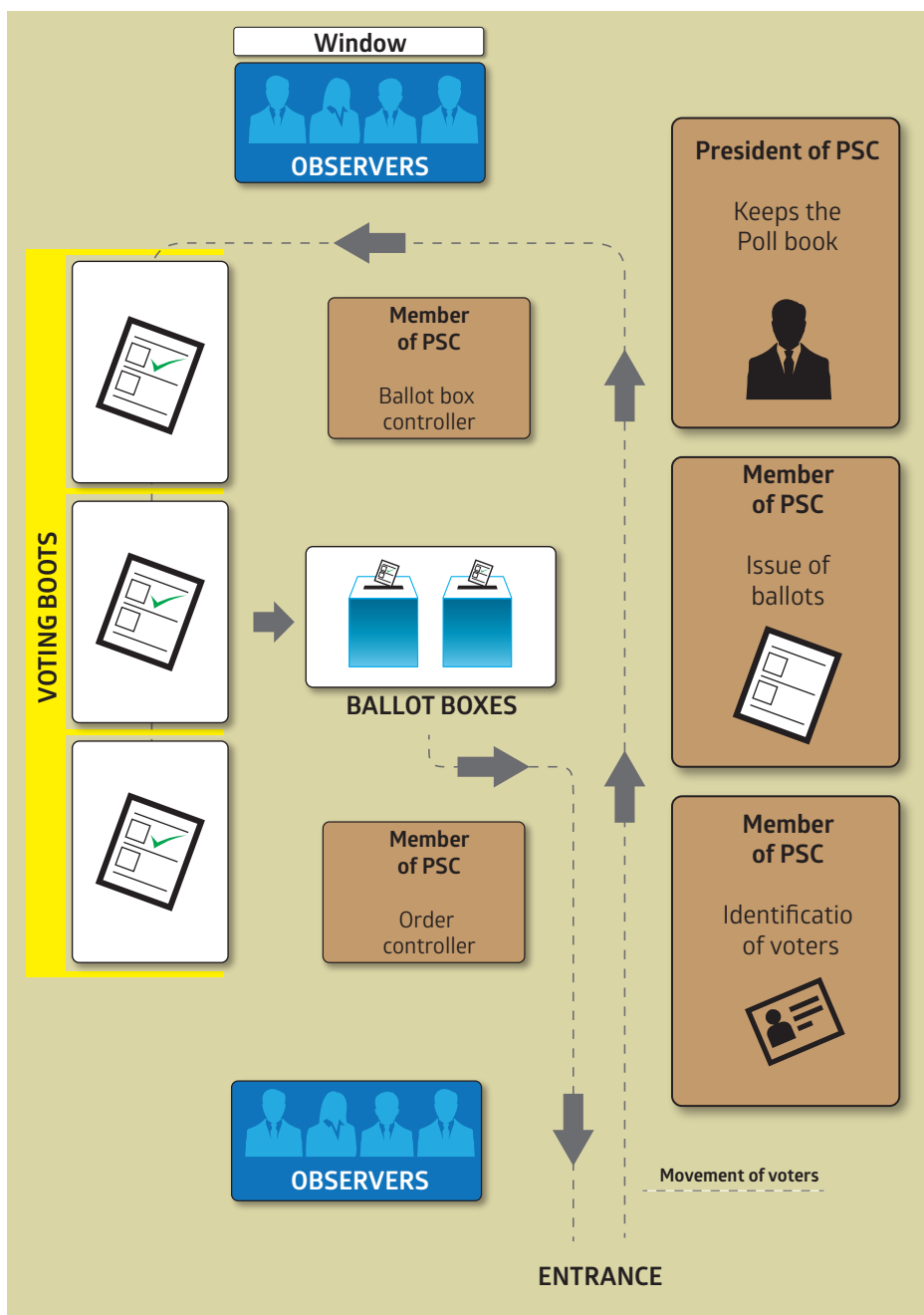
be given back the identification document. When leaving the place of observation, the observer retains the accreditation.

**IMPORTANT !!!**

- o Introduce yourself and meet the authorized person.
- o Wear your accreditation in a visible place.
- o Choose the place so as not to disrupt the electoral process, provided that you can see the flow of the entire election procedure.
- o Do not obstruct the election activities.
- o Respect the secrecy of the vote.
- o Please refrain yourself from giving any impressions regarding the election results while you are acting as an observer.
- o Be present at a polling station until the votes are counted, the minutes and the form for the results are completed and signed.
- o Do not wear or carry any insignia or mark that identifies you with a particular political subject.
- o Do not use mobile phones, but in the case of emergencies phones should remain on (silent mode).

### 3.3 Opening of a polling station

A polling station is opened at 7 a.m. and closed on 7 p.m. If the Polling Station is not opened on time for justified reasons or the polling was interrupted, the voting in that Polling Station may be extended by the length of time which the delay or interruption lasted if the delay or interruption lasted three hours or less, which is decided by the president. If the delay or interruption lasted more than three hours, then the Municipal Election Commission shall decide the length of time for which voting shall be extended. The president shall promptly notify the election commission about the reasons of delay in the opening of the polling station or by interruption of work at the polling station.



Scheme of a polling station

At the opening of the polling station an observer should pay attention to whether the polling station committee has conducted the following activities:

- ☑ determined the location of each polling booth, making sure that no one inside or outside the polling station can see the voters while voting;
- ☑ entered their names in the Poll Book;
- ☑ entered the number of voters registered in the excerpt from the Central Voters' Register in the Stock form;
- ☑ before the counting of ballots determined whether they were in the original packaging;
- ☑ manually counted received ballots for every electoral level and registered the total number of ballots received in the Stock form;
- ☑ showed an empty ballot box, sealing it off with a plastic seal;
- ☑ registered the serial numbers of the ballot box's seals in the Stock form;
- ☑ placed sealed ballot box in a place visible to everyone present;
- ☑ recorded the time of the polling station opening in the Poll Book's form.

### 3.4 Voting

The voting procedure consists of the following steps:

#### 1. Identification

The documents used to determine identity of the voters (valid identity card, driving license and passport of BiH)





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2.	PREZIME (IME RODITELJA) IME	J	Rar kod JMB Iap kod JMB
3.	PREZIME (IME RODITELJA) IME	M	Rar kod JMB Iap kod JMB
4.	PREZIME (IME RODITELJA) IME	J	Rar kod JMB Iap kod JMB
5.	PREZIME (IME RODITELJA) IME	M	Rar kod JMB Iap kod JMB



6 Except in the Brčko District of BiH - the voter is issued only one ballot for the Assembly of the Brčko District.

## 4. Method of voting

At the 2016 Local Elections, scheduled for October 2, one shall vote by entering “X” in the box as follows:

Your **ballot for the election of** a municipal and city mayor in Bosnia and Herzegovina **shall be valid if you:**

- **tick the box in front of the name of only one candidate**

LOKALNI IZBORI 02.10.2016.  
ЛОКАЛНИ ИЗБОРИ 02.10.2016.

GRAD GRAD 001

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KRAJ LISTE  
КРАЈ ЛИСТЕ

Your **ballot for the election of** councilors of the municipal council or councilors of the municipal assembly, or councilors of the city council or councilors of the city assembly and members of the Assembly of the Brčko District of Bosnia and Herzegovina **shall be valid if you:**

- tick the box next to the name of only one political party, or a coalition, or a list of independent candidates, or the name of an independent candidate
- tick the box next to the name of one or more candidates on the list of only one selected political party or a coalition, or the list of independent candidates
- tick the box next to the name of only one political party, or one coalition, or a single list of independent candidates, and mark one or several candidates within the chosen political party, or coalition or the list of independent candidates



- 

## 5. Inserting ballots into the ballot box



### **IMPORTANT !!!**

**Ballots are inserted in the ballot box one at the time !!!!!**

Accredited observer should pay attention to the following activities of the Polling station committee during the voting:

- ☑ whether the secrecy of the vote is respected, i.e., whether only one person is in the booth;
- ☑ whether the multiple voting prohibition is respected, namely the prohibition that a person casts a ballot for another person under his/her name;
- ☑ whether the Polling station committee ensures that no person interferes with a voter completing his/her ballots, by seeking information from him/her about who he/she wants to vote for, who he/she is voting for, who he/she voted for, or prevents or attempts to prevent anyone from exercising his/her voting rights;

- ☑ whether the president and members of the Polling station committee perform their duties in the prescribed manner.
- ☑ whether the voting was interrupted and if so, whether the Election Commission was informed thereof in the prescribed manner?

### **IMPORTANT !!!**

- o Physically disabled voters are those voters who came to the polling station, but are unable to enter. A member of the polling station committee meets the physically disabled voter after notifying the president thereof. The bodily incapacitated voter completes the ballots and place them into the envelope provided. The person who is chosen by the bodily incapacitated voter takes the envelope with the ballots and puts it into the ballot box.
- o There shall be only one person in the polling booth at one time, except in the case of voters who are blind, illiterate or bodily incapacitated.
- o A person who abuses the right to vote or makes an electoral fraud, shall be held criminally responsible.
- o A member of the Polling station committee, who is in charge of identification, reads aloud the name of the voter who signed the excerpt of the final Central Voters' Register.
- o A member of the Polling Station Committee, who is in charge of the control of the ballot box, ensures that no voter leaves the polling station before casting the ballots into the ballot box, and ensures that each and every ballot is folded and put into the ballot box one by one, as to protect secrecy of the vote.

### 3.5 Closing a polling station

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

- ☑ whether the voters in the line for voting at the time of closing were given permission to vote, namely whether the following procedure was conducted at the time of closing the polling station:
- ☑ President, 15 minutes before closing the polling station, announces to everyone present inside and outside the polling station the time when the polling station closes;
- ☑ the president appoints one member of the Polling station committee to stand at the end of the line at the polling station's closing time in order to ensure that no person arrives in the line after closing of the polling station.
- ☑ the member of the Polling station committee closes the door immediately after the last voter in the line has voted;
- ☑ President records the time of closing the polling station in the "Minutes on the work of the polling station committee on the Election Day – Form ZARBO II";
- ☑ President closes the opening of the ballot box by sealing tape and signs it;
- ☑ Whether the president of the polling station committee has recorded all observes present at the time of closing in the prescribed manner;
- ☑ Whether the president of the polling station committee has entered all information into the Stock Form?

### 3.6 Counting procedure at the polling station

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

- ☑ whether the number of unused ballots is determined and packed into the gray protective bag;
- ☑ whether the number of voters who voted at that polling station is determined by manually counting the number of signatures on the excerpt from the Central Voters' Register, and whether this information is entered into the Stock form;
- ☑ whether the large work surface is formed for counting the ballots from the ballot box;
- ☑ whether the ballot box was completely emptied onto the work surface, and whether it was shown that the ballot box was empty;
- ☑ whether the ballots are sorted by levels;
- ☑ whether the ballots with levels that are not counted put in a bag and kept on the work surface;
- ☑ whether the ballots are counted in teams consisting of two persons (double counting) in sets of 25, and whether the number of votes won by political subjects is correctly determined?

Where the vote count is done in a semi-open list system the votes that the candidates won within the list are counted after the results per political subjects are determined. At this time, the observer should observe the following:

- ☑ whether the counting is performed in teams of four members, where one member of the team reads, second controls the reading, and two members of that team record the data in the auxiliary form per candidates.
- ☑ whether the Polling station committee, having completed the counting cycle, packaged the material in bags according to the scheme of packaging, put the seal, and entered the counting results into the forms.
- ☑ whether the forms (yellow copy) with the results of counting are displayed at the polling station.

**IMPORTANT!!!**

- o When counting the ballots, ballpens can only be used by the team members that record data in the auxiliary form, and by the president for recording data into forms.
- o Each polling station has the forms onto which the election observers can copy the results from the yellow copies.

### 3.7 Objections of the observers

During the observation of the electoral process, you, as an observer, should be aware of the atmosphere inside and outside the polling station. If you notice any problems or violations of election procedures, please contact the president of the Polling station committee. The way you addressed the President must be in such a way that it cannot be interpreted as giving directions, orders nor as interference in the electoral process.

**IMPORTANT!!!**

- o Each observer should differentiate between irrelevant errors in implementation of the rules and regulations, and such violations that can flagrantly violate the election process and influence the election results !!!!!!!!!!!



If the president of the Polling station committee fails to remedy the observed shortcoming or violation of election procedures, enter your observations into the Poll Book, Report form<sup>7</sup> and sign it. The observer is entitled to request a copy of the Poll Book from the Polling station committee which work he observed.

Accredited observer or political entity may, on the basis of complaints listed in the Form, submit a complaint to the competent authority responsible for the conduct of elections.

**IMPORTANT!!!**

- o systematic or repeated violation of regulations and procedures
- o violation of the secrecy of the vote
- o impact on the free choice of voters
- o violation of regulations and procedures that may affect the accuracy of the election results.

We recommend that you pay close attention to, or to immediately notify the Municipal Election Commission of the following situations:

- ❖ If you or any other observer are not allowed to enter the polling station or if you are removed from it;
- ❖ if chaos and confusion come to exist at the polling station;
- ❖ If one is prevented from entering objections to the Poll Book.

7 OPINIONS OR COMPLAINTS - Form – section where a member of the Polling station committee, a voter, or an accredited observer writes his/her opinion or complaint. A member of the Polling station committee, voter, or accredited observer may enter his/her opinion or complaint to the voting process, which he/she shall sign (opinion or complaint that is not signed personally shall not be considered). The observer may file, in writing, detailed objections to the work of Polling station committee, which are attached to the Poll Book (the president shall specifically enter such a case into the Poll Book).

### 3.8 Obstruction of electoral activities by observers

Accredited observer shall sign the Code of conduct and shall comply with the following rules:

- to be impartial in accordance with his/her duties;
- not to interfere in the electoral process, which includes the registration of voters in the Central Voters' Register, procedure on the day of voting or counting of votes, and to observe the secrecy of the vote;
- not to try to make any impact on any person in relation to his/her choice of voting options or his/her way of marking the ballot paper;
- to respect the provisions of the BiH Election Law.

The election management body shall withdraw the status of an accredited observer and remove him/her from the polling station during the observation of the electoral process if he /she:

- ❖ disrupts electoral activities,
- ❖ does not observe the secrecy of voting,
- ❖ carries no official accreditation,
- ❖ bears the marking that links such an observer to a particular political entity.

In the process of removal of an accredited observer from the polling station, the representative of the EMB must give prior warning to the accredited observer who disrupts the electoral process, and take all other appropriate measures and actions to prevent such interference, and if such accredited observer continues to disrupt the process, he /she shall be removed from the polling station. Any removal from the polling station should be recorded in the Z8 form of the Poll Book. The competent EMB will inform the political entity, association, or international observer on the cancellation of accreditation.

# PART IV

## ANNEXES

## Cartographic overview of electoral constituencies



## Number of registered voters in the Central Voters' Register by electoral units (constituencies)

The number of voters registered in the Central Voters' Register for the 2016 Local Elections, which will be held on 2 October 2016, as on 3 May 2016 at 24:00 hours, is as follows:

Code	Name of the basic electoral unit (constituency)	Number of voters	Contact phone of municipal / city election commissions
001	VELIKA KLADUŠA	42630	037/770-030
002	CAZIN	53454	037/515-368
003	BIHAĆ	56853	037/222-733
004	BOSANSKA KRUPA	25598	037/471-085
005	BUŽIM	14704	037/419-516
006	KRUPA NA UNI	1793	052/750-000
007	NOVI GRAD	27275	052/751-095
008	KOZARSKA DUBICA	23905	052/416-014
009	PRIJEDOR	86157	052/213-897
010	GRADIŠKA	55318	051/810-300
011	LAKTAŠI	31999	051/334-225
012	SRBAC	17874	051/740-001
013	PRNJAVOR	39268	051/640-550
014	DERVENTA	33162	053/315-112
016	BROD	18155	053/611-360
017	ODŽAK	17122	031/763-035
018	VUKOSAVLJE	4497	053/707-702
020	DOMALJEVAC – ŠAMAC	4465	035/817-139
021	ŠAMAC	16292	054/490-458
022	ORAŠJE	17720	031/714-578
023	DONJI ŽABAR	1959	054/875-100
024	MODRIČA	27742	053/810-785
025	GRADAČAC	35853	035/369-759
026	PELAGIĆEVO	4708	054/810-106
029	BIJELJINA	107397	055/233-122
030	BOSANSKI PETROVAC	6940	037/883-615
031	PETROVAC	1064	050/465-004
032	SANSKI MOST	34479	037/681-724
033	OŠTRA LUKA	4647	052/337-800
034	BANJA LUKA	188142	051/244-585
035	ČELINAC	15628	051/553-047

036	DOBOJ ISTOK	9907	035/720-709
037	DOBOJ JUG	4301	032/691-245
038	DOBOJ	63569	053/227-560
039	TEŠANJ	39307	032/650-022
040	STANARI	7610	053/201-910
042	MAGLAJ	20291	032/603-114
044	GRAČANICA	42153	035/707-022
045	PETROVO	6825	053/262-290
047	LUKAVAC	43140	035/553-253
049	SREBRENİK	38289	035/645-747
050	TUZLA	113544	035/307-486
052	ČELIĆ	10090	035/668-650
054	LOPARE	13043	055/650-193
055	TEOČAK	6723	035/756-073
056	UGLJEVIK	14500	055/771-824
057	DRVAR	7030	034/820-163
058	ISTOČNI DRVAR	170	050/465-703
059	KLJUČ	16002	037/661-139
061	RIBNIK	6392	050/431-022
064	MRKONJIĆ GRAD	18231	050/220-924
065	JAJCE	24877	030/658-011
066	JEZERO	1120	050/291-001
067	DOBRETIĆI	1963	030/641-202
068	KNEŽEVO	9545	051/594-200
070	KOTOR VAROŠ	21069	051/785-077
074	TESLIĆ	43693	053/433-680
075	ŽEPČE	24596	032/888-248
077	ZAVIDOVIĆI	34367	032-878-314
078	BANOVIĆI	20776	035/743-444
079	ŽIVINICE	54303	035/773-777
080	KALESİJA	33124	035/631-259
081	OSMACI	3983	056/337-603
082	SAPNA	10135	035/599-538
083	ZVORNIK	53723	056/232-266

084	BOSANSKO GRAHOVO	2977	034/206-145
085	GLAMOČ	4471	034/206-158
088	ŠIPOVO	10949	050/360-027
089	DONJI VAKUF	12655	030/509-603
091	TRAVNIK	46858	030/511-626
093	ZENICA	102096	032/401-215
094	KAKANJ	34005	032/553-900
095	VAREŠ	9089	032/848-105
096	OLOVO	9197	032/829-540
098	KLADANJ	11549	035/628-478
101	ŠEKOVIĆI	7341	056/653-691
103	VLASENICA	10450	056/734-796
104	BRATUNAC	18412	056/410-170
105	SREBRENICA	12916	056/445-507
106	LIVNO	26757	034/201-027
107	KUPRES	3570	034/276-333
108	KUPRES (RS)	387	050/490-600
109	BUGOJNO	29465	030/251-423
110	GORNJI VAKUF – USKOPLJE	16866	030/494-091
111	NOVI TRAVNIK	20489	030/795-600
112	VITEZ	22611	030/718-209
113	BUSOVAČA	13739	030/732-184
114	FOJNICA	10480	030/547-703
115	KISELJAK	17420	030/871-616
116	VISOKO	34122	032/732-500
117	BREZA	11604	032/786-029
118	ILIJAŠ	20532	033/580-681
121	SOKOLAC	10982	057/448-712
123	HAN PIJESAK	3289	057/557-012
124	TOMISLAVGRAD	19442	034/356-401
125	PROZOR – RAMA	11419	036/771-858
126	JABLANICA	9108	036/555-760
127	KONJIC	22201	036/731-498
129	KREŠEVO	4532	030/806-602

130	HADŽIĆI	21999	033/475-953
131	ILIDŽA	62853	033/763-465
132	ISTOČNA ILIDŽA	13458	057/375-776
133	NOVI GRAD SARAJEVO	111570	033/291-117
135	VOGOŠĆA	25981	033/586-448
136	CENTAR SARAJEVO	60915	033/562-460
137	STARI GRAD SARAJEVO	37840	033 282-391
138	ISTOČNI STARI GRAD	1141	057/265-114
139	NOVO SARAJEVO	68898	033/492-238
140	ISTOČNO NOVO SARAJEVO	9874	057/343-494
141	TRNOVO (FBIH)	2367	033/586-701
142	TRNOVO	1252	057/610-336
143	PALE (FBIH)	660	038/799-030
144	PALE	19917	057/200-740
146	ROGATICA	9585	058/416-154
147	VIŠEGRAD	11295	058/620-823
148	POSUŠJE	13585	039/685-528
149	GRUDE	12957	039/663-018
150	ŠIROKI BRIJEG	22727	039 706 370
158	ISTOČNI MOSTAR	155	059/602-224
161	NEVESINJE	11712	059/602-796
163	KALINOVIK	1911	057/623-131
164	GACKO	8168	059/472-426
165	FOČA (FBIH)	1678	038/519-404
166	FOČA	17563	058-210-216
167	GORAŽDE	21367	038/227-637
168	NOVO GORAŽDE	1885	058/430-090
169	ČAJNIČE	4427	058/310-390
170	RUDO	7674	058/711-178
171	LJUBUŠKI	21763	039/835-502
172	ČITLUK	13506	036/640-534
173	ČAPLJINA	21707	036/805-052
174	NEUM	3680	036/884-417
176	STOLAC	10899	036/819-047



177	BERKOVIĆI	1754	059/860-111
179	LJUBINJE	3316	059/630-296
180	BILEĆA	10232	059/370-841
181	RAVNO	1318	036/891-027
182	TREBINJE	30110	059/260-441
183	USORA	5793	032/893-479
184	KOSTAJNICA	5043	052/663-113
185	MILIĆI	8517	056/745-231
200	BRČKO DISTRIKT BiH	86157	049/218-177
199	CITY OF MOSTAR <sup>8</sup>	99106	036/325-120
	<b>TOTAL</b>	<b>3.345.486</b>	

### Code of Conduct for international observers <sup>9</sup>

*International election observation is now accepted worldwide, and is conducted by intergovernmental and international nongovernmental organizations and associations in order to provide an impartial and accurate assessment of the nature of election processes for the benefit of the citizens of the country where the elections are held, as well as for the benefit of the international community. Because of that, it is very important to ensure the integrity of international election observation, and all those who take part in the international election observation mission, including short-term and long-term observers, members of the assessment delegation, specialized observation teams and leaders of the mission, must observe and commit to the Code of Conduct.*

<sup>8</sup> Elections for the City of Mostar are not scheduled.

<sup>9</sup> Adopted on 27 October 2005 at the United Nations in New York. Organizations that have adopted those documents as of 24 October 2005 are the following: African Union, Asian Network for Free Elections (ANFREL), Carter Center, Center for Electoral Promotion and Assistance (CAPEL), Commonwealth Secretariat, Council of Europe - European Commission for Democracy through law (Venice Commission), Council of Europe-Parliamentary Assembly, the Electoral Institute of southern Africa (EISA), European Commission, European network of election monitoring organizations (ENEMO), International service for electoral reform (ERIS) IFES International IDEA, Inter-Parliamentary union, International Republican Institute (IRI), National democratic Institute (NDI), Organization of American states (OAS), Organization for security and Cooperation in Europe, Office of democratic institutions and human rights (OSCE / ODIHR), Association of electoral administrators of Pacific islands, Australia and New Zealand (PIANZEA), Pacific islands Forum, United Nations Secretariat.

**Respect the sovereignty and international human rights** - Elections are an expression of sovereignty belonging to the people of a country, whose expression of free will provides the basis for the authority and legitimacy of government. The rights of citizens to elect and be elected at periodic, genuine democratic elections fall under internationally recognized human rights, and such rights require the exercise of a series of basic human rights and freedoms. Election observers must respect the sovereignty of the host country, as well as human rights and fundamental freedoms of its citizens.

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

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

**Maintain strict political impartiality at all times** - Observers must maintain strict political impartiality at all times, including leisure

*time in the host country. They must not express or exhibit any bias or preference in relation to national authorities, political parties, candidates, referenda issues or in relation to any contentious issues in the election process. Observers also must not conduct any activity that could be reasonably perceived as favoring or providing partisan gain for any political competitor in the host country, such as wearing or displaying any partisan symbols, colors, banners or accepting anything of value from political competitors.*

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

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

**Maintain the accuracy of observations and professionalism in drawing conclusions** - *Observers must ensure that all of their observations are accurate. Observations must be comprehensive, noting positive as well as negative factors, distinguishing between significant and insignificant factors and identifying patterns that could have an important impact on the integrity of the election process. Observers' judgments must be based on the highest standards for accuracy of information and impartiality of analysis, distinguishing subjective factors from objective evidence. Observers must base all conclusions on factual and verifiable evidence*

*and not draw conclusions prematurely. Observers also must keep a well-documented record of where they observed, the observations made and other relevant information as required by the election observation mission and must turn in such documentation to the mission.*

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

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

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

***Violations of the Code of Conduct*** - *In a case of concern about the violation of this Code of Conduct, the election observation mission shall conduct an inquiry into the matter. If a serious violation is found to have occurred, the observer concerned may have his/her observer accreditation withdrawn or be dismissed from the election observation mission.*

***(Pledge to follow) this Code of Conduct*** - *Every person who participates in this election observation mission has the obligation to read and understand this Code of Conduct and must sign a pledge to follow it.*

## Addresses and contacts of the Central Election Commission of Bosnia and Herzegovina

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[kontakt@izbori.ba](mailto:kontakt@izbori.ba)

(used for all contacts, appeals, complaints, etc.)

[info@izbori.ba](mailto:info@izbori.ba)

(used for all contacts, complaints, comments, etc.,  
and in connection with registration through the mail)

[webmaster@izbori.ba](mailto:webmaster@izbori.ba)

(used for all contacts, appeals,  
complaints of technical nature)

Web page:

[www.izbori.ba](http://www.izbori.ba)

