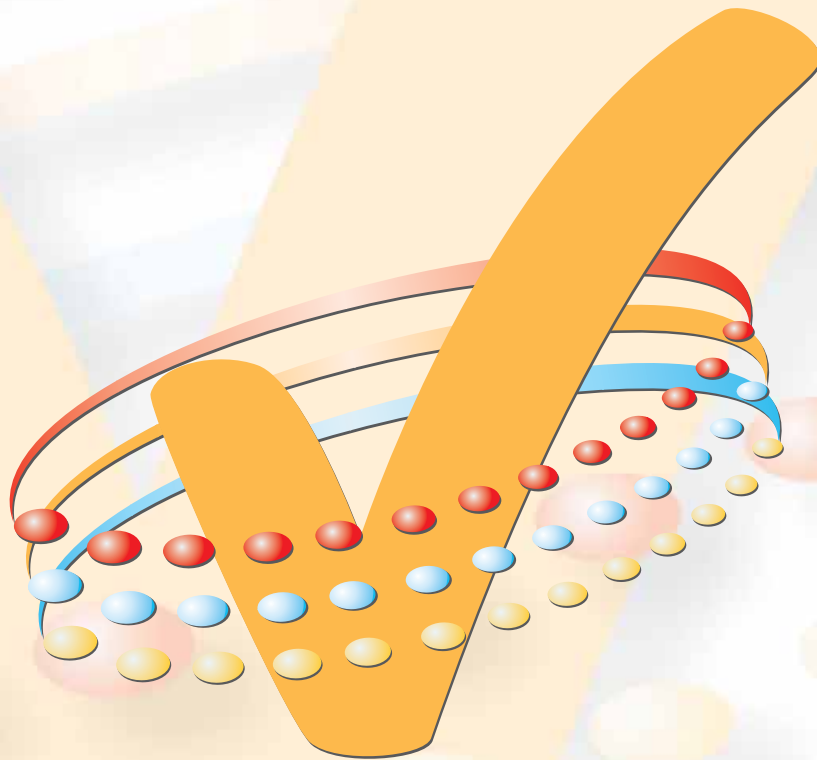




Training Manual for Polling and Counting 2007



Kosovo Assembly Election

Municipal Assembly Elections

Municipal Mayoral Elections

Dear,
Chairpersons and members of Polling Station Committees

We are very pleased that you will participate in the Kosovo Assembly Election, Municipal Assembly Elections and Mayoral Elections to be held on 17 November 2007.

It is for the first time that the three elections will be held on the same day, and we hope you will find it to be a quite challenging and rewarding experience.

Your contribution will be one of the most important on Election Day, as your presence is a prerequisite in ensuring that these Elections are conducted in accordance with international standards. Your participation will be a significant contribution to achieving the overall goal of building democratic institutions and to the benefit of all citizens of Kosovo.

The Central Elections Commission Secretariat organized Kosovo Assembly Election 2004 with support of the OSCE Mission in Kosovo. In contrast to the past elections so far, these will be the first Elections that will be organized by the Central Elections Commission Secretariat. This time, OSCE Mission in Kosovo will have only advisory and monitoring role in these Elections.

Election Day is one of the most important days of the elections calendar in Kosovo. Your role as members of Polling Station Committees will be to provide all eligible voters with opportunity to vote and elections results should reflect will of voters. Your presence in Polling Stations will encourage the feeling among all the citizens of Kosovo that applicable rules and regulations are fully applied in an unbiased and transparent manner, thus increasing the level of trust in the electoral process and ensuring legitimacy of elections results.

We cordially welcome you efforts and dedication in these Elections and thank you for your significant contribution towards progress of the electoral process in Kosovo.

Sincerely,

Mazllum Baraliu, PhD.
Chief Executive Officer of the CEC Secretariat

A handwritten signature in black ink, appearing to read 'Mazllum Baraliu', written in a cursive style.

TABLE OF CONTENTS

	PAGE NUMBERS
WELCOME LETTER	1
TABLE OF CONTENTS	3
I. THE ELECTORAL SYSTEM IN 2007	5
OBLIGATIONS AS A MEMBER OF POLLING STATION COMMITTEE	5
POLLING CENTRES AND POLLING STATIONS	6
II. ACTIVITIES PRIOR TO ELECTION DAY	7
RECEIPT OF SENSITIVE AND NON-SENSITIVE MATERIAL	7
SETTING UP THE POLLING STATION	8
III. ELECTION MORNING PREPARATIONS	9
ARRIVAL AT POLLING CENTRES	9
FINAL POLLING STATION PREPARATIONS	9
IV. CONDUCTING THE POLL	10
AUTHORISED PERSONNEL	10
VOTER THAT REQUIRE ASSISTANCE	11
THE ELECTION COMPLAINTS AND APPEALS COMMISSION	11
REGULAR POLLING STATION PROCEDURES	12
DUAL POLLING STATION PROCEDURES	13
V. CLOSING THE POLLS	15
CLOSING THE POLLING CENTRE	15
CLOSING THE POLLING STATION WITHIN POLLING CENTRE	15
HANDOVER FROM THE POLLING TEAM CHAIRPERSON TO THE COUNTING TEAM CHAIRPERSON	15
VI. TO DO LISTS	16
POLLING TEAM CHAIRPERSON	16
QUEUE CONTROLLER	17
IDENTIFICATION OFFICER	18
BALLOT ISSUER	19
BALLOT BOX MONITOR	20
POLLING TEAM CHAIRPERSON: CLOSING THE POLLS & HANDOVER	21
VII. COUNTING THE BALLOTS	23
COUNTING OF CONDITIONAL BALLOT ENVELOPES AT THE DUAL POLLING STATION ONLY	24
COUNTING OF THE REGULAR BALLOT VOTING	25
COUNTING, SORTING AND TALLYING THE BALLOTS FOR KOSOVO ASSEMBLY ELECTIONS	25
SORTING AND COUNTING THE BALLOTS FOR MUNICIPAL ASSEMBLY ELECTIONS	32
SORTING AND COUNTING THE BALLOTS FOR MUNICIPAL MAYORAL ELECTIONS	33
COMPLETING THE RECONCILIATION AND RESULT FORMS AND CANDIDATES RESULT FORMS	34
VIII. PACKING AND TRANSPORT	36
IX. ANNEXES	38

THE ELECTORAL SYSTEM IN 2007

On **17 November** three elections will be conducted simultaneously:

- Kosovo Assembly Election
- Municipal Assembly Elections
- Municipal Mayoral Elections

The electorate will choose the Kosovo Assembly Members, Municipal Assembly Members and, for the first time, will directly elect a Mayor for each of Kosovo's 30 municipalities. The regulations set out single districts for all of Kosovo for the Assembly Election and existing 30 municipalities for the Municipal Elections. An electoral threshold of 5% for political entities from the majority community will be introduced while keeping the 30% gender quota for members of the Assembly of Kosovo and the Assembly of the Municipalities.

Open lists will be introduced for both the Kosovo and Municipal Assemblies, giving voters the chance to select their party of choice in addition to choosing up to ten candidates from the selected Political Entity's list of candidates.

Additionally, for the Municipal Mayor Elections a second round will be needed where a candidate did not gain the majority of votes during the first round.

A By-Mail Voting programme is also available for eligible voters to submit their votes by mail outside of Kosovo.

OBLIGATIONS AS A MEMBER OF POLLING STATION COMMITTEE

As a member of the Polling Station Committee (PSC), 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 the utmost importance that you maintain the highest level of professionalism and integrity as you fulfill your duties in serving the voters of Kosovo. This includes your pre-election tasks such as attending training and your responsibilities on Election Day, during the Ballot count and the reporting of Polling Station results.

Your conduct should ensure the accuracy of the vote, as well as the integrity, security, transparency, and tranquility of the electoral process. This will help build a sustainable level of trust in the electoral system.

COMMON COURTESY WHEN SERVING VOTERS

Always provide polite, courteous, patient and friendly service to all voters and accredited observers. When serving voters with limited abilities, take the necessary time to explain the voting process and direct them to the person responsible for assisting them.

CODE OF CONDUCT FOR PSC MEMBERS

All PSC members are obligated to sign the Code of Conduct for PSC members.

POLLING CENTRES AND POLLING STATIONS

A **Polling Centre** (PCTR) is a building in which one or more Polling Stations (PS) are located. The Polling Centre also includes the area within 100 metres surrounding the building, in most cases, the buildings used as a Polling Centres will be schools or community facilities.

A **Polling Station** (PS) is a designated room, hall, or similar facility in the PCTR where voting will be conducted. A Polling Station is usually a classroom. Each Polling Station will be assigned up to 750 voters.

The last Polling Station in every Polling Centre is a **Dual Polling Station**, where both regular and conditional Ballots may be cast.

POLLING CENTRE AND POLLING STATION MANAGEMENT

The **Polling Centre Manager** is responsible for organising and planning all the activities in the Polling Centre, outside the Polling Stations.

The **Polling Station Committee** (PSC) consists of electoral officials running the Polling Station during the Election. Two Teams will run the election in a Polling Station, one for the polling and the other for the counting of votes after the closing of the Polling Station. The **Polling Team Chairperson** (PT Chairperson) is responsible for all activities in his/her Polling Station until hand over to the Counting Team Chairperson. The **Counting Team Chairperson** (CT Chairperson) is responsible for all activities in his/her Polling Station during the counting and packing process.

HELP DESK

Polling Centres will generally have a Help Desk to assist voters who have come to the wrong Polling Centre, cannot be found on the Final Voters List (FVL), or may not have acceptable identification documents. Help Desk staff will refer to the Municipal-Wide Voters List (MVL) to direct voters to their assigned Polling Centre.

POLLING STATION COMMITTEE MEMBERS - POLLING TEAM AND COUNTING TEAM

Most **Polling Teams** (PT) consist of five members led by the **PT Chairperson**. Other Polling team members are a **Queue Controller** (QC), an **Identification Officer** (ID Officer), a **Ballot Issuer** (BI), and a **Ballot Box Monitor** (BBM).

A **Count Team** (CT) consists of five members led by **CT Chairperson**. Other members will perform counting duties as assigned by the CT Chairperson.

ELECTORAL ACRONYMS USED IN THIS MANUAL:

BB	Ballot Box
BBM	Ballot Box Monitor
BI	Ballot Issuer
CB	Conditional Ballot
CBE	Conditional Ballot Envelope
CRF	Candidate Results Form
CT	Counting Team
CT Chairperson	Counting Team Chairperson
CTS	Candidate Tally Sheet
CVL	Conditional Voters List
ECAC	Election Complaints and Appeals Commission
FVL	Final Voters List
ID Officer	Identification Officer
MEC	Municipal Election Commission
MVL	Municipal-Wide Voters List
PCTR	Polling Centre
PE	Political Entity
PT	Polling Team
PT Chairperson	Polling Team Chairperson
PS	Polling Station
PSC	Polling Station Committee
QC	Queue Controller
RRF	Reconciliation and Results Form

II. ACTIVITIES PRIOR TO ELECTION DAY

ADVANCE PLANNING BY THE POLLING TEAM CHAIRPERSON

The PT Chairperson is responsible for the overall operation of the Polling Station during Polling hours. Prior to the election there are a number of preparatory tasks that must be completed by the Polling Team Chairperson and by the other members of the Polling Team so that the voting process on Election Day is effective and efficient.

RECEIPT OF SENSITIVE AND NON-SENSITIVE MATERIAL

The Sensitive and Non-Sensitive Material will arrive one day before Election Day at the Polling Centre. The sensitive Material will be stored overnight at the PCTR in a secured location. With the Non-Sensitive Material the Polling Station will be set up.

Sensitive Material

Sensitive Material are those items that are critical to the voting, counting and reporting of results.

Sensitive Material are:

- Ballots for the three elections (Kosovo Assembly Election, Municipal Election, Mayoral Election)
- Final Voters List
- Conditional Voters List (used in Dual Polling Stations)
- Official Ballot Stamp
- Kosovo Assembly Candidates Booklets
- Municipal Assembly Candidates Booklets

Non-Sensitive Material are:

- Ultra Violet (UV) Lamp
- Invisible Ink
- Poll Book
- Reconciliation and Results Forms (RRF)
- Candidate Results Forms (CRF)
- Ink and Ink Pads
- Voting Screens
- Ballot Boxes
- Security Seals
- ECAC Complaint Forms
- Candidate Tally Sheets
- Conditional Ballot Envelopes **(For Dual Polling Stations Only)**
- Secrecy Envelopes **(For Dual Polling Stations only)**
- Municipal Voters List **(For specified stations only - to be handed over to PCTR Manager)**
- Various Stationery items (signs, pens, paper, etc.)

All Polling Team (PT) members are responsible for setting up the PS. This task must be completed the day before Election Day. Any rearrangement of the room that may be necessary before the polls open must not delay the opening of the PS by 07:00 on Election Day. No political campaign material of any kind is allowed in the PS.

PREPARATIONS IN THE POLLING STATION

On the day before Election Day, the Non-Sensitive Material in the Ballot Box should be unpacked. As each item is unpacked, it should be checked off on the Materials Check List. All lamps and batteries should be tested. Do not wait until Election Day! Any missing supplies should be reported immediately to the Municipal Election Commission (MEC) point of contact so the PS can be re-supplied before voting starts.

SETTING UP THE POLLING STATION

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

- Seating should be arranged so that the PT members, electoral observers and accredited media representatives can view the entire voting process and have a clear view of the Ballot Boxes at all times.
- Tables should be arranged so that all PT members can see the voters entering the PS and allow sufficient space for voters with limited mobility to pass easily.
- Voting Screens should be placed to ensure that a voter can vote in secret. It may be necessary to cover windows.

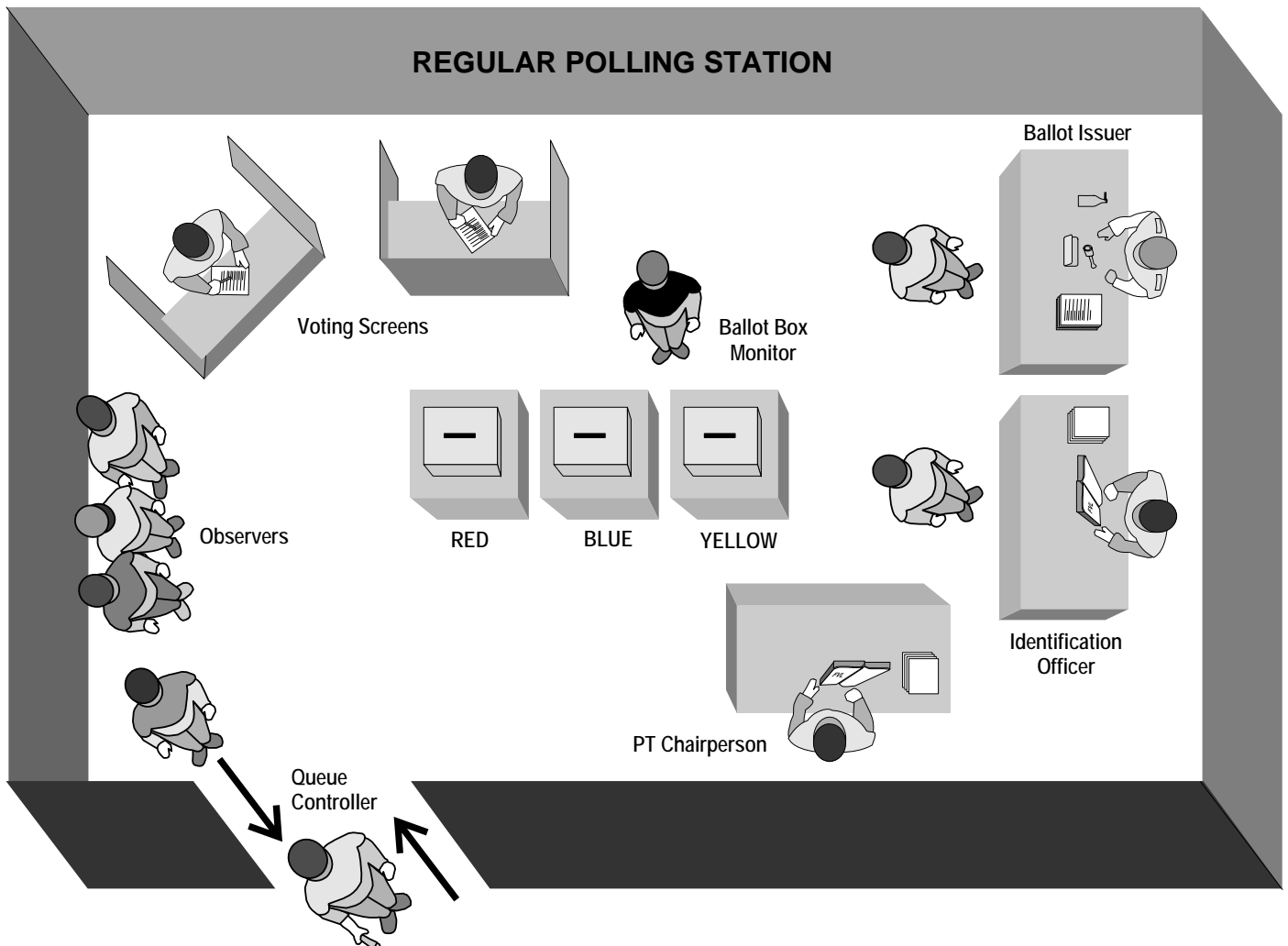
The organization of the PS will be determined by the size and shape of the room and the location of entrance and exit doors. Try different configurations until one works.

Post Signs and Notices

The following notices must be prominently displayed inside and outside the Polling Station:

- Alphabetical lists assigning voters to a particular Polling Station (at the entrance of the PS)
- Posters with the List of Candidates for Kosovo Assembly and Municipal Assembly Election (Outside PS)
- "How to Mark the Ballot" Posters (Behind the voting screens & outside PS)
- Candidate Booklets (behind the voting screens & on the desk of the Ballot Issuer)
- Directional Arrow Signs (Inside PS)
- "No Smoking" Signs (Outside PS)
- "No Weapons" Signs (Outside PS)

Once the PS has been set up and all materials have been checked, the PT Chairperson should ensure that PT members have a clear understanding of Election Day procedures.



III. ELECTION MORNING PREPARATION

ARRIVAL AT POLLING CENTRES

Each PT member must arrive at his/her assigned PS by 06:00. If any PT members are missing, the PT Chairperson should request reserves from the MEC.

Upon arrival at the PCTR, the PT Chairperson will pick up any material that was stored over night by the PCTR Manager.

FINAL POLLING STATION PREPARATIONS

The PT Chairperson must confirm that all PT members have a good understanding of their duties.

The PT Chairperson should ensure that the voting screens and workstations are arranged to facilitate the orderly flow of voters. 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, the Polling Station must be set up on election morning in time for the 07:00 start of voting.

CHECK SUPPLIES AND PACKING ENVELOPES

The PT members should find a secure space to set out all supplies and materials and make sure that they have all supplies, packing envelopes, and other items such as pens, pencils, lamps, etc. that may be needed during the day.

If any items are missing, the PCTR Manager should be notified so that any needed supplies can be brought to the PS. PT members **MUST NOT** leave the PCTR to obtain supplies!

BEFORE THE FIRST VOTER VOTES

Before voting begins, the following steps must be taken in full view of electoral observers and accredited media representatives:

- Section I of the Reconciliation and Results Form (RRF) Worksheet for each of the three elections should be filled out. *See Annex for RRF samples.*
- The PT Chairperson should display the empty Ballot Boxes (one for each election) to all present, and then seal all sides of the three Ballot Boxes using the security seals provided. 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 the top.
- The PT Chairperson or designee will record the seal numbers in the RRF Worksheets for each of the three elections.

Once the above steps are accomplished the PT Chairperson will announce the opening of the Polling Station. The PT Chairperson records the names, ID numbers and accreditation numbers of all Polling Team Staff and Observers present in the Poll Book, as well as the opening time of the Polling Station.

IV. CONDUCTING THE POLL

**ALL POLLING STATIONS WILL OPEN AT 07:00 AND CLOSE AT 19:00 HOURS
ON SATURDAY, 17 NOVEMBER 2007**

AUTHORISED PERSONNEL

The following persons are authorised to be present in a Polling Centre and Polling Station on Election Day:

- Voters
- Members of the Polling Team and PCTR staff
- Central Election Commission members
- Central Election Commission Secretariat staff
- Municipal Election Commission members
- UNMIK and OSCE staff members on official business with interpreters, if needed
- Electoral observers with interpreters, if needed
- Accredited Media representatives with interpreters, if needed
- Police on duty when called upon to restore order

OBSERVERS AND THE MEDIA

Electoral observers and accredited media representatives are both crucial to evaluate and report on the transparency and legitimacy of the election, and should be welcomed and not viewed as a burden. They must adhere to specific rules so that the voter can vote in secret and they may not impede the electoral process. No more than two observers from the same accredited organisation may be inside a PS at the same time. If the PT Chairperson believes that the number of electoral observers or accredited media representatives inside a PS is obstructing the polling process, the chairperson shall instruct them to reduce their numbers and take other steps to preserve the smooth operation of the electoral process. Observers and Media representatives should display their ID badges and all accreditation cards at all times, while being inside the PCTR / PS.

ELECTORAL OBSERVERS MAY:

- Be present and closely observe the entire voting and counting process (with the exception of marking a Ballot by a voter), as long as they do not impede the electoral process or handle or restrict the use of any Polling Station material.
- Once the counting process has started, observers may leave a PS, but they may not return nor enter a PS after the counting has started.
- Address all concerns to the PT/CT Chairperson and not to the other Committee Members. The PT/CT Chairperson will address the Committee Members directly about any issues that may arise.

ACCREDITED MEDIA REPRESENTATIVES MAY:

- Observe the voting process (with the exception of marking a Ballot by a voter), as long as they do not impede the electoral process or restrict the use of any Polling Station material.
- Film within a Polling Centre / Station as long as they do not record any voter's personal information or infringe upon the voter's secrecy (no filming of FVL/CVL and a voter marking a Ballot);
- Film the voter's progress through the Polling Centre/Station with the permission of the Voter.
- Conduct post-voting interviews with voters outside the 100-meter radius surrounding the Polling Centre with the permission of the voter;

POLLING TEAM MEMBER VOTING

A PT member not working at the PCTR where he/she is on the FVL shall cast his/her vote conditionally at the Dual Station of his/her Polling Centre. The PT member should be given time to vote whenever it is least likely to interrupt his/her work at the PS where he/she works. The PT Chairperson shall ensure that only one PT member is absent from the PS at a time.

VOTERS THAT REQUIRE ASSISTANCE

A voter with limited abilities may ask the PT Chairperson to allow someone to help him/her mark the Ballot. The assistant chosen by a voter does not have to be a registered voter, and cannot be a member of the Polling Station Committee, an accredited observer or an accredited media representative. A voter requiring assistance may have only one assistant who may accompany him/her behind the screen. If a voter needing assistance is illiterate, he/she will place a mark next to his/her name on the FVL and the Identification Officer will place his/her initials within the signature box to indicate that the mark was witnessed. The PT Chairperson will monitor people providing assistance to ensure that any one assistant does not assist many voters during the day. The assistant may also vote, if eligible, either before or after (but not while) assisting the voter. The PT Chairperson will discourage "Family Voting" by using his/her discretion when family members come to vote.

POLL BOOK

Only the Polling Team and Counting Team Chairperson, the members of the Polling Team and Counting Team, and accredited observers are allowed to make notes in the Poll Book. If a voter has a complaint regarding any activity within the PS, he/she may request the Chairperson to record the voters complaint in the Poll Book. Additionally, the voter may submit a complaint to the Election Complaints and Appeals Commission (ECAC).

THE ELECTION COMPLAINTS AND APPEALS COMMISSION

If a voter has a complaint regarding any aspect of the voting process, including exclusion from the FVL, the PT Chairperson will advise the voter of his/her right to submit a complaint to the Election Complaints and Appeals Commission (ECAC) and provide him/her with an ECAC Complaint Form. ECAC Complaint Forms are included in the PS kits for this purpose.

Neither the PT Chairperson nor the PT members should help a voter to complete the ECAC form (unless he/she requests assistance), nor should they accept the completed form. The voter should be told that he/she can submit the form in person, by fax, or by mail to the ECAC's office at UNMIK Main Headquarters in Prishtine/ Pristina, and in person at the reception of any OSCE Office. For any matters concerning polling and counting, complaints must be received within 24 hours after the complainant becomes aware of the alleged problem, but in any case no later than 48 hours after the alleged violation occurred. This deadline will be strictly enforced due to ECAC's need to adjudicate all complaints that may affect the election results.

ECAC

c/o Office of Chief of Staff
UNMIK HQ
10000 Pristina
Phone: +381 38 504 604 4408
Fax: +381 38 504 604 4266
E-mail: ecac@un.org

REGULAR POLLING STATION PROCEDURES

DETERMINING A REGULAR VOTER'S ELIGIBILITY TO VOTE:

In order to cast a Ballot, a voter must be at least 18 years of age, be civilly registered and prove his/her identity.

- Does the voter have acceptable identification? Acceptable identification documents are only the following:
 - A valid UNMIK personal Identification Document (ID) card.
 - A valid UNMIK travel document;
 - A valid UNMIK driving license.
 - A valid IDP card, or a valid Refugee card.

If none of these is presented, the voter will be denied a Ballot. See Annex for document samples.

- Is the voter at least 18 years old? If not, the voter will be denied a Ballot.
- Is the voter's name in the Polling Station's Final Voters' List? If not, the voter will be directed to the Polling Centre's Help Desk for further assistance.

OTHER REASONS FOR DENYING A BALLOT TO A REGULAR VOTER:

- The voter appears at a Polling Station and evidence of invisible ink is present.
- The voter refuses to have his or her finger sprayed with the invisible ink.
- The voter refuses to sign the Final Voters' List (FVL).

STEP 1 - QUEUE CONTROLLER (Regular Ballot Voting)



The Queue Controller (QC) will be positioned at the entrance of the Polling Station and is responsible for maintaining the voters queue. The QC will allow those with limited abilities to move to the front of the queue. Additionally, the QC with the permission of the Chairperson, will allow KPS officers in uniform and on duty; as well as members from other Polling Stations to move to the front of the queue. The QC will ask the voters in the queue for acceptable identification. If the voter is at the incorrect Polling Station the QC will direct the voter to the Help Desk for further assistance. Additionally, the QC will inspect the fingers of each voter with the ultra-violet lamp; if a voter should refuse the inspection or has evidence of invisible ink on their finger, the QC will advise him/her to leave the Polling Station. Then, the QC will notify the PT Chairperson

who will record the incident in the Poll Book. If there is no evidence of invisible ink on a voter's fingers, the QC will direct the voter to the Identification Officer.

STEP 2 - IDENTIFICATION OFFICER (Regular Ballot Voting)

The Identification Officer (ID Officer) will verify a voter's identity and determine if the voter is eligible to vote at that PS by locating the voter's name on the Final Voters' List (FVL) using the voter's identification document. If a voter does not present acceptable identification, the voter will be asked to leave the PS. If a voter cannot be found on the Polling Station's FVL, the ID Officer will direct him/her to the Help Desk for further assistance.

If the voter is eligible to cast a regular Ballot, the ID Officer will ask the voter to sign the FVL. If a voter is illiterate and unable to sign the FVL, he/she may make a mark next to his/her name on the FVL and the ID Officer will place his/her initials within the signature box to indicate that the mark was witnessed. If the voter refuses to sign or place his/her mark, the voter will be denied a Ballot and asked to leave the Polling Station. After a voter signs or makes his/her mark on the FVL, the ID Officer will direct him/her to the Ballot Issuer.

STEP 3 - BALLOT ISSUER (Regular Ballot Voting)



The Ballot Issuer (BI) is responsible for the distribution of the Ballots and the care of the Unused and Spoiled Ballots. Whenever the BI opens a Ballot Pack, he/she will count them and check if any Ballots are missing or if there are more than 50 Ballots per pad. The BI will report any irregularity to the PT Chairperson. The BI will spray the voter's right index finger with invisible ink. If a voter refuses to have his/her finger sprayed, he/she will not be issued a Ballot and will be asked to leave the PS. Then, the BI will inform the PT Chairperson who will record the incident in the Poll Book and line out his/her

signature on the FVL. While the invisible ink dries, BI will fold and stamp the back of the Ballots with the Official Ballot Stamp. The BI will then carefully instruct the voter how to mark the Ballot by referring to the candidate booklets. The BI will then explain how to fold the Ballot, and what to do if the voter spoils it. The BI will direct the voter to an unoccupied voter screen to mark the Ballots in secret. The BI will mark each Spoiled Ballot by writing "spoiled" on its back and keep it in a specially designated envelope.

STEP 4 – BALLOT BOX MONITOR (Regular Ballot Voting)

The Ballot Box Monitor (BBM) is responsible for guarding the Ballot Boxes from tampering and theft, and for checking the voter screens to ensure that only one voter votes at a time. The BBM will stay near the Ballot Boxes and have a good view of the voting screens. Regularly the BBM will inspect the voting screens to ensure a pen is available and check on the orderly state of the candidate booklets. Any inappropriate writing on the screens will be covered up, in case of any tampering with the candidates booklets they will be replaced with a new exemplar. Finally, the BBM will ensure that every voter puts his/her Ballot into the appropriate Ballot Box and afterwards will direct the voter to the PS exit.



DUAL POLLING STATION PROCEDURES

In some cases, a voter may not appear on the FVL for the PS to which the voter was assigned. In this case, the voter will be directed to the Help Desk. If a voter has acceptable ID, but cannot be found on MVL, he/she will then be directed to the Dual Polling Station to vote by Conditional Ballot. A voter must also vote by Conditional Ballot if there is a "mark" next to his/her name on the FVL, indicating that the voter should vote by Conditional Ballot.

DETERMINING A CONDITIONAL BALLOT VOTER'S ELIGIBILITY TO VOTE:

In order to cast a Conditional Ballot, a voter must be at least 18 years of age, be civilly registered and prove his/her identity.

- Is the voter at least 18 years old? If not, the voter will be denied a Ballot.
- Does the voter have acceptable identification? If not, the voter will be denied a Ballot.

OTHER REASONS FOR DENYING A BALLOT TO A CONDITIONAL VOTER:

- The voter appears at a Conditional Polling Station and evidence of invisible ink is present.
- The voter refuses to sign the Conditional Voters' List (CVL).
- A voter refuses to sign the statement on the Conditional Ballot Envelope (CBE) affirming that the information provided is true and that he/she has not and will not try to vote by any other means in this election.
- The voter refuses to have his or her finger sprayed with the invisible ink.

STEP 1 - QUEUE CONTROLLER (Conditional Ballot Voting)

The Queue Controller performs the same steps for Conditional Ballot voters as for Regular Ballot voters.

STEP 2 - IDENTIFICATION OFFICER (Conditional Ballot Voting)

Additional Steps:

The Identification Officer will determine whether a voter is eligible to vote by Conditional Ballot based on the identification document presented. Without acceptable ID, the voter may not cast a Conditional Ballot. The ID Officer will enter the voter's information on the first available unused line on the Conditional Voters List (CVL) using his/her ID to record the family name and first name (exactly as shown on the ID) in CAPITAL LETTERS, as well as his/her birth date and registration number, if the latter is available. If a voter does not know his/her registration number, the ID Officer will draw a line through the space and advise him/her that, if he/she has not registered then the Ballot will not be counted. If a voter refuses to sign the CVL, he/she may not cast a Conditional Ballot and must leave the PS.

The ID Officer will complete the CBE, give the Voter's ID and completed CBE to the Ballot Issuer (BI), and direct the voter to the BI.

STEP 3 - BALLOT ISSUER (Conditional Ballot Voting)

Additional steps:

Ballot Issuer will take the completed CBE and the voter's ID document from the ID Officer, spray the voter/s right index finger with invisible ink, fold and stamp the back of a Ballot following the same procedures as for voters voting by Regular Ballot.

The BI will issue two Secrecy Envelopes to the voter. One is red marked, and the Ballot for the Kosovo Assembly Election has to be placed within. The second one is blue and yellow marked, and Ballots, for the Municipal Assembly Election and Mayoral Election, have to be placed within.

After issuing the Ballot and Secrecy envelopes to a voter, the BI will direct the voter to an unoccupied voting screen to mark the Ballot in secret. Meanwhile, the BI will hand the completed CBE and the voter's ID document to the BBM.

STEP 4 - BALLOT BOX MONITOR (Conditional Ballot Voting)

Additional steps:

The BBM will keep track of the voters behind the voting screens, and keep track of which voter's ID document he/she is holding. When a Conditional voter comes out from behind the voting screen, the BBM will watch closely to make sure the voter does not simply deposit the Secrecy Envelopes into the Conditional Voting Ballot Box. If the Ballots are not folded properly, the BBM will instruct a voter that he/she must do so in secret behind a voting screen.

The BBM will check the voter's ID document to confirm that he/she is issuing the correct CBE to the voter, so that the voter can place his/her Secrecy Envelopes inside his/her completed CBE. The voter will seal the CBE in the presence of the BBM, and deposit it in the Ballot Box. If necessary, the BBM will assist a voter to fold the sealed CBE, but a voter him/herself must place the sealed CBE into the Ballot Box.

If a voter puts his/her Ballots or Secrecy Envelopes directly into the Ballot Box without the CBE, the BBM will inform the PT Chairperson, who will note the incident in the Poll Book. The BBM will then ask the voter to put the empty CBE into the Ballot Box, return his/her ID, and direct the voter to the PS exit.

V. CLOSING THE POLLS

CLOSING THE POLLING CENTRE

At 19:00, the Polling Centre Manager will ensure that no additional voters join the queue of the PCTR. All PS(s) within a PCTR will remain open until the voters in all queues within the same PCTR have voted so that anyone who arrives at a PCTR before 19:00 will be allowed to vote. This gives a voter who is in the wrong queue the opportunity to vote.

CLOSING THE POLLING STATION WITHIN POLLING CENTRE

The PT Chairperson will close the door to the PS once he/she has been advised by the Polling Centre Manager or his/her designee that the last voter in the PCTR has left.

After announcing the PS closure, the PT Chairperson will immediately seal the slot of the Ballot Boxes with a security seal, record the seal numbers on the RRF Worksheets, and note the exact time of closure in the Poll Book.

HANDOVER FROM THE POLLING TEAM CHAIRPERSON TO THE COUNTING TEAM CHAIRPERSON

No later than one hour before closing the polls the Counting Team Chairperson together with one member of the Counting Team will arrive to monitor the closure of the Polling Station prior to handover to the Counting Team.

In order to fill out Part II of the RRF, the Polling Team Chairperson will delegate the count of Spoiled and Unused Ballots. Additionally, the voter's signatures of the FVL, and CVL in case of Dual PS will be counted. All counts have to be confirmed in a second count by another member of the Polling Team, to ensure the accuracy of the result. NO discrepancies are allowed in the counts mentioned above!

All results will be entered in Part II in each of the three Original RRF's, the Polling and Count Chairperson will sign the handover and each member of the Polling Team will sign in the space provided in the bottom of the forms. The counted material will be packed in the respective bags and envelopes without sealing them. The Polling Station responsibilities then will be handed over by the Polling Team Chairperson to the Counting Team Chairperson. Once the handover is complete and the form is signed, the Counting Team takes over and may proceed with counting.

VI. TO DO LISTS

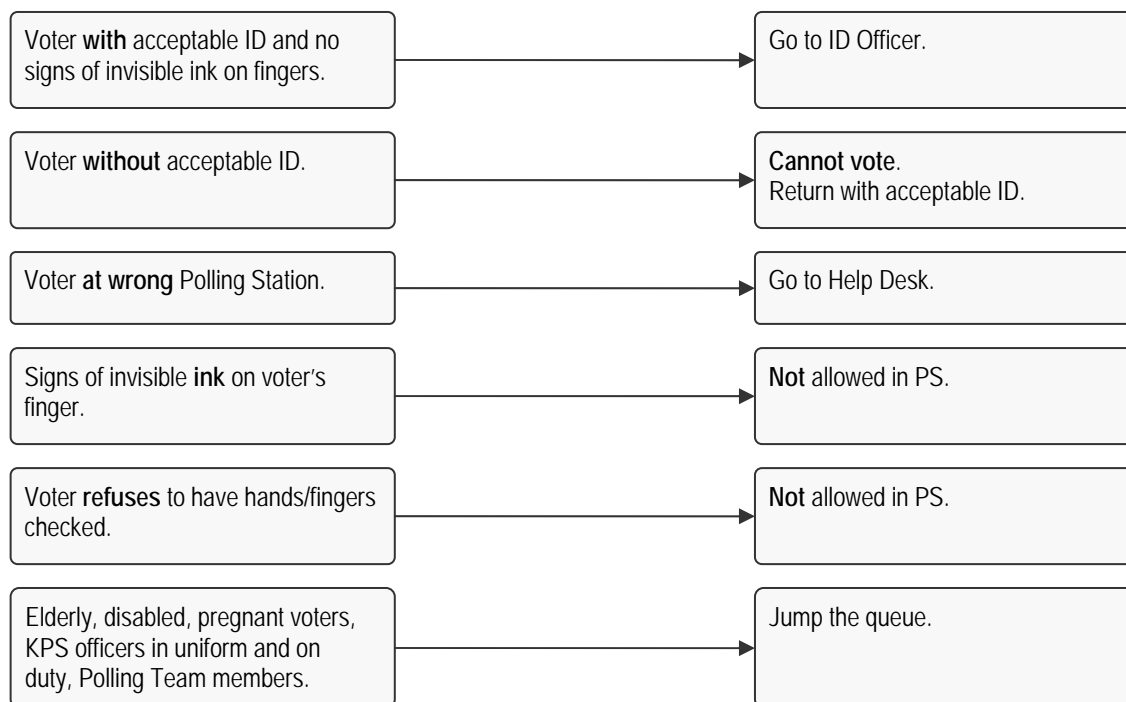
To Do List for the Polling Team Chairperson

- ☑ Is responsible for all operations in the Polling Station until hand over to the Counting Team Chairperson. He/She ensures that the electoral rules of Central Election Commission (CEC) are followed and monitors any irregularities.
- ☑ In the event of violation of a CEC rule, the PT Chairperson shall record the violation in PS Poll Book and notify the Municipal Election Commission (MEC).
- ☑ Nominates deputy in the event of his/her absence.
- ☑ Assigns duties to all Polling Team members (PT members).
- ☑ Is in charge of maintaining peace and order in the Polling Station (PS).
- ☑ Deals with the media, accredited observers and security personnel (sole responsibility).
- ☑ For procedural issues the PT Chairperson contacts the Central Election Commission Secretariat (CECS) Trainers, and for operational issues the PT Chairperson will contact the MEC.
- ☑ Assigns duties to all Polling Team members to assist him/her in completion of the below listed tasks.

PT Chairperson's tasks before Opening the Polls
<p>Fills out Part I of the Reconciliation and Results Form (RRF) for each election.</p> <p>Distributes election material (sensitive and non-sensitive) to PT members.</p> <p>Labels the envelopes, bags and forms that will be used in the PS on Election Day (E-Day).</p> <p>Ensures that the Polling Station is properly set-up.</p> <p>Shows the empty Ballot Boxes to all persons present the PS.</p> <p>Seal and place them in full view for all present in the PS.</p> <p>Records the security seal numbers of the Ballot Boxes in the Reconciliation and Results Form (RRF) for each election.</p>
PT Chairperson's tasks while Conducting the Polls
<p>Records the opening time and the names of the PT members.</p> <p>Records the names and accreditation ID numbers of all observers present.</p> <p>Supervises the conduct of Polling procedures in the PS according to Electoral Rules.</p> <p>Ensures that all required forms are in the PS and are filled out accurately.</p>
PT Chairperson's tasks during the Closing of the Polls
<p>Closes the door of the PS once advised by the Polling Centre (PCTR) Manager that the last voter in the PC has voted.</p> <p>Assigns a PT member to remain at the door and monitor all persons entering or leaving the PS.</p> <p>Immediately seals the slots of all three BBs.</p> <p>Records the security seal numbers in the RRF Worksheets used for the slots of the BBs.</p> <p>Records in the Poll Book the time of closing the PS and the names of accredited observers present.</p> <p>Supervises the closure of PS and material reconciliation process before he/she handovers PS to the responsibilities to Counting Team Chairperson.</p> <p>Responsible for filling out the RRFs or delegating this to another member of PT.</p> <p>Fills out Part II of the Reconciliation and Results Form (RRF) for each election and ensures the other PT Members sign it.</p> <p>Handover all material to Counting Team Chairperson.</p>

To Do List for the Queue Controller

- ☑ Stands at the entrance of the PS.
- ☑ Ensures a controlled flow of voters into the PS.
- ☑ Instructs voters to prepare the Identification Documents (ID's) before entering PS. Acceptable IDs are UNMIK personal Identification Document (ID) card, UNMIK travel document and UNMIK driving license, valid IDP card, or valid Refugee card.
- ☑ Checks each voter's hands/fingers for invisible ink with Ultra Violet (UV) lamp.
- ☑ Directs voters to proceed to Identification (ID) Officer.
- ☑ Checks if voter is at the right PS corresponding to the alphabetical system.
- ☑ Directs voters to the Help Desk if they are at the wrong PS.
- ☑ Pays special attention to voters who need assistance, such as: pregnant women, elderly voters, KPS officers in uniform and on duty and Polling Team members by moving them to the front of the queue.
- ☑ Directs to the EXIT of PCTR voters who have already voted.



TO DO LIST FOR IDENTIFICATION OFFICER

AT REGULAR POLLING STATION

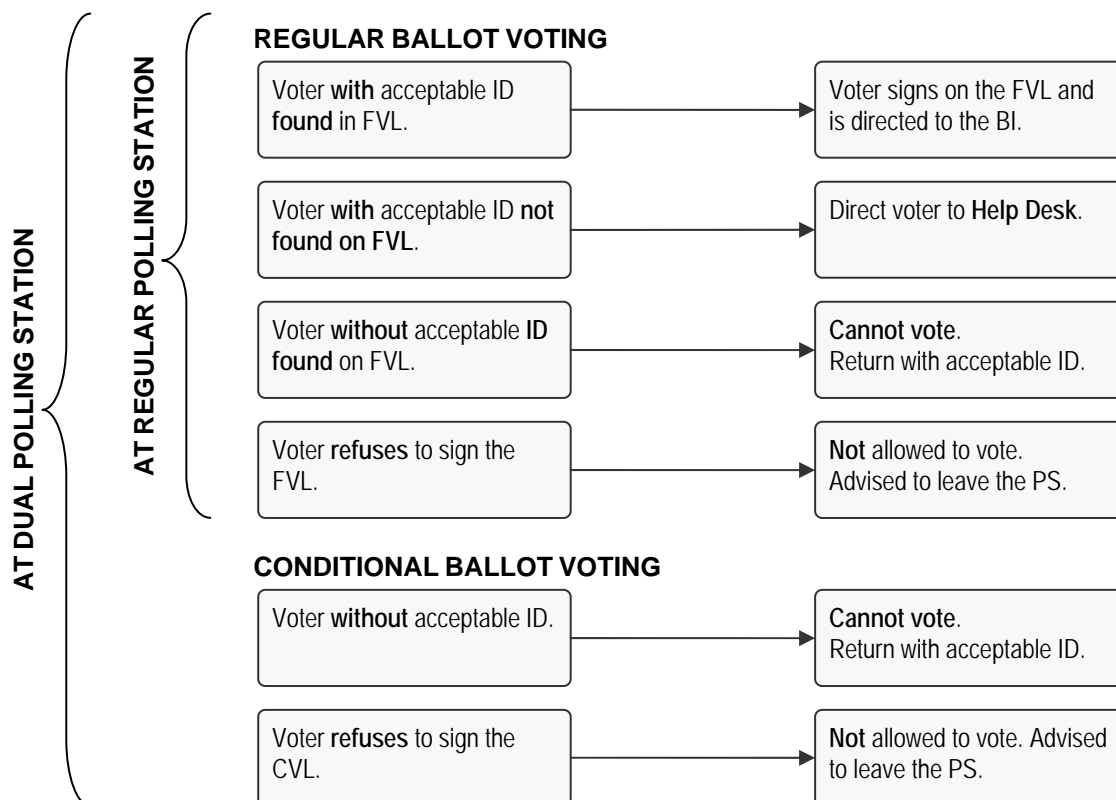
- ☑ Verifies voter's identity by asking voters to show their ID. Acceptable identification documents are only the following: a valid UNMIK personal Identification Document (ID) card, a valid UNMIK travel document, a valid UNMIK driving license, a valid IDP card, or a valid Refugee card.
- ☑ Finds voter's name in the Final Voters List (FVL).
- ☑ Asks voters to sign beside their name on the FVL.
- ☑ Instructs voters requiring assistance to do a mark beside their name on the FVL and places his/her initials within the signature box to indicate that the mark was witnessed.
- ☑ Directs voters to the Ballot Issuer.

If a voter is not found neither on FVL nor on MVL, but is eligible to vote, or

If a voter is found on the FVL and there is a "mark" next to his/her name on the FVL, indicating that the voter should vote by Conditional Ballot, then the **Voter will vote conditionally at a Dual Polling Station.**

AT DUAL POLLING STATION (Conditional Ballot Voting)

- ☑ Verifies voter's identity by asking voters to show their ID.
- ☑ Enters voter's information on the Conditional Voters' List (CVL) in CAPITAL LETTERS using the voter's acceptable ID.
- ☑ Asks voter's to sign beside their name on the CVL.
- ☑ Instructs voters requiring assistance to do a mark beside their name on the CVL and places his/her initials within the signature box to indicate that the mark was witnessed.
- ☑ Fills out the Conditional Ballot Envelope (CBE) in CAPITAL LETTERS and asks voter's to sign it.
- ☑ Hands the voter's ID and the completed CBE to the Ballot Issuer (BI).
- ☑ Directs voter to the Ballot Issuer.



To Do List for Ballot Issuer

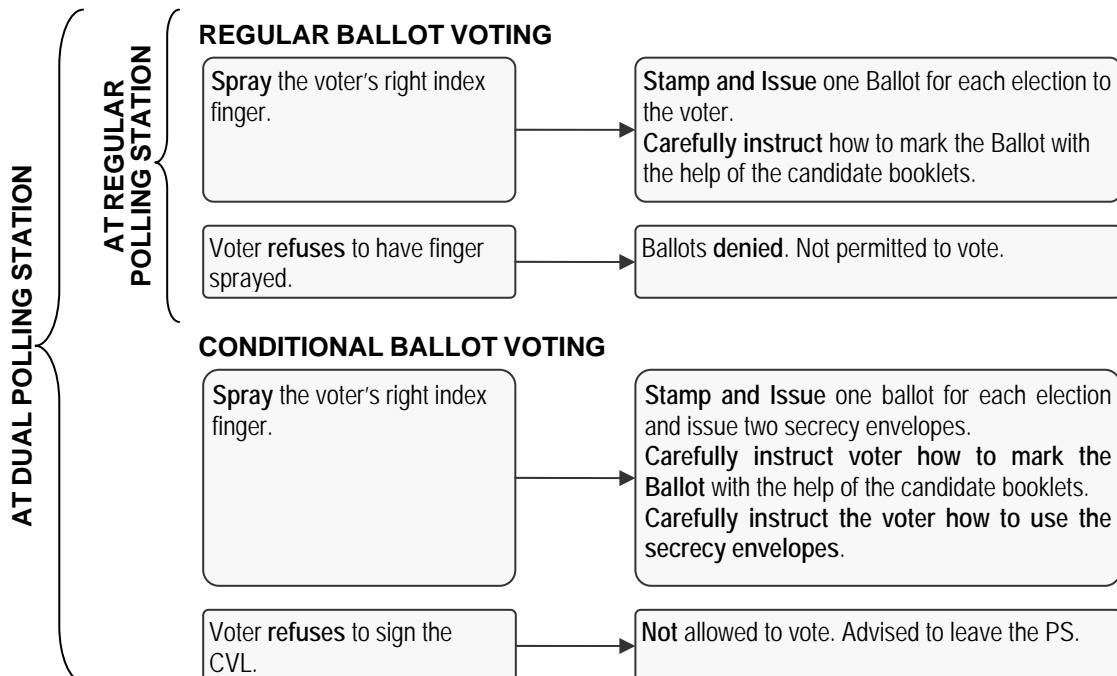
The Ballot Issuer (BI) is responsible for maintaining a good order of Ballots in the PS; Once Ballots are received by the BI then it is his/her duty to check, count and inform PT Chairperson if there are any damaged or misprinted Ballots.

At Regular Polling Station

- ☑ SPRAYS voter's right index finger with invisible ink.
- ☑ Tears only one ballot at a time from the ballot stubs (all used ballot stubs have to be carefully stored during the polling).
- ☑ FOLDS and STAMPS the back of the three Ballots (one Ballot for each election) and ISSUES the Ballots to a voter.
- ☑ Instructs the voter carefully how to mark the Ballot and how to use the candidate booklets.
- ☑ Directs voter to a voting screen.
- ☑ If a voter spoils the Ballot, the BI will write "spoiled" on the reverse of the Ballot, place it in the Envelope 1 "Spoiled Ballots" for the respective election and issues the voter another stamped Ballot for that particular election.

At Dual Polling Station (Conditional Ballot Voting)

- ☑ In Dual Stations the BI will issue in addition to three stamped Ballots two secrecy envelopes. In the red marked the Ballot for the Kosovo Assembly Election has to be put in. In the blue and yellow marked both Ballots, for the municipal Assembly and Mayoral Election, has to be put in.
- ☑ Instructs the voter not to seal the secrecy envelopes before going to the Ballot Box so that the Ballot Box Monitor can ensure that the voter has placed the Ballots into the appropriate envelope.
- ☑ Hands the voter's ID and the completed CBE to the Ballot Box Monitor (BBM).



TO DO LIST FOR BALLOT BOX MONITOR

AT REGULAR POLLING STATION

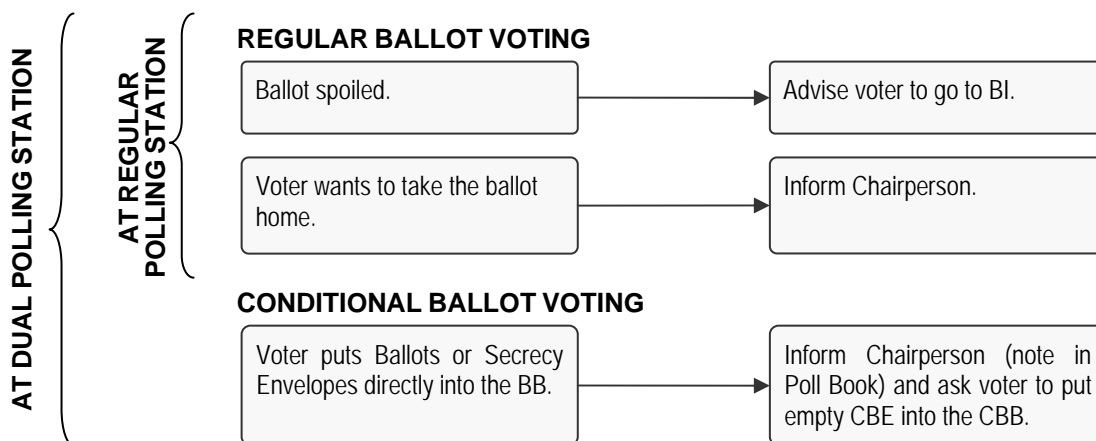
- ☑ Monitors the Ballot Boxes (BB) against tampering and theft.
- ☑ Ensures that only one voter casts a Ballot at a time.
- ☑ Ensures that each voter place his/her Ballots in the appropriate BB.
- ☑ Direct voters to the EXIT of the PS after they have cast their Ballots.
- ☑ Regularly inspects the voting screens to ensure a pen is available and the candidate booklets are in an orderly state.
- ☑ Any inappropriate writing on the Voting Screens will be covered up, manipulated candidate booklets will be replaced.

AT DUAL POLLING STATION (Conditional Ballot Voting)

Additional duties:

- ☑ Receives from Ballot Issuer the voter's ID and the CBE.
- ☑ Checks the voter's ID document to confirm that he/she is issuing the correct CBE to the voter
- ☑ Ensures that the conditional voter does not simply drop the Ballots into the Ballot Boxes without placing the Ballot in the appropriate secrecy envelopes and then into the Conditional Ballot Envelope.
- ☑ Checks if the voter has placed the Ballots into the correct coloured secrecy envelopes:
 - Red for the Kosovo Assembly Election.
 - Blue and yellow for the Municipal Assembly and the Mayoral Election.
- ☑ Asks the voter to seal the Secrecy envelopes.
- ☑ Hands the completed CBE to the voter so he/she may place the Secrecy Envelopes into the correct CBE, asks the voter to seal it and put it into the Conditional Ballot Box.

If a voter puts his/her Ballots or Secrecy Envelopes directly into the Ballot Box without the CBE, the BBM will inform the PT Chairperson, who will note the incident in the Poll Book. The BBM will then ask the voter to put the empty CBE into the Conditional Ballot Box, return his/her ID, and direct the voter to the PS exit.



TO DO LIST FOR POLLING TEAM CHAIRPERSON: CLOSING THE POLLS & HANDOVER

CLOSING THE POLLING STATION WITHIN POLLING CENTRE

PT Chairperson will or assign a PT member to close the door of the PS once advised by Polling Centre Manager or their designee that the last voter has left the PCTR.

PT Chairperson will assign PT members to do the following:

- To immediately seal the slots of all Ballot Boxes.
- Records in the Poll Book the time of closure and the seal numbers of the Ballot Boxes slots and the names of persons present in the PS.
- Records the seal numbers used to close the slots of three Ballot Boxes on the RRF Worksheets for three different elections.
- To remain at the door and monitor all persons entering and leaving the PS.

COUNTING THE SPOILED AND UNUSED BALLOTS

PT Chairperson will assign Committee Members to do the following:

- Count the Spoiled Ballots for the three elections (one election at a time) and record the quantities on the respective worksheets of the RRFs. **DOUBLE COUNT BY SECOND POLLING TEAM MEMBER – NO DISCREPANCIES ALLOWED AT THIS STAGE!**
- Double fold the Spoiled Ballots, past a post-it on top displaying its total number of Ballots. Put them all into Envelope 1 and records the quantities on the envelope.
- Count the Unused Ballots for the three elections separately and record the quantities on the worksheets of three RRFs designated for three different elections. **DOUBLE COUNT BY SECOND POLLING TEAM MEMBER – NO DISCREPANCIES ALLOWED AT THIS STAGE!**
- Pack the Unused Ballots along with the Ballot Stubs for the three elections separately into Bag 2 (one bag for each election - don't seal yet).
- Count the voter's signatures on the FVL, and CVL in case of a Dual Polling Station and record the quantities on the respective three RRF worksheets. **DOUBLE COUNT BY SECOND POLLING TEAM MEMBER – NO DISCREPANCIES ALLOWED AT THIS STAGE!**

HANDOVER FROM POLLING TEAM CHAIRPERSON TO COUNTING TEAM CHAIRPERSON

Polling Team Chairperson will hand over the following packed materials step by step in the following order:

- One (empty) Envelope MEC.
- The Official Ballot Stamp.
- One envelope containing blank Complaint Forms.
- Three (3) Ballot Boxes for the three respective elections, four (4) in case of a Dual Polling Station.
- Three Envelope 1, which will be sealed and ensured that it has the PS Number on it.
- Three (3) Bags 2 containing the Unused Ballots and ballot stubs. Only Bag 2 for the Municipal Mayoral Election is **sealed** and marked with the PS code.
- Three (3) (empty) Envelopes 3.
- Three (3) (empty) Bags 4
- One (empty) Bag for Conditionally Ballot Envelopes (only in Dual Polling Stations).
- Two (2) Candidate Result Forms: For the Kosovo Assembly and the Municipal Assembly Elections.
- Two (2) stacks of Candidate Tally Sheets: For the Kosovo Assembly and the Municipal Assembly Elections.

The Polling Team Chairperson, in the company of the Counting Team Chairperson, copies all data from Section I and II of the RRF Worksheet to the RRF Original for each election.

Then both Chairpersons will sign the handover section on the Originals of the RRFs. Each member of the Polling Team will sign in the space provided in the bottom of the forms. The Chairperson of the CT now takes the RRF for the three (3) elections in his care.

Once the handover is complete and the RRF's are signed, the Polling Team can leave and the Counting Team under the supervision of the Counting Team Chairperson may proceed with counting.

THANK YOU POLLING TEAM

GOOD LUCK COUNTING TEAM

VII. COUNTING THE BALLOTS

PREPARATIONS FOR THE COUNT

The Counting Team Chairperson records the names, ID numbers, and accreditation numbers of all accredited observers present in the poll book and informs them that if they leave the PS before the count is finished they will not be allowed to return.

The Chairperson of the Counting Team will allow the Municipal Election Commission, the CEC Secretariat, the CEC and OSCE Elections personnel unlimited access to the PS during the counting process to assist with whatever issues may arise.

Tasks to be completed by Counting Team (CT) Members before the count starts:

- Arrange the tables in order that accredited observers have a clear view of the entire counting process.
- Prepare the work area for counting (clears the tables from all pens, pencils and other materials).
- Counting Team Chairperson (CT Chairperson) assigns counting tasks to CT Members.

All material which was handed over to the Counting Team Chairperson is placed away from the prepared counting area, but in full view for anyone present in the Polling Station. The material has to be stored and supervised in a way that nobody can tamper with it at any time during the counting process. The Ballot Boxes will be opened one at a time and counted in the following order:

1. Conditional Voting (**only in a Dual Polling Station**)
2. Kosovo Assembly Election
3. Municipal Assembly Elections
4. Municipal Mayoral Elections

Polling Station with the Regular Ballot Voting only, start with “Counting the Ballots for Kosovo Assembly Election” (page 25).

Dual Polling Station with Conditional Ballot Voting and Regular Ballot Voting, follow the procedure below “Counting of Conditional Ballot Envelopes at the Dual Polling Stations”.

COUNTING OF CONDITIONAL BALLOT ENVELOPES AT THE DUAL POLLING STATIONS ONLY

Before opening the Conditional Ballot Box, a Counting Team Member will loudly read out all seal numbers of the Ballot Box, whereas the CT Chairperson will confirm the numbers with the entries made earlier in the RRF (box 2d and box 4d).

The CT Chairperson will cut the seals on the sides of the Conditional Ballot Box and empty the contents on the counting table in clear view of all CT members and accredited observers. The Ballot Box has to be remained sealed..

Only Conditional Ballot Envelopes (CBEs) will be counted and the envelopes will not be opened in the PS. CT members will count the CBEs twice by different CT Members to ensure that the total quantity of CBEs match. If the totals do not match, CT Members will recount until the same total is reached consecutively.

If loose Ballots, and/or secrecy envelopes, and/or empty CBE's are found in the Conditional Ballot Box, they are recorded in the Poll book (item and quantity) and placed in the Conditional Ballot Envelope Bag.

If any empty CBE is found in the Conditional Ballot Box, it will be counted like a properly sealed CBEs. All CBE's (whether sealed, unsealed or empty) are counted and the total number recorded in box 8d of the RRF Worksheet of the Kosovo Assembly election.

The total number of CBEs (8d) should match the number of signatures in the Conditional Voter List (5d). If not, the difference has to be entered in box 9d of the Worksheet of RRF for the Kosovo Assembly Election.

All counted CBE's are placed into the Conditional Ballot Envelope Bag. Do not seal the bag yet, but put it aside within the Polling Station under permanent supervision, so that it cannot be tampered with.

COUNTING OF THE REGULAR BALLOT VOTING

COUNTING THE BALLOTS FOR KOSOVO ASSEMBLY ELECTION

Before opening the Ballot Box for the Kosovo Assembly Election, a Counting Team Member will loudly read out all seal numbers of the Ballot Box, whereas the CT Chairperson will compare the numbers with the entries made earlier in the RRF (box 2 and box 4).

All Counting Team Members take place around the count table. In full view of the CT members and accredited observers present, the CT Chairperson will cut the side seals of the Kosovo Assembly Ballot Box and empty the contents on the table. The Ballot Box top slot will remain sealed.

During the entire counting process: **All entries have to be made first on the Worksheet of each Reconciliation and Result Form (RRF)**, before transferring any data into the original RRFs. Original RRFs are to be filled only after the count for all three elections is finished. REMEMBER: one RRF for each election.

COUNTING STEPS FOR THE REGULAR BALLOT VOTING, FOLLOWING THE ORDER OF THE RRF

1. Unfold the Ballots face down and divide them into stamped and unstamped Ballots.

2. Double counting of stamped and unstamped Ballots (during the process keep the **stamped** and **unstamped** Ballots separate). Form teams of 2 count members. The first member starts to count by making stacks of 25 Ballots, which will be passed to a second count member. If the second member counts the same number as the first, then proceed with the next stack. If the second member counts a different number than the first member, then the stack will be recounted again until the same total is reached twice.

3. Once all stacks of the stamped and unstamped Ballots are counted, the total sum is entered in box 8 of the **RRF Worksheet**.

4. All unstamped Ballots are considered invalid and are put aside on the counting table in full view of all present at the Polling Station. Place a yellow post-it note sticker indicating the number of unstamped Ballots on the top.

5. The Counting Team Chairperson **compares** the already double counted **total number of signatures on the Final Voters List** (box 5) with the **total number of Ballots** (box 8) found in the Ballot Box (Reconciliation in box 9). If the total number of Ballots counted equals the total number of signatures on the FVL, 0 is entered in box 9 of the RRF worksheet, and the count process continues.

If there is a discrepancy, the following tolerance level is accepted:

Up to 100 signatures on FVL	1 (-/+)
Up to 200 signatures on FVL	2 (-/+)
More than 200 signatures on FVL	3 (-/+)

If variances are within these levels, the difference is entered in box 9, and the sorting of Ballots per Political Entity can start.

If **differences are greater than the variance level**, then the **counting of the Regular Ballots** must be **repeated**. If the discrepancies cannot be resolved during the recount of Ballots, a **REMARK is recorded in the Poll Book**, explaining the situation. **The variance will be visible from the reconciliation check on the RRF (box 9)**

What to do with Ballots in a wrong Ballot Box?

If a Ballot has been placed in a wrong Ballot Box for Regular Ballot Voting, it will be placed aside to be later counted for the respective election.

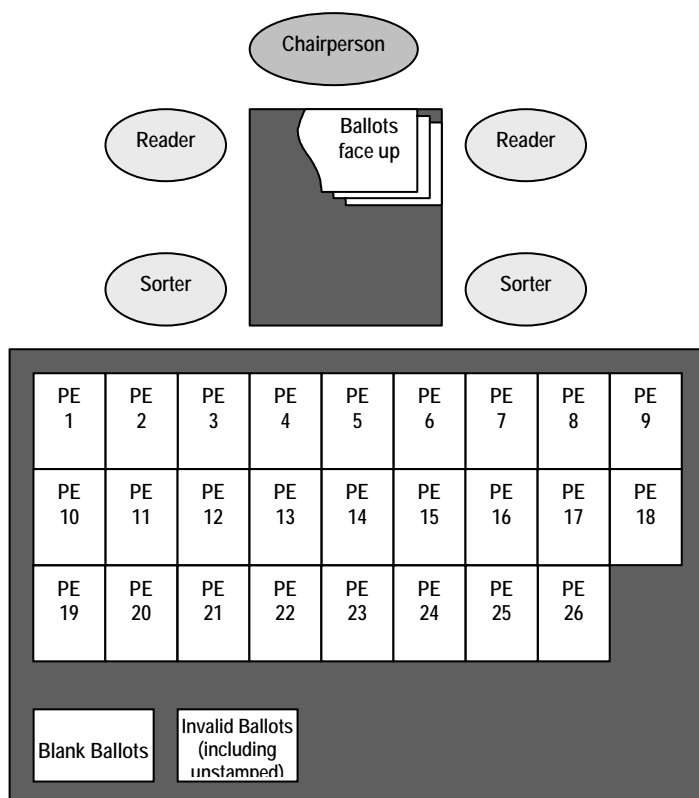
What to do with Conditional Voting Material in a wrong Ballot Box?

If a CBE was placed by mistake into the Ballot Box designated for Regular Ballots, then, at the end of the count, the CBE shall be counted together with the CBEs from the Conditional Ballot Box and added into Box 8d and 19 of the Worksheets of the Kosovo Assembly RRF. Box 19 has to be changed accordingly in the Worksheet of the Municipal Assembly RRF and the Municipal Mayoral RRF, too.

If any loose Secrecy Envelopes or CBE's are found in a Regular Voting Ballot Box, their total number is recorded in the Poll Book, the CBE's are counted with the CBE's found in the Conditional Ballot Box and they are placed in the **Conditional Ballot Envelopes Bag**.

SORTING OF BALLOTS PER POLITICAL ENTITY (PE)

Prepare the sorting area like in the chart below:



Sorting:

Working off stacks of 25 Ballots, the readers turn the Ballots face up, and tells their respective sorter for which PE the Ballot was marked. The sorter then places the Ballot in the space provided for that PE. The process continues until all Ballots are sorted. If a Reader is not sure about the Ballot's validity, then the Ballot is handed to the CT Chairperson who will decide.

How to determine the validity of Ballots:

If the intention of the voter is clear, the Ballot should be considered as valid.

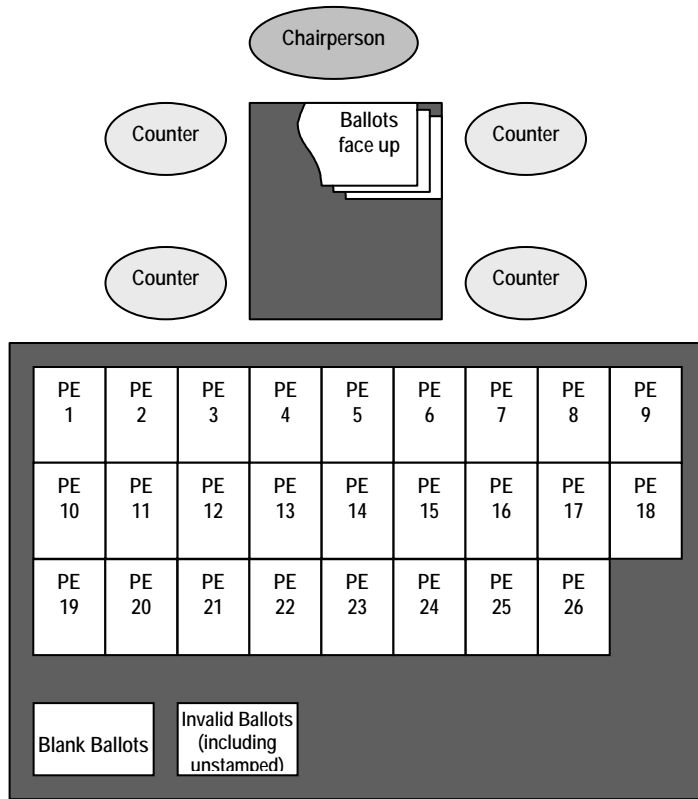
Invalid Ballots are:

- A Ballot with no Political Entity mark, but only marks for candidates
- A Ballot with more than one Political Entity marked
- A Ballot where the Voter's choice of Political Entity is unclear
- A Ballot that was not stamped with Official Ballot Stamp

The CT Chairperson's decision is final within the Polling Station. If a Counting Team Member or accredited observer does not agree with the CT Chairperson's judgement on a particular Ballot, he/she can file a complaint.

COUNT OF BALLOTS CAST FOR POLITICAL ENTITIES (PE)

The set up of the area stays the same. The only change is that the readers and sorters will now double count in pairs.



The stack of Ballots for the first PE is brought to the counting table. The Counting Team double counts in stacks of 25 Ballots. Once the stack is double counted, the CT Chairperson will record the totals obtained in the respective Section IV of the Worksheet of the RRF. The Ballots for that PE in stacks of 25 will be returned to its reserved space.

A post-it note displaying the total number of Ballots counted is placed on top of it (this allows accredited observers to take notice of totals counted).

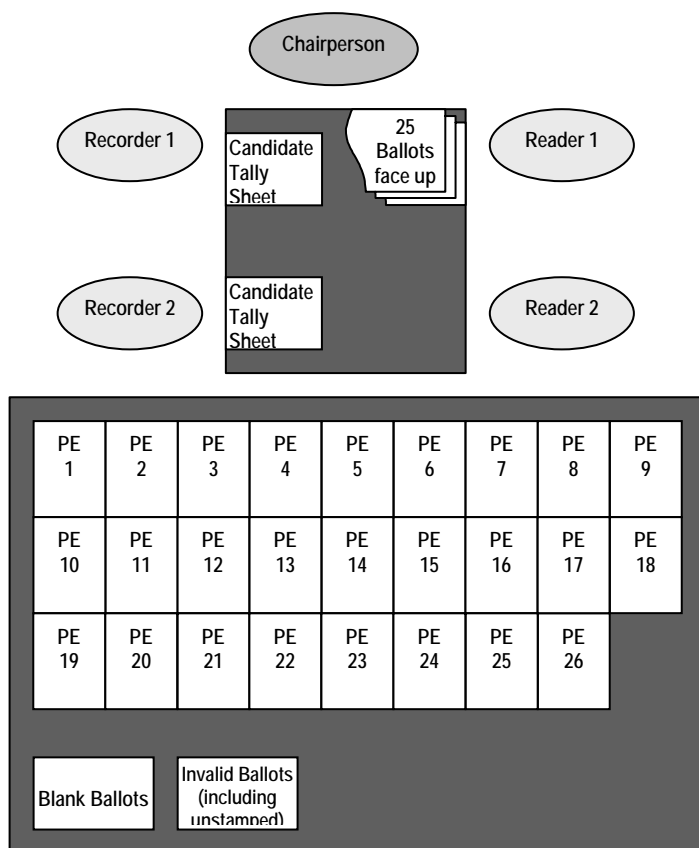
NOTE: If no Ballots were cast for a particular Political Entity, write zeroes in the designated space for the number of votes received, and only then move on to the stack of the following Political Entity.

The process is repeated for each PE, following the order in which the PEs appear on the Ballot, until the Ballot stacks for all PEs are counted and their respective totals recorded on the worksheet of the RRF (section IV). The total of all valid votes is finally entered in box 10.

CT Chairperson: Double check that the totals are entered in the correct, corresponding line to the respective Political Entity!

TALLY OF INDIVIDUAL CANDIDATES PER POLITICAL ENTITY (PE)

The count area will be prepared like below:



Each Recorder will be provided with Candidate Tally Sheets. Every **entry** in the Candidate Tally Sheet will be done with a **red pen only**.

Each Reader will have a stack of 25 Ballots at a time. Only one Reader reads at a time. The already double counted stack of the first PE is brought in front of the first Reader. He/she now starts to read out loud the candidate numbers that received a vote. If more than 10 candidates were marked, read out loud only the first 10 candidate numbers. Both recorders will note the votes per candidate on their respective Candidate Tally Sheet (see picture below). After Reader 1 finishes reading his/her stack of 25 Ballots, the CT Chairperson will verify if the Tally Sheets match. If not, the stack of 25 Ballots is tallied once more, with Reader 2 reading it.

The process is now repeated in the same manner with the second stack of 25 ballots and with Reader 2.

When a Candidate gained more than 200 votes, an additional set of Candidate Tally Sheets are used.

Once the votes on all Ballots for a particular PE have been read, tallied and verified, the CT Chairperson sums the votes received by each respective candidate. The CT Chairperson records the respective candidate's grand totals in the Candidate Result Sheets and cross checks them with the sum of the totals

How to decide on the votes for candidates:

- If a Ballot has more than ten (10) candidates marked, only the first ten (10) choices will be recorded. Start counting from the first candidate at the top in numerical sequence towards the bottom.
- If a Ballot has less than ten (10) choices indicated, only those indicated are tallied.
- If the voter hasn't marked any candidate for that PE, then recorders won't tally anything.

For each PE the tallying of Candidates like described above is conducted. Each Candidate Tally Sheet will be signed by the Count Team member who filled it out.

Tally Sheet for Kosovo Assembly Elections

Number and Name of Political Entity: 07, PARTY TENIS

Candidate #	Stack of 25 ballots		Stack of 25 ballots		Stack of 25 ballots		Stack of 25 ballots		Stack of 25 ballots		Stack of 25 ballots		Stack of 25 ballots		Grand Total
	Stack of 25 ballots	Total	Stack of 25 ballots	Total	Stack of 25 ballots	Total	Stack of 25 ballots	Total	Stack of 25 ballots	Total	Stack of 25 ballots	Total	Stack of 25 ballots	Total	
1	I	1	III	5											6
2															
3	IIII	6	II	2	IIII IIII IIII	15	IIII IIII	10							28
4															
5	IIII	5	III	3	IIII IIII	10	III	3	IIII IIII IIII	15	III	3	IIII IIII IIII	15	54
6															
7	IIII IIII	10	IIII IIII IIII	15	IIII IIII IIII	14									39
8															
9	III	3	IIII IIII	10	III	3	IIII IIII IIII	15	II	2	IIII IIII	7			40
10															
11															
12															
13	IIII IIII	7	IIII IIII IIII	12	I	1	IIII	5	IIII IIII IIII	15	IIII	5			45
14															
15															
16															
17															
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26															
27															
28															
29															

Note:

- The number recorded for the Political Entity is the same as it appears on the ballot.
- Start tallying candidate votes of Political Entities in the same order as they appear on the ballot.
- After finishing the Tallying of candidate votes for all Political Entities, order the Candidate Tally Sheets according to the order of PEs on the ballot
- Transfer the Grand Totals of the Candidate Tally Sheets to the Candidate Result Form in the order described above.

COMPLETING THE WORKSHEET OF THE RRF AND CLEARING THE TABLE AFTER

FINISHING THE COUNT FOR THE KOSOVO ASSEMBLY ELECTION:

- All **Blank Ballots** are double counted and the total is recorded in box 11 of the Worksheet of the RRF. They are string-tied and placed into **Envelope 3**.
- All **Invalid Ballots** (including the **unstamped Ballots**) are double counted and the total is recorded in box 12 of the Worksheet of the RRF. They are string-tied and placed within **Envelope 3**, together with the Blank Ballots.
- Total of all **Valid Ballots** is recorded in box 13 of the Worksheet of the RRF. Double fold and string-tie the **Valid Ballots of each PE** and place them in **Bag 4**.
- The calculations to fill box 14 and box 15 of the Worksheet of the RRF are done, and the boxes are then filled accordingly. If there is no difference between the number of Regular Ballots (box 8) and the total number of Blank, Invalid, and total Valid Ballots (box 14), then 000 is entered in box 15. If you have a discrepancy above the tolerance level (see explanation earlier), then first the figures in the boxes 11, 12, and 13 are checked, and in case of an error corrected, then secondly the calculation for box 14 is repeated and if necessary the figure is corrected. If now the figure in box 15 is 0 or within the tolerance level you proceed to the next step. If the figure is still above the tolerance level it is entered and a note in the Poll Book is made.
- The number of Unused Ballots (box 16), Spoiled Ballots (box 17), Regular Ballots in the Ballot Box (box 18) and – in case of a Dual PS – the number of Conditional Ballot Envelopes in the Ballot Box (box 19) is filled in. The total of these boxes is entered in box 20.
- If there is no difference between the Number of ballots received (box 3) and the total in box 20, then 000 is entered in box 21. If you have a discrepancy above the tolerance level (see explanation earlier), then first the figures in the boxes 3, and 20 are checked, and in case of an error corrected, then secondly the calculation for box 21 is repeated and if necessary the figure is corrected. If the figure is still above the tolerance level the figure is entered and a note in the Poll Book is made.
- All **Unused Candidate Tally Sheets** are rolled together, string-tied and placed inside **Bag 2**.
- All **Used Candidate Tally Sheets** are rolled together, string-tied and put next to the rest of material for the Kosovo Assembly Election.

Do not seal any bags and envelopes yet! They are provisionally placed into the empty Ballot Box for the Kosovo Assembly Election. The Ballot Box is put aside in the Polling Station under permanent supervision, so that it cannot be tampered with.

SORTING AND COUNTING THE BALLOTS FOR MUNICIPAL ASSEMBLY ELECTIONS

Sorting, Counting and Completion of the Worksheet of the RRF for the Municipal Assembly Elections will be conducted in the same manner and steps as in Counting the Ballots for the Kosovo Assembly Election.

SORTING AND COUNTING BALLOTS FOR MUNICIPAL MAYORAL ELECTIONS

Before opening the Ballot Box for the Municipal Mayoral Election, a Counting Team Member will loudly read out all seal numbers of the Ballot Box, whereas the CT Chairperson will compare the numbers with the entries made earlier in the Municipal Mayoral Election Worksheet of the RRF (box 2 and box 4). The CT Chairperson will cut the seals on the sides of the Municipal Mayoral Ballot Box and empty the contents on to the counting table in clear view of all CT members and accredited observers. The Ballot Box top slot will remain sealed.

COUNTING STEPS, FOLLOWING THE ORDER OF THE RRF

1. Unfold the Ballots face down and divide them into stamped and unstamped Ballots.

2. Double counting of stamped and unstamped Ballots (during the process keep the **stamped and unstamped Ballots** separate). Form teams of 2 count members. The first member starts to count by making stacks of 25 Ballots, which will be passed to a second count member. If the second member counts the same number as the first, then proceed with the next stack. If the second member counts a different number than the first member, then the pile will be recounted again until the same total is reached twice.

3. Once all stacks of the stamped and unstamped Ballots are counted, the total sum is entered in box 8 of the RRF Worksheet.

4. All unstamped Ballots are considered as invalid and are put aside, but still on the counting table in full view of all present in the Polling Station. Place a yellow post-it note sticker indicating the number of unstamped Ballots on the top.

5. The Counting Team Chairperson compares the already double counted total number of signatures on the Final Voters List (box 5) with the total number of Ballots (box 8) found in the Ballot Box (Reconciliation in box 9). If the total number of Ballots counted equals the total number of signatures on the FVL, 0 is entered in box 9 of the RRF worksheet, and the count process continues.

If there is a discrepancy, the following tolerance level is accepted:

Up to 100 signatures on FVL	1 (-/+)
Up to 200 signatures on FVL	2 (-/+)
More than 200 signatures on FVL	3 (-/+)

If variances are within these levels, the difference is entered in box 9d, and the sorting of Ballots per Candidate can start.

If differences are greater than the tolerance level, then the counting of the Regular Ballots must be repeated. If the discrepancies cannot be resolved during a recount of Ballots, a REMARK is recorded in the Poll Book, explaining the situation. The difference will be visible from the reconciliation check on the RRF (box 9).

6. The Ballots will be placed face up and piled by: Valid, Blank and Invalid.

7. The Valid Ballots will be sorted into separated stacks for each candidate.

8. The stack for each candidate is double counted in the same order candidates are appearing on the Ballot. The same principle of double counting in two teams is applied as in the previous counts.

9. The total for each candidate will be recorded in the Worksheet of the RRF for Municipal Mayoral Election. CT Chairperson: Double check that the totals are entered in the correct, corresponding line to the respective candidate!

NOTE: If no Ballots were cast for a particular Candidate, write zeroes in the designated space for the number of votes received, and only then move on to the stack of the following Candidate.

10. The Blank Ballots are counted and the quantity is recorded in box 11 of the Worksheet of the RRF for Municipal Mayoral Elections.

11. The Invalid Ballots (including unstamped Ballots) are counted and the quantity is recorded in box 12 of the Worksheet of the RRF for Municipal Mayoral Elections.

COMPLETING THE WORKSHEET OF THE RRF AND CLEARING THE TABLE AFTER FINISHING THE COUNT FOR THE MUNICIPAL MAYORAL ELECTIONS:

- ☑ All **Blank Ballots** are double counted and the total is recorded in box 11 of the Worksheet of the RRF. They are string-tied and placed into **Envelope 3**.
- ☑ All **Invalid Ballots** (including **unstamped Ballots**) are double counted and the total is recorded in box 12 of the Worksheet of the RRF. They are string-tied and placed within **Envelope 3**, together with the Blank Ballots.
- ☑ Total of all **Valid Ballots** is recorded in box 13 of the Worksheet of the RRF. Double fold and string-tie the **Valid Ballots of each Candidate** and place them in **Bag 4**.
- ☑ The calculations to fill box 14 and box 15 of the Worksheet of the RRF are done, and the boxes are then filled accordingly. If there is no difference between the number of Regular Ballots (box 8) and the total number of Blank, Invalid, and total Valid Ballots (box 14), then 000 is entered in box 15. If you have a discrepancy above the tolerance level (see explanation earlier), then first the figures in the boxes 11, 12, and 13 are checked, and in case of an error corrected, then secondly the calculation for box 14 is repeated and if necessary the figure is corrected. If now the figure in box 15 is 0 or within the tolerance level you proceed to the next step. If the figure is still above the tolerance level it is entered and a note in the Poll Book is made.
- ☑ The number of Unused Ballots (box 16), Spoiled Ballots (box 17), Regular Ballots in the Ballot Box (box 18) and – in case of a Dual PS – the number of Conditional Ballot Envelopes in the Ballot Box (box 19) is filled in. The total of these boxes is entered in box 20.
- ☑ If there is no difference between the Number of ballots received (box 3) and the total in box 20, then 000 is entered in box 21. If you have a discrepancy above the tolerance level (see explanation earlier), then first the figures in the boxes 3, and 20 are checked, and in case of an error corrected, then secondly the calculation for box 21 is repeated and if necessary the figure is corrected. If the figure is still above the tolerance level the figure is entered and a note in the Poll Book is made.

Do not seal any bags and envelopes yet! They are provisionally placed into the empty Ballot Box for the Municipal Mayoral Elections. The Ballot Box is put aside in the Polling Station under permanent supervision, so that it cannot be tampered with.

COMPLETING THE RECONCILIATION AND RESULT FORMS AND CANDIDATE RESULT FORMS

FOR THE KOSOVO ASSEMBLY ELECTION:

Double Check before entering any data that you have the correct forms for the respective election in front of you!

- The CT Chairperson copies the data from the RRF and Candidate Result Form (CRF) Worksheets to the Originals. The white, green and pink copies will now carry the same information.
- The CT Chairperson writes the seal numbers prepared to seal the Ballot Box, bag 2 and 4, and the Conditional Envelopes Bag on the Original RRF (section V).
- The CT Chairperson takes out the Pink Copies of both the RRF and CRF and put these aside.

FOR THE MUNICIPAL ASSEMBLY ELECTIONS:

Double Check before entering any data that you have the correct forms for the respective election in front of you!

- The CT Chairperson copies the data from the RRF and CRF Worksheets to the Originals. The white, green and pink copies will now carry the same information.
- The CT Chairperson writes the seal numbers prepared to seal the Ballot Box , bag 2 and 4, and the Conditional Envelopes Bag on the Original RRF (section V).
- The CT Chairperson takes out the Pink Copies of both the RRF and CRF and puts it aside.

FOR THE MUNICIPAL MAYORAL ELECTIONS:

Double Check before entering any data that you have the correct forms for the respective election in front of you!

- The CT Chairperson copies the data from the RRF Worksheet to the Original. The white, green and pink copies will now carry the same information.
- The CT Chairperson writes the seal numbers prepared to seal the Ballot Box, bag 2 and 4, and the Conditional Envelopes Bag on the Original RRF (section V).
- The CT Chairperson takes out the Pink Copy of the RRF and puts it aside.

The **Pink Copies for the three elections are posted at the Polling Station** outside wall or door.

The **CT Chairperson shall announce the provisional preliminary results to all present.** CT Members and accredited observers may note the results for their own use. Any CT Member or accredited observer can file a complaint regarding any aspect of the counting process. The CT Chairperson will advise of his/her right to submit a complaint to the Election Complaints and Appeals Commission (ECAC) and provide him/her with an ECAC Complaint Form.

VII. PACKING AND TRANSPORT

To have an efficient and effective intake process at the municipal hubs and the Count and Results Centre the packing of materials must be done according to the procedures. This will facilitate a problem-free process during intake. **CT Members should refer to the packing diagram for additional clarity.**

The CT Chairperson must ensure that the correct RRFs have been completed and signed for each election. The CT Chairperson must confirm the accuracy of labels on all envelopes and bags. Once all labels have been confirmed of their accuracy, including the quantity of their contents recorded on their exteriors, then the material should be placed inside the appropriate bags and envelopes and sealed.

Items to be placed into the KOSOVO ASSEMBLY ELECTION BALLOT BOX (follow the order as indicated below):

- Official Ballot Stamp;
- **Bag 4** containing **Valid Ballots** (string-tied per each PE);
- **Bag 2** containing **Unused Ballots, Ballot Stubs** and **Unused Candidate Tally Sheets**;
- **Envelope 3** containing **Blank Ballots** and **Invalid Ballots**;
- **Envelope 1** containing **Spoiled Ballots**;
- **Used Candidate Tally Sheets** (rolled together and string-tied).

Items to be placed into the MUNICIPAL ASSEMBLY ELECTIONS BALLOT BOX (follow the order as indicated below):

- **Bag 4** containing **Valid Ballots** (string-tied per each PE);
- **Bag 2** containing **Unused Ballots, Ballot Stubs** and **Unused Candidate Tally Sheets**;
- **Envelope 3** containing **Blank Ballots** and **Invalid Ballots**;
- **Envelope 1** containing **Spoiled Ballots**;
- **Used Candidate Tally Sheets** (rolled together and string-tied).

Items to be placed into the MUNICIPAL MAYORAL ELECTIONS BALLOT BOX (follow the order as indicated below):

- **Bag 4** containing **Valid Ballots** (string-tied per each Candidate);
- **Bag 2** containing **Unused Ballots and Ballot Stubs**;
- **Envelope 3** containing **Blank Ballots** and **Invalid Ballots**;
- **Envelope 1** containing **Spoiled Ballots**.

Items to be placed into the MEC ENVELOPE:

- The **Final Voters List** (including the **Conditional Voters List** in a Dual Polling Station);
- The **Poll Book**;
- The **RRFs** for all elections (including Cover, Original, Worksheet, white and green copies - only the pink copy will be extracted to be posted in the Polling Station!);
- The **Candidate Result Form** for the Kosovo Assembly and Municipal Assembly Elections (including Original and green copy – only the pink copy will be extracted to be posted in the Polling Station) .

Items to be placed into the CONDITIONAL BALLOT ENVELOPES BAG - for Dual Polling Stations Only:

- The used Conditional Ballot Envelopes;
- Any empty CBEs and loose secrecy envelopes that were found in any of the Ballot Boxes

The three Ballot Boxes containing sensitive materials (and the Conditional Ballot Envelopes Bag in a Dual Polling Station) will be sealed. **The CT Chairperson and any designated CT Member will transport them together with the MEC Envelope to the Municipal Hub.**

The non-sensitive materials will be reused for the Municipal Mayoral second round elections. The **Dual Polling Station CT Chairperson** and any designated CT Member will collect all non-sensitive materials from each Polling Station within the Polling Centre. Once collected, it will be placed within the empty Conditional Ballot Box from the Dual Polling Station and handed over to the Polling Centre Manager. He/she will store it in a secure location.

The non- sensitive items to be collected are the following:

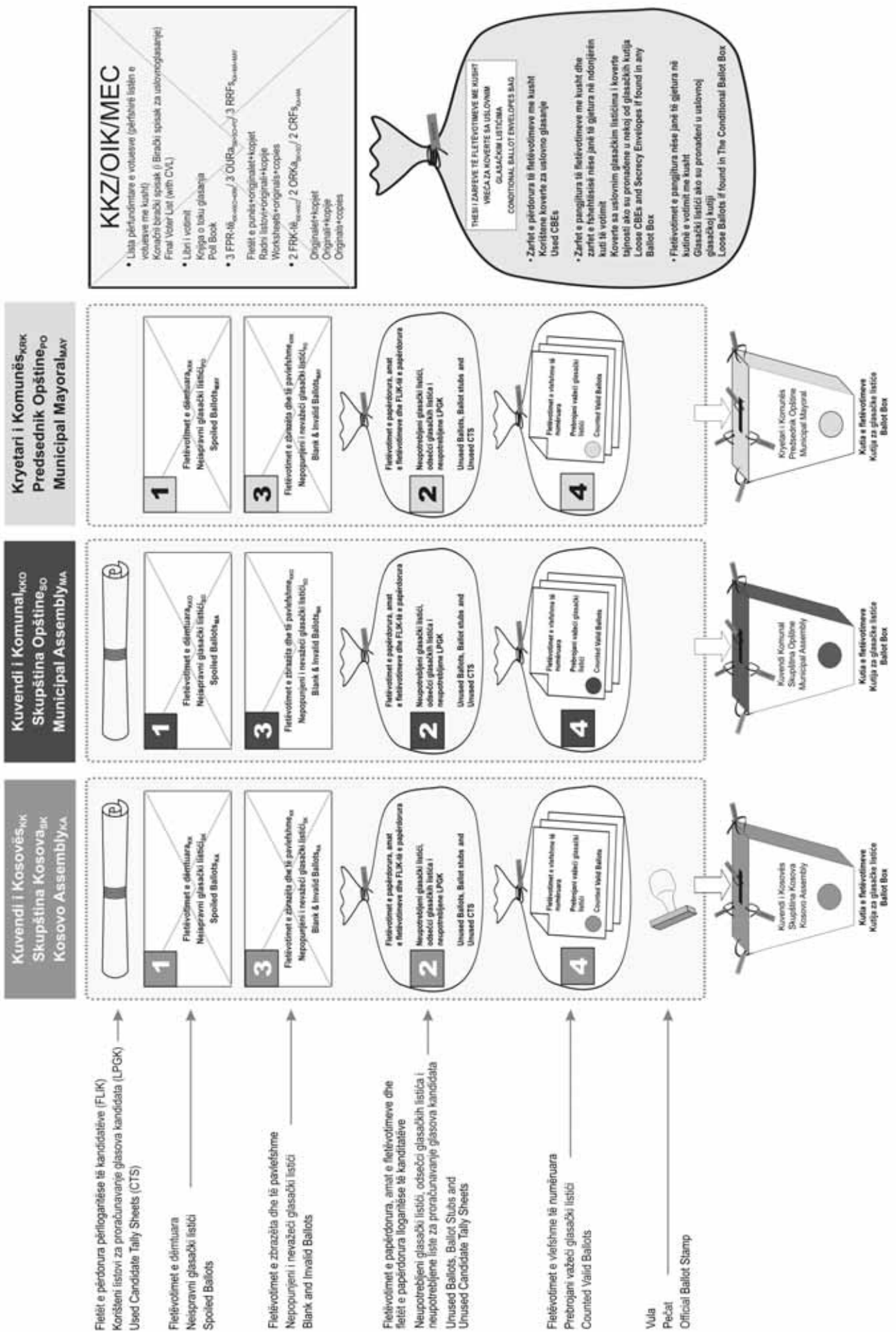
- Ultra Violet (UV) Lamp
- Invisible Ink
- Ink and Ink Pads
- Voting Screens
- Unused Security Seals
- Unused Conditional Ballot Envelopes
- Unused Secrecy Envelopes
- Various Stationery items (signs, pens, paper, etc.)
- Blank ECAC complaint forms
- Electoral Rules

FINAL DUTIES

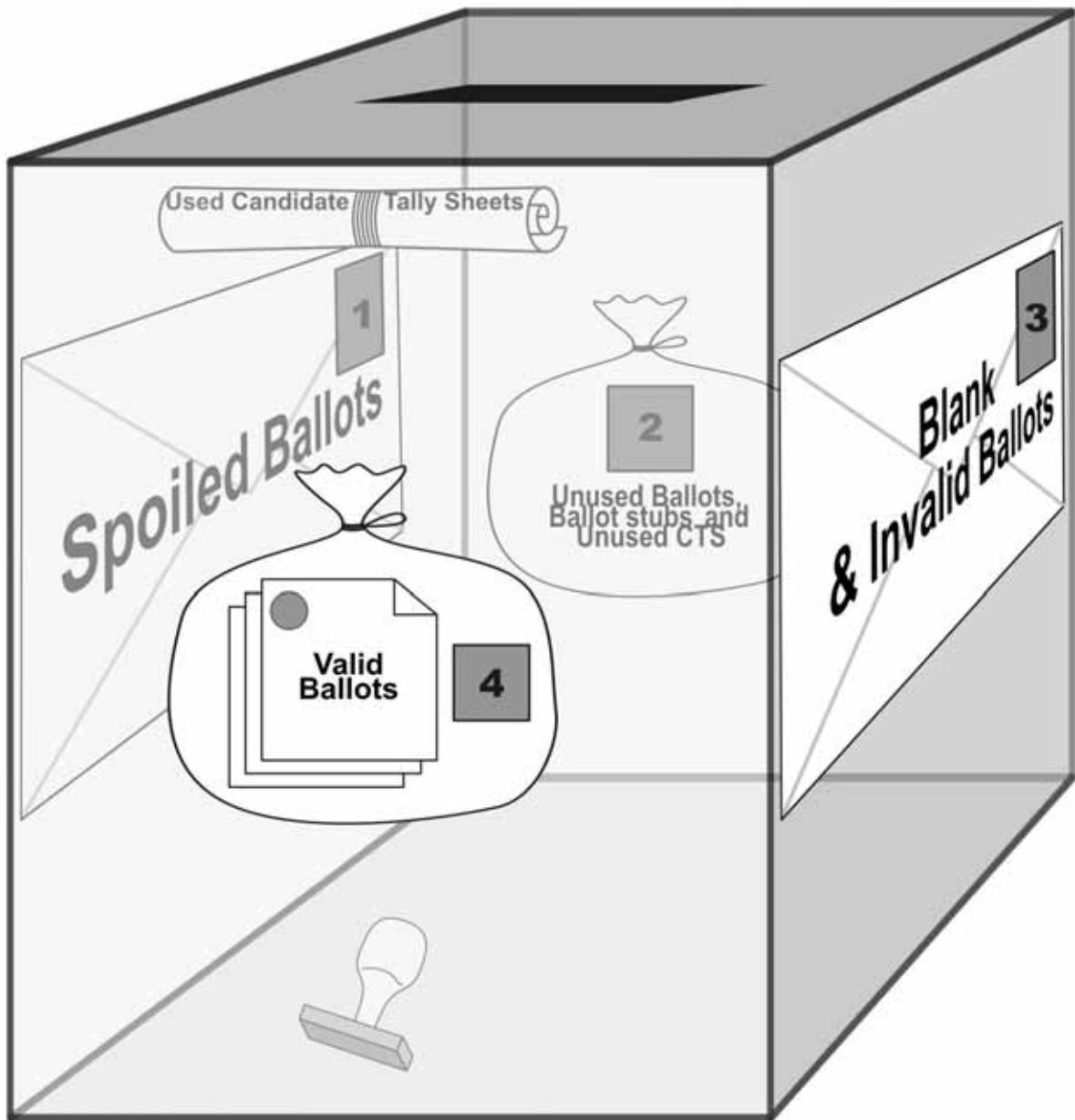
Clean up the Polling Station and Polling Centre

The PS must be left clean, with furniture returned to its proper place. All election related posters and other material should be removed and all garbage should be disposed of appropriately. Remove tape from floor and walls.

PACKING DIAGRAM



PACKING OF BALLOT BOXES



The Ballot Boxes have to be packed like shown in the above diagram. The stamp, the labels on the envelopes and bags, and the Used Candidate Tally Sheets have to be clearly visible from outside, as a visual check is performed during the MEC Intake.



FORMULARI I PËRPUTHJES SE TË DHËNAVE DHE REZULTATEVE
OBRAZAC ZA USKLAÐIVANJE I REZULTATE - RECONCILIATION AND RESULTS FORM

PJESA I - ODELJAK I - SECTION I:
PARA HAPJES - PRI OTVARANJU - BEFORE OPENING

1. Numri i venditimit
Broj birackog mesta
Polling Station number
2. Numri i shiritave që përdoren për mbijetjen e kutisë së votimit
Brojveç zbritshëm për zotërimi për zotërimi për zotërimi
Seal numbers used for sealing Ballot Box
3. Numri i fletëvotimeve të pranishme
Broj prishurës glasgash listica
Number of ballots received

PJESA II - ODELJAK II - SECTION II:
**PAS MBYLLJES SË VENDITIMIT - POSLE ZATVORANJA BIRACKOG MESTA
AFTER CLOSING THE POLLING STATION**

4. Numri i listave që përdoren për mbijetjen e kutisë së votimit
Broj zbritshëm për zotërimi për zotërimi për zotërimi për zotërimi
Seal number used for sealing Voting Slot
5. Numri i nënshkrimeve në listën përfundimtare të votimeve
Broj pishurës në korvotim birackom ispravku
Number of Signatures on Final Voters List
6. Numri i fletëvotimeve të papërdorura
Broj prishurës glasgash listica
Number of Unused Ballots
7. Numri i fletëvotimeve të detyshme
Broj prishurës glasgash listica
Number of Spoiled Ballots

Dorëzimi nga kryesuesi i delegatit të votimit të kryesuesit / delegatit të numërimit
Primopredajanje materijala od predstavnijevog tima za glasovanje predstavnikujem tima za prebrojavavanje
Handover from Polling Team Chairperson to Counting Team Chairperson

Emri dhe mbiemri i kryesuesit të delegatit të votimit / Emri dhe mbiemri i kryesuesit të delegatit të numërimit
IME I PISHURËS
NAME OF POLLING TEAM CHAIRPERSON IN BLOCK LETTERS

Kryesuesi i listës së votimit
Kryesuesi i listës së numërimit

Prishtësit të listës së votimit / Prishtësit të listës së numërimit
Signatures of Polling Team Chairperson / Signatures of Counting Team Chairperson

PJESA III - ODELJAK III - SECTION III:
**ANË HAPJES SË KUTIJES SË VOTIMIT - ANAKON OTVARANJA GLASAGRE KUTIJES
AFTER OPENING THE BALLOT BOX**

8. Numri i fletëvotimeve të rregullta në kutinë e votimit
Broj rregullshëm glasgash listica u glasgash kutije
Number of Regular Ballots in the Ballot Box
9. Cilësitë që përdoren ndërmjet rubrikave 5 dhe rubrikave 6/7
Kjoja është ndryshimi i rezultateve të rubrikave 5 dhe kutisë së votimit
What is the difference between box 5 and box 6/7?

Duke u nënshkruar në postulat, vërtetësi të këtyre të dhënave pasqyrojnë me saktësi rezultatin e të gjithë votuesve.
Kryesuesi - Presiding Officer - Chairperson

Kryesuesi i listës së votimit
Kryesuesi i listës së numërimit

PJESA IV - ODELJAK IV - SECTION IV:
**PAS KLASIFIKIMIT DHE NUMËRIMIT TË FLETËVOTIMEVE TË VLESHME
MAKON SORTIRANJA I PREGJODAVANJA VAZECHT GLASAGROH LISTIGA
AFTER SORTING AND COUNT OF VALID BALLOTS**

Vota të vlefshme
Valido glasov
Valid Votes

11. Fletëvotimet e dorëzuara
Preporijeni glasgash listica
Ballots
12. Fletëvotimet e pavarshme
Nevazhoc glasgash listica
Irregular Ballots
13. Gjithësej fletëvotime të vlefshme (rubrika 10)
Total valid ballots (box 10)
14. Gjithësej (11+12+13)
Ukupno (11+12+13)
Total (11+12+13)
15. Cilësitë që përdoren ndërmjet rubrikave 8 dhe rubrikave 14/7
Kjoja është ndryshimi i rezultateve të rubrikave 8 dhe kutisë së votimit
What is the difference between box 8 and box 14/7?

PËRPUTHJE / Usaglasavanje / Reconciliation:

16. Numri i fletëvotimeve të papërdorura (rubrika 6)
Number of Unused Ballots (box 6)
17. Numri i fletëvotimeve të detyshme (rubrika 7)
Number of Spoiled Ballots (box 7)
18. Numri i fletëvotimeve të rregullta në kutinë e votimit (rubrika 8)
Number of Regular Ballots in the Ballot Box (box 8)

**VETËM PËR VENDITIMET E DËRSHITA
SAMO ZA DVOJNO BIRACKO MESTO
DUAL POLLING STATION ONLY**

19. Numri i zbritshëm të fletëvotimeve me kusht
Broj kovetiv sa uslovenim glasgash listicoma
u glasgash kutije (kvadratac 8/6)
Number of Conditional Ballot Envelopes in the Ballot Box (box 6/8)
20. Gjithësej (16+17+18+19)
Ukupno (16+17+18+19)
Total (16+17+18+19)
21. Cilësitë që përdoren ndërmjet rubrikave 3 dhe rubrikave 20/7
Kjoja është ndryshimi i rezultateve të rubrikave 3 dhe kutisë së votimit
What is the difference between box 3 and box 20/7?

PJESA V - ODELJAK V - SECTION V:
**PAS PAKETIMIT TË MATERIALEVE TË NELEJSHME NE VENDITIM
POSLE PAKOVANJA OSELTIVOG MATERIJALA NA BIRACKOM MESTU
AFTER PACKING OF THE SENSITIVE MATERIAL AT POLLING STATION**

- Numri i shiritave të rubrikës 2 / Broj zbritshëm për zotërimi za vishu 2
Seal number for Bag 2
- Numri i shiritave të rubrikës 4 / Broj zbritshëm për zotërimi za vishu 4
Seal number for Bag 4

Numri i shiritave të rubrikës 2 / Broj zbritshëm për zotërimi za vishu 2
Seal number for Bag 2

Numri i shiritave të rubrikës 4 / Broj zbritshëm për zotërimi za vishu 4
Seal number for Bag 4

Numri i shiritave të rubrikës 2 / Broj zbritshëm për zotërimi za vishu 2
Seal number for Bag 2

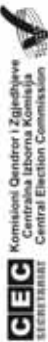
Numri i shiritave të rubrikës 4 / Broj zbritshëm për zotërimi za vishu 4
Seal number for Bag 4

**VETËM PËR VENDITIMET E DËRSHITA
SAMO ZA DVOJNO BIRACKO MESTO
DUAL POLLING STATION ONLY**

10. Gjithësej vota të vlefshme
Ukupnan broj vazhocih glasova
Total Valid Votes

Duke u nënshkruar në postulat, vërtetësi të këtyre të dhënave pasqyrojnë me saktësi rezultatin e të gjithë votuesve.
Kryesuesi - Presiding Officer - Chairperson

Kryesuesi i listës së votimit
Kryesuesi i listës së numërimit



FORMULARI I PËRPUTHJES SE TË DHËNAVE DHE REZULTATEVE
OBRAZAC ZA USKLADIVANJE I REZULTATE - RECONCILIATION AND RESULTS FORM

PJESA I - ODEJAK I - SECTION I:
PARA HAPJES - PRI OTVARANJU - BEFORE OPENING

1. Numri i vendndimit / Broj birachog mesta / Polling Station number:

2. Numri i shiritit që rrethoi për shlyerjen e kështjës së kutisë së votimit / Broj zbirachog pečata sponobilni za zatvaranje pečata glasачkih kutije / Seal numbers used for sealing ballot box:

3. Numri i fletshifrimit të prapësura / Broj primljenih glasачkih listica / Number of ballots received:

PJESA IV - ODEJAK IV - SECTION IV:
PARA KLASIFIKIM DHE NENENIMIT TË FLETSHIFRIME TË VLESHME
MAKON SORTIRANJA I PRESROJAVANJA VAŽEĆIH GLASACHOR LISTIGA
AFTER SORTING AND COUNT OF VALID BALLOTS

Vota të vlefshme / Valid Votes:

11. Fletshifrime të dorëzuara / neprijetljivi glasачki listici / Blanks / Blanks:

12. Fletshifrime të pavlefshme / nevažidno glasачki listici / Invalid Ballots:

13. Gjithsej fletshifrime të vlefshme (rubrika 10) / Total valid ballots (box 10):

14. Gjithsej (11+12+13) / Ukupno (11+12+13) / Total: (11+12+13):

15. Cila është dallimi ndërmjet rubrikës 8 dhe rubrikës 14? / Koga je razlika između kvadrata 8 i kvadrata 14? / What is the difference between box 8 and box 14?

PJESA II - ODEJAK II - SECTION II:
PARA MRYLLJES SE VOTIMIT - POSLE ZATVARANJA BIRACHOG MESTA
AFTER CLOSING THE POLLING STATION

4. Numri i shiritit që rrethoi për shlyerjen e kutisë së votimit / Broj zbirachog pečata sponobilni za zatvaranje pečata glasачkih kutije / Seal number used for sealing Voting Box:

5. Numri i nënrubrikave në listën përfundimtare të votimeve / Broj pečata na konačnom birachom spisku / Number of Signatures on Final Voters List:

6. Numri i fletshifrimit të papërdorura / Broj neprimljenih glasачkih listica / Number of Unused Ballots:

7. Numri i fletshifrimit të olëmburta / Broj neispravnih glasачkih listica / Number of Spoiled Ballots:

Dorëzimi nga kryesuesi i ekipit të votimit / ekipit të numërimit / Primopredaja materijala od predavajučeg tima za glasanje / predavajučim tima za prebrojavanje / Handover from Polling Team / Counting Team / Chairman

EMRI DHE MËSHARI I KRYESUESIT TË EKIPI TË VOTIMIT / EMER DHE MËSHARI I EKIPI TË NUMËRIMIT / IME I PRIZORIT I TIMA ZA GLASANJE / IME I PRIZORIT I TIMA ZA BROJAVANJE / NAME OF POLLING TEAM CHAIRPERSON IN BLOCK LETTERS / NAME OF COUNTING TEAM CHAIRPERSON IN BLOCK LETTERS

Kryesuesi i ekipit të votimit / Kryesuesi i ekipit të numërimit / Predavajučeg tima za glasanje / Brojčavajučeg tima za prebrojavanje / Signature of Polling Team Chairperson / Signature of Counting Team Chairperson

PJESA III - ODEJAK III - SECTION III:
PARA HAPJES SE VOTIMIT - MAKON OTVARANJA GLASACHOR KUTIJE
AFTER OPENING THE BALLOT BOX

8. Numri i fletshifrimit të rregullta në kutinë e votimit / Broj redovnih glasачkih listica u glasачkoj kutiji / Number of Regular Ballots in the Ballot Box:

9. Cila është dallimi ndërmjet rubrikës 5 dhe rubrikës 8? / Koga je razlika između kvadrata 5 i kvadrata 8? / What is the difference between box 5 and box 8?

PËRPUTIJA - USAGLAŠAVANJE / RECONCILIATION:

16. Numri i fletshifrimit të papërdorura (rubrika 6) / Broj neprimljenih glasачkih listica (kvadrati 6) / Number of Unused Ballots (box 6):

17. Numri i fletshifrimit të olëmburta (rubrika 7) / Broj neispravnih glasачkih listica (kvadrati 7) / Number of Spoiled Ballots (box 7):

18. Numri i fletshifrimit të rregullta në kutinë e votimit (rubrika 8) / Broj redovnih glasачkih listica u glasачkoj kutiji (kvadrati 8) / Number of Regular Ballots in the Ballot Box (box 8):

VETEM PËR VËNDOVITIMET E DIFESHITA
SAMO ZA DVOJNO BIRACHO MESTO
DUAL POLLING STATION ONLY

19. Numri i zarfëve të fletshifrimit me kështjës në kutinë e votimit (rubrika 3) nga FPR e zgjedhjeve të Kuvendit të Komunitetit / Broj kovčigi sa važidno glasачkih listica u glasачkoj kutiji / Broj kovčigi sa važidno glasачkih listica u glasачkoj kutiji / Number of CV (Cover of the Ballot) in the Ballot Box (box 3) from Kosovo Assembly (FPR):

20. Gjithsej (16+17+18+19) / Ukupno (16+17+18+19) / Total: (16+17+18+19):

21. Cila është dallimi ndërmjet rubrikës 3 dhe rubrikës 20? / Koga je razlika između kvadrata 3 i kvadrata 20? / What is the difference between box 3 and box 20?

PJESA V - ODEJAK V - SECTION V:
PARA PAKETIMIT TË MATERIALEVE TË NEVOTIMIT
AFTER PACKING OF THE SENSITIVE MATERIAL AT POLLING STATION

Numri i shiritit rrethës të fletës 2 / Broj zbirachog pečata za vjetru 2 / Seal number for Bag 2:

Numri i shiritit rrethës të fletës 4 / Broj zbirachog pečata za vjetru 4 / Seal number for Bag 4:

Numri i shiritit rrethës të kutisë së votimit / Broj zbirachog pečata za pakotim glasачkih kutije / Seal numbers for Ballot Box:

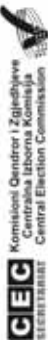
10. Gjithsej vota të vlefshme / Ukupno broj važidnih glasova / Total Valid Votes:

Duke i nënrubrikuar më poshtë, vërtetëse se këto shifra përshtatshme me shifrat e deklaruar / ne këtu vërtetëse se këto shifra përshtatshme me shifrat e deklaruar / By signing below, I attest that these figures accurately reflect the activities at this Polling Station

Kryesuesi / Predavajučeg / Chairman: Anëtar / Član / Member:

Emri i ekipit / Ime i ekipit / Team: Anëtar / Član / Member:

Emri i ekipit / Ime i ekipit / Team: Anëtar / Član / Member:



PJESA I - ODELJAK I - SECTION I:
PARA HAPJES - PRI OTVARANJA - BEFORE OPENING

1. Numri i vendndimit / Broj birachog mesta / Polling Station number:

2. Numri i shiritit që përdoret për shlyerjen e kutisë së votimit / Broj zablloqor përçatës që përdoret për hapjen e kutisë së votimit / Seal numbers used for sealing ballot box: /

3. Numri i fletëvotimeve të pranishme / Broj prishmish glasachësh listica / Number of ballots received:

FORMULARI I PËRPUTHJES SE TË DHËNAVE DHE REZULTATEVE
OBRAZAC ZA USKLADIVANJE I REZULTATE - RECONCILIATION AND RESULTS FORM

PJESA IV - ODELJAK IV - SECTION IV:
PASKLASIFIKIM DHE NUMERIM I FLETËVOTIMEVE TË VLESHME
MAKON SORTIRANJA I PRESROJAVANJA VAŽEÇNI GLASAČIŠH LISTIGA
AFTER SORTING AND COUNT OF VALID BALLOTS

Vota të vlefshme / Valido glasovi / Valid Votes:

PJESA II - ODELJAK II - SECTION II:
PAS MYLLJES SE VENDVOTIMIT - POSLE ZATVARANJA BIRACHOG MESTA
AFTER CLOSING THE POLLING STATION

4. Numri i listës që përdoret për shlyerjen e kutisë së votimit / Broj zablloqor përçatës që përdoret për hapjen e kutisë së votimit / Seal number used for sealing Voting Box:

5. Numri i nëntshkrimeve në listën përfundimtare të votimeve / Broj potpisova na konačnom birachog spisku / Number of Signatures on Final Voters' List:

6. Numri i fletëvotimeve të papërdorura / Broj prishmish glasachësh listica / Number of Unused Ballots:

7. Numri i fletëvotimeve të gjëmbura / Broj nepspravnih glasachësh listica / Number of Spoiled Ballots:

Dorëzimi nga kryetari / elgjat i të votimit / elgjat të numërimit / Primopredaja materijala od predsedavajućeg lica za glasenje predstavnika lica za prebrojavanje / Handover from Polling Team Chairperson to Counting Team Chairperson

EMRI DHE MËSHTERË KRYETARIT TË BLOTIT TË NUMËRIMIT / IME I PRESROJAVANJA BIRACHOG MESTA / NAME OF POLLING TEAM CHAIRPERSON IN BLOCK LETTERS / Kryetari i listës së numërimit / Predsedavajućeg lica za prebrojavanje / Signature of Counting Team Chairperson

/

PJESA III - ODELJAK III - SECTION III:
ANSHPJES SE KUTJES SE VOTIMIT - MAKON OTVARANJA GLASAČIŠH KUTJIE
AFTER OPENING THE BALLOT BOX

8. Numri i fletëvotimeve të rregullta në kutinë e votimit / Broj rredovnih glasachësh listica u glasachog kutiji / Number of Regular Ballots in the Ballot Box:

9. Cilësitë e shiritit që përdoret në kutinë e votimit / Broj prishmish glasachësh listica u glasachog kutiji / What is the difference between box 5 and box 8?

11. Fletëvotimet e dorëzuara / Reporçirani glasachog listica / Blota / Ballots:

12. Fletëvotimet e përvetshme / Nevrateno glasachog listica / Invalid Ballots:

13. Gjithësej fletëvotimesh të vlefshme / Nbr. valid glasachësh listica / Total Valid Ballots (box 10):

14. Gjithësej / Ukupno / Total: (11+12+13)

15. Cilësitë e shiritit që përdoret në kutinë e votimit / Broj prishmish glasachësh listica / What is the difference between box 8 and box 14?

16. Numri i fletëvotimeve të papërdorura / Nbr. prishmish glasachësh listica / Number of Unused Ballots (box 6):

17. Numri i fletëvotimeve të gjëmbura / Broj nepspravnih glasachësh listica / Number of Spoiled Ballots (box 7):

18. Numri i fletëvotimeve të rregullta në kutinë e votimit / Nbr. rredovnih glasachësh listica u glasachog kutiji / Number of Regular Ballots in the Ballot Box (box 8):

PËRPUTIJA - USAGLAŠAVANJE / RECONCILIATION:

19. Numri i Zgjedhjes së fletëvotimeve me kualitet të kutisë së votimit / Broj kovrivi sa uslovima glasachog listica u glasachog kutiji / Nbr. of COVRI sa uslovima za shranjenje glasachësh listica / Broj kovrivi sa uslovima za shranjenje glasachësh listica / Nbr. of COVRI sa uslovima za shranjenje glasachësh listica / Nbr. of COVRI sa uslovima za shranjenje glasachësh listica (box 8) from Kosovo Assembly (1997):

20. Gjithësej / Ukupno / Total: (16+17+18+19)

21. Cilësitë e shiritit që përdoret në kutinë e votimit / Kola je razlika izmedu kvadrata 3 i kvadrata 20 / What is the difference between box 3 and box 20?

VETEM PËR VENDORITIMET E DIFESHITA
SAVO ZA DVOJNO BIRACHOG MESTO
DUAL POLLING STATION ONLY

19. Numri i Zgjedhjes së fletëvotimeve me kualitet të kutisë së votimit / Broj kovrivi sa uslovima glasachog listica u glasachog kutiji / Nbr. of COVRI sa uslovima za shranjenje glasachësh listica / Broj kovrivi sa uslovima za shranjenje glasachësh listica / Nbr. of COVRI sa uslovima za shranjenje glasachësh listica (box 8) from Kosovo Assembly (1997):

20. Gjithësej / Ukupno / Total: (16+17+18+19)

21. Cilësitë e shiritit që përdoret në kutinë e votimit / Kola je razlika izmedu kvadrata 3 i kvadrata 20 / What is the difference between box 3 and box 20?

PJESA V - ODELJAK V - SECTION V:
PALS PAKETIMIT TË MATERIALEVE TË NEVROTIMIT / PALS PAKETIMIT TË MATERIALEVE TË NEVROTIMIT / AFTER PACKING OF THE SENSITIVE MATERIAL AT POLLING STATION

Numri i shiritit që përdoret në kutinë e votimit / Seal number for Bag 2:

Numri i shiritit që përdoret në kutinë e votimit / Seal number for Bag 4:

Numri i shiritit që përdoret në kutinë e votimit / Broj prishmish glasachësh listica u glasachog kutiji / Seal numbers for Ballot Box:

10. Gjithësej vota të vlefshme
Ukupnan broj važećih glasova
Total Valid Votes

Duke i nëntshkruar më poshtë, vërtetë se këto shifra pasqyrojnë me saktësi aktivitetin në këtë vendvotim. / By signing below, I attest that these figures accurately reflect the activities at this Polling Station.

Kryetari / Predsedavajućeg / Chairperson:

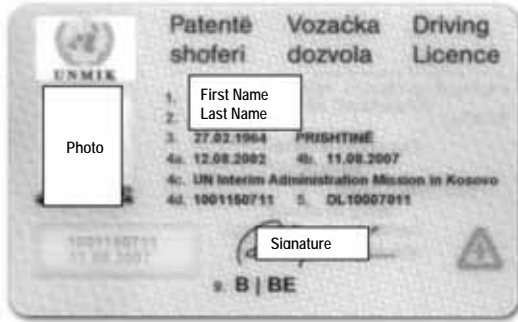
Numri / Član / Member:

Kryetari / Predsedavajućeg / Chairperson:

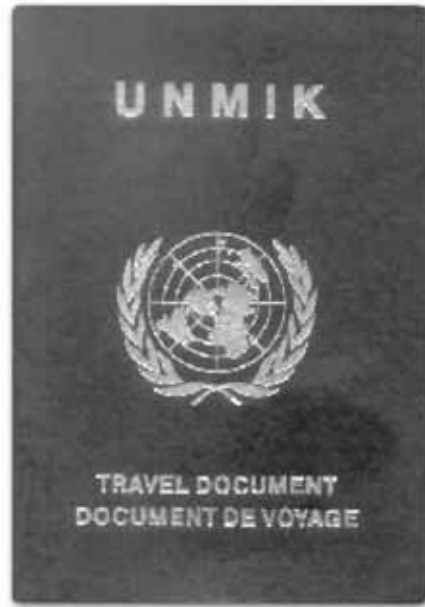
Numri / Član / Member:

ACCEPTABLE ELECTION IDENTIFICATION DOCUMENTS

UNMIK Driving License



UNMIK Travel Document - Outside



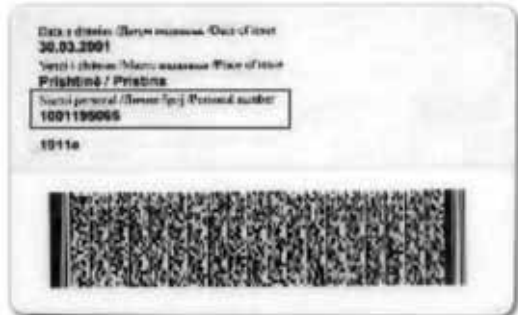
UNMIK Identification Card - Front



UNMIK Travel Document - Inside



UNMIK Identification Card - Back



Other Acceptable Election Identification Documents are:

- Internal Displaced Persons (IDP) Identification Card.
- Refugee Identification Card