



***Organization for Security and Co-operation in Europe
Mission in Kosovo - OMIK***

Quick Reference Guide for Polling Station Committee Members

**(Excerpts from Administrative Procedures
for Polling Stations In Kosovo 2002)**



Prepared by the Department of Election Operations, OSCE Mission in Kosovo

WELCOME LETTER

Dear Election Official,

Welcome to the Organization for Security and Co-operation in Europe (OSCE) Mission in Kosovo. We are very pleased that you have chosen to take part in the 26 October 2002 Kosovo Municipal Elections, which will be conducted at Polling Centres throughout Kosovo, Serbia proper, and Montenegro. We hope you will find it to be a challenging and rewarding experience.

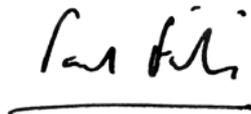
Your function will be one of the most important on Election Day as your presence is the first step in ensuring that the Municipal Elections are conducted in accordance with international standards. Your efforts will be a significant contribution to the overall goal of building democratic institutions to benefit all the people of Kosovo whether currently living in Kosovo, Serbia proper, or Montenegro. In working towards this goal, you will be joined by many other staff members, International Polling Station Supervisors and observers from many different countries and backgrounds.

Whether you are a new or returning election official, you are arriving at a very exciting and important time for Kosovo. This will be the third election organized by the OSCE Mission in Kosovo. The first Municipal Elections were held in October 2000 followed by the Kosovo Assembly Election, which took place in November 2001. Both were deemed by the international community and the people and political leaders of Kosovo as fair, legitimate, and valid. This year we hope to surpass the level of professionalism and transparency achieved in previous elections. As a professional election official, your position is an essential part of this effort.

Election Day is the most visible and scrutinized part of any electoral process. Your presence will encourage the feeling among all the people of Kosovo that rules and regulations are applied in an unbiased and transparent manner, thus increasing the level of trust in the results and in the democratic process as a whole.

We warmly welcome you to the OSCE Mission and thank you for your contribution towards building an inclusive electoral process in Kosovo.

Sincerely,



Ambassador Pascal Fieschi
Head of Mission
OSCE Mission in Kosovo



Susan Carnduff
Director of Election Operations
OSCE Mission in Kosovo

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I. YOUR OBLIGATIONS AS AN OSCE ELECTION OFFICIAL

As an International Polling Station Supervisor or duly appointed member of the Polling Station Committee, you are one of the few election officials with whom the majority of voters will have direct contact during the course of the election. It is therefore of utmost importance that you maintain the highest level of professional conduct and integrity as you fulfil your duties in serving the voters of Kosovo. This includes your pre-election tasks such as attending training and setting up your Polling Station as well as your responsibilities on Election Day, during the ballot count and reporting of Polling Station results.

This commitment will work towards building a sustainable level of trust that voters and political entities expect in their electoral system. They will look to you, as will observers and members of the international community who will be observing this election.

Our shared objective is to ensure that together, our conduct, integrity, neutrality and accuracy in carrying out this election will withstand the closest public scrutiny.

Common Courtesies when Serving Voters

Always provide polite, courteous, patient and friendly service to all voters, election officials and domestic and international electoral process observers.

When serving elderly voters, those with literacy or physical impairments, or language or communication difficulties, take the necessary time to explain the process and direct them to the designated person responsible for assisting them through each step.

Speak directly to a person with a disability rather than addressing his or her companion. Do not shout if the voter is hearing impaired.

Election Official's Code of Conduct

At the time of contracting, all Election Officials signed the ELECTION OFFICIAL'S CODE OF CONDUCT. The signed original was placed in the Election Official's personnel file. The Code is reproduced on the following pages as a reminder of the Election Official's commitment to the provisions of the Code.

ELECTION OFFICIAL'S CODE OF CONDUCT

As an election official, I agree to adhere to and respect the following principles in the performance of all my duties according to the Code of Conduct set out below.

All Election Day officials:

Rules and Regulations

- ◆ shall respect all applicable UNMIK Regulations and Administrative Directions, all Electoral Rules issued by the Central Election Commission, and all Administrative Procedures issued by the Director of the Department of Election Operations;

Impartiality

- ◆ shall act in a non-partisan and impartial manner in the conduct of official duties, and shall avoid any action and any kind of public pronouncement which may adversely reflect on the integrity, independence and impartiality of their functions as election officials;
- ◆ shall not indicate by any action, attitude, manner or speech, support for any political entity, coalition, citizen's initiative or candidate;
- ◆ shall not wear or display politically or religiously associated items of clothing or symbols, nor exhibit in any way any other item displaying or suggesting any political, social or religious messages;
- ◆ shall not use their position as election officials to influence voters in any manner whatsoever to benefit a particular political entity to the detriment of other political entities. Such conduct is prohibited under section 4 of Electoral Rule No. 1/2002 and is subject to sanction by the Election Complaints and Appeals sub-Commission pursuant to section 5 of Electoral Rule No. 6/2002;

Personal Benefit

- ◆ shall not use or attempt to use their position for private advantage, and shall not accept gifts, external remuneration or personal benefits, regardless of the intent;

Discretion and Non-Disclosure

- ◆ shall respect unconditionally the Confidentiality Agreement signed prior to the start of duties;
- ◆ shall respect the secrecy of the ballot;
- ◆ shall ensure that all personal information related to voters is to be used exclusively for the purpose of assisting voters in exercising their right to vote, and shall not be copied, reproduced or shared with any individual, political entity, coalition, citizen's initiative or candidate;

Performance of Duties

- ◆ shall ensure that responsibilities undertaken and work carried out is done accurately and diligently;
- ◆ shall conduct themselves in a manner that is honourable and respectful of all persons regardless of gender, religion or belief, ethnic or social origin, age, or any other aspect of personal status;
- ◆ shall not engage in any activity or behavior that is incompatible with the proper performance of their duties;

I. Your Obligations as an OSCE Election Official

- ◆ shall attend all training sessions and familiarize themselves with all relevant Election Day procedures provided by the OSCE prior to the start of duties; and

Use of OSCE Property

- ◆ shall exercise necessary care when using OSCE resources and property. Election officials will be held accountable for any waste, loss or damage to such resources and property caused wilfully or through negligence.

I understand that I am expected to adhere to the standards of conduct established herein, and that any violations of the conditions to which I agree constitute grounds for immediate dismissal, and if a violation of law or Electoral Rule, may result in referral to the proper authorities for prosecution.

I am fully aware that obligations regarding non-disclosure do not lapse upon completion of my election duties or upon the termination, for any reason, of my service as an election official.

I hereby declare that I have read and fully understood the above, and shall adhere to this Code of Conduct throughout the performance of my duties.

Signed in _____ on _____ 2002.

Name of election official

Signature of election official

II. GENERAL OVERVIEW: RESPONSIBILITIES OF ELECTION OFFICIALS

This chapter describes the organization and management of Polling Centres and Polling Stations, the roles and responsibilities of the International Polling Station Supervisor and all election officials.

Polling Centres and Polling Stations

A **Polling Centre** is the building or structure where as few as one but as many as 14 **Polling Stations** may be located. The Polling Centre also includes the area within 25 metres of the entrance to the building. In most cases the buildings used as Polling Centres will be schools or community facilities.

A **Polling Station** is a designated space within the **Polling Centre** where the voting will be conducted. Typically this is a classroom.

In Kosovo, there are approximately 550 Polling Centres comprised of over 1700 Polling Stations. In Montenegro and Serbia proper there are 100 Polling Centres comprising approximately 250 Polling Stations.

Within Kosovo, each Polling Station will be assigned approximately 750 voters. In Serbia proper and in Montenegro, each Polling Station is assigned approximately 500 voters.

Polling Centre Management

The **Polling Centre Manager** is responsible for organizing and planning all the activities relating to the facility—the Polling Centre—which is exterior to the Polling Station

The Polling Station activities are under the responsibility of **Polling Station Committee Chairperson (PSCC)** and International Polling Station Supervisor (**IPSS**).

In order to ensure that individual voters and large crowds can be served efficiently and that order can be maintained at all times, arrangements have been made to provide additional Polling Centre Management staff to all Polling Centres.

The number of management staff allocated to a Polling Centre will depend on the number of Polling Stations located within the same location.

Help Desks

Polling Centres will also be assigned additional resources to assist voters who have appeared at the incorrect Polling Centre, may not be on the Final Voters' List, and in some cases, may be without proper identification.

II: General Overview: Responsibilities of Election Officials

In most instances, voters will be referred to the Help Desk if they do not have proper identification or registration documents. A voter may also need to be redirected to their assigned Polling Centre.

The number of Help Desk staff will be allocated to Polling Centres according to the number of Polling Stations within the Centre.

Roles and Responsibilities in the Polling Station

Polling Station Committee Chairperson (PSCC) Responsibilities

With the guidance and supervisory assistance of the International Polling Station Supervisor, the Polling Station Committee Chairperson is responsible for the general operation of the Polling Station. In addition to operational tasks on the day of the election, the Polling Station Committee Chairperson has other duties outlined in the Electoral Rules and Administrative Procedures issued by the Director of Election Operations.

International Polling Station Supervisor (IPSS) Responsibilities

With the supervisory assistance of the PSCC, the IPSS supervises the conduct of the polling and counting procedures at the Polling Station in accordance with the 2002 Kosovo Municipal Elections Administrative Procedures.

Trainer Support

During the voting and counting, you will be supported by the trainers. National and international trainers will be making regular visits to all Polling Stations. If you have questions, ask. In case of serious problems, a trainer who speaks the appropriate language can be assigned to the Polling Station for as long as necessary.

Responding To Observer and Voter Concerns

Treat Electoral Process Observers and voters courteously and answer their questions promptly and accurately.

Electoral process observers and voters should express their questions or concerns to the Polling Station Committee Chairperson or the International Polling Station Supervisor.

III. ELECTION MATERIALS

This chapter describes the materials that will be used in the course of the election. The following chapters describe the duties and procedures related to the receipt and use of these materials.

Sensitive Materials Used to Process Voters on Election Day

The following items are critical to the processing of voters and the counting and reporting of results. The absence of any of these items should be reported to the OSCE contact point immediately.

Ballots

- ◆ Each of the 30 municipalities within Kosovo will have a unique ballot. The names of all the political entities that met the Central Election Commission certification requirements will be printed in the language specified by the political entity.
- ◆ The information printed on the front of the ballot will include the municipality name and number, instructions on how to mark the ballot, and entity names. The instructions on how to mark the ballot will be written in Albanian, Serbian and Turkish on the top portion of the front of the ballot. The municipality number will be printed on the reverse side of the ballot.
- ◆ Ballots are stapled together in pads of 50. Four pads are packaged together, making up a Ballot Pack (200 ballots) which is wrapped in clear plastic. Except as otherwise determined by the OSCE Office, a Polling Station will receive five Ballot Packs for a total of 1000 ballots.
- ◆ The ballot stub is the small portion of the ballot above the perforation. The staples go through the stubs. A unique serial number is printed on each ballot stub. This serial number is within the range of serial numbers assigned to the Polling Station. Serial numbers allow each and every ballot issued to the Polling Station to be accounted for, and be recorded on the Reconciliation and Results Form.
- ◆ Below the stub is a perforation at which the ballot is separated when it is issued to a voter. There is no serial number or other identification on the ballot itself. When a pad of 50 ballots has been used, the 50 stubs will remain stapled together. **Do not remove staples at any time.**
- ◆ Only one Ballot Pack should be opened at a time. The Polling Station Committee Chairperson must secure unopened Ballot Packs until the Ballot Issuer requests another group. Ballots must be used in serial number order, starting with the ballot on top of the pad. This will make reconciliation easier after the polls close.

(See illustration on next page.)

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ZGJEDHJET KOMUNALE 2002 ОПШТИНСКИ ИЗБОРИ 2002.
OPŠTINSKI IZBORI 2002. 2002 BELEDIJE SEČIMLERI

XX. XXXXXXXX / XXXXXXXX

ZGJEDHNI VETEM NJË SUBJEKT POLITIK NGA LISTA DHE SHENONI ZGJEDHJEN TUAJ NË KATRORIN PËRA EMRIT TE SUBJEKTIT POLITIK.
ОДАБЕРИТЕ САМО ЈЕДАН ПОЛИТИЧКИ СУБЈЕКАТ СА ЛИСТЕ И НАЗНАЧИТЕ ВАШ ИЗБОР У КВАДРАТИЋУ ИСПРЕД ИМЕНА ПОЛИТИЧКОГ СУБЈЕКТА.

ODABERITE SAMO JEDAN POLITIČKI SUBJEKAT SA LISTE I NAZNAČITE VAŠ IZBOR U KVADRATIČU ISPREĐ IMENA POLITIČKOG SUBJEKTA.

LISTEDEN SADECE BIR POLIŤIK OLUŠUMU SEČINIZ VE TERČIHINIZI POLIŤIK OLUŠUMUN ADININ ONUNDEKİ KAREYE İŞARETLEYİNİZ.

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Numri serik i fletëvotimit
Serijski broj glasačkog listića
Ballot Serial Number

Ama e bllokut të fletëvotimeve
Odsečak
Stub

Vrimëzimi
Izbušene rupice
Perforation

Udhëzimet për shënimin e fletëvotimit:
Uputstva za obeležavanje glasačkog listića:
Instructions for marking ballot:

CHOOSE ONLY ONE POLITICAL ENTITY FROM THE LIST AND MARK YOUR CHOICE IN THE BOX IN FRONT OF THE NAME OF THE POLITICAL ENTITY.

Subjektet për komunën
(Sipas rendit të përcaktuar gjatë tërheqjes së shortit për fletëvotim)

Politički subjekti za opštinu
(Po redosledu utvrđenom tokom žrebanja za redosled na glasačkom listiću)

Entities for Municipality
(In the order determined during the Ballot Lottery)

Final Voters' List (FVL)

- ◆ Each Polling Station will have a Final Voters' List that includes the names of all voters assigned to vote at that station. This sensitive document will be used to help identify voters and establish their eligibility to cast a ballot. Each voter will sign the Final Voters' List as an acknowledgement that he or she has received a ballot.
- ◆ Names on the Final Voters' List will be listed in alphabetical order by family name. Using the Latin alphabet as a basis for the preparation of the Final Voters' List, the alphabetical order takes into consideration the unique characters that exist in languages spoken in Kosovo, including Albanian, Serbian, and Turkish. This consolidated alphabet is printed, for easy reference, on the FVL.
- ◆ The listing for each voter consists of a photograph, family name and first name, birth date, registration number and a scanable bar code. There will also be space for the voter's signature. In a small number of cases, the photograph will not be present.
- ◆ The FVL for each Polling Station within a Polling Centre will include only voters within a specific alphabetical range. The alphabet will be divided to ensure that Polling Stations within the Centre have a relatively equal number of voters to serve. Every attempt will be made to assign family members with the same family name to vote at the same Polling Station.
- ◆ There will be 20 voters listed on each page of the Final Voters' List and each list will be approximately 40 pages. **The Final Voters' List**, together with the **Conditional Voters' List** and the **Adjustment List**, is bound in a plastic cover that is clear on the front with a bright colour on the back.
- ◆ During peak times, the Final Voters' List can be divided so that more than one voter can be processed at a time.

Municipality-Wide Final Voters' List

This is a listing, provided to each Help Desk, that lists all the voters to be found on Final Voters' Lists within the municipality. It does not show photographs, but does indicate whether a photograph is present on the Polling Station FVL.

Official Ballot Stamp

An Official Ballot Stamp is one of the sensitive election materials that will be issued to the International Polling Station Supervisor on Election Day along with the Ballots.

Two **blue** inkpads, to be used with the Official Ballot Stamp, will be included in the Polling Station Kit containing non-sensitive materials.



Non-Sensitive Material Used to Process Voters on Election Day

The Ballot Box

Each Polling Station will have one Ballot Box, which is made of hard semitransparent plastic.

The grey Ballot Box cover has a slot through which each voter must put his or her marked ballot. This slot has a sliding cover that must be sealed shut after the Polling Station is declared closed.



Voting Screens

Each Polling Station will be supplied with four voting screens that will allow voters to mark their ballots in secret.



Poll Book

The Poll Book, packed in each Polling Station Kit, is used to record routine as well as significant events or circumstances.

The Poll Book shall also be accessible to other individuals who are authorized to be present in the Polling Station, including voters, who may wish to record their observations, concerns or comments.

Reconciliation and Results Form

The Reconciliation and Results Form is the document used for reconciling the total ballots issued to a Polling Station and for reporting entity results for the Polling Station. The Reconciliation and Results Form is completed by the PSCC with the assistance of the IPSS (see figure on next page).

Ink Applicator and Ultraviolet Lamp

Each Polling Station will have two ultraviolet lights and four spray applicators of invisible ink. These are an added security feature to ensure that a voter may only vote once. The invisible ink can only be seen under ultraviolet light and must be tested by the PSSC prior to Election Day.

Each voter who receives a ballot will have the invisible ink sprayed on his or her right index finger by the Ballot Issuer. As each voter enters a Polling Station, the Queue Controller will shine the ultraviolet light on all the voter's fingers to check if there is any evidence of the ink indicating that the voter has already voted, and should, therefore, not be allowed to vote again.

Checking by Queue Controller:



Spraying by Ballot Issuer:



Conditional Ballot Envelopes and Secrecy Envelopes

Each Polling Station will have a supply of 200 Conditional Ballot Envelopes and an equal number of blue secrecy envelopes.

When a voter votes by Conditional Ballot, the ballot is placed inside a blue secrecy envelope, which is then sealed inside a completed Conditional Ballot Envelope before it is placed in the Ballot Box.

Security Seals

Fifteen short and fifteen long security seals will be included in each Polling Station Kit. These seals are plastic pull-through strips that once engaged, can only be released by cutting them. The shorter size should be used for the Ballot Box and the longer size for sealing the plastic transport bags.

Each seal has a unique serial number that is recorded on the Results and Reconciliation Form at the opening of the poll and at the conclusion of the counting procedures at the end of Election Day. This record ensures that the Ballot Box remains sealed after the PSSC has concluded his or her duties at the end of the count.



IV. DUTIES PRIOR TO ELECTION DAY

Prior to the election, there are a number of preparatory tasks that must be completed by the IPSS and PSCC, and by the other members of the Polling Station Committee. This chapter describes those activities and responsibilities.

Advance Planning by PSC Chairperson

The Polling Station Committee Chairperson is responsible for the overall operation of the Polling Station. In order to fulfil his or her many duties successfully, certain tasks must be accomplished well in advance of Election Day. Once these responsibilities are accomplished and committee members have been properly trained, Election Day procedures can be expected to flow easily and each voter can be processed quickly.

Preparations in the Polling Station

All Polling Station Committee members, together with the International Polling Station Supervisor are responsible for setting up the Polling Station.

This task must be completed the day before the election. Any rearrangement of the room that may be necessary before the polls open must not delay the opening of the Polling Station at 07:00 on Election Day.

Polling Centre Management staff will be responsible for Polling Centres layout set-up.

Unpack Non-sensitive Materials

It is now time to unpack the Ballot Box which contains small essential election materials and commodities. With the Ballot Box is a Materials Check List. Check off items as you remove them.

All lamps and batteries should also be removed from their storage containers and tested. Do not wait until Election Day! Any missing supplies should be reported immediately to the OSCE contact point so you can be re-supplied before polling starts.

Labels, Envelopes, Bags and Forms that will be Used on Election Day

From your supply of non-sensitive materials, locate all the bags and envelopes that you will need on Election Day. Fill in the municipality name and Polling Station number on all forms, labels and packets that will be used throughout Election Day. However, do NOT sign the Reconciliation and Results Form or any other form, which require signatures **after** the close of the poll.

Polling Station Layout Considerations

The Polling Station must be organized to allow the most efficient flow of voters throughout the day:

- ◆ Seating should be arranged so that the Polling Station Committee members, International Polling Station Supervisor and electoral process observers are able

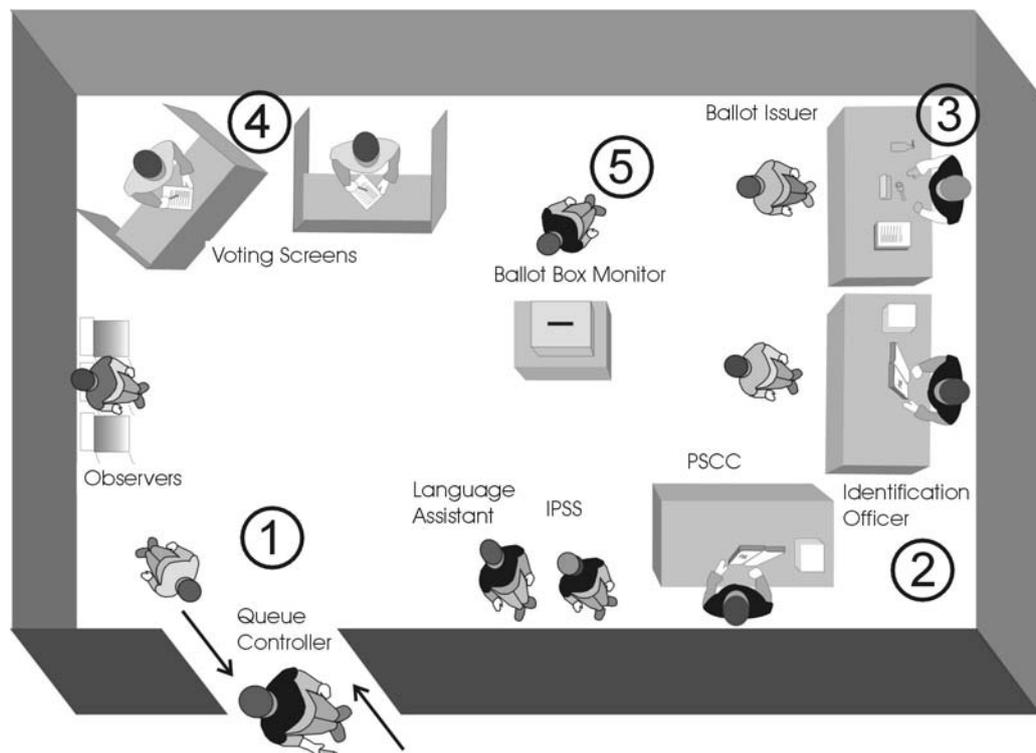
IV. Duties Prior to Election Day

to view the entire voting process and have a clear view of the Ballot Box at all times.

- ◆ Place the first table well inside so that the doorway is not blocked.
- ◆ Position the various tables so that voters move in a logical order from one table to the next, without crossing in front of voters entering the station.
- ◆ Whenever possible, allow sufficient space between the tables, voting screens, the Ballot Box and chairs so that voters with limited mobility may pass through easily.
- ◆ Place the tables so that all Polling Station Committee members can see the voters entering the Polling Station.

How you set up the Polling Station depends on the size and shape of the room, the location of entrance and exit doors and the tables and chairs or benches available. Try different configurations until you find one that works. Once you are satisfied with the arrangement, you can use the directional arrows provided and/or OSCE tape on the floor to indicate the direction that voters should move from Queue Controller to Identification Officer to Ballot Issuer, and so on.

The following diagram illustrates one possible Polling Station layout.



1. The **Queue Controller** limits the entry of voters so that the Polling Station does not become crowded. Problems can occur when people crowd around the Ballot Box or work stations and Committee members and the IPSS cannot track the orderly progress of voters from one station to the next. The Queue Controller should also make sure that people leave the Polling Station as soon as they finish voting.
2. The **Identification Officer's** table is next. This arrangement will allow the Chairperson to work closely with the Identification Officer should it be necessary for the Chairperson to process Conditional Voters.

IV. Duties Prior to Election Day

3. Position the **Ballot Issuer** at the next table, which should be close enough to the Ballot Box Monitor so that the identification document, secrecy envelope and completed Conditional Ballot Envelope of a conditional voter can be passed to the Ballot Box Monitor easily. The Ballot Issuer needs adequate workspace to ensure that ballots can be maintained in good order and out of the reach of voters or other persons not authorized to handle them. The Ballot Issuer must also have room to spray the invisible ink on voters' fingers without spraying the ballots, to stamp each ballot with the Official Ballot Stamp and maintain a supply of secrecy envelopes
4. The **Voting Screens** should be positioned as the next station the voter goes to, after receiving his or her ballot from the Ballot Issuer. Place the Ballot Box so voters can put their marked ballot into the Ballot Box before mixing with voters entering the Polling Station. The number of voting screens that are set up is determined by the available space in the Polling Station. Voting screens must not be placed so close together that the secrecy of the ballot could be compromised. The voting screens must be arranged so that the fronts of the screens are fully visible to the Polling Station Committee and electoral process observers. However, they are to be positioned in a way that ensures that no one can see how the voter marks his or her ballot. The area behind the voter screen must be private. It cannot be visible through a window. If necessary, cover the windows.
5. The **Ballot Box Monitor** should have a table of sufficient size to hold the Ballot Box and to provide a place to put the voter's identification document, secrecy envelope and completed Conditional Ballot Envelope until the voter returns with the marked ballot. The Ballot Box should also be placed so that the Ballot Box Monitor can see that only one person at a time goes behind a voting screen.

Post Signs and Notices

The following notices must be displayed in the most visible and appropriate locations both inside and outside the building:

- ◆ Polling Station Alphabetical Signs
- ◆ Directional Arrow Signs
- ◆ How to Mark the Ballot Posters (do NOT put inside voting screens)
- ◆ Candidate Posters (put where easily visible within Polling Station)
- ◆ No Smoking Signs
- ◆ No Weapons Signs

Run Simulation of Voting and Counting

Once the Polling Station has been set up and all materials have been checked, the Polling Station Committee Chairperson (and the IPSS to the extent available) should involve all Committee members in a practice voting and counting election exercise. Making use of all the training tools and forms will increase everyone's understanding of, and confidence in, Election Day procedures.

V. ELECTION MORNING PREPARATION

This chapter describes all the final election morning preparations that must be completed in time to open the Polling Station by 07:00.

Final Preparations in the Polling Station

The Polling Station Committee members and the International Polling Station Supervisor must arrive at the Polling Station by 0:600.

The PSCC and IPSS should be sure that the voting screens and workstations are organized in a way that will facilitate the orderly flow of voters. The Chairperson must confirm that each Polling Station Committee member has a good understanding of his or her duties.

The IPSS should verify that the Daily Attendance Record is filled out.

The arrangement of tables and the direction of traffic flow should have been planned the day before. All signs should have been posted. If there was difficulty with access to the site, or the work could not be completed, Polling Station set-up must be done election morning, in time for the 07:00 start of voting.

Check Supplies and Packing Envelopes

Recheck the inventory of essential non-sensitive materials that will be needed during voting hours. These include Poll Book, Voting Screens, Conditional Ballot Envelopes and blue Conditional Ballot Secrecy Envelopes.

Find a secure space to set out all your supplies and materials. Check to make sure you have everything on the inventory list—such as all the pens, pencils, etc. that you will need in the course of the day.

If envelopes or any other critical items are missing, notify the Polling Centre Manager. Needed materials will be delivered to you. **DO NOT** leave your Polling Centre to obtain supplies!

Before the First Voter Votes

Before the opening of the poll, in full view of electoral process observers who are present, a number of steps must be taken.

The PSCC will display the empty Ballot Box to all present, and then will seal both sides of the Ballot Box using the security seals provided. Attach the seals correctly. The seals must be pulled tight so that the top of the box is held securely to the Ballot Box with no gaps along the edge. It must be impossible to insert any material except through the slot on top.

VI. CONDUCTING THE POLL

Polling Hours

**ALL POLLING STATIONS WILL
OPEN AT 07:00 AND CLOSE AT 19:00 HOURS ON
SATURDAY, 26 OCTOBER 2002**

The Polling Station must open at 07:00 and remain open throughout the day with a majority of Polling Station Committee members present. This means that relief and breaks must be staggered.

Polling Station Committee members who are entitled to vote at the Polling Station should vote before the first voter.

Determining Who May Vote

During voting hours, the single most challenging task for the Polling Station Committee is determining who is allowed to vote. Once this decision is made for each person who comes in, other parts of the voting procedures—such as stamping and issuing the ballot, directing the voter to a voting screen, and making sure the ballot is properly placed in the Ballot Box—become fairly routine.

Regular Voters

In the vast majority of cases, voters will be included on the Final Voters' List for the Polling Station where they were assigned to vote. The Final Voters' List at the Polling Station will include the voter's name, photograph, birth date and registration number from the Civil Registry. The photo will not always be present.

A voter who appears at the correct Polling Centre with acceptable photo identification will be processed quickly, even if the photograph on the FVL is missing.

Conditional Voters

In fewer instances, voters may not appear on the Final Voters' List or may have come to a Polling Station or Centre other than the one they were assigned to. They may not want to, or be unable to, report to the assigned Polling Centre. Voters in this category may be able to vote by Conditional Ballot if they meet certain eligibility criteria that are further discussed on page 30.

Voters with Receipts Issued By-Mail or in Serbia Proper or Montenegro

Individuals living outside of Kosovo who would have been eligible for inclusion on the Civil Registry, except for their absence, are nonetheless eligible to vote. By successfully meeting the criteria during the application process, these voters have been added to the Voters' Lists for Polling Stations established in Serbia proper or Montenegro, or to the list of voters voting By-Mail from countries around the world.

A voter who returns to Kosovo after applying to vote from another location may vote a Conditional Ballot upon presentation of an authorized photo identification document and a valid voter registration receipt. In these cases, the “registration number” will be the 9-digit voter registration number, not the 10-digit civil registration number.

Eligibility to Vote

In order to vote a person must

1. Prove identity
2. Be registered
3. Be 18 years of age or older on Election Day

In most cases in order to be processed and vote by **Regular Ballot**, the voter’s name must appear in the Final Voters’ List at the Polling Station where the voter is requesting to vote **and** the voter must present a photo identification document. (The photo identification is not required if the voter record on the Final Voters’ List includes a recognizable photograph).

If a voter’s name cannot be found on the Final Voters’ List at the Polling Station where he or she appears, but the voter has an acceptable form of identification, he or she may still be able to vote, but will have to vote by **Conditional Ballot**.

Proof of Identity

ALL persons who want to vote must establish their identity. There are two ways to establish identity:

1. Presence of a recognizable photo next to the person’s name on the Final Voters’ List.
2. Presentation of an identification document containing a photograph.

THE FOLLOWING PHOTO IDENTIFICATION DOCUMENTS CAN BE ACCEPTED TO ESTABLISH THE PERSON'S IDENTITY
UNMiK Identity Card
UNMiK Driving License
FRY ID-Card (Lična Karta)
FRY Passport (old type and new type)
FRY Driving License
ID Card issued by a recognized foreign government
Passport issued by a recognized foreign government
Driving License issued by a recognized foreign government
Official Refugee ID Card or Refugee Travel Document issued by a recognized foreign government
FRY Military Booklet
University Index Booklet
Valid Identity Card issued by KFOR, OSCE or UNMiK
Valid Identity Card issued by an International Inter-governmental Organization (excluding non-governmental organizations)
Kosovo Police Service ID Card
UNMiK Travel Document
IDP Card, Republic of Serbia
IDP Card, Republic of Montenegro
FRY Membership Card for VJ Reserve Personnel
FRY ID Card Retired Personnel/Reservists JNA
FRY Military Health Booklet
FRY Primary School Booklet (if photo)
FRY Sanitarian Booklet (for medical staff)
FRY Public Transportation ID
FRY Hunter's Association Membership Card
FRY Association of Invalids Membership Card
Scouts of Yugoslavia Association Membership Card

Photocopies of ID will not be accepted!

Evidence of Registration

A voter whose name and recognizable photo are found on the FVL is eligible to vote without further proof (unless, of course, there is a stamp indicating that the conditional voting process must be applied).

For voters not found on the FVL, evidence of the person's registration number (either 10-digit or nine-digit) can come from a source described below. For those voters

VI. Conducting the Poll

voting by Conditional Ballot, this number will greatly assist in the confirmation of the person's registration and eligibility.

On Election Day, voters will be bringing a variety of documents containing their registration number. The following table shows the documents that can establish the registration number:

THE FOLLOWING DOCUMENTS CAN BE ACCEPTED TO ESTABLISH THE PERSON'S REGISTRATION NUMBER
Presentation of an UNMiK ID Card or travel document which includes the person's photo and registration number. (The voter registration number is on the reverse side of the card and is labelled "Personal Number").
A Confirmation Printout issued by a Voter Service Centre to confirm the voter's Polling Centre assignment.
Presentation of a registration receipt issued within Kosovo, in Serbia proper or in Montenegro or through the By-Mail Option.
Presence of the voter's name on the Municipality-Wide Voters' List available at each Polling Centre.
A Polling Centre Allocation Card, provided by a Help Desk, on which the person's name and registration number has been written.

Information about Conditional Ballots

Conditional Ballot voters cast a ballot on the "condition" that they meet voter eligibility requirements and did not vote previously and will not attempt to vote again during this election. Essential information concerning the voter is written on the Conditional Ballot Envelope so eligibility of the voter can be verified before the ballot is counted.

The voter's marked ballot will be sealed in a secrecy envelope, which will then be placed in a Conditional Ballot Envelope before it is placed in the Ballot Box. Information about the voter written on the outside of this envelope will allow officials at the Counting and Results Centre to confirm the person's registration and eligibility before the ballot can be included in the count.

During the verification process at the Counting and Results Centre the information on the Conditional Ballot Envelope will be verified against the databases. The verification process for each Conditional Ballot applicant also includes scanning of the Final Voters' Lists for all municipalities within Kosovo, Serbia proper and Montenegro. This will allow the Counting and Results Centre to determine if more than one vote was cast by the voter.

If it is determined that the voter is eligible and there is no record that the person has already voted by some other means, the voter's Conditional Ballot will be counted.

If it is found that the person is not registered in the relevant municipality, has been denied registration, or there is a record that indicates that the person has already voted, the voter's Conditional Ballot Envelope will remain sealed and will not be included in the count.

Grounds for Denying A Person a Regular or Conditional Ballot

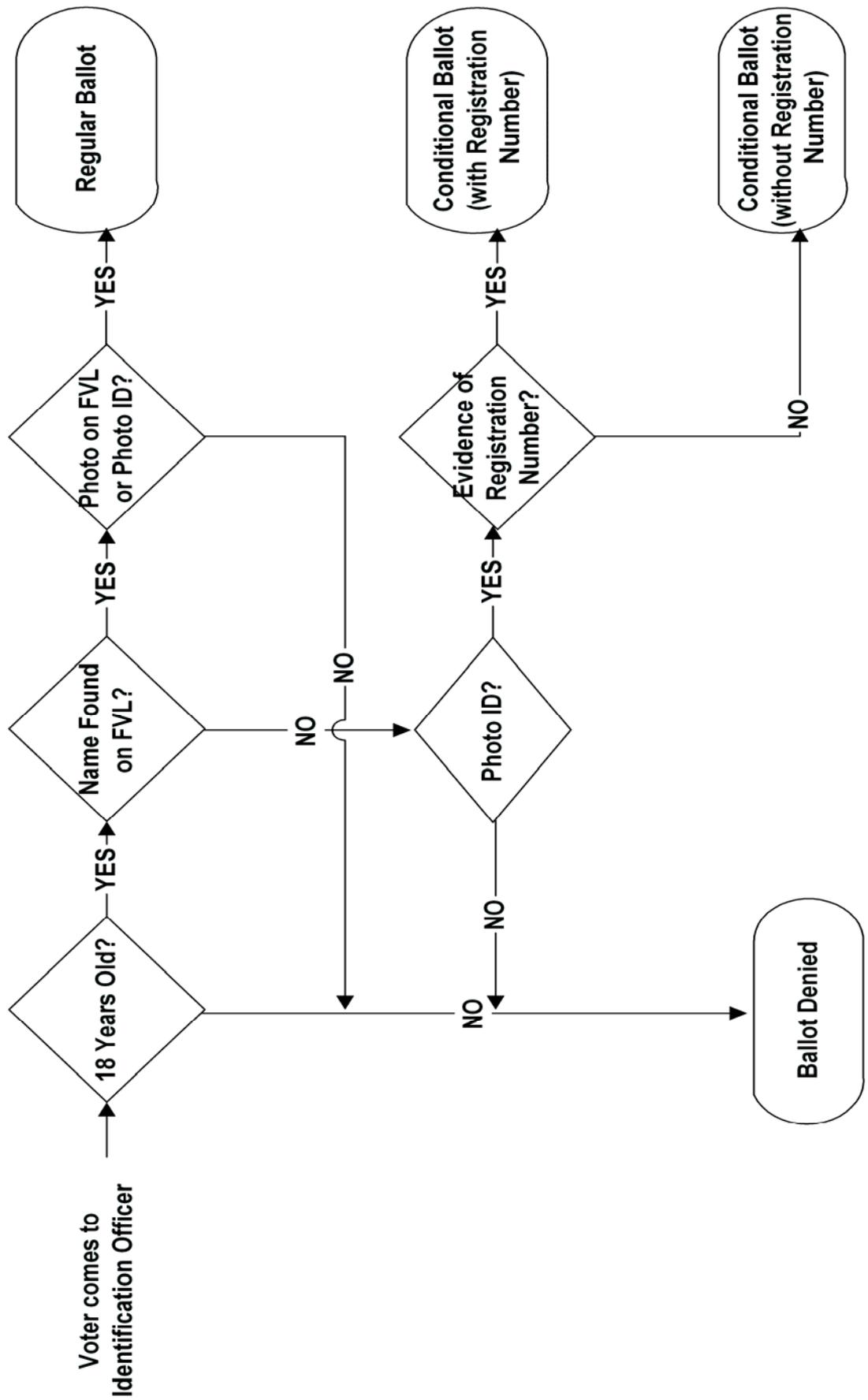
- ◆ There is no photograph on the Final Voters' List **AND** the voter is unable to provide a photo identification document.
- ◆ Voter appears at a Polling Station and evidence of ink is present.
- ◆ Voter refuses to have his or her finger sprayed with the special ink.
- ◆ A Regular Ballot voter refuses to sign the Final Voters' List acknowledging receipt of a ballot.
- ◆ A Conditional Ballot voter refuses to sign the Conditional Voters' List acknowledging receipt of a ballot.
- ◆ A voter refuses to sign the statement on the Conditional Ballot Envelope affirming the information provided is true and that he or she has not and will not try to vote by any other means in this election.

Summary: Voter Eligibility Decision Flowchart

The flowchart that follows provides an overview of the rules regarding eligibility to cast a ballot based on the types of documentation provided by a voter and the information available on the Final Voters' List. It indicates whether the voter can vote a Regular Ballot, a Conditional Ballot, or not vote at all. Refer to the charts on the preceding pages for acceptable photo ID documents and evidence of registration number.

Note that a voter who claims to be registered but who cannot provide evidence of the registration number may cast a conditional ballot. However, if the voter's eligibility cannot be confirmed on the basis of other information on the Conditional Ballot Envelope, the vote will not be counted.

Polling Station Committee members and the International Polling Station Supervisor should be prepared to explain the eligibility criteria to voters who cannot be found on the Final Voters' List or appear without photo identification.



Processing Voters

General Rules

Each voter must vote in person. Voting on behalf of a person not present is not permitted.

Each voter must mark his or her ballot in secret behind the voting screen provided for this purpose. "Family" or "group" voting, where more than one person is behind the voting screen at a time, is not permitted.

Once a voter has cast a ballot he or she is required to leave the Polling Station and may not return to assist other voters.

Voters Who Need Assistance

Vision-impaired, illiterate or disabled voters may request the Polling Station Committee Chairperson to allow someone to assist them in marking their ballot. The International Polling Station Supervisor may supervise this process.

The person chosen by a voter to serve as his or her assistant may not be a member of the Polling Station Committee or an accredited media representative, or an electoral process observer.

The person assisting the voter is not required to be a registered voter. A person who has voted and has assisted another voter may not re-enter the Polling Station to assist other voters.

The person assisting a voter will:

- ◆ Be allowed to accompany the voter behind the voter screen to assist the voter in marking his or her ballot.
- ◆ Print their full name and provide a sample of their initials in the Poll Book.
- ◆ Initial next to the voter's name on the Final Voters' List, or Conditional Voters' List and on the Conditional Ballot Envelope (if applicable).

Note: The FVL will be scanned. It is extremely important that the initials of the person assisting a voter be placed within the signature box. **DO NOT WRITE ON BARCODES OR OVER ANOTHER VOTER RECORD.**

Processing Regular Voters

The vast majority of voters will be found on the Final Voters' List and will be eligible to vote Regular Ballots. Processing these voters will follow a consistent routine. (Procedures for processing Conditional Voters follow this section.)

The following reference tables describe the steps that must be taken in sequence, by the Queue Controller, Identification Officer, Ballot Issuer and Ballot Box Monitor.

STEP 1 – QUEUE CONTROLLER (Regular Voters)
Responsibilities: controls entry into the Polling Station, checks for invisible ink, and directs voters in need of assistance.
Stand at the entrance to the Polling Station.
Permit elderly, disabled or pregnant voters to move to the front of the queue.
Control the queue so that the doorway and room does not get crowded with voters. Voters should enter the Polling Station one at a time.
Determine whether the voter is in the queue for the correct Polling Station within the Centre based on his or her surname. If not, direct the voter to the correct Polling Station.
Inquire whether the voter has photo ID. Direct voters without identification to the Help Desk. If such a voter comes directly to the Polling Station, advise the voter that proof of his or her identity is required for regular voting and that the Identification Officer will determine whether he or she may cast a regular ballot.
Using the ultraviolet light, inspect the fingers of the voter's right hand.
If the voter refuses to have his or her fingers inspected, advise the voter that he or she may not vote and must leave the Polling Station.
If you find evidence of ink, advise the voter that he or she appears to have already voted and must leave the Polling Station. When this occurs, notify the Polling Station Committee Chairperson or International Polling Station Supervisor so that the incident can be recorded in the Poll Book.
If there is no evidence of the invisible ink, direct the voter to the Identification Officer.

STEP 2 – IDENTIFICATION OFFICER (Regular Voters)
Responsibilities: verify voter’s identity and determine if the voter is eligible to vote.
Locate the voter’s name on the Final Voters’ List using the voter’s identification document.
If the voter does not present identification, determine whether the photograph next to the voter’s name in the FVL confirms his or her identity. If so, the voter will be allowed to cast a Regular Ballot.
Ask the voter to sign or place his or her mark within the signature box provided. Tell the voter not to write on the barcode or over another voter record.
If the voter is unable to sign the Final Voters’ List and makes a mark, place your initials within the signature box to indicate that you have witnessed the mark.
If the voter refuses to sign or place his or her mark in the Final Voters’ List, the voter will not be issued a ballot. Ask the voter to leave the Polling Station.
If the voter qualifies to cast a Regular Ballot and has signed the FVL, direct the voter to the Ballot Issuer.
This is highly unlikely to occur, but if a voter returns after previously refusing to have his or her finger sprayed with invisible ink, do the following: Find the person’s name on the FVL. Then ask if the voter agrees to have the ink applied. Send the voter to the Ballot Issuer. When the voter’s finger has been sprayed, have the voter initial his or her signature (which had been lined out when the ink was refused). Send the voter back to the Ballot Issuer to get a ballot. Make a notation about the voter’s return in the Poll Book.

STEP 3 – BALLOT ISSUER (Regular Voters)
<p>Responsibilities: 1. Take care of unused and spoiled ballots. 2. Spray the voter's right index finger with invisible ink. 3. Fold, remove and stamp the ballot. 4. Instruct the voter.</p>
<p>Task 1: You are responsible for maintaining the ballots issued to you in good order and ensuring that unauthorized persons do not handle them.</p> <p>Open one package of ballots at a time. Ballots should be issued to voters in the order of the serial numbers on the stubs so that all ballots can be easily accounted for at the close of the polls.</p> <p>Prior to using the first ballot on a new pad, count the ballots on the pad to make sure that there are 50. In the event there are more or less than 50, notify the PSCC so that the discrepancy can be noted in the Poll Book and recorded in the Reconciliation and Results Worksheet Section III.</p>
<p>Task 2: Spray the voter's right index finger with invisible ink.</p> <p>Spray the cuticle at the base of the nail.</p> <p style="padding-left: 40px;">If the fingernail portion of the right index finger is missing, spray the thumb or middle, or ring, or little finger of the right hand. If all fingernail portions of the right hand are missing, the left hand may be used following the same sequence. The inking process is waived if the voter has no fingers.</p> <p>Make sure the ink is dry before handing the ballot to the voter.</p> <p>If the voter refuses to allow you to spray the finger cuticle, the voter will not be allowed to vote. Advise the voter that he or she must leave the Polling Station.</p> <p style="padding-left: 40px;">In such an instance, inform the Identification Officer who will make a notation of the refusal next to the voter's name on the FVL, and draw a line through the voter's signature.</p> <p style="padding-left: 40px;">If such a voter decides to return, the Identification Officer will inform you that you should spray this voter's finger, but NOT issue a ballot. After you spray the finger, send the voter back to the Identification Officer so the crossed-out signature can be initialed by the voter. When the Identification Officer tells you it is OK, issue the ballot.</p>
<p>Task 3: Fold, remove and stamp the ballot.</p> <p>Stamping the ballot has to be done very carefully. There are instructions for the voter printed on the top portion of the ballot. The ballot must be stamped on the back within this top area so that if any ink goes through the paper, it will only mark within the instruction area. Ink that comes through on one of the entity lines might invalidate the voter's ballot!</p> <p>To make sure every ballot is stamped properly, it is a good idea to get into a routine for handling the ballots. Always fold, remove and stamp the ballot in the same way. The following is suggested:</p> <ul style="list-style-type: none"> <input type="checkbox"/> With the ballot still attached to the ballot pad, fold a single ballot paper in half by bringing the bottom of the paper up to the perforation line. Fold the ballot in half again. (The front of the ballot where the voter will mark his or her choice must always be folded to the inside). <input type="checkbox"/> Remove the single folded ballot from the pad along the perforation line. <input type="checkbox"/> Turn over the folded ballot and stamp it. This will place the Official Ballot Stamp on proper part of the ballot. (Try it and see!) See How to Fold a Ballot graphic on page 29. <p>If the ballot is torn as it is removed from the stub:</p>

VI. Conducting the Poll

- **print** “Spoiled” on the back of the ballot and place it in the Spoiled Ballot Packet (Packet 1)
- **issue** a new ballot following the procedures in Task 3.

If you forget to stamp the ballot, the Ballot Box Monitor (who will check each voted ballot to see if it is stamped) will send the voter back to you. You will have to print “Spoiled” on this ballot and issue a new one—properly stamped.

Task 4: Give instructions to the voter

Hand the stamped, folded ballot to the voter and **say**:

- “Go behind an unoccupied voter screen to mark the ballot in secret.
- Mark your choice inside the box next to the name of ONE political entity only.
- Do not write anything else on the ballot or it could be rejected during the count.
- After marking your ballot, refold it the same way and with the Official Ballot Stamp visible proceed to the Ballot Box Monitor. Show him (her) the stamp, put your ballot into the Ballot Box, and then exit the Polling Station.
- If you make a mark on the ballot by mistake, do not correct it. Return to this desk with the folded ballot, with the Official Ballot Stamp visible, and request a replacement ballot.”

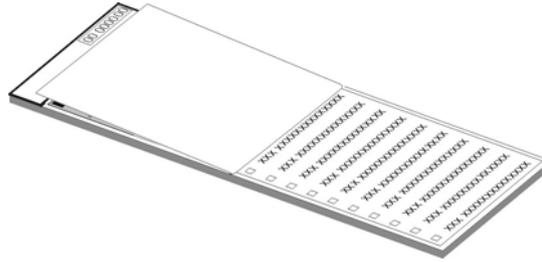
If the voter spoils a ballot:

- **DO NOT LOOK AT HOW THE BALLOT WAS MARKED.**
- **ASK THE VOTER TO REFOLD THE BALLOT. Print** “Spoiled” across the Official Ballot Stamp on the back of the folded ballot and **place** it in the Spoiled Ballot Envelope.
- **Give** the voter a new ballot repeating the Task 3 for issuing a ballot.

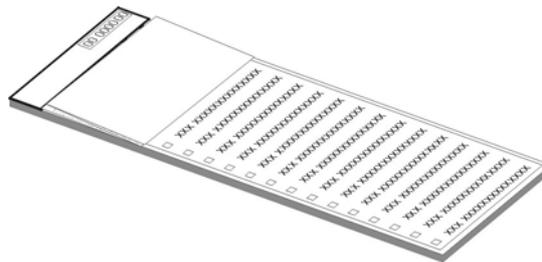
Any explanation you give should never include any comment that can be understood as an intention to influence the voter’s choice.

How to Fold a Ballot

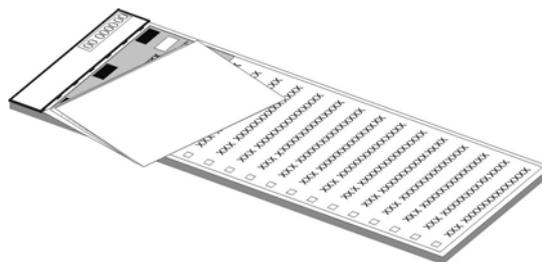
Step 1: Fold the ballot in half



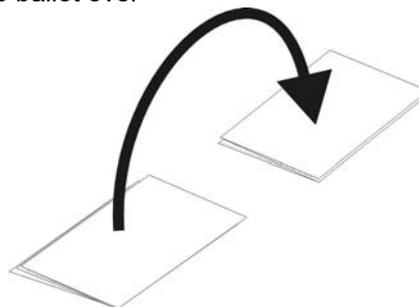
Step 2: Fold the ballot in half again



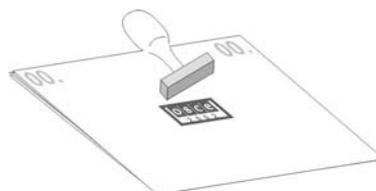
Step 3: Remove ballot from stub



Step 4: Turn the ballot over



Step 5: Stamp the ballot with the ballot stamp provided!



STEP 4 – BALLOT BOX MONITOR (Regular Voter)
Responsibilities: 1. Guard the Ballot Box. 2. Check voter screens and make sure only one person at a time votes. 3. Check for Official Ballot Stamp.
Stand as near as possible to the Ballot Box, but where you have a good view of the voting screens.
Watch to make sure that only one person goes behind a voting screen at a time. Tell any other persons to step away from the voting screen.
Check behind the voting screens. Make sure a pen is available. If there are markings, cover them with tape and white paper.
Ensure that no one is able to tamper with the Ballot Box.
If the voter has not folded the ballot appropriately ask the voter to do so. The ballot must be refolded so that the vote cannot be seen and the Official Ballot Stamp is visible.
If you see that the ballot has not been stamped direct the voter to return to the Ballot Issuer. The ballot will be “Spoiled” and a new properly stamped ballot issued. The voter must go behind a voter screen to mark the new ballot. Again, ensure that it is properly folded with the stamp visible.
Make sure that every voter puts his or her ballot into the Ballot Box before leaving the Polling Station.
Tell voters to leave the Polling Station after they have voted. Direct them to the exit.

Processing Conditional Voters

A voter must vote by Conditional Ballot if:

1. the voter cannot be found on the Final Voters’ List for the Polling Station, **OR**
2. the voter appears on the Final Voters’ List, but there is a red Conditional Ballot Voter (CBV) stamp next to the person’s name.

There are additional procedures involved in issuing a Conditional Ballot. These procedures include the recording of voter information on the Conditional Ballot Voters’ List and on a Conditional Ballot Envelope. Both of these documents require the signature of the voter. Conditional Ballots are NOT counted at the Polling Station because an audit of each voter’s eligibility must be performed at the Counting and Results Centre before they can be included in the Count.

The Identification Officer will determine whether the voter is eligible to vote by Conditional Ballot based on the identification document presented. Without photo ID the voter is not allowed to cast a Conditional Ballot. (The only exception to the requirement for photo identification is if the voter’s record on the Final Voters’ List includes a recognizable photograph).

Advise the voter of his or her eligibility based on the guidelines outlined in the Voter Eligibility Decision Flowchart on page 22.

Once the Identification Officer confirms the voter is eligible to cast a Conditional Ballot, a number of extra steps must be taken—most involving the Conditional Ballot Envelope, which is illustrated on the next page. The Conditional Ballot Envelopes have instructions in Albanian, Serbian Latin and Turkish.

On the pages following the instructions, charts describe the additional steps to be taken by the Identification Officer, Ballot Issuer and Ballot Box Monitor when processing conditional voters.

Conditional Ballot Envelope

Zarfi i fletëvotimeve me kusht Koverat za uslovni glasački listić Şartlı oy pusulası zarfi					
<p>1. Numri me rradhë i votuesve nga lista e votuesve me kusht Redni broj birača na uslovnom biračkom spisku Şartlı seçmen listesindeki sıra numarası</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div>	<p>3. Numri i regjistrimit/Registarski broj/Kayıt numarası</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div>				
<p>2. Numri i vendvotimit/Broj biračkog mesta/Seçim yeri numarası</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div>	<p>4. Mbiemri/Prezime/Soyadı</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin: 5px auto;"></div>				
<p>5. Emri/Ime/Adı</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin: 5px auto;"></div>	<p>6. Data e lindjes Datum rođenja Doğum tarihi</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> / <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> / <div style="border: 1px solid black; width: 20px; height: 20px; margin: 2px;"></div> </div> <p style="font-size: 8px; margin-top: 2px;"> data/dan/gün muaj/mesec/ay viti/godina/yl </p>				
<p>7. Unë, i nënshkruari, deklaroj se informata e mësipërme është e vërtetë dhe se më parë nuk kam votuar në asnjë mënyrë tjetër as që do të provoj të votoj përsëri në këto zgjedhje.</p>	<p>Ben, aşağıdaki imza sahibi, yukarıda verilen bilgilerin gerçek olduğunu ifade ediyorum ve bundan önce hiçbir şekilde oyu kullanmadım ve bu seçimlerde tekrar hiçbir şekilde oy kullanma teşebüsünde bulunmayacağım.</p>				
<p>8. A ka ofruar votuesi letërnjoftim me fotografi? Da li je birač obezbedio ispravu sa fotografijom? Seçmen, fotografi kimlik tespit dokümanını temin etmiş mi?</p>	<p>For Official Use Only</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Confirmed Code</td> <td style="width: 50%; text-align: center;">Denied Code</td> </tr> <tr> <td style="text-align: center;"><div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div></td> <td style="text-align: center;"><div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div></td> </tr> </table>	Confirmed Code	Denied Code	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Confirmed Code	Denied Code				
<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>				
<p>9. Nënshkrimi i zyrtarit të zgjedhjeve/Potpis izbornog službenika/Seçim Memurunun imzası</p>	<p>Nënshkrimi i votuesit / Potpis birača / Seçmen imzası</p> <p style="text-align: center;">Data / Datum / Tarih</p>				

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Instructions for Completing the Conditional Ballot Envelope
<p>Note: the Identification Officer will normally complete the Envelope. However, if the Polling Station is crowded, it is OK to have another election official (the Chairperson or an OSCE worker) do so. Whoever completes the envelope will sign on Line 9.</p>
<p>Box 1: Print the 3-digit number of the line (e.g., 001, 002, and so on) on which the voter information has been entered into the CVL.</p>
<p>Box 2: Print your Polling Station Number. Note: it is OK to fill this in in advance.</p>
<p>Box 3: Voter Registration Number (a ten-digit number referred to as Personal Number on the reverse side of the UNMiK Identification Card). If the voter registered in Serbia proper or Montenegro this will be the nine digit Voter Registration number.</p>
<p>Box 4: Print the voter's family name using the Latin alphabet only.</p>
<p>Box 5: Print the voter's first name using the Latin alphabet only.</p>
<p>Box 6: Print the voter's date of birth as shown on the identification. If the voter has no ID confirming the date of birth, record the date of birth given by the voter.</p>
<p>Box 7: Confirm that the voter understands the declaration to be signed on the envelope. Specifically, the voter is affirming that:</p> <ul style="list-style-type: none"> • The information is true; • He or she has not already voted, and • He or she will not attempt to vote again during these elections. <p>Ask the voter to sign and date the declaration. If the voter cannot sign but makes a mark in the signature space, print "Voter's Mark" in the space acknowledging that you witnessed the voter making the mark.</p>
<p>Box 8: Tick the appropriate YES or NO indicating whether the voter has been identified by a photograph.</p>
<p>Line 9: The Election worker (Polling Station or OSCE staff) who completed the envelope signs in the space provided.</p>
<p>DO NOT write in the box marked "For Official Use Only." This is for the use of the Counting and Results Centre!</p>

Extra Steps Taken by Identification Officer (Conditional Voter)
<p>Enter the voter's information on the next unused line on the Conditional Voters' List (CVL):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use the voter's identification documents to record the family name and first name, in CAPITAL LETTERS (exactly as shown on the identification). <input type="checkbox"/> Record the voter's registration number. <ul style="list-style-type: none"> • If the voter does not present an UNMiK identification card but knows his or her (nine or ten digit) registration number, record the number in the space provided. Advise the voter that if the number is not correct, it could make verification difficult to confirm and the ballot may not be counted. • If the voter does not know his or her registration number, draw a line through the space and advise the voter that if he or she has not registered, the vote will not be counted. <input type="checkbox"/> Show the voter where to sign the Conditional Voters' List in the signature box. If the voter cannot sign his or her name, initial beside their identification mark. <ul style="list-style-type: none"> • If the voter refuses to sign the Conditional Voters' List the voter is not allowed to vote and must leave the Polling Station.
<p>Fill out the Conditional Ballot Envelope.</p>
<p>Hand the voter's ID and the completed Conditional Ballot Envelope to the Ballot Issuer.</p>
<p>Direct the voter to the Ballot Issuer.</p>

Extra Steps Taken by the Ballot Issuer (Conditional Voter)
<p>Accept the completed Conditional Ballot Envelope and voter's ID document from the Identification Officer.</p>
<p>Spray the voter's right index finger with the invisible ink and, fold, remove and stamp the ballot following the same procedures as for voters voting by Regular Ballot.</p>
<p>Instruct the voter as follows:</p> <ul style="list-style-type: none"> • "DO NOT place your ballot directly into the Ballot Box! • After you vote, take the folded ballot to the Ballot Box Monitor so he (she) can see that the back is stamped. • The Ballot Box Monitor will explain how to seal your ballot in a secrecy envelope and in the Conditional Ballot Envelope. • When you are done, he (she) will give you your identification documents."
<p>Direct the voter to the voting screen to vote in secret.</p>
<p>Hand the completed Conditional Ballot Envelope, a blue secrecy envelope and the voter's identification document over to the Ballot Box Monitor.</p>

Extra Steps Taken by the Ballot Box Monitor (Conditional Voter)
<p>Keep track of the voters behind the screens, and know which voter's ID you are holding. Watch closely to make sure the conditional voter does not simply drop the ballot into the box!</p>
<p>When the voter comes out from behind the voting screen, ask to see the stamp on the ballot. Do not touch the ballot. If the ballot has to be re-folded, tell the voter to do it in secret.</p> <p>If the ballot is not stamped, tell the voter to return to the Ballot Issuer who will spoil the ballot and issue a new one. Notify the Ballot Issuer. Hold on to the voter's ID and the blue secrecy envelope and the completed Conditional Ballot Envelope until the voter returns with a new voted, stamped and folded ballot.</p>
<p>Hand the voter the blue secrecy envelope and instruct him or her to seal the ballot inside.</p>
<p>Check ID to confirm that you have the right voter and hand the voter's completed Conditional Ballot Envelope to the voter and ask him or her to place the blue secrecy envelope into it and seal it in your presence.</p>
<p>Instruct the voter to put the Conditional Ballot Envelope into the Ballot Box.</p> <p>If necessary, assist the voter in folding the sealed Conditional Ballot Envelope. However the voter should place the ballot into the Ballot Box. If a voter puts the ballot directly into the Ballot Box without the Conditional Ballot Envelope inform the International Polling Station Supervisor, who will make a note in the Poll Book. Then ask the voter to put the empty Conditional Ballot Envelope into the Ballot Box.</p>
<p>Return the voter's ID and direct the voter to leave the Polling Station.</p>

VII. CLOSING THE POLLS AND COUNTING THE BALLOTS

This chapter describes procedures for closing the Polling Centre and Polling Station and for counting and recording the vote. It also specifies who may be present for closing and counting.

The International Polling Station Supervisor should broadly supervise the counting procedures for all the Polling Stations within his or her responsibility. Several factors should be considered when deciding which Polling Station should receive particular attention. These include previous experience of Committee members; the numbers of Regular and Conditional Ballots cast; and the number of electoral process observers present at closing.

Closing the Polls

Close of Polling Centre

At 19:00 hours the Polling Centre Manager shall designate an election official to stand at the rear of the queue and not permit any additional electors to join the queue.

Anyone who arrives at the Polling Centre or a Polling Station not later than 19:00 hours must be allowed to vote. This means that all Polling Stations will remain open until voters in all the other queues within the same Polling Centre, have voted. The poll will close once the last of these voters has voted.

Where feasible, the gate or door to the Polling Centre will be closed to prevent persons from entering the Polling Centre after 19:00. The designated person will remain at the door to help voters exiting the Polling Centre after they have voted.

Close of Polling Stations within Polling Centre

The PSCC will close the door to the Polling Station once he or she has been advised that the last voter in the Polling Centre has voted.

After announcing the Polling Station closure, the Chairperson will immediately seal the slot of the Ballot Box cover with a **short** security seal.

Preparing for the Count

Before the Ballot Box is opened a number of tasks must be completed.

The count at the Polling Station shall be carried out under the general supervision of the IPSS and organised by the PSCC. The PSCC will assign other members of the Polling Station Committee specific tasks relating to the count.

During the reconciliation of the ballots received and the counting of the votes, the PSCC shall designate another Committee member to complete the Worksheet portion of the Reconciliation and Results Form.

All entries must first be made on the Worksheet. Only at the end of the process and when the PSCC and IPSS, if available, are satisfied that the entries and calculations

VII. Closing the Polls and Counting the Ballots

are correct will the information from the Worksheet be transferred to the official Reconciliation and Results Form.

Prepare Work Area for Counting

The Polling Station should be arranged to accommodate a smooth and transparent approach to counting the ballots. Tables should be arranged so that the Polling Station Committee members can be seated during the count and electoral process observers can move freely around the outside perimeter of the table. It often works best to arrange the tables in a square.

In an effort to reduce the possibility of marking a ballot accidentally and thereby causing it to be considered invalid, all pens, pencils, other writing instruments or stamps should be removed from the counting table. One member of the Polling Station Committee who is not assigned duties in handling the ballots should be assigned to make the written notations that are necessary in maintaining the tallies during the counting process.

Throughout the process, members of the Polling Station Committee should periodically check under their chairs and the tables to make sure that nothing has accidentally fallen to the floor.

Counting the Number of Ballots in the Ballot Box

The PSCC will cut the plastic seals on the sides of the Ballot Box and empty the contents onto the table. The slot on the cover remains sealed. Confirm that the seal numbers correspond with the numbers written in Section I of the Reconciliation and Results Form.

All ballots are to be unfolded and placed face down on the table without observing how the front of the ballots are marked.

Separate all Conditional Ballot Envelopes from the other ballots.

Do not open the Conditional Ballot Envelopes!

The Polling Station Committee Chairperson or other designated member of the Committee will count the number of Conditional Ballot Envelopes.

Place all Conditional Ballots inside the Conditional Ballot Packet 5, and seal. The Polling Station Committee Chairperson must seal Packet 5 by signing across the flap of the closed envelope.

Determine the Number of Regular Ballots

The regular ballots shall be unfolded one at a time and placed **face down** on the table into piles of 25. Any ballots without the official Ballot Stamp should be placed into a separate pile without looking at the front of the ballot.

The Polling Station Committee Chairperson shall designate other members of the Committee to recount each stack of 25 to ensure the total number of ballots agrees with the first count. If the totals do not match, count again until the same total is reached twice. **At all times, the ballots must remain face down on the table.**

Add together the totals of stamped and unstamped ballots to determine the total number of regular ballots in the Ballot Box.

The total Number of Regular Ballots in the Ballot Box (Box 14) should equal the Number of Signatures on the Final Voters' List (Box 10). If the numbers do not match,

VII. Closing the Polls and Counting the Ballots

recheck the number of signatures on the FVL and re-count the ballots. Any remaining difference should be noted in the Poll Book in the presence of the PSCC.

The PSCC and IPSS, if available, will jointly determine whether ballots which have not been stamped with the Official Ballot Stamp, should be included in the count.

Counting the Votes

Clear all pens and writing utensils from the counting tables if you have not already done so.

The PSCC shall designate Committee members who are permitted to handle the ballots.

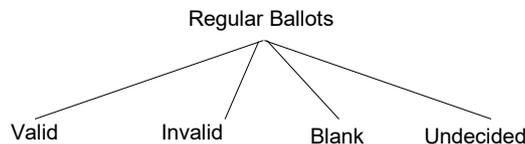
One member of the Polling Station Committee who is not handling the ballots should be designated to sit close to the counting table and perform the “tally” during the count. For example:



Sort the Regular Ballots

Sort the ballots (including the unstamped ballots if the decision was to count them) into four stacks **Valid**, **Invalid**, **Blank**, and **Undecided** (if necessary). While sorting the ballots, follow the rules and examples of Valid and Invalid Ballots beginning on the next page.

All valid ballots shall be placed face up in one area on the table. At this stage, **DO NOT** make separate stacks for each of the political entities.



Rules for Determining whether a Ballot is Valid, Invalid, or Blank

A ballot paper that was placed in the Ballot Box by a voter without being marked in any way shall be considered “blank”.

The rules for determining “valid” and “invalid” ballots for this election have been based on the principle that, to the greatest extent possible, the ballot should be counted if the intention of the voter is clear. In other words, every ballot shall be presumed to be valid unless there is a clear and good reason to justify its rejection. This policy is based on the fundamental principle that the object of any election is to obtain the expressed will of the voter.

With this in mind, Polling Station Committee members, International Polling Station Supervisors and Counting and Results Centre staff shall implement the following rules to validate as many votes as possible. Electoral process observers should be made aware of this principle.

VII. Closing the Polls and Counting the Ballots

Rules for Determining VALID Ballots

A ballot will be considered valid if the intent of the voter is clear, and
The ballot is marked with any mark within a box next to the name of only one political entity (Examples: 4, 7, 8, 16, 23).
The voter makes a clear mark for only one political entity, even if:
The mark is made with a writing instrument other than the pen provided behind the voter screen.
The voter's choice is indicated clearly with a mark (other than a mark inside the box) next to the political entity's name (Examples: 1, 2, 3, 5, 6).
In addition to the mark indicating the voter's one clear choice, the voter has written or drawn something on the ballot (Examples: 9, 14, 15, 17, 22).
The ballot is marred, smudged or soiled but the voter's one choice remains clear (no example given).
The ballot is torn but all boxes for all political entities remain intact (Example: 13).
The voter has crossed out or otherwise scribbled over the name(s) of one or more other political entities without making a mark indicating a vote for any of them, but has made a clear choice by making a single mark for one political entity, the name of which has not been crossed out or scribbled over (Examples: 12, 15).
An "X" made in a box touches other boxes as long as the centre cross point of the "X" is within a single box next to one political entity (Examples: 11, 16, 18).
An "X" is made next to a box for one political entity and the "X" does not cross out the name of the political entity (Example 24).
The major portion of the "V" of a checkmark is within the box for one political entity, and neither the starting point on the shortest side of the checkmark, nor the point of the "V" extend into any other box (Example: 20).
A checkmark next to a political entity touches other boxes or names of other political entities as long as neither the starting point on the shortest side nor the bottom point of the "V" of the checkmark extends into another box (Examples: 10, 19, 21).

VII. Closing the Polls and Counting the Ballots

Valid Votes

1	2
<input type="checkbox"/> 19. Tottenham <input type="checkbox"/> 20. Hotspur <input checked="" type="checkbox"/> 21. Chelsea <input type="checkbox"/> 22. Newcastle <input type="checkbox"/> 23. United	<p>YANINDAKİ KAREYE TERCİHİNİZİ İŞARETLEYİNİZ.</p> <input type="checkbox"/> 10. Bolton Wanderers <input checked="" type="checkbox"/> 11. Leeds United <input type="checkbox"/> 12. Everton <input type="checkbox"/> 13. Arsenal
3	4
<input type="checkbox"/> 16. Liverpool <input type="checkbox"/> 17. Sunderland <input checked="" type="checkbox"/> 18. Derby County <input type="checkbox"/> 19. Tottenham <input type="checkbox"/> 20. Hotspur	<input type="checkbox"/> 27. Rovers <input type="checkbox"/> 28. Charlton <input checked="" type="checkbox"/> 29. Athletic <input type="checkbox"/> 30. West Ham United <input type="checkbox"/> 31. Southampton
5	6
<input type="checkbox"/> 25. Fulham <input type="checkbox"/> 26. Blackburn <input checked="" type="checkbox"/> 27. Rovers <input type="checkbox"/> 28. Charlton <input type="checkbox"/> 29. Athletic	<input type="checkbox"/> 28. Charlton <input type="checkbox"/> 29. Athletic <input checked="" type="checkbox"/> 30. West Ham United <input type="checkbox"/> 31. Southampton <input type="checkbox"/> 32. Leicester City
7	8
<p>LİSTEDEN SADECE BİR POLİTİK OLUŞUMU SEÇİNİZ VE POLİTİK OLUŞUMUN YANINDAKİ KAREYE TERCİHİNİZİ İŞARETLEYİNİZ.</p> <input checked="" type="checkbox"/> 10. Bolton Wanderers <input type="checkbox"/> 11. Leeds United <input type="checkbox"/> 12. Everton	<input type="checkbox"/> 31. Southampton <input type="checkbox"/> 32. Leicester City <input type="checkbox"/> 33. Middlesbrough <input checked="" type="checkbox"/> 34. Madonna <input type="checkbox"/> 35. Eric Clapton
9	10
<input type="checkbox"/> 26. Blackburn <input type="checkbox"/> 27. Rovers <input checked="" type="checkbox"/> 28. Charlton Real Madrid <input type="checkbox"/> 29. Athletic <input type="checkbox"/> 30. West Ham United	<input type="checkbox"/> 11. Leeds United <input checked="" type="checkbox"/> 12. Everton <input checked="" type="checkbox"/> 13. Arsenal <input type="checkbox"/> 14. Ipswich Town <input type="checkbox"/> 15. Man United
11	12
<input type="checkbox"/> 12. Everton <input type="checkbox"/> 13. Arsenal <input checked="" type="checkbox"/> 14. Ipswich Town <input checked="" type="checkbox"/> 15. Man United <input type="checkbox"/> 16. Liverpool	<p>YANINDAKİ KAREYE TERCİHİNİZİ İŞARETLEYİNİZ.</p> <input type="checkbox"/> [Handwritten scribble] <input checked="" type="checkbox"/> 11. Leeds United

VII. Closing the Polls and Counting the Ballots

Valid Votes

13	<input type="checkbox"/> 30. West Ham United <input type="checkbox"/> 31. Southampton <input checked="" type="checkbox"/> 32. Leicester City <input type="checkbox"/> 33. Middlesbrough <input type="checkbox"/> 34. Madonna	14	<input type="checkbox"/> 21. Chelsea <input type="checkbox"/> 22. Newcastle <input checked="" type="checkbox"/> 23. United <input type="checkbox"/> 24. Aston Villa <input type="checkbox"/> 25. Fulham <i>Beckham</i>
15	<input checked="" type="checkbox"/> 11. Leeds United	16	<input type="checkbox"/> 30. West Ham United <input type="checkbox"/> 31. Southampton <input checked="" type="checkbox"/> 32. Leicester City <input type="checkbox"/> 33. Middlesbrough <input type="checkbox"/> 34. Madonna
17	<input checked="" type="checkbox"/> 21. Chelsea <input type="checkbox"/> 22. Newcastle <input type="checkbox"/> 23. United <input type="checkbox"/> 24. Aston Villa <input type="checkbox"/> 25. Fulham 	18	<input type="checkbox"/> 11. Leeds United <input type="checkbox"/> 12. Everton <input checked="" type="checkbox"/> 13. Arsenal <input type="checkbox"/> 14. Ipswich Town <input type="checkbox"/> 15. Man United
19	<input type="checkbox"/> 21. Chelsea <input type="checkbox"/> 22. Newcastle <input type="checkbox"/> 23. United <input checked="" type="checkbox"/> 24. Aston Villa <input type="checkbox"/> 25. Fulham	20	<input type="checkbox"/> 21. Chelsea <input type="checkbox"/> 22. Newcastle <input checked="" type="checkbox"/> 23. United <input type="checkbox"/> 24. Aston Villa <input type="checkbox"/> 25. Fulham
21	<input type="checkbox"/> 14. Ipswich Town <input type="checkbox"/> 15. Man United <input type="checkbox"/> 16. Liverpool <input type="checkbox"/> 17. Sunderland <input checked="" type="checkbox"/> 18. Derby County	22	<p>IZBOR U KVADRATICU PORED IMENA POLITICKOG SUBJEKTA.</p> <p>LISTEDEN SADECE BIR POLİTİK OLUŞUMU SEÇİNİZ VE POLİTİK OLUŞUMUN YANINDAKİ KAREYE TERCİHİNİZİ İŞARETLEYİNİZ.</p> <input checked="" type="checkbox"/> 10. Bolton Wanderers James Brown <input type="checkbox"/> 11. Leeds United <input type="checkbox"/> 12. Everton
23	<input type="checkbox"/> 10. Bolton Wanderers <input type="checkbox"/> 11. Leeds United <input checked="" type="checkbox"/> 12. Everton <input type="checkbox"/> 13. Arsenal <input type="checkbox"/> 14. Ipswich Town	24	<input type="checkbox"/> 23. United <input type="checkbox"/> 24. Aston Villa <input checked="" type="checkbox"/> 25. Fulham <input type="checkbox"/> 26. Blackburn <input type="checkbox"/> 27. Rovers

Rules for Determining INVALID Ballots

A BALLOT MUST BE DECLARED INVALID IF
The ballot was not supplied by the OSCE in the format authorized and officially issued at the Polling Station.
The intent of the voter is not clear.
The ballot has been written upon, but no clear mark has been made to indicate the voter has made a choice (Examples: 108, 111).
The voter's mark is placed over the name of a political entity in a manner which makes it unclear as to whether the voter is intending to cross out a political entity or to indicate a vote for that political entity (Examples: 109, 113, 115, 116).
The starting point on the shortest side of a checkmark starts in one box, but the bottom point of the "V" of the checkmark extends into another box (Example: 112).
An "X" is placed so that its centre cross point is between two boxes (Example: 105).
The voter has made marks indicating a choice for more than one political entity (Examples: 106, 110).
The voter has made marks indicating a choice for more than one political entity in preferential order (Example: 107).
The ballot is torn so as to remove one or more boxes used for marking a voter's choice (Examples: 101, 102).
A mark indicating a choice for one political entity has been altered, erased or crossed out, and another choice has been marked (Examples: 103, 104, 114).
The ballot has not been stamped with the Official Ballot Stamp, and it has been determined by the Polling Station Committee Chairperson that including the unstamped ballots in the count would cause the total number of the regular ballots in the Ballot Box to exceed the number of signatures in the Final Voters' List.

VII. Closing the Polls and Counting the Ballots

Invalid Votes

<p>101</p> <ul style="list-style-type: none"> <input type="checkbox"/> 17. Sunderland <input type="checkbox"/> 18. Derby County <input type="checkbox"/> 19. Tottenham <input checked="" type="checkbox"/> 20. Hotspur <input checked="" type="checkbox"/> 21. Chelsea 	<p>102</p> <ul style="list-style-type: none"> <input type="checkbox"/> 23. United <input checked="" type="checkbox"/> 24. Aston Villa <input type="checkbox"/> 25. Fulham <input type="checkbox"/> 26. Blackburn <input type="checkbox"/> 27. Rovers
<p>103</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 21. Chelsea <input type="checkbox"/> 22. Newcastle <input type="checkbox"/> 23. United <input type="checkbox"/> 24. Aston Villa <input checked="" type="checkbox"/> 25. Fulham 	<p>104</p> <ul style="list-style-type: none"> <input type="checkbox"/> 14. Ipswich Town <input checked="" type="checkbox"/> 15. Man United <input type="checkbox"/> 16. Liverpool <input checked="" type="checkbox"/> 17. Sunderland <input type="checkbox"/> 18. Derby County
<p>105</p> <ul style="list-style-type: none"> <input type="checkbox"/> 10. Bolton Wanderers <input checked="" type="checkbox"/> 11. Leeds United <input checked="" type="checkbox"/> 12. Everton <input type="checkbox"/> 13. Arsenal 	<p>106</p> <ul style="list-style-type: none"> <input type="checkbox"/> 15. Man United <input checked="" type="checkbox"/> 16. Liverpool <input type="checkbox"/> 17. Sunderland <input checked="" type="checkbox"/> 18. Derby County <input type="checkbox"/> 19. Tottenham
<p>107</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 31. Southampton <input checked="" type="checkbox"/> 32. Leicester City <input type="checkbox"/> 33. Middlesbrough <input checked="" type="checkbox"/> 34. Madonna <input type="checkbox"/> 35. Eric Clapton 	<p>108</p> <ul style="list-style-type: none"> <input type="checkbox"/> 14. Ipswich Town <input type="checkbox"/> 15. Man United Beckham <input type="checkbox"/> 16. Liverpool <input type="checkbox"/> 17. Sunderland <input type="checkbox"/> 18. Derby County
<p>109</p> <ul style="list-style-type: none"> <input type="checkbox"/> 28. Charlton <input type="checkbox"/> 29. Athletic <input checked="" type="checkbox"/> 30. West Ham United <input type="checkbox"/> 31. Southampton <input type="checkbox"/> 32. Leicester City 	<p>110</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 22. Newcastle <input type="checkbox"/> 23. United <input type="checkbox"/> 24. Aston Villa <input checked="" type="checkbox"/> 25. Fulham <input type="checkbox"/> 26. Blackburn
<p>111</p> <ul style="list-style-type: none"> <input type="checkbox"/> 25. Fulham <input type="checkbox"/> 26. Blackburn <input type="checkbox"/> 27. Rovers <input type="checkbox"/> 28. Charlton <input type="checkbox"/> 29. Athletic <p style="text-align: center; font-size: 2em; transform: rotate(-45deg);">Genesis</p>	<p>112</p> <ul style="list-style-type: none"> <input type="checkbox"/> 15. Man United <input type="checkbox"/> 16. Liverpool <input type="checkbox"/> 17. Sunderland <input checked="" type="checkbox"/> 18. Derby County <input checked="" type="checkbox"/> 19. Tottenham

VII. Closing the Polls and Counting the Ballots

Invalid Votes

113

<input type="checkbox"/>	15. Man United
<input type="checkbox"/>	16. Liverpool
<input checked="" type="checkbox"/>	17. Sunderland
<input type="checkbox"/>	18. Derby County
<input type="checkbox"/>	19. Tottenham

114

LİSTEDEN SADECE BİR POLİTİK OLUŞUMU SEÇİNİZ VE POLİTİK OLUŞUMUN YANINDAKİ KAREYE TERCİHİNİZİ İŞARETLEYİNİZ.

<input checked="" type="checkbox"/>	10. Bolton Wanderers
<input type="checkbox"/>	11. Leeds United
<input checked="" type="checkbox"/>	12. Everton

115

<input type="checkbox"/>	25. Fulham
<input type="checkbox"/>	26. Blackburn
<input checked="" type="checkbox"/>	27. Rovers
<input type="checkbox"/>	28. Charlton
<input type="checkbox"/>	29. Athletic

116

<input type="checkbox"/>	15. Man United
<input type="checkbox"/>	16. Liverpool
<input checked="" type="checkbox"/>	17. Sunderland
<input type="checkbox"/>	18. Derby County
<input type="checkbox"/>	19. Tottenham

Adjudication of Undecided Ballots

If, after the initial sorting has been completed, there are still undecided ballots, the following steps will be taken.

First, thoroughly review the examples of Valid and Invalid ballots.

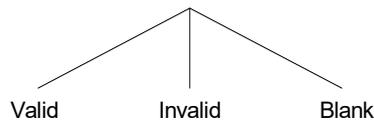
As each undecided ballot is examined, the PSCC will announce his or her decision as to whether the ballot is valid or invalid.

The ballot will then be handed to another member of the Polling Station Committee who will review the ballot to confirm the decision. This member will place the ballot face-up on the appropriate Valid, Invalid or Blank stack.

If an objection to the Polling Station Committee Chairperson's judgement on a particular ballot is raised, a decision as to how the ballot should be counted will be determined by a majority vote of all the members of the Polling Station Committee who are present. In the case of a tie vote, the Polling Station Committee Chairperson will make the final decision as to how the ballot should be counted.

A vote of the Polling Station Committee cannot be used to overturn or change the Administrative Procedures for determining valid and invalid ballots, as illustrated in the examples.

At the conclusion of this process of determining validity and invalidity, the ballots will now be in three stacks:



Sort and Count the Valid Ballots

Set the Invalid and Blank piles to one side, in clear view of all Committee members and electoral process observers, and proceed to sort the Valid ballots by entity.

The "valid" ballots will be sorted into separate stacks for each political entity. Each stack will be counted separately in the order in which the political entities appear on the ballot and on the Reconciliation and Results Form. After the stacks for all political entities have been counted, the final number of "invalid" and "blank" ballots will be counted separately.

The Polling Station Committee Chairperson or his or her designate will count the number of ballots in one stack at a time. The Polling Station Committee Chairperson will also assign a second member of the Committee to recount the ballots to confirm the total is reached twice.

The person assigned to count each stack will also confirm that the ballots have been properly sorted. In the event a ballot was not placed in the correct stack initially the ballot in question shall then be placed in the correct stack and the total number of ballots for that political entity, invalid ballots or blank ballots shall be adjusted accordingly on the Worksheet.

As a stack of ballots is being counted, the Polling Station Committee Chairperson will ensure that the stacked ballots for other entities, invalid ballots and blank ballots remain in full view.

The Polling Station Committee Chairperson shall announce the provisional preliminary results to all those present.

VII. Closing the Polls and Counting the Ballots

Committee members or electoral process observers may request a blank Provisional Results Form to record the entity results or they may note the results elsewhere for their own personal use. The Provisional Results Form must not be signed by any Polling Station Committee member or the International Polling Station Supervisor.

Any Polling Station Committee member or electoral process observer who objects to the recorded results at a Polling Station may record his or her opinion in the Poll Book.

Prior to separating the Reconciliation and Results Form the signatures of the Polling Station Committee members and the International Polling Station Supervisor must be placed in the appropriate boxes at the bottom of the form and in Section VI.

VIII. PACKING AND TRANSPORT

Proper packing is critical for efficient processing of Polling Station materials both at the Hub and at the Counting and Results Centre. Materials must be packed according to the procedures in order to facilitate a problem-free verification, counting of Conditional Ballots, and verification of results.

Confirm the accuracy of the labels on all packets. Once all bags and packets have been properly labelled place the following materials inside the correct packet or bag. This is extremely important!

Once the Envelopes and Bags have been sealed according to the procedures they must be assembled, along with other sensitive materials mentioned below, into three separate transport units that will be delivered to the Hub. The fourth Transport Unit does not require sealing.

FOUR TRANSPORT UNITS
Sensitive Polling Station materials will be packed and sealed into three Transport Units as follows:
<ul style="list-style-type: none">• Transport Unit One – Ballot Box• Transport Unit Two – (large plastic bag) Packet 6• Transport Unit Three – Municipal Election Commission (envelope) Packet 7
Non-Sensitive Polling Station materials will be packed as follows (sealing not required):
<ul style="list-style-type: none">• Transport Unit Four – Reusable Commodities (large plastic bag)

Final Duties

Supplies to be Left at Polling Centre

Office supplies and the Voting Screens may be left at the Polling Centre where they might be of use to the school or other users of the facility.

ITEMS TO BE LEFT AT THE POLLING CENTRE
<ul style="list-style-type: none">• Pens, pencils and pencil sharpeners• Post-It Notes• Opened battery packs• Candles• Tissue paper• Voting Screens
Place the office supplies for the entire Polling Centre neatly in one box and leave with the facility manager, if possible.

Clean Up Polling Station and Polling Centre

The Polling Station must be left clean, with furniture returned to the appropriate space. All election-related posters should be removed and all garbage, which collected during the day, should be disposed of appropriately. Remove tape from floor and walls.

Packing Diagram

