



Republika e Kosovës
Republika Kosova - Republic of Kosovo
Komisioni Qendror i Zgjedhjeve
Centralna Izborna Komisija
Central Election Commission



Based on chapter XIII, XVII, XI and article 64.2 item (a), (b), (83) and 128.2 of Law no. 03/L-073 on General Elections on Republic of Kosovo and Law no. 03/L-256 on Amendment of Law no. 03/L-073 on General Election of Republic of Kosovo and chapter XIII and article 20 of Law no. 03/L-072 on Local Elections in Republic of Kosovo, Central Election Commission on 02.07.2013 issues:

ELECTION REGULATION No. 16 / 2013 ON ESTABLISHMENT OF POLLING CENTERS

Article 1

General provisions

The aim of this regulation is: definition of technical criteria for the location, procedures of establishment and publication of Polling Centers

Part 2

Definitions

- 2.1 **Polling Center (PC)** is the facility in which one or more Polling Stations are placed with the aim of voting on elections and includes a public and private space within of 25 meters.
- 2.2 **Polling stations (PS)** will be a room, hall or similar facility for the purposes of voting on Election Day.
- 2.3 FVL of voters that are allocated in the same PC will be distributed in PS's with alphabetical order of surnames. A PS should not exceed the number of 750 voters. Exeptions of this Regulations will be recommended-authorized by CEC, for better service in the interes of voters.
- 2.4 The last Polling Station in every PC should be a PS for conditional voting and will be called dual polling station (DPS).

- 2.5 In every PS there must be a Polling Station Committee which will lead and monitor the process of voting and counting.
- 2.6 Every PC must have a manager and assistance staff, which will ensure that PC is ready for Election Day, ensure access to PC and must communicate with MEC regarding the logistic preparation of PC and vice versa.

Article 3

Technical criteria for the location of Polling Centers

- 3.1 Location of Polling Center (PC) must fulfill the following conditions:
 - a) The area must be of minimum 95m² per PC and 32m² for PS
 - b) Facility/Building must have no less than one room
 - c) Facility/Building must have at least one entrance
 - d) Facility/Building must have sufficient lightning
 - e) PC cannot be above the second floor of the Facility/Building
 - f) Must have easy access for persons with disabilities
 - g) Facility must have desks and chairs
 - h) Must have at least one toilet
 - i) Must have electricity
 - j) Must have parking lot

Article 4

Location of Polling Centers and Polling Stations

- 4.1 Polling Center is the designated place for development of Voting Process in accordance with Law on Local and General Elections.

Polling Centers are established in:

- a) Facilities of public, education, cultural institutions etc;
- b) Private facilities owned by physical or legal persons, only after the approval by CEC when it is not possible according to item (a) of this paragraph;
- c) In special institutions including: Detention Centers, Prisons and hospitals or other health institutions.

Article 5

Procedures for establishment of Polling Centers and Polling Stations

- 5.1 Secretariat of CEC through SMEO during electoral year must do the analysis and evaluation of actual Polling Centers, but also has the possibility to propose the establishment of new Polling Centers.
- 5.2 Based on article 83 of LGE, possibly no voter, must travel more than 3 km to reach their Polling Station.
- 5.3 As a result of evaluation of technical necessities and possibilities for establishment of new Polling Centers, CECS undertakes necessary actions and recommends to CEC the establishment of new Polling Centers.
- 5.4 Requests for establishment of new Polling Centers can be done from local communities, administrators of chairmen of villages, citizens or Political Entities in the offices of SMEO.
- 5.5 Based on item 5.3 of this article, MEC recommends to CECS/CEC the establishment of new Polling Center through the Form (attached to this Regulation). Not later than ten (10) days after the appointment of MEC by CEC.
- 5.6 Secretariat after the analysis of MEC for the establishment of new polling centers, submits a request for the establishment of new polling center to CEC, CEC issues the decision within two (2) days of receiving the request for the establishment of polling stations.
- 5.7 CEC also informs voters about any changes of the location of PC through local media and official website. In addition, the MEC will post a notice on the initial location of the PC which informs voters to the new location of the PC

Article 6

Technical criteria for establishment of Maps of Polling Centers

- 6.1 Institution of CEC must be equipped with the Map of Republic of Kosovo in physical and digital form.

- 6.2 CECS must be equipped with available Maps for each Municipality with administrative bordersm position of all cities, urban neighborhoods, habitats, street and their names, villages and facilities of buildings and any other relevant data that exist in maps.
- 6.3 CECS must have the option of processing the data in the Map, the option of calculation the distance between the locations of Polling Centers, determining the accuracy of PC map. Must have the option of entering the data through GPS.

Article 7

Publication of Polling Centers

- 7.1 After the evaluation for establishment of PC's and based on recommendation of SMEO/MEC, CEC through Secretariat announces publicly the location of PC's not later than forty (40) days before Election Day.
- 7.2 CEC published Polling Centers in official web site.

Article 8

Final and Transitional Provisions

An integral part of this Regulation is:

Annex - I The form of request for establishment of Polling Centers

Article 9

Entry into force

This Regulation enters into force on 02.07.2013

President of Central Election Commission
Valdete Daka

