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Chapter I. Precinct Election Commission

Precinct Election Commission (PEC) is a temporary territorial body of the Election Administration of Georgia which within its competencies and within the territory of election precinct ensures the conduct of the elections in accordance with the law, the process of the voting procedures established by the election law, protection of the rights of voters, election subjects, their representatives and observers (Article 38.1).

Precinct Election Commission shall bear full responsibility in ensuring the exercise of the voting rights by the voters. The Precinct Election Commission is composed of 13 members. 6 members of the Precinct Election Commission are elected by DEC through competition while 7 members are appointed by parties. (Article 26.2).

Terms of Office of the Precinct Election Commission

The term of office of a member of a Precinct Election Commission begins on the day of the first meeting of the newly established Precinct Election Commission, and expires upon the approval of a voting summary protocol in a corresponding District Election Commission (Article 20.2).

Recalling precinct election commission member during the last 15 days before the vote is **prohibited** (Article 21.5).

Precinct Election Commission Officials

The Chairperson of Precinct Election Commission, Deputy Chairperson and Secretary shall be elected from among the commission members at the first meeting of the commission, for the membership term of office, by the majority of the full commission, and by roll-call vote (Article 221).

The right to nominate the Precinct Election Commission officials is granted to at least two members of the commission.

One and the same candidate may be nominated twice only.

If within the established term the commission fails to elect the commission Chair/Deputy Chair/Secretary, the functions of this official before his/her election shall be performed by that member of the commission, who gets most votes during the voting and in case of equal votes – by the person determined among them by casting of lots.

The Precinct Election Commission Chairperson shall (Article 39.1):

- Administer all administrative functions in the PEC;
- Chair PEC sessions;
- Accept and hand over election documents and all correspondences submitted to and addressed to the PEC;
- Be personally responsible for the safekeeping and distribution of ballot papers, special envelopes, PEC seals, summary protocols, control sheet and other election documentation;
- On election day, organize the distribution of functions among PEC members by the casting of lots;
- Be responsible for keeping order within the polling premises and on its adjacent territory on the polling day
- immediately after the consolidation of voting results submit to the DEC all election documentation;
- Exercise any other powers and authorities granted under the Election Law.

The Precinct Election Commission Deputy Chairperson shall (Article 39.2):

- Perform the duties assigned to the PEC Chairperson, if the PEC has no such Chairperson or the incumbent Chairperson is unable to perform such duties;
- Exercise some particular authorities of the PEC Chairperson according to the decree issued by such PEC Chairperson (such decree shall specify the scope and term of authorities so assigned).

Precinct Election Commission Secretary shall (Article 39.3):

- Prepare draft decrees of the PEC;
- Accept, hand over and register election documentation, applications, complaints submitted to the commission;
- Be obliged to keep the registration journal of the precinct election commission and the voting day record book;
- Be responsible for the release of public information;
- Prepare the PEC session protocols, including the summary protocols of election results and if necessary-correction protocol;
- Exercise any other powers and authorities granted thereto under the Election Law.

A member of an election commission is not a representative of his/her appointing/electing subject and a guardian of its interests. In his/her activities such person shall be independent and subordinate only to the Constitution of Georgia and the Election Law. Any influence on the election commission member or interference with his/her activities is prohibited and punishable by law (Article 19.3).

Precinct Election Commission Session (Article 67)

The Precinct Election Commission sessions shall be open.

The following persons have the right to be present in the polling place:

- ✓ Members and staff members of precinct, district and central election commissions;
- ✓ One representative of election subjects;
- ✓ One representative of international and local observer organization
- ✓ Accredited representatives of the press and other mass media;

Where a person is creating disorder and preventing the commission from operating, the election commission Chairperson has the right to remove the person who breaches the order of the session. This fact shall be noted in the session protocol.

The frequency of the sessions is determined by the Precinct Election Commission. In case of necessity, upon the request of the commission Chairperson or his/her deputy an extraordinary session is called (Article 22.4).

Immediately upon taking the decision to call the session, the commission Secretary posts at a visible place at the PEC the announcement indicating the exact time and draft agenda. The Deputy Chairperson, and in the case of his/her absence, the commission Secretary, are personally responsible to inform all the members of the commission about the date and exact time of the beginning of the session. Commission members approve their presence at the session by signing the attendance sheet (regulation of election administration, Article 6.2)

The commission Secretary drafts the session agenda. Commission Secretary is also obliged to prepare draft decrees and submit them to the commission members for their information.

A commission member has the right to request to include additional issue in the session agenda prior to the approval of that agenda. The decision over an issue is taken by the vote. The

commission Chairperson, or upon his/her assignment, his/her deputy chairs the session (Article 22.5).

If election commission does not have either chair or deputy chair, the commission Secretary convenes the commission session for the elections of the chair and presides over it until the chair is elected. In case the commission does not have Secretary either, the oldest commission member convenes the session and presides over it until the chair is elected (Article 22¹.6).

The session is valid if attended by the majority of the full composition. Decree (decision) of the commission is deemed passed if voted pro by the majority of those in attendance, but not less than one third of the full composition of the commission. In case of equal division of votes, the vote of the session Chairperson shall be decisive (Article 22.6).

In case the commission Chair and Deputy Chair simultaneously or commission Secretary cannot temporarily carry out the duties determined by this law, and meanwhile an action related to the special authorities of the Chair or Secretary needs to be taken, the precinct election commission immediately elects a proxy authorized to carry out the powers of Chair or Secretary from among its members. As soon as the Chair or Deputy Chair can carry out their duties, the authorities of the commission chair's proxy are ceased, and as soon as the Secretary can carry out his/her powers, the authorities of the his/her proxy are ceased (Article 22¹.5).

At the session a protocol is compiled, which is signed by the session Chairperson and the commission Secretary. Commission session protocol is processed within 1 day term from the session (Article 22.10, 22.11).

A member of an election commission, who does not agree with a decision of the commission, has the right to express a dissenting opinion in written form, which is attached to the protocol of the session. The member, who has a dissenting opinion, is obliged to respect and obey the decision made by the commission and does not have the right to prevent, by his/her actions, the execution of this decision (Article 22.12).

Legal Acts of the Precinct Election Commission

Legal act of the precinct election commission is a decree of the precinct election commission which is adopted by the majority of attending PEC members but not less than one third of the listing composition. To adopt a PEC decree, the commission session is held only if the session is attended by the majority of the composition of the commission (or at least 7 commission members) (Article 22.6). The PEC decree is signed by the commission session Chairperson and commission Secretary (25.4).

The PEC decree is issued:

- About the approval or invalidation of a PEC Chairperson decree on temporary closing of a polling place/suspension of polling or opening of a polling place/renewal of polling (Article 49.3);
- About the termination of polling and closing of a PEC (Article 49.3);
- If the ballot box seal is broken, about (1) suspending the voting, (2) sealing a ballot-box anew and (3) renewing the voting (Article 54.6);

- About the continuing of the process of consolidating the results of the vote- if after the completion of the voting the ballot-box seal turns out to have been damaged but the PEC deems that this has not caused the violation of the requirements of the election code (Article 58.2);
- About bringing the issue before the DEC to annul the voting results of the PEC (is adopted by the majority of the full composition of the PEC) (Article 38.2.e));
- About the appointment and early termination of terms of office of the PEC Chairperson, Deputy Chairperson and Secretary (by the majority of the full composition of the commission) (Article 21.12, 221.1).

The PEC decree shall be posted at the election precinct the date immediately following the date of the issue (Article 38.3).

Legal Acts of the PEC Chairperson

Legal Act of the PEC Chairperson is the PEC Chairperson decree which is issued:

- About delegating certain authorities of the commission Chairperson to the Deputy Chairperson (the decree shall specify the scope and term of the authorities so assigned) (Article 39.1.e), Article 39.2.b));
- About temporary closing of a polling place/suspension of polling or opening of a polling place/renewal of polling (Article 49.3);

The PEC Chairperson's decree is signed by the commission Chairperson (Article 25.4).

All the decrees of the PEC Chairperson shall be posted at the election precinct on the next day following the date of the issue (Article 38.3).

Registration Journal of the PEC (Article 22)

The DEC hands over to the PEC immediately upon the formation of the latter a numbered, stringed and stamped **registration journal**.

For the purpose of registration and systemization of the documentation received and issued by the PEC, a registration journal is kept in the PEC since the formation of election precinct. The registration journal is divided into two parts: documentation received and issued by the commission. The PEC Secretary is obliged to immediately register any documents (application, complaint, decree, protocol, letter, notice) received/issued by the commission in the registration journal during the whole election period and keep record of their receipt in continuous sequence, assign a number to each of the documents, indicate the date of the receipt, brief summary and number of sheets.

A decree adopted by the PEC at the session shall be registered in the registration journal.

A complaint and an appeal submitted to the PEC shall be registered in the registration journal of the commission, where the name of the applicant/claimant shall be indicated. After appropriate registration in the journal the commission Secretary is obliged to issue to the applicant/claimant a written certificate in which the date and exact time of the receipt of the application/complaint, as well as the number assigned to it in the journal shall be indicated. The mentioned certificate shall be approved by the commission Secretary with the signature.

The applicant approves the document received from the PEC by placing the signature in the registration journal. The commission Secretary on his/her part makes an inscription: „document issued” and indicates the date and exact time of the inscription.

The PEC is obliged to consider the application/complaint within 2 days upon the receipt and adopt appropriate decree (exception is the polling day when the PEC Chairperson shall immediately react on applications/complaints if the violation is verified and shall resolve this violation). Commission Secretary presents to the commission Chairperson all the documents registered in the registration journal who with his/her resolution allocates them to certain members of the commission and indicates specific terms within which the task shall be completed. Commission Secretary is obliged to exactly indicate in the registration journal which person was assigned with reacting on certain documents.

Election documentation is available to every person. Information about the elections and election documentation shall be issued within 2 days term upon the request. The commission Secretary is the person responsible for issuing public information and ensuring its availability. It is prohibited to issue the original of a document submitted to the commission except the cases envisaged by the law; while in the case of requesting the copies, the PEC may establish a charge amounting to the amount necessary for the copying in accordance with the procedure established by Georgian laws.

The commission Secretary closes the registration journal at 18:00 o'clock of every day (exception is the polling day. In this case, the registration journal is closed after the issue of all documents). Commission Secretary in both parts of the journal after the last record makes an inscription: „Journal Closed“, indicates date and exact time and puts the signature. It is prohibited to make any written record in the journal after the closure.

After the completion of the voting procedures the registration journal is submitted to the DEC.

Chapter II. Voters' Lists

The Unified Voters' List (Article 9)

A PEC no later than the day of the first meeting receives from the DEC 2 copies of the unified voters' list: versions envisaged for the election commission and for public information. The PEC shall immediately post the public version at the visible place in the PEC premises.

A party having election registration, an observer organization and voters have the right to examine the voters' lists for public information at the PEC disposal (a voter has the right to request to view all the data and request to amend the data only for him/herself and his/her family members) and in the case of inaccuracies, not later than the 16th day prior the election day, request the correction of the voters' data and incorporation of the amendments into the voters' lists.

The PEC shall not later than the 16th day prior the Election Day submit applications regarding the voters' lists to the DEC, which considers the received applications and takes a decision within 2 days term. The PEC shall submit to the applicant the DEC decree about the refusal on making amendments to the voters' data/lists upon his/her request from the day following the issue of this decree.

In the case of making amendments to the voters' list, the PEC not later than the 2nd day prior the election day shall be provided with the final version of the corrected lists in 2 copies.

The PEC shall immediately post the public version of the lists at the visible place in the PEC premises.

Voters in the military compounds may vote according to the place of registration (instead of the place of the dislocation of the military compound). For this purpose the voter shall address the PEC with the request to include him/her in the unified voters' lists not later than the 16th day prior the election day. The PEC shall immediately inform the DEC about the mentioned request.

Special Voters' List (Article 9.1)

Special voters' list is compiled and approved by the DEC decree not later than the 3rd day prior the polling day and immediately submitted to appropriate PEC.

In the special list submitted to the PEC may be included:

- Those members of the commission who due to their activities in the election commission cannot vote in their respective precincts;
- Voters who on the polling day are in the hospitals for the purpose of the treatment;
- Voters under the pre-trial detention;
- Fixed-term or contracted military personnel;
- Voters having arrived from abroad, released from prison or having left hospital (Article 9.111). *(only if the voter was unable to address the Dec (or PEC) with the request to make amendments to the list not later than the 16th day prior the election day).*

The PEC created in exceptional cases (consular office, military unit, hospital, ship or other) shall be provided with the special list only. The PEC Secretary shall look in the unified voters' list (table and wall copies as well) for the voter included in the special list or transferred to the special list of another precinct and along his/her family name in the graph "factual status" shall make a note "commission member", "in pre-trial detention", "in military service", "in hospital", "in the sea" or "abroad"); while in the graph "commission member's signature" PEC Chairperson and Secretary shall sign.

Voters included in the special list participate in:

- Majoritarian as well as proportional elections if he/she changes the location within the territory of one and the same majoritarian election district; or
- Only in the elections held through proportional system if he/she votes on the territory of different election district.

Voters' List Supplement (Article 11)

The PEC Secretary in the registration journal keeps the record if a certain voter in written or via the telephone application, not later than the 2nd day prior the election day, addressed the PEC with the request to vote via the mobile ballot-box. The commission Secretary in the registration journal indicates the exact time/telephone number of the receipt of the application/message. It is desirable that the commission Secretary warns the voter that he/she will vote via the mobile ballot-box and cannot vote in case he/she arrives at the polling station.

The following have the right to request voting via the mobile ballot-box:

- a voter who due to his/her health conditions cannot arrive at the polling station;
- a voter who due to the limited abilities cannot arrive at the polling station (only those voters who cannot arrive independently at the polling station);
- a voter who is within the territory of election precinct but at the remote place.

After the expiry of the application period, the PEC Secretary shall fill in the list supplement form. The commission Secretary shall examine the received applications: whether the concerned voter belongs to the relevant PEC (whether he/she is included in the unified list of the concerned PEC) and only after this shall include him/her in the list supplement.

The PEC Secretary shall include in the list supplement the voters being at hospitals on the polling day. The PEC is provided with these data by the DEC not later than the 2nd day prior the election day (Article 56.2)

The PEC Secretary automatically (without the written request) includes in the special list the voters in pre-trial detention. As well as automatically includes in the special list the voters being at the military compound located at the state border.

The commission Secretary includes in the list supplement the same data of voters which are in the unified list, indicates his/her sequential number in the unified or special lists, in the graph "factual status" indicates the reason for the inclusion of this voter in the list supplement and factual residence of the voter (address of the house/hospital/military compound); commission Secretary in the unified or special lists graph "factual status" makes a note "included in the supplement"; while in the graph "signature of the commission member" the PEC Chairperson and Secretary shall put the signature.

The data of the voter being transferred to the voters' list supplement shall not be deleted from the unified or special voters' lists!

Chapter III. Voting invitation Card

No later than 2 days prior to election day, the Precinct Election Commission is obliged to provide to all the voters registered on the territory of the election precinct and included in the voters' lists, a voting invitation card (Article 14).

The PEC receives from the DEC printed voting invitation cards which indicate:

- date and time of the poll;
- the number and the name of the election district, the number of the election precinct ;
- address of the polling place, floor and room numbers;
- name, family name, date of birth (day, month, year) of the voter;
- place of registration of the voter
- number assigned to the voter in the voters' list
- The procedure for submitting application/complaint on taking part in the poll by means of a mobile ballot box, due to health condition or other reasons, telephone (fax) number and other requisites of the Precinct Election Commission.

The PEC Chairperson and Secretary elaborate the plan for distributing the voting invitation cards and inform the commission members about the schedule of card distribution.

Non-receipt of a voting invitation card does not constitute grounds for limiting the right to take part in the election.

Those voting invitation cards that were not distributed to the voters at the addresses indicated shall be returned by the commission members to the commission Secretary who in the registration journal of the commission indicates the number of the returned voting invitation cards.

Chapter IV. Receiving of Election Documentation and Election Equipment from District Election Commission

The PEC for the purpose of preparing to and conducting the polling receives from the DEC election documentation and equipment (Article 34.m)):

- the Unified Election Code of Georgia;
- PEC members' certificates;
- PEC registration journal (in the numbered, stringed and stamped condition);
- the Unified Voters' List (instruction for lodging a complaint);
- the Special List of Voters;
- the Voters' List supplement form;
- Voting invitation cards;
- The list of the election subjects participating in the elections (party lists, list of candidates);
- an application, if any of the election subjects included in the ballot-paper does not any more take part in the elections;
- the instruction for filling in the ballot-paper;
- extracts from the law about when the ballot-paper is invalid;
- the PEC signboard.

Not later than 12:00 o'clock prior the polling the DEC shall provide the PEC with (Article 51.10):

- the ballot-paper books;
- special envelopes;
- polling day record book (in the numbered, stringed and stamped condition);
- marking liquid (one bottle per registrar) and a UV detection device (with 8 batteries);
- control sheets (three: two for the main and mobile ballot-boxes and the third one – for comparison);
- the PEC stamp (sealed);
- registrars' stamps (sealed);
- stamp "withdrawn from the elections";
- ink pillows;
- the main and mobile transparent ballot-boxes;
- copying machine;
- voting booths and booth curtain;
- strings with individual numbers (to seal the ballot-boxes);
- summary protocols of the voting results (one for majoritarian and one for proportional election results);
- demonstration protocols (one for majoritarian and one for proportional election results);
- form of the "amendment protocol" for the summary protocol of the voting results;
- A3 size envelope for wrapping the ballot-papers (votes) received by each election subject;
- A3 size envelope for wrapping the voters' lists;
- A3 size envelope for wrapping unused ballot-papers;
- A4 size envelope for wrapping damaged ballot-papers;
- A4 size envelope for wrapping invalid ballot-papers;
- A4 size for wrapping invalid ballot-papers, ballot papers belonging to other PECs;
- A5 size envelope for wrapping the election commission stamp and registrars' stamps;
- box/sack for election documentation and for submitting of this documentation to the DEC;
- sticker cover-page for the box/sack.

Acceptance-delivery

The PEC Chairperson or on the basis of the Chairperson's decree – the deputy Chairperson is the person responsible for the acceptance of election documentation from the DEC; while in the PEC the person responsible for keeping the election documentation is the PEC Chairperson and the Secretary.

Prior to the compiling of the acceptance-delivery protocol it is necessary to check the number of handed ballot-paper books and special envelopes. If it turns out that the number of the ballot-paper books and special envelopes is less or more than established and also if the documentation to be received lacks any type, the PEC shall compile the protocol and immediately address the DEC.

The PEC Secretary shall fill in the acceptance-delivery protocol and indicate the types and number of the received election documentation. The commission Secretary shall record in the registration journal the acceptance-delivery protocol (indicating the types and numbers of election documentation). The acceptance-delivery protocol is signed by the persons delivering and accepting the election documentation.

Remember,

acceptance –delivery protocol shall be compiled mutually by both sides. One original shall remain at the delivering DEC, while the second one in the accepting PEC.

The acceptance-delivery protocol is a public information document. Any interested person has the right to view the information in the acceptance delivery protocol.

Chapter V Setting up Election Precinct

Following shall be prominently displayed in the Election Precinct:

- Information about the composition of the Commission;
- Information about the location and the working hours of the Commission;
- Precise address and contact telephone/fax numbers (if such exists);
- Information about the boundaries of the election precinct which includes the addresses of all the residential buildings within the election precinct (Article 16.2.1);
- Those legal acts of the election administration which concerns the activity of this commission;
- Decrees of the commission and the chairperson of the commission;
- Voter lists, the rule and the terms of making changes and appealing against the inaccuracies in the voter lists;
- The list of election subjects participating in the elections (party lists, candidate lists);
- The voting instruction or the rule of completing the ballot paper;
- An extract from the Law to define in which case is the ballot paper considered invalid;
- A statement, if the election subject included in the ballot paper no longer takes part in the elections;
- Protocols of voting results for public display (one for the election results through majoritarian system and one for - proportional system).

In order to conduct voting procedure, the PEC members are obliged to set up the polling place according to the requirements of the law, no later than one day before the voting. The PEC shall set up (Article 50.3):

- Voter registration desks (one registration desk per 300 voters);
- Booths for secret voting: one booth for each 500 voters. One side of the booth shall be open at one half of its height, and the upper part should be covered by a curtain. There shall be a pen in the booth for secret voting; The rules for the voting instruction should be

posted in it, as well as a statement if the election subject no longer takes part in elections and an extract from the law in which case is the ballot paper considered invalid;

- A desk for special envelopes (should be placed near the ballot box). The transparent ballot box must be placed in a conspicuous place in the polling station so that the voters would be able to access it easily and leave the election precinct immediately after dropping an envelope into the box.

If the disabled voters with wheelchair are in the election precinct, the PEC (upon the request of the voters who file the application with the PEC no later than the 25th day before the Election Day) no later than the 20th day before Election Day, shall address government bodies and local self-government who are responsible to ensure temporary and simple adaptation of the polling place (Article 50.2). It should be remembered, that the election programs (if such exists) of the election subjects must be removed in the premises of the polling place before 24.00 on the previous day of the voting.

Chapter VI Persons Authorized to stay at Election Precinct

The following persons have the right to be present in the polling place:

- One observer from local organization;
- Two observers from the international organization (might be accompanied by an interpreter);
- Three representatives from one and the same press and mass media;
- One representative of an election subject;
- Members of the CEC, DEC and PEC;
- Representative of the CEC and DEC.

All persons having the right to stay at the polling place (during staying in the polling place) shall wear a badge with their identity (Article 67.3)

RIGHTS OF OBSERVERS (Article 70)

The main principle of the observer rights is “to be present in the polling place at any time on the Election Day, move on the precinct territory unrestrictedly and observe all stages of the polling process from any spot of the precinct”. No one has the right to allocate and indicate to the observer any particular place for observing, except for the cases when the observer interrupts free expression of the will of the voter or interferes in the functions of the PEC.

The rights of an observer according to the sequence of election procedures:

- An observer has the right to attend and observe election commission sessions (the representatives of election subjects have the right to request to speak and express their opinion at the election commission sessions) (Article 71.5)
- An observer has the right to replace, at any time on election day, another registered representative of the organization (in cases where such a representative exists);
- An observer has the right to take part in the inspection of ballot boxes, before they are sealed and after they are opened;
- If an observer considers that the person regulating voter flow did not check the inking (of a voter) as required by the procedure, he/she has the right to request the person regulating the voter flow to carry out the procedure again. (Article 52¹.4);
- An observer has the right to observe the registration of voters on the voters’ lists, approval and issue of ballot papers;
- If an observer considers that the registrar did not check the inking of a voter as required by the procedure, he/she has the right to request the registrar to carry out the procedure again (Article 52¹.4);

- An observer has the right to request a voter, before entering the booth, to show how many ballot papers he/she holds; The voter is obliged to satisfy this request (Article 54.5);
- An observer does not have a right to attend the voting in the booth for secret voting;
- An observer does not have a right to assist the voter in filling in the ballot paper (representative of mass media has this right) (Article 54.3);
- An observer has the right to request a voter, before inserting ballot paper(s) in special envelope, to show how many ballot papers he/she holds; The voter is obliged to satisfy this request (Article 54.5, 70.1);
- An observer has the right to observe ballot box and dropping/inserting of special envelopes into the ballot box;
- An observer has the right to observe the voting procedure through mobile ballot box;
- An observer has the right to attend and observe vote counting under the conditions when the visibility of ballot papers are provided:
- Two supervisors identified as a result of casting of lots shall take place next to the counting officer: One supervisor stands next to the second counting officer, and second supervisor – next to the third counting officer. These two supervisors have the right to observe the entire process of counting, make remarks on any error made by the counting officers and request rectification of such error (Article 59.2);
- The persons authorized to be inside the polling place (who have the right to observe vote counting at the distance of 1 meter from the counting officers) shall have the right to request that the counting officer set aside the ballot papers whose authenticity is in doubt. The counting officer shall satisfy such a request (Article 59.2).
- An observer has the right to observe the opening of the ballot boxes, counting of the ballot papers and composition of protocols;
- An observer has the right to attend and observe the setting up of the summary protocol of voting results, as well as other documents by the election commission;
- An observer has the right to become familiar with the summary protocols of voting and election results, compiled by election commissions;
- An observer has the right to address the PEC chairperson with an application (appeal) regarding the issues related with the voting procedure by which he/she requests response on specific violation observed.
- An observer has the right to appeal against the action of the PEC in the upper election commission or a court;

An observer does not have a right, also:

- To interfere in the functions and activities of the election commission;
- Exert influence upon the free expression of the will of the voters;
- Agitate in favor or against an election subject;
- Wear symbols or signs of any election subject;
- Be without a badge at the polling station on the Election Day.
- Violate other requirements of the Election Code of Georgia.

In case of exceeding of the authority by an observer, the PEC chairperson has the right to make a remark to the observer to stop such action, otherwise, commission chairperson is entitled to invite the representative of legal body to the polling room and expel the observer who violated the order from the polling premises.

Chapter VII Procedures to be implemented before the Poll

OPENING OF ELECTION PRECINCT

Commission members shall be present in the election precinct before 7 AM on the Election Day. If there are less than five commission members, the election precinct shall not be opened. The election precinct shall be opened at 7AM and the commission chairperson shall notify the DEC on it (Article 52)

OPENING OF THE RECORD BOOK

The Record Book shall be given by the commission chairperson to the PEC Secretary immediately upon opening of the election precinct; On the first and second pages of the Record Book, the PEC Secretary shall enter the name and surname of the PEC members staying in the polling place indicating the subject who has appointed them, also the name, surname of all persons authorized to be inside the polling place, their nominating organization or election subject, which shall be approved by signature (51²).

All member of the PEC shall wear the badge (card) of a commission member. The PEC chairperson must request the observers, representatives of election subjects and mass media to wear accreditation cards (badges) (Article 39.1g¹)

Summary protocols and protocols for public display are also given by the commission chairperson to the commission secretary. The protocols for public display shall be posted on the clearly visible place (near the commission secretary desk). Commission secretary also keeps registration book.

CASTING OF LOTS (Article 52)

The functions to be carried out by the PEC members:

1. Regulate the voter flow;
2. Voter registration (one registrar for each 300 voters);
3. Supervise ballot box and special envelopes;
4. Mobile ballot box to be delivered by 2 commission members.

The commission chairperson, deputy chairperson and secretary do not participate in the casting of lots. Before the casting of lots, the PEC chairperson shall compare the number of PEC members with the functions to be distributed. If during the casting of lots the number of commission members appears to be:

1. Less by one, compared to the functions to be divided, the commission secretary shall fulfil the function of the voter registrar (if the function of registrar of the voter registrar is applied to the commission secretary, the Record Book is given to the commission chairperson).
2. Less by two, compare to the functions to be divided, deputy chairperson of the commission shall fulfil the function of the officer regulating the voter flow.
3. Less by three, compared to the functions to be divided, commission chairperson shall fulfil the function of the supervisor of the ballot box and envelopes.
4. Less by four, compared to the functions to be divided, the number of voter registrars shall be reduced.

The casting of lots shall take place in presence of the persons eligible to be present in the polling place. The PEC chairperson shall check that the seal on the package with the seal of the PEC in it is not broken and shall open it.

First, the commission chairperson shall conduct the casting of lots to reveal two members to carry the mobile ballot box.

The PEC chairperson:

- Shall analyze how many commission members appointed by the parties (among 7 commission members) attend the casting of lots;
- Shall prepare the papers of uniform shape and type (colour) according to their number;
- Shall write the name of the function "Officer carrying the mobile ballot box" with one colour pen on two pieces of paper;
- Shall approve all papers with the commission seal;
- Shall fold the papers so that it is impossible to read the text written thereon and places them in the mobile ballot box;
- Shall address the attending commission members who have been appointed by the parties, to take out the papers of casting the lots from the mobile ballot box one after another.
- Commission secretary shall enter the results of the casting of lots on the third page of the Record Book.

After identifying the officers who will carry the mobile ballot box, the commission chairperson shall conduct the casting of lots in order to reveal other functions:

- Shall analyze how many commission members take part in the casting of lots (excluding the chairperson, deputy chairperson, secretary and two members who will carry the mobile ballot box);
- Shall prepare the papers of uniform shape and type (colour) according to their number;
- Shall write the name of the functions with one colour pen: "Officer who regulates the flow of voters", "Registrar", "Officer who supervises the ballot box and special envelopes";
- Shall approve each paper with the commission stamp;
- Shall fold the papers so that it is impossible to read the text written thereon and places them in the mobile ballot box;
- Shall address the commission members who take part in the casting of lots to take out the papers of the casting of lots from the mobile ballot box one after another.

On the third page of the record book, by casting lots, commission secretary writes the results of division of responsibilities among the members of the commission. With the permission of the commission chairperson, the functions of the commission members determined by casting the lots, can be delegated temporarily to another commission members. The commission secretary shall write it on the fifth page of the Record Book and shall indicate the time.

In any commission member appears after ending the casting the lots, the issue of delegating the function to her/him shall be decided by the PEC chairperson.

ANNOUNCEMENT OF THE NUMBER OF VOTERS

The commission chairperson shall announce the number of voters according to the unified and special lists, as well as, the supplements to the voter list. The PEC secretary shall enter the number of voters according to the unified voter list in the Record Book of the Election Day, the protocols for public display and the election results summary protocols, in the first column

(Article 52.4 a). The number of voters according to the special lists shall be entered after completing the voting.

ANNOUNCEMENT OF THE NUMBER OF BALLOT PAPERS AND ENVELOPES

Commission chairperson inspects the packages of ballot papers and special envelopes are intact and based on the Act of supply acceptance act announces the number of ballot papers and special envelopes received. The number of received ballot papers is entered immediately by PEC secretary to the Election Day Record Book, the protocols for public display and the election results summery protocols, in the fourth column (Article 52.4b).

SEALING THE BALLOT BOX

The commission chairperson shall check and seals the main and mobile ballot boxes with a string having an individual number; the number is entered by the election commission secretary on the fourth page of the Election Day Record Book (Article 52.4d).

The ballot boxes must be sealed (except for the cut for inserting the ballot paper) so that it is impossible to drop into or take out anything without damaging the unity.

TRANSFERRING THE MATERIALS TO THE COMMISSION MEMBERS

- Following shall be transferred to the voter registrars by the commission chairperson:
- The unified voter list sorted by the alphabet (including approximately 300 voters);
- The chairperson shall post the alphabetical order of the voter's surnames at each registration desk (according to the lists placed on the desk);
- The alphabetical order of the unified voter list transferred to each registrar shall be entered by the commission secretary on the third page of the Record Book along with the name and surname of the registrar.
- Special list of voters (to be transferred to one of the registrars);
- The book of ballot papers (for proportional and majoritarian systems); commission chairperson and the registrar who receives such books shall certify the acceptance and delivery by affixing their signatures on the cover page of such book (Article 52.7);
- Registrar's seal (the chairperson checks that the package in which the registrar's seals are placed is not broken); The registrar's seals shall be placed in the mobile ballot box, the registrars shall take one seal from the box and the code of the seal shall be entered by the commission secretary on the third page of the Record Book along with the name and surname of the registrar);
- Inking liquid.
- The UV detector for checking the inking shall be given by the commission chairperson to the officer regulating the voter flow.
- Sealed main ballot box and special envelopes shall be given by the commission chairperson to the supervisor of the ballot box and special envelopes.

COMPLETING THE CONTROL SHEET

After arriving the first voter (but no earlier than 8 AM), the PEC chairperson shall take three control sheets from the election documentation and transfer it to the PEC secretary for completing (Article 52.6). The control sheets are used for approving the starting of the

voting. The control sheet shall be completed only after confirming that the place of registration of the first voter is within the boundaries of the given election precinct. Each control sheet shall include:

- The name and surname of the first voter;
- The place of registration of the first voter;
- number of their Citizen's Identity Card and the personal number (or the number of Georgian Citizen's passport number) of the first voter;
- The signature of the first voter and all attending PEC members;
- Exact time of placement of the control sheets into the ballot boxes.

The commission secretary shall enter the data included in the control sheet on the fourth page of the Record Book. After completing the control sheet, the PEC chairperson shall place the control sheets in the main and mobile ballot boxes. After opening the ballot boxes, the PEC chairperson keeps and is responsible for authenticity and protection of the control sheet which is archived in the PEC for comparing purposes.

REGULATING THE VOTER FLOW IN THE ELECTION DISTRICT

Commissioners left without function after casting of lots shall help the chair person in regulation of voters' flow.

Chapter VIII. Voting Process

Voting shall be held from 8:00 am to 8:00 pm on election (polling) day (Article 49).

Commission member regulating the flow of electors shall (Article 54.2):

- Regulate the flow of electors entering the polling station for appropriately managing of the voting process.
- Require electors standing in a line to present a personal ID card. Those not having a personal ID card shall not be admitted to voting;
- To check with an ultraviolet detector whether the elector has a marking and only following this examination to admit the elector to a polling station. In case if the detector identifies that the elector already has a marking he/she shall not be admitted to voting. A member of the commission regulating the flow of electors shall inform the commission chairman about the identity of such elector; commission secretary shall record this fact (Article 52^{1.2}) in the record book (on the 10th or following pages);
- To not admit an elector into a polling room if there are more than two electors standing at the registration desk;
- Instruct an elector to go to the registration desk to which the first letter of his/her last name in the voters list is assigned;

A registrar member of the commission shall be obligated:

- To require the elector to present a Georgian citizen's ID card or a passport (in case of an Internally Displaced person – IDP card); ballot paper shall not be issued unless a personal ID card is presented.

- On the basis of the presented document, to look up an elector in unified or special lists and verify his/her personal number;
- To perform marking of electors (if an elector refuses to undergo marking, such elector shall not participate in elections);
- In case if any election subject entered in a ballot paper no longer participates in elections, along the name of the subject shall stamp “has been withdrawn from elections”;
- To verify ballot papers through affixing of a signature (on the reverse page, in a specially designated place);
 - To verify ballot papers through a special stamp (on a reverse side, in a specially designated place);
 - To verify the issuance of ballot papers through signing on in the voters’ list;
 - To obtain a signature of an elector along his/her surname in a unified or a special list, this serves as the acknowledgement of the receipt of a ballot paper.
 - Hand to an elector verified ballot papers:

one for proportional and one for majoritarian system elections (or only a proportional ballot paper, if the registration place of an elector in a special list belongs to another election district);

- Instruct an elector to enter a secret voting booth.

- An elector goes into the secret voting booth and fills out ballot papers. It shall be inadmissible for more than one elector to enter a secret voting booth.

- Commission members and persons authorized to be present in a polling station may demand the elector prior to entering secret voting booth to show the number of ballot papers he/she is holding. The elector shall be obligated to comply with this demand;

- Photo and video recording in a voting booth shall be prohibited for ensuring the secrecy of voting.

- After filling in ballot papers the elector shall fold the ballot paper so that it is impossible to identify who she/he voted for;

Elector shall go to a separately stationed table on which special envelopes are placed. The elector places both ballot papers into a special envelope independently and places a special envelope into the ballot box.

- Commission members and persons authorized to be present in a polling station may require an elector to show prior to placing a ballot paper in a special envelope how many ballot papers the elector is holding. Elector shall be obligated to comply with this requirement. Taking ballot papers out of the polling station shall be inadmissible.

Member of the commission assigned to supervise the ballot box and special envelopes shall permanently control the ballot box, to not allow more than one elector to come to the ballot box at one and the same time. He/she shall keep the special envelope insertion slot closed and shall open it only after he/she makes sure that the elector has only one envelope in his/her hand. After the envelope is cast into the ballot box, commission member shall instruct the elector to leave the precinct.

Registration of Participating Voters

Commission secretary shall count the number of signatures in voters lists (Article 53.6) twice a day (at 12:00 and at 17:00), in order to determine turnout of voters on the voting day.

Commission secretary shall enter obtained information in voting results summarizing protocols, demonstration protocols and a voting day records book. Commission chairman shall immediately report to district election commission on the turnout of voters as of 12:00 and 17:00.

Voters Lists

Observers

Demonstration Protocols

Secretary

Chairman

Deputy Chairman

Chapter IX. Exceptional Cases in the Voting Process

1) Elector is not included in Voters' list

If an elector is not included in a unified or special list, but presents a certificate on the crossing of a border (record in a passport), discharge certificate from in-patient medical institution, or a release certificate from a penitentiary institution, registrar shall register such elector (Article 9.11¹).

Registrar shall check that the certificate has been issued no earlier than 16 days prior to the elections; registrar shall enter the elector by virtue of the presented certificate and ID card (registration certificate) into a special list of electors and transfers copies of presented documents to precinct election commission chairman.

2) Elector needs assistance with filling out ballot papers

If an elector is unable to independently fill in ballot papers, he/she shall have a right to invite for assistance any person except for commission members, representatives of election subjects, candidates and observers. An elector who assists another elector with filling in ballot papers shall be prohibited to disclose who the person voted for (Article 54.3).

3) Elector/commission member has spoiled ballot paper

If an elector or registrar has spoiled ballot paper, they shall inform commission chairman. Based on commission chairman instruction, registrar shall replace spoiled ballot paper with a new one. Commission chairman shall cut off a corner of the spoiled ballot paper in the presence of an elector, shall write "spoiled" and sign off. Commission secretary shall keep spoiled ballot paper separately (Article 54.4).

4) Termination of Voting

In case if it is impossible to continue voting and free expression of the electors will, precinct election commission chairman shall take an independent decision on the closing of a polling station through a decree and on the suspension of the voting process. The decree shall detail reasons and time of temporary closure, voting suspension or its termination. Chairman shall have full responsibility for the adoption of this decree (Article 49.3).

Upon temporary closure of the station or the suspension of voting precinct election commission shall make a decision on the confirmation or the invalidation of commission chairman decree.

Once the causes for temporary closure of a station or suspension of voting are eliminated commission chairman makes a decree on the renewal of voting and the opening of a polling station.

Precinct election commission shall be authorized to adopt a decree on termination of voting and the closure of the polling station.

Commission secretary shall enter into record book (on 10th and following pages) reason and time for suspension, resumption, and/or termination.

5) Integrity of ballot box has been broken

If the integrity of ballot box seal appears to be broken, precinct election commission shall suspend voting process and take a decision through a decree (Article 54.6):

- On sealing of a box over again and the resumption of voting;

Or

- Termination of the voting process and the closure of the polling station.

Commission secretary shall record in record book (on the 10th and following pages) the essence of the situation and the time when the ballot box was sealed again.

Remember, if voting was declared terminated, it shall not be resumed.

6) Ending the voting earlier

On a voting day precinct election commission may declare voting finished at any time prior to 8:00 pm in polling stations established at military units, hard to access locations, hospitals and penitentiary institutions, provided all electors in the voters list have participated in the voting (Article 49.5).

Chapter X. Voting by Mobile Box

Starting from 9:00 am on the voting day precinct election commission chair shall instruct 2 commission members that have been identified through casting lots to carry mobile ballot box to perform voting in accordance with the location of electors and shall hand over (Article 56):

- Supplemental voters list (mobile ballot box list) based on which a route of a mobile ballot box shall be predetermined;
- A required number of ballot papers verified through registrar signature and a special stamp, as well as a required number of special envelopes (commission secretary shall indicate on the 4th page of record book how many ballot papers and special envelopes were handed over to a commission member accompanying a mobile ballot box).

Persons authorized to be present at the polling station, may accompany mobile voting as they see fit.

In case of using a car for mobile voting precinct election commission shall be obligated to designate a place in a car for 2 supervisors identified as a result of casting lots among the persons authorized to be present in a polling station.

Remember, marking shall not be used for mobile voters. (Article 52^{1.5}).

Mobile voting shall end at 7:00 pm. After the voting is over, a special envelop insertion slot of a ballot box shall be sealed immediately (it shall be sealed in a way to make it impossible to open it without damaging the seal). Mobile ballot box shall be returned to a polling station no later than 8:00 pm on the voting day.

Commission members accompanying mobile ballot box (after returning to polling station) shall hand over to precinct election commission secretary unused ballot papers and special envelopes. Commission secretary shall cut off a corner of such ballot papers and special envelopes, affix "spoiled" and store separately after obtaining commission chair signature.

For accurate records, commission secretary shall indicate on the 4th page of record book the quantity of unused ballot papers and special envelopes designated for the mobile ballot box.

Chapter XI. Maintenance of order in a polling station on the voting day

- Precinct election commission chairman shall be leading and be responsible for maintaining order in the polling station on the voting day. Commission members, all persons authorized to be present in a polling station and electors shall follow the decisions taken by precinct election commission chair for establishing order (Article 55).
- It shall be forbidden for armed persons to enter the polling station;
 - Police staff may enter the polling station only subject to the commission chair demand and only provided this is necessary for the maintenance of public order;
 - Immediately after prevention of violation of public order, and subject to commission chair consent, police representatives shall leave the polling station and adjacent territory.

Chapter XII. Closing of a polling station

Polling station shall be closed at 8:00 pm sharp. By this time electors standing in the line may vote. With the instruction of precinct election commission chair, one of the commission members shall record in a record book full name of electors standing in a line and shall inform precinct election commission chair about their number; precinct election commission chair shall announce that only the electors standing in a line may participate in voting (Article 54.7).

The same commission member shall explain to electors that came late that they will not be able to participate in voting. If a voting room allows, commission member regulating the flow of electors shall bring electors standing in a line into the voting room and close the polling station.

As soon as the last elector casts his/her vote, precinct election commission chair shall ensure that all persons, except for the persons authorized to be present in a polling station, leave the polling station. Precinct election commission secretary shall indicate in voting day record book the identity of persons present in a polling station during vote counting.

Remember,

After voting is over, ballot box special envelope insertion slot shall be sealed.

After the completion of voting in election precincts opened in military compounds, precinct election commission shall seal ballot box, voters list, unused and spoiled ballot papers and special envelopes. Sealed documents and ballot box shall immediately be transferred to a precinct election commission pre-designated by district election commission who carries out further procedures in accordance with the rule established for a mobile ballot box. The results of these two polling stations shall be included in one protocol (Article 57.6).

Chapter XIII . Procedures to be performed prior to the Opening of Ballot Box

Vote counting procedures shall be performed without hindrance until the vote counting process is over (Article 57).

Casting of Lots

After the voting is over, precinct election commission chair shall perform casting lots in order to identify counting officers (Article 57.1, 52.2):

- Analyses how many commission members take part in the casting lots process (chair, deputy and secretary do not participate in the casting of lots)
- According to their number, prepares sheets of one and the same form and type (color);

- Using one and the same color pen writes on 4 of these sheets: “first counting officer”, “second counting officer, third counting officer, and fourth counting officer;
- Verifies all sheets using a commission stamp;
- Folds all papers in a way to make it impossible to read text written on them and places them in a box;
- Requests commission members participating in casting lots to withdraw the sheets from the box one by one;

Commission secretary shall enter casting lots result on page 3 of the records book (51².4¹).

Observers present at a polling station shall select two supervisors upon mutual agreement, who will oversee the procedure of vote counting by the counting officers. If observers fail to select two supervisors upon mutual agreement, precinct election commission chair shall identify two supervisors among observers present in a polling station through casting lots (Article 57.1).

Preparing Polling station for Ballot paper Counting

Commission chair and counting officers shall prepare polling station for vote counting: tables shall be placed in the middle of the room; counting officers shall be arranged around the table; one counting officer shall stand next to the second counting officer, and the second counting officer shall stand next to the third counting officer; commission chair shall stand in a location from which he/she is able to see all counting officers; commission secretary shall be stationed next to the chair, and fill out records book (Article 59.2).

Remaining persons authorized to be present in a polling station shall be stationed within one meter distance from the table (counting officers) (Article 58.3.).

Commission chair shall take into account that there are no unnecessary documents, writing devices on the counting table; also, that a table does not have a cloth.

Commission chair shall bring to the counting table:

- Unified voters list, special list and voters list supplement;
- Unused ballot papers;
- Spoiled ballot papers;
- Main and mobile ballot boxes;
- A control sheet kept for comparison;
- Candles, lamp (in case if there is power outage);
- Calculator.

Counting (Prior to opening a ballot box)

Commission chair shall instruct counting officers to count according to the following order (Article 57.2):

- I. Number of electors in voters special list; this data is entered by the commission secretary in section 2 of records book, demonstration protocols, and voting results summarizing protocols;
- II. The number of electors signatures in a unified electors list, special list and voters list supplement. Commission secretary shall sum up three sets of data and enter the

obtained result in Section 5 of record book, demonstration protocols and voting results summarizing protocols (Article 57.2);

III. Unused ballot papers, which number is entered by commission secretary in Section 6 of record book, demonstration protocols and voting results summarizing protocols (Article 57.3.a).

IV. Spoiled ballot papers, which number is entered by commission secretary into Section 7 of records book, demonstration protocols and voting results summarizing protocols (Article 57.3.b).

V. To verify the accuracy of data, commission secretary shall verify:

- Number of electors signature + number of unused ballot papers and spoiled ballot papers = number of received ballot papers; if there is no balance, commission chair shall instruct counting officers to recount:

1. Number of signatures in all types of lists;
2. Number of unused ballot papers;
3. Number of spoiled ballot papers.

VI. Counting officers shall place separately in A3 size envelopes and seal a unified voters list, special list (also, copies of documents presented by electors entered in a special list on the voting day) and voters list supplement. On the outer side of the package type of election documents, number of election district and precinct shall be affixed. Counting officers and commission chair shall sign on the envelope seal field and indicate date and time of sealing (Article 57.2, 57.4).

VII. Spoiled ballot papers shall be placed in A4 envelopes and be sealed. On the title page of an envelope type of elections (proportional or majoritarian), type of election documents (spoiled ballot papers), number of ballot papers placed in a package, number of election district and precinct shall be indicated. Counting officers and commission chair shall sign on the package seal field and indicate date and time of sealing.

VIII. Unused election ballot paper blocks shall be placed in A4 envelopes and sealed. Type of elections, type of election documents (unused ballot papers), number of ballot papers in a package, number of election district and precinct shall be indicated on the title page of the package. Counting officers and commission chair shall sign off on the seal field and indicate date and time of sealing (Article 57.3.b).

Unified List/ Special List/ List Supplement	Unused Proportional/Majorit Ballot papers	Spoiled Proportion/Majorit Ballot papers
Polling station # Election District #	Number of Ballot papers Polling station # Election District #	Number of Ballot papers Polling station # Election District #

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Each package of ballot papers shall be sealed in a way to make it impossible to take out or place a ballot paper into the package without breaking the seal.

Chapter XIV. Opening of ballot boxes

I. Commission chair shall carry out the following procedures for opening ballot boxes:

- In the presence of persons authorized to be present in a polling station verifies the integrity of a seal of mobile ballot box and checks seal number against a code indicated in voting day records book (Article 58.1).

If the integrity of a seal appears to be broken, but the commission considers that this has not resulted in the violation of the provisions of the Election Code, through commission decree the procedure of summarizing voting results shall be continued. Otherwise, ballot box shall be sealed and ballot box, other election documents and commission decree on the decision of sealing a box and election documents shall immediately be transferred to District election commission (Article 58.2);

If seal number appears to be different from the number indicated in records book mobile election box shall be sealed, by virtue of an order the commission shall make a decision on the sealing of a box and election documents and after vote counting procedures are over sealed mobile box, along with other documents shall be presented to District election commission.

- Opens a mobile ballot box; instructs the counting officers to throw special envelopes on the table after which checks the presence of control sheet and compares with a control sheet stored for comparing; instructs secretary to store control sheet found in mobile ballot box until vote counting is over (Article 58.4);

If the control sheet is absent or it substantially differs from a control sheet sorted for comparison, all envelopes shall be immediately closed and sealed. Commission shall issue a decree and following the completion of vote counting procedures sealed envelopes, along with other documents shall be presented to district election commission (Article 58.5);

- Instructs counting officers to count the number of envelopes identified in a mobile ballot box, and compares it against the number of electors signatures in a voters list supplement;

If the number of envelopes appears to be higher than the number of signatures, envelopes in the mobile ballot box shall be sealed, "invalidated" shall be affixed; commission shall make a decision through an order on the sealing of existing envelopes and following completion of voting procedures together with other documents shall be presented to district election commission (Article 58.4).

- Instructs counting officers to temporarily return special envelopes into a mobile ballot box;

II. For opening the main ballot box the commission chair shall undertake the following procedure:

- In the presence of persons authorized to be present at the polling station verifies the integrity of a main ballot box and checks the seal number against a number indicated in a voting day records book (Article 58.1).

If the integrity of a seal appears to be broken, but the commission considers that this has not resulted in violation of Election Code provisions, by virtue of commission decree the procedure of summarizing voting results shall continue. Otherwise, ballot box shall be sealed and a ballot box, other election documents and commission order on the decision of sealing of a box and election documents shall immediately be transferred to district election commission (Article 58.2).

If the seal number is different from that indicated in records book, commission shall make a decision through a decree on the sealing of a box and respective election documents, all election documents shall be sealed and presented immediately to district election commission;

- Opens mobile ballot box; instructs counting officers to throw special envelopes to the table, after which verifies the presence of a control sheet and checks against a control sheet stored for this purpose; instructs secretary to store a control sheet found in a main ballot box until the vote counting is over;

If a control sheet is absent or if it substantially differs from a control sheet stored for comparison, commission shall make up a respective protocol; all election documents shall be sealed and transferred immediately to district election commission (Article 58.5).

- III. Commission chair shall instruct counting officers to mix special envelopes thrown from main and mobile ballot boxes.

Chapter XV. Sorting, counting of ballot papers and completion of voting results summarizing protocols

Following the expression of elector's will any type of amendment, revision or modification in a ballot paper shall be punishable with up to two years of imprisonment (Article 59.3¹).

Sorting Ballot papers

Counting officers shall sort ballot papers according to the following rule (Please see sorting diagram on Page 27):

- I. The first counting officer shall take from a special envelope ballot papers and checks the number of envelopes in a special envelope;

If there appear to be more than two ballot papers in an envelop, all ballot papers in an envelope shall be invalidated (Article 59.3).

Sets aside unofficial ballot papers (any type of paper found in ballot box not in conformity with the CEC established official form) which shall be presented to district election commission separately from election documents.

- II. First counting officer shall verify the authenticity of ballot papers and announces to whom the vote was given according to majoritarian and proportional elections; or in the case of invalidation of a ballot paper, announces the reason for invalidation. Ballot paper shall be invalidated, if (Article 59.3):

- a) Ballot paper has not been verified through signature and a special stamp of a registrar;
- b) It is impossible to ascertain which election subject elector voted for (elector did not vote for any of the subjects, or voted for more than one subject, crossed off all, etc);
- c) More than two ballot papers are found in a special envelope;

- d) Special envelop is unofficial;
- e) Ballot paper is in a ballot box without a special envelope;
- f) Ballot paper was designated for another polling station.

The ballot paper which explicitly demonstrates elector's intent to vote for any of the subject shall not be considered invalidated.

In case if any commission member, or any person authorized to be present in polling station does not agree with the decision of the first counting officer regarding the authenticity of the ballot paper such ballot papers shall be set separately – among the ballot papers considered suspicious (counting officer shall be obligated to comply with this requirement) (Article 59.2).

- III. First counting officer hands over proportional ballot paper to the second counting officer, and majoritarian ballot paper – to the third counting officer, and sets a special envelope separately;
- IV. Second and third counting officers sort ballot papers according to votes cast for election subjects, invalidated ballot papers and ballot papers considered suspicious;
- V. After the sorting of ballot papers is over, commission chair, together with commission members review and determine the validity of ballot papers considered suspicious through voting. Commission chair shall place ballot papers considered authentic in the stack of authentic ballot papers (according to the vote for election subject), and a ballot paper determined as invalidated – in the stack of invalidated ballot papers (Article 59.4);
- VI. Commission chair shall write on top of invalidated ballot papers “invalidated” and counting officers and commission chair shall sign (Article 59.5).

Counting officer 1 opens an envelope, takes ballot papers, examines, and announces

Counting officer 3 sorts majoritarian ballot papers

Counting officer 4 sorts proportional ballot papers

Counting of Ballot papers

After the ballot papers are sorted, commission chair shall instruct the counting officers to count:

I. Invalidated ballot papers;

II. Ballot papers sorted according to election subjects.

- First Counting officer shall count proportional ballot papers, places counted ballot papers in 10's on top of each other perpendicularly. The second counting officer re-counts/examines ballot papers arranged in tens.
- The third counting officer counts majoritarian ballot papers, arranges counted ballot papers in tens on top of one another perpendicularly. The fourth counting officer re-counts/examines ballot papers arranged in tens.

III. Commission chair shall announce the number of votes received by each election subject according to majoritarian and proportional elections. Commission secretary enters these data into voting day record book.

IV. For verification of the accuracy of data, commission secretary shall verify:

- Total number of votes received by subjects + number of invalidated ballot papers = the number of electors' signatures. If there is no balance, commission chair shall instruct counting officers to count again:
- Votes/ballot papers received by election subjects; and
- Invalidated ballot papers.

If there is still no balance, commission secretary shall complete voting results summarizing protocol on the basis of available documents/information.

Filling out Voting Results Summarizing Protocol

After the completion of the above-mentioned procedures district election commission secretary shall complete summarizing protocols. All data entered into voting results summarizing protocols shall be announced loudly, so that everybody is able to hear. Commission secretary shall enter information entered to protocols into demonstration protocols.

Correction of information entered in voting results summarizing protocols shall be prohibited. If a mistake was made during filling out summarizing protocol, an inscription "corrected" shall be made immediately along respective data in the summarizing protocol. Precinct election commission makes up a correction protocol indicating the correction made to the summarizing protocol, as well as date and time of compilation of this protocol. This protocol shall be signed by all commission members present in a meeting, commission stamp shall be affixed to the protocol, it will be registered in the commission electoral register and be attached to the summarizing protocol which information was corrected (Article 53^{1.3}, 51^{1.3}¹).

Correction of information entered in the summarizing protocol (Information corrected without compilation of "Correction protocol") shall result in the fining of precinct election commission chair and secretary with 1,000 GEL, and district election commission shall examine the issue of invalidation of such protocol (Article 53^{1.3}).

Approval of voting results summarizing protocol (through signatures and a stamp)

All members of precinct election commission (even in the case of expression of differing opinion) shall be obligated to sign on the protocol, which serves as the proof of their presence at the polling station.

Precinct election commission chair shall verify protocols through commission stamp (Article 60.4).

If a precinct election commission member does not agree with information entered in the protocol, he/she shall have a right to attach to the protocol differing opinion made in writing, as well as make a record in a summarizing protocol's "differing opinion" section and sign the protocol (Article 60.5).

Publicity of Voting Results Summarizing Protocol

Precinct election commission chair shall post copies of protocols in a polling station for public information (Article 60.8).

In case of requisition, precinct election commission secretary shall hand to party/election block representatives and observers of observer organizations the copies of summarizing protocols (including the attached differing opinions of commission members and adjustment protocols, if applicable).

A copy of the protocol shall be verified through precinct election commission stamp and signatures by precinct election commission chair and secretary (these protocols have the legal force equal to the precinct election commission summarizing protocol).

Commission secretary shall register issued election documents in the electoral register and assign registration numbers to issued copies of protocols. Representative/observer shall verify the receipt of a protocol in a record book and electoral register through a signature.

The failure to issue voting results summarizing protocols shall result in the responsibility of commission chair and commission secretary pursuant to the rule established through Georgian legislation.

Precinct election commission chair shall be obligated to immediately send to CEC a copy of a summarizing protocol, upon its completion, using technical facilities at his/her disposition (including fax, if possible) (Article 60¹.1).

Chapter XVI. Packaging Election Documents

After the counting ballot papers and completion of a protocol, commission chair shall instruct counting officers to package and seal:

1. Invalidated ballot papers; invalidated ballot papers designated for other polling stations shall be packaged separately and their quantity shall be indicated only in the record book. Counting officers shall write on the package the type of elections, type of election documents (invalidated ballot papers), number of ballot papers placed in a package, number of election district and precinct. Counting officers and commission chair shall sign in the field of package seal and date and time of sealing shall be indicated (Article 59.5);

II. Votes/ballot papers received by election subjects; counting officers shall staple ballot papers arranged in tens. On top of each stack, complete, as well as incomplete, the number of stapled ballot papers shall be written. Votes/ballot papers received by election subjects shall be stapled separately. Counting officers shall write on each stack the type of elections, name of election subject, number of votes received by the subject, name of election district and precinct. Counting officers and commission chair shall affix signatures on the field of stack seal and date and time of sealing shall be indicated (Article 59.8);

Invalidated Ballot papers Proportional/Majoritarian	Name of Election Subject Proportional/Majoritarian
Number of Ballot papers Polling station# Election District #	Number of received votes Number of ballot papers Polling station #

Each package of ballot papers shall be packaged and sealed in a way to make it impossible to remove or insert a ballot paper in the stack without breaking of the seal.

III. Control sheets taken out of ballot boxes, as well as a comparison control sheet. On the package type of election documents, number of election district and precinct shall be affixed. Counting officers and commission chair shall sign on the field of package seal and indicate date and time of sealing.

IV. Registrars’ seals and stamp; type of election documents, number of election district and precinct shall be affixed to the package. Counting officers and commission chair shall sign on the field of package seal and indicate date and time of sealing.

V. Electoral register shall be closed. After making the last record in both parts of the electoral register commission secretary makes an inscription “Register closed”, indicates date, exact time and signs off. Electoral register shall be

packaged and sealed. Counting officers and commission chair shall sign on the field of package seal and indicate date and time of sealing.

VI. Record book shall be closed: commission secretary shall count the completed pages of the records book and on the last completed or on the following page indicates the number of completed pages, date and time of closing of a book, signs off and affixes a precinct election commission stamp. Precinct election commission chair and commission members verify on the same page the fact of closing of a record book. A record book, along with submitted applications/complaints shall be sealed in one package. Type of election documents, election district and precinct number shall be written on the package. Counting officers and commission chair shall sign on the field of package seal and indicate date and time of sealing. This package shall be submitted separately from other sealed documents to the district election commission (51².10).

VII. Commission Stamp. Type of election documents, number of election district and precinct shall be written on a package; Commission chair, commission secretary and other commission member shall sign on the seal field of the package and indicate date and time of sealing.

Election documents packaged separately shall be placed in a big box/sack, which is not sealed, but is closed hermetically, a title page with name and number of election district and precinct shall be attached to the box/sack and be presented to district election commission.

Precinct election commission shall not count used special envelopes and shall not transfer them to district election commission. District election commission shall be transferred only unused special envelopes without having packaged and sealed.

Chapter XVII. Transfer of election documents

Election documents shall be delivered to district election commission by precinct election commission chair and two members of the commission that have been identified as a result of casting lots among other commission members.

Precinct election commission shall transfer to district election commission separately from other election documents the following:

- Voting results summarizing protocols (shall not be sealed);
- Applications/complaints and voting day record book (separately, sealed in one package);

Precinct election commission shall transfer to district election commission sealed (placed in a box/sack):

- Unified voters list (with signatures);
- Special voters list (with signatures);
- Voter's list supplement (with signatures);
- Commission stamp;
- Registrars' stamps;
- Stamp "withdrawn from elections"
- Votes/ballot papers received by election subjects;

- Invalidated ballot papers;
- Invalidated ballots designated for other polling stations;
- Electoral register;
- Control sheets;
- Unused ballot papers;
- Spoiled ballot papers;
- Unused special envelopes (shall not be sealed as a separate package);
- Marking liquid and marking ultra-violet detector;
- Main and mobile ballot boxes;
- Secret voting booths;
- Polling station fly poster;
- Copier (and fax) machine.

When transferring election documents by precinct election commission to district election commission a delivery and acceptance act shall be compiled, which shall indicate the type and quantity of election documents. The act shall be signed by the issuers and receivers of election documents and each of them shall be handed a copy of the act.

Remember!

One copy of the Act shall be handed to the issuer and receiver each.

Chapter XVIII . Applications and Complaints of the Voting Day

Precinct election commission shall review applications and complaints related to the election process and preparation of voting and make appropriate decisions within its powers (Article 38.2.j).

Compilation of Application/Complaint

All persons authorized to be present at the polling station shall have a right to submit claims, complaints and remarks related to the election procedure on the voting day into the record book (on the 10th and following pages). A person making an entry into the record book shall be obligated to indicate his/her full name and registered address. Nobody shall have the right to hamper a person authorized to be present in a polling station from entering claim, remark or complaint in a record book (Article 52². 8., 52².9).

Application-complaint related to the violations during the voting procedure in an polling station shall be compiled upon noticing of violation, from 7:00 pm on the voting day until the opening of the ballot box. The above application shall be handed to precinct commission chair, deputy chair or commission secretary prior to the opening of a ballot box (Article 61.1).

Application-complaint about violations observed during vote counting and summarizing voting results demanding re-examination of voting results or invalidation shall be compiled prior to the compilation of voting results summarizing protocol. Such application/complaint (after recording in a precinct election commission electoral register

and record book) shall be handed by precinct election commission to district election commission no later than 6:00 pm of the day following the voting day. (Article 61. 6).

The application (complaint) shall include (Article 61.2):

- Date and time of compilation of an application (complaint);
- Full name and address of applicant (appellant);
- Number and address of polling station;
- Substance and time of violation;
- Full name and registration place of a witness, if applicable;
- If the violator has been identified, information about him/her that was possible to ascertain;
- Explanatory note by the violator (if applicable);
- Other additional information.

Acceptance of an application/complaint

Commission secretary shall register application/complaint entered to the precinct election commission. Commission secretary shall indicate in the electoral register the name of the applicant; applicant shall be given a written certificate (Article 22.16), in which the date and exact time of acceptance of an application/complaint and registration number in a register shall be indicated. The above-mentioned certificate shall be verified through commission secretary signature. Commission secretary shall post accepted application/complaint registration data (registration number assigned in an electoral register) and contents to the record book (Article 61.4).

An official (chair, deputy or secretary) receiving an application/complaint at precinct election commission shall be obligated to identify a deficiency for the presenter of an application/complaint and to set a reasonable deadline for its elimination, provided the presented application/complaint does not fully indicate (Article 61.5):

- Date and time of compilation of an application (complaint);
- Full name and address of applicant (appellant);
- Number and address of the polling station;
- Full name and registration place of a witness (if applicable).

In case of identifying a deficiency and setting a specific deadline for its elimination, commission secretary shall make an entry in the electoral register that shall be signed off by a person presenting an application/complaint and receiver.

Review of application/complaint

Precinct election commission chair shall immediately react on the application/complaint and eliminate existing violation (Article 61.4).

The submitted application/complaint shall not be reviewed, if (Article 61.5):

- Substance of violation and time of violation is not indicated in the application/complaint;

- Application/complaint has been submitted to precinct election commission late (related to voting procedure – prior to the opening of a ballot box; related to vote counting procedures – prior to the compilation of summarizing protocol);
- A deficiency of the presented application/complaint has not been rectified within established deadline.

If the commission chair did not or could not eliminate a violation or has otherwise refused to react on the application/complaint, applicant/appellant, and in the case of authorized organization, party/election block – also its representative, have a right to immediately present similar application/complaint to district election commission (Article 61.4).

Remember, application/complaint related to vote counting and results summarizing procedures may be transferred to district election commission directly by the applicant.

Chapter XIX. Rights and Responsibilities of Commission Members

Regulator of Voters' Flow

You are obligated to serve electors

If any election procedure is not clear to you, please address commission chair for clarification

Election programs placed at polling station during the pre-election period shall be removed by commission member until 24:00 of the day prior to the voting day.

1. Regulate the flow of electors entered to the polling station:

- Make sure the electors standing in the line observe order;
- Make sure the elder person, sick person or a pregnant elector is let through;
- Identify among electors people with disabilities who require special handling and send them to commission chair;
- Propose to electors to check their names in unified and special lists posted in polling stations.

2. Require electors to present one of the ID cards:

- Georgian citizen personal ID card;
- Georgian citizen passport;

If an elector does not have any of the ID cards, explain to him/her that he/she will not be able to participate in voting. Ask him/her to leave polling station and return in case if he comes back with any of the ID cards.

3. Check using ultraviolet detector whether the elector has a marking. If an elector has a marking, inform about his/her identity commission secretary, who will enter name of elector into the record book. Require elector to leave polling station;

4. Monitor the number of electors in the polling station. Do not admit elector into the polling station if there are more than two electors simultaneously at the registration desk;

5. Instruct the elector as to which registration desk is designated for him/her (elector should go to the registration table to which the first letter of his/her last name in the voters list is assigned);

End of voting

1. At 8:00 pm, after the voting is over, request electors standing in a line to come inside the polling station and close the door. Electors coming after 8:00 pm shall not be admitted to voting.

2. Inform the chair about the number of voters in the line; give to secretary their names; she/he shall indicate this information in record book.

After voting is over, you may act as a counting officer or perform other function as instructed by commission chair.

Electors' Registrar

You are obligated to serve electors

If any election procedure is not clear, you may approach commission chair for clarification

1. Require elector to present one of the personal ID cards:
 - Georgia citizen personal ID card;
 - Georgian citizen passport;
2. Check, whether the elector has been entered into the unified or special voters list and compare/against voters personal number.
 - If an elector is not part of the voters list but presents appropriate documents (record in a passport on border crossing, certificate from in-patient medical institution, certificate on release from penitentiary institution), enter his/her in a special voters list and hand copies of presented documents to precinct election commission chair.
3. If an elector is part of the voters list, perform marking (apply marking liquid on the nail of right hand index or thumb finger; if such action is impossible – apply it to the nail of any other finger). If an elector refuses to undergo marking, explain to him/her that he/she shall not be allowed to take part in elections without marking; also explain that marking is harmless to health. If an elector still refuses to undergo marking, do not give him/her a ballot paper.
4. In case if any election subject no longer participates in elections, affix a stamp “withdrawn from elections”;
5. Verify ballot papers with a signature on the reverse side, in a specially designated place;
6. Verify ballot papers with a stamp on a reverse side, in a specially designated place;
 - Advance verification (signature and stamping) of a ballot paper shall be inadmissible;
7. Certify the issuance of ballot paper through a signature in voters' list;
8. Request elector to certify the receipt of ballot paper(s) by signing in voters list along his/her name;
9. Provide elector ballot papers;
 - If registration place of an elector entered in a special list does not belong to the given majoritarian election district, provide to him/her only a proportional ballot paper.
10. Instruct an elector to go into the secret voting booth.

Spoiled Ballot paper

If you or elector spoiled ballot paper, inform about this commission chair, who, in the presence of an elector shall cut off the edge of the spoiled ballot paper, shall write “spoiled” and affix a signature. Commission secretary shall keep the spoiled ballot paper separately.

- Provide elector a signed and stamped new ballot paper.

After the voting is over you may perform the function of a counting officer or any other function as instructed by commission chair.

Commission member Overseeing Election Box and Envelopes

You are obligated to serve electors

If any election procedure is unclear for you, please talk to commission chair for clarification

1. Constantly supervise ballot box and special envelopes. Do not allow simultaneously more than one electors at the ballot box;
2. Keep a special envelope insertion slot of a ballot box closed;
3. After exiting secret voting booth, instruct elector to take a special envelope and place folded ballot papers in it (only an elector has the right to place ballot papers in a special envelope);
4. Check that an elector has only one special envelope when approaching the ballot box;
5. After a special envelope is cast to a ballot box, instruct elector to the exit. Elector may be present in a polling station only within the time period needed for voting.

You are obligated to continuously supervise and to not leave a ballot box unattended. Inform commission chair when you, in case of necessity, will plan to go out of the polling station and ask him/her to designate a temporary substitute.

If the integrity of ballot box appears to be broken immediately inform the commission chair; commission is authorized to suspend voting process for re-sealing the ballot box; elector shall not cast a special envelope in the box until the commission officially announces the formal resumption of voting.

After the voting is over you may serve as a counting officer or perform any other function as instructed by commission chair.

Mobile ballot box attendant

You are obligated to serve electors

If any election procedure is unclear to you, please approach commission chair for clarification

1. Establish a route of a mobile ballot box in accordance with the voters list supplement;
 2. Inform about and hand the mobile ballot box route to commission chair;
 3. Check whether you have contact number of commission chair. Provide commission chair your telephone number;
 4. Check that there is an indication along electors moved from unified or special lists of electors to the voters list supplement, which shall be verified through commission chair and secretary signatures.
 5. Before departing the polling station, you are obligated to make sure you have all the items listed below:
- Voters list supplement;

- Required number of ballot papers signed and stamped in advance;
- Special envelopes;
- Sealed transparent mobile ballot box, in which there should be a control sheet;
- Other materials (writing pens, papers, list of subjects participating in elections, guidelines for filling in ballot papers, excerpt from the law on the invalidation of ballot paper, adhesive scotch tape);

6. Mobile voting:

- Mobile voting starts from 9:00 am;

Require elector to present one of the personal ID cards and compare the personal ID number:

- Citizen of Georgia personal ID card;
- Citizen of Georgia passport;
- Provide the elector ballot papers;
 - If registration place of elector entered in the list supplement does not belong to the given election district give him/her only proportional ballot paper.
- Request elector to certify the receipt of ballot papers by signing along his/her name in the voters' list;
- Verify through signature the issuance of ballot papers in a respective section of the voters list supplement;
- Following the completion of ballot papers, provide the elector one special envelope and instruct to place folded ballot papers in it (only an elector may place ballot papers into a special envelope);
- Request elector to place a special envelope into a mobile ballot box.

Spoiled Ballot papers

If an elector or commission member has spoiled a ballot paper commission member shall:

- Cut off a corner of a spoiled ballot paper in the presence of an elector;
- Write on a spoiled ballot "spoiled" and keep it separately;
- Provide an elector a new ballot paper.

You shall constantly supervise a mobile ballot box. Do not leave a mobile ballot box unattended. In case if you are not able to supervise a mobile ballot box, suspend voting, compile a relevant protocol and obtain signatures of attendants.

If the integrity of a mobile ballot box is broken:

- Inform commission chair, if possible;
- Compile a respective protocol and obtain signatures of attendants;
- Suspend voting process with the purpose of re-sealing of a mobile ballot box;
- Upon return to polling station inform commission secretary about the reason of breaking of integrity of a mobile ballot box, time of re-sealing and provide a protocol. Commission secretary shall enter this information into voting day record book.

Completion of mobile voting:

Mobile voting shall end at 7:00 pm. After the voting is over, seal a special envelope insertion slot of a mobile ballot box through placing paper and adhesive scotch tape.

Mobile ballot box, along with election documents, shall be returned to polling station no later than 8:00 pm.

Unused ballot papers and special envelopes remaining after mobile voting shall be given to commission chair or secretary. Chair shall cut off the corner of unused ballot papers, shall affix "spoiled", sign off and store it separately.

After the voting is over you may serve as a counting officer or perform any other function as instructed by commission chair.

DEPUTY HEAD OF COMMISSION

You are responsible for serving the voters

If any election procedure is complicated for you, please, seek the clarification from The Head of Commission

1. As the voting starts, monitor the voting process during the first one hour and help the receptionists to conduct voter registration.
2. Pay attention if there is a voter inside the polling station who cannot fill in the ballot independently and if so organize other voter to help him/her.
3. Replace (for short time) any member of commission, among them the Head of commission and a Secretary, if they are leaving the polling station for necessary reasons;
4. Organize the sequence of polling procedures to be kept by the voters;
5. Check that there are observers inside the polling station: one observer from each organization and one representative of the election subject.
6. Keep an eye on it that observers, representatives of press or other means of mass media and the election subjects do not act beyond of their authorities.

You might have to fulfill the function of managing an inflow, if there are an insufficient number of commission members on the Election Day.

SECRETARY OF POLLING STATION COMMISSION

You are responsible for serving the voters

If any election procedure is complicated for you, please, seek the clarification from the Head of Commission

1. Check that each member of the commission wears the badge:
2. When opening the polling station indicate the following information in the Election Day registration book:
 - names and surnames of commission members, observers and representatives, their nominator subjects and ask them to put their signatures (1st and 2nd pages);
 - list the functions of each commission member assigned through the voting among the commission members (3rd page;)
 - does the quantity of really received ballots and special envelopes accord with the number indicated in the act of receipt;
 - the codes of the registration seals distributed to each receptionist through the votes (3rd page);
 - time when the ballot box will be sealed; individual numbers of the ballot box seals; name, surname, place of registration, Id number and personal number of the first voter (4th page);
3. Follow the directive provided by the Head of the Commission, and before the voting starts, fill in the first and the third graphs of the polling summarizing protocol. the mentioned data transfer to the Election Day registration book (6th and 9th pages) and to the demonstration protocols;
4. at 12:00 and 17:00 count the number of signatures of already registered voters together with each registrar and enter the sum into the registration book, summarizing protocol and demonstrating protocol;
5. on page 4 of the registration book indicate how many ballots and special envelopes were transferred to the commission member accompanying the movable ballot box;
6. in the Election Day registration book indicate the cases of re-sealing of the ballot box with the relevant timing;
7. write down the reason of pending or termination of voting, and the time of restarting in the Election Day registration book (page 10 or the following ones);
8. register all submitted applications (claims) in the Election Day registration book and the register; also, indicate the time allocated to the improvement of the error and the name of the claimer; sign it together with the claimer.
9. in the Election Day Registration Book indicate the results of the votes among the commission members about the distribution of function of counters. (3rd page);
10. follow the directive provided by the Head of the Commission and before opening the ballot box fill in the 2nd, 4th, 5th and 6th graphs of the votes summarizing protocol. the

mentioned data transfer to the Election Day Registration Book and the demonstrating protocols;

11. write down the names of the persons attending the poll in the Election Day Registration Book (page 10 or the following pages);
12. Follow the directive provided by the Head of the Commission and fill in the poll summarizing protocol and the demonstrative protocols;
13. indicate the number of void ballots and number of ballots allocated to another polling station in the registration book (this information can only be entered into the Election Day Registration Book);
14. sign the poll summarizing protocols. ensure, that all commission members have signed the poll summarizing protocols, that have to be further approved with the commission seal.
15. ensure that each commission member (including yourself) signs the Election Day Registration Book, that will further be approved with the commission seal.
16. close the Registration Register and Election Day Registration Book and sign it;
17. Ensure that each member of commission (including you) signs the sealed package of the commission Seal.

If on the election day there is an insufficient number of commission members, you might have to fulfill the functions of the registrar. In such cases transfer the Register and the poll summarizing protocol to the Head of the commission.

HEAD OF POLLING STATION COMMISSION

You are responsible for serving the voters

If any election procedure is complicated for you, please, seek the clarification from the Head of District Commission

- open the polling station at 07:00 a.m.;
- in case, if less than 5 commission members are present, do not open the polling station and wait until the other members join you;
- transfer the Election Day Registration Book, the Register, poll summarizing protocols and demonstrating protocols to the Secretary;
- confirm your presence at the polling station by signing the Registration book;
- require from the observers, election subjects and representatives of press and mass media to present their accreditation certificates (badges);
- check that the package which contains the polling station seal is not damaged and open it;
- analyze the number of those present commission members and the functions to be fulfilled by them;

- conduct snap vote to identify 2 commission members to accompany the movable ballot box (only the representatives nominated by the parties participate in voting);
- conduct snap vote among the polling station commission members to distribute the functions among them; (you do not vote);
- announce the number of voters (1) in entire list of voters, (2) in special list, and (3) annex to the list of voters;
- check that the ballots and special envelopes are in good shape; check and announce the quantity of the ballots and special envelopes on the basis of the act of receipt;
- check that the ballot boxes are empty and seal the main and the movable ballot boxes with the ribbons with individual numbers (notify the secretary about the numbers of ribbons);
- distribute the entire list of voters in an alphabetical order and give to the registrars;
- put the alphabetical order of the voters on the walls behind each registration table (according to the lists on the corresponding table);
- give the special list of voters to one of the registrars;
- give one block of ballots to each registrar. (sing the cover page of each ballot block);
- check the integrity of the package, that contains the special seals of registrars; conduct snap vote to distribute the special seals among the registrars and accordingly distribute the special seals between them;
- give the marking ink to each registrar;
- give the ultraviolet lamp to the person responsible for the inflow organization to check the marked people;
- give the main ballot box and the special envelopes to the person responsible for supervision of ballot box and envelopes;
- check that the voting cabin and the polling station to be sufficiently furnished;
- after the first voter comes (but no later than 08:00 a.m.) take out three control papers from the election documentation and give to the secretary to fill in; sign the control papers;
- check that the registration address of the first voter corresponds to the borders of your polling station;
- put one control paper into each ballot box; keep the third one (until the ballot box is opened);
- give the commission member – who will stay without registration function after the snap vote - the task to manage the voters inflow;
- give the task to those two commission members identified through the snap vote to go out with the movable ballot box from 09:00 a.m. and give them relevant polling documentation and inventory;
- in case the movable ballot box is transported by a vehicle, conduct another voting to identify two other supervisors who will occupy the allocated seats in the car;
- control the voting process and help the registrars whenever necessary;
- examine submitted claims and appeals; try to solve problems within your competence.
- if a voter or a registrar damages a ballot, cut the corner of the damaged ballot in front of the voter, mark it “damaged” and sign. Give the damaged ballot to the secretary to keep separately from other documents.
- pay attention whether there is a voter in the polling station who cannot fill in the ballot independently;
- organize the voters to keep the sequence of the procedures properly;
- monitor, that the observers, representatives of press and mass media and election subjects do not exceed their competences;
- check that there are only one representatives from each observer organization or the election subject in the polling station;

- manage the behavior inside the polling station; address the police whenever necessary to keep things in right order (who should leave the polling station as soon as the problem is solved);
- if by 20:00 the voters are still standing in line give the task to one of the commission members to write down the names and surnames of the people standing in the line;
- at 20:00 (if there is a voter in the line, after the last voter gives a vote) announce that the poll is over;
- ensure, that everybody, other than those authorized to be inside the polling station during the counting, leaves the building;
- conduct the voting to identify the counters (you do not take part in the voting);
- give the task to counters to:
 - the number of the voters in the entire voter list
 - number of voters transferred to another polling station;
 - number of signatures by voters;
 - unused ballots;
 - damaged ballots;
- announce loudly all data that enters the protocol;
- give the counters task to fix and seal:
 - the voters lists (separately);
 - unused ballots;
 - damaged ballots;
- sign the sealed packages together with the counters;
- check if the numbers of the movable ballot box ribbon correspond to that indicated in the registration book.
- give the counters task to open the movable ballot box; compare the control paper found in the movable ballot box with one kept.
- give the counters task to count the envelopes found in the movable ballot box and compare it with the number of signatures made in the annex of the voters list;
- check if the numbers of the main ballot box ribbons correspond to the numbers indicated in the registration book.
- give the counters task to open the main ballot box; compare the control paper found there with the kept one;
- give the counters task to mix the envelopes taken out from both: movable and main ballot boxes and start to categorize them;
- control the ballot categorization process and the cases of ballot revocation;
- after the ballots are categorized, decide together with the commission members the issue of authenticity/revocation of the suspected ballots by means of voting;
- after the ballots are categorized give the counters task to count:
 - revoked ballots;
 - votes/ballots received by each election subject;
- give the secretary task to complete filling in the protocol;
- if the protocol is not balanced, give the counters task to re-count the above mentioned documents;
- after the ballots are categorized, give the counters task to fix and seal:
 - revoked ballots; (the revoked ballots and those allocated to another polling station are sealed separately);
 - ballots received by each election subject;
- sign the sealed packages together with the counters;
- give all commission members the task to sign the poll summarizing protocol;
- in case of the request, give out the copy of the protocol to the representatives of parties / election blocks / observer organizations; approve the x-copy of the protocol by means of polling station seal and a signature (also the secretary's signature);

- give the counters task to seal the remaining polling documentation;
- personally give the sealed documentation to the district election commission

If on the Election Day there is an insufficient number of commission members, you might have to fulfill the functions of the supervisor of ballot box and special envelopes.

Chapter XX. Statutory Responsibilities for Violating the Election Legislation of Georgia

Excerpt from the Criminal Code of Georgia

Article 162 – Interference into Exercising One’s Will in Elections, Referendums and Plebiscite

1. Interference into expressing one’s will in elections, referendums or plebiscite, shall be punishable by fine or by correctional labor for up to one year in length or by restriction of freedom for the term not exceeding two years or by the deprivation of liberty for the same period.
2. The same action committed
 - a) by using one’s official position or arms,
 - b) by deception;
 - c) under violence or threat of violence;
 - d) by a group,

Shall be punishable by fine or by imprisonment from two to three years.

Article 163. Interference in the Work of an Election of Referendum Commission

Interference in the work of an election or referendum commission that has resulted in the cancellation of elections, referendum or plebiscite or the voting process in a polling station – shall be punished by correctional labor for up to two years or by imprisonment for the term from two to four years.

Article 164 – Encroachment upon the Right to Secret Voting, Miscounting of Votes or Incorrect Summing up of Election Results

Encroachment upon the secrecy of voting of a participant in elections, referendum or plebiscite, falsification of documents of elections, referendum or plebiscite, intentional miscounting of votes, malicious summing up of elections results or intentional and incorrect assessment of the results of referendum or plebiscite by a member of the election or referendum commission or by a person designated as proxy or observer into such commission – shall be punishable by fine or by correctional labor for up to one year or by imprisonment for the term up to two years.

Article 164¹ Vote buying

Giving of money, presents or other material values for free or under favorable prices, providing free services or promising of money, securities, other values for the support or refusal to support a specific election candidate, except for distribution of election campaign material envisaged by

election code from the moment of publication of relevant act appointing the election before the publication of final election results – shall be punishable with imprisonment up to one year.

Article 164² Participation in the Election, Referendum, or Plebiscite on the Basis of False Document

Voting in the election, referendum, or plebiscite on the basis of somebody else's identification paper or false document or voting several times – shall be punishable with imprisonment up to two years.

Article 164³ Forgery of Election-related Documents

Intentional forgery of election related documents: election lists, records, bulletins, registration journals and control papers – shall be punishable with imprisonment up to two years.

Excerpt from the Code of Administrative Offences of Georgia

Article 174³ Interference into Work of Election Commission during Elections, Referendums and Plebiscite

Interference in work of an election commission during elections, referendums and plebiscites, during the voting at polling stations, registration of candidates and parties during parliamentary or other representative bodies election or initiative group wishing to conduct a referendum, executing the duties for counting of votes, and summarizing the final results of elections, referendum or plebiscite in election precincts or districts shall be punishable by fine in the amount of one to three times the minimal amount of one to three times the minimal amount of salary or to a person holding official position- by fine in the amount of two to four times the minimal amount of salary.

Article 174⁴ Refusal to submit the materials to Election, Referendum and Plebiscite commissions, or failure to fulfill their decisions

The refusal to submit the needed materials and data to election, referendum and plebiscite commissions, or failure to comply with their decisions shall be punishable by fine for the people holding the official position in the amount of from two to five times of minimal amount of salary.

Article 174⁵ Engaging in Agitation on the Day of Elections, Referendum and Plebiscite

Engagement in agitation on the day of election, referendum and plebiscite by a candidate for the membership of parliament or other representation body, or the party taking part in the election, for or against the issue of referendum or plebiscite – shall be punishable by fine for citizens with the amount of from one to three times of minimum salary, and for the people holding official positions – from two to four minimum amount of their salaries.

Article 174⁶ Appearing at the Place of Agitation or Voting with Weapon

Appearing at the place assigned to agitation or voting with firearms, cold steel weapon or with other types of fighting materials if it is not connected with conducting of work duties shall be punishable for citizens – by fine in the amount of one to three minimal amount of salary and for person holding official position – by fine in the amount of two to five minimal amount of salary.

Self Assessment Questions

Chapter I Precinct Election Commission

1. When authority of Precinct Election Commission expires?
2. How Many days before is possible to withdraw the PEC commissioner?
3. Who produces registration book?

Chapter II Voters' Lists

1. Who produces and approves special list of voters?
2. In which list are entered members of election commission are not able to vote at their election precinct, due to their activity in commission?
3. Voters of which category have right to request voting via mobile box and in how many days earlier?
4. Voters of which category are entered into the annex of the list, by the secretary, without their written request?
5. What kind of record is made in column “actual condition”, of the annex of Voters' List?

Chapter III Voter's Card

1. How many days earlier should the PEC provide voter with voters' card?
2. Voter included in Unified Voters' List arrived to the precinct with ID but without voters' card, has this voter right to participate in poll?

Chapter IV Receiving Precinct Election Documentation and Inventory from the DEC

1 How delivery of ballots and election documentation to the PEC is executed?

Chapter V Setting Up Election Precinct

1. How many voters are to be envisaged per one election booth?
2. How many voters are to be envisaged per one registration table?

Chapter VI Persons authorized to stay at Polling Station

1. How many observers could organization having observers' status have at election precinct?
2. How many representatives of media have right to stay at election precinct?
3. Can observer act as commissioner?

Chapter VII Procedures to be implemented before Casting of Lots

1. At what time does the election precinct open?
2. Who participate in casting of lots of the commissioners?
3. From which members of commission are selected two commissioners responsible for taking mobile election box?
4. Whose task does the secretary fulfill in case if number of commissioners is in one less at E-Day?
5. What happens in case if number of commissioners is less than five?
6. What does the PEC chairperson announce after casting of lots?

Chapter VIII Casting of Lots

1. When and in how many copies is control sheet filled?
2. Who signs control sheet?
3. Where does voter go through inking procedure?
4. At which districts is inking not used?
5. Which documents should submit voter for getting ballot(s) and special envelope?
6. Where are special envelopes placed?
7. How many ballots are to be provided to the voter entered in unified list at Parliamentary Elections?
8. How many ballots are to be provided to the voter entered in special list?
9. Which data are recorded in appropriate column of votes' list while providing ballot(s)?
10. How does voter confirm acceptance of the ballot?
11. Who and when provides to voter inking procedure?
12. What is indicated on the back of election ballot?

Chapter IX Special Cases of Polling Process

1. Who could be invited to election booth help the voter not able to fill the ballot independently?
2. What happens if voter spoils the ballot?
3. Who makes decision on temporary closing of polling premises and termination of voting?

Chapter X Voting via Mobile Box

1. When does voting via mobile box start and end?
2. Who is authorized to accompany the mobile box?

Chapter XI Provision of Order at polling Station at E-Day

1. In which case could police come to polling station?

Chapter XII Closing of Election Precinct

1. What happens if by 20.00 – time of closing of polling station - the voters are still queuing?
2. Is it possible to let voter in to the polling station after 20.00?

Chapter XIII

1. How are the counters selected?
2. How many supervisors, revealed by casting of lots, occupy places next to counters?

3. Where the results about the number of voters participated in polling are entered?

Chapter XIV Opening of Ballot Boxes

1. Which box is opened first?
2. What happens if completeness of the seal is disturbed?

Chapter XV Sorting and Counting of Ballots and Preparation of Summary Protocols

1. In which case is ballot considered as invalid?
2. How the decision on validity of each ballot is made?

Chapter XVI Collecting and Sealing Election Documentation

1. How are the ballots collected?
2. What does not the PEC count?

Chapter XVII Approval of Summary Protocols

1. How does the PEC approve summary protocol?
2. Is it possible to make corrections of the results entered in summary protocol?
3. Who shall sign summary protocol?
4. What should the commissioner do in the event of disagreement with the data entered in the protocol?
5. Whom is copy of the protocol delivered to?

Chapter XVIII Delivery of Election Documentation to the DEC by the PEC

1. Who signs sealed package of record book, registration book and application/appeals to be submitted to the DEC?
2. Who submits election documentation to the DEC?

Chapter XIX applications/appeals of poll day

1. Where are complaints/applications/appeals on voting procedure at the precinct recorded?
2. What term is determined for resolution of an error?
3. When should be prepared applications/appeals on voting procedure at the precinct?
4. Who should receive applications/appeals on voting procedure at the precinct?
5. Where should be registered applications/appeals?
6. When should be prepared applications/appeals on violations of vote counting, consolidation procedures and revision or invalidation of results?
7. Is it essential to indicate address of applicant/appellant in application/appeal?