

INSTRUCTION
on the manner of packing the electoral material for conducting
the 2008 local elections

Sarajevo, August 2008

Pursuant to Article 2.9 paragraph (1) item 2., and having regard to Article 5.24 and Article 5.26 of the Election Law of Bosnia and Herzegovina (“Official Gazette BiH”, no. 23/01, 07/02, 09/02, 20/02, 25/02, 4/04, 20/04, 25/05, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08 and 37/08), the Central Election Commission of Bosnia and Herzegovina, at its 42nd session held on August 07, 2008, passed the following

I N S T R U C T I O N
on the manner of packing the electoral material for conducting
the 2008 local elections

CHAPTER I INTRODUCTORY REMARKS

Article 1
(Subject)

This Instruction shall govern the manner of packing the electoral material at regular polling stations in the Federation of Bosnia and Herzegovina (hereinafter: Federation of BiH) and in Republika Srpska, at absentee polling stations, at polling stations authorized to issue tendered ballots and mobile teams for conducting the 2008 local elections.

CHAPTER II MANNER OF PACKING THE ELECTORAL MATERIAL

Article 2
(Regular Polling Stations in the Federation of BiH)

(1) At regular polling stations in the Federation of BiH, the electoral material shall be packed by the polling station committee in the manner established by the provisions of this Instruction.

(2) Ballots for the level of municipal mayor shall be packed into a **WHITE PROTECTIVE BAG**, in such a manner that the following shall be put inside it:

- a) counted valid ballots, and
- b) transparent plastic bag containing:
 - 1) an envelope with invalid ballots and
 - 2) an envelope with the ZR summary of results form (majority vote)- blue copy.

(3) Ballots for the level of municipal council shall be packed into a **BLUE PROTECTIVE BAG**, in such a manner that the following shall be put inside it:

- a) counted valid ballots, and
- b) transparent plastic bag containing:
 - 1) an envelope with invalid ballots and
 - 2) an envelope with the ZR summary of results form (open list)- blue copy.

(4) Unused and damaged ballots for the level of municipal mayor and the municipal council shall be packed into **GRAY PROTECTIVE BAGS** (2 pieces) separately, in such a manner that the following shall be put inside them:

- a) unused ballots (packed into the original boxes) and
- b) an envelope with damaged ballots.

(5) **THE TRANSPARENT PROTECTIVE BAG** shall contain:

- a) supplementary counting forms which were used in the second round of counting votes by candidates,
- b) minutes on the work of the polling station committee ZARBO- original copy in sheaths and
- c) excerpt from the final Central Voter Register for regular voters.

(6) The polling station committee shall pack the copies of the forms which the polling station committee used during the voting and the counting of ballots at the polling station in the following manner:

a) the following shall be put into the envelope for the President of the polling station committee:

- 1) BS numerical strength form -red copy,
- 2) ZR summary of results form (majority vote) - red copy,
- 3) ZR summary of results form (open list) – red copy, and

b) the following shall be put into the envelope for the President of the municipal election commission, the city election commissions of the City of Mostar and the City of Banja Luka, and the Election Commission of the District of Brčko of Bosnia and Herzegovina (hereinafter: election commission):

- 1) BS numerical strength form – green copy,
- 2) ZR summary of results form (majority vote) - green copy,
- 3) ZR summary of results form (open list) - green copy, and
- 4) Minutes on the work of the polling station committee ZARBO- green copy.

(7) The polling station committee shall pack the original forms which the polling station committee used during the voting and the counting of ballots at the polling station in the following manner:

a) the following shall be put into the A3 envelope for the Central Election Commission of Bosnia and Herzegovina (hereinafter: BiH Central Election Commission):

- 1) BS numerical strength form -original in sheaths,
- 2) ZR summary of results form (majority vote) - original in sheaths, and
- 3) ZR summary of results form (open list) - original in sheaths.

(8) The polling station committee shall mark each of the above mentioned bags with a black marker (for example: number of polling station 133A025 on two spots on the protective bag).

(9) Upon taking over the electoral material from the polling station committee, the election commission is obliged to pack the electoral material into the delivered file folders and the U plastic sheets, in such a manner as to pack the complete electoral material referred to in paragraph (7) of this Article into one U plastic sheet. Such created U plastic sheets shall be packed into the file

folders on which the following must be written: code and name of the municipality, starting and final number of the polling station whose U plastic sheets have been put into that file folder and the ordinal number of the file folder (for example: 133A, Novi Grad Sarajevo, 001-015, 1-9).

(10) The provisions from paragraph (2) of this Article shall not apply for polling station committees in the City of Mostar and Brčko District of Bosnia and Herzegovina, since the city mayor in the City of Mostar and Brčko District of Bosnia and Herzegovina is not elected directly.

(11) Polling station committees in the City of Mostar shall pack the electoral material in accordance with the provisions of paragraph (3) of this Article. Except in the basic constituency 157 of the City of Mostar, the electoral material shall be packed into two blue protective bags for the level of the city list and the list of the basic constituency. The number 199 shall be written on the blue protective bag which contains ballots for the level of the city list, next to the number of the polling station.

Article 3 **(Regular Polling Stations in the Republika Srpska)**

(1) At regular polling stations in the Republika Srpska, the electoral material shall be packed by the polling station committee in the manner established by the provisions of this Instruction.

(2) Ballots for the level of municipal mayor or mayor of the City of Banja Luka shall be packed in **YELLOW PROTECTIVE BAGS**, in such a manner that the following shall be put inside them:

- a) counted valid ballots, and
- b) transparent plastic bag containing:
 - 1) an envelope with invalid ballots and
 - 2) an envelope with the ZR summary of results form (majority vote)-blue copy.

(3) Ballots for the level of municipal assembly or the City Assembly of Banja Luka shall be packed in **BLUE PROTECTIVE BAGS**, in such a manner that the following shall be put inside them:

- a) counted valid ballots, and
- b) transparent plastic bag containing:
 - 1) an envelope with invalid ballots and
 - 2) an envelope with the ZR summary of results form (open list)- blue copy.

(4) Unused and damaged ballots for the municipal mayor or the mayor of the City of Banja Luka, and the municipal assembly or the City Assembly of Banja Luka shall be packed in **GRAY PROTECTIVE BAGS** (2 pieces) separately, in such a manner that the following shall be put inside them:

- a) unused ballots (packed into the original boxes), and
- b) an envelope with damaged ballots.

(5) **THE TRANSPARENT PROTECTIVE BAG** shall contain:

- a) supplementary counting forms which were used in the second round of counting votes by candidates,
- b) minutes on the work of the polling station committee ZARBO- original copy in sheaths and
- c) excerpt from the final Central Voter Register for regular voters.

(6) The polling station committee shall pack the copies of the forms which the polling station committee used during the voting and the counting of ballots at the polling station in the following manner:

a) the following shall be put into the envelope for the President of the polling station committee:

- 1) BS numerical strength form -red copy,
- 2) ZR summary of results form (majority vote) - red copy,
- 3) ZR summary of results form (open list) – red copy, and

b) the following shall be put into the envelope for the President of the election commission:

- 1) BS numerical strength form – green copy,
- 2) ZR summary of results form (majority vote) - green copy,
- 3) ZR summary of results form (open list) - green copy.

(7) The polling station committee shall pack the original forms which the polling station committee used during the voting and the counting of ballots at the polling station in the following manner:

a) the following shall be put into the A3 envelope for the BiH Central Election Commission:

- 1) BS numerical strength form -original in sheaths,
- 2) ZR summary of results form (majority vote) - original in sheaths, and
- 3) ZR summary of results form (open list) - original in sheaths.

(8) The polling station committee shall mark each of the above mentioned bags with a black marker (for example: number of polling station 146B012 on two spots on the protective bag).

(9) Upon taking over the electoral material from the polling station committee, the election commission is obliged to pack the electoral material into the delivered file folders and the U plastic sheets, in such a manner as to pack the complete electoral material referred to in paragraph (7) of this Article into one U plastic sheet. Such created U plastic sheets shall be packed into the file folders on which the following must be written: code and name of the municipality, starting and final number of the polling station whose U plastic sheets have been put into that file folder and the ordinal number of the file folder (for example: 146B, Rogatica, 001-015, 1-2).

Article 4 (Absentee Polling Stations)

(1) At absentee polling stations in the Federation of BiH and the Republika Srpska, the polling station committee shall pack the electoral material in the following manner:

a) the following shall be put into a **RED PROTECTIVE BAG**:

- 1) counted envelopes with sets of ballots connected according to basic constituencies, and
- 2) blue copy of the BSO numerical strength form.

b) the following shall be put into a **GRAY PROTECTIVE BAG**:

- 1) unused envelopes with sets of ballots packed into the original boxes, and
- 2) damaged envelopes with sets of ballots.

c) the following shall be put into a **TRANSPARENT PROTECTIVE BAG**:

- 1) BSO numerical strength form (original in sheaths),
 - 2) minutes on the work of the polling station committee ZARBO (original in sheaths),
- and
- 3) excerpt from the final Central Voter Register for voters with displaced person status.

(3) The polling station committee shall pack the copies of the forms which the polling station committee used during the voting and the counting of envelopes with ballots at the polling station in the following manner:

- a) The BSO numerical strength form (red copy) shall be put into the envelope for the president of the polling station committee, and
- b) The BSO numerical strength form (green copy) shall be put into the envelope for the president of the election commission.

Article 5 (Tendered Ballots)

(1) At polling stations authorized to issue tendered ballots in the Federation of BiH and the Republika Srpska, polling station committees shall pack the electoral material in the following manner:

- a) the following shall be put into a **PURPLE PROTECTIVE BAG**:
 - 1) counted envelopes with tendered ballots, and
 - 2) blue copy of the BSN numerical strength form.
- b) the following shall be put into a **GRAY PROTECTIVE BAG**:
 - 1) unused envelopes with sets of ballots packed into the original boxes, and
 - 2) damaged envelopes with sets of ballots.
- c) the following shall be put into a **TRANSPARENT PROTECTIVE BAG**:
 - 1) BSN numerical strength form (original in sheaths),
 - 2) minutes on the work of the polling station committee ZARBO (original in sheaths),and
 - 3) additional excerpt from the final Central Voter Register (list of voters who have the right to vote on tendered ballots).

(2) The polling station committee shall pack the copies of the forms which the polling station committee used during the voting and the counting of envelopes with tendered ballots at the polling station in the following manner:

- a) The BSN numerical strength form (red copy) shall be put into the envelope for the president of the polling station committee, and
- b) The BSN numerical strength form (green copy) shall be put into the envelope for the president of the election commission.

Article 6 (Mobile Team)

(1) In the Federation of BiH and the Republika Srpska, the mobile team shall pack the electoral material in the following manner:

- a) the following shall be put into an **ORANGE PROTECTIVE BAG**:

- 1) counted envelopes with sets of ballots connected according to basic constituencies, and
 - 2) blue copy of the BSM numerical strength form.
- b) the following shall be put into a **GRAY PROTECTIVE BAG**:
- 1) unused envelopes with sets of ballots packed into the original boxes, and
 - 2) damaged envelopes with sets of ballots.
- c) the following shall be put into a **TRANSPARENT PROTECTIVE BAG**:
- 1) BSM numerical strength form (original in sheaths),
 - 2) minutes on the work of the polling station committee ZARBO (original in sheaths, and
 - 3) additional excerpt from the final Central Voter Register (for voters who are homebound due to old age, illness or disability and voters who are prisoners or are confined to institutions and have the right to vote).

(3) The polling station committee shall pack the copies of the forms which the polling station committee used during the voting and the counting of the envelopes with the ballots at the polling station in the following manner:

- a) The BSM numerical strength form (red copy) shall be put into the envelope for the president of the polling station committee, and
- b) The BSM numerical strength form (green copy) shall be put into the envelope for the president of the election commission.

CHAPTER III FINAL PROVISIONS

Article 7 (Schematic Representations)

The schematic representations of the manner of packing the electoral material are a constituent part of this Instruction.

Article 8 (Entry into Force and Publishing in Official Gazettes)

This Rulebook shall enter into force on the day of its enactment and shall be published in the "Official Gazette of BiH", the "Official Gazette of the F BiH", the "Official Gazette of the RS" and the "Official Gazette of Brčko District of BiH" and on the website of the Central Election Commission of Bosnia and Herzegovina, www.izbori.ba.

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President
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