

BOSNA I HERCEGOVINA  
CENTRALNA IZBORNA KOMISIJA  
SREDIŠNJE IZBORNO POVJERENSTVO



БОСНА И ХЕРЦЕГОВИНА  
ЦЕНТРАЛНА ИЗБОРНА КОМИСИЈА

## **RULEBOOK**

**on the Conduct of the 2026 General Elections in Bosnia and Herzegovina**

Sarajevo, May 2026

Pursuant to Article 2.9 paragraph (1) items 2 and 7, and in connection with Articles 1.5, 5.3 paragraph (1), 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”, Nos. 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/05, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14, 31/16, 41/20, 38/22, 51/22, 67/22 and 24/24), the Central Election Commission of Bosnia and Herzegovina, at its 30th session held on 07 May 2026, adopted the following

## **RULEBOOK**

### **on the Conduct of the 2026 General Elections in Bosnia and Herzegovina**

#### **PART ONE – INTRODUCTORY NOTES**

##### **Article 1 (Subject Matter)**

The Rulebook on the Conduct of the 2026 General Elections in Bosnia and Herzegovina (hereinafter: the Rulebook) shall prescribe:

- a) the manner of preparing and using specific election technologies in the election process, the manner of installation and preparation of equipment, the conduct of election activities using specific election technologies, the manner of data processing, keeping records and reports, the duties and obligations of participants, the manner of delivery and receipt of equipment and other matters relevant to the organisation and implementation of elections;
- b) the duties of the president of the polling station committee and the role of the members of the polling station committee, presence at the polling station, the role of observers at the polling station; control, packaging, delivery and handover of election material from 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); control, delivery and handover of election material from the election commission to polling stations; the manner of handover of election material between the election commission and the BiH Central Election Commission after Election Day; activities at the polling station on the eve of elections and prior to the opening of the polling station; the manner of voting and determination of election results at polling stations, the manner of counting ballot papers and votes, and the manner of packaging election material at regular polling stations, polling stations for voting with tendered enveloped ballots, polling stations for absentee voting, polling stations in the diplomatic-consular missions of Bosnia and Herzegovina (hereinafter: BiH DCMs), voters voting through mobile teams and by mail, forms used at polling stations and the manner of voting by voters voting outside Bosnia and Herzegovina; the manner and deadlines for publication of preliminary, unofficial and incomplete election results (hereinafter: incomplete preliminary election results) after determining voting results at the polling station; the manner and deadlines for counting ballot papers for the purpose of consolidating determined election results, processing and control of determined election results by the BiH Central Election Commission, the manner and deadlines for consolidating election results and making available to the public tabular overviews of election results, and the manner and deadlines for certification of election

- results and publication of allocated mandates by political subjects and candidates within those political subjects;
- c) the manner of conducting early, repeated and postponed elections.

## **Article 2 (Definitions)**

Certain terms used in this Rulebook shall mean:

1. **“Bar code”** shall, for the purposes of this Rulebook, mean a method of marking election material with a series of black and white lines that can be optically recognised by special devices.
2. **“Eligible Voter”** shall mean a citizen of Bosnia and Herzegovina entered in the Central Voters Register.
3. **“Polling station in a BiH DCM”** shall mean a polling station where a voter entered in the excerpt from the Central Voters Register for voting outside Bosnia and Herzegovina for voting in a BiH DCM may exercise his/her right to vote.
4. **“Polling station for absentee voting”** shall mean a polling station at which a displaced person exercises his/her right to vote, where the basic constituency for which he/she votes differs from the basic constituency of his/her current place of residence.
5. **“Polling station for voting with tendered ballots”** shall mean a polling station at which the right to vote may be exercised by a voter entered in the excerpt from the Central Voters Register for voting outside Bosnia and Herzegovina who, on Election Day, is found in the country; as well as a regular voter who is not included in the final excerpt from the Central Voters Register, but possesses a valid identification document referred to in Article 5.12 of the Election Law of BiH and a certificate of residence, or proof of entity citizenship for voting in Brčko District of BiH.
6. **“Voting kit/package”** shall mean voting material delivered by registered mail by the BiH Central Election Commission to a voter entered in the excerpt from the Central Voters Register for voting by mail.
7. **“Voter”** shall mean a citizen of Bosnia and Herzegovina entered in the Central Voters Register who has exercised active voting rights.
8. **“Constituency”** shall mean:
  - a) a basic constituency comprising a municipality, the City of Banja Luka, Brčko District of BiH, the city constituency of the City of Mostar and constituencies of the city areas of the City of Mostar, in which the total number of representatives for a certain level of government is elected and constituted and which do not contain multi-member constituencies;
  - b) a cantonal constituency in which the total number of representatives for a certain level of government is elected and constituted and which does not contain multi-member constituencies;
  - c) an entity constituency in which the entity level of government is elected and constituted and which contains multi-member constituencies; and
  - d) an entity constituency in which the state level of government is elected.
9. **“Refugee”** shall mean a citizen of Bosnia and Herzegovina who has the right to vote and resides abroad with refugee status from Bosnia and Herzegovina.
10. **“Election material”** shall mean material used at the polling station and divided into sensitive and non-sensitive election material.
11. **“Instruction letter”** shall mean instructions to a voter voting by mail regarding the receipt and dispatch of the return envelope.

12. **“JIIS (IIES) BiH application”** shall mean computer software for entering and processing election results by polling stations, constituencies and overall election results of political subjects.
13. **“Combination”** shall mean the set of all ballot papers for all levels of government for which elections are conducted, which a voter at the polling station receives from the member of the polling station committee issuing ballot papers.
14. **“Box”** shall mean packaging containing a specified number of vacuum packages with ballot papers for a certain constituency.
15. **“Envelope for voting with tendered ballots in envelopes”** shall mean an envelope into which ballot papers for voting with tendered enveloped ballots are packed together with a protective envelope.
16. **“Envelope for voting by mobile team”** shall mean an envelope into which ballot papers for voting by mobile team are packed together with a protective envelope.
17. **“Set”** shall mean a protective envelope containing ballot papers inserted into a personalised envelope.
18. **“Mobile team”** shall mean a polling station committee enabling voting for voters confined to homes and institutions.
19. **“Small transparent bags marked ‘Pomoćne vreće/Помоћне вреће’”** shall mean bags used by the polling station committee as an auxiliary means during ballot counting, by placing in them ballot papers for the level of government not currently being counted.
20. **“Tendered ballot”** shall mean a ballot paper identical in design and content to an ordinary ballot paper which, after voting, is placed in a special envelope and is not counted at the regular polling station, but rather at the Counting Centre following verification of voting rights.
21. **“Permanent Residence”** shall mean the municipality, city or district where a citizen has settled with the intention of living there permanently.
22. **“Package containing ballot papers”** shall mean a package containing the appropriate number of vacuum packages with ballot papers.
23. **“Pallet”** shall mean packaging containing a specified number of boxes containing vacuum packages for a certain constituency.
24. **“Personalised envelope”** shall mean an envelope on which the first name/father’s name/last name and Unique Master Citizen Number (JMB) of the voter who voted through a mobile team, by tendered ballot or in a BiH DCM are written.
25. **“Auxiliary ballot box”** shall mean a cardboard ballot box for voting through a mobile team and in BiH DCMs.
26. **“PLD bag”** shall mean a bag in which the stamp is packed and sealed after the closing of the polling station.
27. **“Return envelope”** shall mean an envelope with the printed return address of the BiH Central Election Commission in which a voter voting by mail delivers voting material to the BiH Central Election Commission.
28. **“Assistance of another person”** shall mean the right of a voter who is blind, illiterate or physically incapacitated to use the assistance of another person during voting.
29. **“Proportional representation”** shall mean a term used for the purposes of this Rulebook on forms during the counting of votes cast for candidates within a political subject – preferential votes in the proportional representation electoral system.
30. **“Displaced person”** shall mean a citizen of Bosnia and Herzegovina whose status of displaced person has been determined by the competent administrative authority for displaced persons in accordance with the law.

31. **“Regular polling station”** shall mean a polling station at which a voter exercises the right to vote for the basic constituency of his/her current place of residence/domicile.
32. **“Safety seal”** shall mean a plastic seal used to secure the opening of the protective bag for the purpose of protecting election material.
33. **“Majority voting system”** shall, for the purposes of this Rulebook, mean an electoral system according to which the mandate is won by the candidate receiving the highest number of votes.
34. **“Specific election technologies – SET”** shall mean a biometric identification and authentication device and a ballot scanner.
35. **“Stamp”** shall mean an auxiliary means used to place an imprint with the data prescribed by the BiH Central Election Commission on the ballot paper.
36. **“U-shape foil”** shall mean translucent plastic foil used for packaging election material.
37. **“Box for packaging bags containing ballot papers”** shall mean a cardboard box into which the polling station committee packs bags containing packaged ballot papers.
38. **“Multi-member constituency”** shall mean a constituency in which more than one but fewer than the total number of representatives for a certain level of government are elected.
39. **“Guide for voting by mail”** shall mean written instructions for voters on the manner of voting by mail.
40. **“Vacuum-sealed package”** shall mean packaging containing the prescribed number of ballot papers of the same type packed in transparent foil from which air has been removed.
41. **“Protective envelope”** shall mean an envelope into which a voter at a polling station for voting with tendered ballots, a voter voting through a mobile team, a voter voting in absentia, in a BiH DCM or a voter voting by mail inserts his/her ballot papers, after which it is inserted into a personalised envelope.
42. **“Direct transmission of results”** shall mean the automatic transfer of results obtained in the process of scanning ballot papers to the main server after the closing of the polling station and establishment of connection, without the influence of the operator or any other person.
43. **“Supplier”** shall mean the economic operator awarded the public procurement contract.
44. **“Electronic/automated vote counting”** shall mean the use of optical scanners for scanning, counting and recording votes from ballot papers, ensuring faster, more accurate and more efficient vote counting compared to the manual vote counting method.
45. **“Electronic Results Form (ERF)”** shall mean a printed report obtained in the process of scanning ballot papers and automatic counting upon completion of the voting process.
46. **“Box for packaging unused and counted ballot papers”** shall mean a cardboard box into which the polling station committee packs unused and counted ballot papers used in the election process conducted with the use of specific election technologies.
47. **“Large box for packaging boxes containing unused and counted ballot papers”** shall mean a cardboard box into which the polling station committee packs all boxes containing unused ballot papers and boxes containing counted ballot papers.
48. **“Box for depositing certificates of completed voter identification/authentication”** shall mean a cardboard box into which the voter inserts the signed certificate of completed identification/authentication.

49. **“Operator”** shall mean a person appointed by the BiH Central Election Commission responsible for installation, verification, troubleshooting, deinstallation and preparation of equipment for return.
50. **“Field support technicians”** shall mean persons responsible for troubleshooting, declaring equipment defective and replacing defective equipment with reserve equipment.
51. **“Ballot scanner”** shall mean a device that reads and counts votes by scanning marked ballot papers in order to ensure accurate and efficient counting. After reading, the scanner creates an image of the scanned ballot paper.
52. **“Protective folder”** shall mean a folder into which the voter places all ballot papers after voting, thereby ensuring additional secrecy of the vote until the individual insertion of ballot papers into the scanner.
53. **“Biometric data”** shall mean a set of protected and encrypted voter data used for voter identification and authentication at the polling station.
54. **“Biometric identification and authentication device”** shall mean a special device used at the polling station enabling storage, voter identification and protection of the application and data.
55. **“Certificate of completed identification and authentication”** shall mean a printed certificate of successfully completed identification and authentication signed by the voter.
56. **“QR code”** shall mean a security element of the ballot paper which, in the application of specific election technologies, replaces the stamp imprint and the signature of the polling station committee member.
57. **“Envelope for packaging ballot papers”** shall mean a C4-format envelope with a window into which used ballot papers are packed and on which the polling station committee writes the designation of the election level, the name of the political subject and the number of ballot papers contained in the envelope. These envelopes shall also be used for packaging invalid ballot papers, separately for each election level, classified by categories on which the word “invalid”, as well as the category and the number of ballot papers contained in the envelope, shall be written.

## PART TWO – CONDUCT OF ELECTIONS USING SPECIFIC ELECTION TECHNOLOGIES

### CHAPTER I. DUTIES OF THE SUPPLIER, PRESIDENT AND MEMBERS OF THE POLLING STATION COMMITTEE, OPERATORS, PRESENCE AT THE POLLING STATION AND ELECTION OBSERVERS

#### Article 3 (Duties of the Supplier)

(1) The supplier shall prepare a user manual on the use of the identification and authentication device and the ballot scanner, defining:

- a) activation of the device,
- b) use of the device,
- c) possible technical problems with the devices and the manner of resolving them,

- d) transmission of results from the devices to the servers of the BiH Central Election Commission,
- e) switching off the devices and storing them.

(2) If one of the specific election technology devices at the polling station is not functional, the supplier shall replace it with a new device within a maximum of two hours.

(3) During the period referred to in paragraph (2) of this Article, while the device replacement is being carried out, the polling station shall be closed for voting.

#### **Article 4**

#### **(Duties of the President and Members of the 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, shall be responsible for the legality of work at the polling station; shall maintain the integrity of the voting process, i.e. the counting process, and maintain peace and order at and around the polling station; shall complete all required forms; shall ensure that there are no weapons or dangerous objects at the polling station; shall assist voters requiring additional explanations regarding the voting process; shall resolve all issues relating to voter identification and voting rights and record in the Polling Station Committee Operations Record (hereinafter: ZARBO) the time and circumstances of all exceptional events at the polling station, including interruptions in the operation of specific election technologies and transition to voting procedures without the use of specific election technologies, with the consent of the BiH Central Election Commission previously secured by the election commission of the basic constituency (hereinafter: election commission), in such a manner that for every objection entered in the ZARBO he/she shall write what action was taken if the objection was justified; and shall assign duties to each member of the polling station committee. Any interruption in ballot counting shall be recorded in the ZARBO by the president or deputy president. For a voter whose name is not entered on the voters list for that polling station, the president of the polling station committee shall verify with the competent election commission at which polling station that voter votes.

(2) The president of the polling station committee, at a polling station where more than 350 voters have voted by 18:45 hours on Election Day, shall notify the election commission of the basic constituency, which shall summon the deputy president and deputy members of the polling station committee to attend the ballot counting process after the closing of the polling station.

(3) The president of the polling station committee, at a polling station that should have opened at 07:00 hours, but whose opening was delayed from one to three hours, or at which the interruption during voting lasted from one to three hours, shall, before the closing of the polling station, be obliged to summon his/her deputy and deputy members of the polling station committee to come to the polling station after closing and attend the ballot counting process.

(4) The member of the polling station committee responsible for maintaining order shall ensure control of voter movement at the polling station and ensure that secrecy of voting is not compromised at the polling station.

(5) The member of the polling station committee responsible for identification/authentication shall verify the voter's identity through the bar-code scanner, scan the bar code from the document used for identification and, after the application loads the voter's personal data visible on the screen, instruct the voter to place the impression of the appropriate finger on the fingerprint reader. After identification and authentication have been completed, the member of the polling station committee responsible for identification shall print the certificate of completed identification and authentication which, after being signed by the voter, shall be placed in a special box.

(6) The member of the polling station committee responsible for issuing ballot papers shall explain to the voter how to properly complete the ballot papers, noting that the voter must read the instructions on the manner of voting printed on each ballot paper; shall explain the procedure described in Article 23 of this Rulebook and particularly emphasise the use of protective folders and insertion of ballot papers into the scanner; shall issue ballot papers to the voter and direct the voter to a free space ensuring secrecy of voting (hereinafter: voting booth). If the voter damages the ballot paper in such a manner that the ballot paper becomes unusable, physically damaged, incorrectly completed or jammed during the scanning process and must be physically released from the scanner with the assistance of the operator, the member of the polling station committee shall issue a new ballot paper to the voter, while the damaged ballot paper shall be removed, marked with the word "DAMAGED" and placed in the envelope designated "DAMAGED BALLOT PAPERS".

(7) The member of the polling station committee responsible for supervising the operation of the ballot scanner shall ensure that ballot papers are inserted into the ballot scanner. In the event that a ballot paper becomes jammed during the scanning process, the member of the polling station committee shall physically release such ballot paper from the scanner, taking care to preserve the secrecy of the voter's vote, return the ballot paper to the voter and, if it is damaged, instruct the voter to replace it with the member of the polling station committee responsible for issuing ballot papers. In the event that the voter fails to insert all ballot papers issued to him/her at the polling station, the member of the polling station committee responsible for supervision of the ballot box shall warn the voter that he/she is obliged to do so. If the voter fails to act in accordance with this warning, the president of the polling station committee shall record this in the ZARBO, including the data from the voter's identification document, and the polling station committee shall proceed in accordance with Article 23 paragraph (18) of this Rulebook.

(8) If the polling station committee consists of the president and two members, the president of the polling station committee shall be responsible for maintaining order and supervising the operation of the ballot scanner, one member of the polling station committee shall be responsible for identification and authentication, and the other for issuing ballot papers.

(9) Members of the polling station committee shall be individually responsible for irregularities committed within the scope of duties assigned to them by the president of the polling station committee in accordance with the Election Law of BiH and by-laws of the BiH Central Election Commission.

(10) The president of the polling station committee shall also be responsible for irregularities committed by a member of the polling station committee if he/she noticed the irregularities but failed to record them and immediately inform the competent election commission thereof.

(11) The president and members of the polling station committee shall be responsible for ensuring the regularity and secrecy of voting, proper handling of specific election technologies, proper counting, recording of ballot papers and proper packaging of election material at the polling station.

(12) The president and members of the polling station committee must be present throughout the entire voting process, including the ballot counting process pursuant to the provisions of Article 5.5 of the Election Law of BiH, except in cases where they need to vote at another polling station for which they are entered in the excerpt from the Central Voters Register or when, due to health or other justified reasons, they are unable to continue performing their duties.

(13) The president of the polling station committee shall notify the election commission of the need for his/her absence or the absence of members of the polling station committee from the polling station, so that the election commission may engage their deputies to come to the polling station and assume their functions. The president of the polling station committee shall record all personnel changes at the polling station in section Z5a of the ZARBO “Observations During Voting”.

#### **Article 5**

#### **(ZARBO – Article 5.7 paragraph (1) of the Election Law of BiH)**

(1) For each polling station, the polling station committee shall maintain the ZARBO, which forms an integral part of this Rulebook. The ZARBO is designed so that each page has two coloured copies (green for the election commission and red for the president of the polling station committee) onto which the data entered on the page are copied. Each page must contain the polling station number.

(2) Data shall be entered into the ZARBO by pages, as follows:

- a) Z1 Specification of Election Material – the election commission records the election material handed over to the polling station committee;
- b) Z1a Ballot Papers – the president of the polling station committee enters the number of received and unused ballot papers;
- c) Z1b Specific Election Technologies – the president of the election commission and the president of the polling station committee carry out the handover of specific election technology devices;
- d) Z2 Observations on the Condition of Election Material and the Polling Station on the Day Before Elections – the president and members of the polling station committee enter their observations;
- e) Z3 Attendance Record – the president of the polling station committee records the duties assigned to members of the polling station committee;
- f) Z3a Oath – the president and members of the polling station committee sign the oath, as do their deputies if engaged;
- g) Z4 Record of Accredited Observers – the president records accredited observers monitoring the voting and ballot counting process at the polling station;
- h) Z5 Observations During Voting – the president of the polling station committee records events that occurred during voting, as well as data on voters who voted outside the polling station;

- i) Z5a Record of Absence – the president of the polling station committee records his/her absence and the absence of members of the polling station committee from the polling station;
- j) Z6 Opinion or Objections of a Polling Station Committee Member, Voter or Accredited Observer – all persons listed in the title may enter their objections regarding the work of the polling station committee;
- k) Z7 Removal of Persons from the Polling Station – the president of the polling station committee records data on persons removed from the polling station during voting or ballot counting;
- l) Z8 Time of Closing of the Polling Station – the president of the polling station committee records the time of closing of the polling station;
- m) Z9 Record of Certificates on the Number of Successfully Identified/Authenticated Voters – the president records the number of certificates as well as the number of identified voters who signed the excerpt from the Central Voters Register at polling stations where the printed version of the excerpt from the Central Voters Register was used;
- n) Z10 Stickers – the president of the polling station committee enters the serial numbers of stickers used to seal boxes containing unused and counted ballot papers.

(4) In the event that a polling station committee member, voter or accredited observer is prevented from entering an objection or opinion into the ZARBO, they shall submit their objections or opinions directly to the election commission, which shall immediately notify the BiH Central Election Commission thereof.

#### **Article 6 (Operator and Field Support Technicians)**

(1) The operator shall be a person appointed by the BiH Central Election Commission responsible for the installation, verification, troubleshooting, deinstallation and preparation of specific election technologies for return and shall be present at all polling stations where ballot scanners and biometric identification and authentication devices are used.

(2) The operator shall install the technical equipment under the supervision of the president of the polling station committee. In coordination with the election commissions, immediately after the polling station committee receives the equipment, the operator shall verify the functionality of the delivered equipment and, in coordination with the president of the polling station committee, report thereon to the election commission.

(4) Upon completion of the transmission of results from the scanner, and upon the order of the president of the polling station committee, the operator shall remove the scanner from the ballot box lid and pack it into the protective box together with the accompanying scanner equipment.

(5) The operator shall, in the event of problems with the operation of the ballot scanner and biometric identification and authentication device or the need to replace them, replace the existing scanner.

(6) Upon the operator's request, field support technicians shall come to the polling station and resolve technical problems in the operation of specific election technologies. If the field support technician is unable to resolve the technical problem on the device, he/she shall declare the device defective and organise replacement with a new functional device.

**Article 7**  
**(Presence at the Polling Station)**

(1) During voting and ballot counting at the polling station, the following persons may be present: the president, members of the polling station committee and their deputies and operators, in the cases prescribed by this Rulebook; voters and persons assisting voters who are unable to vote independently; accredited observers; and, exceptionally, police officers if called by the president of the polling station committee at a time when the polling station has been closed for voting due to disturbance of order at the polling station.

(2) During voting, media representatives may, with the approval of the president of the polling station committee, enter the polling station for a short period of time, but they shall be prohibited from compromising the secrecy of voting, filming voters in the voting booth and interfering with the election process. Giving statements to the media at the polling station shall be prohibited.

(3) For the purpose of providing advisory assistance to polling station committees, the president, a member of the election commission or an authorised person of the election commission may enter the polling station.

(4) For the purpose of visiting polling stations on Election Day, the president and/or members of the BiH Central Election Commission, as well as authorised officials of the Secretariat of the BiH Central Election Commission, may enter the polling station accompanied by the president or a member of the election commission.

(5) On Election Day, for the purpose of resolving technical problems in the operation of specific election technologies or accompanying equipment and the necessity of their replacement, field support technicians bringing replacement ballot scanners and/or biometric identification and authentication devices or equipment may enter the polling station and deliver the scanner or equipment to the president of the polling station committee, which the president of the polling station committee shall record in the ZARBO.

(6) After carrying out the activity referred to in paragraph (5) of this Article, the field support technician shall leave the polling station.

**Article 8**  
**(Accredited Observers)**

(1) Ballot counting shall be public. The polling station committee must enable accredited observers to observe the entire voting and ballot counting process and the entry of all objections into the ZARBO.

(2) The public nature referred to in paragraph (1) of this Article shall be ensured through the possibility of observer presence, and the polling station committee shall enable observers to have a clear view of all election activities. The president of the polling station committee shall respond to a question from an observer who, during observation, identified irregularities in the process being observed; and if the observer is dissatisfied with the explanation, the president of the polling station committee shall obligatorily enable him/her to enter an objection into section Z6 of the ZARBO.

(3) The observer shall have the right to observe manual ballot counting from a distance at which he/she can clearly see all activities of the polling station committee without interfering with the ballot counting process. The polling station committee shall count ballot papers in such a manner that an observer standing nearby can clearly see the ballot papers.

(4) The president of the polling station committee shall ensure that copies of the initial scanner report, the Electronic Results Form (ERF) and the RR forms are visible to observers.

## **CHAPTER II. HANDOVER OF ELECTION MATERIAL**

### **Article 9 (Election Material)**

(1) The BiH Central Election Commission shall provide all polling stations where specific election technologies are used with election material consisting of:

a) sensitive election material:

- 1) forms referred to in Article 140 paragraph (1) item a) of this Rulebook,
- 2) excerpts from the final Central Voters Register for polling stations for voting with tendered enveloped ballots and through mobile teams;

b) non-sensitive election material:

- 1) candidate lists with names of candidates in the form prescribed by a special decision of the BiH Central Election Commission,
- 2) ballot boxes for polling stations for voting with tendered ballots, absentee voting and voting through mobile teams (auxiliary),
- 3) part of the consumable election material (voting booths, posters, bags for packaging election material, etc.),
- 4) procedures manual, posters explaining how to vote using specific election technologies, posters explaining how to mark and insert a ballot paper into the scanner and posters explaining how to package election material.

(2) The supplier shall provide election material to all polling stations through the election commission of the basic constituency, consisting of:

a) sensitive election material:

- 1) ballot papers,
- 2) ballot scanner with ballot box and accompanying equipment,
- 3) voting pens,
- 4) biometric identification and authentication device and accompanying equipment,
- 5) seals with serial numbers for the ballot box with scanner.

b) non-sensitive election material:

- 1) protective folder into which ballot papers are placed after marking and before insertion into the scanner,
- 2) box for packaging cardboard boxes containing unused and counted ballot papers,
- 3) stickers for the scanner with the polling station number and red stickers "Results not transmitted",
- 4) boxes for scanners.

(3) Together with the non-sensitive election material, the BiH Central Election Commission shall deliver small transparent bags marked “Pomoćne vreće/Помоћне вреће” to those election commissions that submit information to the BiH Central Election Commission that they lack a certain number of such bags.

(4) Together with other election material for regular elections, the election commission shall issue to the polling station committee:

- a) 3 (three) bags referred to in paragraph (3) of this Article and
- b) for the conduct of General Elections, the Election Commission of Brčko District of BiH shall issue 6 (six) bags referred to in paragraph (3) of this Article.

(5) The polling station committee shall return the assigned small transparent bags to the election commission together with other election material.

(6) The election commission shall store the small transparent bags in a suitable and secured location until the next regular elections.

(7) The polling station committee shall use the bags referred to in paragraph (4) of this Article in the process of counting ballot papers after opening the ballot box, by placing in them ballot papers for the level of government that is not currently being counted.

(8) The ballot papers referred to in paragraph (2) item a) sub-item 1) of this Article shall be:

- a) ballot papers for regular polling stations,
- b) ballot papers with a special designation for voting in BiH DCMs, and
- c) ballot papers with a special designation for voting by mail.

(9) Ballot papers with special protection for voting in BiH DCMs shall bear the imprint of a stamp with the name of the relevant BiH DCM; while ballot papers for voting by mail shall bear the designation “POŠTA/ПОШТА”.

## **Article 10** **(Responsibility for Distribution of Election Material)**

(1) The BiH Central Election Commission shall be responsible for the distribution and security of election material referred to in Article 9 paragraph (1) up to the election commission.

(2) The supplier shall be responsible for the distribution and security of election material referred to in Article 9 paragraph (2) up to the election commission.

(3) From the moment of receipt of election material from the BiH Central Election Commission and the supplier, the election commission shall be responsible for the delivery and distribution of election material to polling station committees within the territory of the basic constituency and for its security until handover to polling station committees. From the moment of receipt of the complete election material from polling station committees, the election commission shall be responsible for the security of election material until its delivery to the BiH Central Election Commission and the supplier.

(4) The president of the election commission or a member of the election commission authorised in writing by the president shall be responsible for the handover of election material referred to in paragraphs (2) and (3) of this Article from and to the BiH Central Election Commission and the supplier.

#### **Article 11**

##### **(Delivery of Election Material – Article 5.3 of the Election Law of BiH)**

(1) The BiH Central Election Commission shall deliver the election material referred to in Article 9 paragraph (1) to the election commission no later than 20 days prior to Election Day.

(2) The supplier shall deliver the election material referred to in Article 9 paragraph (2) of this Rulebook to the election commission no later than three days prior to Election Day.

(3) The supplier shall prepare a record on the handover of election material referred to in Article 9 paragraph (2) of this Rulebook.

#### **Article 12**

##### **(Forms HO-1 and HO-2 – Article 5.4 paragraph (2) of the Election Law of BiH)**

(1) During the receipt of election material from the BiH Central Election Commission and the supplier, the competent election commission shall verify the total quantity of received election material by categories and confirm receipt in the corresponding election material handover forms – Form HO-1 and Form HO-2, which form an integral part of this Rulebook.

(2) The election commission shall retain one signed copy of the forms referred to in paragraph (1) of this Article for its own needs, while the remaining copies shall be retained by the BiH Central Election Commission and the supplier.

(3) If, after receipt of election material referred to in paragraph (1) of this Article, the election commission notices certain deficiencies regarding the quantity and type of received election material, it shall notify the BiH Central Election Commission thereof in writing immediately, and no later than within 12 hours from receipt of the election material, in order for the identified deficiencies to be remedied.

#### **Article 13**

##### **(Handover of Election Material to the Election Commission – Article 5.26 of the Election Law of BiH)**

(1) After the closing of polling stations and completion of the counting process and all activities at the polling station, the polling station committee shall deliver all packaged election material to the election commission in the manner prescribed by Articles 31 paragraph (3), 32 paragraph (3) and 33 of this Rulebook.

(2) The election commission of the basic constituency, with the assistance of the operator, shall take over the specific election technologies at the polling station, while the remaining election material from the polling station shall be delivered by the polling station committee to the election commission, where it shall be collected until returned to the BiH Central Election Commission.

(3) Upon receipt of election material from the polling station committee, the election commission shall verify whether the election material has been packaged in the prescribed manner and shall confirm receipt in Form Z1b of the ZARBO. If it notices that the election material has not been properly packaged or that certain material is missing, it shall summon the polling station committee to remedy the identified deficiencies in the presence of observers and under the supervision of the election commission.

**Article 14**  
**(Handover of Election Material to the BiH Central Election Commission and the Supplier)**

(1) The election commission shall prepare election material from polling stations for handover to the BiH Central Election Commission and the supplier according to the categories of election material with which it was assigned, after which it shall confirm receipt in the election material handover form SET Record EC-BIH CEC or SET Record EC-SUPPLIER.

(2) The supplier shall take over the specific election technologies no later than three days after Election Day, while the BiH Central Election Commission shall take over election material from the second to the sixth day after Election Day.

(3) Upon receipt of election material from the election commission of the basic constituency, the BiH Central Election Commission and the supplier shall verify whether the election material has been packaged in the prescribed manner, after which they shall confirm receipt in the election material handover form SET Record EC-BIH CEC or SET Record EC-SUPPLIER.

(4) The election commission shall copy the form referred to in paragraph (3) of this Article and retain one copy for its own needs, while the original form shall be retained by the BiH Central Election Commission.

**Article 15**  
**(Packaging and Handover of Ballot Papers – Article 5.4 of the Election Law of BiH)**

(1) Ballot papers shall be delivered to the election commission packed on the appropriate number of pallets depending on the total number of boxes containing ballot papers for use with scanners delivered to the respective basic constituency.

(2) Vacuum packages containing ballot papers for polling stations within the territory of the respective basic constituency shall be packed in reinforced cardboard boxes. Each regular polling station shall receive one box containing ballot papers for one election level.

(3) Each pallet containing ballot papers shall be marked with the following data:

- a) a unique designation, i.e. serial number of the pallet;
- b) the name of the basic constituency;
- c) the number of boxes located on the pallet;
- d) the numbers of polling stations to which the boxes from that pallet relate; and
- e) data on the total number and type of ballot papers located on the pallet.

(4) Each box containing ballot papers shall be marked with the following data:

- a) polling station number;
- b) name of the basic constituency;
- c) designation of the type of ballot papers packed in the box;
- d) data on the total number of ballot papers packed in the box.

(5) During the printing and packaging of ballot papers at the printing house, the BiH Central Election Commission shall, by a special decision, appoint a commission from among the employees of the Secretariat of the BiH Central Election Commission for permanent supervision and control of the printing and packaging of ballot papers, which shall also include control counting of ballot papers prior to packaging into plastic foil using the random sample method. By this decision, the BiH Central Election Commission shall also designate one member of the BiH Central Election Commission to coordinate the work of this commission.

(6) The commission referred to in paragraph (5) of this Article shall submit information in writing to the BiH Central Election Commission on the course of implementation of certain activities and, upon completion, submit a written report on the supervision and control carried out regarding the production of ballot papers, i.e. the printing and packaging of ballot papers.

#### **Article 16** **(Ballot Box, Scanners and Auxiliary Bags)**

(1) The election commission shall properly store ballot boxes, keep records of their quantity and any damage or deficiencies and preserve them for the purposes of future elections as permanent material assets.

(2) Specific election technologies shall, as part of election material, be treated by the election commission as sensitive material and protected from physical damage until handover to the supplier. Ballot boxes used together with scanners shall be treated by the election commission in the same manner as ballot boxes referred to in paragraph (1) of this Article.

(3) The election commission shall properly store the bags referred to in Article 9 paragraph (4) of this Rulebook, keep records of their quantity and any damage or deficiencies and preserve them for the purposes of future elections as permanent material assets.

(4) Records on the quantity of ballot boxes referred to in paragraph (1) of this Article shall be submitted by the election commission to the BiH Central Election Commission together with the regular work report, while records on the bags referred to in Article 9 paragraph (4) of this Rulebook shall be submitted by the election commission to the BiH Central Election Commission only exceptionally, in the event of the need for additional bags, at the beginning of the election year.

(5) The types of ballot boxes and the manner of handling them shall be regulated by the BiH Central Election Commission through a separate regulation.

## **CHAPTER III. REGULAR POLLING STATIONS**

### **Section A. PACKAGING AND HANDOVER OF BALLOT PAPERS TO ELECTION COMMISSIONS**

#### **Article 17 (Regular Polling Station – Article 5.4 of the Election Law of BiH)**

A regular polling station shall receive the number of ballot papers corresponding to the number of voters entered in the excerpt from the Central Voters Register for that polling station, rounded up to the next 10.

#### **Article 18 (Packaging of Ballot Papers)**

(1) Packages containing ballot papers for a specific regular polling station shall contain the appropriate number of vacuum packages of 200 ballot papers of the same election level. If the number of ballot papers for a specific regular polling station is less than 200, or if the total number of ballot papers is not divisible by 200, the remaining ballot papers shall be placed in a separate vacuum package if that difference exceeds 50. If the difference amounts to 50 or fewer ballot papers for the scanner, the ballot papers shall be placed in the same package with 200 ballot papers, with mandatory indication of the exact number of ballot papers contained in that package.

(2) Each vacuum package shall be marked with data on the type of ballot papers, the regular polling station number, the name and code of the basic constituency and the total number of ballot papers contained in the package, together with numbering of the package number for each level in the manner determined by the BiH Central Election Commission.

(3) In addition to the data referred to in paragraph (2) of this Article, the vacuum package shall contain a sticker with a bar code containing the code of the basic constituency.

### **Section B. PRIOR TO THE OPENING OF POLLING STATIONS**

#### **Article 19 (The Day Before Elections at a Regular Polling Station – Article 5.3 paragraph (1) of the Election Law of BiH)**

(1) The election commission shall adopt a plan for the handover of election material to the polling station committee at the polling station.

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

- a) the appropriate number of boxes containing ballot papers,
- b) at least one ballot scanner per polling station with additional equipment, as prescribed by Article 9 paragraph (2) item a) sub-item 2),
- c) one biometric identification and authentication device per polling station with additional equipment, as prescribed by Article 9 paragraph (2) item a) sub-item 4),

- d) a complete set of forms for the polling station,
- e) candidate lists, i.e. posters showing the appearance of ballot papers used in that constituency,
- f) posters with instructions on how to vote using the scanner, posters on how to mark and insert a ballot paper into the scanner and posters on how to package election material,
- g) the ZARBO referred to in Article 5 paragraph (1) of this Rulebook,
- h) consumable material according to the specification in the ZARBO necessary for the voting and ballot counting process,
- i) a procedures manual,
- j) a protective folder into which ballot papers are placed after marking and before insertion into the scanner,
- k) a sticker for the scanner with the polling station number and a red sticker “Results not transmitted”, and
- l) boxes for scanners.

(3) During the handover of election material by the election commission, the polling station committee shall verify whether the election material received from the election commission is complete and in proper condition and shall sign the ZARBO. If the polling station committee determines that the election material is incomplete, it shall immediately notify the election commission thereof, and the election commission shall, in contact with the BiH Central Election Commission, remedy all deficiencies. If the polling station committee notices that the ballot scanner and/or biometric identification and authentication device is technically defective, it shall immediately notify the election commission thereof, and the election commission shall dispatch field support technicians to the polling station in order to remedy all deficiencies or replace the defective device as soon as possible.

(4) After receipt of election material, the president and members of the polling station committee shall inspect the premises designated as the polling station and eliminate any deficiencies if they affect the legality of the work of the polling station committee. Observations on the condition of the polling station shall be entered into the ZARBO. The president and members of the polling station committee shall be responsible for the security of election material at the polling station from the moment of receipt of the material until the completion of all their duties following the closing of the polling station, completion of the counting process and handover of election material. On the night before the opening of the polling station, election material shall be stored in locked premises at the polling station location. The police shall secure election material on the night before the opening of polling stations at polling station locations.

(5) The polling station committee shall remove from the polling station all signs and symbols referring to political parties, religious symbols, as well as symbols of discriminatory nature. The polling station committee shall visibly display the designation of the polling station, entrance and exit, direction to the polling station location, prohibition of carrying and displaying weapons and dangerous objects, prohibition of smoking, prohibition of on the use of cameras, video cameras, mobile phones or other means capable of recording or transmitting audio, video or text content at the polling station, from the moment of receipt of the ballot paper until leaving the polling station, shall display candidate lists and shall visibly display the list of polling station committee members together with the name of the political subject that nominated them.

(6) The president and members of the polling station committee shall arrange the polling station in such a manner as to enable unobstructed movement of voters within the polling station.

(7) The operator shall place the identification/authentication device in the designated location and verify its functionality. If, during the verification of the functionality of the device, the operator notices technical deficiencies in the device, he/she shall contact field support technicians to remedy the identified technical deficiencies.

(8) The operator shall place the scanner in the designated location and verify its functionality. If, during the verification of the functionality of the scanner, the operator notices technical deficiencies in the scanner, he/she shall contact field support technicians to remedy the identified technical deficiencies.

(9) The polling station committee shall determine the location of each voting booth in such a manner that the opening of the voting booth faces the polling station committee members and observers and that the voting booth is sufficiently distant from polling station committee members, observers or the voter undergoing identification so as not to compromise the secrecy of voting.

## **Article 20**

### **(Prior to the Opening of the Polling Station – Article 5.8 of the Election Law of BiH)**

(1) All members of the polling station committee and the operator must arrive at the polling station at least one hour prior to the opening of the polling station. During this period, only members of the polling station committee, the operator and accredited observers may be present at the polling station.

(2) Prior to the commencement of voting, operators shall verify the functionality of the equipment and report thereon to the election commission through the president of the polling station committee. In the event of problems in the operation and functioning of the equipment, action shall be taken in accordance with the instruction referred to in Article 23 of this Rulebook.

(3) Prior to the commencement of voting, the president and members of the polling station committee shall carry out the following:

- a) the president of the polling station committee shall assign duties to all members of the polling station committee;
- b) the president and members of the polling station committee shall sign the oath in the ZARBO;
- c) they shall enter all required data on the envelopes;
- d) the president shall instruct the operator to place the biometric identification and authentication device at the polling station and activate it;
- e) they shall manually count the received ballot papers for each election level, and the president of the polling station committee shall enter the total number of received ballot papers into the ZARBO;
- f) the president of the polling station committee shall inspect the ballot box and show all present persons that the ballot box is empty, after which the operator, under the supervision of the president of the polling station committee, shall place the scanner onto the ballot box and affix plastic seals;

- g) the president shall instruct the operator to print the initial scanner report showing that the initial status on the scanner is “0”. This report shall be signed by the president and all members of the polling station committee and attached to the ZARBO form. The initial report shall be made available for inspection by present observers;
- h) the president shall enter the time of opening of the polling station into the ZARBO;
- i) the president shall inspect the observer’s identification document with photograph, which shall be retained until the observer leaves the polling station, determine whether the observer’s name appears on the accreditation card and enter into the ZARBO the observer’s name, the name of the entity that accredited him/her, the number of his/her accreditation, the time when the observer arrived and the time when the observer left the polling station;
- j) the president shall direct observers to the place where they may sit and observe election activities and shall warn them that they may not interfere in the election process or look into the voting booth, but that they may ask questions relating to the election process and enter opinions or objections regarding the election process into the ZARBO or submit them in written form, with a mandatory signature.

(4) In section Z5a of the ZARBO, the president of the polling station committee shall record the time of departure of the president or members of the polling station committee from the polling station, as well as the time of return to the polling station.

**Article 21**  
**(Action by the Polling Station Committee in the Event of Irregularities**  
**in Ballot Paper Packages)**

(1) In the event that the polling station committee, during implementation of the procedure prescribed by Article 20 paragraph (3) item e) of this Rulebook, determines irregularities:

- a) where material that is not a ballot paper or ballot papers not prescribed by the BiH Central Election Commission is found in the vacuum packages containing ballot papers, it shall separate such material and determine its quantity, as well as determine the number of valid ballot papers;
- b) where a smaller number of ballot papers than prescribed is received in the vacuum packages containing ballot papers, and this would affect the voting process due to a shortage of ballot papers,

the polling station committee shall immediately upon becoming aware of the irregularities referred to in items a) and b) of this paragraph notify the election commission thereof.

(2) Upon notification by the polling station committee referred to in paragraph (1) of this Article, the election commission shall visit the polling station and record the identified irregularity in the ZARBO under the section “Prior to the Opening of the Polling Station” and submit a written report on the identified irregularity to the BiH Central Election Commission.

(3) If the aforementioned irregularities affect the work of the polling station committee in terms of a shortage of ballot papers for its work, the election commission shall take a maximum of 100 ballot papers from polling station committees at nearby polling stations and deliver them to the polling station committee lacking ballot papers.

(4) The procedure prescribed in paragraph (3) of this Article shall be carried out by the election commission through a written record, and the polling station committee shall enter the same facts into Z1a of the ZARBO, where the polling station committee from which ballot papers were taken shall enter the number of removed ballot papers, while the polling station committee to which ballot papers were delivered shall enter the number of received ballot papers.

#### **Article 22**

##### **(Action by the Polling Station Committee in the Event of Technical Problems with Specific Election Technologies)**

(1) In the event of technical problems with specific election technologies, field support technicians shall ensure replacement of the device at the polling station.

(2) If reserve equipment cannot be provided at the polling station, the election commission of the basic constituency shall, with the consent of the BiH Central Election Commission and based on information from technical support personnel, adopt a decision on the continuation of the work of the polling station committee without the use of specific election technologies at that polling station.

#### **Section C. VOTING PROCEDURE**

#### **Article 23**

##### **(Voter Identification, Issuance of Ballot Papers for Scanners and Voting – Articles 5.12, 5.13 and 5.16 of the Election Law of BiH)**

(1) Upon entering the polling station, the voter shall undergo identification and authentication using a valid identification document, on the basis of which his/her right to vote at that polling station shall be established, and a fingerprint, on the basis of which the identity of that voter shall be established.

(2) After identification/authentication has been completed, the member of the polling station committee responsible for identification shall print the certificate of successfully completed identification/authentication, which the voter shall sign and place into the box located next to the device. The box shall constitute an integral part of the device.

(3) If the identity of the voter referred to in paragraph (1) of this Article cannot be established on the basis of a fingerprint, the president of the polling station committee and the member of the polling station committee responsible for identification shall establish the voter's identity on the basis of the identification document and issue a printed certificate of completed identification without authentication, which the voter shall sign and place into the box located next to the device.

(4) The voter referred to in paragraph (3) of this Article shall be directed to collect ballot papers.

(5) If the voter does not vote at that polling station, the president of the polling station committee shall, together with the election commission of the basic constituency, determine at which polling station the voter votes and shall direct the voter to the polling station where he/she exercises the right to vote.

(6) If, at the polling station, the process of identification and authentication cannot be carried out because the device is not operational and no reserve device is available, the polling station committee shall switch to the voter identification procedure using one of the three identification documents.

(7) For the purposes of the identification process referred to in paragraph (6) of this Article, the election commission shall print the excerpt from the Central Voters Register for that polling station, certify it with its seal on each page and deliver it to the polling station committee.

(8) The president and all members of the polling station committee may inspect the identification document of the voter undergoing identification/authentication.

(9) If a voter attempts, on the basis of another voter's valid identification document, to undergo identification/authentication and vote in the name of that voter, the voting process shall be temporarily suspended and the president of the polling station committee shall call the police in order to record the attempted commission of a criminal offence.

(10) Once the voter has been identified, the member of the polling station committee responsible for issuing ballot papers shall issue the ballot papers. The member of the polling station committee responsible for issuing ballot papers shall explain to the voter how to properly complete the ballot papers, noting that the voter shall review the instructions on the manner of voting; that the voter should use the pen located in the voting booth for marking the ballot paper; that the voter should use the folder for protecting the secrecy of voting when carrying the ballot paper from the voting booth to the ballot box/scanner; and that the ballot papers should be inserted from the protective folder into the scanner opening in a straight line in order to avoid jamming, one by one, after which the scanner shall automatically pull them into the ballot box. After providing the explanation, the member of the polling station committee shall issue the ballot papers to the voter and immediately direct the voter to one of the free voting booths in order to complete the ballot papers. Only one person may be present in the voting booth at the same time, unless the voter referred to in Article 24 of this Rulebook is concerned.

(11) Completion of the ballot paper at the polling station shall be secret, and voting shall be personal. The president and members of the polling station committee shall ensure the secrecy of voting and prevent any person from voting instead of another person under his/her name or from voting more than once.

(12) After completing the ballot papers, the voter shall use the ballot paper folder, which additionally ensures the secrecy of voting while the ballot paper is being carried from the voting booth to the scanner, and shall insert the ballot papers one by one from the folder into the ballot scanner.

(13) The voter shall place the ballot paper into the opening at the top of the ballot scanner, which shall automatically pull in the ballot paper, scan it and deposit it into the ballot box, after which a message shall appear on the scanner screen stating that the ballot paper has been successfully scanned. The voter shall repeat the same procedure for all ballot papers.

(14) If the ballot scanner is not operational and there is no reserve scanner, after voting the voter shall insert his/her ballot papers into the ballot box provided by the election commission of the basic constituency.

(15) If the ballot paper has not been successfully scanned due to crumpling or jamming in the scanner and damage occurred during its release from the scanner, the voter shall receive a new ballot paper for the election level that was not successfully scanned, after which the voting process, i.e. insertion of the said ballot paper into the scanner, shall be repeated. The member of the polling station committee responsible for issuing ballot papers shall place the ballot paper that was not successfully scanned due to crumpling or jamming in the scanner into the envelope for damaged ballot papers.

(16) In the cases referred to in paragraph (15) in which a new ballot paper has been issued, the president of the polling station committee shall keep a record thereof in the ZARBO, specifying the time and reason for issuing the new ballot paper.

(17) The member of the polling station committee responsible for supervising the operation of the scanner shall ensure that all ballot papers are inserted into the ballot scanner.

(18) In the event that the voter fails to insert all ballot papers issued to him/her at the polling station, the member of the polling station committee responsible for supervising the operation of the scanner shall warn the voter that he/she is obliged to do so. If the voter fails to act in accordance with this warning, the president of the polling station committee shall record the said circumstance in the ZARBO, including the voter's identification data, and place the same into the envelope for "Damaged ballot papers that were not scanned".

(19) The president and members of the polling station committee, if their names appear in the excerpt from the Central Voters Register for that polling station, shall vote immediately after the opening of the polling station.

#### **Article 24**

##### **(Assistance of Another Person – Article 5.19 of the Election Law of BiH)**

(1) During the voting of a voter who is blind, illiterate or a person with a disability, the voter shall have the right to use the assistance of another person chosen by him/her and with the approval of the president of the polling station committee.

(2) The president of the polling station committee shall keep records of situations in which the assistance of another person is used on the PDL form. The PDL form shall contain the following data:

- a) information whether the voter uses the assistance of another person at the polling station or outside the polling station;
- b) for a voter who is blind, illiterate or physically incapacitated:
  - name and surname
  - JMB
  - identification document number;
- c) for the person assisting the voter:
  - name and surname
  - identification document number and JMB
  - signature;
- d) an indication whether the person concerned is blind, illiterate or physically incapacitated;

- e) information on the type of evidence, i.e. the number and date of issuance of the evidence concerning the fact referred to in item d) of this Article;
- f) serial number of the form;
- g) polling station number;
- h) a statement that the person assisting the voter may assist only one voter on Election Day;
- i) signature of the president of the polling station committee.

(3) The evidence referred to in paragraph (2) item e) for a blind person and a person with a disability shall be a decision or certificate/confirmation issued by a competent institution, institute or commission on the established disability or physical impairment and a membership card of an alliance or association registered to assist this category of persons. Exceptionally, the president of the polling station committee may, even without evidence, approve the assistance of another person to a voter who is obviously unable to vote without such assistance due to his/her incapacity. The evidence for an illiterate person referred to in paragraph (2) shall be the designation "XX" in the travel document, if voter identification was carried out by means of a passport, or an unfilled signature field, if identification was carried out by means of an identity card.

(4) For a voter who comes to the polling station but, due to physical obstacles and the inaccessibility of the premises to his/her disability, cannot enter the polling station, a special area with a voting booth shall be arranged outside the polling station suitable for this category of voters. Another person chosen by that voter shall bring the valid identification document of the physically incapacitated voter to the polling station and declare that the voter cannot enter the polling station. If the name of that voter is entered in the excerpt from the Central Voters Register, the president of the polling station committee shall approve identification and authentication and enter the data into the records referred to in paragraph (2) of this Article and approve the procedures, after which a member of the polling station committee shall proceed to the physically incapacitated voter carrying the ZARBO, ballot papers, the certificate from the biometric identification and authentication device, a pen and an envelope. The member of the polling station committee shall enter the name and personal data of the physically incapacitated voter together with the identification document number into the PDL form. The physically incapacitated voter shall sign the certificate from the biometric identification and authentication device and complete the ballot papers, which he/she shall place into the protective folder. The person chosen by the physically incapacitated voter shall carry the ballot papers in the protective folder to the ballot box, open the folder and insert the ballot papers into the scanner, and shall return the protective folder to the member of the polling station committee responsible for supervision of the ballot box. The member of the polling station committee shall, in the section intended for signature on the PDL form next to the name of the physically incapacitated voter, enter the identification document number of that voter.

(5) When determining polling stations, the election commission shall, where possible, designate polling stations at locations accessible to voters referred to in paragraph (4) of this Article, in order to avoid the voting procedures referred to in paragraph (4) of this Article.

(6) The election commission shall print at least 10 PDL forms for each polling station, number them in the field "serial number of the form" referred to in paragraph (2) of this Article and deliver them to the president of the polling station committee during the handover of election material. During voting, the election commission shall deliver an additional number of forms

to the polling station committee upon the request of the president of the polling station committee.

(7) The polling station committee shall place all used PDL forms referred to in paragraph (2) of this Article into transparent plastic foil, which shall be packaged together with the ZARBO according to the packaging scheme.

(8) The president of the polling station committee shall be responsible for enabling the assistance of another person in accordance with paragraph (1) of this Article.

#### **Article 25**

##### **(Removal from the Polling Station – Article 5.6 of the Election Law of BiH)**

(1) The election commission may remove from the polling station the president and members of the polling station committee who, through their activities, disrupted the continuity of voting or acted contrary to the rules during voting or the counting of ballot papers. The election commission shall notify the BiH Central Election Commission thereof in writing and submit complete documentation on the actions undertaken.

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

(3) The polling station committee may remove an observer from the polling station if the observer interferes with the voting or ballot counting process. The decision on the removal of an observer from the polling station shall be adopted by the polling station committee by majority vote. The political subject whose observer was removed from the polling station may send a new observer to that polling station.

(4) The president of the polling station committee shall record in section Z7 of the ZARBO the reason and time of removal of the observer from the polling station.

#### **Article 26**

##### **(Closing of the Polling Station – Article 5.9 paragraph (2) of the Election Law of BiH)**

(1) The polling station shall close at 19:00 hours, except in the cases prescribed by Article 5.9 paragraph (3) of the Election Law of BiH.

(2) The procedure for closing the polling station shall be as follows:

- a) 15 minutes prior to the closing of the polling station, the president shall announce to all persons present inside and outside the polling station the time of closing of the polling station;
- b) the member of the polling station committee responsible for maintaining order shall, at the time of closing of the polling station, stand at the end of the queue in order to ensure that no person joins the queue after the closing of the polling station and shall close the door immediately after the last voter in the queue has voted;

- c) the president shall enter the time of closing of the polling station into the ZARBO and seal the scanner slot with adhesive tape and sign it.

(3) Upon the closing of the polling station, the president shall record the accredited observers present in section Z4 of the ZARBO.

## **Section D. COUNTING OF BALLOT PAPERS AND VOTES AND PACKAGING OF ELECTION MATERIAL**

### **Article 27 (Time of Counting)**

After the closing of regular polling stations, electronic transmission of scanned election results shall be carried out, followed thereafter by manual counting at the polling station.

### **Article 28 (Sequence of Actions after the Closing of the Polling Station)**

(1) After the polling station for voter voting has been closed, transmission of data from the identification/authentication device shall be carried out in the following manner:

- a) data on the number of persons who were identified/authenticated, as well as the number of persons who could not be authenticated but who voted, shall be transmitted electronically;
- b) the member of the polling station committee responsible for identification/authentication shall count the certificates of successfully completed identification/authentication, as well as the certificates of completed identification and unsuccessful authentication, and shall communicate the number to the president of the polling station committee, who shall enter these numbers into section Z9 of the ZARBO;
- c) if the action referred to in item a) of this paragraph cannot be carried out for technical reasons because it is not possible at that polling station to establish a connection with the server of the BiH Central Election Commission, the data shall be transmitted electronically as soon as the identification/authentication device is delivered to the headquarters of the election commission immediately after the closing of the polling station;
- d) if the data cannot be transmitted even from the headquarters of the election commission, the identification/authentication device shall be delivered to the location nearest to the headquarters of the election commission from which electronic transmission of the data is possible, with security protection measures;
- e) if, during voting, the identification/authentication device was replaced, the data referred to in item a) shall be transmitted from both devices, the one that was replaced and the one that was operational after replacement until the closing of the polling station;
- f) if the data from the replaced device cannot be transmitted due to damage to the device, the polling station committee shall, on the basis of the number of identification/authentication certificates, submit to the election commission of the basic constituency the information on the number of completed identifications/authentications from that device;

- g) if the identification/authentication device at the polling station was taken out of use and there was no reserve device available for replacement, and the procedure prescribed in Article 23 paragraph (6) of this Rulebook was applied, the data from the device shall be transmitted electronically, while the election commission shall enter into the application the number of persons identified after switching to the identification procedure;
- h) the number of persons who signed the excerpt from the Central Voters Register shall be recorded by the president of the polling station committee in section Z9 of the ZARBO;
- i) if, due to damage, the data from the device referred to in item d) of this paragraph cannot be transmitted electronically, the polling station committee shall, on the basis of the number of identification/authentication certificates, submit to the election commission of the basic constituency the information on the number of completed identifications/authentications from that device;
- j) data on voters who identified/authenticated themselves, such as name and surname and JMB, shall be stored on the server of the BiH Central Election Commission once the device has been returned to the warehouse of the BiH Central Election Commission.

(2) Electronic transmission of data from the scanner shall include the submission of data on results for all levels of government, namely:

- number of votes by political subjects,
- number of individual votes by candidates,
- total number of invalid ballot papers,
- total number of invalid unmarked ballot papers,
- total number of other invalid ballot papers.

(3) If the aforementioned actions cannot be carried out for technical reasons because it is not possible at the polling station to establish a connection with the server of the BiH Central Election Commission, the data shall be transmitted electronically from the headquarters of the election commission.

(4) If the data cannot be transmitted even from the headquarters of the election commission, the data shall be delivered from the location nearest to the headquarters of the election commission from which data transmission may be carried out, with security protection measures.

(5) If, during voting, the scanner was replaced, data shall be delivered from both scanners – the one that was replaced and the one that remained operational until the closing of the polling station.

(6) Scanned images of all ballot papers shall be stored on the server of the BiH Central Election Commission upon delivery of the scanner to the warehouse of the BiH Central Election Commission.

(7) For polling stations for which transmission of results referred to in paragraphs (1) and (2) of this Article has not been carried out, the election commission shall, together with the operators, verify the reason for the failure to carry out the transmission. If the reason for failure to carry out the transmission is not technical in nature, the election commission shall instruct the operator, and undertake all measures and actions, to ensure that transmission of election results is carried out immediately.

(8) Upon completion of all actions referred to in paragraphs (1) and (2) of this Article, the devices shall be packed into their original transport boxes, and the election commission shall take them over at the polling station.

**Article 29**  
**(Sequence of Actions during Manual Counting)**

(1) Upon completion of all actions referred to in Article 28 of this Rulebook, the polling station committee shall first count the certificates of completed identification/authentication and record their number in the SET ZARBO.

(2) After the action referred to in paragraph (1) of this Article, the polling station committee shall count the damaged and unused ballot papers for each level of government. The president of the polling station committee shall enter the number of unused ballot papers into the SET ZARBO, and the polling station committee shall package the unused ballot papers into the cardboard boxes in which they were delivered to the polling station, while paper seals and a sticker for unused ballot papers shall be affixed to the edges of the cardboard box lid.

(2) The polling station committee shall prepare a large working surface on which manual counting of ballot papers shall be carried out.

(3) The president of the polling station committee shall open the ballot box and place all ballot papers from the ballot box onto the working surface referred to in paragraph (2) of this Article.

(4) The polling station committee shall sort all ballot papers into groups by level of government, i.e. by colour, while the president of the polling station committee shall package the remaining ballot papers for other levels that will not be counted first into small transparent bags marked “Pomoćne vreće/Pomoćne vreće”, while the ballot papers for the level being counted first shall remain on the table.

**Article 30**  
**(Ballot Papers for Individual Election Levels – Articles 5.14 and 5.25 of the Election Law of BiH)**

(1) At general elections, ballot papers for individual election levels shall be counted in the following order:

a) in the Federation of Bosnia and Herzegovina:

- 1) Presidency of BiH – electoral system – majority vote,
- 2) House of Representatives of the Parliamentary Assembly of BiH – proportional representation electoral system,
- 3) House of Representatives of the Parliament of the Federation of BiH – proportional representation electoral system,
- 4) cantonal assembly – proportional representation electoral system;

b) in Republika Srpska:

- 1) Presidency of BiH – majority vote electoral system,
- 2) House of Representatives of the Parliamentary Assembly of BiH – proportional representation electoral system,
- 3) President and Vice Presidents of Republika Srpska – electoral system – majority vote,

4) National Assembly of Republika Srpska – proportional representation electoral system.

(2) The polling station committee in Brčko District of BiH shall count first the ballot papers referred to in paragraph (1) item a) sub-item 1) and item b) sub-item 1), then the ballot papers referred to in item a) sub-item 2) and item b) sub-item 2), then those referred to in item b) sub-item 3), and thereafter those referred to in item a) sub-item 3) and item b) sub-item 4).

### **Article 31**

#### **(Procedure for Counting Votes – for Levels at which the Majority Vote Electoral System Was Used)**

(1) All members of the polling station committee shall jointly, in each other's presence, count the ballot papers and must be present during the ballot counting process. During the counting of votes obtained under the majority vote system, the president and members of the polling station committee shall:

- a) sort the ballot papers into separate groups of invalid ballot papers and valid ballot papers for each candidate;
- b) the polling station committee shall count the ballot papers for each candidate using the double-counting method in groups of 25 ballot papers and cross-stacking, while the president of the polling station committee shall enter the number of votes into the SET SR form – majority vote for that level, as well as the number of invalid ballot papers.

(2) The president of the polling station committee shall package all counted ballot papers and the blue copy of the SET SR form – majority vote for that level into a reinforced cardboard box, and paper seals and a sticker for counted ballot papers shall be affixed to the edges of the cardboard box lid.

(3) The president of the polling station committee shall package the green copy of the SET SR form – majority vote into the envelope for the president of the election commission, while the red copy shall be packaged into the envelope for the president of the polling station committee, and the original form in the cover shall be packaged for the BiH Central Election Commission. The yellow copy of the form shall be displayed at the polling station together with the printed results of the electronic count and shall be available to all observers.

### **Article 32**

#### **(Counting of Votes Obtained under the Proportional Representation System for All Election Levels)**

(1) During the counting of votes obtained under the proportional representation system, the president and members of the polling station committee shall:

- a) sort the ballot papers for that election level into separate groups of ballot papers for each political subject and groups of invalid ballot papers;
- b) the polling station committee shall count each group of valid ballot papers referred to in item a) of this paragraph using the double-counting method in groups of 25 ballot papers and cross-stacking, while the president of the polling station committee shall enter the number of ballot papers of each group into the SET SR form – proportional representation for that level for each political subject;

- c) the polling station committee shall sort the ballot papers of each political subject into the following groups:
  - ballot papers on which the voter marked only the political subject,
  - ballot papers on which the voter marked four or more candidates of that political subject, and
  - ballot papers on which the voter marked up to three candidates of that political subject;
- d) the polling station committee shall count the ballot papers of each group referred to in item c) of this paragraph using the double-counting method in groups of 25 ballot papers and cross-stacking, while the president of the polling station committee shall enter the number of ballot papers of each group into the SET SR form – proportional representation for that political subject;
- e) the polling station committee shall count ballot papers by candidates using the method of reading out the ordinal numbers of candidates and entering tally marks into the auxiliary form. By this method, only the votes on ballot papers on which voters marked up to three candidates of the political subject shall be read;
- f) the president of the polling station committee shall enter the number of votes for each candidate into the SET SR form – proportional representation for that political subject.

(2) The president of the polling station committee shall package all counted ballot papers and the blue copy of the SET SR form – proportional representation for that level into a reinforced cardboard box, and paper seals and a sticker for counted ballot papers shall be affixed to the edges of the cardboard box lid.

(3) The president of the polling station committee shall package the green copies of the SET SR form – proportional representation into the envelope for the president of the election commission, while the red copy shall be packaged into the envelope for the president of the polling station committee, and the original form in the cover shall be packaged for the BiH Central Election Commission. The yellow copy of the form shall be displayed at the polling station together with the printed results of the electronic count and shall be available to all observers.

### **Article 33** **(Packaging of the Remaining Election Material and Handover to the Election Commission)**

(1) The president of the polling station committee shall package the ZARBO, the envelope containing the printed results from the scanner device and the PDL forms into a small transparent plastic bag.

(2) The polling station committee shall package the election material referred to in Article 29 paragraph (1), Article 31 paragraph (2) and Article 32 paragraph (2) into a large cardboard box for packaging cardboard boxes containing unused and counted ballot papers. The original forms for the BiH Central Election Commission shall also be packaged into the large cardboard box.

(3) The polling station committee shall hand over to the election commission the election material referred to in paragraph (2) of this Article and the election material referred to in

Article 31 paragraph (3) and Article 32 paragraph (3) immediately upon completion of all counting and packaging activities relating to election material, taking into account all measures for the protection of election material.

## **CHAPTER IV. POLLING STATIONS FOR VOTING WITH TENDERED ENVELOPED BALLOT PAPERS, POLLING STATIONS FOR ABSENTEE VOTING AND MOBILE TEAM**

### **Section A. POLLING STATIONS FOR VOTING WITH TENDERED ENVELOPED BALLOT PAPERS**

#### **Article 34**

##### **(Polling Station for Voting with Tendered Enveloped Ballot Papers)**

(1) Ballot papers packed in envelopes containing a protective envelope shall be delivered to polling stations designated for voting with tendered enveloped ballot papers.

(2) The envelopes referred to in paragraph (1) of this Article shall be packed into cardboard boxes containing the polling station number, the name of the basic constituency and the number of envelopes.

(3) The total number of envelopes with ballot papers referred to in paragraph (1) of this Article shall be:

- a) 50 for basic constituencies with up to 10,000 voters,
- b) 100 for basic constituencies with from 10,000 to 50,000 voters, and
- c) 200 for basic constituencies with more than 50,000 voters.

#### **Article 35**

##### **(Issuance of a Tendered Enveloped Ballot Paper – Article 5.18 of the Election Law of BiH)**

(1) A voter who, by attaining the age of majority, was entered into the Central Voters Register for the first time from the date of closing of the Central Voters Register until Election Day, and who submitted to the polling station committee a certificate issued by the Voters Register Centre confirming that his/her name is not entered on any excerpt from the Central Voters Register, shall be enabled by the polling station committee to vote with tendered enveloped ballot papers.

(2) A voter with residence in Brčko District of BiH whose name is not entered on the excerpt from the Central Voters Register shall be enabled to vote with tendered enveloped ballot papers if the voter submits the certificate referred to in paragraph (1) of this Article and a certificate of entity citizenship.

(3) The polling station committee shall enable a voter appearing on the list delivered by the BiH Central Election Commission concerning citizens of Bosnia and Herzegovina entered on the excerpt from the Central Voters Register for voting outside the country, who is found in Bosnia and Herzegovina, to vote with tendered enveloped ballot papers.

### **Article 36**

#### **(Voting with Tendered Enveloped Ballot Papers – Articles 3.16 paragraph (6) and 3.17 of the Election Law of BiH)**

- (1) One polling station in each basic constituency shall be designated for the issuance of tendered enveloped ballot papers.
- (2) After the member of the polling station committee responsible for identification identifies the voter referred to in Article 35 paragraph (1) of this Rulebook and enters the required data into the excerpt from the Central Voters Register for voters voting with tendered ballot papers, the voter shall sign in the designated signature field in that excerpt.
- (3) On the basis of the voter's valid identification document, the member of the polling station committee responsible for issuing ballot papers shall enter the necessary data on the front side of the envelope containing the tendered enveloped ballot papers, on the basis of which voting rights may be verified. The member of the polling station committee responsible for issuing ballot papers shall issue the ballot papers and the protective envelope and shall immediately direct the voter to one of the free voting booths in order to complete the ballot papers.
- (4) The following data shall be entered on the front side of the envelope for tendered enveloped ballot papers:
  - a) polling station number,
  - b) surname and name of the voter,
  - c) Unique Master Citizen Number of the voter,
  - d) date of birth, and
  - e) data on the name and number of the presented identification document and the name of the authority that issued that document.
- (5) The template of the envelope shall form an integral part of this Rulebook.
- (6) The member of the polling station committee responsible for issuing ballot papers shall retain the voter's identification document until the moment when the voter returns the tendered enveloped ballot papers packed in the white protective envelope, while the documentation referred to in Article 35 paragraph (1) of this Rulebook shall be attached to the excerpt from the Central Voters Register. The member of the polling station committee responsible for issuing ballot papers shall place the white security envelope into the envelope containing the data on the voter voting with tendered enveloped ballot papers. The envelope shall be sealed and inserted by the voter into the ballot box.

### **Article 37**

#### **(Counting of Envelopes with Ballot Papers)**

- (1) After the closing of the polling station, the president and members of the polling station committee of the polling station for voting with tendered enveloped ballot papers shall count the envelopes with ballot papers, while scanning and counting of votes shall be carried out at the Main Counting Centre.
- (2) Envelopes with ballot papers from polling stations for voting with tendered enveloped ballot papers shall be opened and the ballot papers counted at the Main Counting Centre.

(3) The president and members of the polling station committee shall:

- a) after completing the Numerical Status Form for the polling station for voting with tendered enveloped ballot papers, open the ballot box and place its contents on the table so that all present persons may see them;
- b) count the envelopes with tendered ballot papers, control the counting, and the resulting number shall be entered by the president into the Numerical Status Form for voting with tendered ballot papers;
- c) package the envelopes with tendered enveloped ballot papers into the appropriate protective bag for packaging election material, in accordance with Article 38 of this Rulebook; and
- d) complete and sign the Numerical Status Form for polling stations issuing tendered ballot papers.

### **Article 38 (Packaging of Election Material)**

(1) At polling stations authorised for the issuance of tendered enveloped ballot papers in the Federation of BiH, Republika Srpska and Brčko District of BiH, polling station committees shall package election material as follows:

a) the following shall be placed into the **GREEN PROTECTIVE BAG**:

- 1) counted envelopes with tendered ballot papers, and
- 2) the blue copy of the Numerical Status Form BSN;

b) the following shall be placed into the **LARGE TRANSPARENT PROTECTIVE BAG**:

- 1) unused envelopes with sets of ballot papers packed in original boxes, and
- 2) damaged envelopes with sets of ballot papers;

c) the following shall be placed into the **SMALL TRANSPARENT PROTECTIVE BAG**:

- 1) the Numerical Status Form BSN (original in cover),
- 2) the ZARBO (original in cover), and
- 3) the list of voters entitled to vote with tendered ballot papers.

(2) Copies of forms used by the polling station committee during voting and counting of envelopes with tendered ballot papers at the polling station shall be packaged by the polling station committee as follows:

- a) the Numerical Status Form BSN (red copy) shall be placed into the envelope for the president of the polling station committee,
- b) the Numerical Status Form BSN (green copy), the ZARBO (green copy), the excerpt from the final Central Voters Register and the PDL forms shall be placed into the envelope for the president of the election commission.

(3) The polling station committee shall mark each of the aforementioned bags with a black marker (for example: polling station number 146BNNN in two places on the protective bag). Each bag must be firmly sealed with adhesive tape below the place where the plastic seal is threaded through the designated openings on the bag, the number of which shall be entered into the corresponding form in the designated place.

## **Section B. POLLING STATION FOR ABSENTEE VOTING**

### **Article 39 (Polling Station for Absentee Voting)**

- (1) Ballot papers for absentee voting shall be packed in envelopes containing the appropriate combination of ballot papers by basic constituencies for which voters are entered in the excerpt from the Central Voters Register for voters having the status of displaced persons.
- (2) The code of the specific combination of ballot papers and the names of the basic constituencies to which the combination relates shall be printed on each envelope containing a combination of ballot papers for absentee voting.
- (3) A polling station for absentee voting shall receive the appropriate number of envelopes with combinations of ballot papers according to the number of voters in the excerpt from the Central Voters Register for voters having the status of displaced persons. One reserve combination for each constituency for which voters are entered in the excerpt from the Central Voters Register for voters having the status of displaced persons shall be added to this number.
- (4) Envelopes with combinations of ballot papers for absentee voting shall be packed into boxes, provided that different combinations within each box shall be separately divided. Each box for polling stations for absentee voting, in addition to the data also contained on boxes with ballot papers for regular polling stations, shall also include a list of combinations with ballot papers contained in the box, with the indicated number of envelopes for each combination.

### **Article 40 (Voting at a Polling Station for Absentee Voting)**

- (1) A voter voting at a polling station for absentee voting shall be issued envelopes containing ballot papers issued in the basic constituency for which the voter votes.
- (2) Prior to the opening of the polling station for absentee voting, the polling station committee shall carry out the same actions as the polling station committee at regular polling stations, as determined in Article 20 of this Rulebook, except that at these polling stations they shall manually count the envelopes containing ballot papers by basic constituencies for which voters vote. The numbers obtained from the counted envelopes shall be entered by the president into the Numerical Status Form.
- (3) The identification and authentication procedure shall be carried out in the manner prescribed by the provisions of Article 23 of this Rulebook.
- (4) After completion of the identification and authentication procedure, the member of the polling station committee responsible for issuing the envelope with ballot papers shall explain to the voter how to correctly complete the ballot papers, noting that the voter must read the instructions on the manner of voting on the reverse side of each ballot paper, then issue the ballot papers to the voter and immediately direct him/her to one of the free voting booths in order to complete the ballot papers. Only one person may be present in the voting booth at the same time, unless the voter referred to in Article 24 of this Rulebook is concerned.

(5) Completion of the ballot paper at the polling station shall be secret, and voting shall be personal. The president and members of the polling station committee shall ensure the secrecy of voting and prevent any person from voting instead of another person under his/her name or from voting more than once.

(6) After completing the ballot papers, the voter shall insert them, without folding them, into the envelope and then into the ballot box. The member of the polling station committee responsible for supervision of the ballot box shall ensure that all envelopes with ballot papers are inserted into the ballot box.

(7) In the event that the voter fails to insert the envelope with ballot papers issued to him/her at the polling station, the member of the polling station committee responsible for supervision of the ballot box shall warn the voter that he/she is obliged to do so. If the voter fails to act in accordance with this warning, the president of the polling station committee shall record the said circumstance in the ZARBO, including data from the voter's identification document.

(8) In the event that the voter attempts to insert into the ballot box an envelope with a ballot paper that differs by colour or in any other manner from the original envelopes issued at polling stations, the member of the polling station committee responsible for supervision of the ballot box shall notify the president of the polling station committee thereof, who shall interrupt the voting process and, with the intervention of the police, confiscate that material from the voter. The president of the polling station committee shall record this case in the ZARBO, including data from the voter's identification document. The president of the polling station committee shall immediately notify the election commission of the aforementioned cases.

#### **Article 41** **(Counting of Envelopes with Ballot Papers)**

(1) After the closing of the polling station, the president and members of the polling station committee of the polling station for absentee voting shall count the envelopes with ballot papers, while ballot papers from the envelopes shall be scanned at the Main Counting Centre.

(2) Envelopes with tendered enveloped ballot papers (if a specific polling station for absentee voting issues tendered enveloped ballot papers) shall be delivered by the president and members of the polling station committee to the Main Counting Centre for verification, and if the voting right for the given voter is confirmed, these ballot papers shall be counted/scanned at the Main Counting Centre.

(3) The president and members of the polling station committee shall:

- a) after completing the Numerical Status Form for the polling station for absentee voting, open the ballot box and place its contents on the table so that all present persons may see them;
- b) sort the envelopes with ballot papers into:
  - 1) envelopes with tendered ballot papers (for those absentee polling stations issuing tendered ballot papers), and
  - 2) envelopes with ballot papers for absentee voting;

- c) sort the envelopes with ballot papers for absentee voting by basic constituencies for which the voters voted, i.e. by the designations of combinations of ballot papers on the envelopes;
- d) count the envelopes with tendered ballot papers, control the counting, and the resulting number shall be entered by the president into the Numerical Status Form for voting with tendered ballot papers;
- e) count the envelopes with ballot papers for absentee voting, control the counting, and the resulting number of envelopes by basic constituencies for which the voters voted shall be entered by the president into the Numerical Status Form for absentee voting;
- f) bind together the envelopes for absentee voting with the same combinations of ballot papers by basic constituencies and package them into the appropriate protective bag for packaging election material for absentee voting, in accordance with Article 42 of this Rulebook;
- g) package the envelopes with tendered enveloped ballot papers into the appropriate protective bag for packaging election material, in accordance with Article 42 of this Rulebook; and
- h) complete and sign the Numerical Status Form for polling stations for absentee voting and the Numerical Status Form for polling stations issuing tendered ballot papers.

**Article 42**  
**(Packaging of Election Material)**

(1) At polling stations for absentee voting, polling station committees shall package election material as follows:

- a) the following shall be placed into the **RED PROTECTIVE BAG**:
  - 1) counted envelopes with sets of ballot papers, bound by basic constituencies, and
  - 2) the blue copy of the Numerical Status Form BSO;
- b) the following shall be placed into the **LARGE TRANSPARENT PROTECTIVE BAG**:
  - 1) unused envelopes with sets of ballot papers packed in original boxes, and
  - 2) damaged envelopes with sets of ballot papers;
- c) the following shall be placed into the **SMALL TRANSPARENT PROTECTIVE BAG**:
  - 1) the Numerical Status Form BSO (original in cover),
  - 2) the ZARBO (original in cover), and
  - 3) the excerpt from the final Central Voters Register for voters having the status of displaced persons.

(2) Copies of forms used by the polling station committee during voting and counting of envelopes with ballot papers at the polling station shall be packaged by the polling station committee as follows:

- a) the Numerical Status Form BSO (red copy) shall be placed into the envelope for the president of the polling station committee; and
- b) the Numerical Status Form BSO (green copy) and the ZARBO (green copy) shall be placed into the envelope for the president of the election commission.

(3) The polling station committee shall mark each of the aforementioned bags with a black marker (for example: polling station number 146B012 in two places on the protective bag). Each bag must be firmly sealed with adhesive tape below the place where the plastic seal is

threaded through the designated openings on the bag, the number of which shall be entered into the corresponding form in the designated place.

### **Section C. MOBILE TEAM**

#### **Article 43 (Ballot Papers)**

(1) Ballot papers for the mobile team shall be packed in protective envelopes which also contain the combination number.

(2) The envelopes referred to in paragraph (1) of this Article and personalised envelopes shall be packed into a cardboard box bearing the mobile team number, the number of envelopes and the signature of the authorised person of the BiH Central Election Commission.

(3) The total number of sets with ballot papers referred to in paragraph (2) of this Article shall be equal to the number of voters on the excerpt from the Central Voters Register for the mobile team, increased by:

- a) two envelopes if the voters voting through the mobile team are from that basic constituency,
- b) one envelope for voters voting through the mobile team who are not from that basic constituency.

#### **Article 44 (Voting of Voters Referred to in Article 5.21 paragraph (4) of the Election Law of BiH)**

(1) For the purpose of voting by homebound voters, hospitalised persons or voters who will vote in prisons and detention units, election commissions shall, within no later than ten days prior to Election Day, taking into account the territorial distribution and number of institutions, organise mobile teams which shall, on Election Day, visit voters from this category in their homes or institutions. A mobile team shall consist of a president and two members. The president shall manage the work of the mobile team and shall be responsible for its legality. One hour prior to the opening of polling stations, the election commission shall hand over to each established mobile team the following material:

- a) excerpt from the Central Voters Register for voters registered to vote in this manner;
- b) the appropriate number of ballot papers packed in protective envelopes placed in personalised envelopes on which the codes of the basic constituencies for which voting is conducted are entered. The template of the envelope shall form an integral part of this Rulebook;
- c) the appropriate number of auxiliary ballot boxes (cardboard boxes);
- d) Numerical Status Form – Mobile Team;
- e) consumable material necessary for the process of voting and counting ballot papers;
- f) ZARBO; and
- g) list of voters with addresses and contact telephone numbers referred to in item a) of this paragraph.

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

- a) enter their names in the ZARBO and sign in the part of the ZARBO designated for that purpose;
- b) enter the number of voters from the excerpt referred to in paragraph (1) item a) of this Article in the designated place in the Numerical Status Form – MOBILE TEAM;
- c) manually count the received personalised envelopes containing protective envelopes with ballot papers according to the codes of the basic constituencies for which voting is conducted, and according to the voting option of voters entered in the excerpt referred to in paragraph (1) item a) of this Article, and enter this number into the Numerical Status Form;
- d) form the auxiliary ballot box for the mobile team and place a self-adhesive paper seal on the opening of the ballot box; and
- e) enter the serial numbers of the seals from the auxiliary ballot box into the Numerical Status Form.

(3) The president of the mobile team shall give the ballot papers and the protective envelope to the voter.

(4) The manner of voting by voters with special needs shall not differ from the manner of voting determined in Article 36 of this Rulebook, with the difference that the name/father's name/surname and JMB of the voter who voted through the mobile team shall be entered on the personalised envelope. During field work, after voting by voters with special needs at a specific location, the mobile team shall seal the opening of the ballot box with adhesive tape, which shall be signed by the president and members of the mobile team. After completion of field work, the mobile team shall place a self-adhesive paper seal on the opening of the auxiliary ballot box, on which the president and members of the mobile team shall sign, and the serial number of the seal shall be recorded on the Numerical Status Form.

(5) For voters voting in prisons, the institution shall provide an identification document so that the mobile team may establish the voter's identity, and the voter shall vote in accordance with the manner of voting determined in Article 36 of this Rulebook, with the difference that the name/father's name/surname and JMB of the voter who voted through the mobile team shall be entered on the personalised envelope.

(6) The mobile team shall start working at 07:00 hours and finish at 19:00 hours. At 19:00 hours, at the headquarters of the election commission, the mobile team shall package its election material in accordance with Article 46 of this Rulebook and hand it over to the election commission.

#### **Article 45**

##### **(Counting of Envelopes with Ballot Papers of Mobile Teams)**

(1) After visiting all voters voting through the mobile team, the president and members of the mobile team shall, at the headquarters of the election commission, count the envelopes with ballot papers in the following manner:

- a) count and enter the total number of remaining unused envelopes with ballot papers for each election level into the Numerical Status Form for voting through the mobile team;
- b) package the unused envelopes with ballot papers into the bag determined in Article 46 paragraph (1) item b) of this Rulebook;

- c) count and enter into the Numerical Status Form the total number of voter signatures referred to in Article 44 paragraph (1) item a) of this Rulebook;
- d) count and enter the total number of envelopes containing damaged ballot papers and package them into the appropriate envelope;
- e) after entering the previously determined data into the Numerical Status Form of the mobile team, open the ballot box and place its contents on the table so that all present persons may see them;
- f) sort the envelopes with ballot papers for voting through the mobile team by basic constituencies for which the voters voted, i.e. according to the designations of combinations of ballot papers on the envelopes;
- g) count the envelopes with ballot papers for voting through the mobile team, meaning that the envelopes and not the ballot papers shall be controlled and counted, and the resulting number of envelopes by basic constituencies for which the voters voted shall be entered by the president into the Numerical Status Form for voting through the mobile team;
- h) bind together the envelopes with ballot papers and package them into the appropriate protective bag for packaging election material of the mobile team, in accordance with Article 46 of this Rulebook; and
- i) complete and sign the Numerical Status Form for mobile teams.

(2) The original Numerical Status Form, the ZARBO, the Numerical Status Form for voting through the mobile team and the packaged election material shall be delivered by the mobile team to the election commission, which shall forward them to the BiH Central Election Commission for counting/scanning at the Main Counting Centre.

#### **Article 46 (Packaging of Election Material)**

(1) The mobile team shall package election material in the following manner:

a) the following shall be placed into the **ORANGE PROTECTIVE BAG**:

- 1) counted envelopes with sets of ballot papers bound by basic constituencies, and
- 2) the blue copy of the Numerical Status Form BSM;

b) the following shall be placed into the **LARGE TRANSPARENT PROTECTIVE BAG**:

- 1) unused envelopes with sets of ballot papers packed in original boxes, and
- 2) damaged envelopes with sets of ballot papers;

c) the following shall be placed into the **SMALL TRANSPARENT PROTECTIVE BAG**:

- 1) the Numerical Status Form BSM (original in cover),
- 2) the ZARBO (original in cover),
- 3) the excerpt from the final Central Voters Register (for voters confined to their homes due to age, illness or disability and voters who are prisoners or confined to institutions and entitled to vote), and
- 4) PDL forms.

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

- a) the Numerical Status Form BSM (red copy) shall be placed into the envelope for the president of the polling station committee; and
- b) the Numerical Status Form BSM (green copy) and the ZARBO (green copy) shall be placed into the envelope for the president of the election commission.

(3) The polling station committee shall mark each of the aforementioned bags with a black marker (for example: mobile team number 146BMT1 in two places on the protective bag). Each bag must be firmly sealed with adhesive tape below the place where the plastic seal is threaded through the designated openings on the bag, the number of which shall be entered into the corresponding form in the designated place.

## **CHAPTER V. BiH DCMs AND VOTING BY MAIL**

### **Section A. MANNER OF CONDUCTING ELECTIONS AT POLLING STATIONS IN BiH DCMs – Article 1.5 paragraph (3) of the Election Law of BiH**

#### **Article 47 (Delivery of Election Material)**

(1) The BiH Central Election Commission shall, no later than ten days prior to the opening of polling stations, deliver to the Ministry of Foreign Affairs of BiH the election material, as follows:

- a) excerpt from the Central Voters Register for the specific polling station in the BiH DCM;
- b) the appropriate number of protective envelopes containing ballot papers with special protection and bearing the printed combination number and the names of the constituencies belonging to that combination;
- c) the appropriate number of ballot boxes;
- d) complete set of forms for the polling station;
- e) posters with instructions on the manner of voting and informational content for voters;
- f) ZARBO; and
- g) consumable material according to the specification from the ZARBO necessary for the voting and ballot counting process.

(2) The Ministry of Foreign Affairs of BiH shall, three days prior to, and no later than 12 hours before, the opening of polling stations in the BiH DCMs, deliver to the polling station committee of the respective BiH DCM the election material referred to in paragraph (1) of this Article.

(3) The polling station committee shall verify whether the election material received from the Ministry of Foreign Affairs of BiH is complete and in proper condition, which shall be recorded in the ZARBO.

(4) After receipt of the election material, the president and members of the polling station committee shall act in accordance with Article 50 of this Rulebook.

**Article 48**  
**(Voting Procedures)**

(1) Voting at a polling station in a BiH DCM shall be conducted according to the procedure determined in Article 40 of this Rulebook.

(2) The valid identification document for voter voting in a BiH DCM is determined in Articles 5.12 and 3.15 paragraph (5) of the Election Law of BiH respectively.

**Article 49**  
**(Counting of Envelopes with Ballot Papers of BiH DCMs)**

Counting of envelopes with ballot papers at polling stations in BiH DCMs shall be carried out according to the procedure determined in Article 41 of this Rulebook.

**Article 50**  
**(Polling Station in a BiH DCM)**

(1) At polling stations in BiH DCMs, polling station committees shall package election material in the following manner:

- a) the following shall be placed into the **RED PROTECTIVE BAG**:
  - 1) counted envelopes with sets of ballot papers bound by basic constituencies, and
  - 2) the blue copy of the Numerical Status Form BSO;
- b) the following shall be placed into the **LARGE TRANSPARENT PROTECTIVE BAG**:
  - 1) unused envelopes with sets of ballot papers packed in original boxes, and
  - 2) damaged envelopes with sets of ballot papers;
- c) the following shall be placed into the **SMALL TRANSPARENT PROTECTIVE BAG**:
  - 1) the Numerical Status Form BSO (original in cover),
  - 2) the ZARBO (original in cover), and
  - 3) the excerpt from the final Central Voters Register for voters having the status of displaced persons and the PDL form (if used).

(2) Copies of forms used by the polling station committee during voting and counting of envelopes with ballot papers at the polling station shall be packaged by the polling station committee by placing the Numerical Status Form BSO (red copy) into the envelope for the president of the polling station committee.

(3) The polling station committee shall mark each of the aforementioned bags with a black marker (for example: polling station number A01 in two places on the protective bag). Each bag must be firmly sealed with adhesive tape below the place where the plastic seal is threaded through the designated openings on the bag, the number of which shall be entered into the corresponding form in the designated place.

**Article 51**  
**(Return of Election Material and Deadline for Return)**

The original Numerical Status Form, the ZARBO and the packaged election material shall be delivered by the polling station committee in the BiH DCM, through the Ministry of Foreign Affairs of BiH, to the BiH Central Election Commission no later than five days from Election

Day. Counting/scanning of ballot papers from BiH DCMs shall be carried out at the Main Counting Centre.

**Section B. MANNER OF VOTING OF A VOTER VOTING BY MAIL – Article 5.21 paragraph (1) of the Election Law of BiH**

**Article 52  
(Voting Package)**

The BiH Central Election Commission shall deliver by registered mail to all voters entered in the excerpt from the Central Voters Register for voting by mail a voting package containing:

- a) a form with the voter's personal data: name and surname, Unique Master Citizen Number, date of birth, current address outside Bosnia and Herzegovina (street and number, city, postal code, country), combination number for ballot papers and instructions on how to vote (printed on the reverse side of that form);
- b) the appropriate ballot papers with special protection issued for the basic constituency for which the voter votes;
- c) a return envelope with the printed (return) address of the BiH Central Election Commission; and
- d) an envelope for ballot papers ensuring secrecy of voting.

**Article 53  
(Return Envelope)**

A voter voting by mail shall send back to the BiH Central Election Commission a return envelope containing:

- a) the envelope for ballot papers ensuring secrecy of the vote, containing the packaged ballot papers and sealed in order to ensure secrecy of voting;
- b) a copy of one of the valid identification documents, in accordance with Articles 5.12 and 3.15 paragraph (5) of the Election Law of BiH respectively;
- c) the form with the voter's personal data containing the data referred to in Article 52 paragraph (1) item a) of this Rulebook.

**Article 54  
(Deadline for Acceptance of the Return Envelope – Article 5.21 of the Election Law of BiH)**

A return envelope sent to the BiH Central Election Commission no later than on Election Day shall be accepted and counted if it arrives at the BiH Central Election Commission no later than five days from Election Day and if the return envelope bears the imprint of the bar code/postmark of the country from which the vote is cast, with a date not later than the date of the elections. Counting/scanning of ballot papers of voters outside Bosnia and Herzegovina delivered by mail shall be carried out at the Main Counting Centre.

**Article 55  
(Guide for Voting by Mail)**

The BiH Central Election Commission shall distribute the Guide for Voting by Mail, the contents of which shall be determined by the BiH Central Election Commission, through:

- a) the Ministry of Foreign Affairs of BiH and BiH DCMs;
- b) clubs and associations of citizens of Bosnia and Herzegovina abroad;
- c) the website of the BiH Central Election Commission, the accounts of the BiH Central Election Commission on social networks and other authorised websites; and
- d) offices of governmental and non-governmental organisations dealing with refugees and migration issues.

## **CHAPTER VI. ELECTION RESULTS**

### **Section A. APPOINTMENT OF RESULTS ENTRY CLERKS AND CONTROLLERS**

#### **Article 56 (Election Results Entry Clerks)**

(1) The election commission shall, no later than 15 days prior to Election Day, provide and network a sufficient number of computers through which election results shall be entered. A sufficient number of computers shall mean the number obtained when the number of polling stations is divided by 15.

(2) The election commission shall, no later than 15 days prior to Election Day, adopt a decision appointing a sufficient number of election results entry clerks (hereinafter: clerk). A sufficient number shall mean four clerks for each computer referred to in paragraph (1) of this Article for general elections. For general elections, clerks shall work in two shifts with two clerks per shift. During the entry of election results, one clerk shall read the data from the green copy of the form, while the other clerk shall enter those data into the application under the supervision of the election results controller.

(3) When appointing the clerks referred to in paragraph (2) of this Article, the election commission shall ensure that the appointed persons are familiar with computer work and have, where possible, previously performed the duties of an election results entry clerk.

(4) The clerks referred to in paragraph (2) of this Article shall enter into the election results entry application the election results for each polling station and for each level of government for which elections are conducted.

(5) The clerk shall attend training organised by the election commission according to a special plan and programme adopted by the BiH Central Election Commission. The clerk shall be accountable to the election commission for his/her work and shall be entitled to remuneration, the amount of which shall be determined by the election commission in the appointment decision.

#### **Article 57 (Controllers)**

(1) The election commission shall, no later than 15 days prior to Election Day, adopt a decision appointing controllers. A controller shall be a person familiar with computer work and who has, where possible, previously performed the duties of election results controller.

(2) The controller shall, in the application referred to in Article 56 paragraph (4) of this Rulebook:

- control that all data for each polling station are entered by the results entry clerks;
- correct those data in the application for which it is determined that the results entry clerks entered incorrect data.

(3) The controller shall attend training organised by the election commission according to a special plan and programme adopted by the BiH Central Election Commission. The controller shall be accountable to the election commission for his/her work and shall be entitled to remuneration, the amount of which shall be determined by the election commission in the appointment decision.

## **Section B. ENTRY OF RESULTS**

### **Article 58 (Publication of Election Results)**

The BiH Central Election Commission shall publish the first unofficial preliminary election results recorded on the basis of electronic counting using scanners, in accordance with Article 5.29a paragraph (1) item a).

### **Article 59 (Entry of Election Results in the Election Commission)**

(1) After taking over the green copies of the SET SR forms from the polling station committee, the election commission shall enter the results recorded through manual counting into a special application system.

(2) The entry shall be performed by election results entry clerks, while the controller shall verify the accuracy of data entry.

(3) The entered results shall be electronically transferred to the BiH Central Election Commission.

(4) The election commission shall publicly publish the consolidated results of manual counting, and copies thereof shall be delivered to accredited observers.

### **Article 60 (Procedure in Case of Differences in Election Results Obtained from the Scanner and Manual Counting by the Polling Station Committee)**

(1) The results of manual counting and the results of electronic recording through the scanner shall be compared through the application system at the Main Counting Centre.

(2) If the results referred to in paragraph (1) are identical, the BiH Central Election Commission shall publish them as incomplete, in accordance with Article 5.29a paragraph (1) items b), c) and d), following the report of the chief controller.

(3) If the application system indicates differences in the results referred to in paragraph (1), the BiH Central Election Commission shall, for the purpose of eliminating the differences and discrepancies, order:

- verification through inspection of invalid ballot papers,
- verification through inspection of scanned images of ballot papers,
- verification of discrepancies in the number of voters and ballot papers by levels of government at the polling station, and
- verification according to other criteria.

(4) If the said differences cannot be eliminated in one of the manners prescribed in paragraph (3) of this Article, the BiH Central Election Commission shall instruct the Main Counting Centre to conduct repeated control manual and electronic counting.

(5) If the procedure referred to in paragraph (4) results in new differences, the BiH Central Election Commission shall publish, as the established results, the results of manual counting of ballot papers at the Main Counting Centre.

### **Section C. ESTABLISHMENT OF ELECTION RESULTS – Article 5.29 of the Election Law of BiH**

#### **Article 61 (Establishment of Election Results)**

The BiH Central Election Commission shall establish and publish election results after consolidation of voting results from regular polling stations and results obtained through counting of votes at the Main Counting Centre, namely: votes from mobile teams, absentee voting, polling stations for voting with tendered enveloped ballot papers, votes received by mail and from BiH DCMs, no later than 20 days after the holding of the elections.

#### **Article 62 (Inspection of Established and Published Election Results)**

Immediately upon adoption of the decision on establishment and publication of election results, the BiH Central Election Commission shall provide a detailed tabular overview of voting results at polling station level by political subjects and candidates and make it available to the public through the website of the BiH Central Election Commission.

### **Section D. CERTIFICATION OF ELECTION RESULTS**

#### **Article 63 (Recount and Certification of Election Results – Article 5.32 of the Election Law of BiH)**

(1) After publication and establishment of election results, requests for recounting of ballot papers shall be submitted to the BiH Central Election Commission, in accordance with Article 5.30 of the Election Law of BiH.

(2) Following completion of the recount of ballot papers and expiry of the deadline for filing appeals, or after the decisions become final, and no later than 30 days from Election Day, the BiH Central Election Commission shall certify the election results.

(3) Exceptionally from paragraph (1) of this Article, the BiH Central Election Commission shall certify the election results no later than 45 days from Election Day in the following cases:

- a) if the process of recounting ballot papers upon requests or ex officio at the Main Counting Centre was of such scope that, despite all available capacities, it is not possible to complete certification of results within 30 days from Election Day;
- b) if the process of protection of electoral rights cannot be completed within 30 days;
- c) if the BiH Central Election Commission annulled or postponed elections in a constituency or at a polling station; and
- d) exceptionally, in other justified cases when it is necessary to extend the deadline of 30 days from Election Day.

#### **Article 64** **(Publication of Certified Election Results)**

The BiH Central Election Commission shall publish the certified election results, together with allocated mandates and the names of candidates within those political subjects, in official gazettes, on the website of the BiH Central Election Commission and in public media.

### **PART THREE – CONDUCT OF ELECTIONS WITHOUT THE USE OF SPECIFIC ELECTION TECHNOLOGIES**

#### **CHAPTER I. DUTIES OF THE PRESIDENT AND MEMBERS OF THE POLLING STATION COMMITTEE, PRESENCE AT THE POLLING STATION AND ELECTION OBSERVERS**

##### **Article 65** **(Duties of the President of the Polling Station Committee and the Role of Members of the 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, shall be responsible for the legality of work at the polling station; shall maintain the integrity of the voting process, i.e. counting process, and maintain peace and order at the polling station and its surroundings; shall complete all necessary forms; shall ensure that there are no weapons or dangerous objects at the polling station; shall assist voters requiring additional explanation regarding the voting process; shall resolve all issues relating to voter identification and voting rights and record in the Polling Station Committee Operations Record (hereinafter: ZARBO) the time and circumstances of all exceptional events at the polling station, in such a manner that for every remark entered into the ZARBO he/she shall state what measures were undertaken if the remark is well-founded; and shall assign duties to each member of the polling station committee. Any interruption in the counting of ballot papers shall be recorded in the ZARBO by the president or deputy president. For a voter whose name is not entered on the voters register at that polling station, the president of the polling station committee shall verify with the competent election commission of the basic constituency (hereinafter: election commission) at which polling station that voter votes. By using an appropriate application, the president of the polling station

committee shall notify the competent commission of any irregularities at the polling station and shall, in the same manner, submit preliminary election results for the majority vote system.

(2) At a polling station where more than 350 voters voted by 18:45 hours on Election Day, the president of the polling station committee shall invite his/her deputy and the deputy members of the polling station committee to come to the polling station after closing and attend the ballot counting process.

(3) At a polling station which was supposed to open at 07:00 hours but whose opening was delayed by one to three hours, or where interruption during voting lasted from one to three hours, the president of the polling station committee shall, prior to closing of the polling station, invite his/her deputy and the deputy members of the polling station committee to come to the polling station after closing and attend the ballot counting process.

(4) The member of the polling station committee responsible for maintaining order shall ensure control of voter movement at the polling station and ensure that secrecy of voting at the polling station is not violated.

(5) The member of the polling station committee responsible for identification shall verify the identity of the voter, find the voter's name in the excerpt from the Central Voters Register, warn the voter that he/she must sign identically as in the valid identification document and ensure that the voter signs next to his/her name in the excerpt from the Central Voters Register in the corresponding template. The signature in the excerpt from the Central Voters Register must correspond to the signature in the document used for identification.

(6) The member of the polling station committee responsible for issuing ballot papers shall obligatorily place, on the front side of the ballot papers below the text "Voting Instructions", in the lower left corner, the imprint of the stamp next to which he/she shall sign, explain to the voter how to correctly complete the ballot papers, noting that the voter must read the instructions on the manner of voting on the reverse side of each ballot paper, issue the ballot papers to the voter and direct the voter to the free area ensuring secrecy of voting (hereinafter: voting booth). If the voter damages the ballot paper in such a manner that the ballot paper becomes unusable, physically damaged or incorrectly completed, the member of the polling station committee shall issue a new ballot paper to the voter, remove the damaged ballot paper, write the word "DAMAGED" on it and place it into the envelope designated for that purpose.

(7) At a polling station where the voter is issued an envelope with ballot papers, if the voter damages one or more ballot papers in the voting booth, the envelope with damaged ballot papers shall be removed, the voter shall be issued a new envelope with the corresponding combination of ballot papers, and the word "DAMAGED" shall be written across the removed envelope and the envelope shall be placed into the envelope designated for that purpose.

(8) The appearance, contents and manner of handling the stamp shall be determined by a separate decision of the BiH Central Election Commission.

(9) The member of the polling station committee responsible for supervision of the ballot box shall direct the voter to insert all received ballot papers, one by one, into the ballot box and leave the polling station, shall ensure that no voter leaves the polling station until all ballot papers are inserted into the ballot box, that the voter inserts all received ballot papers one by one into the ballot box, and that only ballot papers are inserted into the ballot box.

(10) If the polling station committee consists of the president and two members, the member of the polling station committee responsible for maintaining order shall simultaneously perform supervision of the ballot box, while the member of the polling station committee responsible for voter identification shall simultaneously perform the issuing of ballot papers.

(11) Members of the polling station committee shall be individually responsible for irregularities committed within the scope of duties assigned to them by the president of the polling station committee, in accordance with the Election Law of BiH and by-laws of the BiH Central Election Commission.

(12) The president of the polling station committee shall also be responsible for irregularities committed by a member of the polling station committee if he/she failed to record the observed irregularities and immediately inform the competent election commission thereof.

(13) The president and members of the polling station committee shall be responsible for ensuring regularity and secrecy of voting, proper counting, recording of ballot papers and correct packaging of election material at the polling station.

(14) The president and members of the polling station committee must be present throughout the entire voting process, including the ballot counting process, in accordance with Article 5.5 of the Election Law of BiH, except where it is necessary for them to vote at another polling station at which they are entered in the excerpt from the Central Voters Register, or due to health or other justified reasons they are unable to continue performing their duties.

(15) The president of the polling station committee shall inform the election commission of the need for his/her absence or the absence of members of the polling station committee from the polling station, so that the election commission may engage their deputies to come to the polling station and assume their functions. The president of the polling station committee shall record all staff changes at the polling station in section Z5 of the ZARBO "Observations during voting".

#### **Article 66 (Presence at the Polling Station)**

(1) During voting and ballot counting at the polling station, the following persons may be present: the president, members of the polling station committee and their deputies, in the cases prescribed by this Rulebook; accredited observers; and, exceptionally, police officers if called by the president of the polling station committee at a time when the polling station has been closed for voting due to disturbance of order at the polling station.

(2) During voting, media representatives may, with the approval of the president of the polling station committee, enter the polling station for a short period of time, but they shall be prohibited from compromising the secrecy of voting, filming voters in the voting booth and interfering with the election process. Giving statements to the media at the polling station shall be prohibited.

(3) For the purpose of providing advisory assistance to polling station committees, as well as collecting the green copies with election results, the president, a member of the election commission or an authorised person of the election commission may enter the polling station.

(4) For the purpose of visiting polling stations on Election Day, the president and/or members of the BiH Central Election Commission, as well as authorised officials of the Secretariat of the BiH Central Election Commission, may enter the polling station accompanied by the president or a member of the election commission.

#### **Article 67 (Accredited Observers)**

(1) The polling station committee must enable accredited observers to observe without interference the entire voting and ballot counting process and the entry of all objections into the ZARBO.

(2) The polling station committee shall enable observers to have a clear view of all election activities. The president of the polling station committee shall respond to a question from an observer who, during observation, identified irregularities in the process being observed, and if the observer is dissatisfied with the explanation, the president of the polling station committee shall obligatorily enable him/her to enter an objection into section Z6 of the ZARBO.

(3) If an observer identifies an irregularity in the work of the polling station committee member responsible for identification and in determining the identity of the voter who signed the excerpt from the Central Voters Register, the president of the polling station committee shall enable the observer to verify the voter's identity and inspect the excerpt from the Central Voters Register, but in a manner that protects the voter's personal data. The observer shall not have the right to inspect whether the voter's identification document is valid; however, exceptionally and with justified reasoning, he/she may request that the polling station committee carry out an additional verification of validity and publicly communicate it to the observer.

(4) The observer shall have the right to observe the counting of ballot papers from a distance at which he/she can clearly see all activities of the polling station committee without interfering with the ballot counting procedure. The polling station committee shall count the ballot papers in such a manner that an observer standing nearby can clearly see the ballot papers.

## **CHAPTER II. HANDOVER OF ELECTION MATERIAL**

#### **Article 68 (Election Material)**

(1) The BiH Central Election Commission shall provide all established polling stations, except for voters referred to in Article 114 of this Rulebook, with election material consisting of:

a) sensitive election material:

- 1) ballot papers,
- 2) forms referred to in Article 140 paragraph (1) item b) of this Rulebook,
- 3) excerpts from the final Central Voters Register by polling stations (for a voter voting at a regular polling station, a voter having the status of displaced person, a voter entitled to vote with tendered ballot papers and a voter entitled to vote through a special mobile team),
- 4) the stamp referred to in Article 2 paragraph (1) item 35 of this Rulebook;

b) non-sensitive election material:

- 1) candidate lists,
- 2) part of consumable election material (posters, voting booths, envelopes for packaging ballot papers, bags for packaging election material, etc.), and
- 3) box for packaging bags containing ballot papers.

(2) The BiH Central Election Commission shall ensure that each bag for packaging election material is marked with a bar code that differs for each election level (i.e. differs for each bag colour, transparent bag, as well as small transparent bag). On the basis of the bar code, the BiH Central Election Commission shall allocate to the election commission bags for packaging election material located in boxes with non-sensitive election material. The BiH Central Election Commission shall also ensure that each box for packaging bags containing ballot papers is marked with a bar code that differs for each box.

(3) The BiH Central Election Commission shall also deliver to all election commissions, together with non-sensitive election material, small transparent bags marked “Pomoćne vreće/Помоћне вреће”. The BiH Central Election Commission shall deliver to the election commission a sufficient number of bags for each regular polling station.

(4) Together with other election material for general elections, the election commission shall issue to the polling station committee:

- a) 3 (three) bags referred to in paragraph (3) of this Article, and
- b) for the conduct of general elections, the Election Commission of Brčko District of BiH shall issue 6 (six) bags referred to in paragraph (3) of this Article.

(5) The polling station committee shall obligatorily return the assigned small transparent bags to the election commission together with other election material.

(6) The election commission shall obligatorily keep the small transparent bags in a suitable and secured location until the conduct of the next regular elections.

(7) The polling station committee shall use the bags referred to in paragraph (3) of this Article during the ballot counting procedure after opening the ballot box, by placing in them ballot papers for the level of government that is not currently being counted.

(8) The BiH Central Election Commission shall be responsible for the distribution and security of election material referred to in paragraph (1) of this Article up to the election commission.

(9) From the moment of receipt of election material from the BiH Central Election Commission, the election commission shall be responsible for the delivery and distribution of election material to polling station committees within the territory of the basic constituency and for its security until handover to polling station committees. From the moment of receipt of the complete election material from polling station committees, the election commission shall be responsible for the security of election material until its delivery to the BiH Central Election Commission.

(10) The president of the election commission or a member of the election commission authorised in writing by the president shall be responsible for the handover of election material referred to in paragraph (9) of this Article from and to the BiH Central Election Commission.

(11) The ballot papers referred to in paragraph (1) item a) sub-item 1) of this Article shall be:

- a) ballot papers for regular polling stations,
- b) ballot papers with a special designation for voting in BiH DCMs, and
- c) ballot papers with a special designation for voting by mail.

(12) Ballot papers with special protection for voting in BiH DCMs shall bear the imprint of a stamp with the name of the relevant BiH DCM, while ballot papers for voting by mail shall bear the designation “POŠTA/ПОШТА”.

#### **Article 69**

##### **(Delivery of Election Material – Article 5.3 of the Election Law of BiH)**

The BiH Central Election Commission shall deliver to the election commission the election material referred to in Article 68 paragraph (1) item a) sub-items 1), 2) and 4) and item b) sub-item 1) of this Rulebook no later than three days prior to Election Day, and the material referred to in Article 68 item a) sub-item 3) and non-sensitive election material referred to in item b) sub-items 2) and 3) of this Rulebook no later than 20 days prior to Election Day.

#### **Article 70**

##### **(Forms HO-1 and HO-2 – Article 5.4 paragraph (2) of the Election Law of BiH)**

(1) During the receipt of election material from the BiH Central Election Commission, the competent election commission shall verify the total number of received boxes of ballot papers and remaining election material and confirm receipt in the corresponding election material handover forms – Form HO-1 and Form HO-2.

(2) The election commission shall retain one signed copy of the forms referred to in paragraph (1) of this Article for its own needs, while the remaining copies shall be retained by the BiH Central Election Commission.

(3) If, after receipt of election material referred to in paragraph (1) of this Article, the election commission notices certain deficiencies regarding the quantity and type of received election material, it shall notify the BiH Central Election Commission thereof in writing immediately, and no later than within 12 hours from receipt of the election material, in order for the identified deficiencies to be remedied.

#### **Article 71**

##### **(Handover of Election Material to the Election Commission – Article 5.26 of the Election Law of BiH)**

(1) After the closing of polling stations and completion of the counting process and all activities at the polling station, the polling station committee shall deliver packaged election material to the election commission in the manner prescribed by Articles 93, 94, 100, 104 and 108 of this Rulebook.

(2) Upon receipt of election material from the polling station committee, the election commission shall verify whether the election material has been packaged in the prescribed manner and shall confirm receipt in the form Record PSC-EC. If it notices that the election material has not been properly packaged or that certain material is missing, it shall summon

the polling station committee to remedy the identified deficiencies in the presence of observers and under the supervision of the election commission. One copy of the Record PSC-EC shall be retained by the election commission (or prepared if the form does not have NCR copies, one of which is for the election commission) for its archives.

(3) The election commission shall prepare election material from polling stations for handover to the BiH Central Election Commission.

## **Article 72**

### **(Handover of Election Material to the BiH Central Election Commission)**

(1) Upon receipt of election material from the election commission of the basic constituency, the BiH Central Election Commission shall verify whether the election material has been packaged in the prescribed manner and scan all bar codes on the bags and boxes for packaging bags containing ballot papers referred to in Article 68 paragraph (2) of this Rulebook, after which it shall confirm receipt in the election material handover form Record EC-BIH CEC.

(2) If, during the scanning of bar codes on bags, a particular bag does not have a bar code, the staff of the BiH Central Election Commission shall take over the bag, with indication of the plastic seal number of the said bag in the handover form referred to in paragraph (1) of this Article. Also, if a particular box for packaging bags containing ballot papers does not have a bar code, that fact shall be recorded in the handover form. Likewise, if certain deficiencies in the packaging of election material are identified, the competent person of the BiH Central Election Commission shall instruct the election commission to immediately remedy the identified deficiencies.

(3) The election commission shall copy the form referred to in paragraph (1) of this Article and retain one copy for its own needs, while the original form shall be retained by the BiH Central Election Commission.

## **Article 73**

### **(Packaging and Handover of Ballot Papers – Article 5.4 of the Election Law of BiH)**

(1) Ballot papers shall be delivered to the election commission packed on the appropriate number of pallets depending on the total number of boxes of ballot papers delivered to the respective basic constituency.

(2) Vacuum packages containing ballot papers for polling stations within the territory of the respective basic constituency shall be packed in boxes. Each polling station shall receive one or more boxes with ballot papers of the appropriate type depending on the type of polling station (regular polling station or polling station for absentee voting).

(3) Each pallet containing ballot papers shall be marked with the following data:

- a) a unique designation, i.e. serial number of the pallet,
- b) the name of the basic constituency,
- c) the number of boxes located on the pallet,
- d) the numbers of polling stations to which the boxes from that pallet relate, and
- e) data on the total number and type of ballot papers located on the pallet.

(4) Each box containing ballot papers shall be marked with the following data:

- a) polling station number,
- b) name of the basic constituency,
- c) designation of the type of ballot papers packed in the box,
- d) data on the total number of ballot papers packed in the box, and
- e) data on the ordinal number of the box and the total number of boxes for the given polling station.

(5) The BiH Central Election Commission shall, by a separate decision, designate the persons who shall supervise the production of paper for ballot papers and its packaging onto pallets.

(6) During the printing and packaging of ballot papers at the printing house, the BiH Central Election Commission shall, by a separate decision, appoint a commission from among employees of the Secretariat of the BiH Central Election Commission for permanent supervision and control of the printing and packaging of ballot papers, which shall also include control counting of ballot papers prior to packaging into plastic foil using the random sample method. By this decision, the BiH Central Election Commission shall also designate one member of the BiH Central Election Commission to coordinate the work of this commission.

(7) The persons referred to in paragraph (5), i.e. the commission referred to in paragraph (6) of this Article, shall regularly submit information in writing on the course of implementation of certain activities and, upon completion, submit a written report on the supervision and control carried out regarding the production of paper for ballot papers, i.e. the printing and packaging of ballot papers.

### **CHAPTER III. POLLING STATION COMMITTEE OPERATIONS RECORD AND BALLOT BOX**

#### **Article 74**

#### **(ZARBO – Article 5.7 paragraph (1) of the Election Law of BiH)**

(1) For each polling station, the polling station committee shall maintain the ZARBO, which forms an integral part of this Rulebook. The ZARBO is designed so that each page has its own copy onto which the data entered on the page are copied. Each page must contain the polling station number. For polling station committees in Brčko District of BiH, a ZARBO has been prepared which has two original pages with their own copies.

(2) The data referred to in Article 5.7 paragraph (1) items 1 to 4 of the Election Law of BiH shall be entered into the ZARBO, as well as objections and opinions of a polling station committee member, voter or accredited observer relating to the voting process, in the manner prescribed by Article 5.7 paragraph (2) of the Election Law of BiH.

(3) The ZARBO shall also contain the text of the oath referred to in Article 2.1 paragraph (3) of the Election Law of BiH, which shall be signed by the president and members of the polling station committee and their deputies, if engaged.

(4) In the event that a polling station committee member, voter or accredited observer is prevented from entering an objection or opinion into the ZARBO, they shall submit their

objections or opinions directly to the election commission, of which the election commission shall notify the BiH Central Election Commission without delay.

**Article 75**  
**(Ballot Box and Auxiliary Bags)**

(1) The election commission shall properly store ballot boxes, keep records of their quantity and any damage or deficiencies and preserve them for the purposes of future elections as permanent material assets.

(2) The election commission shall properly store the bags referred to in Article 68 paragraph (3) of this Rulebook, keep records of their quantity and any damage or deficiencies and preserve them for the purposes of future elections as permanent material assets.

(3) Records on the quantity of ballot boxes referred to in paragraph (1) of this Article shall be submitted by the election commission to the BiH Central Election Commission together with the regular work report, while records on the bags referred to in Article 68 paragraph (3) of this Rulebook shall be submitted by the election commission to the BiH Central Election Commission only exceptionally, in the event of the need for additional bags, at the beginning of the election year.

(4) The types of ballot boxes and the manner of handling them shall be regulated by the BiH Central Election Commission through a separate regulation.

**CHAPTER IV. REGULAR POLLING STATIONS**

**Section A. PACKAGING AND HANDOVER OF BALLOT PAPERS TO ELECTION COMMISSIONS**

**Article 76**  
**(Regular Polling Station – Article 5.4 of the Election Law of BiH)**

(1) A regular polling station shall receive the number of ballot papers corresponding to the number of voters in the excerpt from the Central Voters Register for that polling station, rounded up to the next 10.

(2) Packages with ballot papers for a regular polling station shall contain the appropriate number of vacuum packages of 200 ballot papers of the same type. If the number of ballot papers for a particular regular polling station is less than 200, or if the total number of ballot papers is not divisible by 200, the remaining ballot papers shall be placed in a separate vacuum package if that difference exceeds 50. If that difference amounts to 50 or fewer ballot papers, the ballot papers shall be placed in the same package with 200 ballot papers.

(3) Each vacuum package shall be marked with data on the type of ballot papers, the number of the regular polling station, the name and code of the basic constituency and the total number of ballot papers contained in the package, with numbering of the package number for each level in the manner determined by the BiH Central Election Commission.

(4) In addition to the data referred to in paragraph (3) of this Article, the vacuum package shall contain a sticker with a bar code.

## **Section B. PRIOR TO THE OPENING OF POLLING STATIONS**

### **Article 77**

#### **(The Day Before Elections at a Regular Polling Station – Article 5.3 paragraph (1) of the Election Law of BiH)**

(1) The election commission shall adopt a plan for handover of election material to the polling station committee at the polling station.

(2) According to the plan referred to in paragraph (1) of this Article, the election commission shall, on the day before, and no later than 12 hours prior to the opening of polling stations, deliver to the polling station committee the election material, namely:

- a) excerpt from the Central Voters Register for the specific polling station;
- b) the appropriate number of ballot papers;
- c) the appropriate number of ballot boxes;
- d) complete set of forms for the polling station;
- e) candidate lists, i.e. posters showing the appearance of ballot papers on which voting is conducted in that constituency;
- f) posters with instructions on the manner of voting and informational content for voters;
- g) the ZARBO referred to in Article 74 paragraph (1) of this Rulebook;
- h) consumable material according to the specification from the ZARBO, necessary for the voting and ballot counting process;
- i) stamp for additional protection of ballot papers.

(3) During the handover of election material by the election commission, the polling station committee shall verify whether the election material received from the election commission is complete and in proper condition and shall sign the ZARBO. If the polling station committee determines that the election material is incomplete, it shall immediately notify the election commission thereof, and the election commission shall, in contact with the BiH Central Election Commission, remedy all deficiencies as soon as possible.

(4) After receipt of election material, the president and members of the polling station committee shall sign the oath in the ZARBO.

(5) After receipt of election material, the president and members of the polling station committee shall inspect the premises designated as the polling station and eliminate any deficiencies if they affect the legality of the work of the polling station committee. Observations on the condition of the polling station shall be entered into the ZARBO. The president and members of the polling station committee shall be responsible for the security of election material at the polling station from the moment of receipt of the material until the completion of all their duties following the closing of the polling station, completion of the counting process and handover of election material. On the night before the opening of the polling station, election material shall be stored in locked premises at the polling station location. The police shall secure election material on the night before the opening of polling stations at polling station locations.

(6) The polling station committee shall remove from the polling station all signs and symbols referring to political parties, religious symbols, as well as signs having discriminatory meaning. The polling station committee shall visibly display the designation of the polling station, entrance and exit, direction to the polling station location, prohibition of carrying and displaying weapons and dangerous objects, prohibition of smoking, prohibition of using cameras, video cameras, mobile phones or other means capable of recording or transmitting audio, video or text content at the polling station, from the moment of receipt of the ballot paper until leaving the polling station, shall display candidate lists and shall visibly display the list of polling station committee members together with the name of the political subject that nominated them.

(7) The president and members of the polling station committee shall arrange the polling station in such a manner as to enable unobstructed movement of voters within the polling station.

(8) The polling station committee shall determine the location of each voting booth in such a manner that the opening of the voting booth faces the polling station committee members and observers and that the voting booth is sufficiently distant from polling station committee members, observers or the voter undergoing identification so as not to compromise the secrecy of voting.

#### **Article 78**

##### **(Prior to the Opening of the Polling Station – Article 5.8 of the Election Law of BiH)**

(1) All members of the polling station committee must arrive at the polling station at least one hour prior to the opening of the polling station. During this period, only members of the polling station committee and accredited observers may be present at the polling station.

(2) At polling stations where access has not been enabled for the persons referred to in Article 81 paragraph (5) of this Rulebook, the polling station committee shall designate a special place and set up a voting booth outside the polling station for this category of voters.

(3) Prior to the commencement of voting, the president and members of the polling station committee shall carry out the following:

- a) enter all necessary data on envelopes, i.e. packages;
- b) the president shall enter into the Numerical Status Form the number of voters entered in the excerpt from the Central Voters Register;
- c) they shall manually count the received ballot papers for each election level, and the president shall enter the total number of received ballot papers into the Numerical Status Form;
- d) they shall show the empty ballot box, after which they shall apply plastic seals to it;
- e) the president shall enter the serial numbers of the ballot box seals into the Numerical Status Form;
- f) they shall place the sealed ballot box in a place where all present persons may see it;
- g) they shall display in a visible place the list of polling station committee members, indicating the political subject that nominated them;
- h) the president shall enter the time of opening of the polling station into the ZARBO;
- i) the president shall inspect the observer's identification document with photograph, which shall be retained until the observer leaves the polling station; determine

whether the observer's name appears on the accreditation and enter into the ZARBO the observer's name, the name of the entity that accredited him/her, the number of his/her accreditation, the time when the observer arrived and the time when the observer left the polling station; and

- j) the president shall direct observers to the place where they may sit and observe election activities and shall warn them that they may not interfere in the election process or look into the voting booth, but that they may ask questions relating to the election process and enter opinions or objections regarding the election process into the ZARBO or submit them in written form, with a mandatory signature.

(4) The president of the polling station committee shall assign duties to all members of the polling station committee and record this in section Z3 of the ZARBO. If, during voting, a member of the polling station committee leaves the polling station and his/her duty is assumed by his/her deputy, the president of the polling station committee shall record in section Z5 of the ZARBO the time of replacement and the reason for leaving the polling station. The president of the polling station committee shall also record in section Z5 of the ZARBO the time of his/her departure from the polling station, as well as the time of return to the polling station.

(5) The deputy president or deputy member of the polling station committee, upon arrival at the polling station and prior to assuming the duty of president or member, shall sign the oath in the ZARBO.

#### **Article 79**

##### **(Action by the Polling Station Committee in Case of Irregularities in Ballot Paper Packages)**

(1) In the event that the polling station committee, during implementation of the procedure prescribed by Article 78 paragraph (3) item c) of this Rulebook, determines irregularities:

- a) where material that is not a ballot paper, or ballot papers on which candidates are not printed, or a ballot paper that does not contain candidate lists for the constituency, or ballot papers not prescribed by the BiH Central Election Commission, are found in the vacuum packages containing ballot papers, it shall separate them and determine their number, as well as determine the number of ballot papers that are correct;
- b) where a smaller number of ballot papers than the prescribed number is received in the vacuum packages containing ballot papers, and this would affect the voting process due to a shortage of ballot papers,

the polling station committee shall immediately upon becoming aware of the irregularities referred to in items a) and b) of this paragraph notify the election commission thereof.

(2) Upon notification by the polling station committee referred to in paragraph (1) of this Article, the election commission shall visit the polling station and record the identified irregularity in the ZARBO under the section "Prior to the Opening of the Polling Station" and submit a written report on the identified irregularity to the BiH Central Election Commission.

(3) If the aforementioned irregularities affect the work of the polling station committee in terms of a shortage of ballot papers for its work, the election commission shall take a maximum of

100 ballot papers from polling station committees at nearby polling stations and deliver them to the polling station committee lacking ballot papers.

(4) The procedure prescribed in paragraph (3) of this Article shall be carried out by the election commission through a written record, and the polling station committee shall enter the same facts into the Numerical Status Form in row 3. “Number of additionally assigned/removed ballot papers”, where the polling station committee from which ballot papers were removed shall enter the number of removed ballot papers, while the polling station committee to which ballot papers were given shall enter the number of received ballot papers. The polling station committee shall enter in section 3 of the Numerical Status Form the absolute value of the number without the +/- sign.

## **Section C. VOTING PROCEDURE**

### **Article 80**

#### **(Identification, Issuance of Ballot Paper and Voting – Articles 5.12, 5.13 and 5.16 of the Election Law of BiH)**

(1) Upon entering the polling station for the purpose of identification and voting, each voter must present one of the valid personal documents, in accordance with Article 5.12 of the Election Law of BiH. After the member of the polling station committee establishes the identity of the voter and his/her name is found in the excerpt from the Central Voters Register, the voter shall sign identically as in the personal document next to his/her name in the excerpt from the Central Voters Register. The member of the polling station committee shall have the duty and responsibility to warn each voter that his/her signature in the excerpt from the Central Voters Register must correspond to the signature on the personal document presented.

(2) If the voter does not sign identically as in the personal document, the member of the polling station committee shall warn him/her that he/she should sign in the same way as in the personal document; and if the voter refuses to do so, the president of the polling station committee shall state in section Z5 of the ZARBO the name and surname of the voter, the ordinal number of the voter in the excerpt from the Central Voters Register and the fact that the voter refused to sign identically as in the personal document.

(3) Once the voter has been identified and has signed the excerpt from the Central Voters Register, the member of the polling station committee responsible for issuing ballot papers shall place on each ballot paper, on the front side below the text “Voting Instructions”, in the lower left corner, the imprint of the polling station stamp, sign next to the stamp, explain to the voter how to correctly complete the ballot papers, noting that the voter must read the instructions on the manner of voting on the reverse side of each ballot paper, then issue the ballot papers to him/her and immediately direct him/her to one of the free voting booths in order to complete the ballot papers. Only one person may be present in the voting booth at the same time, unless the voter referred to in Article 81 of this Rulebook is concerned.

(4) Completion of the ballot paper at the polling station shall be secret, and voting shall be personal. The president and members of the polling station committee shall ensure the secrecy of voting and prevent any person from voting instead of another person under his/her name or from voting more than once.

(5) After completing the ballot papers, the voter shall fold them so as to protect the secrecy of the vote and insert the ballot papers one by one into the ballot box. The member of the polling station committee responsible for supervision of the ballot box shall ensure that all ballot papers are inserted into the ballot box.

(6) In the event that the voter fails to insert all ballot papers issued to him/her at the polling station, the member of the polling station committee responsible for supervision of the ballot box shall warn the voter that he/she is obliged to do so. If the voter fails to act in accordance with this warning, the president of the polling station committee shall record the said circumstance in the ZARBO, entering the data from the voter's identification document.

(7) In the event that the voter attempts to insert into the ballot box a ballot paper that differs by colour or in any other manner from the original ballot papers issued at polling stations, the member of the polling station committee responsible for supervision of the ballot box shall notify the president of the polling station committee thereof, who shall interrupt the voting process and, with the intervention of the police, confiscate that ballot paper from the voter. The president of the polling station committee shall record this case in the ZARBO, entering the data from the voter's identification document. The president of the polling station committee shall immediately notify the election commission of the aforementioned cases.

(8) The president and members of the polling station committee, if their names appear in the excerpt from the Central Voters Register for that polling station, shall vote immediately after the opening of the polling station.

(9) The excerpt from the Central Voters Register for voters in Brčko District of BiH shall consist of two parts, as follows:

- a) Part A with the entered names of voters voting for all levels of government in Bosnia and Herzegovina (except for the level of cantonal assembly) for which voters vote in the Federation of BiH;
- b) Part B with the entered names of voters voting for all levels of government in Bosnia and Herzegovina for which voters vote in Republika Srpska.

(10) The member of the polling station committee shall issue to the voter referred to in paragraph (9) of this Article the combination of ballot papers depending on whether the voter's name is entered in Part A or B of the excerpt from the Central Voters Register.

## **Article 81**

### **(Assistance of Another Person – Article 5.19 of the Election Law of BiH)**

(1) During voting, a voter who is blind, illiterate or a person with a disability shall have the right to use the assistance of another person chosen by him/her and with the approval of the president of the polling station committee.

(2) The member of the polling station committee responsible for identification shall enter, in the section designated for signature, the identification document number of the voter who is voting and is blind, illiterate or physically incapacitated, and of the voter assisting him/her, next to his/her signature.

(3) The president of the polling station committee shall keep records of situations in which the assistance of another person is used on the PDL form. The PDL form shall contain the following data:

- a) information whether the voter uses the assistance of another person at the polling station or outside the polling station;
- b) for a voter who is blind, illiterate or physically incapacitated:
  - name and surname,
  - JMB,
  - identification document number;
- c) for the person assisting the voter:
  - name and surname,
  - identification document number and JMB,
  - signature;
- d) indication whether the person concerned is blind, illiterate or physically incapacitated;
- e) information on the type of evidence, i.e. the number and date of issuance of the evidence concerning the fact referred to in item d) of this Article;
- f) serial number of the form;
- g) polling station number;
- h) ordinal number of the voter appearing in the excerpt from the Central Voters Register;
- i) statement that the person assisting the voter may assist only one voter on Election Day;
- j) signature of the president of the polling station committee.

(4) The evidence referred to in paragraph (3) item d) for a blind person and a person with a disability shall be a decision or certificate/confirmation issued by a competent institution, institute or commission on the established disability or physical impairment, and a membership card of an alliance or association registered to assist this category of persons. Exceptionally, the president of the polling station committee may, even without evidence, approve the assistance of another person to a voter who is obviously unable to vote without such assistance due to his/her incapacity. The evidence for an illiterate person referred to in paragraph (3) shall be the designation "XX" in the travel document, if voter identification was carried out by means of a travel document, or an unfilled signature field, if identification was carried out by means of an identity card.

(5) A person with a disability shall also include a voter who comes to the polling station but cannot enter due to physical obstacles and the inaccessibility of the premises to his/her disability. For this category of voters, a special area with a voting booth shall be arranged outside the polling station suitable for this category of voters. Another person chosen by that voter shall bring the valid identification document of the physically incapacitated voter to the polling station and declare that the voter cannot enter the polling station. The member of the polling station committee responsible for identification shall verify whether the name of the physically incapacitated voter is entered in the excerpt from the Central Voters Register. If the name of that voter is entered in the excerpt from the Central Voters Register, the president of the polling station committee shall enter the data into the records referred to in paragraph (3) of this Article and approve the procedures, after which a member of the polling station committee shall proceed to the physically incapacitated voter carrying the ZARBO, ballot papers, a pen and an envelope. The member of the polling station committee shall enter the name and personal data of the physically incapacitated voter together with the identification document number. The physically incapacitated voter shall sign next to those data and

complete the ballot papers, which he/she shall place into the designated envelope. The person chosen by the physically incapacitated voter shall carry the envelope with ballot papers to the ballot box, open it and place the ballot papers into it. The member of the polling station committee shall, in the section designated for signature next to the name of the physically incapacitated voter, enter the identification document number of that voter. The person assisting the physically incapacitated voter shall enter his/her name in block letters next to the name of the physically incapacitated voter in the excerpt from the Central Voters Register and sign.

(6) When determining polling stations, the election commission shall, where possible, designate polling stations at locations accessible to voters referred to in paragraph (5) of this Article, in order to avoid the voting procedures referred to in paragraph (5) of this Article.

(7) The election commission shall print at least 10 PDL forms for each polling station, number them in the field “serial number of the form” referred to in paragraph (3) of this Article and deliver them to the president of the polling station committee during the handover of election material. During voting, the election commission shall deliver an additional number of forms to the polling station committee upon the request of the president of the polling station committee.

(8) The polling station committee shall place all used PDL forms referred to in paragraph (3) of this Article into transparent plastic foil, which shall be packaged together with the excerpt from the Central Voters Register according to the packaging scheme.

(9) The president of the polling station committee shall be responsible for enabling the assistance of another person in accordance with paragraph (1) of this Article.

## **Article 82**

### **(Removal from the Polling Station – Article 5.6 of the Election Law of BiH)**

(1) The election commission may remove from the polling station the president and members of the polling station committee who, through their activities, disrupted the continuity of voting or acted contrary to the rules during voting or the counting of ballot papers. The election commission shall notify the BiH Central Election Commission thereof in writing and submit complete documentation on the actions undertaken.

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

(3) The polling station committee may remove an observer from the polling station if the observer interferes with the voting or ballot counting process. The decision on the removal of an observer from the polling station shall be adopted by the polling station committee by majority vote. The political subject whose observer was removed from the polling station may send a new observer to that polling station.

(4) The president of the polling station committee shall record in section Z7 of the ZARBO the reason and time of removal of the observer from the polling station.

### **Article 83**

#### **(Closing of the Polling Station – Article 5.9 paragraph (2) of the Election Law of BiH)**

- (1) The polling station shall close at 19:00 hours, except in the cases prescribed by Article 5.9 paragraph (3) of the Election Law of BiH.
- (2) The procedure for closing the polling station shall be as follows:
  - a) 15 minutes prior to the closing of the polling station, the president shall announce to all persons present inside and outside the polling station the time of closing of the polling station;
  - b) the member of the polling station committee responsible for maintaining order shall, at the time of closing of the polling station, stand at the end of the queue in order to ensure that no person joins the queue after the closing of the polling station, and shall close the door immediately after the last voter in the queue has voted;
  - c) the president shall enter the time of closing of the polling station into the ZARBO and seal the opening of the ballot box with adhesive tape and sign it.
- (3) Upon the closing of the polling station, the president shall record the accredited observers present in section Z4 of the ZARBO.

#### **Section D. COUNTING OF BALLOT PAPERS AND VOTES**

### **Article 84**

#### **(Time of Counting)**

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

### **Article 85**

#### **(Sequence of Actions after the Closing of the Polling Station)**

- (1) After the closing of the polling station, in the presence of accredited observers, the president and members of the polling station committee shall:
  - a) place the stamp referred to in Article 2 paragraph (1) item 35 of this Rulebook into a transparent PLD bag, which shall be sealed and left in a visible place on the working surface;
  - b) place all pens at the polling station that are not red into the bag for unused ballot papers;
  - c) obligatorily count and enter the total number of remaining unused ballot papers for each election level into the Numerical Status Form;
  - d) count and enter into section Z9 of the ZARBO the signatures from each page of the excerpt from the Central Voters Register, after which they shall enter the total number of signatures (the sum of all signatures from the pages of the excerpt from the Central Voters Register). The president shall also enter this total number of signatures into the Numerical Status Form. The polling station committee in Brčko District of BiH shall count the signatures both from the excerpt from the Central Voters Register for voters from FBiH and from the excerpt for voters from RS and enter them into sections Z9a and Z9b of the ZARBO;

- e) immediately after determining the number of signatures in accordance with item d) of this paragraph, the polling station committee shall place the excerpt from the Central Voters Register into the envelope designated for that purpose, seal the closed opening with a self-adhesive sticker reading “Excerpt from the CVR – DO NOT OPEN!” and leave it in a visible place on the working surface. After completion of all activities, this envelope shall be packaged according to the packaging scheme;
- f) count and enter the number of damaged ballot papers for each election level and package them into the appropriate envelope; and
- g) sign the Numerical Status Form.

(2) The polling station committee shall package the election material referred to in paragraph (1) items c) and f) of this Article into a large transparent protective bag separately for each level of government.

(3) Completion of all forms at the polling station shall be carried out exclusively using a red ballpoint pen.

### **Article 86 (Sequence of Actions during Counting)**

Actions during counting at the polling station shall be carried out in the following order:

- a) determining the number of ballot papers in the ballot box;
- b) counting ballot papers in the ballot box;
- c) counting votes (majority vote system);
- d) counting votes obtained under the proportional representation system – votes for political subjects;
- e) counting votes obtained under the proportional representation system – votes for candidates within political subjects.

### **Article 87 (Counting of Ballot Papers – Article 5.25 of the Election Law of BiH)**

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

- a) open the ballot box and place its contents on the prepared working surface for counting;
- b) show the empty ballot box to those present, thereby proving that there are no remaining ballot papers in the box;
- c) sort the ballot papers by election levels into groups of ballot papers of the same colour and into groups of 25 pieces;
- d) stack groups of 25 ballot papers one on top of another crosswise;
- e) determine the number of groups of 25 ballot papers to which the number of remaining ballot papers shall be added in order to obtain the total number of ballot papers;
- f) the number of ballot papers referred to in item e) of this Article shall be determined by the polling station committee in Brčko District of BiH for all four election levels in RS and three election levels in FBiH, and the president shall enter it into the summary results forms;

- g) carry out the actions referred to in items c), d), e) and f) during the counting of that level;
- h) determine the voting results by political subjects (and candidates, if the proportional representation system applies) for each election level and separately package the ballot papers for each political subject into envelopes for packaging ballot papers, on which the election level designation, the name of the political subject and the number of ballot papers contained in the envelope shall be written.

(2) Ballot papers for election levels that are not currently being counted shall be packaged separately for each election level into transparent plastic bags, which shall be placed on the working surface so that all present persons may see them.

### **Article 88 (Invalid Ballot Paper)**

A ballot paper shall be invalid:

- 1. if it has not been completed or has been completed in such a manner that it cannot be determined with certainty to which political party, coalition, independent candidate or list of independent candidates the voter gave his/her vote;
- 2. if the names of candidates have been added;
- 3. if more than one political party, coalition, independent candidate or list of independent candidates has been marked;
- 4. if, on the basis of markings added by the voter to the ballot paper, such as a signature, his/her identity can be established;
- 5. if the voter marks the ballot paper in a manner different from that determined in Article 5.14 of the Election Law;
- 6. if it does not contain the imprint of the stamp;
- 7. if it has not been signed by the member of the polling station committee; or
- 8. if the voter marked four or more candidates of one political subject on the ballot paper, in which case the ballot paper shall be valid for that political subject and invalid for the candidates of that political subject.

### **Article 89 (Ballot Papers for Individual Election Levels – Articles 5.14 and 5.25 of the Election Law of BiH)**

(1) At general elections, ballot papers for individual election levels shall be counted in the following order:

a) in the Federation of Bosnia and Herzegovina:

- 1) Presidency of BiH – electoral system – majority vote,
- 2) House of Representatives of the Parliamentary Assembly of BiH – proportional representation electoral system,
- 3) House of Representatives of the Parliament of the Federation of BiH – proportional representation electoral system,
- 4) cantonal assembly – proportional representation electoral system;

b) in Republika Srpska:

- 1) Presidency of BiH – majority vote electoral system,
- 2) House of Representatives of the Parliamentary Assembly of BiH – proportional representation electoral system,
- 3) President and Vice Presidents of Republika Srpska – electoral system – majority vote,
- 4) National Assembly of Republika Srpska – proportional representation electoral system.

(2) The polling station committee in Brčko District of BiH shall count first the ballot papers referred to in paragraph (1) item a) sub-item 1) and item b) sub-item 1); then the ballot papers referred to in item a) sub-item 2) and item b) sub-item 2); then those referred to in item b) sub-item 3), and thereafter those referred to in item a) sub-item 3) and item b) sub-item 4).

#### **Article 90**

#### **(Procedure for Counting Votes – for Member of the Presidency of BiH, President and Vice Presidents of RS)**

(1) During the counting of votes obtained under the majority vote system, the president and members of the polling station committee shall:

- a) sort the ballot papers for that election level into separate groups by candidates;
- b) when sorting the ballot papers referred to in item a) of this paragraph, the polling station committee shall check each ballot paper to determine whether it has a valid security element (watermark). If the polling station committee determines that there are ballot papers without a security element, it shall declare them invalid ballot papers;
- c) check whether the polling station stamp has been imprinted on the ballot paper. If the polling station committee determines that the ballot paper does not contain the imprint of the polling station stamp, it shall declare them invalid ballot papers;
- d) create a separate group of ballot papers that have not been completed (unmarked), as well as ballot papers completed in such a manner that it cannot be determined with certainty which candidate the voter gave his/her vote to, and their validity shall be determined by the president and members of the polling station committee;
- e) if the polling station committee has identified ballot papers referred to in items b) and c) of this paragraph, it shall immediately notify the election commission thereof, of which the election commission shall notify the BiH Central Election Commission, and shall then obligatorily enter into section Z10 of the ZARBO information on how many invalid ballot papers have been identified by categories referred to in item d) of this paragraph and the number of invalid ballot papers referred to in items b) and c). If the polling station committee has not found ballot papers referred to in items b) and c) of this paragraph, it shall not enter anything into section Z10 of the ZARBO. The polling station committee in Brčko District of BiH shall enter ballot papers from FBiH into section Z10a, while ballot papers from RS shall be entered into section Z10b;
- f) the polling station committee shall package the ballot papers referred to in items b) and c) of this paragraph according to the packaging scheme together with the other two categories of invalid ballot papers, only packaged in envelopes for packaging ballot papers on which it shall write “Invalid ballot papers without security elements”;
- g) count the ballot papers for each candidate and stack them crosswise in groups of 25 pieces;

- h) determine the validity of the ballot papers referred to in item d) of this paragraph – ballot papers determined by the president and members of the polling station committee to be valid shall be added to the group for the corresponding candidate; and
- i) determine the total number of valid votes for each candidate.

(2) Invalid ballot papers referred to in Article 88 of this Rulebook shall be divided into two groups:

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

(3) The president and members of the polling station committee shall:

- a) count the ballot papers of each category of invalid ballot papers, and the resulting number shall be entered by the president into the Summary Results Form at the polling station SR – majority vote (hereinafter: SR-MV) for that election level. They shall package invalid ballot papers into protective bags for election material, in accordance with Articles 93 paragraph (6) and 94 paragraph (6) of this Rulebook;
- b) the president shall enter the results of vote counting for each candidate into the Summary Results Form at the polling station SR-MV for that election level. If a candidate receives no votes, “0” shall be entered next to the name of that candidate; and
- c) package valid ballot papers into protective bags for election material, in accordance with Articles 93 paragraph (2) and 94 paragraphs (2) and (3) of this Rulebook.

(4) When entering the number of votes won by candidates into the Summary Results Form at the polling station SR-MV, the president of the polling station committee shall enter one middle dash in all boxes preceding the entered number that remain empty, in order to cancel that box.

(5) The president shall announce to all present persons the results of vote counting at the polling station obtained under the majority vote system, in accordance with Article 5.26 paragraph (2) of the Election Law of BiH, and shall display the yellow copy of Form SR-MV at the polling station. The president shall photograph the original Form SR-MV and, using an appropriate application, send it to the competent election commission. The president shall subsequently hand over the green copy with election results for that level to the person authorised by the election commission.

### **Article 91**

#### **(Counting of Votes Obtained under the Proportional Representation System for All Election Levels)**

(1) Under the proportional representation system, voting and counting of ballot papers shall be carried out for election levels as follows:

a) in the Federation of Bosnia and Herzegovina:

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

b) in Republika Srpska:

- 1) House of Representatives of the Parliamentary Assembly of BiH,

2) National Assembly of Republika Srpska.

(2) A ballot paper shall be valid if the voter marked the circle:

- a) next to the name of only one political party, or coalition, or list of independent candidates, or the name of one independent candidate;
- b) next to the name of one or a maximum of three candidates within the list of only one selected political party, or coalition, or list of independent candidates;
- c) next to the name of one political party, or one coalition, or one list of independent candidates, and a maximum of three candidates within that selected political party, or coalition or list of independent candidates; and
- d) if the voter marked the circle next to the names of more than three candidates on one list, that list shall be considered to have received one valid vote for the purpose of mandate allocation, while preferential votes for candidates shall not be counted.

### **Article 92**

#### **(Determining the Number of Votes under the Proportional Representation System)**

(1) During the counting of votes under the proportional representation system, the number of votes won by a political subject and the number of votes won by each candidate within the political subject shall be determined.

(2) The vote counting procedure shall be:

- a) sorting ballot papers according to the established order for the specific election level into groups by political subjects – the group for one political subject shall include ballot papers marked by the voter in the manner prescribed in Article 91 paragraph (2) of this Rulebook;
- b) when sorting the ballot papers referred to in item a) of this paragraph, the polling station committee shall check each ballot paper to determine whether it has a valid security element, in accordance with Article 5.14 paragraph (1) of the Election Law of BiH. If the polling station committee determines that there are ballot papers without a security element, it shall declare them invalid ballot papers;
- c) creating separate groups of unmarked ballot papers, as well as ballot papers completed in such a manner that it cannot be determined with certainty which political subject the voter gave his/her vote to – their validity shall be determined by the president and members of the polling station committee;
- d) if the polling station committee has identified ballot papers referred to in items b) and c) of this paragraph, it shall obligatorily enter into section Z10 of the ZARBO information on how many invalid ballot papers have been identified by categories referred to in item d) of this paragraph and the number of invalid ballot papers referred to in items b) and c). If the polling station committee has not found ballot papers referred to in items b) and c) of this paragraph, it shall not enter anything into section Z10 of the ZARBO. In the conduct of general elections, the polling station committee in Brčko District of BiH shall enter ballot papers from FBiH into section Z10a, while ballot papers from RS shall be entered into section Z10b;
- e) the polling station committee shall package the ballot papers referred to in items b) and c) of this paragraph according to the packaging scheme together with the other two categories of invalid ballot papers, only packaged in an envelope for packaging ballot papers on which it shall write “Invalid ballot papers without security elements”.

(3) The president and members of the polling station committee shall check the ballot papers referred to in paragraph (2) item b) of this Article. Ballot papers determined by the president and members of the polling station committee to be valid shall be added to the group for the political subject.

(4) Invalid ballot papers shall be divided into two groups:  
a) invalid unmarked ballot papers; and  
b) other invalid ballot papers;

they shall be counted and their number determined.

(5) The president of the polling station committee shall enter into the Summary Results Form at the polling station SR – proportional representation (hereinafter: SR-PR) for that election level the data determined in paragraph (4) of this Article.

(6) The polling station committee shall sort valid ballot papers of all political subjects into groups:

- a) ballot papers for independent candidates and candidates for national minorities,
- b) ballot papers for political parties, coalitions and lists of independent candidates.

(7) The polling station committee shall sort the groups of ballot papers referred to in paragraph (6) item b) of this Article into three subgroups:

- 1) subgroup of ballot papers on which the voter marked the circle only in front of the name of the political subject,
- 2) subgroup of ballot papers on which the voter marked the circle in front of the names of four or more candidates of that political subject,
- 3) subgroup of ballot papers on which the voter marked the circle in front of the name of one, two or three candidates of that political subject.

(8) The polling station committee shall count the ballot papers referred to in paragraph (6) item a) of this Article and enter the number of votes for each independent candidate and candidate for national minority into the Summary Results Form SR-PR, and shall package them in accordance with Article 93 paragraphs (3), (4) and (5) or Article 32 paragraphs (4) and (5). The polling station committee shall count each subgroup of ballot papers referred to in paragraph (7) items 1), 2) and 3) of this Article using the double-counting method, in groups of 25 ballot papers. The president shall enter the number of each subgroup of ballot papers into the Record on the Number of Ballot Papers by Categories form (ZGLK), while the total number of ballot papers for that political subject shall be entered into the Summary Results Form at the polling station SR-PR. All ballot papers referred to in paragraph (7) items 1), 2) and 3) of this Article shall be valid votes for the political party, coalition or list of independent candidates.

(9) After completion of the procedure referred to in paragraph (7) of this Article, the polling station committee shall, using the method of reading out the ordinal numbers of candidates and recording tally marks in the auxiliary form for the second round of vote counting by candidates, count the ballot papers referred to in paragraph (7) item 3) of this Article. The president of the polling station committee shall record the number of votes for all candidates in the Summary Results Form at the polling station SR-PR.

(10) When entering the number of votes won by political subjects and by candidates of a political subject into the Summary Results Form at the polling station SR-PR, the president of the polling station committee shall enter one middle dash in all boxes preceding the entered number that remain empty, in order to cancel that box.

## **Section E. PACKAGING OF ELECTION MATERIAL**

### **Article 93**

#### **(Regular Polling Stations in FBiH – Article 5.26 of the Election Law of BiH)**

(1) At regular polling stations in the Federation of BiH, election material shall be packaged by the polling station committee in the manner determined by the provisions of this Article.

(2) Ballot papers for the Presidency of BiH shall be packaged into **GREY PROTECTIVE BAGS** by placing into them:

- a) counted valid ballot papers and invalid ballot papers,
- b) envelope with the Summary Results Form SR-MV – blue copy.

(3) Ballot papers for the House of Representatives of the Parliamentary Assembly of BiH shall be packaged into **BLUE PROTECTIVE BAGS** by placing into them:

- a) counted valid ballot papers and invalid ballot papers,
- b) envelope with the Summary Results Form SR-PR – blue copy.

(4) Ballot papers for the House of Representatives of the Parliament of FBiH shall be packaged into **PURPLE PROTECTIVE BAGS** by placing into them:

- a) counted valid ballot papers and invalid ballot papers,
- b) envelope with the Summary Results Form SR-PR – blue copy.

(5) Ballot papers for cantonal assemblies shall be packaged into **BURGUNDY PROTECTIVE BAGS** by placing into them:

- a) counted valid ballot papers and invalid ballot papers,
- b) envelope with the Summary Results Form SR-PR – blue copy.

(6) Unused and damaged ballot papers for the Presidency of BiH, the House of Representatives of the Parliamentary Assembly of BiH, the House of Representatives of the Federation of BiH and cantonal assemblies shall be packaged into **LARGE TRANSPARENT PROTECTIVE BAGS, one for each level**, by placing into them:

- a) unused ballot papers, and
- b) envelope with damaged ballot papers.

(7) The following shall be packaged into **SMALL TRANSPARENT PROTECTIVE BAGS**:

- a) ZARBO – original in cover, and
- a) envelope with the excerpt from the Central Voters Register for regular voters and foil with PDL forms.

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

a) the following shall be placed into the envelope for the president of the polling station committee:

- 1) Numerical Status Form BS – red copy,
- 2) Summary Results Form SR-MV – red copy,
- 3) Summary Results Form SR-PR – red copy,
- 4) Record on the Number of Ballot Papers by Categories Form ZGLK – red copy;

b) the following shall be placed into the envelope for the president of the election commission:

- 1) Numerical Status Form BS – green copy,
- 2) Summary Results Form SR-MV – green copy,
- 3) Summary Results Form SR-PR – green copy,
- 4) ZARBO – green copy,
- 5) Record on the Number of Ballot Papers by Categories Form ZGLK – green copy.

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

1) the following shall be placed into the envelope for the BiH Central Election Commission:

- 1) Numerical Status Form BS – original in cover,
- 2) Summary Results Form SR-MV – original in cover,
- 3) Summary Results Form SR-PR – original in cover,
- 4) Record on the Number of Ballot Papers by Categories Form ZGLK – original in cover.

(10) The polling station committee shall mark each of the aforementioned bags with a black marker (for example: polling station number 133A025) in two places on the protective bag. Each bag must be firmly sealed with adhesive tape below the place where the plastic seal is threaded through the designated openings on the bag, the number of which shall be entered into the corresponding form in the designated place.

(11) The polling station committee in the basic constituency of Brčko District of BiH shall package election material for levels of government in the Federation of BiH in the manner determined in paragraphs (2), (3), (4), (6), (7), (8), (9) and (10) of this Article.

(12) The polling station committee shall package all bags referred to in paragraphs (2), (3), (4), (5) and (6) of this Article into the box for packaging bags referred to in Article 68 paragraph (1) item b) sub-item 3).

(13) Upon taking over election material from the polling station committee, the election commission shall package election material into the delivered binders and U-foils in such a manner that:

- a) it packages the Numerical Status Form into one U-foil;

- b) it packages the Summary Results Form SR-MV into one U-foil;
- c) it packages the Summary Results Form SR-PR separately into U-foils;
- d) it packages the Record on the Number of Ballot Papers by Categories Form ZGLK into one U-foil.

The U-foils thus formed shall be packaged into binders in such a manner that the material referred to in item a) is packaged into one binder, the material referred to in item b) into a separate binder, the material referred to in item c) into several separate binders, and the material referred to in item d) into a separate binder, on which the following must be written: code and name of municipality, name of material or code of the level whose forms are in the binder, initial and final polling station number whose U-foils have been placed into that binder and ordinal number of the binder (for example: 133A, Novi Grad Sarajevo, BS, PSC-EC, 001-160, 1-1; 133A, Novi Grad Sarajevo, 701/702, 001-160, 1-1; 133A, Novi Grad Sarajevo, 513, 001-050, 1-3; 133A, Novi Grad Sarajevo, 407, 001-040, 1-4; and 133A, Novi Grad Sarajevo, 209, 001-030, 1-6, 133A, Novi Grad Sarajevo, ZGLK, 001-160, 1-1).

(14) The forms referred to in paragraph (13) items a), b) and c) of this Article shall be packaged in U-foils by folding them so that the polling station number is clearly visible through the U-foil. If the polling station committee has not written the polling station number, the election commission shall, during packaging, enter the polling station number in the designated field.

(15) The polling station committee shall package the stamp into the PLD bag and shall obligatorily write the polling station number on the bag with a black marker. The stamp packaged in this manner shall be delivered to the president of the election commission.

(16) All auxiliary forms for the second round of vote counting for candidates shall be packaged into boxes for packaging bags with ballot papers.

(17) After the handover of election material has been completed and the Record PSC-EC form has been signed, the president of the polling station committee shall retain the red copy, the president of the election commission shall retain the green copy, and the original shall be packaged in accordance with paragraph (13) of this Article.

(18) All coloured bags are made in such a manner that one side of the bag is in the indicated colour, while the other side of the bag is transparent.

(19) On all bags into which ballot papers and election material for the BiH Central Election Commission are packaged, text is written indicating the contents of election material packaged into that bag.

#### **Article 94**

##### **(Regular Polling Stations in RS – Article 5.26 of the Election Law of BiH)**

(1) At regular polling stations in Republika Srpska, election material shall be packaged by the polling station committee in the manner determined by the provisions of this Article.

(2) Ballot papers for the Presidency of BiH shall be packaged into **GREY PROTECTIVE BAGS** by placing into them:

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

b) envelope with the Summary Results Form SR-MV – blue copy.

(3) Ballot papers for the President and Vice Presidents of Republika Srpska shall be packaged into **YELLOW PROTECTIVE BAGS** by placing into them:

a) counted valid ballot papers and invalid ballot papers,

b) envelope with the Summary Results Form SR-MV – blue copy.

(4) Ballot papers for the House of Representatives of the Parliamentary Assembly of BiH shall be packaged into **BLUE PROTECTIVE BAGS** by placing into them:

a) counted valid ballot papers and invalid ballot papers,

b) envelope with the Summary Results Form SR-PR – blue copy.

(5) Ballot papers for the National Assembly of Republika Srpska shall be packaged into **BROWN PROTECTIVE BAGS** by placing into them:

a) counted valid ballot papers and invalid ballot papers,

b) envelope with the Summary Results Form SR-PR – blue copy.

(6) Unused and damaged ballot papers for the Presidency of BiH, the House of Representatives of the Parliamentary Assembly of BiH, the President and Vice Presidents of RS and the National Assembly of RS shall be packaged into **LARGE TRANSPARENT PROTECTIVE BAGS**, one each, by placing into them:

a) unused ballot papers, and

b) envelope with damaged ballot papers.

(7) The following shall be packaged into **SMALL TRANSPARENT PROTECTIVE BAGS**:

a) ZARBO – original in cover, and

b) envelope with the excerpt from the final Central Voters Register for regular voters and foil with PDL forms.

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

a) the following shall be placed into the envelope for the president of the polling station committee:

1) Numerical Status Form BS – red copy,

2) Summary Results Form SR-MV – red copy,

3) Summary Results Form SR-PR – red copy,

4) Record on the Number of Ballot Papers by Categories Form ZGLK – red copy;

b) the following shall be placed into the envelope for the president of the election commission:

1) Numerical Status Form BS – green copy,

2) Summary Results Form SR-MV – green copy,

3) Summary Results Form SR-PR – green copy,

4) Record on the Number of Ballot Papers by Categories Form ZGLK – green copy.

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

a) the following shall be placed into the A3 envelope for the BiH Central Election Commission:

- 1) Numerical Status Form BS – original in cover,
- 2) Summary Results Form SR-MV – original in cover,
- 3) Summary Results Form SR-PR – original in cover,
- 4) Record on the Number of Ballot Papers by Categories Form ZGLK – original in cover.

(10) The polling station committee shall mark each of the aforementioned bags with a black marker (for example: polling station number 146B012 in two places on the protective bag). Each bag must be firmly sealed with adhesive tape below the place where the plastic seal is threaded through the designated openings on the bag, the number of which shall be entered into the corresponding form in the designated place.

(11) The polling station committee in the basic constituency of Brčko District of BiH shall package election material for levels of government in Republika Srpska in the manner determined in paragraphs (2), (3), (4), (5), (6), (7), (8), (9) and (10) of this Article.

(12) The polling station committee shall package all bags referred to in paragraphs (2), (3), (4), (5) and (6) of this Article into the box for packaging bags referred to in Article 68 paragraph (1) item b) sub-item 3).

(13) Upon taking over election material from the polling station committee, the election commission shall package election material into the delivered binders and U-foils in such a manner that:

- a) it packages the Numerical Status Form, forms into one U-foil;
- b) it packages the Summary Results Forms SR-MV separately into U-foils;
- c) it packages the Summary Results Forms SR-PR separately into U-foils;
- d) it packages the Record on the Number of Ballot Papers by Categories Form ZGLK into one U-foil.

The U-foils thus formed shall be packaged into binders in such a manner that the material referred to in item a) is packaged into one binder, the material referred to in item b) into two separate binders, the material referred to in item c) into two separate binders, and the material referred to in item d) into a separate binder, on which the following must be written: code and name of municipality, name of material or code of the level whose forms are in the binder, initial and final polling station number whose U-foils have been placed into that binder and ordinal number of the binder (for example: 146B, Rogatica, BS, PSC-EC, 001-024, 1-1; 146B, Rogatica, 703, 001-024, 1-1; 146B, Rogatica, 523, 001-024, 1-1; 146B, Rogatica, 600, 001-024, 1-1 and 146B, Rogatica, 308, 001-024, 1-1, 146B, Rogatica, ZGLK, 001-024, 1-1).

(14) The forms referred to in paragraph (13) items a), b) and c) of this Article shall be packaged in U-foils by folding them so that the polling station number is clearly visible through the U-foil. If the polling station committee has not written the polling station number, the election commission shall, during packaging, enter the polling station number in the designated field.

(15) The polling station committee shall package the stamp into the PLD bag and shall obligatorily write the polling station number on the bag with a black marker. The stamp packaged in this manner shall be delivered to the president of the election commission.

(16) All auxiliary forms for the second round of vote counting for candidates shall be packaged into boxes for packaging bags with ballot papers.

(17) After the handover of election material has been completed and the Record PSC-EC form has been signed, the president of the polling station committee shall retain the red copy, the president of the election commission shall retain the green copy, and the original shall be packaged in accordance with paragraph (13) of this Article.

(18) All coloured bags are made in such a manner that one side of the bag is in the indicated colour, while the other side of the bag is transparent.

(19) On all bags into which ballot papers and election material for the BiH Central Election Commission are packaged, text is written indicating the contents of election material packaged into that bag.

#### **Article 95**

##### **(Packaging of Election Material after Counting and Consolidation)**

(1) The polling station committee or the team referred to in Article 124 paragraph (5) of this Rulebook shall package election material in the manner prescribed by this Rulebook, namely into the same bag, together with the security seal with which the polling station committee previously sealed that bag.

(2) The polling station committee or team shall seal the bag referred to in paragraph (1) of this Article with a new security seal, the number of which shall be entered on the original form counted by the team.

### **CHAPTER V. POLLING STATIONS FOR VOTING WITH TENDERED ENVELOPED BALLOT PAPERS, POLLING STATIONS FOR ABSENTEE VOTING AND MOBILE TEAM**

#### **Section A. POLLING STATIONS FOR VOTING WITH TENDERED ENVELOPED BALLOT PAPERS**

#### **Article 96**

##### **(Polling Station for Voting with Tendered Enveloped Ballot Papers)**

(1) For polling stations designated for voting with tendered enveloped ballot papers, the BiH Central Election Commission shall package ballot papers into envelopes for voting with tendered enveloped ballot papers together with a protective envelope.

(2) The envelopes referred to in paragraph (1) of this Article shall be packed into cardboard boxes bearing the polling station number, the name of the basic constituency, the number of envelopes and the signature of the authorised person of the BiH Central Election Commission.

(3) The total number of envelopes with ballot papers referred to in paragraph (1) of this Article shall be:

- a) 50 for basic constituencies with up to 10,000 voters,
- b) 100 for basic constituencies with from 10,000 to 50,000 voters, and
- c) 200 for basic constituencies with more than 50,000 voters.

**Article 97**  
**(Issuance of a Tendered Enveloped Ballot Paper – Article 5.18**  
**of the Election Law of BiH)**

(1) A voter who, by attaining the age of majority, was entered into the Central Voters Register for the first time from the date of closing of the Central Voters Register until Election Day, and who submitted to the polling station committee a certificate issued by the Voters Register Centre confirming that his/her name is not entered on any excerpt from the Central Voters Register, shall be enabled by the polling station committee to vote with tendered enveloped ballot papers.

(2) A voter with residence in Brčko District of BiH whose name is not entered on the excerpt from the Central Voters Register shall be enabled to vote with tendered enveloped ballot papers if the voter submits the certificate referred to in paragraph (1) of this Article and a certificate of entity citizenship.

(3) The polling station committee shall enable a voter appearing on the list delivered by the BiH Central Election Commission concerning citizens of Bosnia and Herzegovina entered on the excerpt from the Central Voters Register for voting outside the country, who is found in Bosnia and Herzegovina, to vote with tendered enveloped ballot papers.

**Article 98**  
**(Voting with Tendered Enveloped Ballot Papers – Articles 3.16 paragraph (6)**  
**and 3.17 of the Election Law of BiH)**

(1) One polling station in each basic constituency shall be designated for the issuance of tendered enveloped ballot papers.

(2) After the member of the polling station committee responsible for identification identifies the voter referred to in Article 97 paragraph (1) of this Rulebook and enters the required data into the excerpt from the Central Voters Register for voters voting with tendered ballot papers, the voter shall sign in the designated signature field in that excerpt.

(3) On the basis of the voter's identification document, the member of the polling station committee responsible for issuing ballot papers shall enter the necessary data on the front side of the envelope with tendered enveloped ballot papers, on the basis of which voting rights may be verified. Thereafter, the member of the polling station committee responsible for issuing ballot papers shall place on each ballot paper, on the front side below the text "Voting Instructions", in the lower left corner, the imprint of the stamp of the polling station for voting with tendered ballot papers and sign next to the stamp, then issue the ballot papers and the protective envelope to the voter and immediately direct him/her to one of the free voting booths in order to complete the ballot papers.

(4) The following data shall be entered on the front side of the envelope for tendered enveloped ballot papers:

- a) polling station number,
- b) surname and name of the voter,
- c) Unique Master Citizen Number of the voter,
- d) date of birth, and
- e) data on the name and number of the presented identification document and the name of the authority that issued that document.

(5) The template of the envelope shall form an integral part of this Rulebook.

(6) The member of the polling station committee responsible for issuing ballot papers shall retain the voter's identification document until the moment when the voter returns the tendered enveloped ballot papers packed in the white protective envelope, while the documentation referred to in Article 97 paragraph (1) of this Rulebook shall be attached to the excerpt from the Central Voters Register. The member of the polling station committee responsible for issuing ballot papers shall place the white security envelope into the envelope containing the data on the voter voting with tendered enveloped ballot papers. The envelope shall be sealed and inserted by the voter into the ballot box.

#### **Article 99 (Counting of Envelopes with Ballot Papers)**

(1) After the closing of the polling station, the president and members of the polling station committee of the polling station for voting with tendered enveloped ballot papers shall count the envelopes with ballot papers.

(2) Envelopes with ballot papers from polling stations for voting with tendered enveloped ballot papers shall be opened and ballot papers shall be counted at the Main Counting Centre.

(3) The president and members of the polling station committee shall:

- a) after completing the Numerical Status Form for the polling station for voting with tendered enveloped ballot papers, open the ballot box and place its contents on the table so that all present persons may see them;
- b) count the envelopes with tendered ballot papers, control the counting, and the resulting number shall be entered by the president into the Numerical Status Form for voting with tendered ballot papers;
- c) package the envelopes with tendered enveloped ballot papers into the appropriate protective bag for packaging election material, in accordance with Article 100 of this Rulebook; and
- d) complete and sign the Numerical Status Form for polling stations issuing tendered ballot papers.

**Article 100**  
**(Packaging of Election Material)**

(1) At polling stations authorised for the issuance of tendered enveloped ballot papers in the Federation of BiH, Republika Srpska and Brčko District of BiH, polling station committees shall package election material in the following manner:

a) the following shall be placed into the **GREEN PROTECTIVE BAG**:

- 1) counted envelopes with tendered ballot papers, and
- 2) the blue copy of the Numerical Status Form BSN;

b) the following shall be placed into the **LARGE TRANSPARENT PROTECTIVE BAG**:

- 1) unused envelopes with sets of ballot papers packed in original boxes, and
- 2) damaged envelopes with sets of ballot papers;

c) the following shall be placed into the **SMALL TRANSPARENT PROTECTIVE BAG**:

- 1) the Numerical Status Form BSN (original in cover),
- 2) the ZARBO (original in cover), and
- 3) the list of voters entitled to vote with tendered ballot papers.

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

- a) the Numerical Status Form BSN (red copy) shall be placed into the envelope for the president of the polling station committee,
- b) the Numerical Status Form BSN (green copy), the ZARBO (green copy), the excerpt from the final Central Voters Register and the PDL forms shall be placed into the envelope for the president of the election commission.

(3) The polling station committee shall mark each of the aforementioned bags with a black marker (for example: polling station number 146BNNN in two places on the protective bag). Each bag must be firmly sealed with adhesive tape below the place where the plastic seal is threaded through the designated openings on the bag, the number of which shall be entered into the corresponding form in the designated place.

(4) The polling station committee shall package the stamp into the PLD bag and shall obligatorily write the polling station number on the bag with a black marker. The stamp packaged in this manner shall be delivered to the president of the election commission.

**Section B. POLLING STATION FOR ABSENTEE VOTING**

**Article 101**  
**(Polling Station for Absentee Voting)**

(1) Ballot papers for absentee voting shall be packed in envelopes containing the appropriate combination of ballot papers by basic constituencies for which voters are entered in the excerpt from the Central Voters Register for voters having the status of displaced persons.

(2) The total number of different combinations of ballot papers shall be determined separately for each election and shall depend on the type of elections being conducted.

(3) The number of different combinations of ballot papers received by one basic constituency shall be determined by the number of voters entered in the excerpt from the Central Voters Register for voters having the status of displaced persons.

(4) The code of the specific combination of ballot papers and the names of the basic constituencies to which the combination relates shall be printed on each envelope with the combination of ballot papers for absentee voting.

(5) A polling station for absentee voting shall receive the appropriate number of envelopes with combinations of ballot papers according to the number of voters in the excerpt from the Central Voters Register for voters having the status of displaced persons. One reserve combination for each constituency for which voters are entered in the excerpt from the Central Voters Register for voters having the status of displaced persons shall be added to this number.

(6) Envelopes with combinations of ballot papers for absentee voting shall be packed into boxes, provided that different combinations within each box shall be separately divided. Each box for polling stations for absentee voting, in addition to the data also contained on boxes with ballot papers for regular polling stations, shall also include a list of combinations with ballot papers contained in the box, with the indicated number of envelopes for each combination.

#### **Article 102**

##### **(Voting at a Polling Station for Absentee Voting)**

(1) At polling stations for absentee voting, the voting procedures determined for regular polling stations shall apply. A voter voting at a polling station for absentee voting shall be issued envelopes containing ballot papers issued in the basic constituency for which the voter votes.

(2) Prior to the opening of the polling station for absentee voting, the polling station committee shall carry out the same actions as the polling station committee at regular polling stations, as determined in Article 80 of this Rulebook, except that at these polling stations they shall manually count the envelopes containing ballot papers by basic constituencies for which voters vote. The numbers obtained from the counted envelopes shall be entered by the president into the Numerical Status Form.

(3) The member of the polling station committee responsible for issuing envelopes with ballot papers shall place on each ballot paper, on the front side below the text "Voting Instructions", in the lower left corner, the imprint of the stamp of the polling station for absentee voting and sign next to the stamp.

#### **Article 103**

##### **(Counting of Envelopes with Ballot Papers)**

(1) After the closing of the polling station, the president and members of the polling station committee of the polling station for absentee voting shall count the envelopes with ballot papers.

(2) Envelopes with ballot papers from polling stations for absentee voting shall be opened and ballot papers shall be counted at the Main Counting Centre.

(3) Envelopes with tendered enveloped ballot papers (if a specific polling station for absentee voting issues tendered enveloped ballot papers) shall be delivered by the president and members of the polling station committee to the Main Counting Centre for verification, and if the voting right for the given voter is confirmed, these ballot papers shall be counted at the Main Counting Centre.

(4) The president and members of the polling station committee shall:

- a) after completing the Numerical Status Form for the polling station for absentee voting, open the ballot box and place its contents on the table so that all present persons may see them;
- b) sort the envelopes with ballot papers into:
  - 1) envelopes with tendered ballot papers (for those absentee polling stations issuing tendered ballot papers), and
  - 2) envelopes with ballot papers for absentee voting;
- c) sort the envelopes with ballot papers for absentee voting by basic constituencies for which the voters voted, i.e. by the designations of combinations of ballot papers on the envelopes;
- d) count the envelopes with tendered ballot papers, control the counting, and the resulting number shall be entered by the president into the Numerical Status Form for voting with tendered ballot papers;
- e) count the envelopes with ballot papers for absentee voting, control the counting, and the resulting number of envelopes by basic constituencies for which the voters voted shall be entered by the president into the Numerical Status Form for absentee voting;
- f) bind together the envelopes for absentee voting with the same combinations of ballot papers by basic constituencies and package them into the appropriate protective bag for packaging election material for absentee voting, in accordance with Article 44 of this Rulebook;
- g) package the envelopes with tendered enveloped ballot papers into the appropriate protective bag for packaging election material, in accordance with Article 104 of this Rulebook; and
- h) complete and sign the Numerical Status Form for polling stations for absentee voting and the Numerical Status Form for polling stations issuing tendered ballot papers.

#### **Article 104** **(Packaging of Election Material)**

(1) At polling stations for absentee voting, polling station committees shall package election material in the following manner:

- a) the following shall be placed into the **RED PROTECTIVE BAG**:
  - 1) counted envelopes with sets of ballot papers bound by basic constituencies, and
  - 2) the blue copy of the Numerical Status Form BSO;
- b) the following shall be placed into the **LARGE TRANSPARENT PROTECTIVE BAG**:
  - 1) unused envelopes with sets of ballot papers packed in original boxes, and
  - 2) damaged envelopes with sets of ballot papers;

- c) the following shall be placed into the **SMALL TRANSPARENT PROTECTIVE BAG**:
- 1) the Numerical Status Form BSO (original in cover),
  - 2) the ZARBO (original in cover), and
  - 3) the excerpt from the final Central Voters Register for voters having the status of displaced persons.

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

- a) the Numerical Status Form BSO (red copy) shall be placed into the envelope for the president of the polling station committee; and
- b) the Numerical Status Form BSO (green copy) and the ZARBO (green copy) shall be placed into the envelope for the president of the election commission.

(3) The polling station committee shall mark each of the aforementioned bags with a black marker (for example: polling station number 146B012 in two places on the protective bag). Each bag must be firmly sealed with adhesive tape below the place where the plastic seal is threaded through the designated openings on the bag, the number of which shall be entered into the corresponding form in the designated place.

(4) The polling station committee shall package the stamp into the PLD bag and shall obligatorily write the polling station number on the bag with a black marker. The stamp packaged in this manner shall be delivered to the president of the election commission.

## **Section C. MOBILE TEAM**

### **Article 105 (Ballot Papers)**

(1) Ballot papers for the mobile team shall be packed in protective envelopes on which the combination number is entered.

(2) The envelopes referred to in paragraph (1) of this Article and personalised envelopes shall be packed into a cardboard box bearing the mobile team number, the number of envelopes and the signature of the authorised person of the BiH Central Election Commission.

(3) The total number of sets with ballot papers referred to in paragraph (2) of this Article shall be equal to the number of voters on the excerpt from the Central Voters Register for the mobile team, increased by:

- a) two envelopes if the voters voting through the mobile team are from that basic constituency,
- b) one envelope for voters voting through the mobile team who are not from that basic constituency.

### **Article 106 (Voting of Voters Referred to in Article 5.21 paragraph (4) of the Election Law of BiH)**

(1) For the purpose of voting by homebound voters, hospitalised persons or voters who will vote in prisons and detention units, election commissions shall, within no later than ten days prior to Election Day, taking into account the territorial distribution and number of institutions, organise mobile teams which shall, on Election Day, visit voters from this category in their homes or institutions. A mobile team shall have one president and two members. The president shall manage the work of the mobile team and shall be responsible for its legality. One hour prior to the opening of polling stations, the election commission shall hand over to each established mobile team the following material:

- a) excerpt from the Central Voters Register for voters registered to vote in this manner;
- b) the appropriate number of ballot papers packed in protective envelopes placed in personalised envelopes on which the codes of the basic constituencies for which voting is conducted are entered. The template of the envelope shall form an integral part of this Rulebook;
- c) the appropriate number of auxiliary ballot boxes (cardboard boxes);
- d) Numerical Status Form – mobile team;
- e) consumable material necessary for the process of voting and counting ballot papers;
- f) ZARBO; and
- g) list of voters with addresses and contact telephone numbers referred to in item a) of this paragraph.

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

- a) enter their names in the ZARBO and sign in the part of the ZARBO designated for that purpose;
- b) enter the number of voters from the excerpt referred to in paragraph (1) item a) of this Article in the designated place in the Numerical Status Form – mobile team;
- c) manually count the received personalised envelopes containing protective envelopes with ballot papers according to the codes of the basic constituencies for which voting is conducted, and according to the voting option of voters entered in the excerpt referred to in paragraph (1) item a) of this Article, and enter this number into the Numerical Status Form;
- d) form the auxiliary ballot box for the mobile team and place a self-adhesive paper seal on the opening of the ballot box; and
- e) enter the serial numbers of the seals from the auxiliary ballot box into the Numerical Status Form.

(3) When issuing ballot papers, the president of the mobile team shall place the imprint of the mobile team stamp on each ballot paper, on the front side below the text “Voting Instructions”, in the lower left corner, then sign next to the stamp and give the ballot papers and the protective envelope to the voter.

(4) The manner of voting by voters with special needs shall not differ from the manner of voting determined in Article 18 of this Rulebook, with the difference that the name/father’s name/surname and JMB of the voter who voted through the mobile team shall be entered on the personalised envelope. During field work, after voting by voters with special needs at a specific location, the mobile team shall seal the opening of the ballot box with adhesive tape, which shall be signed by the president and members of the mobile team. After completion of field work, the mobile team shall place a self-adhesive paper seal on the opening of the

auxiliary ballot box, on which the president and members of the mobile team shall sign, and the serial number of the seal shall be recorded on the Numerical Status Form.

(5) For voters voting in prisons, the institution shall provide an identification document so that the mobile team may establish the voter's identity, and the voter may vote in accordance with the manner of voting determined in Article 18 of this Rulebook, with the difference that the name/father's name/surname and JMB of the voter who voted through the mobile team shall be entered on the personalised envelope.

(6) The mobile team shall start working at 07:00 hours and finish at 19:00 hours. At 19:00 hours, at the headquarters of the election commission, the mobile team shall package its election material in accordance with Article 108 of this Rulebook and hand it over to the election commission.

### **Article 107** **(Counting of Envelopes with Ballot Papers of Mobile Teams)**

(1) After visiting all voters voting through the mobile team, the president and members of the mobile team shall, at the headquarters of the election commission, count the envelopes with ballot papers in the following manner:

- a) count and enter the total number of remaining unused envelopes with ballot papers for each election level into the Numerical Status Form for voting through the mobile team;
- b) package the unused envelopes with ballot papers into the bag determined in Article 108 paragraph (1) item b) of this Rulebook;
- c) count and enter into the Numerical Status Form the total number of voter signatures referred to in Article 106 paragraph (1) item a) of this Rulebook;
- d) count and enter the total number of envelopes containing damaged ballot papers and package them into the appropriate envelope;
- e) after entering the previously determined data into the Numerical Status Form of the mobile team, open the ballot box and place its contents on the table so that all present persons may see them;
- f) sort the envelopes with ballot papers for voting through the mobile team by basic constituencies for which the voters voted, i.e. according to the designations of combinations of ballot papers on the envelopes;
- g) count the envelopes with ballot papers for voting through the mobile team, meaning that the envelopes and not the ballot papers shall be controlled and counted, and the resulting number of envelopes by basic constituencies for which the voters voted shall be entered by the president into the Numerical Status Form for voting through the mobile team;
- h) bind together the envelopes with ballot papers and package them into the appropriate protective bag for packaging election material of the mobile team, in accordance with Article 48 of this Rulebook; and
- i) complete and sign the Numerical Status Form for mobile teams.

(2) The original Numerical Status Form, ZARBO, the Numerical Status Form for voting through the mobile team and the packaged election material shall be delivered by the mobile team to the election commission.

**Article 108**  
**(Packaging of Election Material)**

(1) The mobile team shall package election material in the following manner:

a) the following shall be placed into the **ORANGE PROTECTIVE BAG**:

- 1) counted envelopes with sets of ballot papers bound by basic constituencies, and
- 2) the blue copy of the Numerical Status Form BSM;

b) the following shall be placed into the **LARGE TRANSPARENT PROTECTIVE BAG**:

- 1) unused envelopes with sets of ballot papers packed in original boxes, and
- 2) damaged envelopes with sets of ballot papers;

c) the following shall be placed into the **SMALL TRANSPARENT PROTECTIVE BAG**:

- 1) the Numerical Status Form BSM (original in cover),
- 2) ZARBO (original in cover),
- 3) excerpt from the final Central Voters Register (for voters confined to their homes due to age, illness or disability and voters who are prisoners or confined to institutions and entitled to vote), and
- 4) PDL forms.

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

- a) the Numerical Status Form BSM (red copy) shall be placed into the envelope for the president of the polling station committee; and
- b) the Numerical Status Form BSM (green copy) and the ZARBO (green copy) shall be placed into the envelope for the president of the election commission.

(3) The polling station committee shall mark each of the aforementioned bags with a black marker (for example: mobile team number 146BMT1 in two places on the protective bag). Each bag must be firmly sealed with adhesive tape below the place where the plastic seal is threaded through the designated openings on the bag, the number of which shall be entered into the corresponding form in the designated place.

(4) The polling station committee shall package the stamp into the PLD bag and shall obligatorily write the mobile team number on the bag with a black marker. The stamp packaged in this manner shall be delivered to the president of the election commission.

**CHAPTER VI. BiH DCMs AND VOTING BY MAIL**

**Section A. MANNER OF CONDUCTING ELECTIONS AT POLLING STATIONS IN BiH DCMs – Article 1.5 paragraph (3) of the Election Law of BiH**

**Article 109**  
**(Delivery of Election Material)**

(1) The BiH Central Election Commission shall, no later than ten days prior to the opening of polling stations, deliver to the Ministry of Foreign Affairs of BiH the election material, namely:

- a) excerpt from the Central Voters Register for the specific polling station in a BiH DCM;
- b) the appropriate number of protective envelopes containing ballot papers with special protection and bearing the printed combination number and the names of the constituencies belonging to that combination;
- c) the appropriate number of ballot boxes;
- d) complete set of forms for the polling station;
- e) posters with instructions on the manner of voting and informational content for voters;
- f) ZARBO;
- g) consumable material according to the specification from the ZARBO, necessary for the voting and ballot counting process;
- h) the stamp referred to in Article 2 paragraph (1) item 35 of this Rulebook.

(2) The Ministry of Foreign Affairs of BiH shall, three days prior to, and no later than 12 hours before, the opening of polling stations in BiH DCMs, deliver to the polling station committee of the respective BiH DCM the election material referred to in paragraph (1) of this Article.

(3) The polling station committee shall verify whether the election material received from the Ministry of Foreign Affairs of BiH is complete and in proper condition, which shall be recorded in the ZARBO.

(4) After receipt of the election material, the president and members of the polling station committee shall act in accordance with Article 42 of this Rulebook.

#### **Article 110 (Voting Procedures)**

(1) Voting at a polling station in a BiH DCM shall be conducted according to the procedure determined in Article 42 of this Rulebook.

(2) The valid identification document for voter voting in BiH DCMs is determined in Articles 5.12 and 3.15 paragraph (5) of the Election Law of BiH respectively.

#### **Article 111 (Counting of Envelopes with Ballot Papers of BiH DCMs)**

Counting of envelopes with ballot papers at polling stations in BiH DCMs shall be carried out according to the procedure determined in Article 103 of this Rulebook.

#### **Article 112 (Polling Station in BiH DCMs)**

(1) At polling stations in BiH DCMs, polling station committees shall package election material in the following manner:

- a) the following shall be placed into the **RED PROTECTIVE BAG**:
  - 1) counted envelopes with sets of ballot papers bound by basic constituencies, and
  - 2) the blue copy of the Numerical Status Form BSO;
- b) the following shall be placed into the **LARGE TRANSPARENT PROTECTIVE BAG**:
  - 1) unused envelopes with sets of ballot papers packed in original boxes, and
  - 2) damaged envelopes with sets of ballot papers;

- c) the following shall be placed into the **SMALL TRANSPARENT PROTECTIVE BAG**:
- 1) the Numerical Status Form BSO (original in cover),
  - 2) ZARBO (original in cover),
  - 3) the excerpt from the final Central Voters Register for voters having the status of displaced persons and the PDL form (if used),
  - 4) PLD bag (stamp for certifying ballot papers).

(2) Copies of forms used by the polling station committee during voting and counting of envelopes with ballot papers at the polling station shall be packaged by the polling station committee by placing the Numerical Status Form BSO (red copy) into the envelope for the president of the polling station committee.

(3) The polling station committee shall mark each of the aforementioned bags with a black marker (for example: polling station number A01 in two places on the protective bag). Each bag must be firmly sealed with adhesive tape below the place where the plastic seal is threaded through the designated openings on the bag, the number of which shall be entered into the corresponding form in the designated place.

(4) The polling station committee shall package the stamp into the PLD bag and shall obligatorily write the polling station number on the bag with a black marker.

### **Article 113 (Return of Election Material and Deadline for Return)**

The original Numerical Status Form, the ZARBO and the packaged election material shall be delivered by the polling station committee in BiH DCMs, through the Ministry of Foreign Affairs of BiH, to the BiH Central Election Commission no later than five days from Election Day.

## **CHAPTER VII. MANNER OF VOTING OF A VOTER VOTING BY MAIL – Article 5.21 paragraph (1) of the Election Law of BiH**

### **Article 114 (Voting Package)**

The BiH Central Election Commission shall deliver by registered mail to all voters entered in the excerpt from the Central Voters Register for voting by mail a voting package containing:

- a) a form with the voter's personal data: name and surname, Unique Master Citizen Number, date of birth, current address outside Bosnia and Herzegovina (street and number, city, postal code, country), combination number for ballot papers and instructions on how to vote (printed on the reverse side of that form);
- b) the appropriate ballot papers with special protection issued for the basic constituency for which the voter votes;
- c) a return envelope with the printed (return) address of the BiH Central Election Commission; and
- d) an envelope for ballot papers ensuring secrecy of voting.

**Article 115**  
**(Return Envelope)**

A voter voting by mail shall send back to the BiH Central Election Commission a return envelope containing:

- a) the envelope for ballot papers ensuring secrecy of the vote, containing the packaged ballot papers and sealed in order to ensure secrecy of voting;
- b) a copy of one of the valid identification documents, in accordance with Articles 5.12 and 3.15 paragraph (5) of the Election Law of BiH respectively;
- c) the form with the voter's personal data containing the data referred to in Article 114 paragraph (1) item a) of this Rulebook.

**Article 116**  
**(Deadline for Acceptance of the Return Envelope – Article 5.21**  
**of the Election Law of BiH)**

A return envelope sent to the BiH Central Election Commission no later than on Election Day shall be accepted and counted if it arrives at the BiH Central Election Commission no later than five days from Election Day and if the return envelope bears the imprint of the bar code/postmark of the country from which the vote is cast, with a date not later than the date of the elections.

**Article 117**  
**(Guide for Voting by Mail)**

The BiH Central Election Commission shall distribute the Guide for Voting by Mail, the contents of which shall be determined by the BiH Central Election Commission, through:

- a) BiH DCMs;
- b) clubs and associations of citizens of Bosnia and Herzegovina abroad;
- c) the website of the BiH Central Election Commission, the accounts of the BiH Central Election Commission on social networks and other authorised websites; and
- d) offices of governmental and non-governmental organisations dealing with refugees and migration issues.

**CHAPTER VIII. ELECTION RESULTS**

**Section A. APPOINTMENT OF RESULTS ENTRY CLERKS, SUPERVISORS AND ELECTION RESULTS CONTROLLERS**

**Article 118**  
**(Election Results Entry Clerks)**

(1) The election commission shall, no later than 15 days prior to Election Day, provide and network a sufficient number of computers through which election results shall be entered. A sufficient number of computers shall mean the number obtained when the number of polling stations is divided by 15.

(2) The election commission shall, no later than 15 days prior to Election Day, adopt a decision appointing a sufficient number of election results entry clerks (hereinafter: clerk). A sufficient number shall mean four clerks for each computer referred to in paragraph (1) of this Article for general elections. For general elections, clerks shall work in two shifts with two clerks per shift. During the entry of election results, one clerk shall read the data from the green copy of the form, while the other clerk shall enter those data into the application under the supervision of the election results controller.

(3) When appointing the clerks referred to in paragraph (2) of this Article, the election commission shall ensure that the appointed persons are familiar with computer work and have, where possible, previously performed the duties of an election results entry clerk.

(4) The clerks referred to in paragraph (2) of this Article shall enter into the election results entry application within the Unified Election Information System of Bosnia and Herzegovina (JIIS BiH), for each polling station:

- the fact that the polling station has opened;
- voter turnout, i.e. the number of signatures on the excerpt from the Central Voters Register, at 11:00, 15:00 and 19:00 hours. The BiH Central Election Commission may determine another time for entry;
- the fact that the polling station has closed;
- all data from the Numerical Status Form;
- election results for each level of government for which elections are conducted;
- control of the entered election results.

(5) The clerk shall attend training organised by the election commission according to a special plan and programme adopted by the BiH Central Election Commission. The clerk shall be accountable to the election commission for his/her work and shall be entitled to remuneration, the amount of which shall be determined by the election commission in the appointment decision.

### **Article 119 (Election Results Supervisors)**

(1) The election commission shall, no later than 15 days prior to Election Day, adopt a decision appointing an election results supervisor (hereinafter: supervisor). A supervisor shall be a person familiar with computer work and who has, where possible, previously performed the duties of election results supervisor.

(2) The supervisor shall, in the application referred to in Article 122 paragraph (1) of this Rulebook:

- control that all data for each polling station are entered by the results entry clerks;
- correct those data in the application for which it is determined that the results entry clerks entered incorrect data.

(3) The supervisor shall attend training organised by the election commission according to a special plan and programme adopted by the BiH Central Election Commission. Supervisors

shall be accountable to the election commission for their work and shall be entitled to remuneration, the amount of which shall be determined by the election commission in the appointment decision.

### **Article 120 (Election Results Controllers)**

(1) The election commission shall, on the date of calling elections by the BiH Central Election Commission, or due to an indicated need to fill the composition of controllers, publish a public advertisement for applications by candidates for election results controllers.

(2) The public advertisement referred to in paragraph (1) of this Article shall contain:

- 1) the number of election results controllers to be appointed, namely at least:
  - two election results controllers for election commissions with fewer than 50 voters,
  - three election results controllers for polling stations having from 50 to 100 voters,
  - four election results controllers for polling stations having from 100 to 150 voters,
  - five election results controllers for polling stations having from 150 to 200 voters,
  - and
  - six election results controllers for polling stations having from 200 to 250 and more voters;
- 2) the requirement that the candidate is a citizen of Bosnia and Herzegovina;
- 3) the requirement that the candidate has at least secondary education;
- 4) the requirement that the candidate has active computer skills;
- 5) the requirement that the candidate has electoral experience, work on the duties of election results controller, work on the duties of election results supervisor, work on the duties of election results entry and work in a polling station committee as president or member of the polling station committee;
- 6) the period of five years for which the election results controller shall be appointed;
- 7) the deadline of 15 days from the date of publication of the public advertisement within which candidates should submit their applications.

(3) After the deadline for publication of the public advertisement has expired, the election commission shall conduct an interview procedure with all registered candidates for controllers and appoint the controller in accordance with paragraph (2) sub-item 1) of this Article. The decision on appointment of election results controllers shall be submitted to the BiH Central Election Commission immediately upon adoption.

(4) If an insufficient number of candidates apply to the public advertisement referred to in paragraph (1) of this Article, the election commission shall appoint election results controllers from among employees of the city/municipality, or other persons who meet the requirements prescribed by the public advertisement.

(5) An election results controller shall be appointed for five years. The mandate of an election results controller shall terminate even before the expiry of the five-year period if the controller resigns, dies, is dismissed by the election commission due to failure to fulfil obligations, or is subject to an administrative measure imposed by the BiH Central Election Commission. In the event of termination of the mandate, the election commission shall appoint a new controller on the basis of the procedure prescribed in paragraphs (1), (2) and (3) of this Article.

(6) The election results controller shall perform the following duties:

- train the election results supervisor and election results entry clerks;
- make corrections in the election results entry application regarding mathematical irregularities in statistical data at all polling stations where all prescribed mathematical actions were not complied with, namely:
  - a) compare the number of signatures and the number of ballot papers in the ballot box and make corrections in the accuracy test if it was not correctly determined in the accuracy test; likewise, change the entered number of signatures if the polling station committee, instead of the number of signatures, indicated the number of names in the excerpt from the Central Voters Register;
  - b) correct the sum of the number of invalid unmarked and other invalid ballot papers if it was not correctly calculated;
  - c) correct the total number of valid ballot papers if it is not correct and does not represent the sum of all votes by candidates for majority vote or the sum of votes by political parties for the proportional representation system;
  - d) correct the sum of the total number of invalid ballot papers and the total number of valid ballot papers if it was not correctly determined;
  - e) correct in the accuracy test the comparison of the total number of ballot papers in the ballot box and the sum of the total number of invalid ballot papers and the total number of valid ballot papers if it was not correctly determined.

(7) After the corrections have been made, the election results controller shall submit to the election commission an application-generated Report for Invalid Polling Stations, with special reference to the polling stations referred to in paragraph (8) item e) of this Article, where the accuracy test differs from 0, and to polling stations where a candidate received more votes than the political subject under the proportional representation system.

(8) The BiH Central Election Commission shall, no later than 15 days prior to Election Day, appoint the chief election results controller, two deputy chief controllers and three election results controllers from among employees of the Secretariat of the BiH Central Election Commission.

(9) The controllers referred to in paragraph (8) of this Article shall perform the following activities:

- compare the number of signatures from turnout, from the Numerical Status Form and from the summary results forms for all polling stations;
- compare the number of received and the number of unused ballot papers for each election level;
- make corrections in the application according to the procedure described in paragraph (8) from item a) to item e) of this Article for all polling stations where the election results controllers of the election commission do not make corrections;
- control the election results entered at the Main Counting Centre according to the procedure described in paragraph (8) from item a) to item e) of this Article;
- verify the merits of objections, appeals and requests for recounting of ballot papers;
- prepare a report to the BiH Central Election Commission on all identified irregularities with a proposal of measures for correcting the irregularities.

(10) The election results controllers referred to in paragraph (8) of this Article shall be directly accountable to the BiH Central Election Commission.

**Article 121**  
**(Submission of Objection and Appeal)**

(1) An objection against the decision of the election commission on appointment or dismissal of a controller may be filed with the election commission no later than within 72 hours from receipt of the decision.

(2) An appeal against the decision of the election commission deciding on the objection may be filed with the BiH Central Election Commission within 72 hours from receipt of the first-instance decision.

(3) The decision of the BiH Central Election Commission shall be final and no appeal may be filed against it.

**Section B. ENTRY OF RESULTS**

**Article 122**  
**(First Preliminary, Unofficial and Incomplete Election Results)**

(1) The election commission shall enter into the JIIS application, from the green copies, the established election results from all regular polling stations for the level of government referred to in Article 89 paragraph (1) item a) sub-item 1) or item b) sub-item 1), no later than 22:00 hours. For other levels of government referred to in Article 89 paragraph (1) item a) sub-item 2) or item b) sub-item 2) of this Rulebook, the election commission shall intensively enter into the JIIS application the established election results from green copies delivered from regular polling stations until 24:00 hours.

(2) The election commission may, in addition to green copies, receive the election results referred to in paragraph (1) of this Article from the polling station committee also by means of images of forms sent through an appropriate application, through reading out of the election results by the president of the polling station committee to an authorised person at the headquarters of the election commission, or in another appropriate manner. If the election commission enters election results in one of the manners prescribed in this paragraph, it shall, upon receiving the green copies with election results, to verify the entry of election results.

(3) For the process referred to in paragraph (1) of this Article, the election commission may engage and authorise coordinators who shall collect the green copies of forms with election results from regular polling stations and photograph the original form, and engage and authorise staff who shall enter the election results, on which it shall adopt a separate decision.

(4) After completion of the procedure referred to in paragraph (2) of this Article, the election results controller of the election commission shall carry out the control of election results prescribed in Article 120 of this Rulebook.

(5) Based on the procedure determined in paragraphs (1) and (2) of this Article, the BiH Central Election Commission shall, in accordance with Article 5.29a of the Election Law of BiH,

publish the first incomplete preliminary results from regular polling stations no later than 24:00 hours on Election Day.

(6) The election commission shall be responsible for the accuracy of reports submitted to the BiH Central Election Commission.

**Article 123**  
**(Second Preliminary, Unofficial and Incomplete Election Results)**

The election commission shall, according to the same procedure referred to in Article 122 of this Rulebook, continue successively entering election results into the JIIS application from green copies for the level of government referred to in Article 91 paragraph (1) item a) sub-item 3), and no later than by 17:00 hours on the day following the day of holding the general elections.

**Article 124**  
**(Consolidated Election Results)**

(1) After taking over from the polling station committees all documentation and materials for the elections, the election commission shall establish the consolidated election results of voting conducted in that basic constituency for all levels of government and shall prepare a record thereof, which shall be submitted to the BiH Central Election Commission within 24 hours after the closing of polling stations, and no later than by 19:00 hours on the day following the day of holding the elections.

(2) The election commission shall consolidate and publish the election results referred to in paragraph (1) of this Article only for regular polling stations where election results are mathematically correct.

(3) The BiH Central Election Commission shall publish election results from all regular polling stations after the Main Counting Centre has recounted ballot papers from those polling stations where election results were not mathematically correct, for all basic constituencies.

**Section C. ESTABLISHMENT OF ELECTION RESULTS – Article 5.29 of the Election Law of BiH**

**Article 125**  
**(Establishment of Election Results)**

The BiH Central Election Commission shall establish and publish election results after consolidation of voting results from regular polling stations and results obtained through counting of votes at the Main Counting Centre, namely: votes from mobile teams, absentee voting, polling stations for voting with tendered enveloped ballot paper, votes received by mail and from BiH DCMs, no later than 20 days after the holding of the elections.

**Article 126**  
**(Inspection of Established and Published Election Results)**

Immediately upon adoption of the decision on publication of election results, the BiH Central Election Commission shall make available to the public, through the website of the BiH Central

Election Commission, a detailed tabular overview of voting results at polling station level by political subjects and candidates.

## **Section D. CERTIFICATION OF ELECTION RESULTS**

### **Article 127**

#### **(Recount and Certification of Election Results – Article 5.32 of the Election Law of BiH)**

(1) Following completion of the recount of ballot papers and expiry of the deadline for filing appeals, or after the decisions become final, and no later than 30 days from Election Day, the BiH Central Election Commission shall certify the election results.

(2) Exceptionally from paragraph (1) of this Article, the BiH Central Election Commission shall certify the election results no later than 45 days from Election Day in the following cases:

- a) if the process of recounting ballot papers upon requests or ex officio at the Main Counting Centre was of such scope that, despite all available capacities, it is not possible to complete certification of results within 30 days from Election Day;
- b) if the process of protection of electoral rights cannot be completed within 30 days;
- c) if the BiH Central Election Commission annulled or postponed elections at certain polling stations; and
- d) exceptionally, in other justified cases when it is necessary to extend the deadline of 30 days from Election Day.

(3) The BiH Central Election Commission shall publish the certified election results, together with allocated mandates and the names of candidates within those political subjects, in official gazettes, on the website of the BiH Central Election Commission and in public media.

## **PART FOUR – EARLY, REPEATED AND POSTPONED ELECTIONS**

### **CHAPTER I. EARLY ELECTIONS – Article 14.3 paragraph (1) of the Election Law of BiH**

#### **Article 128 (Application)**

Early elections for authorities in Bosnia and Herzegovina shall be conducted in accordance with the Election Law of BiH and the provisions of this Rulebook relating to the procedures for the conduct of General Elections.

#### **Article 129 (Deadlines for Election Activities)**

Deadlines for election activities for early elections shall be determined by the BiH Central Election Commission through a separate Instruction on the deadlines for election activities for holding early elections.

**Article 130**  
**(Application of Political Parties and Independent Candidates  
that Participated in Regular Elections)**

(1) Political parties and independent candidates that were certified to participate in the last regular elections shall not be obliged to resubmit the entire required documentation for certification of participation in early elections; rather, the application with documentation submitted for the regular elections shall be accepted together with the submission of a new completed application form.

(2) Political parties and independent candidates certified in the last regular elections for municipal mayor shall not be obliged to collect support signatures or pay the fee for participation in early elections.

(3) Political parties that were not certified to participate in the last regular elections for municipal mayor, but were certified for municipal/city council, shall not be obliged to collect support signatures, but shall pay the fee for participation in early elections.

**Article 131**  
**(Application of Coalitions that Participated in Regular Elections)**

Coalitions certified in the last regular elections for city mayor, i.e. municipal mayor, shall not be obliged to submit an additional application but shall confirm the previous application by submitting a new completed application form.

**Article 132**  
**(Application of Political Parties and Independent Candidates  
that Did Not Participate in Regular Elections)**

(1) A political party, independent candidate, coalition, list of independent candidates or independent candidate for election of members of national minorities (hereinafter: political subject) that did not participate in the last regular elections shall, together with the application for participation in early elections, in addition to the support signatures referred to in Article 4.4 of the Election Law of BiH, submit the following documentation:

- a) Decision on registration with the competent authority; if the decision is older than 60 days, they shall also submit an excerpt from the court register not older than 60 days, in accordance with Article 4.3 of the Election Law of BiH (submitted only by political parties);
- b) statement prescribed by Articles 1.6 and 1.13 of the Election Law of BiH, signed by the president of the political subject, whose signature authenticity has been confirmed by certification of the competent authority. This statement may also be signed by the president of the political subject at the headquarters of the BiH Central Election Commission, in the presence of an authorised official of the BiH Central Election Commission. When signing the statement at the headquarters of the BiH Central Election Commission, the authorised official of the BiH Central Election Commission shall establish the identity of the president of the political subject on the basis of a valid personal document referred to in Article 5.12 paragraph (4) of the Election Law of BiH;
- c) proof of payment of the monetary amount of the certification fee;

- d) financial report covering the period of three (3) months prior to submission of the application, in accordance with Article 15.1a of the Election Law of BiH;
- e) certified statement that there are no outstanding obligations on the basis of final and enforceable decisions on imposed fines issued by the BiH Central Election Commission, except in the case where payment of the fine is made in instalments, in accordance with a Decision of the BiH Central Election Commission;
- f) account number for financing the election campaign, in accordance with Article 15.1b of the Election Law of BiH;
- g) report on transactions of the special account for financing election campaign costs, in accordance with Article 15.1d paragraph (1) of the Election Law of BiH; and
- h) act designating the authorised representative of the coalition/list of independent candidates, signed by all presidents of political parties that are members of the coalition/all independent candidates (submitted by coalitions and lists of independent candidates).

(2) The political subject shall submit the application form with all attachments determined in paragraph (1) of this Article electronically through the online portal “e-Izbori” in the manner determined by the Instruction on the procedure for electronic submission, receipt, processing and archiving of applications of political subjects.

(3) The political subject shall submit the original documentation referred to in paragraph (1) of this Article in person to the BiH Central Election Commission by the deadline determined for submission of applications.

### **Article 133** **(Voters Entered in the Central Voters Register)**

(1) All voters entered in the Central Voters Register may vote in early elections.

(2) The BiH Central Election Commission shall publish the application form for voting by mail for new registrants on the official website of the BiH Central Election Commission and deliver it to all BiH DCMs abroad.

(3) A voter having the status of displaced person shall retain the voting option he/she had at the last regular elections held.

### **Article 134** **(Notification to Voters)**

The election commission conducting early elections shall forward to the election commissions in whose area voters entered in the excerpt from the Central Voters Register for displaced persons of Bosnia and Herzegovina are located the list of displaced persons with information where and at which polling station they may exercise their voting right. The election commission in whose area displaced persons are located shall notify those persons in an appropriate and timely manner where and how they will vote.

**Article 135**  
**(Voting and Counting of Ballot Papers)**

(1) During the conduct of early elections, voters shall vote in accordance with Articles 23 and 80 of this Rulebook.

(2) After the closing of the polling station, the polling station committee shall act in accordance with Articles 28, 31, 88 and 90 of this Rulebook.

**Article 136**  
**(Main Counting Centre)**

The BiH Central Election Commission may, by separate decision, establish the Main Counting Centre for each early election. The same decision shall determine the tasks performed at the Main Counting Centre, the location at which the Main Counting Centre is established, the period during which the Main Counting Centre shall operate and other matters relevant to the functioning of the Main Counting Centre.

**CHAPTER II. ANNULMENT OF ELECTIONS – Article 2.10 of the Election Law of BiH**

**Article 137**  
**(Annulment of Elections)**

(1) The BiH Central Election Commission shall annul elections in a constituency or at a polling station if it establishes that, during voting, manual counting and/or electronic counting of ballot papers, irregularities occurred that may affect the allocation of mandates or the final positioning of candidates on the candidate list, or may otherwise affect election results.

(2) The BiH Central Election Commission shall also annul elections when it is not possible to determine the election result even in the repeated control counting procedure.

**CHAPTER III. REPEATED ELECTIONS OF BiH AND POSTPONED ELECTIONS – Articles 14.1 and 14.2 of the Election Law of BiH**

**Article 138**  
**(Repeated Elections)**

(1) If the BiH Central Election Commission establishes that irregularities referred to in Article 136 of this Rulebook occurred during voting or ballot counting and annuls elections in a constituency or at a polling station, repeated elections shall be conducted.

(2) Repeated elections shall be conducted on the basis of the same candidate lists and the same excerpts from the Central Voters Register used in the annulled elections.

(3) The BiH Central Election Commission shall determine the date for holding repeated elections, no later than 15 days from the date the decision of the BiH Central Election Commission on annulment of elections becomes final.

(4) Repeated elections shall be conducted at the same polling station location and according to the procedure prescribed by this Rulebook.

**Article 139**  
**(Postponed Elections)**

(1) If voting in a constituency or polling station was not conducted on the day determined for voting, postponed elections shall be conducted.

(2) On the basis of facts indicating that elections cannot be conducted in accordance with the provisions of the Election Law of BiH, the BiH Central Election Commission shall adopt a decision postponing elections at a specific polling station or in a constituency, no later than 30 days from the day determined for voting in regular elections.

(3) Postponed elections shall be called by the BiH Central Election Commission.

(4) Postponed elections shall, as a rule, be conducted within seven days, and no later than 30 days from the day determined for voting in regular elections.

(5) Postponed elections shall be conducted according to the procedure prescribed by the part of this Rulebook whose application shall be determined by the BiH Central Election Commission through a separate act.

**PART FIVE – FINAL PROVISIONS**

**Article 140**  
**(Forms)**

The following shall form an integral part of this Rulebook:

a) forms from Part One of this Rulebook:

- 1) Book of schematic presentations of the method of packaging election material (FBiH, RS and BD BiH);
- 2) Schematic presentations of the method of packaging election material for polling stations for voting with tendered ballot paper, absentee voting and voting through mobile team;
- 3) SET Polling Station Committee Operations Record – ZARBO;
- 4) SET Summary Results Form SR – majority vote (for polling station, Main Counting Centre and election commission);
- 5) SET Summary Results Form SR – proportional representation (for polling station, Main Counting Centre and election commission);
- 6) Auxiliary counting form;
- 7) SET templates of envelopes for tendered enveloped ballot papers and for mobile teams;
- 8) SET Handover Forms HO;
- 9) SET Sticker for unused and counted ballot papers;
- 10) SET Record Form EC-BIH CEC;
- 11) SET Record Form EC-SUPPLIER;
- 12) SET Numerical Status Form BSO – polling station for absentee voting (also used in BiH DCMs);

- 13) SET Numerical Status Form BSN – polling station for voting with tendered ballot papers;
- 14) SET Numerical Status Form BSM – mobile team;
- 15) SET templates of envelopes for tendered enveloped ballot papers and for mobile teams.

b) forms from Part Two of this Rulebook:

- 1) Schematic presentations of the method of packaging election material;
- 2) Polling Station Committee Operations Record – ZARBO;
- 3) Numerical Status Form BS (general elections) – regular polling station;
- 4) Numerical Status Form BS (early elections) – regular polling station;
- 5) Numerical Status Form BSO – polling station for absentee voting (also used in BiH DCMs);
- 6) Numerical Status Form BSN – polling station for voting with tendered ballot papers;
- 7) Numerical Status Form BSM – mobile team;
- 8) Summary Results Form SR – majority vote (for polling station, Main Counting Centre and election commission);
- 9) Summary Results Form SR – proportional representation (for polling station, Main Counting Centre and election commission);
- 10) Auxiliary counting form;
- 11) Templates of envelopes for tendered enveloped ballot papers and for mobile teams;
- 12) Handover Forms HO;
- 13) Record Form PSC-EC General Elections F BiH;
- 14) Record Form PSC-EC General Elections RS;
- 15) Record Form EC CEC BiH;
- 16) Record on the Number of Ballot Papers by Categories (ZGLK);
- 17) Assistance of Another Person – PDL form.

#### **Article 141 (Obligations of Participants in the Election Process)**

All participants in the election process shall carry out the activities prescribed by this Rulebook in accordance with recommendations and measures prescribed by the competent authorities in Bosnia and Herzegovina during the state of natural disaster and other calamity, i.e. emergency situation.

#### **Article 142 (Application)**

The BiH Central Election Commission shall prescribe by separate act which part of this Rulebook shall apply during the conduct of the 2026 General Elections.

#### **Article 143 (Use of Expressions in Masculine and Feminine Gender)**

Words which, for the purpose of clarity, are used in this Rulebook in one gender shall, without discrimination, refer to both masculine and feminine gender.

**Article 144**  
**(Cessation of Application)**

On the date of entry into force of this Rulebook, the Rulebook on the Conduct of Elections in Bosnia and Herzegovina (“Official Gazette of BiH”, Nos. 31/24 and 43/24) shall cease to be valid.

**Article 145**  
**(Entry into Force and Publication)**

This Rulebook shall enter into force on the date of its adoption and shall be published in the “Official Gazette of BiH”, the “Official Gazette of FBiH”, the “Official Gazette of RS”, the “Official Gazette of Brčko District of BiH” and on the website of the BiH Central Election Commission, [www.izbori.ba](http://www.izbori.ba).

No.: 05-1-02-2-743-1/26  
Sarajevo, 07 May 2026

President

Jovan Kalaba