



INSTRUCTION

on operations and reporting of the election commission of basic constituency in Bosnia and Herzegovina

Pursuant to Article 2.9 paragraph (1) and (2), and in connection with Article 2.13 of the Election Law of Bosnia and Herzegovina (Official Gazette of BiH, nos. 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), the Central Election Commission of Bosnia and Herzegovina has at its 17th session, held on May 4, 2022, passed

INSTRUCTION

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Article 1 (Scope)

This Instruction shall regulate the operations and reporting of the election commission of the basic constituency in Bosnia and Herzegovina (hereinafter: the Instruction) within the competences referred to in Article 2.13 of the Election Law of Bosnia and Herzegovina.

Article 2 (Distribution of assignments)

(1) The president and members of the election commission shall, in order to efficiently and timely perform all tasks laid down in Article 1 of this Instruction, perform internal distribution of assignments as to ensure efficient and lawful execution of all tasks within competence of the election commission.

(2) The election commission shall issue a special decision on the distribution of assignments referred to in paragraph (1) of this Article.

(3) The election commission may have a secretary and/or a technical secretary.

Article 3 (Rules of procedure)

The election commission shall adopt Rules of Procedure by which it will prescribe: the manner of convening the session, chairing the session, determining the agenda for the session, the manner of deciding and making decisions at the session, maintaining order at the session, keeping minutes of the session and submitting them to the election commission's members, keeping official materials of the election commission and the manner of archiving the materials and all other issues related to ensuring efficient and lawful operations of the election commission.

Article 4 (Public disclosure)

The work of the election commission is public.

Public disclosure of the election commission's operations shall be ensured through:

- a) informing the public about holding of the session of the election commission, on the website of the election commission or the municipality,
- b) enabling accredited observers to monitor the work and observe all other activities of the election commission, unless the election commission decides otherwise in the interests of morality, public

order or national security in a democratic society or in other cases established by the Rules of Procedure,

- c) issuing press releases concerning the activities of the election commission,
- d) providing information on the course of the procedure,
- e) holding press conferences,
- f) enabling observers of political entities, citizens' associations and international observers to attend election commission's session, observe other activities of the election commission, and have access to all relevant documents in accordance with law, unless the election commission, in the interests of morality, public order or national security in a democratic society or in other cases determined by the Rules of Procedure of the election commission, decides otherwise and
- g) publishing the decisions on the website of the election commission or the website of the municipality and/or the bulletin board of the municipality or in another manner determined by the election commission.

Article 5 (Reporting to the BiH Central Election Commission)

The election commission shall submit to the BiH Central Election Commission the annual work report by January 31, for previous year, and shall at least once a month electronically report to the BiH Central Election Commission according to the form (MIOROIJ) which is an integral part of this Instruction.

Article 6 (Training)

The election commission shall be continuously trained and professionally developed, and shall deliver training in the manner determined by the plan and program adopted by the BiH Central Election Commission, as well as the training plan adopted by the election commission at the beginning of each calendar year based on and in line with the program of the BiH Central Election Commission.

Article 7 (Archives of the election commission)

(1) The election commission shall ensure proper archiving and records of the official documentation of the election commission, enabling also its safe storage and use, in accordance with the law.

(2) The election commission shall issue a special act on the manner of archiving referred to in paragraph (1) of this Article.

Article 8 (Coordination and oversight of operations of election commission of the basic electoral unit in BiH)

1) Written correspondence and exchange of documents between the Central Election Commission of BiH and the election commission of a basic constituency shall be carried out by email, set up for these purposes by the Central Election Commission of BiH for each of the election commissions (email address in the following format: "*Code of the basic electoral unit@oik.izbori.ba*"), and only on exceptional basis, by mail deliveries.

2) Election commission of the basic constituency in BiH shall be required to ensure regular checks of the official email account, once per day during the non-election period and continuously during the election period, in line with the electoral activities.

3) The Central Election Commission of BiH shall perform direct control of administrative affairs, documentation and archive of certain number of election commissions of basic constituencies, randomly selected, but also when there are justified reasons for doing so, and prepare a report documenting the process. The methodology and the procedure of oversight of operations of election commissions of basic electoral units shall be specified in a separate document.

Article 9
(Ineffectiveness)

The Instruction on operations and reporting of the election commission of basic constituency in Bosnia and Herzegovina, number 05-1-02-2-628-1/16 of May 26, 2016 shall become ineffective on the day this Instruction enters into force.

Article 10
(Publication)

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

Number: 05-1-02-2- 622 -1/22
Sarajevo, May 4, 2022

President

Dr. Suad Arnautović



Monthly work report of the election commission of basic
constituency

Questionnaire to be completed by circling the number in front of chosen answer at the
end of reporting period (end of the month)

1. Election Commission submitting the report: _____

2. Full name of the person responsible for completion of the report: _____

3. Position of the person in the election commission:

- a. President of the election commission
- b. Member of the election commission
- c. Secretary of the election commission

4. Reporting period (month/year) _____

5. Have you received payment for your work?

- a. Yes
- b. No
- c. Received part of the payment

6. Amount of pay for the work in election commission (state the amount)

- a. President _____
- b. Member _____
- c. Secretary _____
- d. Other _____

7. Does the election commission receive material and technical support from
municipal authorities?

- a. Yes
- b. No
- c. Partly (state the type of support that was not provided)

8. How many sessions of the election commission have you had during the course of the previous month?

- a. One session
- b. Multiple sessions (state how many) _____
- c. No sessions were held (state the reason)

9. Have all of the members of the election commission attended the session?

- a. Yes
- b. No

(If NO, state the names of members who **did not attend** the session and reasons for absence)

Full name _____

Reason, if known: _____

10. Specify significant events that took place during the reporting period (decisions, accomplishments and problems)

REPORT ON OPERATIONS, OVERSIGHT AND CONTROL OF THE CENTER FOR VOTERS REGISTER (CBS)

11. Did the Centre have voters visiting for the purpose of verification of voters' right?

- a. Yes
- b. No

If YES, state the number of voters visiting the Centre _____

12. Did the Centre submit weekly reports to the CEC BiH?

- a. Yes
- b. No

13. Does the Centre check email on daily basis?

- a. Yes
- b. No

14. If NO, state the reasons

15. List the equipment owned by the Centre (Circle the correct answer)

- a. Computer and monitor
- b. Printer
- c. UPS
- d. Telephone (specify the number) _____
- e. Other

16. Equipment owned by the Centre was:

- a. Distributed as a part of "2006 Passive Registration Project"
- b. Replaced between 2006 and 2010
- c. Replaced since 2010

17. Is the electronic equipment owned by the Centre functioning properly?

- a. Yes
- b. No

18. If NO, state the reason

19. What type of connection does the Centre have?

- a. SDH network of IDDEEA
- b. ADSL (Telecom)
- c. Other
- d. No connection

20. Do you have access to the CEC BiH portal?

- 1. Yes
- 2. No

21. If NO, state the reason

22. Basic responsibilities of officer of the Centre is to work at the Centre?

- a. Yes
- b. No

23. If NO, state the basic responsibilities of officer of the Centre

24. Is officer of the Centre familiar with his/her duties?

- 1. Yes
- 2. No

If NO, state the reason

25. Did officer of the Centre attend training organised by the CEC BiH?

- 1. Yes
- 2. No

26. Does officer of the Centre receive pay for the work at the Centre?

- 1. Yes
- 2. No

27. If YES, state the amount of pay _____