

**INSTRUCTION**  
**on types of polling stations, procedure and deadlines for designating polling**  
**stations**

Sarajevo, May 2014

In line with Article 2.9, paragraph 1, point 2 and Article 1.5, paragraph (3) of the Election Law of Bosnia and Herzegovina (“Official Gazette of BiH”, no. 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/05, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13 and 7/14) the Central Election Commission of Bosnia and Herzegovina has at its 20<sup>th</sup> session held on 08.05.2014, passed

## **INSTRUCTION**

### **on types of polling stations, procedure and deadlines for designating polling stations**

#### **CHAPTER I. INTRODUCTION**

##### **Article 1** **(Application)**

This Instruction shall define types of polling stations, and the procedure and deadlines for designating polling stations (Articles 5.2, paragraph (1), Article 5.12, paragraphs (1) and (2) and Article 5.18, paragraph (1) of the BiH Election Law).

#### **CHAPTER II. TYPES OF POLLING STATIONS AND DESIGNATION PROCEDURE**

##### **Article 2** **(Polling station – Article 5.2 of the BiH Election Law)**

This Instruction shall beside the polling station referred to in Article 5.2, paragraph (4) of the BiH Election Law also define polling station at the diplomatic-consular representation office of BiH (DCRO of BiH).

##### **Article 3** **(Types of polling stations – Article 5.12, paragraphs (1) and (2) and Article 5.18, paragraph (1) of the BiH Election Law)**

(1) The BiH Central Election Commission shall designate a polling station at the DCRO of BiH where voters registered in the excerpt from the Central Voters’ Register to vote outside Bosnia and Herzegovina at a DCRO of BiH can exercise their right to vote.

(2) As a rule the election commissions shall form three types of polling stations:

- a) *regular polling stations* at which voters registered to vote for the basic constituency of their present permanent/temporary place of residence can exercise their right to vote;
- b) *polling stations for voting in absentia* at which displaced persons whose basic constituency for which they vote differs from the basic constituency of present temporary residence, exercise their right to vote, and

- c) *polling station for voting by tendered ballots* at which voters registered in excerpt from the Central Voters' Register to vote outside BiH and who on the Election Day are in the country, as well as regular voters who could not be found on concluded excerpt from the Voters' Register and who possess valid identification document as set forth by Article 5.12 of the BiH Election Law and a certificate on permanent residence or proof of entity citizenship for voting in Brčko District of BiH, exercise their right to vote.

(3) Polling stations referred to in paragraph (2) of this Article shall be formed by the election commissions using a computer program called "Passive registration of voters" in accordance with Articles 8, 9 and 10 of this Instruction.

(4) Following the procedure referred to in paragraph (3) of this Article the election commission shall by a special decision and in cooperation with the BiH Central Election Commission designate polling stations for conduct of elections in Bosnia and Herzegovina.

#### **Article 4** **(Marking polling stations)**

(1) Polling stations shall be marked depending on the type to which they belong. It shall be done in the following manner:

*a) Regular polling station:*

- 1) associated code of municipality (001-199), entity mark (A and B), sequence number of the polling station (001-499),
- 2) associated code of Brčko District of BiH constituency (200C) and sequence number of polling station (001-499),
- 3) name of the polling station which may correspond to the name of the settlement or local community in which the polling station is situated. Each polling station shall have different name (for example: polling station 133A001 Sokolje 1, 133A002 Sokolje 2).

*b) Polling stations for voting in absentia:*

- 1) associated code of municipality (001-200), entity mark or Brčko District of BiH mark (A, B, C), sequence number of polling station (501-599).

*c) Polling stations authorized to issue tendered ballot papers:*

- 1) associated code of municipality (001-200), entity mark or Brčko District of BiH mark (A, B, C) and three letters N (NNN).

*d) Polling stations for voting at DCROs of BiH:*

- 1) DCRO's mark (international letter mark of the country in which the DCRO of BiH is situated) and sequence number of the polling station (starting from 01), (for example: polling station at the DCRO of BiH in Austria -A 01).

(2) Entity mark and Brčko District of BiH mark are:

A –BiH Federation,

B - Republika Srpska, and

C - Brčko District of BiH.

## **Article 5**

### **(Locations of polling stations in Bosnia and Herzegovina – Article 5.1, paragraphs (1) and (3) of the BiH Election Law)**

- (1) Election commission should take into account voters with disabilities when determining location of the polling station in accordance with Article 5.1, paragraphs (1) and (3) of the BiH Election Law ensuring easier access of voters with disabilities to the polling station.
- (2) Election Commission shall no later than 15 days prior to the Election Day publish designated polling stations and their locations.

## **Article 6**

### **(Polling stations at DCROs of BiH - Article 1.5, paragraphs (2), (3) and (4) of the BiH Election Law)**

- (1) The BiH Central Election Commission shall no later than 50 days prior to the Election Day adopt a Decision on designating polling stations at the DCROs of BiH, where voters registered in the Central Voters' Register to vote outside Bosnia and Herzegovina at the DCRO of BiH can cast their ballot.
- (2) As a rule the BiH Central Election Commission shall designate polling stations referred to in paragraph (1) of this Article if at least 50 voters have registered to vote at the same DCRO of BiH. Nevertheless if there are reasonable grounds the BiH Central Election Commission may pass a decision on voting at a DCRO of BiH even if smaller number of voters have registered.
- (3) If the conditions referred to in paragraph (2) of this Article for voting in person at a DCRO of BiH are not met, the voters shall vote by mail. The BiH Central Election Commission shall inform the voters of such decision through the BiH Ministry of foreign affairs and through the web page [www.izbori.ba](http://www.izbori.ba), no later than 40 days prior to the Election Day.
- (4) The BiH Central Election Commission shall deliver decision referred to in paragraph (1) of this Decision to the competent DCRO of BiH through the BiH Ministry of foreign affairs no later than 15 days following the day decision was adopted.
- (5) When passing decision referred to in paragraph (1) of this Article the BiH Central Election Commission shall, beside the number of registered voters, also assess financial aspect and technical possibilities necessary to designate a polling station in every DCRO of BiH in cooperation with the BiH Ministry of foreign affairs.

## **Article 7**

### **(Contents of the decision)**

The Decision referred to in Article 6, paragraph (1) of this Instruction shall contain the following information:

- a) name of the DCRO of BiH and number of the polling station,
- b) total number of voters who vote at the polling station, and
- c) place for signature and the stamp.

## **Article 8**

### **(Regular polling stations – Article 5.2, paragraph (1) of the BiH Election Law)**

- (1) Regular polling stations shall be formed by assigning one or more streets with house numbers.
- (2) Election commission shall form the total number of regular polling stations and shall decide their locations in accordance with the following criteria:
  - a) number of voters at a certain polling station can be up to 800, but cannot exceed 1000 voters;
  - b) polling stations in the basic constituency should be distributed in the way not be too remote for voters who cast their ballot at that polling station;
  - c) one street can be assigned to more polling stations by determining which house number in that street belong to a certain polling station, but paying attention to having all house numbers in a street assigned to polling stations, and
  - d) each street will be assigned to appropriate polling station even in case that there are no registered voters in certain streets.

## **Article 9**

### **(Voters whose polling station cannot be adequately determined)**

- (1) Voters whose polling station cannot be adequately determined by assigning streets and house numbers to polling stations due to non-existing address shall be assigned to the polling stations that are determined by the election commission on a form set forth by the BiH Central Election Commission and in line with verification of the actual permanent address of the voter under methodology defined by the Agency for identification documents, records and data exchange and the BiH Central Election Commission. Such a decision shall be subject of approval by the BiH Central Election Commission.
- (2) The form for assigning voter to a polling station shall contain:
  - a) logo of the BiH Central Election Commission, name of the election commission and name, number and location of the polling station,
  - b) surname and name of the voter,
  - c) voter's national identification number,
  - d) voter's address,
  - e) number of previous and new polling station, and
  - f) signature of the person who process the data, signature of the person who approved data processing and impression of a stamp.

## **Article 10**

### **(Polling stations for voting in absentia – Article 5.12, paragraph (2) of the BiH Election Law)**

- (1) Polling stations for voting in absentia shall be formed according to the basic constituency for which the voters vote, regardless of the addresses (street and house numbers) where they reside by assigning one or more basic constituency or all basic constituencies certain polling station.

(2) As a rule no more than 800 voters should not be found at the polling stations for voting in absentia.

### **Article 11**

#### **(Polling stations for voting by tendered – enveloped ballot papers – Article 5.18, paragraph (1) of the BiH Election Law)**

(1) Election commission shall form one polling station at which voters shall vote by tendered – enveloped ballot papers.

(2) Voters who have the right to vote by tendered – enveloped ballot papers shall cast their vote at a polling station for voting by tendered-enveloped ballots, which shall be situated within a polling station referred to in Article 10 of this Instruction. If such polling station was not designated in a basic constituency, the polling station for issuing tendered-enveloped ballots shall be situated at a regular polling station that is closest to the election commission’s head office.

(3) Polling station referred to in paragraph (1) of this Article shall keep the mark that is determined for the absentee polling station or regular polling station, but a mark determined for the polling station for issuing tendered ballot papers shall be added.

### **Article 12**

#### **(Additional marking of polling stations)**

(1) If an election commission due to technical reasons is not in the position to adhere to the criteria set forth in Article 8, paragraph (2), point a) of this Instruction, and in case numbering of streets or settlement is not made, that is, all numbers are marked as bb, as well as in special cases approved by the BiH Central Election Commission, two polling stations shall be formed for such polling station and they shall have same mark, but shall be additionally marked by alphabet letters (A, B,...). At these polling stations the list shall be divided by alphabetical order.

(2) The BiH Central Election Commission shall decide on optimal distribution of the voters’ list for the polling stations referred to in paragraph (1) of this Article. The BiH Central Election Commission shall take into consideration that such divided voters’ list has approximately equal number of voters and that all voters whose last name starts with the same letter are found on the same voters’ list.

(3) Separate polling station committees shall be engaged at these split polling stations, and counting of the votes, that is, envelopes with ballot papers, as well as determining of the results shall be done separately for each polling station, hence meaning that these polling stations are organizationally independent, but are found at the same location.

### **Article 13**

#### **(Scrutiny of the data)**

Center for voters’ register shall deliver to the election commission all data necessary for decision-making process in designating polling stations, and specially:

- a) number of voters at every house number of each street on the territory of their basic constituency,
- b) number of voters in the entire street with all house numbers, and
- c) number of voters on all polling stations after streets and house number were assigned.

## **Article 14**

### **(Deadline for decision making – Article 5.1, paragraph (2) of the BiH Election Law)**

- (1) The municipal election commission shall pass a decision on designating polling stations on the prescribed form in accordance with Article 5.1, paragraph (2) of the BiH Election Law.
- (2) The decision referred to in paragraph (1) of this Article shall be delivered to the BiH Central Election Commission upon request.
- (3) The form for decisions on designating regular polling stations shall contain the following information:
  - a) name and code of the basic constituency,
  - b) polling station mark,
  - c) name of the polling station,
  - d) names of all streets with house numbers that are assigned to the polling station,
  - e) total number of voters to cast the ballot at the polling station,
  - f) space for signature and impression of the stamp, and
  - g) section “Note”.
- (4) The form for decisions on designating absentee polling stations shall contain the following sections:
  - a) name and code of the basic constituency,
  - b) polling station mark,
  - c) name of the polling station,
  - d) names and codes of basic constituencies that area assigned to the polling station,
  - e) total number of voters to cast the ballot at the polling station,
  - f) space for signature and impression of the stamp, and
  - g) section “Note”.

## **CHAPTER III. FINAL PROVISIONS**

### **Article 15**

#### **(Annexes)**

Integral part of this Instruction shall be:

- a) form DBM – form for assigning voters to a polling station – Article 9, paragraph (2) of this instruction,
- b) Model form of decision on designating regular polling station – Article 14, paragraph (3) of this Instruction,
- c) Model form of decision on designating absentee polling station – Article 14, paragraph (4) of this Instruction,
- d) picture 1a, 1b, 1c and 1d – schematic outline of marking types of polling stations (OBM),
- e) picture 2 – schematic outline of polling station arrangement (ŠBM-1), for polling station committees of five members, and
- f) picture 3 – schematic outline of polling station arrangement (ŠBM-2), for polling station committee of three members.

**Article 16**  
**(Ineffectiveness)**

The instruction on types of polling stations, procedure and deadlines for designating polling stations (“Official Gazette of BiH”, no. 37/10) shall become ineffective upon entry into force of this Instruction.

**Article 17**  
**(Coming into force and publishing in the Official Gazettes)**

This instruction shall enter into force on the day following the day of publishing in “the Official Gazette of BiH”, and it shall be published in “the Official Gazette of the FBiH”, “the Official Gazette of the RS” and the “the Official Gazette of the Brčko District” as well and on the web page of the BiH Central Election Commission [www.izbori.ba](http://www.izbori.ba).

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President  
Stjepan Mikić