

BOSNA I HERCEGOVINA
CENTRALNA IZBORNA KOMISIJA
SREDIŠNJE IZBORNO POVJERENSTVO



БОСНА И ХЕРЦЕГОВИНА
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА

INSTRUCTION

**on draw of political subjects for a seat on the polling station committee for the 2024 Local
Elections in Bosnia and Herzegovina**

Sarajevo, May 2024

Pursuant to Article 2.9, paragraph (1), point 2, and Article 2.19 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, 7/14, 31/16 and 41/20, 38/22, 51/22, 67/22 and 24/24), the Central Election Commission of Bosnia and Herzegovina has at its 20th session held on 3rd May 2024 adopted

INSTRUCTION
on draw of political subjects for a seat on the polling station committee for the 2024
Local Elections in Bosnia and Herzegovina

Article 1
(Application – Article 2.19 of the BiH Election Law)

The Instruction on draw of political subjects for a seat on the polling station committee for the 2024 Local Elections in Bosnia and Herzegovina (hereinafter: the Instruction) shall regulate the process of drawing seats on the polling station committees for the political subjects that have been directly elected to the local self-government units from that relevant basic constituency in the previous election cycle (Article 2.19, paragraph (7) of the BiH Election Law).

Article 2
(Draw of the political subjects and allocation of seats on the polling station committees)

(1) Representatives of political subjects that are certified to participate in the elections in the constituency where the polling station committees are appointed shall be represented in these committees in accordance with Article 2.19, paragraph (7) of the BiH Election Law.

(2) The BiH Central Election Commission shall provide all election commissions with a list of political subjects certified to participate in the elections within those constituencies, as well as a list of political subjects represented in directly elected local self-government bodies from the relevant basic constituency in the previous election cycle, in accordance with the Decision on the confirmation and publication of election results issued by the BiH Central Election Commission.

(3) A political subject may have only one member and one alternate member in the polling station committee of one polling station.

(4) The election commission of basic constituency (hereinafter: the election commission) shall be obliged to invite on time all political subjects referred to paragraph (2) of this Article, to attend the draw of political subjects and allocation of the seats on the polling station committee, which shall be conducted by the election commission within 7 days following the receipt of the list referred to in paragraph (2) of this Article, and no later than 60 days prior to the Election Day. The election commission shall promptly provide the political subject that was not present during the drawing and allocation of polling station committee positions with the results once the process is complete.

- (5) The election commission shall provide audio and video surveillance to record the entire process of drawing and allocating positions within the polling station committees.
- (6) The election commission shall conduct the drawing of political subjects referred to in paragraph (2) of this Article as follows:
 - a) Write the names of the political subjects on slips of paper,
 - b) Place the slips of paper from point (a) into translucent containers,
 - c) Put the containers from point (b) into a larger translucent container,
 - d) One member of the election commission shall shake all the containers and draw them one by one from the larger container, open them, and read the name of the political subject from each slip of paper,
 - e) Another member of the election commission shall record the names of the political subjects read by the member from point (d) into a prepared table,
 - f) The member referred to in point (e) can record the names either electronically using a computer and video projector or manually on a printed table fixed on a wall for visibility,
 - g) The procedure described in points (d) and (e) will continue until all containers with the names of political subject are drawn and the order of all political subject is determined.
- (7) After the draw procedure described in paragraph (6) of this Article has been completed, the election commission shall create a table to assign positions to political subject on the polling station committees. The format of this table is integral part of this paragraph

PS	Number of PS members	Allocation of seats on the polling station committee			

Format of the table – overview of allocation of seats on the polling station committees

- (8) The election commission shall list the numbers of all polling stations in the first column of the table referred to in paragraph (7) of this Article, starting with 001 to the last regular polling station, followed by the number of the absentee polling station. In the second column, the election commission shall specify the number of polling station committee members for each polling station, putting down number two for stations with up to 350 voters, and four for stations with more than 350 voters.
- (9) After completing the preparatory activities referred to in paragraphs (7) and (8) of this Article, the election commission shall begin assigning positions to political subjects as follows:
 - a) The first political subject from the table will be assigned to the first position at the first polling station listed in the table referred to in paragraph (7) of this Article.
 - b) Another political subject will be assigned to the next position at the same polling station.
 - c) This process will continue until all positions at the first polling station are filled.

- d) Once the seats at the first polling station are filled, the allocation will proceed to the next polling station.
 - e) Steps a) through d) will be repeated until all political subjects from the table have been assigned.
 - f) If there are still unfilled seats on the polling station committees, the election commission will restart the allocation process with the first political subject from the table and continue assigning seats.
 - g) Steps e) and f) will be repeated until all seats on the polling station committees are filled.
- (10) After completing the procedure for allocating seats on the polling station committees, the election commission shall provide all present representatives of political subjects with a sample of the finalized table—Overview of the Final Allocation of Seats on the Polling Station Committees referred to in paragraph (7) of this Article. Additionally, the Commission will provide a report detailing how many seats each political subject from the list of certified political subjects for the basic constituency has received in the polling station committees. This report, along with the final allocation table, shall also be sent to political subjects whose representatives did not attend the public allocation procedure.

Article 3

(Submission of proposals)

- (1) Proposal for members of polling station committees shall be submitted by political subjects in accordance with Article 2.19, paragraph (11) of the BiH Election Law and the provisions of this Instruction, making sure that the proposed candidates are listed in the excerpt from the Central Voters' Register for the respective polling station and are physically capable of performing the duties of the polling station committee.
- (2) When submitting proposals for members of polling station committee, political subjects shall provide the election commission with Form SG-1—Statement of the proposed member of polling station committee/mobile team. This form must be signed by the proposed candidates and certified with the stamp and signature of an authorized representative of the political subject. Form SG-1 is an integral part of this Instruction.
- (3) The authorized person referred to in paragraph (2) of this Article is a representative designated by a political subject for representation before the Central Election Commission of Bosnia and Herzegovina. This representative may delegate one or more individuals within each basic constituency in which they have the right to submit proposals for members of polling station committees to sign Form SG-1. The authorization document from the political subject must be submitted to the election commission no later than the deadline for submitting proposals for members of polling station committee.
- (4) Political subject may certify form SG-1, referred to in paragraph (2) of this Article with the stamp of the municipal board. Independent candidates are not required to stamp Form SG-1.
- (5) Upon request by the election commission, the political subject must provide evidence demonstrating that the proposed candidates for members of polling station committees, or mobile teams, meet the necessary qualifications and requirements.

- (6) If a political subject fails to submit the names of candidates for members of the polling station committee within the deadline specified in Article 2.19, paragraph (11) of the Election Law of BiH, it will be deemed to have withdrawn from the allocated seat on the polling station committee. Additionally, if the number of candidates proposed by a certified political party is less than the required number of members for the polling station committee, the election commission will appoint the members of the committee independently.
- (7) When appointing polling station committees, the election commission shall consider the multi-ethnic composition of the polling station committee where possible, as well as gender representation.
- (8) If a political subject does not submit the form referred to in paragraph (2) or the information required in paragraph (5) of this Article, the election commission shall not consider such proposal for the appointment of a member of the polling station committee or mobile team.

Article 4
(Appointment of members of polling station committee)

- (1) After the period for submitting proposals by political subjects has ended, the election commission shall proceed with verifying all proposed candidates to ensure they meet the qualifications, specifically that they possess at least a high school diploma and are registered in the Central Voters' Register for the relevant basic constituency. Following this verification, the election commission shall appoint the approved candidates as members of the polling station committee at polling stations where the political subject has secured seats. The election commission shall appoint members to the polling station committee from the list of candidates proposed by the political subject by appointing a member and its deputy from that political subject to the first polling station allocated to the political subject. This process will continue until all members and deputy members proposed by the political subject have been appointed. If, after appointing all proposed candidates from the political subject, there are still remaining polling stations to be filled, because the political subject has won these seats, the election commission shall appoint members and deputies from the reserve list to these vacant seats. In making these appointments, the election commission shall consider any sanctions imposed that prohibit individuals from being assigned to work at polling stations.
- (2) When appointing members to the polling station committees referred to in paragraph (1) of this Article, the election commission shall give preference to candidates who possess a higher level of educational qualifications and experience in administrative tasks.
- (3) The election commission shall publicize the document regarding the appointment of polling station committee members either on the bulletin board or through other appropriate means. Additionally, the election commission shall display an excerpt from this document at a visible location within the polling station. Alongside this excerpt, the election commission shall also display an excerpt regarding the appointment of the president and deputy president of the polling station committee.

- (4) The election commission shall provide the political entity with the document detailing the appointment of the polling station committee members. This document shall include: the names and surnames of the polling station committee members and their deputies, their gender, the name of the political entity that proposed their appointment, the number and location of the polling station, an explanation of how the appointments were made, and information on legal remedies. Upon request, the election commission shall also provide the Central Election Commission of BiH with this document.
- (5) In addition to appointing polling station committees, the election commission shall prepare a reserve list of a certain number of qualified individuals. This reserve list shall be used to appoint these individuals as members or deputy members of the polling station committee or to teams for opening ballot bags and counting votes aimed at proper consolidation of election results, as specified in Article 5, paragraph (1), point (c) of this Instruction, in case the already appointed members or deputy members withdraw from their positions. Form SG3—Statement of Proposed Person from the Reserve List for Member of Polling Station Committee/Mobile Team/Team for Opening Ballot Bags and Counting Votes is an integral part of this Instruction.
- (6) After receiving the decisions from the BiH Central Election Commission regarding the appointment of polling station committee presidents and their deputies, as well as their contact information, the election commission shall prepare and distribute the contact information for the presidents to all members of the polling station committee at each polling station.

Article 5

(Appointment of special teams after election results at the polling station are established)

- (1) If the BiH Central Election Commission, at the request of an election commission of a basic constituency in BiH, issues a decision to count the ballots for a specific polling station to consolidate the established results of the vote for one or several levels of the election, the election commission of the basic constituency shall appoint a team for opening the bags and counting the ballots by special decision. This team may consist of:
 - a) The president and members of the same polling station committee who worked at the polling station where the ballot counting is being conducted to consolidate the established results of the vote, provided that the election commission determines that the irregularity in counting was not intended to falsify the established results of the vote, or
 - b) The president and members of a polling station committee who worked at other polling stations where the counting of ballots and establishment of results was done without irregularities, ensuring that the representation of political subjects that had seats on the polling station committee where the ballot counting is being conducted is respected, or
 - c) qualified persons from the reserve list referred to in Article 4, paragraph (5) of this Instruction. The election commission shall engage the counting teams if it cannot

engage polling station committees referred to in point a) or point b) of this Article.

(2) Members of the team referred to in paragraph (1) of the Article shall be entitled to receive additional remuneration for their work, which cannot be lower than the remuneration determined for deputies of the polling station committees who were not working at the polling station until the closing.

Article 6 (Forms)

Integral part of this Instruction are:

- a) Form SG-1 and
- b) Form SG-3.

Article 7 (Entry into force and publication)

This Instruction 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 BiH Federation, the Official Gazette of Republika Srpska, and the Official Gazette of Brčko District of BiH and on the web page of the BiH Central Election Commission www.izbori.ba.

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Sarajevo, May 3, 2024

President

Dr. Irena Hadžiabdić

