

BOSNA I HERCEGOVINA
CENTRALNA IZBORNA KOMISIJA
SREDIŠNJE IZBORNO POVJERENSTVO



БОСНА И ХЕРЦЕГОВИНА
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА

INSTRUCTION
on operations of the election management bodies on the Election Day in the context of
Covid-19 epidemic

Sarajevo, June 2020

Based on Article 2.9, paragraph (1), point 2 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 has at its 30th session, held on June 26, 2020 passed

INSTRUCTION
on operations of the election management bodies on the Election Day in the context of
Covid-19 epidemic

Article 1
(Subject-matter)

This instruction shall regulate the operations of the polling station committees regarding the arrangement of the polling station, control of the order at the polling station and the additional duties of the president of the polling station committees and their deputies, as well as election commissions of basic constituencies and the Central Election Commission of Bosnia and Herzegovina on the Election Day in the context of Covid-19 epidemic.

Article 2
(Rules at the polling station)

(1) Under the conditions referred to in Article 1 of this Instruction and in addition to arrangement of the polling station set forth by the provisions of the Rulebook on conduct of elections in Bosnia and Herzegovina (Official Gazette of BiH, no. 25/20), a physical distance of at least 1.5 meters in line with the guidelines of the World Health Organization shall be secured between the members of the polling station committee, as well as between all other persons found at the polling station, according to the schematic of the polling station number 1, which is an integral part of this Instruction.

(2) During the engagement at the polling station and the vote count all members of the polling station committee and their deputies shall adhere to the general health care measures including regular and thorough hand washing/disinfecting, respiratory hygiene (covering mouth and nose when coughing or sneezing, proper disposal of used tissue), maintaining physical distance, avoid touching the face, all aimed at ensuring protection of their own lives and health as well as protection of life and health of the voters, representatives of political parties, observers, media representatives and all persons present in a way prescribed by competent health care institutions and authorities.

(3) All members of the polling station committee and their deputies shall frequently wash their hands, and to frequently change their protective gloves and masks during the vote count, and if possible to wear visors and coveralls.

(4) All members of the polling station committee and their deputies, who in line with paragraph (3) of this Article are obligated to wear masks, shall also wear official identification card of the

member or deputy member of the polling station committee that clearly indicates duties they perform.

(5) If there is a limited amount of protective gear that each member of the polling station committee is obliged to wear, the president of the polling station committee shall determine the type of protective gear for members of the polling station committee who are in the most frequent and direct contact with voters such as the order controller, etc.

(6) All polling stations must be thoroughly cleaned at regular intervals before opening and throughout the Election Day, which includes cleaning inside of the voting booths and desks used for the exchange of documents and the issuance of ballots.

Article 3 **(A day before the Election Day)**

A day before the Election Day president and members of the polling station committee and their members shall ensure disinfection of the entire polling station in cooperation with the competent authorities.

Article 4 **(Election Day)**

(1) Upon arrival to the polling station at 6 a.m. on the Election Day president and members of the polling station committee and their deputies shall:

- a) Air the room, install footwear disinfection mats and perform additional disinfection of the polling station, and ensure a sufficient amount of cleaning products when using public toilets;
- b) Arrange tables and chairs of the members of polling station committees and observers in the way as to ensure at least 1.5 meters of distance between them,
- c) put up the signs for movement of voters with a notice that there can be only as many voters present at the polling station at one moment as there are available voting booths,
- d) Put up other warning signs on adherence to health protection measures (posters, leaflets, etc.), and
- e) Mark the way to the polling station i.e. the hallway in front of the polling station entrance with yellow self-adhesive tape at intervals of at least 1.5 meters.
- f) Preferably to direct voters to enter one door and exit the other. In the event that only one door is available at the polling station, the president and members of the polling station committee and their deputies are obliged to ensure that this door remains open, in order to avoid voters touching when entering and leaving the building. In case the door cannot be kept open, it must be opened frequently.

(2) The president of the polling station committee shall take over the package if material and technical means for the purpose of epidemiological protection in the Table that is Annex 3 to this Instruction.

(3) The measures prescribed in Article 2 of this Instruction shall apply in a suitable form to the work of mobile teams which also apply general measures for protection of life and health of all participants in the election process prescribed by the competent state, entity bodies, cantonal authorities or authorities of the Brčko District of BiH.

Article 5
(Control of order at the polling station)

(1) The member of the polling station committee in charge of controlling and maintaining the order at the polling station and the movement of voters shall ensure that the number of voters who can enter the polling station at one time corresponds to the number of available voting booths, except in the case of voters who requires the assistance of another person referred to in Article 5.19 of the Election Law of Bosnia and Herzegovina.

(2) The member of the polling station committee in charge of controlling the order at the polling station shall ensure that voters waiting in line for voting in the hallway in front of the polling station are at a physical distance of at least 1.5 meters from each other, and shall also make available disinfectants so that voter can disinfect their hands before and after voting. The member shall also control if the voters are observing rules set forth in Article 2 of this Instruction.

(3) When a voter arrives at a polling station without prescribe protective gear, the member of the polling station committee in charge of maintaining order at the polling station shall warn the voter of the obligation to wear protective gear. If the voter does not have protective gear he/she will be issued gear on the stock of the polling station committee.

(4) In front of the entrance to the polling station, the member of the polling station committee in charge of controlling the order shall make contactless measurement of the voters' temperature, and if found that the temperature is elevated, the member shall direct the voter to a special voting booth which will be thoroughly disinfected and cleaned after voting.

Article 6
(Additional duties of polling station committee members and their deputies)

(1) The president of the polling station committee or the member in charge of controlling the order at the polling station shall ensure that the polling station is aired every 60 minutes for a period of 5 minutes during the Election Day.

(2) In case of need for urgent intervention of medical staff at the polling station, the president of the polling station committee shall call the nearest medical institution to provide emergency medical care and shall follow the instructions of medical staff, immediately informing the election commission of the basic constituency thereof.

Article 7
(Minutes on operations of the polling station committee)

The president of the polling station committee shall record all facts on undertaken measures and actions, as well as observations on circumstances regulated by this Instruction, into the Minutes on operations of the polling station committee (ZARBO).

Article 8
(Closing of the polling station and counting of the ballots)

(1) After the closing of the polling station, and before the beginning of the ballot counting process, the president of the polling station committee shall ensure that the polling station is aired, and that a physical distance of at least 1.5 m between polling station committee members and between the observers is maintained.

(2) The president of the polling station committee shall ensure that the entire process of vote counting and determining of the voting results, signing of the minutes and all forms, as well as packaging of the election material is done in accordance with prescribed measures to protect life and health of all participants.

(3) The work surface provided for the counting of ballots shall first be cleaned and disinfected with a surface disinfectant before the counting process begins. Member of the polling station committee counting the ballots shall lift every ballot and display it to the observers observing all prescribed measures to protect life and health of all participants in this process.

Article 9
(Additional duties of the president and members of the election commission of basic constituency)

(1) The president of the election commission of the basic constituency shall receive material and technical means according to the specification determined in Table that is Annex 3 to this Instruction.

(2) Minutes on handover of material and technical resources required at the polling station for the protection of life and health of members of the polling station committee and their deputies, voters and election observers (ZoMTS form) shall be drawn for the receipt of material and technical means referred to in paragraph (1) of this Article, which is an integral part of this Instruction.

(3) The President and members of the election commission of the basic constituency shall be obliged to deliver a package of material and technical means, referred to Article 4, paragraph (2) of this Instruction, to the polling station together with the sensitive election material, and to record delivery of the resources in the ZoMTS form referred to in paragraph (2) of this Article.

(4) One package of material and technical resources referred to in paragraph (3) of this Article shall be taken by the election commission of the basic constituency.

(5) The president of the election commission of the basic constituency shall ensure that the premises for the work of the election commission of the basic constituency are arranged by applying measures to protect the health and life of members of the election commission, observers and other participants in the election process in the manner prescribed by this Instruction.

Article 10 (Report)

(1) The president of the election commission of the basic constituency shall make a report on the used and unused material and technical means referred to in Article 9, paragraph (1) of this Instruction no later than 10 days from the day of determining the voting results at the polling station i.e. in the basic constituency.

(2) The president of the election commission shall submit the report referred in paragraph (1) of this Article to the BiH Central Election Commission that will set forth the disposal of unused material and technical means by a special Instruction.

Article 11 (Additional duties of president and members of the Central Election Commission of Bosnia and Herzegovina)

(1) The President of the Central Election Commission of Bosnia and Herzegovina and members of the Central Election Commission of Bosnia and Herzegovina shall ensure that all work processes within the Secretariat of the Central Election Commission of Bosnia and Herzegovina at the seat of the Central Election Commission of Bosnia and Herzegovina, the Main Counting Center and the Warehouse of the Central Election Commission of Bosnia and Herzegovina are in line with the decisions of the competent authorities and the prescribed measures for the protection of life and health of all participants in the election process.

(2) It is obligatory to organize the work in the Main Counting Center in such a way as to ensure a physical distance of at least 1.5 meters between the staff working in the Main Counting Center.

(3) The Director of the Main Counting Center and the deputies shall ensure that during the Main Counting Center's operations the staff strictly adheres to the measures of general health protection of their own lives and health and protection of life and health of observers of the Main Counting Center's operations and of all other authorized persons present at the Main Counting Center.

(4) The work surface provided for the counting of ballots shall first be cleaned and disinfected with a surface disinfectant before the counting process begins. Member of the team counting the ballots shall lift every ballot and display it to the observers observing all prescribed measures to protect life and health of all participants in this process.

(5) The measures prescribed in Article 2 of this Instruction shall apply in a suitable form to the work of the Main Counting Center, the warehouse of the Central Election Commission of Bosnia and Herzegovina and at the seat of the Central Election Commission of Bosnia and Herzegovina.

Article 12
(General measures)

In cases not regulated by this instruction, the election management bodies are obliged to apply general measures for the protection of life and health of all participants in the election process prescribed by the competent state, entity and cantonal bodies, i.e. the bodies of the Brčko District of Bosnia and Herzegovina.

Article 13
(Content of the forms)

Integral part of this Instruction are:

- a) Schematic of the polling station (Annex 1),
- b) Form- Minutes on handover of material and technical resources required at the polling station for hygienic-epidemiological protection of the polling station committee members and voters (form ZOMTS) (Annex 2), and
- c) Table - material and technical means required at the polling station.

Article 14
(Entry into force and publication)

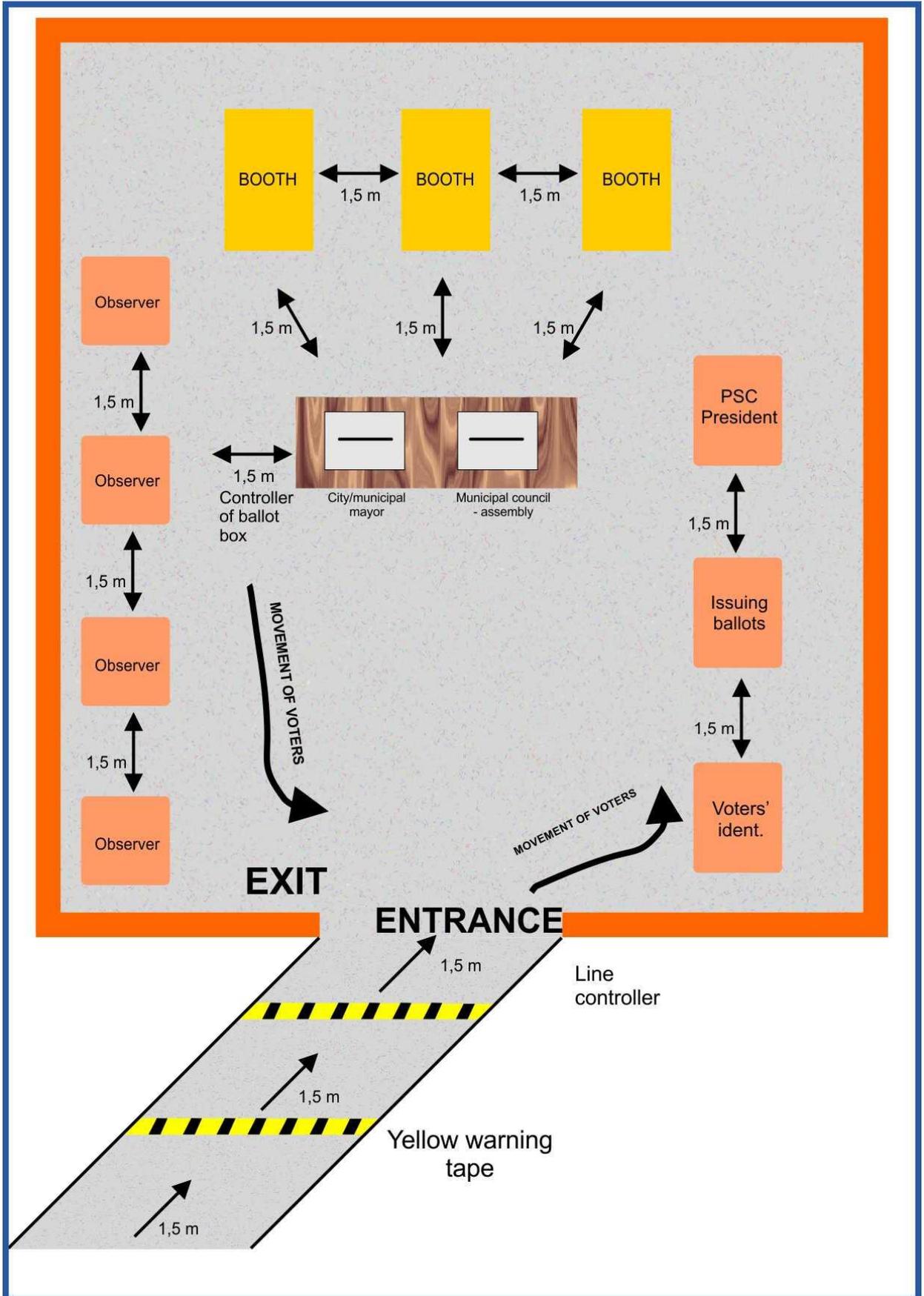
This Instruction shall enter into force on the next day of its publication in in the Official Gazette of BiH, and it shall be published in the Official Gazette of Federation BiH, the Official Gazette of Republika Srpska, the Official Gazette of the BiH District of Brčko and on the website of the BiH Central Election Commission www.izbori.ba.

Number: 05-1-02-2- 573-1/20
Sarajevo, June 26, 2020

President

Vanja-Bjelica-Prutina

Annex 1 – Schematic of the polling station



Annex 2

Minutes

**on handover of material and technical means required at the polling station for
hygienic-epidemiological protection of the polling station committee members and
voters**

On _____ I receive package/s of hygienic material and technical means required
at the PS for hygienic-epidemiological protection of the polling station committee
members and voters from _____.

One package contains the following material and technical means:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. Other

Package/s delivered by

Package/s received by

In _____, 2020

Form: ZOMTS

Annex 3

TABLE
**Specification of material and technical means required at the polling station for
hygienic-epidemiological protection of the polling station committee members and
voters**

1.	Hand sanitizer according to the number of voters registered in the excerpt from the CVR	Pcs. 2
2.	Counter disinfectant	Pcs. 1
3.	Surface disinfectant for PS	Pcs. 1
4.	Soap bar	Pcs. 2
5.	Liquid soap	Pcs. 1
6.	Hand towels	Pcs. 8
7.	Toilet paper	Pcs. 20
8.	Face mask	Pcs. 20
9.	Gloves (four pairs per member of the polling station)	Pairs 20
10.	Disposable coverall (for members of the PSC in direct contact with the voters)	Pcs. 3
11.	Visor (one per member of the PSC as the visors can be disinfected)	Pcs. 3
12.	Ballot box disinfectant	Pcs. 3
13.	Poster "Covid-19 warning"	Pcs. 1
14.	Poster "Rules of health protection against COVID-19"	Pcs. 1
15.	Yellow self-adhesive tape with caption "Keep the distance of at least 1.5 meter"	Pcs. 3
16.	Bin for disposal of gloves/masks and instruction on installing of bins	Pcs. 1
17.	Contactless thermometer	Pcs. 1