

Pursuant to Article 44, paragraph 1, Article 52, paragraph 4, Article 53, paragraph 3, and Article 55 of the Law on National Councils of National Minorities ("Official Gazette of RS", number 72/09, 20/14 – CC, 55/14 and 47/18),

Minister of Public Administration and Local Self-Government hereby adopts

# **R U L E B O O K**

## **ON THE MANNER OF KEEPING SPECIAL ELECTORAL ROLLS OF NATIONAL MINORITY<sup>1</sup>**

### **Article 1**

This Rulebook shall closely regulate the manner of keeping special electoral rolls of national minorities (hereinafter referred to as: special electoral roll) and other issues of importance for complete, accurate and updated keeping of a special electoral roll.

### **Article 2**

Statement on support to the request for establishing a special electoral roll (Form 1) is printed along with this Rulebook and makes its integral part.

### **Article 3**

Registration in a special electoral roll shall be performed only at personal request of a member of a national minority, which shall be submitted, personally signed and in writing, to the administration authority of the local self-government unit according to the place of residence, i.e. place of temporary residence for internally displaced persons.

Request for the registration in the special electoral roll (Form 2) is printed along with this Rulebook and makes its integral part.

### **Article 4**

Administration authority of a local self-government unit, upon receiving the request for the registration in the special electoral roll, shall *ex officio* perform an inspection in the single electoral roll kept in the Republic of Serbia, so as to determine the existence of general conditions for the acquisition of the active right to vote of the applicant.

If the administration authority of the local self-government unit, based on the performed inspection, identifies that general requirements referred to in paragraph 1 of this Article are met, it shall make a decision on the registration in the special electoral roll.

If the administration authority of the local self-government unit identifies that the applicant fails to meet the general requirements for the acquisition of the right to vote, it shall make a decision to reject the request for the registration in the special electoral roll.

### **Article 5**

Deletion from the special electoral roll shall be done *ex officio* or upon the request for deletion, which shall be submitted, personally signed and in writing, to the administration authority of the local self-government unit according to the place of residence, i.e. place of temporary residence for internally displaced persons.

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<sup>1</sup> "Official Gazette of RS", number 61/18

Request for deletion from the special electoral roll (Form 3) is printed along with this Rulebook and makes its integral part.

## **Article 6**

Special electoral roll may be kept and updated by one or several civil servant who must have the authorisation by the authority manager and hold a qualification electronic certificate issued by the authorised certification authority.

Update of the special electoral roll, in terms of this Rulebook, shall mean the performance of any changes in the special electoral roll (registration deletion, amendments, modifications, or corrections) in the manner and procedure stipulated by the law.

Ministry responsible for keeping the special electoral roll (hereinafter referred to as: Ministry) shall take over the data via the web services from the single electoral roll necessary for *ex officio* updating and modification regarding voters registered in the special electoral roll. .

## **Article 7**

Right to inspection of the special electoral roll shall have every member of a national minority for the purpose of inspection of personal data registered in the special electoral roll.

Inspection of the part of the special electoral roll may be performed directly in the municipal, i.e. city administration in which the member of the national minority has the place of residence, i.e. temporary place of residence for internally displaced persons, in line with the law regulating personal data protection.

Inspection of the part of the special electoral roll, in line with the law regulating personal data protection, may be performed electronically on the official web page of the Ministry.

Authorised representative of the nominator of confirmed electoral rolls shall have the right to inspect the special electoral roll, and to inspect official documentation based on which the authority responsible for keeping the special electoral list shall perform the registration, deletion, amendments, modifications or corrections of the electoral roll, in line with the law.

## **Article 8**

Decision of concluding the special electoral roll shall be made and signed by the minister responsible for keeping the special electoral roll (hereinafter referred to as: Minister), or person authorised by the Minister, and verified by the seal of the Ministry.

Ministry shall verify the printed excerpts from that roll distributed per local self-government units and polling stations.

Printed excerpts from the special electoral roll shall be verified in the manner that the serial number of the voter by which the excerpt is concluded, is printed on the last page of the excerpt, signature of the Minister of authorised person and print of the seal of the Ministry.

Upon the conclusion of the special electoral roll the municipal i.e. city administration shall electronically submit the request for registration of alterations in the special electoral roll, with addendums, to the Ministry without any delays, not later than the next day if the request is received right before the end of working hours.

## **Article 9**

Classification of voters to polling stations determined by the decision of the Republic Electoral Commission for a local self-government unit, prior to the moment of conclusion of the special electoral roll and with the state registered in the special electoral roll prior to its conclusion, shall be performed by the municipal i.e. city administrations..

Upon the conclusion of the special electoral roll, the classification of voters to polling stations for all local self-government units shall be performed by the Ministry, with the technical and other assistance of city and municipal administrations.

## **Article 10**

On the day of entry into force of this Rulebook, the Rulebook on the Manner of Keeping the Special Electoral Roll of National Minorities ("Official Gazette of RS", no 72/14 and 81/14 – correction) shall cease to be valid.

## **Article 11**

This Rulebook shall enter into force on the next day after its publication in "Official Gazette of the Republic of Serbia".

Number 110-00-00189/2018-27

In Belgrade, 6 August 2018

Minister

Branko Ružić, sgd.

**STATEMENT  
OF A NATIONAL MINORITY MEMBER ON SUPPORT TO THE REQUEST FOR  
ESTABLISHING SPECIAL ELECTORAL ROLL**

I hereby support the request for establishing the special electoral roll of \_\_\_\_\_  
national minority (state the name of national minority)

National minority member \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(name and surname) (UMCN) (address of place of (temporary) residence)

At the time of signing this statement I confirm that I am informed about the processing of personal data, and I accept the processing of the data in line with the law.

\_\_\_\_\_  
(signature)

It is confirmed that this statement is personally signed by \_\_\_\_\_ .  
(name and surname)

Identity of the national minority member is confirmed on the basis of the insight into a personal identification document.

Pursuant to Article 44, paragraph 7 of the Law on National Councils of National Minorities ("Official Gazette of RS", no 72/09, 20/14 – CC, 55/14 and 47/18) the authentication shall not be subject to payment of taxes.

Aut. No \_\_\_\_\_

In \_\_\_\_\_, on \_\_\_\_\_ at \_\_\_\_\_ o'clock .  
(place) (date)

Competent Authentication Authority \_\_\_\_\_  
(place)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(name and surname)

NOTE: Statement given by the applicant shall be duplicated in the necessary number of copies. Statements shall be submitted in alphabetical order of surnames of national minority members, attached to the list of all national minority members supporting the request for establishing the special electoral roll, with the list being delivered in written form and in electronic form (CD), and both forms are identical. Request for establishing the special electoral roll must be supported by minimum 5% (not less than 300) national minority members for which the request is submitted, according to the latest census.

**MUNICIPALITY** \_\_\_\_\_, **CITY** \_\_\_\_\_  
(name of local self-government unit receiving the request)

## R E Q U E S T

**for registration in special electoral roll of** \_\_\_\_\_ **national minority**  
(name of national minority)

**Applicant:**

Name and surname of Voter \_\_\_\_\_

Name of one parent of Voter \_\_\_\_\_

Unique Master Citizen Number of Voter

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Date and place of birth of Voter \_\_\_\_\_

Sex of Voter \_\_\_\_\_

Place and address of residence of Voter \_\_\_\_\_

Place and address of temporary residence of Voter for internally displaced persons \_\_\_\_\_

\_\_\_\_\_

Municipality/City \_\_\_\_\_

Phone \_\_\_\_\_

(not mandatory but preferable)

I, \_\_\_\_\_,  
(name) (father's name) (surname)

as a member of \_\_\_\_\_ national minority hereby submit the request for  
(name of national minority)

registration in the special electoral roll of my national minority, pursuant to Article 32, paragraphs 1 and 2, and Article 47, paragraph 3 of the Law on National Councils of National Minorities ("Official Gazette of RS", no 72/09, 20/14 – CC, 55/14 and 47/18).

At the time of signing this statement I confirm that I am informed about the processing of personal data, and I accept the processing of the data in line with the law.

**Applicant:**

In \_\_\_\_\_, on \_\_\_\_\_

\_\_\_\_\_  
(signature)

NOTE: All information shall be filled in using legible, printed letters, identically as stated in the ID.

**MUNICIPALITY** \_\_\_\_\_, **CITY** \_\_\_\_\_  
(name of local self-government unit receiving the request)

## R E Q U E S T

**for deletion from the special electoral list** \_\_\_\_\_ **of national minority**  
(name of national minority)

**Applicant:**

Name and surname of Voter \_\_\_\_\_

Name of one parent of Voter \_\_\_\_\_

Unique Master Citizen Number of Voter

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Date and place of birth of Voter \_\_\_\_\_

Sex of Voter \_\_\_\_\_

Place and address of residence of Voter \_\_\_\_\_

Place and address of temporary residence for internally displaced persons \_\_\_\_\_

\_\_\_\_\_

Municipality/City \_\_\_\_\_

Phone \_\_\_\_\_

(not mandatory but preferable)

I, \_\_\_\_\_,  
(name) (father's name) (surname)

hereby submit this request for deletion from the special electoral roll of \_\_\_\_\_  
(name of national minority)

national minority, pursuant to Article 53, paragraph 3 of the Law on National Councils of National Minorities ("Official Gazette of RS", no 72/09, 20/14 – CC, 55/14 and 47/18).

At the time of signing this statement I confirm that I am informed about the processing of personal data, and I accept the processing of the data in line with the law.

**Applicant:**

In \_\_\_\_\_, on \_\_\_\_\_

\_\_\_\_\_  
(signature)

NOTE: All information shall be filled in using legible, printed letters, identically as stated in the ID.