



RULEBOOK
on the procedure for appointment and dismissal of the polling station committees for the
2024 Local Elections in Bosnia and Herzegovina

Pursuant to Article 2.9, paragraph (1), point 2, Article 1.5, paragraph (3) and Article 2.19 and 20.16c paragraph (4) 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, 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 May 3, 2023 passed

RULEBOOK

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Article 1 **(Subject-matter)**

The Rulebook on the procedure for appointment and dismissal of the polling station committees for the 2024 Local Elections in Bosnia and Herzegovina (hereinafter: the Rulebook) shall define polling committees, general and special conditions, selection, appointment, records, education, certification and evaluation of the president/deputy presidents of polling station committees, as well as qualifications, training, knowledge assessment and certification, the procedure for allocating seats and appointing members of polling station committees, mobile teams, and members of polling station committees in diplomatic and consular representation offices of Bosnia and Herzegovina (hereinafter: DCRO BiH), and qualified persons from the reserve list.

Article 2 **(Terms)**

Certain terms used in this Rulebook shall have the following meaning:

- 1) **“Center for education”** established by the BiH Central Election Commission, is dedicated to the education of election management bodies and all participants in the fields of elections and political party financing at the BiH, regional, and international levels. The Center for Education is located in the building of the BiH Central Election Commission, at 7 Danijela Ozme Street, Sarajevo.
- 2) **“Additional training”** is organized by the BiH Central Election Commission aimed at retraining of president/alternate president of the polling station committee who did not pass the test in the first training round.
- 3) **“Record of issued certificates”** is a list of serial numbers of certificates issued to presidents/alternate presidents of the polling station committees.
- 4) **“Fictitious representation for a seat on polling station committee”** in terms of Article 7.3, paragraph (2) of the BiH Election Law means false impersonation on behalf of any political party, coalition, list of independent candidates or independent candidate, as well as the abuse of the legal right to participate in the work of a Polling Station Committee on behalf of one political subject contrary to

the provision of Article 2.19 of the BiH Election Law by fictitiously representing a political subject entitled to a seat at the Polling Station Committee, in order to favor another political subject not entitled to the seat at the Polling Station Committee. This prohibition shall also be applicable to members of a Polling Station Committee.

- 5) **“Instructor”** is a person trained by the BiH Central Election Commission to train president/alternate president of the polling station committee.
- 6) **“Election commission of basic constituency”** is an election commission appointed by the municipal/city council/assembly with the approval of the BiH Central Election Commission, which is responsible for carrying out all the prescribed obligations outlined in Article 2.13 of the Election Law of BiH and in the by-laws adopted by the Central Election Commission of BiH, within the municipalities, cities, and the Brčko District of BiH.
- 7) **“Declaration of compliance”** refers to a statement, certified by the competent municipal body or election commission in the vacancy procedure, which is signed by the candidate for president or alternate president of the polling station committee under material and criminal liability. The content of this declaration is considered an integral part of this Rulebook.
- 8) **“Statement on ethnic affiliation”** refers to statement made by the candidate for president/alternate president of the polling station committee regarding ethnic affiliation as indicated in the relevant section of the application form.
- 9) **“Vacancy”** refers to vacancy procedure for appointment of president/alternate president of the polling station committee.
- 10) **“List of candidates”** refers to the list of all candidates who applied for the position of president/alternate president of the polling station committee.
- 11) **“List of candidates for appointment to the position of president or alternate president of the polling station committee”** refers to a list prepared by the BiH Central Election Commission, in consultation with the election commission of the basic constituency, between two election cycles. This list is compiled through one or more public vacancies and includes specifically defined polling stations to which candidates are appointed, taking into account the candidates’ place of residence and, where possible, polling stations where they are registered as voters.
- 12) **“List of successful candidates”** means a ranking list of candidates who have successfully passed the testing.
- 13) **“Decision on appointment”** is issued by the BiH Central Election Commission after the completion of the vacancy procedure and in accordance with the criteria set forth by the law, as well as any additional criteria defined by this Rulebook.
- 14) **“Training plan and program”** is a written document issued by the Central Election Commission of Bosnia and Herzegovina. It outlines all necessary elements, including training methodology and other organizational issues essential for implementing the training. The list of test questions and answers is an integral part of the program.

- 15) **“Knowledge assessment”** includes testing. The content of the test, the mode of testing, and the duration of the test shall be specified by the Central Election Commission of Bosnia and Herzegovina.
- 16) **“Rank list of candidates”** is the list of candidates who have successfully passed the testing.
- 17) **“Reserve List”** is prepared by the election commission of the basic constituency based on available vacancies or other sources to ensure that the list is complete in case a member or alternate member of the polling station committee withdraws. If no candidates from the political subject remain on the submitted list, the position will be filled by a candidate from the reserve list.
- 18) **“Testing”** includes online testing. If online testing is not possible due to technical reasons, a written test will be administered instead.
- 19) **“Team of instructors”**, in terms of this Rulebook, represents a team of educators appointed by the BiH Central Election Commission under special procedure and by special decision.
- 20) **“Final candidates’ mark”** is a sum of points gained during knowledge assessment, and additional points in line with Article 16, paragraphs (1) and (2) of this Rulebook.

CHAPTER I. GENERAL PRINCIPLES

Article 3

(Polling station committee-Article 2.1 paragraph (1) of the BiH Election Law)

- (1) A polling station committee is an election management body consisting of either three or five members, including one president.
- (2) President and other members of the polling station committee shall have alternates.
- (3) The gender representation shall be ensured within the polling station committee in line with the Law on Gender Equality in Bosnia and Herzegovina (Official Gazette of BiH, Nos. 16/03, 102/09, and 32/10), unless polling station committee has three members, when gender representation exists in case when one of the genders is represented with 1/3 of the total number of members.

Article 4.

(Obligation to be independent and impartial in work – Article 2.1, paragraph (2) of the BiH Election Law)

- (1) The polling station committees shall be independent and impartial in their work. No member of a polling station committee shall participate in the decision of a case in which the member and/or a close family member has a personal or financial interest or other conflict of interest, which may raise doubt as to the ability of the member to act impartially. A “close family member” is defined in Article 15.7, paragraph (2) of the BiH Election Law.
- (2) Before taking up office, each member of the polling station committee shall sign individually the following oath: *“I hereby swear that I will faithfully, conscientiously and*

impartially discharge the duties assigned to me and implement and uphold the Constitution and the laws of Bosnia and Herzegovina.”

Article 5

(Remuneration for work in the polling station committee – Article 2.19, paragraph (19) of the BiH Election Law)

- (1) Members of the polling station committees shall be entitled to a remuneration for their work.
- (2) The decision about the amount of remuneration for work of the members of the polling station committees performed shall be made by Central Election Commission of Bosnia and Herzegovina.

Article 6

(Number of members of polling station committee)

- (1) The polling station committee consists of the president and alternate president, and two members and their alternates, if up to 350 voters are registered in the excerpt from the Central Voters' Register for a certain polling station.
- (2) The polling station committee consists of the president and alternate president, and four members and their alternates, if more than 350 voters are registered in the excerpt from the Central Voters' Register for a certain polling station.

Article 7

(Alternate president and alternate member of the polling station committee – Article 2.19, paragraph (2) of the BiH Election Law)

- (1) The President and members of the polling station committee shall be replaced by their alternates in the event of their absence during the process of voting or ballot counting.
- (2) At a polling station where more than 350 voters have voted, the alternate presidents and alternate members of the polling station committee shall be required to participate in the entire process of ballot counting.
- (3) The President of the polling station committee may authorize the alternate president and alternate members of the polling station committee to be present in the entire process of ballot counting at a polling station where less than 350 voters have voted.
- (4) An alternate president or member of the polling station committee shall sign the oath referred to in Article 4, paragraph (2) of this Rulebook in the Poll Book before assuming their duties.

CHAPTER II. CRITERIA FOR APPOINTMENT AND DISMISSAL OF THE PRESIDENT AND ALTERNATE PRESIDENT OF THE POLLING STATION COMMITTEE

Section A. General and special requirements for appointment of the president and alternate president of the polling station committee

Article 8

(General requirements for appointment of the president and alternate president of the polling station committee)

(1) Selection and appointment of the president/alternate president of the BiH Central Election Commission shall be done by the BiH Central Election Commission. The BiH Central Election Commission shall register, train, certify and evaluate the president of the polling station committee and their alternate.

(2) In order to be appointed, the president, members of the polling station committee and their alternates shall have to meet the requirements provided by Articles 2.2 and 2.3 of the BiH Election Law. the president of the polling station committee and their alternate shall not be members of a political party nor be performing a duty in the bodies of a political party, an association or a foundation related to a political party in organizational or financial terms, nor be involved in any political party activities and must be able to exercise their duties in a non-partisan manner.

(3) The candidate for president or alternate president of the polling station committee shall, under material and criminal liability, sign the declaration of compliance with requirements referred to in paragraph (2) of this Article, certify it with the competent municipal body or election commission, and submit it during the vacancy procedure. The content of this declaration is considered an integral part of this Rulebook.

Article 9

(Special requirements for appointment of the candidate for president/alternate president of the polling station committee)

In addition to the criteria referred to in Article 8 of this Rulebook, the candidate for president/alternate president of the polling station committee must meet special criteria, as follows:

- (a) to have permanent place of residence in the municipality for which the polling station committee is appointed and (if possible) to be registered in the excerpt from the Central Voters' Register for the polling station for which they are appointed;
- b) to have at least high school or college diploma, (if possible) a student, a graduate or to have an university diploma;
- c) to have basic knowledge of election legislation, (if possible) to have experience as president or member of the election commission or president/member of the polling station committee.
- d) not under sanctions imposed by the BiH Central Election Commission in line with Article 2.3, paragraph (1) point 5 of the BiH Election Law.

Section B. Vacancy and recruitment procedure

Article 10 (Public vacancy)

(1) The public vacancy for appointment of president/alternate president of the polling station committee shall, in addition to general and special requirements referred to in Articles 8 and 9 of this Rulebook, contain:

- a) preamble,
- b) date of advertising,
- c) deadline for applications that cannot exceed eight days following the date vacancy was advertised,
- d) main right and duties of the president/alternate president of the polling station committee,
- e) application form that is integral part of this Rulebook,
- f) place and the method of applying to the vacancy;
- g) a note that untimely application shall not be considered; and
- j) a notification on publication time for vacancy results.

(2) The vacancy referred to in paragraph (1) of this Article shall be advertised on the website of the BiH Central Election Commission and the accounts of the BiH Central Election Commission on social networks.

(3) In addition to advertising referred to in paragraph (2) of this Article, the vacancy shall also be advertised:

- a) in public electronic media in line with Article 16.9, paragraph 1 of the BiH Election Law;
- b) on the official website of the election commission of basic constituency as well on the website of the municipality/city,

(4) In addition to application referred to in paragraph (1), point e) of this Article, the candidate for the position of president/alternate president of the polling station committee shall submit the following documents:

- a) proof of qualifications;
- c) signed and certified declaration of compliance with the requirements referred to in Article 8, paragraph (3) of this Rulebook;
- d) proof of knowledge of election legislation, if available, and/or proof of election-related experience referred to in Article 9, point c) of this Rulebook.

Article 11 (Place and the method of applying to the vacancy)

(1) The candidate for the position of president/alternate president of the polling station committee shall submit the application form referred to in Article 10 of this Rulebook together with the accompanying documents to the BiH Central Election Commission electronically (through an application).

(2) If the application referred to in paragraph 1 of this Article is not available at the time the application form is submitted, it shall be sent in a sealed envelope by mail or delivered in person to the office of the BiH Central Election Commission.

Article 12
(Recruitment procedure)

The BiH Central Election Commission shall review the received applications and compile a list of candidates, which will include information on the timeliness of each application and whether the general and special requirements prescribed by this Rulebook have been met.

Section C- Training, knowledge assessment and evaluation of candidates

Article 13
(Preliminary testing of candidates)

- (1) Candidates for the position of president or alternate president of the polling station committee from the list of candidates referred to Article 12 of this Rulebook, shall undergo preliminary testing if the Central Election Commission of BiH decides to proceed with such testing.
- (2) The date, time, place, and method of the testing will be determined by the Central Election Commission of Bosnia and Herzegovina and announced on the website www.izbori.ba.
- (3) Preliminary testing is mandatory for all candidates; however, a negative result from the preliminary testing is not disqualifying.

Article 14
(Training of candidates)

- (1) The BIH Central Election Commission shall train and establish a team of instructors responsible for training candidates for the positions of president or alternate president of the polling station committee who meet the general and special vacancy requirements and have passed the preliminary test. The procedures and conditions for the appointment and work of these instructors will be set out in a separate decision by the BiH Central Election Commission.
- (2) After the training is completed, the team of instructors referred to in paragraph (1) of this Article shall proceed to train the candidates for the position of president or alternate president of the polling station committee.
- (3) The training plan and program adopted by the BiH Central Election Commission shall outline necessary elements, including the training methodology and organizational and technical details required for the training described in paragraph (2) of this Rulebook. Special emphasis is placed on practical exercises to prepare candidates for real conditions at the polling station. The training plan and program also includes a list of potential questions and answers for testing.

Article 15
(Knowledge assessment)

- (1) After completing the training specified in Article 14 of this Rulebook, candidates for the position of president or alternate president of the polling station committee shall undergo a knowledge assessment, i.e., testing.
- (2) The content, method, and duration of the test will be determined by the BiH Central Election Commission, which will notify the training teams referred to in Article 14 of this

Rulebook immediately before the test.

(3) If online testing is not feasible due to technical reasons, candidates shall complete a written test. Based on the examination and assessment of this test, a ranking list of candidates shall be created.

(4) After testing, if there are not enough candidates who pass, additional training and retesting shall be conducted.

(5) When re-testing candidates referred to in paragraph (4) of this Article, the provisions of paragraph (3) of this Rulebook shall apply.

(6) In the event that, after the procedures outlined in this Rulebook, one of the positions of president or alternate president of the polling station committee remains vacant, the appointment to these positions shall be done, in exceptional cases, according to the procedure specified in Article 2.19, paragraphs 5 to 16 of the Election Law of Bosnia and Herzegovina.

(7) The filling of vacant positions for president or alternate president of the polling station committee shall be done by the competent election commission of the basic constituency, using the reserve list for that constituency in line with paragraph (6) of this Article, and with the consent of the BiH Central Election Commission. This method of filling vacancies shall be temporary and shall be applied exclusively for the 2024 local elections.

Section C- Selection, records, evaluation, certification and appointment

Article 16 (Selection of candidates)

(1) The BiH Central Election Commission shall select the president or alternate president of the polling station committee based on the ranking list of candidates who have successfully completed the testing as referred to in Article 15 of this Rulebook.

(2) In addition to their position on the ranking list referred to in paragraph (1) of this Article, special consideration and scores shall be given during the selection of the president or alternate president of the polling station committee to:

- a) A candidate with higher degree of education compared to those with lower degree of education;
- b) A candidate who is in their final year of studies, compared to candidates in earlier years or those who have not started higher education;
- c) A candidate with electoral experience;
- d) Candidates employed as educators in educational institutions;
- e) Candidates who possess a certificate issued by the BiH Central Election Commission.

(3) After creating a ranking list of all candidates, the BiH Central Election Commission shall draw up one or two list of candidates in accordance with paragraphs (1) and (2) of this Article. If the number of candidates on the ranking list for a basic constituency exceeds twice the number of polling stations for that unit, plus 10% rounded to the nearest whole number if the unit has up to 60 polling stations, or to the nearest ten if it has 60 or more polling stations, taking into account polling stations for absentee voting, polling stations for voting with tendered ballot, and the number of mobile teams from the last election, two list will be drawn up will create two lists. The list of candidates who meet the requirements and one reserve list.

(4) The list of candidates for appointment to the position of president/alternate president of the polling station committee shall be drawn up by the BiH Central Election Commission in the period between two election cycles through one or more public vacancies.

(5) The list of candidates referred to in paragraph 4 of this Article shall be updated every six months.

Article 17 **(Evaluation and deployment)**

(1) The total score from the knowledge assessment and additional points based on special requirements, in accordance with Article 16, paragraphs (1) and (2), shall represent the overall evaluation of the candidates for the position of president or alternate president of the polling station committee. (See Table 1.)

(2) The BiH Central Election Commission shall appoint the president or alternate president of the polling station committee based on the evaluation score from paragraph (1) of this Article.

Article 18 **(Decision on appointment, dismissal, and right to legal remedy)**

(1) A decision on the appointment of the president or alternate president of the polling station committee may be challenged before the BiH Central Election Commission within 72 hours of its publication on the website of the BiH Central Election Commission.

(2) The decision of the BiH Central Election Commission on the complaint is final and no appeal may be lodged against it.

(3) The BiH Central Election Commission shall dismiss the president or alternate president of the polling station committee if subsequent checks reveal inaccuracies or falsehoods regarding the conditions for their appointment as prescribed by the Election Law of BiH and the provisions of this Rulebook.

Article 19 **(Certification)**

(1) The BiH Central Election Commission shall issue certificates to the appointed presidents and alternate presidents of the polling station committees.

(2) The design and content of the certificates referred to in paragraph (1) of this Article shall be determined by the BiH Central Election Commission and are an integral part of this Rulebook.

(3) The BiH Central Election Commission shall maintain a record of issued certificates, which includes the name and surname, the unique identification number of the person to whom the certificate was issued, and the serial number of the certificate.

(4) Presidents and alternate presidents of the polling station committee who have received a certificate are required to participate in the continuous training of other polling station committee members, organized by the election commission of the basic constituency.

Article 20
(Records)

The BiH Central Election Commission shall keep record of appointed presidents/alternate presidents of the polling station committees.

CHAPTER III- MEMBERS AND ALTERNATE MEMBERS OF THE POLLING STATION COMMITTEES

Section A. General and special requirements for appointment of members and alternate members of the polling station committees

Article 21
(Appointment of members and alternate members of the polling station committees)

The members of the polling station committee and their alternates shall be appointed by the election commission of the basic constituency no later than 45 days before the Election Day.

Article 22
(General and special requirements for appointment of members and alternate members of the polling station committees)

(1) In addition to the general requirements specified in Articles 2.2 and 2.3 of the Election Law of BiH, a member or alternate member of the polling station committee must meet the following specific requirements:

- a) To have residence in the municipality for which the polling committee is appointed, and should be registered in the extract from the Central Voter Registry for the polling place for which the appointment is made.
- b) To have at least completed high school, three of four years, or college.
- c) Not to be under sanctions imposed by the BiH Central Election Commission.

(2) When appointing a member and alternate member of the polling station committee, the election commission of the basic constituency shall make ensure that the appointment is made in accordance with the provisions of Article 2.19, paragraph (13), and Article 2.14, paragraph (1) of the BiH Election Law.

(3) A member of the polling station committee and their alternate shall be required to participate in training organized by the election commission of the basic constituency. After the training is completed, a knowledge assessment is conducted, and successful members of the polling station committee and their alternate shall be awarded certificates. The certificate serves as proof that the member of the polling station committee or their alternate has completed the mandatory training for the elections.

(4) The design of the certificate referred to in paragraph (3) of this Article shall be determined by the BiH Central Election Commission and is an integral part of this Rulebook.

(5) The election commission shall maintain a record of issued certificates, which includes the name and surname, the unique identification number of the person to whom the certificate was issued, and the serial number of the certificate.

Section B. Procedure for appointing members and alternate members of the polling station committees

Article 23

(Right to fill positions of members and alternate members of polling station committees)

- (1) The position of member and alternate member of the polling station committee for the general elections shall be filled at the proposal of the political subject represented in the Parliamentary Assembly of BiH, the Parliament of the Federation of BiH, and the National Assembly of the Republika Srpska in the previous election cycle.
- (2) The position of member and alternate member of the polling station committee for each basic constituency for the local elections shall be filled at the proposal of political subjects represented within the directly elected bodies of local self-government of that basic electoral constituency during the previous election cycle.

Article 24

(Lottery procedure- Article 2.19, paragraph (10) of the BiH Election Law)

- (1) The political subjects referred to in Article 23, paragraphs (1) and (2) of this Rulebook shall be entitled to participate in the lottery procedure for allocation of positions of the members/alternate members of the polling station committee provided that they have a certified list for that level of authority for the 2024 Local Elections.
- (2) If the election commission of basic constituency fails to appoint the members of the polling station committee and their alternates in accordance with paragraph (1) of this Article, then the BiH Central Election Commission shall appoint the members of the polling station committee and their alternates.
- (3) The lottery procedure shall be conducted by the election commission of basic constituency within the period of no less than sixty (60) days prior to the Election Day.
- (4) Once the lottery procedure has been completed, but not longer than within seven days following the lottery, the political subject participating in the lottery procedure shall use the form SG-1 to provide the election commission of basic constituency with the list containing the names of the candidates for members and alternate members of the polling station committee in which they have won the positions through the lottery procedure.
- (5) The conducted lottery procedure shall be open to the public and be covered with audio-video recordings in line with the mandatory Instruction on the drawing of political subjects for positions on the polling station committee, issued by the BiH Central Election Commission.

Article 25

(Filling the position of member and alternate member of the polling station committee from the reserve list – Article 2.19, paragraph (12) of the BiH Election Law)

- (1) Should a political subject fail to provide the names of the candidates for the positions of members and alternate members of the polling station committee within the period provided in Article 24, paragraph (4) of this Rulebook or should it deliver less candidates for the positions of members and alternate members than what is their required number, such failures shall be considered as a waiver from the position allocated on the polling station committee.

(2) In the case referred to in paragraph (1) of this Article, the election commission of basic constituency shall appoint the missing polling station committee's members and their alternates from the reserve list of the candidates trained for the membership in the polling station committee, taking into account that appointment is in line with Article 2.19, paragraph (13) and Article 2.14, paragraph (1) of the BiH Election Law.

Article 26

(Reserve list-Article 2.19, paragraph (12) of the BiH Election Law)

(1) The election commission of the basic constituency shall, no later than ten days after the Central Election Commission of BiH announces the elections, publish a public vacancy for the purpose of preparing the reserve list referred to in Article 25, paragraph (2) of this Rulebook. The text of the public vacancy is an integral part of this Rulebook.

(2) After the deadline for submission of applications expires, the election commission of the basic constituency shall, based on the documentation submitted in response to the public vacancy, verify whether the candidates meet the general and specific requirements outlined in the vacancy. Candidates who fulfill the prescribed conditions shall be included on the reserve list.

(3) The election commission of the basic constituency shall make the reserve list referred to in paragraph (2) available to the public in an appropriate manner, such as on the municipality or city notice board, via the internet, or through another method, to ensure that the public is informed about the composition of the reserve list.

(4) If a sufficient number of qualified candidates, as specified in paragraph (3) of this Article, do not apply in response to the public vacancy referred to in paragraph (1) of this Article, the election commission of the basic constituency shall, in accordance with Article 1.11 of the BiH Election Law, contact the authorities at all levels to ensure the completion of the reserve list. In such cases, the reserve list shall primarily consist of final-year high school students, university students, unemployed individuals registered with employment bureaus, and employees in public administration.

(5) If a member of the polling station committee or their alternate withdraws from the polling station committee for justified reasons and there are no remaining candidates from the political subject on the submitted list, the position shall be filled by a candidate from the reserve list.

(6) Candidates from the reserve list referred to in paragraph (4) of this Article shall be entitled to compensation for their engagement. Those who are appointed as members of the polling station committee shall receive compensation for their work, while those who are engaged in teams for opening ballot bags and properly consolidating election results shall receive compensation for that engagement.

Article 27

(The abuse of the right to participate in the work of the polling station committee - Article 2.19, paragraph (14) and paragraph (16) of the BiH Election Law)

(1) The abuse of the right to participate in the work of the polling station committee by fictitious representation as prescribed by Article 7.3, paragraph (2) of the BiH Election Law shall be prohibited.

(2) A political subject may only be represented with one member and their alternate in one polling station committee.

Article 28

(Decision on appointment and right to legal remedy – Article 2.19, paragraph (6) of the BiH Election Law)

- (1) A complaint may be filed to the competent election commission against the decision of the election commission of basic constituency on appointment of the members and alternate members of the polling station committee.
- (2) The first-instance decision of the election commission of basic constituency may be appealed before the BiH Central Election Commission.
- (3) Decision of the BiH Central Election Commission adjudicating appeal referred to in paragraph (2) of this Article shall be final and binding and no appeal shall be allowed to be filed against this decision.

CHAPTER IV – APPOINTMENT OF POLLING STATION COMMITTEES AT DIPLOMATIC AND CONSULAR REPRESENTATION OFFICES OF BiH

Article 29

(Number of members of polling station committee at the diplomatic and consular representation office of BiH – Article 1.5, paragraph (3) of the BiH Election Law)

- (1) The polling station committee at the diplomatic and consular representation office of BiH shall consist of a president and an alternate president, and two members and their alternates, if up to 300 voters are registered in the excerpt from the Central Voters' Register for voters voting outside BiH to vote at the designated diplomatic and consular representation office.
- (2) The polling station committee at the diplomatic and consular representation office of BiH shall consist of a president and an alternate president, and four members and their alternates, if more than 300 voters are registered in the excerpt from the Central Voters' Register for voters voting outside BiH to vote at the designated diplomatic and consular representation office.

Article 30

(General and special requirements for appointment of polling station committee at the diplomatic and consular representation office of BiH)

- (1) In addition to the general requirements specified in Article 2.2, paragraph (1) of the BiH Election Law, a member of the polling station committee at diplomatic and consular representation office of BiH must meet the following specific requirements:
 - a) must be registered in the excerpt from the Central Voters Register for voters voting outside BiH at diplomatic and consular representation office of BiH or by mail.
 - b) must have at least completed secondary school, except in cases where a lower level of education is allowed to meet the requirements specified in Article 1.5, paragraph (5) of the BiH Election Law.
- (2) When appointing a member and alternate member of the polling station committee, it must be ensured that the composition of the polling station committee complies with the provisions of Article 1.5, paragraph (5) of the BiH Election Law.
- (3) A member of the polling station committee at diplomatic and consular representation

offices of BiH shall be required to participate in training organized by the BiH Central Election Commission. After the training is completed, a knowledge assessment is conducted, and successful members of the polling station committee at the diplomatic and consular representation office of BiH shall be awarded certificates. The certificate serves as proof that the member of the polling station committee at diplomatic and consular representation office of BiH has completed the mandatory training for the elections in question.

(4) The design of the certificate referred to in paragraph (3) of this Article shall be determined by the BiH Central Election Commission and is an integral part of this Rulebook.

Article 31

(Proposals and appointment)

(1) (1) The BiH Central Election Commission shall, no later than 50 days prior to the Election Day, send a request to the Ministry of Foreign Affairs of Bosnia and Herzegovina (hereinafter: the BiH Ministry of Foreign Affairs) to submit proposal of members of polling station committees at diplomatic and consular representation offices of BiH designated as polling station for voting of citizens of Bosnia and Herzegovina, who applied to vote in person at diplomatic and consular representation office of BiH.

(2) The BiH Central Election Commission shall together with the request referred to in paragraph (1) of this Article submit to the BiH Ministry of foreign affairs the decision on diplomatic and consular representation offices of BiH that have been designated for voting.

(3) The BiH Ministry of Foreign Affairs shall, no later than 10 days following receipt of the request referred to in paragraph (1) of this Article, submit to the BiH Central Election Commission, on form SG-2, the proposal for members of polling station committees and their alternates at diplomatic and consular representation offices of BiH, taking into account that proposed candidates meet requirements set by Article 8 of this Rulebook. The form SG-2-statement by the proposed member of the polling station committee at diplomatic and consular representation offices of BiH is integral part of this Rulebook.

(4) The BiH Central Election Commission shall no later than 30 days prior to the Election Day appoint members of the polling station committees and their alternates in accordance with the proposal.

(5) If the BiH Ministry of Foreign Affairs fails to submit the proposals for appointment of polling station committees at designated diplomatic and consular representation offices of BiH, the BiH Central Election Commission shall appoint the polling station committees in accordance with its jurisdiction.

CHAPTER V. APPOINTMENT OF MOBILE TEAMS

Article 32

(Number of members of mobile team)

(1) A mobile team shall consist of a president and an alternate, and two members and their alternates.

(2) The number of mobile teams shall be determined by the election commission of the basic constituency, based on the total number of individuals who have applied to vote via mobile team, considering the total number of these voters and the spatial distribution of voters and institutions where these voters will vote through the mobile team.

Article 33
(General and special requirements for appointment of mobile teams)

(1) In addition to the general requirements specified in Article 2.2, paragraph (1) of the Election Law of BiH, a member of a mobile team must meet the following specific requirements:

- a) have residence in the municipality for which the mobile team is appointed
- b) have at least completed high school, three of four years, or college

(2) When appointing a member and alternate member of the mobile teams, the election commission of the basic constituency shall make ensure that the appointment is made in accordance with the provisions of Article 2.14, paragraph (1) and Article 2.19, paragraph (13) of the BiH Election Law.

Article 34
(Proposals, awarding the positions and appointment)

(1) The procedure for allocating positions and appointing the mobile team, as well as training and knowledge assessment, shall be governed by the provisions of Chapter III of this Rulebook, unless otherwise specified in this Chapter.

(2) Filling a position in a mobile team shall be continued from a political subject that was last awarded a seat on the polling station committee.

(3) Immediately after completion of procedure to award seats on the mobile teams, the election commission shall no later than 15 days prior to the Election Day send a request to the political subjects that were awarded a seat on the mobile team to submit the proposals for the members of mobile teams and their alternates.

(4) The political subjects referred to in paragraph (3) of this Article shall be obligated to submit to the election commission their proposals for members of mobile teams and their alternates no later than three days following receipt of the request.

(5) Political subject shall submit proposals for members of the mobile teams in accordance with the provisions of the BiH Election Law and this Rulebook, taking into account that proposed candidates are physically capable of performing duties of the mobile team.

(6) Election commissions of basic constituency shall appoint members of the mobile teams no later than 10 days prior to the Election Day.

CHAPER VI. FINAL PROVISIONS

Article 35
(Forms)

The integral part of this Rulebook are:

- a) Declaration of compliance with the requirements,
- b) Application form,
- c) Form SG-1 and form SG-2,
- d) Design and content of the certificate,

- e) Table 1,
- f) Text of the public vacancy.

Article 36 (Ineffectiveness)

Rulebook on determining qualifications and procedure of appointment of the polling station committees' members (Official Gazette of BiH, no. 29/18), Rulebook amending the Rulebook on determining qualifications and procedure of appointment of the polling station committees' members (Official Gazette of BiH, no. 62/18) and Rulebook amending the Rulebook on determining qualifications and procedure of appointment of the polling station committees' members (Official Gazette of BiH, no. 25/20 and 27/22) shall become ineffective on the day this Rulebook enters into force.

Article 37 (Entry into force and publication)

This Rulebook shall enter into force on the day of its enactment, and it 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 website of the BiH Central Election Commission www.izbori.ba.

Number: 05-1-02-2-577-1/24
Sarajevo, May 3, 2024

President

Dr. Irena Hadžiabdić

