



**RULEBOOK**  
**on determining qualifications and procedure for appointment of the polling station  
committees' members**

Sarajevo, May 2022

Pursuant to Article 2.9, paragraph (1), point 2, Article 1.5, paragraph (3) and Article 2.19 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 17<sup>th</sup> session held on May 4, 2022 adopted

**RULEBOOK**  
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**CHAPTER I INTRODUCTION**

**Article 1**  
**(Scope – Article 1.5 and 2.19 of the BiH Election Law)**

(1) This Rulebook shall define:

- a) qualifications, number of members, the procedure for allocation of seats in the polling station committees and for appointment of the polling station committees’ members and mobile teams (Article 2.19, paragraphs (1) through (13) of the BiH Election Law), and reserve list of qualified persons referred to in Article 10, paragraph (17) of this Rulebook,
- b) qualifications, number of members, the procedure for allocation of seats in the polling station committees and for appointment of polling station committees’ members in diplomatic and consular offices of Bosnia and Herzegovina (hereinafter: DCOs of BiH) (Article 1.5, paragraphs (3) and (5) of the BiH Election Law),
- c) procedure of training, examination and certification of polling station committees’ members and mobile teams (Article 2.19, paragraphs (14) and (15) of the BiH Election Law), and qualified persons from the reserve list referred to in Article 10, paragraph (17) of this Rulebook.

(2) For the purpose of this Rulebook, a member of a polling station committee and a mobile team shall be: president, member, alternate president and alternate member.

**CHAPTER II QUALIFICATIONS AND NUMBER OF MEMBERS**

**Section A. Polling station committees in Bosnia and Herzegovina**

**Article 2**  
**(Qualifications – Article 2.2, paragraph (1) and (4) of the BiH Election Law)**

(1) Apart from general conditions prescribed by Article 2.2, paragraph (1) of the BiH Election Law a member of polling station committee shall meet the special conditions:

- a) he/she shall have permanent place of residence in the municipality for which the polling station committee is being appointed, generally, to be recorded in the excerpt from the Central Voters’ Register for the polling station to which he/she is appointed,
- b) to have at least a high school diploma, namely III, IV or V degree of professional qualifications,
- c) to have a certificate issued by the election commission or the BiH Central Election

- Commission, and
- d) he/she was not pronounced a sanction by the BiH Central Election Commission.

(2) When appointing member of a polling station committee and his/her alternate, the election commission shall try to ensure that the appointment is done in accordance with provisions of Article 2.2, paragraph (4) and provisions of Article 2.19, paragraph (11) of the BiH Election Law.

### **Article 3**

#### **(Number of members –Article 2.19, paragraph (1) and (2) of the BiH Election Law)**

(1) Polling station committee shall consist of a president and his/her alternate, and two members with their alternates, if no more than 350 voters have been recorded in the excerpt from the Central Voters' Register for a particular polling station.

(2) Polling station committee shall consist of president and his/her alternate, and four members with their alternate, if more than 350 voters have been recorded in the excerpt from the Central Voters Register for a particular polling station.

### **Article 4**

#### **(Voting of president and members of polling station committee)**

President or members of the polling station committee who are not recorded in the excerpt from the Central Voters' Register for that polling station shall be allowed absence from the polling station for the period of time needed to cast the ballot at the polling station where they are recorded in the excerpt from the Central Voters' Register.

### **Article 5**

#### **(Alternate presidents and alternate members of polling station committee)**

Alternate president or alternate member of the polling station committee shall take part in the operations of the polling station committee only if the president or a member of the polling station committee is unable to come to the polling station on the Election Day or if he/she has to leave the polling station during the Election Day for justifiable reasons.

## **Section B. Polling station committees at the DCOs BiH**

### **Article 6**

#### **(Qualifications-Article 2.2, paragraphs (1) and (4) of the BiH Election Law)**

(1) Apart from the general conditions prescribed by Article 2.2, paragraph (1) of the BiH Election Law member of a polling station committee at DCOs of BiH shall meet special conditions:

- a) he/she shall be recorded in the excerpt from the Central Voters' Register for voters voting outside of BiH at a DCO BiH or by-mail,
- b) shall have at least a high school diploma, but exceptionally he/she can have a lower education degree than stipulated, aimed at meeting the conditions set in Article 1.5, paragraph (5) of the BiH Election Law.

(2) When appointing member of a polling station committee and his/her alternate, efforts shall be made to ensure that the composition of the polling station committee is in line with Article

2.2, paragraph (4) of the BiH Election Law concerning the equal gender representation, Article 1.5, paragraph (5) and 2.19, paragraph (11) of the BiH Election Law in part relating to the multiethnic composition of the polling station committee in view of specificity of the procedure and limited number of voters who are registered in the excerpt from the Central Voters' Register outside Bosnia and Herzegovina.

#### **Article 7**

##### **(Number of members- Article 2.19, paragraph (1) and (2) of the BiH Election Law)**

(1) Polling station committee shall consist of a president and his/her alternate, and two members with their alternates, if no more than 300 voters have been recorded in the excerpt from the Central Voters' Register for voters voting outside of BiH at DCOs of BiH that is designated for voting.

2) Polling station committee shall consist of president his/her alternate, and four members with their alternates, if more than 300 voters have been recorded in the excerpt from the Central Voters' Register for voters voting outside of BiH at DCOs of BiH that is designated for voting.

### **Section C. Mobile teams**

#### **Article 8**

##### **(Qualifications – Article 2.2, paragraph (1) and (4) of the BiH Election Law)**

(1) Besides general conditions prescribed by Article 2.2, paragraph (1) of the BiH Election Law member of a mobile team shall meet special conditions:

- a) he/she shall have permanent place of residence in the municipality for which the mobile team is appointed; and
- b) shall have at least a high school diploma, namely III, IV or V degree professional qualifications.

(2) When appointing members of a mobile team and their alternates, the election commission shall try to ensure that appointment is done in accordance with provisions of Article 2.2, paragraph (4) and with provision of Article 2.19, paragraph (11) of the BiH Election Law.

#### **Article 9**

##### **(Number of members - Article 2.19, paragraphs (1) and (2) of the BiH Election Law)**

(1) A mobile team shall consist of president and his/her alternate, and two members with their alternates.

(2) Number of mobile teams shall be determined by the election commission taking into account total number and territorial distribution of voters, who will cast their vote by a mobile team.

## **CHAPTER III            PROPOSALS, PROCEDURE OF AWARDING SEATS AND APPOINTMENT**

### **Section A. Polling station committees in Bosnia and Herzegovina**

#### **Article 10**

#### **(Proposals and appointment – Article 2.19 of the BiH Election Law)**

(1) Representatives of political entities that are certified to participate in the elections in the constituency in which the polling station committees are appointed shall be represented in the polling station committees by applying the lottery draw system conducted by the BiH Central Election Commission for positions on the ballot paper.

(2) The BiH Central Election Commission shall submit list of political entities that are certified to participate in the elections in these constituency to every election commission. The list shall not include coalitions made out of political parties that have candidates and candidates' lists in that constituency and that independently participate in the lottery draw.

(3) A political entity cannot be represented at the same polling committee with more than one representative.

(4) The election commission shall be obliged to invite on time all political entities referred to paragraph (2) of this Article, certified to participate in the elections in the constituency for which the polling station committee is appointed, to attend the lottery draw for a seats on the polling station committee, which shall be conducted by the election commission no later than 60 days prior to the Election Day. The election commission shall be obligated to immediately or no later than two days deliver the results of the lottery draw to political entity that failed to attend the lottery.

(5) Political entities shall submit proposals for members of polling station committees in accordance with the provision of Article 2.19, paragraph (10) of the BiH Election Law and this Rulebook, taking into account that proposed candidates are recorded in the excerpt from the Central Voters' Register for that polling station and that they are physically capable of performing duties in the polling station committee.

(6) Along with the proposal for members of polling station committees, the political entity shall be obligated to submit to the election commission forms –SG-1- statement of the proposed member of the polling station committee/mobile team, signed by the nominated candidates for members of polling station committees and verified with a seal and signature of an authorized person of the political entity. The form SG-1 is the integral part of this Rulebook.

(7) If requested by the election commission, the political entity shall also submit proofs of qualifications and fulfillment of conditions of the proposed candidates for members of polling station committees/mobile teams.

(8) If the political entity fails to submit the names of candidates for members of polling station committee within the deadline referred to in paragraph (10) of this Article, it shall be considered as waiving of allotted seat or if the number of candidates for the members of polling station committee proposed by the certified political party is less than the number of polling station committee' members, the election commission will independently appoint members of the polling station committee taking into account multiethnic composition of the polling station committee, where possible.

(9) If a political entity fails to submit the form referred to in paragraph (6), namely the data referred to in paragraph (7) of this Article, the election commission shall not consider such a proposal for appointment of a member of the polling station committee/mobile team.

(10) After the end of the period for submission of the proposals by political entities, the election commission shall check all the proposed candidates in terms of their qualifications and if they are registered in the Central Voters' Register for that basic constituency. Following the verification process the election commission shall appoint the verified candidates as members of the polling station committee at the polling stations where the political entity won the position in the seat allocation procedure. The election commission shall first appoint the members of the polling station committee from among the candidates proposed by the political entity. After appointing the members of the polling station committees, the election commission shall also appoint their alternates from among the candidates proposed by the political entity. Once the election commission appoints all the candidates proposed by a political entity and there are polling station committees left where the candidates of that political entity should be appointed, because that political entity won those positions in the seat allocation procedure, the election commission shall appoint members of the polling station committee and their alternates from the reserve list. When appointing members of polling station committees, the election commission shall take into account the sanctions of illegibility to work at polling stations.

(11) During the appointment of polling station committee members referred to in paragraph (10) of this Article, the election commission shall give priority to the candidates who have higher degree of education and experience in administrative affairs.

(12) Seats of the alternate members of polling stations shall be filled from the same political entities that were defined by the lottery draw to occupy the seats of a particular polling station.

(13) Presidents of the polling station committees and their alternates shall be appointed by the election commission amongst members of polling station committee and their alternates, taking into account adequate representation of political entities and their previous election experience

(14) Election commissions shall be obligated to post the decision on appointment of polling station committee members on the bulletin board or in some other appropriate way for public scrutiny. Apart from the aforementioned, the election commission shall be obligated to visibly post at the polling station an excerpt of the document on appointment of polling station committees' member for that particular polling station.

(15) Election commissions shall be obligated to deliver decision on appointment of polling station committees' members to the political entities. This decision should contain: name and last name of the president and members of the polling station committee, as well as of their alternates, gender, then the name of the political entity whose representatives they are, number and location of the polling station, an explanation on the manner of appointment and advice on legal remedy. The election commissions shall deliver the decision on appointment of the polling station committees' members to the BiH Central Election Commission, if requested.

(16) A complaint can be filed to the municipal election commission on the decision of municipal election commission on appointment of president, members of the polling station committees and their alternates within 24 hours following receipt of the decision on appointing polling station committees.

(17) Apart from appointment of the polling station committees' members the election commission shall draw up a reserve list of a certain number of qualified persons to be used for appointment of members or alternate members of polling station committees at polling stations or to the teams for opening of bags and counting of the ballots aimed at correct consolidation of election results referred to in Article 22, paragraph (2), item c) of this Rulebook in case that members or alternate members, who are already appointed, withdraw from the position or in case referred to in Article 21, paragraph (6) of this Rulebook. The form SG-3-statement of proposed person from the reserve list for the member of polling station committee/mobile team/team for opening of bags and counting of ballots aimed at correct consolidation of election results is integral part of this Rulebook.

### **Article 11 (Reserve list)**

(1) The Election commission shall, no later than ten days after the Central Election Commission of Bosnia and Herzegovina announces the elections, to publish a job vacancy in order to compile a reserve list referred to in Article 10 paragraph (17) of this Rulebook. The text of the vacancy is an integral part of this Rulebook.

(2) After the expiration of the deadline for application of candidates, the election commission shall, based on the documentation submitted under the job vacancy, check if the candidates meet the general and special conditions, and if they do it will appoint them to the reserve list.

(3) The Election Commission shall make the reserve list referred to in paragraph (2) available to the public in a convenient manner, on the bulletin board of the municipality/city, online or in some other way, as to familiarize the public with the reserve list.

(4) If a sufficient number of qualified candidates prescribed in paragraph (3) of this Article does not apply to the job vacancy referred to in paragraph (1) of this Article, the Election commission shall contact, in accordance with Article 2.1 paragraph (3) of the BiH Election Law, all bodies on all levels of authority to ensure completion of the reserve list. The reserve list shall primarily consist of senior students of secondary schools, students of higher education institutions, unemployed persons who are kept in the records of the employment office, employees of the city/municipal public administration.

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

(6) Candidates from the reserve list referred to in Article 10, paragraph (17) of the Rulebook shall be entitled to compensation for their engagement, in such a way that those who are nominated as members of the polling station committee receive compensation for their work as members of the polling station committee, and those who get engaged as members of team for opening of bags for proper consolidation of election results receive compensation for that engagement.

### **Article 12 (Procedure of awarding seats on the polling station committees)**

(1) The procedure of awarding seats on the polling station committees shall be done in the following manner:

a) Political parties that independently have a certified candidates' list, independent candidates and coalitions whose part are not political parties that independently have certified

candidates' list or a candidate for any level of the authority in the basic constituency, shall equally participate in the procedure of awarding seats on the polling station committees and shall be represented in every round of the procedure.

b) Coalitions comprising of political parties that independently have certified candidates' list and political parties that do not have an independent candidate or a candidates' list on the ballot paper in the basic constituency shall participate in the procedure of awarding the seats to an extent to which political parties that do not have an independent candidate on the ballot paper are represented in the coalition.

c) The given criteria shall be applied by having the coalitions, consisting of political parties that do not have independent candidate or candidates' list on the ballot paper, and that are represented in 1/2 proportion, excluded in every second round of awarding the seats on the polling station committees, namely the ones represented in 2/3 proportion are excluded every third round of awarding the seats on the polling station committees and the ones represented in 1/3 proportion are excluded in every second and third round of awarding the seats at the polling station committees, etc.

d) Staffing of the polling station committees shall be done in a manner as to take the first polling station on the list of polling stations. Then, the membership in the polling station committee for that polling station shall be completed by the names, respecting the order determined by the lottery, until the staffing of that polling station committee is completed. Thereafter a second polling station from the list is taken and the membership in that polling station committee shall be completed by the subsequent names of political entities from the list of political entities. The procedure shall be repeated for each polling station until all positions on the polling station committees for all polling stations are occupied.

e) If the number of certified political entities exceeds total number of polling station committees' members in a municipality, election commission shall fill the positions on the polling station committees according to the lottery draw sequence until all positions on the polling station committees are occupied. Remaining political entities shall not participate in the distribution of positions on a polling station committee.

f) Parties that are members of coalition and their coalition cannot be awarded seats on the same polling station committee. When such a situation happens, the election commission shall conduct replacement of seats by transferring political party or coalition to the next polling station committee, where such transfer is possible, without disturbing above explained principle. In case when replacement is not possible for any reason, political party or coalition shall lose their seat on the polling station committee, and the election commission shall occupy the vacant seat from the registry of qualified members of the prior polling station committees.

### **Article 13** **(Tables and method of completion)**

(1) The following tables shall be used in the procedure of awarding seats on the polling station committees referred to in Article 12 of this Rulebook:

a) Table 1 – list of certified political entities for the basic constituency, consisting of:

- Column 1 – position determined by lottery draw,
- Column 2 – list of certified political entity for the basic constituency,
- Column 3 – political entity's representation ratio in awarding of the seats on the polling station committees.



<b>Position determined by lottery draw</b>	<b>List of certified political entities for the basic constituency</b>	<b>Representation ratio in awarding of the seats on the PSCs</b>

*Layout of table 1 - list of certified political entities for the basic constituency*

b) Table 2 – Overview of final allocation of seats on polling station committees, consisting of:

- Column 1 – code of the polling station
- Column 2 – number of members in the polling station committee,
- Column 3 – allocation of seats on the PSC
- Column 4 – the round of seat allocation

<b>PS</b>	<b>Number of PSC members</b>	<b>Allocation of seats on the polling station committee</b>					<b>Round of seat allocation</b>

*Layout of table 2 - Overview of final allocation of seats on polling station committees*

c) Table 3 – Auxiliary table of political entities’ participation in allocation of seats on the polling station committees, consisting of:

- Column 1 – round of the seat allocation
- Column 2 – participation of political entities in allocation of seats, with a sub-column of political entities not participating in the allocation and a sub-column of political entities that do participate in the allocation.

<b>Round of seat allocation</b>	<b>Participation of political entities in allocation</b>	
	<b>Political entities not participating in allocation</b>	<b>Political entities participating in allocation</b>

*Layout of table 3 - Auxiliary table of political entities’ participation in allocation of seats on the polling station committees*

(2) Tables referred to in paragraph (1) of this Article shall be used and completed in the following manner:

a) Table 1

1. The BiH Central Election Commission shall deliver to the election commissions of basic constituencies Table 1 with the order of political entities as determined by the lottery draw and representation ratio of political entities in the allocation. The election commission shall start allocation of seats on the polling station committees from the number 1, and shall end it with the last number on the list, thus completing one round of allocation of the seats on the polling station committees. When allocating seats on the polling station committees the election commission shall take into account representation ratio.

b) Table 2

1. Table 2 shall be completed by the election commissions;
2. Column 1 shall hold codes of polling stations in ascending order until codes of all polling stations are entered;
3. Column 2 shall hold number of polling station committee's members for the given polling station;
4. Column 3 shall be completed in the following manner: first polling station from Column 1 is selected and completed with the shortened names of political entities from the list of certified political entities (Table 1) until all seats of that polling station committee are allocated. Then, the seats for the next polling station committee are being allocated continuing association from the place in Table 1 at which the allocation of seats on the previous polling station committee was completed. When the list of certified political entities is exhausted (Table 1), the first round of allocation is completed. The rounds of allocation shall be cyclically repeated until all seats on all polling station committee are allocated, applying the above-mentioned principle;
5. Column 4 shall be completed so that the number of allocation round is associated to the column in which the new allocation round starts.

c) Table 3

1. Used only in case if the list from Table 1 contains political entities that have smaller representation ratio in the allocation of seats on the polling station committee;
2. Column 1 shall be completed with the total number of allocation rounds, starting with the first. Number of rounds is calculated by taking total number of seats on the polling station committee and dividing it with the total number of political entities from Table 1, taking into account ratio of their representation by applying the following formula:

$$3. \quad BK = \frac{BP}{(PS - UBK) + \sum_{i=0}^{UBK} \frac{(BPK - PSS)}{BPK}} \quad \text{where}$$

BK – number of allocation rounds,  
 BP – number of seats on the PSC,  
 PS – all political entities participating in the allocation,  
 UBK – total number of coalitions,  
 PSS – political entities participating independently,  
 BPK – number of parties in a coalition.

4. Column 2 is made of two sub-columns as follows: sub-column 1 with political entities (coalitions) that do not participate in certain allocation rounds, and sub-column 2 with political entities that participate in certain allocation rounds;
5. Sub-column 2 shall be completed in the following manner: first coalition from Table 1 is entered into appropriate allocation rounds in which it does not participate. Other coalitions from the list of Table 1 are entered in the same way, respecting the defined order;
6. All political entities from Table 1 are entered into first line of Sub-column 2 since all political entities on the list participate in the first allocation round, respecting the defined order thereat. Remaining lines are completed by political entities that participate in the allocation for a certain allocation round.

#### **Article 14**

##### **(Conducting public procedure of allocating seats on the polling station committees)**

(1) Prior to the beginning of public procedure of allocating seats on the polling station committees the election commission shall shortly inform all present representatives of political entities about the provisions of Articles 10, 12 and 13 of this Rulebook.

(2) The election commission shall provide all present representatives of political entities a sample of Table 1 – list of certified political entities for the basic constituency, as well as a sample of Table 3 – Auxiliary table of political entities' participation in allocation of seats on the polling station committees if Table 3 is used in the procedure of allocating seats on the polling station committees.

(3) After every allocation round the election commission shall make a reasonable short break so that the present representatives of political entities can attest that the allocation was correctly done, or in case that the representatives of political entities believe that the allocation was not done correctly, to present their objections to the allocation procedure.

(4) After the procedure of allocating seats on the polling station committees is completed, the election commission shall provide all present representatives of political entities a sample of Table 2 – overview of final allocation of seats on the polling station committees, as well as a report on how many seats on the polling station committees did the political entities from the list of certified political entities for the basic constituency receive. The election commission shall submit the report, as an annex to the Overview of final allocation of seats on the polling station committees, to the political entities whose representatives did not attend the procedure of public allocation of seats on the polling station committees.

(5) At the request of the BiH Central Election Commission, the election commission shall submit complete documentation on conduct of public procedure of allocating seats on the polling station committees in that basic constituency.

#### **Article 15**

##### **(Annex)**

Practical examples of application of Article 12 of this Rulebook – Example 1, Example 2, Example 3.1, Example 3.2 and Example 4 shall be integral part of this Rulebook.

## **Section B. Polling stations at DCOs of BiH**

### **Article 16**

#### **(Proposals and appointments – Article 1.5, paragraph (3) of the BiH Election Law)**

- (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 a proposal of members of polling station committees at DCOs of BiH designated as polling station for voting of citizens of Bosnia and Herzegovina who applied to vote in person at DCOs 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 DCOs 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 the proposal for members of polling station committees and their alternates in DCOs of BiH, taking into account that proposed candidates meet conditions set by Article 6 of this Rulebook. The form SG-2- statement by the proposed member of the polling station committee at the DCO 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 of members of polling station committees at designated DCOs of BiH, the BiH Central Election Commission shall appoint members of the polling station committees in line with its competences.

### **Article 17**

#### **(Alternates of polling station committees' members)**

- (1) Alternate president and/or alternate members of the polling station committee shall participate in the work of the polling station committee only if the president and/or a member of the polling station committee is prevented of coming to the polling station on the Election Day or if they have justified reason to leave the polling station during the elections.
- (2) In case referred to in paragraph (1) of this Article alternate president and/or alternate members of the polling station committee shall participate in the decision making process.

## **Section C. Mobile teams**

### **Article 18**

#### **(Proposals, awarding the seats and appointment - Article 1.5, paragraph (3) of the BiH Election Law)**

- (1) Provisions of Article 10, 11 and 12 of this Rulebook shall apply to the procedure of awarding seats on mobile teams and appointment of mobile teams.
- (2) Filling in vacant seats on a mobile teams shall be continued from a political entity that was last awarded a seat on the polling station.

(3) Immediately after completion of procedure for awarding 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 entities 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 entities 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 entities 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 at the mobile team.

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

#### **CHAPTER IV      TRAINING, EXAMINATION, METHODS AND CRITERIA FOR EXAMINATION AND CERTIFICATION**

##### **Article 19**

##### **(Training – Article 2.19, paragraph (14) of the BiH Election Law)**

(1) In accordance with the plan and program of education, the BiH Central Election Commission shall organize training on the manner of voting and counting of the envelopes containing ballots for president and members of the polling station committees at DCOs of BiH, as well as for their alternates.

(2) In accordance with the plan and program of education that is adopted by the BiH Central Election Commission, the election commissions shall organize training on the manner of voting, counting of the votes and of the envelopes containing ballots for presidents and members of the polling station committees, and their alternates, presidents and members of mobile teams and their alternates, as well as for qualified persons from the reserve list referred to in Article 10, paragraph (17) of this Rulebook.

(3) If a member of polling station committee and/or a mobile team fails to attend training referred to in paragraphs (1) and (2) of this Article, he/she shall be suspended and the election commission shall appoint another member from the records of qualified members of prior polling station committees and/or mobile teams that it has in its possession.

##### **Article 19**

##### **(Knowledge test and certification)**

(1) The BiH Central Election Commission shall in accordance with the determined methodology conduct knowledge test and award certificates to successful presidents and members of the polling station committees and their alternates at the DCOs of BiH.

(2) The BiH Central Election Commission shall within five days following the training day conduct knowledge test and award certificates to successful presidents and members of the polling station committees and/or mobile teams and their alternates, as well as to the qualified persons from the reserve list referred to in Article 10, paragraph (17) of this Rulebook.

(3) Presidents and alternate presidents of the polling station committees and/or mobile teams, who received certificate, shall be obligated to participate in the training of polling station committees and/or mobile teams organized by the election commission in the manner as to assist the election commission in implementing practical part of the training and exercise with the members of the polling station committees and/or mobile teams and their alternates.

(4) After completed knowledge test the election commission shall also award certificates to the successful members of the polling station committees and/or mobile teams and their alternates, as well as to the qualified persons from the reserve list referred to in Article 10, paragraph (17) of this Rulebook. The certificate is a proof that a member of the polling station committee and the qualified person from the reserve list referred to in Article 10, paragraph (17) of this Rulebook passed obligatory education for the given elections.

(5) The BiH Central Election Commission shall determine design of the certificate referred to in paragraphs (1), (2) and (4) of this Article, and it shall be integral part of this Rulebook.

(6) The election commission shall keep a record on issued certificates, and it shall contain name and last name, national identification number of a person who received the certificate and the serial number of the certificate.

(7) Issued certificates shall be valid only for the elections for which they are issued.

## **Article 20**

### **(Methods and criteria for knowledge test)**

(1) The BiH Central Election Commission shall set forth the methods and criteria for the knowledge test that is to be given to appointed presidents and members of the polling station committees and/or mobile teams, as well as to their alternates and qualified persons from the reserve list referred to in Article 10, paragraph (17) of this Rulebook.

(2) The knowledge test referred to in paragraph (1) of this Article shall be a written test or an on-line test using the multiple choice method.

(3) The test shall encompass questions in the field of knowing manner of voting, counting ballots, packing electoral material, etc., which are divided into three different test samples. The election commission shall provide each candidate with a sample of the test, taking into account that candidates sitting close to each other during the exam receive different test samples. Duration of the exam shall be 30 minutes.

(4) When calling the elections the BiH Central Election Commission shall pass a special decision that determines:

- a) questions for tests referred to in paragraph (3) of this Article that are published on the website of the BiH Central Election Commission,
- b) number of questions from the total number of questions referred to in item a) of this Article to be received by presidents and members of polling station committees, as well as by their alternates, and
- c) criteria that the presidents and members of the polling station committees as well as

their alternates and qualified persons from the reserve list referred to in Article 10, paragraph (17) of this Rulebook have to meet at testing, i.e. how many questions a president of the PSC and a member of the PSC have to answer correctly in order for their appointment to be confirmed.

(5) The election commission shall verify test with a stamp of the election commission before the testing commences, and after the test and the check-up, the test shall be verified by signature of the president and/or member of the election commission.

(6) Presidents or members of the polling station committee who fail the test will be relieved of their duties and election commission shall appoint alternates to their position. If the alternates fail the test, they will also be relieved of their duties and the election commission shall appoint members from the record of members of the PSCs i.e. mobile teams that it has and from the reserve list of qualified persons referred to in Article 10, paragraph (17) of this Rulebook.

(7) Election commission shall carry out training and knowledge test referred to in Articles 20 and 21 of this Rulebook until candidates, who passed the test, are appointed to the polling station committees or teams for opening of bags and counting of ballots aimed at correct consolidation of election results referred to in Article 22, paragraph (1), item c) of this Rulebook.

(8) The election commissions shall be obligated to keep completed tests in their archives. If requested by the BiH Central Election Commission, the election commissions shall for the purpose of review, submit to the BiH Central Election Commission completed tests of appointed presidents and members of the polling station committees, mobile teams, their alternates, as well as other candidates who took the test.

## **CHAPTER V. COUNTING TEAMS THAT ARE ENGAGED FOR COUNTING OF BALLOTS FOR THE PURPOSE OF CONSOLIDATION OF ESTABLISHED RESULTS OF THE VOTE**

### **Article 21**

#### **(Appointment of special teams after election results at a polling station are established)**

(1) If the BiH Central Election Commission, at the request of an election commission of basic constituency in BiH, passes a decision for counting of the ballots for a particular polling station in order to consolidate established results of the vote, for one or several levels for which the election are conducted, the election commission of the basic constituency in BiH shall by a special decision appoint a team for opening of bags and counting of ballots that can consist of:

- a) president and members of the same polling station committee that worked at the polling station for which the counting of the ballots is done in order to consolidate the established results of the vote, if the election commission establishes that the irregularity in counting was not done intentionally to falsely present established results of the vote, or
- b) president and members of a polling station committee that worked at other polling stations where counting of the ballots and establishment of the results of the vote was done without any irregularities, thereby respecting the representation of political entities that had seats on the polling station committee for which counting of the

ballots is done in order to consolidate the established results of the vote, or

- c) qualified persons from the reserve list referred to in Article 10, paragraph (17) of this Rulebook. The election commission shall engage the counting teams if it cannot engage polling station committees referred to in item a) or item 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 alternate members of the polling station committees who were not working at the polling station until the closing.

### **Article 23 (Ineffectiveness)**

The 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) shall become ineffective on the day this Rulebook enters into force.

### **Article 24 (Entry into force and publication in the 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 BiH Federation, the Official Gazette of Republika Srpska, and the Official Gazette of Brčko District of BiH and on the webpage of the BiH Central Election Commission [www.izbori.ba](http://www.izbori.ba).

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President  
Dr. Suad Arnautović