

BOSNA I HERCEGOVINA  
CENTRALNA IZBORNA KOMISIJA  
SREDIŠNJE IZBORNO POVJERENSTVO



БОСНА И ХЕРЦЕГОВИНА  
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА

**CENTRAL ELECTION COMMISSION**

## **RULEBOOK**

**on maintaining the Central Voters Register**

Sarajevo, April 2008

Pursuant to Article 2.9 Paragraph (1) item 2, and in accordance with Chapter 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 and 33/08), the Central Election Commission of Bosnia and Herzegovina, at its 18<sup>th</sup> session held on April 30, p a s s e d the following

## **RULEBOOK on maintaining the Central Voters Register**

### **CHAPTER I INTRODUCTORY REMARKS**

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

This Rulebook shall regulate the manner and procedure of maintaining the Central Voters Register; the content and the manner of preparing excerpts from the Central Voters Register; the deadline for submitting applications, the format of the application form, the manner of submitting applications and the procedure of receiving applications for determining or changing the voting option for displaced persons; statements on the manner of voting (by mail or in diplomatic and consular missions of Bosnia and Herzegovina); deadlines for submitting applications, and the format of the application form for the voting of citizens of Bosnia and Herzegovina who temporarily live abroad and citizens of Bosnia and Herzegovina who have the status of refugees from Bosnia and Herzegovina (hereinafter: BiH), as well as refugees from BiH who are not in the Central Voters Register; the deadlines for submitting information about changes in records of displaced persons and records of citizens of BiH who vote outside of BiH; the manner and procedure used to verify the authenticity of data in documents submitted by refugees; the manner, procedure and deadline for preparing excerpts from the Central Voters 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; and the deadline and the manner for completing and confirming the Central Voters Register.

### **CHAPTER II CENTRAL VOTERS REGISTER**

#### **Article 2 (Notion)**

(1) The Central Voters Register for the territory of BiH shall be prepared and maintained by the Central Election Commission of Bosnia and Herzegovina (hereinafter: the Central Election Commission of BiH), in accordance with Chapter 3 of the Election Law of BiH.

(2) The Central Voters Register for the territory of BiH shall be concluded no later than 45 days prior to Election Day.

(3) The Central Election Commission of BiH and the Ministry of Civil Affairs/Directorate for the Implementation of the CIPS Project shall determine the methodology and program of approaching, processing and gathering data for the purpose of maintaining the Central Voters Register in accordance with Article 3.4, Paragraph (3) of the Election Law of BiH.

(4) The Central Election Commission of BiH shall, by means of a separate decision, appoint persons who will be responsible for the keeping, the use and the disposal of the information from the Central Voters Register submitted by the Directorate for the Implementation of the CIPS Project.

## **Section A. Excerpts from the provisional Central Voters Register**

### **Article 3 (Excerpts)**

(1) In an election year, excerpts from the provisional Central Voters Register shall be made public no later than 120 days prior to Election Day for the purpose of preparing the final Central Voters Register.

(2) Excerpts from the provisional Central Voters Register are as follows:

- a) an excerpt from the provisional Central Voters Register for regular voters that is prepared on the basis of information about voters from the records of the Directorate for the Implementation of the CIPS Project, except for voters referred to in item b) of this article, and
- b) an excerpt from the provisional Central Voters Register for displaced persons that is prepared on the basis of the following:
  - 1) information about voters from the records of the Ministry for Human Rights and Refugees of BiH,
  - 2) information about voters from the records of the Directorate for the Implementation of the CIPS Project who have the temporary residence of a displaced person, and
  - 3) information submitted by BiH citizens in accordance with the Election Law of BiH.

(3) The bodies referred to in Paragraph (2) of this Article shall forward the abovementioned information to the Central Election Commission of BiH within ten days from the day of calling the elections, with such a state as it is on the day of calling the elections.

(4) The excerpt referred to in Paragraph (2), item a) of this Article shall be prepared on a form of the excerpt from the provisional Central Voters Register for regular voters.

(5) The excerpt referred to in Paragraph (2), item b) of this Article shall be prepared in electronic format.

### **Article 4 (Content of Excerpts)**

(1) An excerpt from the provisional Central Voters Register for regular voters shall contain the following information:

- a) Last name, first name, and the name of one parent of the voter,
- b) Date of birth,
- c) Gender,
- d) Name of the municipality, city, or Brčko District of BiH,
- e) Name and code of the provisional polling station, and
- f) Address code.

(2) An excerpt from the provisional Central Voters Register for displaced persons shall contain the following information:

- a) Last name, first name, and the name of one parent of the voter,
- b) Date of birth,
- c) Gender,
- d) Full address of permanent residence or temporary residence of the displaced person (municipality, city, Brčko District of BiH, settlement, street and house number), which is registered in accordance with the law, and
- e) Municipality and address of permanent residence according to the 1991 Census, or the permanent residence until the person obtained displaced person status, if this information is available, and combination of ballots.

**Article 5**  
**(Manner of Printing)**

Information on excerpts from the provisional Central Voters register shall be printed in languages and scripts that are in official use in BiH.

**Article 6**  
**(Forms of Excerpts)**

The forms of excerpts from the provisional Central Voters Register referred to in Article 3, Paragraph (2), items a) and b) shall form an integral part of this Rulebook.

**Article 7**  
**(Delivery of Excerpts)**

(1) Excerpts from the provisional Central Voters Register shall be delivered to municipal election commissions, city election commissions, and the Election Commission of Brčko District of BiH (hereinafter: election commissions).

(2) Election commissions are obliged to display excerpts from the provisional Central Voters Register referred to in Article 3, Paragraph (2), item a) of this Rulebook in order to provide citizens of BiH who have the right to vote with access to this information, thus giving them the opportunity to check their data and make necessary corrections or supplement the data in the records of the responsible bodies.

(3) Election commissions are obliged to inform voters referred to in Article 3, Paragraph (2), item b) of this Rulebook that the excerpt from the provisional Central Voters Register is in the Voters Register Center, in order to provide them with the opportunity to correct or supplement their data in the records of the responsible body, and to choose a voting option (municipality or polling station, and the manner of voting – in person or in absence).

(4) Along with the excerpt referred to in Article 3, Paragraph (2), item b) of this Rulebook, the Central Election Commission of BiH shall also deliver to the election commissions the application form referred to in Article 14 of this Rulebook in order to provide a displaced person with the opportunity to choose a voting option as set in Article 20.8 of the Election Law of BiH. Election commissions shall receive applications from displaced persons within the deadline of 75 days prior to Election Day and shall deliver them to the Central Election Commission of BiH in electronic format for the purpose of updating the excerpts from the Central Voters Register for displaced persons.

**Article 8**  
**(Plan for the Display of Excerpts)**

(1) Election commission shall adopt a plan for the display of excerpts referred to in Article 3, Paragraph (2), item a) of this Rulebook. This plan shall include the manner of informing the public about the time period in which these excerpts will be displayed and the places where excerpts from the Central Voters Register will be posted or made accessible, as well as the manner of informing displaced persons about the manner of determining a voting option in the Voters Register Center. Election commissions provide all persons and political subject with access through this plan in order to be able to check their data in excerpts from the provisional Central Voters Register, and to make necessary corrections in the records of responsible bodies. A provisional excerpt from the Central Voters Register shall be on display for 30 days starting from the day specified in Article 3, Paragraph (1) of this Rulebook.

(2) Election commissions shall deliver plans referred to in Paragraph (1) of this Article to the Central Election Commission of BiH no later than 125 days prior to Election Day. If the Central Election Commission of BiH concludes that the plans referred to in Paragraph (1) of this Article failed to adequately inform the public and displaced persons, it will instruct the election commissions to take additional measures and activities.

### **Article 9 (Request for the Correction of Data)**

Voters who note irregularities and incorrect data in the period in which the excerpts from the provisional Central Voters Register are on display shall have the right to ask for necessary corrections to be made, in case it concerns the correction of personal data. The request shall be made to the body which is responsible for maintaining the information the correction of which is being requested.

## **Section B. Registration of voters with the status of displaced persons in the Central Voters Register**

### **Article 10 (Notion of Displaced Person)**

(1) In the sense of Article 20.8 of the Election Law of BiH and this Rulebook, the term “displaced person” means a citizen of BiH whose displaced person status has been established by the administrative body responsible for the issue of displaced persons, in accordance with the law.

(2) The Ministry for Human Rights and Refugees of BiH shall deliver to the Central Election Commission of BiH the records with complete information about all displaced persons whose status has been established by the body referred to in Paragraph (1) of this Article.

(3) Notwithstanding Paragraph (1) of this Article, the term “displaced person” also means a citizen of BiH who is registered in the records of the Directorate for the Implementation of the CIPS Project, which maintains records on permanent and temporary residence of BiH citizens with registered temporary residence of a displaced person who are not found in the records referred to in Paragraph (2) of this Article.

### **Article 11 (Manner of Registration in the Central Voters Register)**

(1) A citizen of BiH who has the right to vote in accordance with the Election Law of BiH and who has the status of a displaced person shall be registered in the Central Voters Register for the basic constituency on the basis of his/her voting option, and in line with the provisions of Article 20.8 of the Election Law of BiH.

(2) Together with the Directorate for the Implementation of the CIPS Project, the Central Election Commission shall establish and prepare excerpts from the Central Voters Register for displaced persons on the basis of information referred to in Article 10 of this Rulebook about displaced persons who have the right to vote.

(3) The Central Election Commission of BiH shall, by means of a special act, decide on the manner, procedure and the deadlines for preparing excerpts from the Central Voters Register for displaced persons in cases of the recall of elected official and the election of bodies of local self-government.

## **Article 12** **(Notion of Voting Option for Displaced Persons)**

A voting option for displaced persons shall mean as follows:

- a) The statement of a displaced person who has the right to vote for a municipality, or basic constituency in which the person had permanent residence according to the last Census carried out by the state of BiH, unless the person is able to present evidence about the change of permanent residence in accordance with the law, in the period from the last Census carried out by the state of BiH until such time when the person obtained displaced person status (hereinafter: municipality of permanent residence from 1991). A displaced person who opts to vote for the municipality of permanent residence from 1991 shall, at the same time, decide on the voting option, i.e. whether to vote in person in the municipality from 1991, or to vote in absence from the municipality, or basic constituency in which the person has temporary residence.
- b) The statement of a displaced person who has the right to vote for the municipality, or basic constituency in which the person has registered temporary residence, provided that the person presents evidence that he/she has registered temporary residence in that municipality at least six months prior to Election Day (hereinafter: municipality of temporary residence).

## **Article 13** **(Municipality of Permanent Residence from 1991 and Municipality of Temporary Residence for Displaced Persons)**

(1) The Central Election Commission of BiH shall receive the information about the municipality of permanent residence from 1991 referred to in Article 12, item a) of this Rulebook from the records referred to in Article 10, Paragraph (2) of this Rulebook, or from the database of the Census from 1991, unless a displaced person is able to present evidence about the change of permanent residence in accordance with the law, in the period from the last Census carried out by the state of BiH until such time as the person obtained displaced person status.

(2) The Central Election Commission of BiH shall receive the information about the municipality of temporary residence referred to in Article 12, item b) of this Rulebook from the records of the state body referred to in Article 3.5, Paragraph (3) of the Election Law of BiH.

## **Article 14** **(Application for Determining and Changing the Voting Option, PBO-1)**

(1) A displaced person who has the right to vote shall personally submit his/her application for determining or changing the voting option to the Central Election Commission of BiH through the Voters Register Center in the municipality in which the person has a registered permanent residence or temporary residence of a displaced person, in accordance with the law (hereinafter: responsible Voters Register Center), or according to the records of the responsible state body referred to in Article 3.5, Paragraph (3) of the Election Law of BiH.

(2) A displaced person shall submit an application for determining or changing the voting option on the PBO-1 application form for determining and changing the voting option for displaced persons, which is an integral part of this Rulebook. The form of the application for determining and changing the voting option for displaced persons shall contain the following information:

- a) Memorandum of the Central Election Commission of BiH,
- b) Personal data of the applicant: first name and last name, maiden/previous surname, date of birth, first name and last name of one of the applicant's parents, personal identification number, gender, and place of birth,
- c) Information about the change of entity citizenship for voters who vote in Brčko District of BiH,
- d) Information about the address of permanent residence (municipality, settlement, street and house number), which is recorded in accordance with the law,
- e) Information about the municipality and address of permanent residence according to the 1991 Census, or permanent residence until the person obtained displaced person status,
- f) Information about the documentation that is attached to the application,
- g) Information about the voting option, as specified in the application form,
- h) Signature of the applicant and date of submitting the application,
- i) Information about the responsible Voters Register Center, and
- j) Information about the person who processed the application and date of processing the application.

(3) Along with the filled in PBO-1 form, a displaced person is obliged to submit a copy of one of the valid identification documents in accordance with Article 5.12 of the Election Law of BiH, and preferably to provide information about the number of decisions on recognition of displaced person status, or about the number of the application for the recognition of displaced person status, which is registered by the competent body referred to in Article 10, Paragraph (1) of this Rulebook.

(4) A displaced person may submit copies of other documents that are important for determining the voting option (confirmation about registered permanent residence or temporary residence of a displaced person, evidence about the change of permanent residence with regard to the municipality from the 1991 Census, and similar).

### **Article 15** **(Manner of Receiving Applications and Deadlines)**

(1) An official from the competent Voters Register Center shall issue a confirmation about the receipt of the application to a displaced person who submitted the application for determining or changing the voting option, in accordance with the provisions of Article 14 of this Rulebook.

(2) The submission and the processing of applications for determining or changing the voting option of displaced persons is a continuous process, and such applications shall be submitted to the competent Voters Register Center during regular working hours.

(3) In the period from conducting regular elections for governmental authorities in BiH, an application shall be submitted no later than 75 days prior to Election Day, so that changes regarding voting options in the records of the Central Voters Register can be updated accordingly. Applications received after the expiration of this deadline shall be processed after the elections.

### **Article 16** **(Processing Applications)**

(1) On the basis of submitted applications for determining or changing the voting option, a displaced person shall be registered in:

a) An excerpt from the Central Voters Register with the right to vote for the basic constituency, or municipality that corresponds to the municipality of permanent residence from 1991, if it is registered in the records referred to in Article 13, Paragraph (1) of this Rulebook, or for some other basic constituency or municipality if the person can provide evidence about the change of permanent residence for that other municipality in accordance with the law for the period from 1991 until such time when the person obtained displaced person status. The place and manner of voting for displaced person referred to in this item is as follows:

- 1) Regular polling station and voting in person in the municipality of permanent residence from 1991 if a displaced person opted to vote in person in the municipality of permanent residence from 1991. This person shall be registered in the excerpt from the Central Voters Register of the basic constituency that corresponds to the municipality of permanent residence from 1991.
- 2) Polling station for voting in absence from the basic constituency, municipality in which the person has temporary residence, for the municipality of permanent residence from 1991 if a displaced person opted to vote in absence from the municipality in which the person has temporary residence. This person will be registered in the excerpt from the Central Voters Register of the basic constituency that corresponds to the municipality of temporary residence.

b) Excerpt from the Central Voters Register with the right to vote for the basic constituency, or municipality that corresponds to the municipality of temporary residence if the person is registered in the records referred to in Article 13, Paragraph 2 of this Rulebook and has a registered temporary residence in that municipality for at least six months prior to Election Day. The place and the manner of voting for displaced persons referred to in this item is at a regular polling station and voting in person in the municipality of temporary residence if the displaced person opted to vote for the municipality of temporary residence.

(2) The responsible Voters Register Center shall process all received applications for determining or changing the voting option immediately, and no later than seven days from receiving these applications. These applications shall be processed by applying a computer program that is prescribed by the state-level body referred to in Article 2, Paragraph (3) of this Rulebook, while the results of this processing shall be sent for review and confirmation to the Central Election Commission of BiH.

(3) Upon the completion of processing the application and registration of the change of voting option in the excerpt from the Central Voters Register for displaced persons, the applicant shall be given the opportunity to view the information entered into the Central Voters Register in the responsible Voters Register Center.

## **Section C. Excerpts from the Final Central Voters Register**

### **Article 17 (Type of Excerpts)**

(1) Excerpts from the final Central Voters Register shall be prepared by the Central Election Commission of BiH for each basic constituency no later than 40 days prior to Election Day.

(2) The Central Election Commission of BiH shall prepare:

- a) excerpts from the Central Voters Register for regular voters,
- b) excerpts from the final Central Voters Register for voters who have displaced person status,
- c) excerpts from the final Central Voters Register for all voters who vote outside of BiH, and
- d) excerpts from the final Central Voters Register for voters who vote outside of BiH for voting in diplomatic and consular missions of Bosnia and Herzegovina (hereinafter: DCM BiH).

(3) Election commissions shall prepare:

- a) excerpts from the final Central Voters Register for voters who are homebound due to illness, old age or disability, and
- b) excerpts from the final Central Voters Register for voters who are prisoners or are confined to institutions and have the right to vote,

on forms prescribed by the BiH Central Election Commission, in a manner and according to the procedure established in Articles 20 and 21 of this Rulebook.

(4) Excerpts from the final Central Voters Register shall contain the date of its closure, as well as the remark that changes undertaken after that date have not been taken into consideration.

### **Article 18**

#### **(Excerpt from the Final Central Voters Register for Regular Voters)**

(1) An excerpt from the final Central Voters Register for regular voters shall be prepared by the Central Election Commission of BiH for each constituency across polling stations, no later than 40 days prior to Election Day.

(2) An excerpt from the final Central Voters Register for regular voters shall contain all voters who have the right to vote in that basic constituency across all polling stations.

(3) An excerpt from the final Central Voters Register referred to in Paragraph (1) of this Article, which is used at the polling station on Election Day, shall be distributed to election commissions no later than 20 days prior to Election Day.

(4) A voter who changes his/her permanent place of residence in the period of 45 days prior to Election Day until Election Day shall be on the excerpt from the Central Voters Register at a regular polling station in the municipality in which he/she had a permanent residence until the change of residence.

(5) The Central Election Commission of BiH shall prepare addenda to the excerpt from the final Central Voters Register for regular voters who submitted a request for the issuing of their personal identification card in the period starting 45 days prior to Election Day, by which the excerpt referred to in Paragraph (1) of this Article shall be supplemented.

(6) All voters who submitted a request for the issuing of their personal identification card in the period starting 45 days prior to Election Day shall be registered in a Supplementary Excerpt from the Central Voters Register on Election Day, in case they show an Announcement (confirmation) issued by the Directorate for Implementing the CIPS Project on form LK-OI-4 to the Polling Station Committee.

### **Article 19**

**(Excerpt from the Final Central Voters Register for Voters who are Homebound Due to Illness, Old Age or Disability)**

(1) Excerpts from the final Central Voters Register for voters who are homebound due to illness, old age or disability shall be prepared on the basis of data provided by the body that is responsible for social welfare, by other bodies that are in possession of data regarding these persons, and based on the will expressed on the part of this category of voters to vote in their homes on Election Day.

(2) The election commission shall establish mobile teams that will be responsible for gathering data about voters who are homebound due to illness, old age or disability. A mobile team shall consist of at least two persons.

**Article 20  
(Procedure for Preparing Excerpts)**

(1) For the purpose of registering voters who are homebound due to illness, old age or disability, election commissions shall in written form request from all responsible bodies referred to in Article 19, Paragraph (1) of this Rulebook the data regarding all persons who are homebound due to illness, old age or disability at least 40 days prior to Election Day.

(2) At the request of the election commission, responsible bodies referred to in Article 19, Paragraph (1) of this Rulebook are obliged to provide the requested information referred to in Paragraph (1) of this Article within seven days from receiving this request. The required information includes: first name, last name, date of birth, unique personal identification number and full address of permanent residence or temporary residence for displaced persons (street and house number, settlement and name of municipality/basic constituency).

(3) On the basis of the submitted data referred to in Paragraph (2) of this Article, the election commission shall check through the Voters Register Center which of the abovementioned persons are registered in the excerpt from the Central Voters Register for that basic constituency.

(4) On the basis of data received from bodies referred to in Paragraph (1) of this Article, the Voters Register Center shall make a plan of visits to voters who are homebound. This plan shall be submitted to the election commission for approval. The Voters Register Center shall then, on the basis of the approved plan, visit voters who are homebound and determine whether each individual person wishes to vote at his/her home, or wishes to change his/her voting option in case of displaced persons. The election commission shall then decide on the manner of informing these voters about the process of their registration for voting at home, as well as about the approved plan of visits.

(5) The registration of this category of voters shall be carried out in the period from the time of the submission of the data by the responsible body referred to in Paragraph (2) of this Article, until no later than 15 days prior to Election Day.

(6) Based on the data received from the Voters Register Center, the election commission shall clearly mark all voters who will exercise their right to vote at their homes in the excerpt from the final Central Voters Register. It is also necessary to put the mark "MOBILE TEAM" in the column "signature" next to the name of the voter in the excerpt from the final Central Voters Register.

(7) In accordance with Paragraph (5) of this Article, the election commission shall prepare a special excerpt from the Central Voters Register for voters who are homebound and who shall vote in the region of that municipality or basic constituency (hereinafter: supplementary excerpt for homebound voters). The supplementary excerpt for homebound voters shall contain the same data as the excerpt from the final Central Voters Register of the basic constituency and shall be used on Election Day for the purpose of voting of homebound voters. The Central Election Commission of BiH shall

regulate the manner of voting by voters who vote at their homes through mobile teams by means of a special Rulebook.

(8) The election commission shall submit to the Central Election Commission of BiH the complete data about the number of voters who vote at their homes in the region of that basic constituency no later than ten days prior to Election Day.

### **Article 21**

#### **(Excerpt From the Final Central Voters Register for Voters who are Prisoners or Are Confined to Institutions and Have the Right to Vote)**

Excerpts from the final Central Voters Register for persons who are prisoners or are confined to institutions (correctional facilities, geriatric institution, institution for dystrophic patients, or other health-service facilities), and have the right to vote shall be prepared on the basis of data received from institutions in which these persons are confined.

### **Article 22**

#### **(Excerpt Making Procedure)**

(1) In order to register voters who are prison inmates or are confined to institutions (hereinafter: institutionalised voters), election commissions shall demand in written form from the competent authorities referred to in Article 21 Paragraph (1) of this Rulebook to deliver the data on all institutionalised persons in the territory of the said municipality or basic constituency no later than 40 days before Election Day.

(2) At the request of the election commission, the competent authorities referred to in Article 21 Paragraph (1) of this Rulebook shall be obliged to deliver the requested data referred to in Paragraph (1) of this Article no later than seven days from the receipt of the request. The data to be delivered are: name, last name, date of birth, personal identification number, full address of permanent residence or temporary residence for displaced persons (street and number, settlement and municipality/constituency) and the information whether the person will be in the institution referred to in Article 21 of this Rulebook on Election Day.

(3) Based on the delivered data referred to in Paragraph (2) of this Article the election commission shall, through the Voters Register Centre, check which one of the said persons are named in the excerpt from the Central Voters Register of the basic constituency.

(4) Based on the data received from the authority referred to in Paragraph (1) of this Article, the Voters Register Centre shall draw up a plan of visiting institutionalised voters. The plan shall be submitted to the election commission for approval. Based on the approved plan, the Voters Register Centre shall visit institutionalised persons and establish whether each individual person wishes to vote in the institution or to change his/her voting option if he/she is a displaced person. The election commission shall establish the manner in which these voters shall be informed about the registration process for voting in institutions and the approved plan of visiting voters in cooperation with the managing body of the institution.

(5) Registering this category of voters shall be done in the period from the delivery of data by the competent authority referred to in Paragraph (2) of this Article, and no later than 15 days before Election Day.

(6) With regard to persons who have no permanent residence in the basic constituency referred to in Paragraph (1) of this Article where the institution is located and who shall be confined in the

institution referred to in Article 21 of this Rulebook on Election Day, the election commission shall immediately, and no later than 10 days prior to Election Day forward the data to the election commission of the basic constituency where the person has registered permanent residence, for the sake of registering whether that person will vote in the institution on the territory of the other basic constituency.

(7) Based on the information from the Voters Register Centre or another election commission, the competent election commission referred to in Paragraphs (3) and (6) of this Article shall clearly mark voters who vote in institutions for all persons eligible to vote and named on the excerpts from the final Central Voters Register of that basic constituency in the excerpts from the final Central Voters Register. The mark "MOBILE TEAM" shall be put beside the voter's name in the column "Signature" on the excerpt from the final Central Voters Register, together with data on the name and seat of the institution.

(8) Pursuant to Paragraph (7) of this Article, the election commission shall draw up a special excerpt from the Central Voters Register for institutionalised voters and who vote in these institutions, irrespective of the basic constituency in which they have permanent place of residence (hereinafter: additional excerpt for institutionalised voters). All the data on institutionalised in that basic constituency shall be entered into the additional excerpt for institutionalised voters and shall be used on Election Day to the purpose of institutionalised voters' voting. The Central Election Commission of BiH shall establish in a special Rulebook the manner of voting of voters who vote in institutions via mobile voting teams.

(9) The complete data on the number of voters voting in the institutions located within the area of the basic constituency shall be delivered by the election commission to the Central Election Commission of BiH no later than ten days before Election Day.

### **Article 23**

#### **(Excerpt from Final Central Voter Register for Voters who Enjoy Displaced Person Status)**

The excerpt from the final Central Voter Register for voters who enjoy displaced person status shall be made on the basis of data delivered by the competent State body referred to in Article 10, Paragraph (2) of this Rulebook, data by the competent body referred to in Article 3.5 (3) of the Election Law of BiH, and data obtained from citizens in line with the Election Law of BiH.

### **Article 24**

#### **(Displaced Persons Who Fail to Choose Their Voting Option)**

(1) If the requirements originating from the request for determining or changing the voting option filed by the displaced person have not been met, or if the displaced person has failed to submit the request for determining or changing the voting option within the deadline envisaged by Article 15 of this Rulebook, the Central Election Commission of BiH shall register into the Central Voter Register the displaced person who will be entitled to vote for the basic constituency and in a manner that complies with the data that were registered for the person concerned in the Central Voters Register at the last elections.

(2) If the displaced person referred to in Paragraph (1) of this Article, whose status has been determined in line with the law and this Rulebook, was not registered in the Central Voters Register before, the Central Election Commission of BiH shall register him/her in the Central Voters Register for the next elections and entitle him/her to vote for the basic constituency that corresponds to his/her municipality of permanent residence in 1991, on the basis of the information registered in the records of the competent State body referred to in Article 10, Paragraph (2) of this Rulebook or the

1991 Census records. These displaced persons shall vote in absence and shall be registered into the Central Voters Register of the basic constituency that corresponds with the municipality of temporary residence to vote at a polling station for absentee voters.

(3) In the procedure of determining the manner of voting and establishing the relevant polling station for displaced persons referred to in Paragraphs (1) and (2) of this Article, the Central Election Commission of BiH shall use the available information on the place of permanent residence or temporary residence of the displaced person, kept in the records of the competent State body referred to in Article 3.5 Paragraph (3) of the Election Law of BiH.

(4) If a voter referred to in Article 23 of this Rulebook loses displaced person status after the expiry of the deadline for completing the excerpts from the Central Voters Register for voters with displaced person status, the Central Election Commission of BiH shall, exceptionally for the 2008 local elections, register these voters in the Central Voters Register who will be entitled to vote for:

- a) that basic constituency and in that manner of voting registered in the data regarding that person in the Central Voters Register for the last elections in BiH, or
- b) that basic constituency which corresponds to the municipality of permanent residence from 1991 using the records referred to in Article 10, Paragraph (3) of this Rulebook or the 1991 Census records, if he/she was not registered in the Central Voters Register, or
- c) in person for the basic constituency which is the temporary place of residence, if not referred to in items a) and b) of this Paragraph.

(5) Voters referred to in Paragraph (4) items a) and b) of this Article shall vote by tendered ballot.

(6) The Central Election Commission of BiH shall prepare supplementary excerpts from the Central Voters Register for voters with displaced person status, for voters referred to in Paragraph (4) items a) and b) of this Article.

(7) The Central Election Commission of BiH shall determine the procedure of the manner of voting of voters referred to in Paragraph (4) items a) and b) of this Article by a special instruction.

## **Article 25**

### **(Excerpt from Final Central Voter Register for Voters Voting Outside BiH)**

(1) The following persons shall be entered into the excerpt from the final Central Voters Register for voters voting outside BiH:

- a) BiH citizens entitled to vote, who temporarily reside outside BiH, and
- b) BiH citizens entitled to vote, who enjoy the status of a refugee from BiH.

(2) An excerpt from the final Central Voters Register for voters voting outside BiH shall be prepared and approved by the Central Election Commission of BiH on the basis of BiH citizens' applications referred to Paragraph (1) of this Article, for each election for governmental bodies in BiH.

(3) In order to have their data registered in the excerpt from the final Central Voter Register for voters voting outside BiH, BiH citizens referred to in Paragraph (1) of this Article shall be obliged to submit an application to the Central Election Commission of BiH within the deadline of at least 75 days before the scheduled Election Day for regular elections for governmental bodies of BiH.

(4) The Central Election Commission of BiH may by a special instruction establish shorter deadlines for the application of BiH citizens for voting outside BiH in cases of early elections.

**Article 26**  
**(Application and Statement for Voting Outside BiH)**

- (1) The application of BiH citizens for voting outside BiH shall be composed of the filled in and signed application form referred to in Articles 30 or 33 of this Rulebook, as well as relevant proof of the applicant's identity. BiH citizen with refugee status from BiH shall submit, in addition to the proof of identity, evidence on permanent residence in BiH pursuant to Article 20.8 of the Election Law of BiH, and a refugee from BiH, who has not been registered in the Central Voter Register before, shall also submit evidence of his/her BiH citizenship.
- (2) The applications referred to in Paragraph (1) of this Article shall be delivered to the Central Election Commission of BiH by mail, fax or via electronic mail, according to the instructions on the application form.
- (3) The applicant may check the results of the processing of his/her application and the registration in the excerpt from the Central Voter Register for voting outside BiH in the Central Election Commission of BiH.
- (4) BiH citizens who have the voting right referred to in Articles 28 and 29 of this Rulebook are obliged to state their preferred manner of voting, whether they will vote by mail or in a DCM of BiH, and the place where they will vote, in the application form for voting outside BiH.
- (5) In case they do not state their preferred manner of voting, BiH citizens referred to in Paragraph (4) shall vote by mail.

**Article 27**  
**(Excerpt from Final Central Voter Register for Voters Voting Outside BiH for Voting in Diplomatic and Consular Missions of BiH)**

- (1) The following persons shall be entered into the excerpt from the final Central Voters Register for voters voting outside BiH for voting in a DCM of BiH:
  - a) BiH citizens entitled to vote, who temporary reside outside BiH, and
  - b) BiH citizens entitled to vote, who enjoy the status of a refugee from BiH

Who states that they shall vote in a DCM of BiH.

- (2) The excerpt from the final Central Voters Register for voters voting outside BiH for voting in a DCM of BiH shall be prepared and approved by the Central Election Commission of BiH on the basis of BiH citizens' applications referred to in Article 26, Paragraph (4) of this Rulebook, for each election for governmental bodies in BiH
- (3) In order to have their data registered in the excerpt from the final Central Voter Register for voters voting outside BiH for voting in a DCM of BiH, BiH citizens referred to in Paragraph (1) of this Article shall be obliged to submit an application containing the statement on the preferred manner of voting to the Central Election Commission of BiH within the deadline of at least 75 days before the scheduled Election Day for regular elections for governmental bodies of BiH.
- (4) The excerpt from the final Central Voters Register referred to in Paragraph (1) of this Article which shall be used at the Polling Station on Election Day in the DCM of BiH shall be prepared by the Central Election Commission of BiH and delivered, through the Ministry of Foreign Affairs of Bosnia and Herzegovina, to the DMC of BiH, no later than 20 days before Election Day.

**Article 28**  
**(BiH Citizens Temporary Residing Abroad)**

(1) A BiH citizen entitled to vote who temporary resides abroad shall be registered, on the basis of the submitted application, in the excerpt from the Central Voters Register for voting outside BiH and have the right to vote for the basic constituency and/or municipality of his/her registered permanent residence according to the information of the competent state body referred to in Article 3.5 Paragraph (3) of the Election Law of BiH, provided that he/she has a permanent residence registered in the relevant municipality at the time of the submission of the application for voting outside BiH.

(2) In addition to the filled in application form, the applicant referred to in Paragraph (1) of this Article shall also submit proof of his/her identity. Valid proof of the applicant's identity shall be a copy of one of the valid documents referred to in Article 5.12, Paragraph (4) of the Election Law of BiH.

(3) In case of changes of personal data, the applicant referred to in Paragraph (1) of this Article shall also submit a copy of the relevant decision or proof of change of personal data issued by the competent body.

(4) If the application of the BiH citizen referred to in Paragraph (1) of this Article does not get delivered within the deadline envisaged by Article 25, Paragraph (3) of this Rulebook, or does not get processed due to its incompleteness, the BiH citizen shall be registered in the excerpt from the Central Voter Register for voting at the relevant polling station in the basic constituency wherein he/she has his/her permanent residence registered in accordance with the law.

**Article 29**  
**(BiH Citizens with Refugee Status)**

(1) A BiH citizen entitled to vote who resides abroad as a refugee from BiH shall be registered, on the basis of the submitted application, in the excerpt from the Central Voters Register for voting outside BiH with the right to vote for the basic constituency and/or municipality that corresponds to the municipality of his/her permanent residence from the last 1991 Census, or for another basic constituency i.e. municipality provided that he/she can present a proof of change of permanent residence for the relevant municipality in line with the law in the period between the 1991 Census and the moment of his/her acquirement of BiH refugee status.

(2) In addition to the filled in application form, the applicant referred to in Paragraph (1) of this Article shall also submit a proof of identity and evidence on permanent residence in BiH, originating from the period of the 1991 Census or from the period of time between the 1991 Census and his/her acquirement of BiH refugee status. If the refugee from BiH is not registered in the records of the competent state body referred to in Article 3.5, Paragraph (3) of the Election Law of BiH, or is not registered in the Central Voters Register, he/she shall also be obliged to submit evidence of BiH citizenship in order to have him/her registered in the excerpt from the Central Voters Register for voting outside BiH and thereby exercise his/her right to vote.

(3) As a valid proof of identity, the applicant referred to in Paragraph (1) of this Article shall also submit a copy of one of the valid documents referred to in Article 3.15, Paragraph (4) or 5.12, Paragraph (4) of the Election Law of BiH.

(4) As valid evidence on permanent residence in BiH, the applicant referred to in Paragraph (1) of this Article shall submit the copy of one of the following documents:

- a) certificate on permanent residence in BiH from the period of the 1991 Census or the period from the 1991 Census to his/her acquiring refugee status, or
- b) BiH personal identification card (complete copy) from the period of the 1991 Census or the period from the 1991 Census to his/her acquiring refugee status.

(5) As valid evidence on BiH citizenship, the applicant referred to in Paragraph (1) of this Article shall submit a copy of one of the following valid documents:

- a) BiH passport, or
- b) Certificate of BiH Citizenship.

(6) If the applicant referred to in Paragraph (1) of this Article fails to submit evidence on his/her permanent residence in BiH referred to in Paragraph (4) of this Article, he/she shall be registered in the excerpt from the Central Voters Register for voting outside BiH, provided he/she was recorded in the 1991 Census.

(7) If the applicant referred to in Paragraph (1) of this Article has neither submitted evidence on permanent residence in BiH nor is registered in the 1991 Census, he/she shall be registered in the excerpt from the Central Voters Register for voting outside BiH with the right to vote for the basic constituency of his/her registered permanent residence according to the information available to the state body referred to in Article 3.5, Paragraph (3) of the Election Law of BiH and shall thereupon be treated as a BiH citizen temporarily residing abroad

(8) In case of a change of personal data, the applicant referred to in Paragraph (1) of this Article shall also submit a copy of the relevant decision or proof of change of personal data issued by the competent body.

(9) If the application of the BiH citizen referred to in Paragraph (1) of this Article does not get delivered within the deadline envisaged by Article 25, Paragraph (3) of this Rulebook, the BiH citizen shall not be registered in the excerpt from the Central Voters Register for voting outside BiH for the forthcoming elections and his/her application shall be processed after the election.

### **Article 30**

#### **(Application Form for BiH Citizens-First Time Voters outside BiH – PRP-1)**

PRP-1 application form for citizens registering for the first time to vote outside BiH, which is composing part of this Rulebook, shall include the following information:

- a) Central Election Commission Logo,
- b) Date and Type of Elections,
- c) Voting status statement (temporary residence abroad or status of refugee from BiH),
- d) Applicant's personal data: name and last name, maiden/previous last name, date of birth, name and last name of one parent, personal identification number, sex and place of birth,
- e) Statement on Entity citizenship for voters voting for Brčko District,
- f) Information on permanent residence in BiH: municipality, settlement, street and house number,
- g) Address outside BiH and contact information: street and house number, city, postal code, state, telephone number and email address,
- h) Declaration on manner of voting, by mail or in a DCM of BiH, and Polling Station,
- i) Signature by the applicant and date of application, and

- j) Instruction for filling in the application form.

**Article 31**  
**(Distribution of PRP-1 application forms for voting outside BiH)**

Central Election Commission of BiH shall distribute the PRP-1 application form through the following:

- a) diplomatic and consular missions of BiH;
- b) BiH citizens' clubs and associations abroad;
- c) Central Election Commission website and State bodies' websites, and
- d) Offices of governmental and non-governmental organizations dealing with refugees and migration affairs.

**Article 32**  
**(Confirmation of Data on Previous Registration in the Excerpt from Central Voters Register for Voting Outside BiH)**

(1) BiH citizens who were registered in the excerpt from the Central Voters Register for voting outside BiH shall be obliged to submit an application to the Central Election Commission within the deadline envisaged by Article 25, Paragraph (3) of this Rulebook in order to remain registered in the relevant excerpt for the forthcoming elections and receive the voting material.

(2) Voters who were previously registered in the excerpt from the Central Voters Register for voting outside BiH shall also submit their application on the PRP-2 application form for voting outside BiH. Following the calling of the elections, the Central Election Commission of BiH shall deliver the PRP-2 application form to all voters who were registered in the excerpt from the Central Voters Register for voting outside BiH at the previous elections. The application form shall be delivered by mail to the address submitted by the applicant at the last registration for voting outside BiH, or to a different (last updated) address communicated by the voter as his/her new address to the Central Election Commission by the day of calling the elections.

(3) In addition to the signed and filled in application form, voters shall also submit proof of the applicant's identity. As valid proof of identity, the applicant referred to in Paragraph (1) of this Article shall submit a copy of one of the valid documents referred to in Article 5.12, Paragraph (4) of the Election Law of BiH, and BiH citizens enjoying BiH refugee status may submit the proves of identity referred to in Article 3.15, Paragraph (4) of the Election Law of BiH.

(4) If a BiH citizen who was previously registered in the excerpt from the Central Voters Register for voting outside BiH and who temporarily resides abroad fails to submit his/her application within the deadline envisaged by Article 25 of this Rulebook, or his/her application cannot be processed due to its incompleteness, he/she shall be registered in the excerpt from the Central Voters Register for voting at the appropriate polling station in the basic constituency of his/her permanent residence registered in line with the law.

(5) If a BiH citizen who was previously registered in the excerpt from the Central Voters Register for voting outside BiH who has refugee status fails to submit his/her application within the deadline envisaged by Article 25, Paragraph (3) of this Rulebook, or his/her application cannot be processed due to its incompleteness, he/she shall be registered in the excerpt from the Central Voters Register for voting outside BiH but the voting material for the next elections shall not be delivered to him/her.

**Article 33**  
**(PRP-2 Application form for BiH citizens who were previously registered in an excerpt from the Central Voter Register for voting outside BiH)**

The PRP-2 application form for BiH citizens who were previously registered in an excerpt from the Central Voter Register for voting outside BiH, which is a composing part of this Rulebook, shall include the following information:

- a) Central Election Commission logo,
- b) Date and type of elections,
- c) Information on previous voter's registration in the Central Voter Register for voting outside BiH: name and last name, date of birth, personal identification number, sex, address outside BiH and municipality/basic constituency for which the person has the right to vote,
- d) Statement on change of voting status (temporary residence abroad or status of a refugee from BiH),
- e) Information on change of address outside BiH: street and house number, city, postal code, state, telephone number and email address,
- f) Information on change of permanent residence in BiH: municipality, settlement, street and house number,
- g) Statement on change of Entity citizenship for voters voting for Brčko District,
- h) Personal data change: name and last name, personal identification number,
- i) Signature by the applicant and date of application,
- j) Instruction for filling in the application form, and
- k) Declaration on manner of voting, by mail or in a DCM of BiH, and Polling Station.

#### **Article 34** **(Address Change Abroad)**

(1) All BiH citizens who were registered in the excerpt from Central Voters Register for voting outside BiH at the previous elections, or who will be registered in the excerpt from the Central Voters Register for voting outside BiH for the next elections shall be obliged to submit to the Central Election Commission information on any change of their address abroad, in order to receive the relevant application form, i.e. the voting material.

(2) Information on address change shall be submitted by the day of calling the forthcoming elections, at the latest, to facilitate the delivery of the application forms, that is, by the completion of the excerpts from final Central Voters Register for voting outside BiH and the sending of voting materials, at the latest.

#### **Article 35** **(Change of Voting Option for Voters Voting Outside BiH)**

(1) If a BiH citizen who was registered in the excerpt from the Central Voters Register for voting outside BiH returns to BiH before the expiry of the deadline for the completing of excerpts from the final Central Voters Register for the following elections, he/she shall be obliged to submit a request for changing the voting option in order to be registered in the excerpt from the Central Voters Register for voting at the relevant Polling Station in the basic constituency of his/her registered permanent residence in line with the law.

(2) The application shall be submitted to the competent Voters Register Center at the PBO-2 application form for changing the voting option for voters who were voting outside BiH, no later than 75 days before Election Day. The Voters Register Center shall, with the help of the election commission, deliver all application forms for changing the voting option of voters registered to vote outside BiH to the Central Election Commission of BiH no later than 7 days from having received them, to facilitate the update of the changed voting option of the relevant voter in the Central Voters Register.

(3) In addition to the signed and filled in PBO 2 form, voters shall also submit proof of their identity. The applicant referred to in Paragraph (1) of this Article shall submit a copy of one of the valid documents referred to in Article 5.12, Paragraph (4) of the Election Law of BiH as a valid proof of identity.

(4) The application for changing the voting option for BiH citizens who were voting abroad shall be submitted on the PBO-2 application form. The PBO-2 application form for changing the voting option, which is constituent part of this Rulebook, shall include the following information:

- a) Central Election Commission logo,
- b) Personal data of the applicant: name and last name, maiden/previous last name, date of birth, name and last name of one parent, personal identification number, sex and place of birth,
- c) Information on the change of Entity citizenship for voters voting for Brčko District of BiH,
- d) Information on address of permanent residence (municipality, settlement, street and house number) registered in line with the law,
- e) Information on municipality and address of permanent residence according to the 1991 Census or permanent residence before acquiring refugee status,
- f) Information on documentation that is submitted together with the application,
- g) Information on voting option according to the content of the application form,
- h) Applicant's signature and date of application,
- i) Information on the competent Voters Register Center, and
- j) Information on the person who processed the application and date of processing.

(5) If a BiH citizen referred to in Paragraph (1) of this Article returns to BiH after the expiry of the deadline for completing excerpts from the final Central Voters Register, he/she shall be allowed to vote by tendered/enveloped ballot at a polling station in the basic constituency and/or municipality wherein he/she has the right to vote. The Central Election Commission of BiH shall define tendered ballot voting procedure by a separate act.

#### **Article 36 (Brčko District BiH)**

Citizens of Brčko District of BiH, who have the right to vote, must mark their Entity citizenship in order to be registered in the excerpt from the Central Voters Register for voting outside BiH in order to establish their eligibility to vote for the relevant level of authority, except in case of elections for the Brčko District of BiH Assembly.

### **CHAPTER III DELIVERY OF DATA TO THE CENTRAL ELECTION COMMISSION OF BIH, MANNER OF COMPLETING AND VERIFYING THE CENTRAL VOTER REGISTER**

#### **Article 37 (Manner and Deadlines)**

(1) At the request of the Central Election Commission of BiH, the competent State body referred to in Article 3.5, Paragraph (3) of the Election Law of BiH shall be obliged to deliver in electronic form a review of the status of the data in the records, including data defined by Article 3.10, Paragraph (1), item a) through h) of the Election Law, in the election year, within the following deadlines:

- a) 150 days before Election Day,
- b) 65 days before Election Day,

- c) 45 days before Election Day, and
- d) on Election Day.

(2) The delivered data has to present the situation on the day referred to in items a),b),c) and d) of this Article and must be of the format and consist of the data referred to in Paragraph (1) of this Article, in order to enable further the processing and the use of this data.

(3) The Central Election Commission of BiH shall, by a special decision, define the deadlines for the delivery of the data referred to in Article 23 of this Rulebook. The Central Election Commission of BiH may also determine other deadlines for the delivery of the data required for the implementation of some electoral activities.

### **Article 38 (Decision)**

(1) The Central Election Commission shall issue a special decision on completing and verifying the final Central Voters Register for the elections. This decision shall include the exact time and date of the conclusion, the number of registered voters and other data and shall be published in the official gazettes.

(2) The Central Voters Register in the appropriate electronic format, in one copy which shall be sealed in a special manner, verified and kept with the aforesaid decision, shall be a composing part of the decision referred to in Paragraph (1) of this Article.

(3) The Central Election Commission of BiH shall establish, by its instruction on the deadlines and the sequence of electoral activities, the deadlines for completing and verifying the Central Voters Register, for every election.

## **CHAPTER IV SPECIAL RECORDS**

### **Article 39 (Types of Records)**

(1) The Central Election Commission of BiH shall keep special records on persons whose right to vote has been revoked pursuant to the law, as follows:

- a) A person who has been identified, by a legally effective decision issued by a competent body, as fully incapable to work and
- b) A person who has difficulties defined by Article 1.6, 1.7 and 1.7.a of the Election Law of BiH.

(2) Records referred to in Paragraph (1) of this Article shall include the following information:

- a) Last name,
- b) Name,
- c) Name of one parent,
- d) Personal identification number, and
- e) The column „ Note“ (number and date of document).

### **Article 40 (Manner of Entering Data)**

(1) For persons referred to in Article 39, Paragraph (1) of this Rulebook, the facts shall be recorded in the section "Note" referred to in Article 3.10, Paragraph (1), item i) of the Election Law of BiH and shall not be displayed in excerpts from the final Central Voters Register.

(2) Information shall be entered in the following manner:

- a) For persons referred to in Article 39, Paragraph (1) item a) of this Rulebook - PS number and date of decision, and
- b) For persons referred to in Article 39, Paragraph (1) item b) of this Rulebook - IZ number and date of decision.

(3) If the person recorded in the Central Voter Register gets his/her right to vote reinstated to him/her in line with the law, information registered in the section "Note" shall be erased and the person shall have his/her right to vote reinstated.

## **CHAPTER V FINAL PROVISIONS**

### **Article 41 (Ineffectiveness)**

The enforcement of the Rulebook on Maintaining the Central Voter Register («Official Gazette BiH», no. 40/06, 48/6, 55/06, 61/06, 71/06 and 83/06) shall become ineffective by the entry into force of this Rulebook.

### **Article 42 (Constituent Parts of the Rulebook)**

The following shall be constituent parts of this Rulebook:

- a) Forms of excerpts from the provisional Central Voters Register referred to in Article 3, Paragraph (2), items a) and b) of this Rulebook;
- b) PBO-1 application form for determining or changing the voting option of displaced persons;
- c) PBO-2 application form for changing the voting option for voters who were voting outside BiH;
- d) PRP-1 application form for BiH citizens who register for the first time to vote outside BiH and
- e) PRP-2 application form for BiH citizens who were registered in the excerpt from the Central Voter Register to vote outside BiH.

### **Article 43 (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".

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Sarajevo, April 30, 2008

President

Dr. Suad Arnautović