

BOSNA I HERCEGOVINA
CENTRALNA IZBORNA KOMISIJA
SREDIŠNJE IZBORNO POVJERENSTVO



БОСНА И ХЕРЦЕГОВИНА
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА

RULEBOOK
on conduct of elections Bosnia and Herzegovina
(consolidated text)

Sarajevo, May 2020

Pursuant to Article 2.9, paragraph (1), points 2 and 7, and having regard to Article 1.5, 5.3 paragraph (2), 5.4, 5.6 paragraph (2), 5.7 paragraph (1), 5.10, 5.21, 5.22 paragraph (1), 5.26 paragraph (1), 5.27 paragraph (1), 5.29 and 5.32 paragraph (2) and Chapter 14 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 and 31/16) the Central Election Commission of Bosnia and Herzegovina, at its 20th session held on 6th May, 2020 determined

RULEBOOK **on conduct of election in Bosnia and Herzegovina** **(consolidated text)**

FIRST PART – INTRODUCTION

Article 1 **(Subject)**

This Rulebook shall define:

- a) control, packing, transport and delivery of the polling material by the Central Election Commission of Bosnia and Herzegovina (hereinafter: the BiH Central Election Commission) to the municipal election commission, city election commission and the Election commission of Brčko District of Bosnia and Herzegovina (hereinafter: election commission) - Article 5.4 paragraph (3);
- b) duties of president of the polling station committee and role of the members of polling station committees, control, transport and delivery of polling material by the election commission to the polling stations, procedure of voting and determining election results at the polling stations, procedure of counting the ballots and the votes at the regular polling stations, polling stations for absentee voting, polling stations at the diplomatic-consular representation offices of Bosnia and Herzegovina (hereinafter: DCRO BiH), voters voting by mobile teams and by-mail voters, forms used at the polling stations and the voting procedure for the voters voting outside Bosnia and Herzegovina and the procedure of delivering polling material between the election commission and the BiH Central Election Commission after the Election Day – Article 1.5 paragraph (3), 3.17 paragraph (3), 5.3 paragraph (1), 5.4, 5.6 paragraph (2), 5.7 paragraph (1), 5.21, 5.22 paragraph (1) and 5.24;
- c) the procedure of packing polling material at the regular polling stations in the Federation of Bosnia and Herzegovina (hereinafter: the Federation of BiH) and Republika Srpska, at the polling stations for absentee voting, at the polling stations authorized to issue tendered/enveloped ballots and by mobile teams – Article 5.26, paragraph (1), and
- d) the procedure and deadlines for announcing preliminary, unofficial and incomplete election results (hereinafter: incomplete preliminary election results) after verification of the results of the vote at a polling station, procedure and deadlines for counting of the ballots by the election commission and the BiH Central Election Commission, procedures and deadlines for announcing election results and posting the table containing detailed election results, the procedure and deadlines for verification of election results and announcing of mandates' distribution categorized by political subjects and candidates within these political subjects – Article 5.27 paragraph (1), 5.29 and 5.32 paragraph (2).

**Article 2
(Definitions)**

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

- 1) “By-mail voting manual” shall mean a written instruction on voting by-mail procedure for the voters;
- 2) “IES application” (loc. JIS) shall mean a computer software for data entry and processing of election results by polling stations, constituencies and the total election results of political subjects;
- 3) “U-foil” shall mean a translucent plastic foil used to pack the polling material;
- 4) “Mobile team” is a polling committee that enables homebound voters and voters confined to institutions to vote;
- 5) “Majority vote system” is an election system according to which the mandate is won by the candidate who receives the most votes;
- 6) “Open list” is a term that is for the purpose of this Rulebook used on the forms when counting votes given to the candidates within a political subject – personal votes in proportional representation election system.

SECOND PART – THE CONDUCT OF GENERAL ELECTIONS

CHAPTER I TRANSFER OF POLLING MATERIAL

**Article 3
(Polling material)**

(1) The BiH Central Election Commission shall provide all designated polling stations, except the polling stations referred to in this Chapter, Section C, with the polling material consisting of:

a) sensitive polling material:

- 1) ballot papers,
- 2) forms referred to in Article 91 of this Rulebook, and
- 3) the excerpt from the final Central Voters’ Register by polling stations (for regular voters, voters having the status of a displaced person, voters having the right to vote by a tendered/enveloped ballot and special needs voters) and

b) other polling material:

- 1) candidates’ lists, and
- 2) part of polling consumables (posters, voting booths, etc.).

(2) The BiH Central Election shall be responsible for delivery and security of the polling material referred to in paragraph (1) of this Article to the election commission.

(3) The election commission shall be responsible for delivery and distribution of the polling material to the polling stations on the territory of the basic constituency and for its security from the moment of its receipt from the BiH Central Election Commission until its delivery to the polling stations. The election commission shall be responsible for security of the polling material from the

moment of receiving the complete polling material from the polling stations until its delivery to the BiH Central Election Commission.

(4) The president of the election commission or a member of the election commission, authorized by the president, shall be responsible for the handover of the polling material referred to in paragraph (3) of this Article from and to the BiH Central Election Commission.

(5) The ballot papers referred to in paragraph (1), point a), indent 1 of this Article shall be:

- a) ballot papers for regular polling station,
- b) ballot papers with special protection for voting at the DCROs, and
- c) ballot papers with special protection for by-mail voting.

(6) The ballot papers with special protection for voting at DCROs shall have a stamp imprint indicating the name of appropriate DCRO BiH, and the ballot paper with special protection for voting by-mail shall have inscription "MAIL" (in Latin and Cyrillic alphabet) .

Article 4 **(Delivery of polling material – Article 5.3 of the BiH Election Law)**

The BiH Central Election Commission shall deliver the polling material referred to in Article 3, paragraph (1), point a), indents 1) and 2) and point b), indent 1) of this Rulebook to the election commission no later than three days prior to the Election Day, and the polling material referred to in point a), indent 3) and other polling material referred to in point b), indent 2) of this Rulebook no later than 20 days prior to the Election Day.

Article 5 **(PO-1 and PO-2 Forms – Article 5.4, paragraph (2) of the BiH Election Law)**

(1) During the handover of the polling material from the BiH Central Election Commission the competent election commission shall inspect the total number of received boxes of ballot papers and other polling material and it shall verify the receipt in the appropriate polling material handover forms – (form PO-1 and form PO-2).

(2) A signed copy of the forms referred to in paragraph (1) of this Article shall be kept by the election commission, and the remaining copies shall be kept by the BiH Central Election Commission.

(3) If the election commission, after the receipt of the polling material referred to in Article (1) of this Article, observes certain inadequacies concerning the quantity and the type of received polling material it shall immediately, and no later than 12 hours following the receipt of the polling material, inform the BiH Central Election Commission thereof in writing so that observed, but reasonable inadequacies, can be eliminated.

Article 6 **(Packing and delivery of ballot papers – Article 5.4, paragraphs (1) and (3) of the BiH Election Law)**

(1) The ballot papers shall be delivered to the election commission packed into appropriate number of pallets depending on the total number of ballot paper boxes to be delivered to a certain basic constituency.

(2) The ballot papers for the polling stations on the territory of a certain basic constituency shall be packed into boxes. Each polling station shall receive one or more boxes with ballot papers of appropriate type depending on the type of the polling station (regular polling station or the polling station for absentee voting).

(3) Each pallet containing ballot papers shall have the following information:

- a) unique mark, namely the serial number of the pallet;
- b) the name of the basic constituency;
- c) number of boxes found on the pallet;
- d) numbers of polling stations to which the boxes from that pallet refer, and
- e) the information on the total number and type of ballot papers found on the pallet.

(4) Each box containing ballot papers shall have the following information:

- a) number of the polling station;
- b) name of the basic constituency;
- c) a mark denoting type of the ballot papers found in the box;
- d) information on the total number of ballot papers packed in the box, and
- e) ordinal number of the box and the total number of boxes for a certain polling station.

(5) The BiH Central Election Commission shall by a special decision appoint persons who will monitor production of the paper for ballots with watermark and its packing on the pallets.

(6) During the printing and packing of ballot papers in a printing house the BiH Central Election Commission shall by a special decision appoint a commission consisting of employees of the BiH CEC Secretariat for continuous monitoring and control of printing and packing of ballot papers, which shall also entail random control counts of the ballot papers before being packed into plastic foils. The BiH Central Election Commission shall by this decision also appoint one member of the BiH CEC for coordination of the commission's work.

(7) Persons referred to in paragraph (5) i.e. the commission referred to in paragraph (6) of this Article shall regularly submit written information on realization of certain activities, and a written report on the conducted monitoring and control of production of the paper for the ballot papers i.e. printing and packing of ballot papers shall be submitted after completion of all activities.

Article 7

(Regular polling station – Article 5.4, paragraphs (1) and (3) of the BiH Election Law)

(1) A regular polling station shall receive as many ballot papers as there are voters on the excerpt from the Central Voters' Register for that polling station, to be rounded up to the next 10.

(2) The boxes with ballot papers for regular polling station shall contain appropriate number of packages (plastic bags) each containing 100 ballot papers of the same type. If the total number of ballot papers for a certain regular polling station is less than 100 or the total number of the ballot papers is not dividable by 100, the remaining ballot papers shall be placed in a special package if that difference is above 50. If the difference is 50 or less ballot papers, the ballot papers shall be placed in the same package with 100 ballot papers.

(3) Each package shall carry information on type of the ballot papers, number of the regular polling station and the total number of ballot papers to be found in the package, with numbering of packages for the each level in the way determined by the BiH Central Election Commission.

Article 8

(Polling station authorized to issue tendered-enveloped ballot papers)

- (1) The BiH Central Election Commission shall pack the ballot papers for the polling station designated to issue tendered-enveloped ballot papers in the envelopes for voting by tendered ballot papers together with a protective envelope.
- (2) The envelopes referred to in paragraph (1) of this Article shall be packed in cardboard boxes that will carry information on the number of the polling station, number of envelopes and the signature of an authorized person of the BiH Central Election Commission.
- (3) The total number of sets with ballot papers referred to in paragraph (1) of this Article shall be 10% of the number of voters on the voters' list having the right to vote by tendered ballot papers, increased for the number of voters who voted by tendered-enveloped ballots in the last election, rounded up to the first 10.

Article 9

(Poling Station for absentee voting)

- (1) The ballot papers for absentee voting shall be packed in envelopes containing appropriate combination of ballot papers by basic constituencies for which the voters are registered in the excerpt from the Central Voters' Register for voters having the status of displaced person. One combination of ballot papers for absentee shall mean one ballot paper for every electoral level.
- (2) The total number of different combinations of ballot papers shall be separately defined for every election and it shall depend on the type of elections that are conducted.
- (3) The number of different combinations of ballot papers to be received by a basic constituency shall be defined by the number of voters registered in the excerpt from Central Voters' Register for the voters having status of displaced person.
- (4) The code of a certain combination of ballot papers and names of the basic constituencies to which the combination refers shall be printed on every envelope containing a combination of ballot papers for voting in absentia.
- (5) A polling station for absentee shall receive appropriate number of envelopes with combinations of ballot papers according to the number of voters on the excerpt from the Central Voters' Register for voters having the status of a displaced person. A reserve quantity of each combination in the amount of 10% of the total number of voters on the excerpt from the Central Voters' Register for voters having status of a displaced person shall be added to this number, rounded up to the next five.
- (6) The envelopes with combinations of ballot papers for voting in absentia shall be packed into boxes, but the different combination within each box shall be specially separated. Each box for absentee polling stations shall, besides the information that are also printed on the boxes with ballot papers for regular polling stations, carry the following information: the list of combinations with ballot papers to be found in the box together with the number of envelopes for each combination.

Article 10
(Mobile team)

- (1) The ballot papers for mobile team shall be packed into protective envelopes on which the number of combination is indicated.
- (2) The envelopes referred to in paragraph (1) of this Article and protective – personalized envelopes shall be packed into cardboard boxes on which the number of a mobile team, number of envelopes and signature of an authorized person of the BiH Central Election Commission shall be placed.
- (3) According to the number of voters on the excerpt from the Central Voters' Register for mobile team the total number of ballot paper sets referred to in paragraph (1) of this Article shall be:
- a) rounded up to first 10 if the voters voting by mobile team come from that basic constituency, and
 - b) increased by one if the number of voters is up to five, by two if the number of voters is up to ten and by three if the number of voters is above ten for voters voting by mobile team, and who do not come from that basic constituency.

Article 11
(Minutes on operations of the polling station committee – Article 5.7, paragraph (1) of the BiH Election Law)

- (1) A polling station committee shall keep Minutes on operations of the polling station committee ZARBO (hereinafter: the Minutes on operations of the polling station committee for every polling station. The minutes on operations of the polling station committee are integral part of this Rulebook. The minutes on operations of the polling station committee shall be drawn so that every page has its copy into which information written on the page are copied. The minutes on operations of the polling station committee for the polling station committees in Brčko District of BiH are drawn up to have two original pages that have their respective copies.
- (2) The information referred to in Article 5.7, paragraph (1) points 1 to 4 of the BiH Election Law, as well as objections and opinions of the polling station committee member, voter or an accredited observer concerning the voting process as prescribed by Article 5.7, paragraph (2) of the BiH Election Law, are entered into the Minutes on operations of the polling station committee.
- (3) In case that polling station committee member, voter or accredited observer are preventing from entering objections or opinions into the Minutes on operations of the polling station committee, they can submit their objections or opinions directly to the election commission.
- (4) The Minutes on operations of the polling station committee shall be delivered to the BiH Central Election Commission in line with Article 62, paragraph (9) of this Rulebook, and to the election commission in line with Article 63, paragraph (1) of this Rulebook.

Article 12

(Delivery of polling material to the election commission- Article 5.26 of the BiH Election Law)

- (1) After closing of the polling stations and finalization of the counting process and other activities at the polling station, the polling station committee shall deliver properly packed polling material to the election commission as prescribed in Articles 54 to 58 of this Rulebook.
- (2) When receiving the polling material from the polling station committee the election commission shall check if the polling material was properly packed and shall verify the receipt in the polling material handover form BO-IK. If the election commission observes certain inadequacies it shall return the polling material to the polling station committee for correction. The election commission shall prepare polling material received from polling station to be delivered to the BiH Central Election Commission.

Article 13

(Delivery of polling material to the BiH Central Election Commission – Article 5.27 of the BiH Election Law)

- (1) When receiving the polling material from the election commission the BiH Central Election Commission shall check whether the polling material was packed in accordance with Articles 54 to 58 of this Rulebook and shall verify receipt thereof on appropriate polling material handover forms, as follows:
 - a) polling material handover form PO-3 – polling material from absentee polling stations and polling stations for voting by tendered ballots;
 - b) polling material handover form PO-4 – documents for the BiH Central Election Commission, and
 - c) polling material handover form PO-5 – polling material from the regular polling stations.
- (2) A higher number of previously mentioned polling material handover forms shall be used in case a basic constituency has a larger number of polling stations than there are fields listed in the handover form, indicating on each form the name and the code of the basic constituency for which the form is completed.
- (3) A signed copy of the forms referred to in paragraph (1) of this Article shall be kept by the election commission, while other copies shall be kept by the BiH Central Election Commission.

Article 14

(Ballot box)

- (1) The election commission shall properly store the ballot boxes, register the number of the latter as well as any damages and imperfections thereon, and it shall keep the ballot boxes for the next elections as fixed asset.
- (2) The election commission shall submit the record on the number of ballot boxes referred to in paragraph (1) of this Article to the BiH Central Election Commission together with the regular work report.

Article 15

(Duty of the president of polling station committee and role of the members of polling station committee in the voting process)

- (1) The president shall manage the work of the polling station committee, and together with the members of the polling station committee he/she shall be responsible for legality of the work at the polling station. The president shall also be responsible to maintain integrity of the voting and counting process, take care of peace and order at the polling station and surrounding area; complete all necessary forms; ensure there are no weapons or dangerous items at the polling station; assist the voters who need additional explanation of the voting process; deal with all issues regarding identification and the voters' right to vote; record in the Minutes the time and the circumstances of all extraordinary events at the polling station so as to write next to every objection recorded in the Minutes whether it is justified or unjustified, as well as what measures were undertaken if the objection was justified and shall assign duties to every member of the polling station. When a voter cannot be found on the voters' register at the particular polling station the president shall verify with the competent election commission at which polling station the voter can vote.
- (2) Member of the polling station committee in charge of controlling the order shall ensure smooth circulation of the voters at the polling station.
- (3) Member of the polling station committee in charge of identification shall check voters' identity; find the voter's name on the excerpt from the final Central Voters' Registers; warn the voter that his/her signature has to be identical to the signature on the ID document and make sure that the voter signs next to his/her name on the excerpt from the final Central Voters' Register after what the member shall read out loud the name and the surname of the voter who signed on the excerpt from the final Central Voters' Register so that all persons present at the polling station can clearly hear that.
- (4) Member of the polling station committee in charge of issuing the ballots shall issue the ballots to the voter; provide explanation on how to correctly fill out the ballots and shall direct the voter to unoccupied space at which the secrecy of the vote shall be secured (hereinafter: voting booth). If a voter damages a ballot paper actions shall be taken in accordance with Article 5.20 of the Law, and damaged ballot paper shall mean unusable ballot paper: physically damaged or erroneously completed ballot paper.
- (5) Member of the polling station committee in charge of ballot box's control shall direct the voters to put all ballots, one by one, into the ballot box and to leave the polling station; ensure that no voter leaves the polling station without putting the ballots into the ballot box; ensure that only ballots are put into the ballot box.
- (6) If a polling station committee consists of a president and two members, the member of the polling station committee in charge of controlling the order shall at the same time be in charge of controlling the ballot box, while the member of the polling station committee in charge of identification shall at the same time be in charge of issuing the ballot papers.
- (7) The members of the polling station committee shall be individually responsible for breaches made in performance of the duties assigned to them by the president of the polling station committee in accordance with the BiH Election Law and the regulations of the BiH Central Election Commission.
- (8) The president of the polling station committee shall be found responsible for irregularities made by a member of the polling station committee if he/she failed to record observed irregularities and to immediately inform the competent election commission thereof.

(9) President and members of polling station committee shall be responsible to ensure regularity and secrecy of the vote, correct counting, documentation of the ballot papers and correct packing of polling material at the polling station.

(10) President and members of polling station committee must be present during the entire voting process, including the ballot counting process in line with provisions of Article 5.5 of the BiH Election Law, except in the cases when they need to vote at another polling stations at which they are registered in the excerpt from the Central Voters' Register or cannot continue to perform their work due to health and other justified reasons.

(11) President of the polling station committee shall be obligated to inform the election commission on his/her absence from the polling station or absence of the members of the polling station committee in order for the election commission to be able to engage their deputies to come to the polling station and assume their duties. The president of the polling station committee shall be responsible to record all staff replacements in part Z3 of the Minutes on operations of the polling station committee "Attendance form".

Article 16

(A day prior to the Election Day at a regular polling station – Article 5.3, paragraph (1) of the BiH Election Law)

(1) The election commission shall prepare a plan for delivery of polling material to the polling station committee.

(2) In accordance with the plan referred to in paragraph (1) of this Article, the election commission shall a day before, and no later than 12 hours prior to the opening of polling stations, deliver polling material to the polling station committee at the polling station. The following shall be delivered:

- a) excerpt from the Central Voters Register for the certain polling station;
- b) appropriate number of ballot papers;
- c) appropriate number of ballot boxes;
- d) set of the forms for the polling station;
- e) candidates' lists, namely the posters presenting the design of the ballot papers used for voting in that particular constituency;
- f) the posters with instruction on voting and information for the voters;
- g) the minutes referred to in Article 11, paragraph (1) of this Rulebook, and
- h) consumables, according to the specifications in the Minutes, which are necessary for the voting and counting process.

(3) The polling station committee shall check whether the polling material received from the election commission is complete and in correct order, and shall sign the Minutes, also verifying storage procedure of the originally received polling material from the moment it was delivered to the polling station committee until the opening of the polling station. If the polling station committee determines that the polling material is not complete, it shall immediately inform the election commission thereof. The election commission shall be obligated to remove all shortcomings in the contact with the BiH Central Election Commission as soon as possible.

(4) After the receipt of the polling material the president and members of the polling station committee shall examine the space designated for the polling station and shall remove any eventual shortcomings if they affect legitimacy of the polling station committees' work. The observations on the state of the polling station shall be entered into the Minutes. The president and members of the polling station committee shall be responsible for security of the polling material at the polling

station from the moment material is received until completion of all their duties after the polling station is closed, voting process completed and the polling material delivered.

(5) The polling station committee shall remove from the polling station all insignias and symbols indicating political parties, religious symbols, as well as any other insignias that might have discriminatory meaning. The polling station committee shall display at a visible place signs indicating the number of the polling station, entry and exit, direction to the polling station, prohibition of carrying and showing weapons and dangerous items, no smoking signs, signs prohibiting use of photo/video cameras, mobile phones and other items that can be used to record or to deliver audio, video or textual contents at the polling station from the time ballots are issued until the voter leaves the polling station, and shall also display the candidates' lists.

(6) The president and members of the polling station committee shall arrange the polling station as to secure unhindered movement of voters at the polling station.

Article 17

(Prior to opening of a polling station – Article 5.8 of the BiH Election Law)

(1) All members of a polling station shall arrive to the polling station at least an hour prior to opening of the polling station. In this period only members of the polling station committee and accredited observers shall be present at the polling station.

(2) The polling station committee shall determine place for each voting booth, taking into account that no one inside or outside the polling station can see the voter while he/she casts his/her vote. Opening of the polling booth shall face the wall. Exceptionally, if the voting booth cannot be placed near a wall, it can be placed next to a window, but the window has to be covered not to allow view into the voting booth.

(3) Before the voting commences, the president, namely the members of the polling station committee shall:

- a) write all necessary data down on envelopes, i.e. packages;
- b) the president shall record on the Stock Form the number of voters registered in the excerpt from the Central Voters' Register;
- c) manually count received ballot papers for each electoral level and the present shall record on the Stock form the total number of received ballot papers;
- d) show the empty ballot box and seal it with the plastic seals;
- e) the president shall write down in the Stock Form the serial numbers of ballot box's seals;
- f) place the sealed ballot box in a place visible to everyone present;
- g) the president shall record in the Minutes time the polling station was opened;
- h) the president shall check observer's identification document with a photo, which he/she will keep until the observer leaves the polling station. The president shall also determine whether observer's name is on the accreditation and shall record observer's name in the Minutes, together with the subject that accredited the observer, number of the accreditation, time of observer's arrival and departure; and
- i) the president shall direct the observers to an area where they can sit down and observe election activities, and shall warn them that they can neither interfere with the election process nor look inside the voting booth, but that they can ask questions related to the election process and put opinions or objections to the election process in the Minutes on operations or submit them signed in a written form.

Article 18

(Operations of the polling station committee in case of irregularities in the packages of ballot papers)

(1) In case that during the conduct of procedure set forth in Article 17, paragraph (3), point c) of this Rulebook the polling station committees observe irregularities:

- a) in packages of ballot papers find material other than ballot papers or ballot papers on which names of the candidates were not printed or not containing candidates' lists for constituency or ballots that were not determined by the BiH CEC, the polling station committees shall be obligated to set such ballot papers aside and to determine their number, as well as to determine number of ballot paper that are correct,
- b) receive a smaller number of ballot papers in the packages than planned that would affect the voting process due to lack of ballot papers,

they shall, immediately upon learning about irregularities referred to in points a) and b) of this paragraph, inform the election commission thereof.

(2) Upon receiving the notice from the polling station referred to in paragraph (1) of this Article, the election commission shall be obligated to visit the polling station and to document the observed irregularity in the Minutes on operations of the polling station, section "Before opening of the polling station", as well as to submit a report on observed irregularities to the BiH CEC.

(3) If the irregularities affect the work of the polling station committee in relation to lack of ballot papers for their work, the election commission shall take maximum 100 ballot papers from nearby polling station, delivering them to the polling station committee that lacks the ballot papers.

(4) The election commission shall carry out the procedure set forth in paragraph (3) of this Article by recording the fact into the Minutes, while the polling station committee shall record the same facts into the Stock Form, section 3 "The number of subsequently taken ballot papers" where the polling station committee whose ballot papers were taken records the number of taken ballot papers, and the polling station committee that received the ballot papers records the number of received ballot papers.

Article 19

(Identification, issuing of ballot papers and voting – Article 5.13 of the BiH Election Law)

(1) In accordance with Article 5.12 of the BiH Election Law each voter shall present a valid personal document upon arrival at the polling station. After the voter proves his/her identity to a member of the polling station and his/her name is found on the excerpt from the Central Voters' Register the voter shall sign the excerpt from the Central Voters' Register next to his/her name. The signature shall be identical to the signature on the identification document.

(2) Once the voter is identified and signs the excerpt from the Central Voters' Register, a member of the polling station shall issue ballot papers or sets of ballot papers to the voter and shall direct him/her to an unoccupied voting booth so the voter can mark the ballot papers. Only one person can be found in a voting booth at the same time, except in case of voter referred to in Article 21 of this Rulebook.

3) Marking of the ballot at the polling station is secret, voting is in person. President and members of the polling station committee shall be responsible to secure secrecy of the vote and to prevent any person voting instead of another person in his/her name or multiple voting.

(4) After marking of the ballot papers the voter folds the ballot papers in a way as to protect secrecy of the vote and puts the ballot papers one by one into the ballot box. Member of the polling station committee responsible for the ballot box shall make sure that all ballot papers are put into the ballot box.

(5) In case that a voter does not put all the ballot papers issued to him/her at the polling station into the ballot box, the member of the polling station committee responsible for the ballot box will warn the voter of the obligation to do so. If the voter disregards the warning, the president of the polling station committee shall record this case into the Minutes on operations of the polling station committee, writing down the information from the voter's ID document.

(6) If a voter attempts to put into the ballot box a ballot paper that differs in color or in any other way from the original ballot papers issued at the polling station, the member of the polling station committee responsible for the ballot box will inform the president of the polling station committee thereof, who will suspend the voting process and with the police assistance confiscate that ballot paper from the voter. The president of the polling station committee shall record this case into the Minutes on operations of the polling station committee, writing down the information from the voter's ID document. The president of the polling station committee shall immediately inform the election commission about the aforementioned cases.

(7) The president and members of the polling station shall cast their voter before opening of the polling station if their names are found on the excerpt from the Central Voters' Register for that polling station.

(8) The excerpt from the Central Voters' Register for voters in Brčko District of BiH shall have two parts:

- a) part A containing names of voters who vote for all levels of authority in BiH (except for the level of cantonal assemblies) for which voters in the Federation of BiH vote;
- b) part B containing names of voters who vote for all levels of authority in BiH for which voters in the Republika Srpska vote.

(9) Member of the polling station committee shall give to the voter referred to in paragraph (4) of this Article a combination of ballot papers depending on whether the voter's name is found in part A or part B of the excerpt from the Central Voters' Register.

Article 20

(Issuing tendered-enveloped ballot papers- Article 5.18 of the BiH Election Law)

(1) The polling station committee shall allow a voter, who was first time registered in the Central Voters' Register in the period from the day the Central Voters' Register was concluded until the Election Day, and who presents to the polling station committee a certificate issued by the Center for Voters' Register, confirming that his/her name is not found on any excerpt from the Central Voters' Register, to vote by tendered-enveloped ballot papers.

(2) A voter with permanent place of residence in Brčko District of BiH whose name is not found on the excerpt from the Central Voters' Register shall be allowed to cast the vote by tendered-enveloped ballot papers if the voter submitted certificate referred to in paragraph (1) of this Article and the certificate on entity citizenship.

(3) The polling station committee shall allow a voter found on the list provided by the BiH Central Election Commission on the BiH citizens who are registered in the excerpt from the Central Voters'

Register to vote outside the country, and who returned to Bosnia and Herzegovina, to cast the vote by tendered-enveloped ballot papers.

Article 21

(Assistance by another person – Article 5.19 of the BiH Election Law)

(1) Member of the polling station committee shall write “XX” in the signature box next to his/her signature, number of identification document of both voter who votes and is either blind, illiterate or bodily incapacitated and the voter who assists him/her.

(2) Bodily incapacitated voters shall be the voters who come to the polling station but cannot access it due to physical obstacles and space that is not adapted to their disability. A person chosen by such a voter shall bring a valid identification document of the bodily incapacitated voter to the polling station and shall state that the voter cannot access the polling station. The member of the polling station committee responsible for identification shall check whether the name of the voter, who cannot access the polling station, is registered in the excerpt from the Central Voters’ Register. If the name of the voter is registered in the excerpt from the Central Voters’ Register, the member of the polling station committee shall inform the president thereof and shall bring ballots, pen and envelope to the bodily incapacitated voter, together with the Minutes on operation of the polling station committee ZARBO, which contain Z6 form. Member of the polling station committee shall record name and personal information of bodily incapacitated voter together with the number of identification document. Bodily incapacitated voter shall put his/her signature next to the recorded information and shall mark his/her ballot, placing it into the envelope. Person, chosen by the bodily incapacitated voter, shall carry the envelope to the ballot box, open it and put the ballots into the box. Member of the polling station shall record number of identification document of that voter next to the name of bodily incapacitated voter in the signature box. Person assisting bodily incapacitated voter shall put his/her name in block letters on the excerpt from the Central Voters’ Register next to the name of bodily incapacitated voter and shall sign it.

Article 22

(Absentee polling stations)

(1) The voting procedures defined for the regular polling stations shall be applied at the absentee polling stations. A voter, who casts his/her vote at the absentee polling station, shall receive envelopes containing ballot papers that are issued in the basic constituency for which the voter votes.

(2) Before opening of the absentee polling station the polling station committee shall conduct same activities as polling station committee at the regular polling stations, as defined in Article 17 of this Rulebook, exception being that the envelopes containing ballot papers by basic constituencies for which the voters vote are counted manually at these polling stations. The president shall record the number of counted envelopes on the Stock Form.

Article 23

(Voting by tendered –enveloped ballots – Article 3.16, paragraph (6) and 3.17 of the BiH Election Law)

(1) One polling station shall be designated to issue tendered – enveloped ballot papers in every basic constituency.

(2) After the member of polling station committee in charge of identification identifies the voter referred to in Article 20 of this Rulebook and enters necessary information into the excerpt from the Central Voters' Register for voters who vote by tendered ballots, the voter shall sign the signature box in this excerpt.

(3) Member of the polling station committee in charge of issuing ballot papers shall, based on an identification document of a voter, fill in necessary data on the front side of the envelope containing tendered-enveloped ballot papers, according to which the voting right can be confirmed.

(4) The following information shall be written on the front side of the envelope for tendered-enveloped ballot papers:

- a) number of the polling station;
- b) last name and name of the voter;
- c) national identification number;
- d) date of birth, and
- e) information on name and number of presented identification document and name of the issuing authority.

(5) Form of the envelope design is integral part of this Rulebook.

(5) The member of the polling station committee in charge of issuing ballot papers shall keep the voter's identification document until the voter returns tendered-enveloped ballot papers packed into the protective white envelope, and shall attach the documents referred to in Article 20 of this Article to the excerpt from the Central Voters' Register. The member of the polling station committee in charge of issuing ballot papers shall place the safety white envelope into the envelope containing information on the voter who votes by tendered-enveloped ballot papers. The envelope shall be sealed and the voter shall place it into the ballot box.

Article 24

(Voting of voters with special needs - Article 5.21, paragraph (2) of the BiH Election Law)

(1) For the purpose of voting by voters who are homebound, confined to medical institutions or voters who will vote in prisons or detention units, the election commissions shall within 10 days prior to the Election Day, taking into consideration territorial distribution and number of institutions, organize mobile teams that shall visit voters of this category at their homes or institutions. The mobile team shall have one president and two members. The president shall manage work of the mobile team and shall be responsible for its legality. The election commission shall deliver the material to every established mobile team an hour prior to opening of the polling stations. The material shall contain:

- a) excerpt from the Central Voters' Register for voters register to vote by mobile team;
- b) appropriate number of ballot papers packed into protective envelopes that are placed into personalized-protective envelopes containing codes of the basic constituencies for which the votes are cast – the envelope design form is integral part of this Rulebook,
- c) appropriate number of auxiliary ballot boxes (cardboard boxes);
- d) Stock form – mobile team;
- e) consumables that are necessary in the process of voting and ballot counting;
- f) Minutes on operation of the polling station committee, and
- g) the list of voters with addresses and contact telephone numbers referred to point a) of this paragraph.

(2) Upon receipt of the polling material from the election commission the president and the members of the mobile team shall:

- a) write down their names in the Minutes and shall put their signatures in the designated part of the Minutes – with the note mobile team;
- b) write down number of voters from the excerpt referred to in paragraph (1), point a) of this Article on the designated place in the Stock Form – MOBILE TEAM;
- c) manually count received personalized-protective envelopes with sets of ballot papers in line with the codes of the basic constituencies for which the votes are casted, and according to the voting option of the voters registered in the excerpt referred to in paragraph (1), point a) of this Article and shall write down that number in the Stock Form;
- d) form an auxiliary ballot box for mobile team and shall place a self-adhesive paper seal on the opening of the ballot box, and
- e) write down the serial numbers of the seals from the auxiliary ballot box in the Stock Form.

(3) The voting procedure for voters with special need shall not differ from the procedure set forth in Articles 19 and 21 of this Rulebook, except that the name/father's name/last name of the voter, who cast the ballot paper by mobile team, are written down on the personalized-protective envelope together with the personal identification number. When a voter with special needs cast his/her ballot at a certain location, the mobile team shall seal the opening of the ballot box with the self-adhesive tape to be signed by the president and the members of the mobile team. After the end of the field work the mobile team shall seal opening of the ballot box with self-adhesive paper seal to be signed by the president and the members of the mobile team, and the serial number of the seal shall be recorded in the Stock Form.

(4) The mobile team shall start its work at 07.00 hours and shall end its work at 19:00 hours. At 19:00 hours the mobile team shall pack polling material in the main office of the election commission in accordance with Article 58 of this Rulebook and shall deliver it to the election commission.

Article 25

(Expulsion from the polling station – Article 6.5 of the BiH Election Law)

(1) Election commission may expel from a polling station president and members of the polling station committee who by their actions disrupted voting continuity and/or who during the voting and counting procedures acted contrary to the rules. The election commission shall inform the BiH Central Election Commission thereof in writing, submitting complete paperwork on undertaken actions.

(2) The election commission shall initiate the procedure referred to in paragraph (1) of this Article upon notice by the president or member of the polling station committee, accredited observers or voters or ex-officio.

Article 26

(Closing of the polling station – Article 5.9, paragraph (2) of the BiH Election Law)

(1) Voters who are in line at the Polling Station at the time of closing shall be allowed to cast their vote, where the polling station committee shall continue its work after 19:00 hours, ending it no later than 22:00 hours. The procedure for closing of the regular polling stations and absentee polling stations is as follows:

- a) 15 minutes prior to polling station closing time the president announces everyone present, inside and outside of the polling station, the time of closing of the polling station;
- b) member of the polling station committee in charge of order shall stand at the end of the line at the closing time in order to ensure that no person came to the line after closing of the polling station and shall close the door immediately after the last voter in line cast his/her ballot; and
- c) the president shall record the time of closing of the polling station in the Minutes and shall seal the opening of the ballot box with a self-adhesive tape putting his/her signature thereto.

(2) At polling station's closing time the president shall record all present accredited observers in section Z8 of the Minutes.

Section B. Election management procedure at the polling stations in the DCRO BiH – Article 1.5, paragraph (3) of the BiH Election Law

**Article 27
(Delivery of polling material)**

(1) The BiH Central Election Commission shall deliver polling material to the BiH Ministry of foreign affairs no later than 10 days prior opening of the polling stations. The polling material shall consist of the following:

- a) excerpt from the Central Voters' Register for designated polling station in the DCRO BiH;
- b) appropriate set of ballot papers with special protection;
- c) appropriate number of ballot boxes;
- d) set of the forms for the polling station;
- e) the posters containing information on the voting procedure and informative contents for the voters;
- f) Minutes, and
- g) consumables according to the specification in the Minutes, which are necessary for the voting and counting process.

(2) The BiH Ministry of foreign affairs shall three days before, and no later than 12 hours prior to opening of the polling stations at the DCRO BiH, deliver to the polling station of the appropriate DCRO BiH polling material referred to in paragraph (1) of this Article.

(3) The polling station committee shall check whether the polling material received from the BiH Ministry of foreign affairs is complete and in correct state, recording its observation in the Minutes.

(4) Following the receipt of the polling material, the president and members of the polling station committee shall act in accordance with Articles 16 and 17 of this Rulebook, except in the part concerning storage of the polling material, which must be stored at a polling station.

**Article 28
(Voting procedure)**

(1) Voting at a polling station in the DCRO BiH shall be conducted under procedure set forth in Article 22 of this Rulebook.

(2) Valid identification document for voting of voters in the DCRO BiH is set forth in Article 5.12 that is Article 3.15, paragraph (4) of the BiH Election Law.

Section C. By-mail voting procedure – Article 5.21, paragraph (1) of the BiH Election Law

Article 29 (Polling package)

The BiH Central Election Commission shall make a registered mail delivery of polling packages to all voters, who are registered in the excerpt from the Central Voters' Register for by-mail voting. The package shall contain:

- a) Voter's personal information form: name and last name, personal identification number, date of birth, present address outside BiH (street and number, city, zip code, state), combination number for the ballot papers, and the instruction on how to vote (printed on the form's overleaf);
- b) appropriate specially protected ballot papers that are issued for the basic constituency for which the voter casts his/her vote;
- c) return envelope with imprinted (return) address of the BiH Central Election Commission, and
- d) an envelope for ballot papers to ensure secrecy of the vote.

Article 30 (Return envelope)

A voter voting by-mail shall send a return envelope to the BiH Central Election Commission. The envelope shall contain:

- a) the envelope for ballot papers that ensures secrecy of the vote and that contains ballot papers and which was glued to ensure secrecy of the vote;
- b) copy of a valid identification document in accordance with Article 5.12, that is Article 3.15, paragraph (4) of the BiH Election Law;
- c) Voter's personal information form containing the data listed in Article 29, paragraph (1), point a) of this Rulebook.

Article 31 (Deadline for receiving return envelope – Article 5.21 of the BiH Election Law)

A return envelope sent to the BiH Central Election Commission on the Election Day at latest shall be accepted and counted if the BiH Central Election Commission receives it no later than five days following the Election Day and if the return envelope carries a postmark of the country from which the ballot is cast, containing the date that is not later than the election date.

Article 32 (Instructions for voting by-mail)

The BiH Central Election Commission shall distribute Instructions for by-mail voting, contents to be determined by the BiH Central Election Commission, through:

- a) The DCRO BiH;
- b) The clubs and associations of BiH citizens abroad;

- c) The web page of the BiH Central Election Commission and other authorized web pages, and
- d) The offices of government and nongovernment organizations dealing with the refugees and migration issues.

CHAPTER II COUNTING BALLOT PAPERS AND VOTES

Section A. Regular polling stations – Article 5.22 of the BiH Election Law

Article 33 (Time of counting)

The ballot papers shall be counted immediately after closing of the regular polling stations.

Article 34 (Determining the number of received ballot papers)

(1) After closing of the polling station, in the presence of accredited observers, the president and members of polling station committee shall:

- a) place all pens that are not red into the bag for unused ballots ;
- b) count and record in the Stock Form the total number of remaining unused ballot papers for each electoral level;
- c) pack unused ballot papers for each electoral level into the original box;
- d) count and record in the Stock Form the total number of voters' signature in the Central Voters' Register;
- e) record the total number of damaged ballot papers for each electoral level and pack them into appropriate envelope, and
- f) president and the members of polling station committee sign the Stock Form.

(3) All forms completed at the polling station shall be completed by using a red pen only.

Article 35 (Sequence of actions in counting process)

The actions in counting process at a polling station shall be done in the following sequence:

- a) Determining number of ballot papers in the ballot box;
- b) Counting ballot papers in the ballot box;
- c) Counting votes (majority system);
- d) Counting votes received through open list system – votes for political subjects;
- e) Counting votes received through open list system – votes for candidates within political subjects.

Article 36 (Counting of ballot papers – Article 5.25 of the BiH Election Law)

(1) After closing of the polling station and in the presence of accredited observers the president and members of the polling station shall:

- a) open ballot box and place its contents onto a clean table for counting;
- b) display the empty ballot box to all the present proving that there are no left over ballot papers in the box;
- c) sort the ballot papers according to electoral levels into the bundles of 25 pieces;

- d) cross-stack the bundles of 25 ballot papers one onto another;
- e) determine number of bundles of 25 ballot papers to which the remaining ballot papers shall be added in order to get the total number of ballot papers;
- f) number of the ballot papers referred to in point e) of this Article for all four electoral levels, and for Brčko District A – three electoral levels shall be recorded in the Form for aggregate results by the president, and
- g) actions referred to in points c), d), e) and f) shall be done when counting an electoral level.

(2) The ballot papers that are not used in the subsequent counting process shall be packed into transparent plastic bags separately for each electoral level. The bags shall be put the table as to be visible to everyone present at the polling station.

Article 37

(Ballot papers for certain electoral levels - Article 5.14 and 5.25 of the BiH Election Law)

(1) The ballot papers for certain electoral levels shall be counted in the following order:

a) in the Federation of BiH:

- 1) the BiH Presidency,
- 2) the House of Representatives of the BiH Parliamentary Assembly,
- 3) the House of Representatives of the Federation of BiH Parliament,
- 4) Cantonal Assembly;

b) in Republika Srpska:

- 1) the BiH Presidency,
- 2) the House of Representatives of the BiH Parliamentary Assembly,
- 3) President and vice presidents of Republika Srpska,
- 4) National Assembly of Republika Srpska, and

(2) Counting of the ballots shall be done in presence of the president and all members of the polling station committee, or in presence of deputy president and deputy member of polling station committee at a polling station where president or member cannot be present for the count due to justified reasons. If the president or a member of polling station committee leave the polling station without approval during counting of the ballots referred to in point a) and b) of this paragraph the polling station committee shall immediately inform the competent election commission thereof. The election commission shall immediately send a deputy president or deputy member to the polling station, and the polling station committee shall stop the counting and remain at the polling station until arrival of the deputy. President or deputy president shall record the interruption in counting of the ballots in the Minutes on operations of the polling station committee, section Z8.

(3) The polling station committee in Brčko District of BiH shall first count the ballots papers referred to in point b), and afterwards the ballots referred to in point a) of this Article.

Article 38

(Counting of the votes – for member of the BiH Presidency and for president and vice presidents of Republika Srpska)

Voting and counting of the ballot papers for election of member of the BiH Presidency and for the president and vice president of Republika Srpska shall be done under the majority system.

Article 39

(Vote counting procedure – for member of the BiH Presidency and for president and vice presidents of Republika Srpska)

(1) When counting votes received through the majority system the president and members of the polling station shall:

- a) classify the ballot papers for that electoral level into special groups by candidates;
- b) during the classification of ballots papers referred to in point a) of this paragraph, the polling station committee shall upon request of an accredited observer or a member verify if the ballot papers carry a valid watermark. If the polling station committee determines that there are ballot papers without a watermark it shall declare them invalid and record the number of such ballot papers in the Minutes on operations of the polling station committee, section Z6;
- c) make a special group of ballot papers that are not filled in (unmarked), as well as of ballot papers that are marked in the way where it cannot be established with certainty to which candidate the voter gave his/her vote, and their regularity is determined by the president and members of the polling station committee;
- d) count the ballot papers for each candidate and shall bind them into groups of 25 pieces each;
- e) determine validity of ballot papers referred to in point c) of this paragraph – ballot papers that are found to be valid by the president and members of the polling station committee, shall be added to the group for appropriate candidate, and
- f) determine total number of valid votes for each of the candidates.

(2) The invalid ballot papers shall be divided into two groups:

- a) invalid unmarked ballot papers, and
- b) invalid other ballot papers.

(3) President and the members of the polling station committee:

- a) shall count the ballot papers of each category of invalid ballots and the president shall record the number in the Form for aggregate results at a polling station ZR (majority vote) for that electoral level. The invalid ballot papers shall be packed into the protective bags for polling material in accordance with Article 54, paragraph (2) and Article 55, paragraph (2) of this Rulebook;
- b) the president shall record the results of vote counting for every candidate in the Form for aggregate results at a polling station ZR (majority vote) for that electoral level. If a candidate does not receive any votes, “0” shall be placed next to the name of that candidate, and
- c) shall pack valid ballot papers into protective bags for polling material in accordance with Article 54, paragraph (2) and Article 51, paragraphs (2) and (3) of this Rulebook.

(4) The president shall announce to everyone present the results of the vote count at a polling station under the majority system in accordance with Article 5.26, paragraph (2) of the BiH Election Law, and the yellow copy of the ZR Form (majority vote) shall be displayed at the polling station. The president shall hand over the green copy with election results for a certain level to the person authorized by the election commission.

Article 40
(Counting votes under open list system for every electoral level)

(1) Voting and counting of the ballot papers under the open list system shall be done for the following electoral levels:

a) in the Federation of BiH:

- 1) House of Representatives of the BiH Parliamentary Assembly,
- 2) House of Representatives of the Federation of BiH Parliament,
- 3) Cantonal Assemblies;

b) in Republika Srpska:

- 1) House of Representatives of the BiH Parliamentary Assembly,
- 2) National Assembly of Republika Srpska.

(2) The ballot paper shall be valid only if voter marked the checkbox:

- a) next to the name of only one political party, or a coalition, or a list of independent candidates or the name of an independent candidate;
- b) next to the name of one or more candidates on the list of only one selected political party, or coalition or list of independent candidates, and
- c) next to the name of one political party, or one coalition, or one list of independent candidates, and candidate (one or more) within the selected political party, or coalition or list of independent candidates.

Article 41
(Determining number of voters for political subjects)

(1) The number of votes received by a political subject shall be determined during the first count of votes under the open list system.

(2) The procedure of first count shall be as follows:

- a) sorting the ballot papers in line with the sequence determined for a certain electoral level into groups by political subjects – ballot papers marked by a voter in the manner set forth in Article 40, paragraph (2) of this Rulebook shall be part of the group for one political subject;
- b) during the classification of ballots papers referred to in point a) of this paragraph, the polling station committee shall verify if the ballot papers carry a valid watermark. If the polling station committee determines that there are ballot papers without a watermark it shall declare them invalid and record the number of such ballot papers in the Minutes on operations of the polling station committee, section Z6;
- c) making special groups of unmarked ballot papers, as well as groups of ballot papers that are marked in such a way that it cannot be determined with certainty to which political subject the voter gave his/her vote – their validity shall be determined by the president and members of the polling station;
- d) double count of the ballot papers that are sorted into groups of 25 pieces and that are bonded by a rubber band for each political subject, and
- e) determining total number of votes for every political subject.

(3) The president and the members of the polling station committee shall check the ballot papers referred to in paragraph (2), point b) of this Article. The ballot papers that president and the members of the polling station find valid shall be added to the group for a political subject.

(4) Remaining invalid ballot papers that are divided into two groups:

- a) invalid unmarked ballot papers, and
- b) invalid other ballot papers

shall be counted and their number shall be determined.

(5) The president of the polling station committee shall record the information set forth in paragraph (2), point e) and paragraph (4) of this Article in the Form for aggregate results at a polling station ZR (open list) for that electoral level.

(6) The president shall announce to everyone present the results of the vote count under the open list system and shall deliver to the election commission the results of the count at the polling station established after the first count under the open list system. The delivery procedure shall be determined by the election commission.

(7) President and the members of the polling station committee shall count the votes in such a manner as to provide accredited observers insight into the whole process.

Article 42

(Determining number of votes by candidates within political subjects)

(1) The second count shall determine number of votes for every candidate on the list of a political party, coalition or list of independent candidates.

(2) The second count of votes for every political party, coalition and list of independent candidates shall be done separately. The procedure shall be conducted by reading the ordinal numbers of the candidates and recording vertical lines in the Auxiliary form for second vote count by candidates.

(3) Notwithstanding the procedure referred to in paragraph (2) of this Article, where a polling station has three members, one member of the polling station committee shall read the ordinal numbers of the candidates in front of whom the voters put the mark within that political subject, and two other members of the polling station committee shall put down vertical lines in their respective Auxiliary form for second vote count by candidates.

(4) The president and the members of the polling station committee shall pack the ballot papers into the protective bags for polling material in accordance with Article 54, paragraphs (3), (4) and (5) and Article 55, paragraphs (4) and (5) of this Rulebook.

(5) The first and the second vote count under the open list system shall be repeated for every electoral level using Auxiliary form for counting and the Form for aggregate results at the polling station ZR (open list) for that particular electoral level as defined by this Article.

Article 43

(Delivery of polling material from polling stations to the election commissions)

(1) The polling station committee shall immediately, and no later than 12 hours following closing of the polling station, deliver to the competent election commission:

- a) Minutes on operations of the polling station committee, and
- b) copies of the forms and other polling material referred to in Articles 54 and 55 of this Rulebook.

(2) The copies of the vote result forms for all electoral levels for this polling station shall be retained by the president of the polling station.

(3) Accredited observer shall be enabled to adequately copy the minutes on operations of polling station committee which also includes taking of a picture with the mobile phone.

Section B Absentee polling stations – Article 5.24 of the BiH Election Law

Article 44

(Counting envelopes containing ballot papers)

(1) The president and the members of the absentee polling station committee shall count the envelopes containing ballot papers after closing of the polling station.

(2) The envelopes containing ballot papers from absentee polling stations shall be opened and ballot papers counted at the Main Center for Counting.

(3) The president and members of the absentee polling station shall deliver the envelopes with tendered ballot papers (if a particular absentee polling station issues tendered ballot papers) to the Main Center for Counting for verification and if the voting right of a voter is verified, the ballot papers shall be counted at the Main Center for Counting.

(4) President and the members of the polling station shall:

- a) open the ballot box after completion of the Stock form for absentee polling station and place its contents onto a table to be visible to everyone;
- b) sort the envelopes with ballot papers to:
 - 1) envelopes containing tendered ballot papers (for the absentee polling stations that issue tendered ballot papers), and
 - 2) envelopes with absentee ballot papers;
- c) sort the envelopes with absentee ballot papers by basic constituencies for which the voters cast the votes, that is by ballot papers' combination codes indicated on the envelopes;
- d) count the envelopes containing ballot papers, control the counting, and the president shall record the obtained number in the Stock Form for voting by tendered ballots;
- e) count the envelopes with absentee ballot papers, control the counting, and the president shall record the obtained number of envelopes by basic constituencies for which the voters voted in the Stock Form for absentee voting;
- f) bind together absentee envelopes with same combinations of ballot papers by basic constituencies and pack them into appropriate protective bag for packing absentee polling material in accordance with Article 56 of this Rulebook;
- g) pack the envelopes containing tendered ballots into appropriate protective bag for polling material in accordance with Article 57 of this Rulebook, and
- h) complete and sign the Stock Form for absentee polling stations and the Stock Form for polling stations issuing tendered ballot papers.

Section C Mobile teams– Article 5.21, paragraph (2) of the BiH Election Law

Article 45 (Counting envelopes containing ballot papers)

(1) After they visit all voters, who vote through a mobile team, the president and the members of the mobile team shall count the envelopes containing ballot papers in the main office of the election commission. The president and the members of the mobile team shall:

- a) count and record the total number of remaining unused envelopes containing ballot papers for each electoral level in the Stock Form for voting by a mobile team;
- b) pack unused envelopes containing ballot papers into a bag as defined in Article 58, paragraph (1), point b) of this Rulebook;
- c) count and record in the Stock Form the total number of signatures of voters from Article 24, paragraph (1), point a) of this Rulebook;
- d) count and record the total number of envelopes of damaged ballot papers and pack them into appropriate envelope;
- e) after completion of the Stock form for mobile team they shall open the ballot box and place its contents onto a table to be visible to everyone present;
- f) sort the envelopes with ballot papers for mobile team voting by basic constituencies for which the voters voted, namely by the ballot papers combination codes indicated on the envelopes;
- g) count the envelopes with ballot papers for voting by mobile team, which means that only envelopes, and not the ballot papers, are controlled and counted, and the president shall record obtained number of envelopes by basic constituencies for which the voters voted in the Stock form for voting by a mobile team;
- h) bind together envelopes containing ballot papers and pack them into appropriate protective bag for packing mobile team polling material in accordance with Article 58 of this Rulebook;
- i) complete and sign the Stock Form for mobile teams.

(2) The mobile team shall deliver to the election commission the original Stock Form, Minutes, Stock Form for voting by mobile team and packed polling material.

Section D Polling stations at DCRO BiH

Article 46 (Counting envelopes containing ballot papers)

Counting envelopes containing ballot papers at the polling stations in DCRO BiH shall be done in line with the procedure set forth in Section B of this Chapter.

Article 47 (Return of polling material)

No later than 5 days following the Election Day the polling station committee in the DCRO BiH shall, through the BiH Ministry of foreign affairs, deliver the original Stock Form, Minutes and packed polling material to the BiH Central Election Commission.

Section E. Counting of votes in the Main Center for Counting

Article 48 (Activities for counting)

- (1) The group for counting of the ballot papers shall be organized as a certain number of teams for counting. A team for counting shall sit around one table. Beside the staff responsible for counting each team shall have a team leader.
- (2) In the count room the supervisor of this group shall receive the boxes containing sorted series of ballot papers and shall distribute them to the counting teams. Together with the series of ballot papers the supervisor of the group for counting shall give to the teams for counting sets of forms for results of the count in the Main Center for Counting.
- (3) Depending on the type of ballot papers found in a certain series, which corresponds to the certain combination of ballot papers, the supervisor shall prepare appropriate set of forms for aggregate results of the count and shall deliver them to the team for counting.

Article 49 (Arranging counting process)

- (1) The counting process and the structure of teams for counting in the Center for counting shall be organized in the manner identical to the structure of members of a polling station committee at the regular polling stations. A team for counting shall be responsible for counting a box containing certain series and as a rule it shall count all types of ballot papers in the series.
- (2) At the next stages the teams for counting can count the ballot papers from regular polling stations in order to control the election results from the polling stations. The BiH Central Election Commission shall adopt a special decision thereon.
- (3) The sequence of activities within the counting process shall mean control count of the ballot papers for all sorted groups of ballots within series; one count of the votes under majority vote system; and first and the second count of the votes under the open list system.

Article 50 (Control count of the ballot papers)

- (1) Following receipt of the box containing one series, the team for counting, together with the team leader, shall:
 - a) open one box containing group of ballot papers for an electoral level and empty it to an empty table for counting,
 - b) stack piles of 25 sorted ballot papers one on top of another,
 - c) count the piles of 25 ballot papers and shall check the received number against the data on the form for tracking and controlling series that was completed by the teams for preparation of counting,
 - d) record the total number of ballot papers from the bag with the sorted group of ballots in the appropriate forms for aggregate results in the Main Center for Counting,
 - e) record information on the total number of ballot papers in the form for tracking series movement as well as in the form for aggregate results of the count in the Main Center for counting and control accuracy of the recorded data, and

- f) repeat previous steps for all remaining types of ballot papers from series for remaining electoral levels.

(2) The ballot papers that are not needed for the next counting process shall be packed after all forms are completed. These ballot papers are packed into translucent bags separately for each electoral level and are put in a place where everyone can see them.

Article 51.
(Counting process)

Counting of the votes in the Main Center for Counting shall be done according to the procedure set forth in Articles 37, 38, 39, 40, 41 and 42 of this Rulebook on procedure of conducting elections in Bosnia and Herzegovina.

Article 52
(Collecting documents with the results of the count and entry of the results)

(1) Following the end of counting phase, all original forms for aggregate results in the Main Center for Counting that were counted, shall be forwarded to be entered into computer and they will be consolidated and aggregated.

(2) Supervisor of the group for counting shall collect all original forms for aggregate results from one series that was counted and shall deliver them to the supervisor of Results' Control.

(3) Copies of the forms referred to in paragraph (2) shall be packed into bags with counted votes for the certain level that are sealed (blue copy).

(4) Copies of the forms referred to in paragraph (3) of this Article shall be available for scrutiny by the observers, if requested (yellow copy).

Article 53
(Processing of election results)

(1) Department for receiving, control, data entry and establishing of the election results shall through a special Application enter all necessary data on the results of the vote into a database for control and processing of the election results that was specially made for this purpose.

(2) Department for receiving, control, data entry and establishing of the election results shall in accordance with paragraph (1) of this Article conduct two entries, whereof the second one is control entry.

(3) The data entry referred to in paragraph (2) of this Article shall be matched, which is the foundation for control of the election results.

(4) Processing of the polling material and data entry in the Main Center for counting shall be done upon delivery of polling material from the election commission that is done in line with the delivery sequence and in accordance with the processing sequence in the Main Center for counting.

CHAPTER III PACKING OF POLLING MATERIAL

Article 54

(Regular polling stations in FBiH - Article 5.26 of the BiH Election Law)

(1) The polling station committee shall pack the polling material at the regular polling stations in the Federation of BiH in accordance with the provisions of this Article.

(2) Ballot papers for the BiH Presidency shall be packed into **GRAY PROTECTIVE BAGS** putting inside:

- a) counted valid ballot papers and invalid ballot papers,
- b) translucent plastic bag with the envelope containing the Form for aggregate results ZR (majority vote) – blue copy.

(3) Ballot papers for the BiH Parliamentary Assembly shall be packed into **BLUE PROTECTIVE BAGS** putting inside:

- a) counted valid ballot papers and invalid ballot papers,
- b) translucent plastic bag with the envelope containing the Form for aggregate results ZR (open list) – blue copy.

(4) Ballot papers for the House of Representatives of the Federation of BiH Parliament shall be packed into **PURPLE PROTECTIVE BAGS** putting inside:

- a) counted valid ballot papers and invalid ballot papers,
- b) translucent plastic bag with the envelope containing the Form for aggregate results ZR (open list) – blue copy.

(5) Ballot papers for the Cantonal Assembly shall be packed into **MAROON RED PROTECTIVE BAGS** putting inside:

- a) counted valid ballot papers and invalid ballot papers,
- b) translucent plastic bag with the envelope containing the Form for aggregate results ZR (open list) – blue copy.

(6) Unused and damaged ballot papers for the BiH Presidency, BiH Parliamentary Assembly, House of Representatives of the Federation of BiH, and Cantonal Assemblies shall be packed into respective **LARGE TRANSLUCENT PROTECTIVE BAGS** putting inside:

- a) unused ballot papers (packaged into original boxes), and
- b) envelope Spoilt ballot papers.

(7) **SMALLER TRANSLUCENT PROTECTIVE BAGS** shall contain:

- a) auxiliary counting forms used for the second count of the votes by candidates;
- b) Minutes – original in covers, and
- c) excerpt from the final Central Voters' Register for regular voters.

(8) Copies of the forms used by the polling station committee during the voting and counting of the ballot papers at the polling station shall be packed by the polling station committee in the following manner:

- a) the envelope for the president of the polling station committee shall contain:

- 1) Stock Form BS – red copy,
- 2) Form for aggregate results ZR (majority vote) – red copy,
- 3) Form for aggregate results ZR (open list) – red copy;

b) the envelope for the president of the election commission shall contain:

- 1) Stock Form BS – green copy
- 2) Form for aggregate results ZR (majority vote) – green copy,
- 3) Form for aggregate results ZR (open list) – green copy, and
- 4) Minutes on operation of the polling station committee ZARBO – green copy.

(9) Original forms used by the polling station committee during the voting and counting of the ballot papers at the polling station shall be packed by the polling station committee in the following manner:

- a) the A3 envelope for the BiH Central Election Commission shall contain:
 - 1) Stock Form BS – original in covers,
 - 2) Form for aggregate results ZR (majority vote) – original in covers, and
 - 3) Form for aggregate results ZR (open list) – original in covers.

(10) The polling station committee shall mark each of the given bags with black marker pen (for example: number of polling station 133A025 on two places on the protective bag). Each bag has to be tightly closed with plastic seal and its number shall be recorded in the designated place on the appropriate form.

(11) The polling station in the basic constituency of Brčko District of BiH shall pack the polling material for all levels of authority in the Federation of BiH in line with the procedure set forth in paragraphs (2), (3), (4), (6), (7), (8), (9) and (10) of this Article.

(12) Upon receipt of the polling material from a polling station committee the election commission shall pack polling material into the delivered binders and plastic folders in the way that all polling material referred to in paragraph (9) of this Article is packed in one plastic folder. These plastic folders shall be placed into binders on which the following shall be indicated: code and name of the municipality, first and the last number of polling station whose plastic folders are placed in that binder and the ordinal number of the binder (for example: 133A, Novi Grad Sarajevo, 001-015, 1-9).

Article 55 **(Regular polling stations RS)**

(1) The polling station committee shall pack the polling material at the regular polling stations in the Republika Srpska in accordance with the provisions of this Article.

(2) Ballot papers for the BiH Presidency shall be packed into **GRAY PROTECTIVE BAGS** putting inside:

- a) counted valid ballot papers and invalid ballot papers,
- b) translucent plastic bag with the envelope containing the Form for aggregate results ZR (majority vote) – blue copy.

(3) Ballot papers for the president and vice presidents of Republika Srpska shall be packed into **YELLOW PROTECTIVE BAGS** putting inside:

- c) counted valid ballot papers and invalid ballot papers,

- d) translucent plastic bag with the envelope containing the Form for aggregate results ZR (majority vote) – blue copy.

(4) Ballot papers for the BiH Parliamentary Assembly shall be packed into **BLUE PROTECTIVE BAGS** putting inside:

- a) counted valid ballot papers and invalid ballot papers,
- b) translucent plastic bag with the envelope containing the Form for aggregate results ZR (open list) – blue copy.

(5) Ballot papers for the National Assembly of Republika Srpska shall be packed into **BROWN PROTECTIVE BAGS** putting inside:

- c) counted valid ballot papers and invalid ballot papers,
- d) translucent plastic bag with the envelope containing the Form for aggregate results ZR (open list) – blue copy.

(6) Unused and damaged ballot papers for the BiH Presidency, BiH Parliamentary Assembly, National Assembly of RS shall be packed into respective **LARGE TRANSLUCENT PROTECTIVE BAGS** putting inside:

- a) unused ballot papers (packaged into original boxes), and
- b) envelope Spoilt ballot papers.

(7) **SMALLER TRANSLUCENT PROTECTIVE BAGS** shall contain:

- a) auxiliary counting forms used for the second count of the votes by candidates;
- b) Minutes – original in covers, and
- c) excerpt from the final Central Voters' Register for regular voters.

(8) Copies of the forms used by the polling station committee during the voting and counting of the ballot papers at the polling station shall be packed by the polling station committee in the following manner:

- a) the envelope for the president of the polling station committee shall contain:
 - 1) Stock Form BS – red copy,
 - 2) Form for aggregate results ZR (majority vote) – red copy,
 - 3) Form for aggregate results ZR (open list) – red copy;
- b) the envelope for the president of the election commission shall contain:
 - 1) Stock Form BS – green copy
 - 2) Form for aggregate results ZR (majority vote) – green copy,
 - 3) Form for aggregate results ZR (open list) – green copy, and

(9) Original forms used by the polling station committee during the voting and counting of the ballot papers at the polling station shall be packed by the polling station committee in the following manner:

- a) the A3 envelope for the BiH Central Election Commission shall contain:
 - 1) Stock Form BS – original in covers,
 - 2) Form for aggregate results ZR (majority vote) – original in covers, and
 - 3) Form for aggregate results ZR (open list) – original in covers.

(10) The polling station committee shall mark each of the given bags with black marker pen (for example: number of polling station 146B012 on two places on the protective bag). Each bag has to

be tightly closed with plastic seal and its number shall be recorded in the designated place on the appropriate form.

(11) The polling station in the basic constituency of Brčko District of BiH shall pack the polling material for all levels of authority in the Republika Srpska in line with the procedure set forth in paragraphs (2), (3), (4), (6), (7), (8), (9) and (10) of this Article.

(12) Upon receipt of the polling material from a polling station committee the election commission shall pack polling material to delivered binders and plastic folders in the way that all polling material referred to in paragraph (9) of this Article is packed in one plastic folder. These plastic folders shall be placed into binders on which the following shall be indicated: code and name of the municipality, first and the last number of polling station whose plastic folders are placed in that binder and the ordinal number of the binder (for example: 146B, Rogatica, 001-015, 1-2).

Article 56 **(Absentee polling stations)**

(1) The polling station committees shall pack the polling material at the absentee polling stations as follows:

a) **RED PROTECTIVE BAG** shall contain:

- 1) counted envelopes containing sets of ballot papers bonded by basic constituencies, and
- 2) blue copy of the Stock Form BSO;

b) **LARGE TRANSLUCENT BAG** shall contain:

- 1) unused envelopes containing sets of ballot papers packed into original boxes, and
- 2) damaged envelopes containing sets of ballot papers, and

c) **SMALLER TRANSLUCENT BAG** shall contain:

- 1) Stock Form BSO (original in covers),
- 2) Minutes (original in covers), and
- 3) excerpt from the final Central Voters' Register for voters who have status of a displaced person.

(2) Copies of the forms used by the polling station committee during the voting and counting of the envelopes containing ballot papers at the polling station shall be packed by the polling station committee in the following manner:

- a) the envelope for the president of the polling station committee shall contain Stock Form BSO (red copy), and
- b) the envelope for the president of the election commission shall contain Stock Form BSO (green copy).

Article 57 **(Polling station issuing tendered-enveloped ballot papers)**

(1) The polling station committees shall pack the polling material at the polling stations authorized to issue tendered ballot papers in the Federation of BiH and the Republika Srpska as follows:

a) **GREEN PROTECTIVE BAG** shall contain:

- 1) counted envelopes containing tendered ballot papers, and
- 2) blue copy of the Stock Form BSN;

- b) **LARGER TRANSLUCENT BAG** shall contain:
 - 1) unused envelopes containing sets of ballot papers packed into original boxes, and
 - 2) damaged envelopes containing sets of ballot papers, and
- c) **SMALLER TRANSLUCENT BAG** shall contain:
 - 1) Stock Form BSN (original in covers),
 - 2) Minutes (original in covers), and
 - 3) list of voters who have the right to vote by tendered ballot papers.

(2) Copies of the forms used by the polling station committee during the voting and counting of the envelopes containing tendered ballot papers at the polling station shall be packed by the polling station committee in the following manner:

- a) the envelope for the president of the polling station committee shall contain Stock Form BSN (red copy), and
- b) the envelope for the president of the election commission shall contain Stock Form BSN (green copy);
- c) excerpt from the final Central Voters' Register.

Article 58 (Mobile team)

(1) The mobile team shall pack the polling material as follows:

- a) **ORANGE PROTECTIVE BAG** shall contain:
 - 1) counted envelopes containing sets of ballot papers bind by basic constituencies, and
 - 2) blue copy of the Stock Form BSM;
- b) **LARGE TRANSLUCENT BAG** shall contain:
 - 1) unused envelopes containing sets of ballot papers packed into original boxes, and
 - 2) damaged envelopes containing sets of ballot papers, and
- c) **SMALLER TRANSLUCENT BAG** shall contain:
 - 1) Stock Form BSM (original in covers),
 - 2) Minutes (original in covers), and
 - 3) excerpt from the final Central Voters' Register (for voters who are homebound voters due to old age, illness or disability and voters who are prisoners or are confined to institutions and have the right to vote).

(2) Copies of the forms used by the polling station committee during the voting and counting of the envelopes containing ballot papers at the polling station shall be packed by the polling station committee in the following manner:

- a) the envelope for the president of the polling station committee shall contain Stock Form BSM (red copy), and
- b) the envelope for the president of the election commission shall contain Stock Form BSM (green copy).

Section B Consolidated election results – Article 5.29 of the BiH Election Law

Article 62 (Consolidated election results)

(1) The election commission shall determine consolidated results of the vote conducted on the territory of the basic constituency for all levels of authority following receipt of all documents and polling material from the polling station commission. The election commission shall make minutes thereof and shall deliver it to the BiH Central Election Commission within 24 hours following close of the polling station , by 19:00 hours the day after the Election Day at the latest.

(2) If election commission cannot consolidate established elections results due to the polling station committee's failure to correctly count the ballot papers or due to discrepancies that indicate irregularities made in counting of the votes by the president and members of the polling station committee, the election commission shall submit a report to the BiH Central Election Commission, requesting bags to be opened in order to count the ballot papers aimed at consolidation of established election results. In line with the aforementioned request the BiH Central Election Commission shall pass an order on opening of the bags with the polling material and counting of the ballot papers aimed at correct consolidation of established election results.

(3) Immediately after receipt of the order referred to in paragraph (2) of this Article election commission shall carry out preparations for the counting of the ballot papers by appointing a team for opening of the bags and counting of the ballot papers in line with Article 21 of the Rulebook on determining qualifications and procedure for appointment of the polling station committees' members that will count the ballot will count the ballots aimed at correct consolidation of established elections results and will send a written notice with the time and place of the ballot count to the accredited observers who are entitled to observe the work of the election commission and this team.

Election commission shall organize counting of the ballot papers immediately after receipt of the order from the BiH Central Election Commission, taking into account the mandatory presence of the accredited observers.

The team for opening of the bags and counting of the ballot papers shall count the ballot papers in line with the counting procedures set forth in Articles 39, 40, 41 and 42 of this Rulebook.

For the purpose of the ballot count, the election commission shall provide the following material to the team for opening of the bags and counting of the ballot papers: template of the Minutes on opening of the bags that the president of the election commission authenticates with the signature and election commission's stamp; appropriate form for aggregate results with a set of auxiliary forms, if the ballot papers for the open list level are counted; two plastic seals for protection of bags and one smaller translucent plastic bag. For the purpose of counting of the ballot papers referred to in this paragraph the BiH Central Election Commission shall provide to the election commission reserve quantities of the aggregate results forms for levels for which elections are conducted, which on the covers carry the label "REOPENED BAGS". The election commission shall return all reserve forms that are not used, together with the polling material to the BiH Central Election Commission

(4) For the purpose of consolidating established election results and counting of the ballots referred to in paragraph (3) of this Article the election commission shall be obligated to provide adequate space, to engage trained and certified person and put in place safety measures.

(5) All changes of the information shall be publicly displayed by the election commission as to be made available to the public.

(6) Following the procedure for proper consolidation of established election results referred to in paragraph (3) of this Article, and no later than 3 (three) days by 19:00 hours after the Election Day, election commission shall deliver to the BiH Central Election Commission sealed smaller translucent bag with original form for aggregate results in covers; auxiliary forms for the second count by candidates, if the team used auxiliary forms and Minutes on opening of the bag referred to in paragraph (3) of this Article.

(7) The consolidated election results in the basic constituency shall be recorded in the form for aggregate results ZR (majority vote and open list) at the level of basic constituency. The forms for aggregate results at the level of basic constituency shall contain all the information that is contained in the forms for aggregate results at the regular polling stations.

(8) Election commission shall immediately after receipt of excerpt from the final Central Voters' Register for polling station authorized to issue tendered ballots referred to in Article 23, paragraph (2) of this Rulebook enter data on voters who voted at this polling station into appropriate JIIS application, and shall deliver the excerpt to the BiH Central Election Commission by fax or electronically.

(9) The election commission shall following receipt of the polling material from all polling stations on the territory of basic constituency and within 12 to 24 hours following close of the polling stations deliver to the BiH Central Election Commission protective bags containing ballot papers and materials to be counted at the Main Center for Counting (envelopes with ballot papers of voters who voted in absentia and with tendered ballots from all polling stations in that particular basic constituency), original forms from the regular polling stations, together with translucent plastic bags containing excerpts from the Central Voters' Register, minutes and auxiliary forms for the second count by candidates. All protective bags shall be sealed with appropriate plastic seals at the polling stations and clearly marked with codes of the polling stations.

(10) The election commission shall deliver the ballot papers from regular polling stations and remaining polling material to the BiH Central Election Commission starting on the fourth day after the Election Day, and at latest by the eighth day after the Election Day. The protective bags shall be sealed with appropriate plastic seals at the polling stations and clearly marked with codes of the levels and of the polling stations.

Section C PROCESSING AND CONTROLLING OF ELECTION RESULTS

Article 63 (Processing of election results)

(1) The BiH Central Election Commission shall control and consolidate the information from all original forms of the results that are established in the Main Center for Counting, while the results from the regular polling stations shall be controlled by the election commission of basic constituency.

(2) The tasks of consolidating and controlling of election results referred to in paragraph (1) of this Article shall be done in the Main Center for counting by the chief controller, deputy chief controller

and controller for processing, data entry and confirmation of the results to be appointed by the BiH Central Election Commission in a separate decision, while the results from the regular polling stations shall be controlled by the controllers of the Center for accurate consolidation of results to be appointed by election commission of basic constituency.

(3) The persons referred to in paragraph (2) of this Article shall be directly responsible to the BiH Central Election Commission and/or to the election commission of basic constituency.

Article 64
(Control of election results – Article 5.30 of the BiH Election Law)

(1) Control of delivered election results shall be done based on accuracy control of the data that are consolidated from the forms for aggregate voting results from all polling stations and from the forms for aggregate results of the Main center for Counting:

- a) by comparing the total number of signatures in the Central Voters' Register with the total number of ballot papers in the ballot boxes;
- b) majority system by comparing total number of votes for each candidate and the total number of invalid ballot papers with the total number of issued ballot papers;
- c) open list system by comparing total number of votes for every political subject and the total number of invalid ballot papers with the total number of issued ballot papers, and
- d) open list system by comparing total number of votes for each candidate on the list of a political subject with the total number of votes won by that political subject.

(2) If it is determined that correct data were entered into wrong section of the form, as well as if president and members of the polling stations did not correctly sum up the results, the persons referred to in Article 63, paragraph (2) of this Rulebook shall be authorized to make and to validate correction of errors in the JIIS Application.

(3) Exceptionally, if election commission fails to act in line with Article 62 of this Rulebook, the BiH CEC shall, upon request of the chief controller in the Main Center for counting, pass a conclusion ordering the Main Center for counting precise counting of the votes. The Main Center for counting shall check and count valid, invalid and unused ballots for the level for which the conclusion was made.

Section D Establishing election results – Article 5.29 of the BiH Election Law

Article 65
(Establishing of election results)

The BiH Central Election Commission shall determine and publish the election results after consolidation of the results of the vote from the regular polling stations and the results obtained by counting the votes at the Main Center for Counting no later than 20 days following the Election Day.

Article 66
(Scrutiny of published election results)

Immediately after adoption of the decision on publishing the election results the BiH Central Election Commission shall publish the results of the voting at the level of a polling station by political subjects and candidates in a detailed tabular review on the web page of the BiH Central Election Commission.

Section E Confirmation of election results

Article 67

(Confirmation of election results – Article 5.32 of the BiH Election Law)

(1) The BiH Central Election Commission shall confirm election results after completion of the ballot recount and expiry of the deadline for submission of the appeals i.e. after the decision became final and binding, but not later than 30 days following the Election Day.

(2) The BiH Central Election Commission shall publish confirmed election results with allocated mandates and names of the candidates within these political subjects in the official gazettes, web page of the BiH Central Election Commission and the media.

PART THREE – CONDUCT OF LOCAL ELECTIONS

CHAPTER I POLLING MATERIAL, DELIVERY AND VOTING PROCEDURE

Article 68

(Polling material)

The BiH Central Election Commission shall secure polling material referred to in Article 3 of this Rulebook to the established polling stations for the local elections.

Article 69

(Delivery)

The delivery of polling material shall be done under the procedure set forth in Articles 4 to 14 of this Rulebook.

Article 70

(Voting procedure)

Voting at the local elections shall be done for the level of municipal/city mayor of the City of Istočno Sarajevo in basic constituencies: Sokolac 121B, Istočna Ilidža 132B, Istočni Stari Grad 138B, Istočno Novo Sarajevo 140B, Trnovo 142B and Pale 144B, municipal council/assembly by procedure set forth in Article 15 through 32 of this Rulebook.

Article 71

(First incomplete preliminary results)

(1) The election commission shall be obligated to enter election results established on the green copies from all regular polling stations BiH into the JIIS application by 21:00 hours for all the levels of authority referred to Article 73, paragraph (1), point a) of this Rulebook. For the remaining levels of authority referred to in Article 73, paragraph (1), point a) of this Rulebook, the election commission shall enter the established election results from the green copies delivered from the regular polling stations into JIIS intensively until 24:00 hours.

(2) For the process referred to in paragraph (1) of this Article, the election commission may, by a special decision, hire and authorize persons to collect credible election results from the polling

station committees at regular polling stations, as well as hire and authorize staff to enter the results of the elections.

(3) Following completion of procedure set forth in paragraph (2) of this Article, the controller of election results of the election commission shall carry out inspection of election results as prescribed by Article 64 of this Rulebook,

(4) If the election commission is not in position to correctly consolidate election results due to irregularities made by the polling station, it shall act in line with Article 62 of this Rulebook.

(5) In line with the procedure set forth in paragraph (1) and (2) of this Article, the BiH Central Election Commission shall no later than five hours after closing of the polling stations, and in accordance with Article 5.29a of the Election Law, publish first incomplete preliminary results from the regular polling stations.

(6) The election commissions shall be responsible for accuracy of the reports that they deliver to the BiH Central Election Commission.

Article 72

(Second incomplete preliminary election results – Article 5.29, paragraph (1) of the BiH Election Law)

The election commission shall under the same procedure set forth in Article 21, paragraph (2), (3), (4) and (5) of this Rulebook and no later than by 10:00 hours of the next day continue to successively enter election results from the green copies for each level of authority set forth in Article 73, paragraph (1), point c) of this Rulebook into the JIIS application.

CHAPTER VI COUNTING OF BALLOT PAPERS, PACKING OF POLLING MATERIAL AND ELECTION RESULTS

Article 73

(Ballot papers' counting sequence)

The ballot papers of electoral levels shall be counted in the following sequence:

- a) city/municipal mayor elected directly, and
- b) city mayor of the City of Istočno Sarajevo un basic constituencies in which elections are conducted; and
- c) municipal council/assembly i.e. city assembly.

Article 74

(Counting of the ballot papers)

Counting of the ballot papers shall be done according to the procedure set forth in Article 33 to 36, Article 40, paragraph (2) and Article 41 to 47 of this Rulebook.

Article 75

(Packing of the polling material – regular polling stations)

(1) The polling station committee shall pack the polling material at the regular polling stations in accordance with the provisions of this Article.

(2) Ballot papers for the municipal/city mayor shall be packed into **GRAY PROTECTIVE BAGS** putting inside:

- a) counted valid ballot papers and invalid ballot papers,
- b) translucent plastic bag with the envelope containing the Form for aggregate results ZR (majority vote) – blue copy

(3) Ballot papers for the city mayor of City of Istočno Sarajevo shall be packed into **YELLOW PROTECTIVE BAGS** putting inside:

- a) counted valid ballot papers and invalid ballot papers,
- b) translucent plastic bag with the envelope containing the Form for aggregate results ZR (majority vote) – blue copy

(4) Ballot papers for the municipal council, municipal assembly, city assembly and assembly of Brčko District of BiH shall be packed into **BLUE PROTECTIVE BAGS** putting inside:

- a) counted valid ballot papers and invalid ballot papers,
- b) translucent plastic bag with the envelope containing the Form for aggregate results ZR (open list) – blue copy.

(5) Unused and damaged ballot papers for the municipal/city mayor, city mayor of the City of Istočno Sarajevo in the basic constituencies in which elections are conducted, municipal council, municipal assembly, city assembly and assembly of Brčko District of BiH shall be packed into respective **LARGE TRANSLUCENT PROTECTIVE BAGS** putting inside:

- a) unused ballot papers (packaged into original boxes), and
- b) envelope Spoilt ballot papers.

(6) **SMALLER TRANSLUCENT PROTECTIVE BAGS** shall contain:

- a) auxiliary counting forms used for the second count of the votes by candidates;
- b) Minutes – original in covers, and
- c) excerpt from the final Central Voters' Register for regular voters.

(7) Copies of the forms used by the polling station committee during the voting and counting of the ballot papers at the polling station shall be packed by the polling station committee in the following manner:

- a) the envelope for the president of the polling station committee shall contain:
 - 1) Stock Form BS – red copy,
 - 2) Form for aggregate results ZR (majority vote) – red copy,
 - 3) Form for aggregate results ZR (open list) – red copy;
- b) the envelope for the president of the election commission shall contain:
 - 1) Stock Form BS – green copy
 - 2) Form for aggregate results ZR (majority vote) – green copy,
 - 3) Form for aggregate results ZR (open list) – green copy, and
 - 4) Minutes– green copy.

In the basic constituencies in which elections for the city mayor of the City of Istočno Sarajevo are conducted in indents a) and b) red and green copies of the Form for aggregate results majority vote for the city mayor of the City of Istočno Sarajevo are added.

(8) Original forms used by the polling station committee during the voting and counting of the ballot papers at the polling station shall be packed by the polling station committee in the following manner:

- a) the A3 envelope for the BiH Central Election Commission shall contain:
 - 1) Stock Form BS – original in covers,
 - 2) Form for aggregate results ZR (majority vote) – original in covers, and
 - 3) Form for aggregate results ZR (open list) – original in covers.

In the basic constituencies in which elections for the city mayor of the City of Istočno Sarajevo are conducted in indent a) original of the Form for aggregate results majority vote for the city mayor of the City of Istočno Sarajevo is added.

(9) The polling station committee shall mark each of the given bags with black marker pen (for example: number of polling station 133A025 on two places on the protective bag). Each bag has to be tightly closed with plastic seal and its number shall be recorded in the designated place in the appropriate form.

(10) Upon receipt of the polling material from a polling station committee the election commission shall pack polling material to delivered binders and plastic folders in the way that all polling material referred to in paragraph (8) of this Article is packed in one plastic folder. These plastic folders shall be placed into binders on which the following shall be indicated: code and name of the municipality, first and the last number of polling station whose plastic folders are placed in that binder and the ordinal number of the binder (for example: 133A, Novi Grad Sarajevo, 001-015, 1-9).

(11) Provisions of paragraph (2) of this Article shall not apply to polling station committee in the Brčko District of BiH, because the Mayor of Brčko District of Bosnia and Herzegovina is not elected directly.

Article 76

(Packing procedure after counting and consolidation)

(1) Polling station committee or a team referred to in Article 53, paragraph (3) of this Rulebook shall pack the polling material in the manner set forth by this Rulebook, namely in the same bag, together with the seal previously used by the polling station committee to seal off that bag.

(2) Polling station committee or team shall seal off the bag referred to in paragraph (1) of this Article with a new seal, whose serial number is recorded on the original form that the team counted.

Article 77

(Packing of polling material at other polling stations)

Polling material at absentee polling stations, at polling stations for issuing tendered – enveloped ballot papers and at mobile teams shall be packaged in accordance with the procedure set forth in Articles 56 to 58 of this Rulebook.

Article 78

(Election results)

The procedure for election results at the general elections set forth in Articles 60 to 67 shall be applied to the election results at local elections.

PART FOUR – EARLY, REPEATED AND POSTPONED ELECTIONS

CHAPTER VII. EARLY ELECTIONS – Article 14.3, paragraph (1) of the BiH Election Law

Article 79 (Application)

Early elections for the bodies of authority in Bosnia and Herzegovina shall be conducted in line with the BiH Election Law, special regulations that regulate early elections for the election of certain bodies of authorities and under the procedure set forth in this Rulebook.

Article 80 (Deadlines of election activities)

The BiH Central Election Commission shall define deadlines of election activities for early elections in a special Instruction on deadlines of election activities for conducting early elections.

Article 81 (Registration of political parties and independent candidates that participated in the regular elections)

(1) Political parties and independent candidates that were certified to participate in the last regular election shall not be obligated to resubmit complete necessary documentation for certification to participate in the early elections. The application with the documents submitted for regular elections shall be accepted by submitting their newly completed application form.

(2) Political parties and independent candidates that were certified at the last regular election for the municipal mayor shall not pay the government stamp for participation in the early elections and they also shall be exempt of the obligation to collect signatures of support.

(3) Political parties that were not certified to participate at the last regular elections for the municipal mayor, and were certified for the municipal/city council, shall not be obligated to collect signatures of support, but shall pay the government stamp for participation at the early elections.

Article 82 (Application of political parties and independent candidates that did not participate in the regular elections)

(1) Political parties and independent candidates that did not participate in the last regular elections shall beside the application for certification to participate in the early election submit the following documents:

- a) decision on registration with the competent bodies, and excerpt from the court's registry that is not older than 60 days in line with Article 4.3 of the BiH Election Law, if the decision is older than 60 days (political parties only);
- b) signatures of support in accordance with Article 4.4 of the BiH Election Law;
- c) the statement set forth in Article 1.6 and 1.13 of the BiH Election Law;
- d) proof of payment of government stamp for certification in line with Article 4.16 of the BiH Election Law, and

e) the financial report covering the period three (3) months prior to the date of application submission in line with Article 15.1 of the BiH Election Law.

(2) Political parties and independent candidates that did not participate in the last regular elections shall be obligated to pay the government stamp for certification to participate in the early elections in the amount set forth in Article 4.16 of the BiH Election Law.

Article 83
(Registration of coalitions)

All coalitions certified for the last regular elections for municipal mayor shall not make any additional applications, and shall only confirm the earlier one by submitting new and completed application form.

Article 84
(Voters registered in the Central Voters' Register)

(1) All voters registered in the Central Voters' Register shall have the right to vote at the early elections.

(2) The BiH Central Election Commission shall publish the by-mail application form for new registrants on the official web page of the BiH Central Election Commission and shall deliver it to all DCROs of Bosnia and Herzegovina abroad.

(3) The voters who have the displaced person status shall have the same voting option that they had chosen at the last regular elections.

Article 85
(Notice for the voters)

The election commission that is conducting early elections shall forward to the election commissions on whose territory the voters registered in the excerpt from the Central Voters' Register for displaced persons of BiH reside the list of displaced persons containing the information where and at which polling station they can exercise their right to vote. The election commission on whose territory the displaced persons reside shall be responsible to properly and timely inform these persons about where and how they shall vote.

Article 86
(Main Center for Counting)

The BiH Central Election Commission may by a special decision establish a Main Center for Counting for every early election. The decision shall define the tasks performed in the Main Center for counting, location at which the Main Center for Counting will be established and it shall also define the time period in which the Main Center for Counting will be operational.

CHAPTER VIII REPEATED ELECTIONS – Article 14.1 of the BiH Election Law

Article 87 (Procedure)

- (1) The repeated elections shall be conducted if the BiH Central Election Commission determines that irregularities, which could affect the results of the elections, occurred during the voting or counting process, and if it annuls the elections in a constituency or at a particular polling station.
- (2) Repeated elections shall be conducted using the same candidate lists and the same excerpts from the Central Voters Register which were used in the annulled elections.
- (3) The Central Election Commission of BiH shall determine the date of early elections, which shall be no later than fourteen (14) days from the date when the decision of the Central Election Commission of BiH to annul the elections became final.
- (4) Repeated elections shall be conducted at the same polling station's location and according to the procedure set forth in Part II of this Rulebook.

CHAPTER IX POSTPONED ELECTIONS - Article 14.2 of the BiH Election Law

Article 88 (Implementation procedure)

- (1) If in a constituency or at a Polling Station the voting did not take place on the day designated for voting postponed elections shall be conducted.
- (2) The decision to postpone the elections at a particular polling station or constituency shall be issued by the Central Election Commission of BiH on the basis of facts indicating that the elections cannot be conducted in accordance with the provisions of the Election Law and no later than thirty (30) days, from the day designated for voting in the regular elections.
- (3) Postponed elections shall be scheduled by the Central Election Commission of BiH.
- (4) Postponed elections shall, as a rule, be conducted within seven (7) days, and no later than thirty (30) days, from the day designated for voting in the regular elections.
- (5) Postponed elections shall be conducted according to the procedure set forth in part II of this Rulebook.

PART FIVE – TRANSITIONAL PROVISIONS

Article 89 (Changes in the legislation)

If the legislation concerning the procedures set forth in this Rulebook is changed, the BiH Central Election Commission shall pass changes and amendments to this Rulebook or a new Rulebook in order to harmonize the procedures with the new legislation.

Article 90
(Schematic overview)

The schematic overviews of polling materials' packing procedure shall be integral part of this Rulebook.

Article 91
(Forms)

The following documents shall be integral part of this Rulebook:

- a) Minutes on work of the polling station committee – ZARBO,
- b) Stock Form BS – regular polling station,
- c) Stock Form BSO – absentee polling station (also used in DCRO BiH),
- d) Stock Form BSN – polling station for voting by tendered ballot papers,
- e) Stock Form BSM – mobile team,
- f) Form for aggregate results ZR – majority vote (for polling station, for Main Center for Counting and for election commission),
- g) Form for aggregate results ZR – open list (for polling station, for Main Center for Counting and for election commission),
- h) Auxiliary form for counting,
- i) Example envelope for tendered – enveloped ballot papers and for mobile teams,
- j) Delivery forms PO, and
- k) Delivery form BO-IK.
- l) Minutes from the opening of bag.

Article 92
(Obligations of the participants in the election process)

All participants in the election process shall conduct all activities prescribed by the Rulebook in line with recommendations and measures prescribed by the competent bodies in Bosnia and Herzegovina for the duration of the state of natural or other disaster i.e. the emergency situation.

Article 93
(Regulations covered by this Rulebook)

This Rulebook covers the Rulebook on procedure of conducting elections in Bosnia and Herzegovina (Official Gazette of BiH, No: 29/18), Rulebook amending the Rulebook on procedure of conducting elections in Bosnia and Herzegovina (Official Gazette of BiH, No: 62/18), Rulebook amending the Rulebook on procedure of conducting elections in Bosnia and Herzegovina (Official Gazette of BiH, No: 69/18), and the Rulebook amending the Rulebook on procedure of conducting elections in Bosnia and Herzegovina (Official Gazette of BiH, No. 25/20).

Article 94
(Entry into force and publication in the official gazettes)

This consolidated text of the Rulebook shall be published in the Official Gazette of BiH, the Official Gazette of Federation BiH, the Official Gazette of Republika Srpska, the Official Gazette of the BiH District of Brčko and on the web page of the BiH Central Election Commission www.izbori.ba.

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Sarajevo, 6th May, 2020

President

Vanja Bjelica-Prutina