



MANUAL OF PROCEDURES FOR POLLING BOARDS

REPUBLIC ELECTORAL COMMISSION
BELGRADE, 2022

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1. RESPONSIBILITY AND COMPOSITION OF ELECTORAL MANAGEMENT BODIES

1.1. PARLIAMENTARY AND PRESIDENTIAL ELECTIONS

The Law on the Election of Members of Parliament and the Law on the Election of the President of the Republic stipulate the following electoral management bodies for conducting parliamentary and presidential elections (hereinafter referred to as: national elections):

1. **Republic Electoral Commission (REC)**
2. **Local electoral commissions (LEC)**
3. **Polling Boards**

REPUBLIC ELECTORAL COMMISSION

The **REC** shall ensure a lawful conduct of the elections in compliance with law. The REC shall have its *standing and extended composition*.

The standing composition of the REC that conducts the national elections scheduled for 3 April 2022 has been enlarged in compliance with electoral laws, by six additional members and six deputy members nominated by the Speaker of the National Assembly, so that now the REC's standing composition includes the Chairperson, Deputy Chairperson, 22 members and 22 deputy members, REC Secretary and Deputy Secretary, as well as two participants in charge of statistics-related tasks.

During the national elections scheduled for 3 April 2022, the REC shall operate in the *extended composition* which, in accordance with the law, shall be composed of the standing composition and members and deputy members nominated by submitters of proclaimed electoral lists of MP candidates and nominators of proclaimed presidential candidates.

LOCAL ELECTORAL COMMISSIONS

Within the meaning of the Law on the Election of Members of Parliament, local electoral commissions shall include:

- Municipal electoral commissions
- City electoral commissions
- Electoral commissions of city municipalities of the City of Belgrade

Local electoral commissions shall perform the tasks that in previous elections were mostly done by the working bodies founded by the Republic Electoral Commission for the needs of conducting parliamentary and presidential elections.

According to the new Law on Local Elections, the number of members in the standing composition of a local electoral commission depends on the size of the local self-government unit for which it is established, so that the standing composition of a local electoral commission shall include the following:

- Chairperson, six members, Deputy Chairperson and six deputy members, in the local self-government unit with a maximum of 50,000 registered voters;
- Chairperson, eight members, Deputy Chairperson and eight deputy members, in the local self-government unit with a maximum of 100,000 registered voters;
- Chairperson, ten members, Deputy Chairperson and ten deputy members, in the local self-government unit with a maximum of 500,000 registered voters;
- Chairperson, 12 members, Deputy Chairperson and 12 deputy members in the local self-government unit with more than 500,000 registered voters.

The standing composition of a LEC for the national elections scheduled for 3 April 2022 has been enlarged in compliance with electoral laws, by an additional member and deputy member nominated by the REC on the proposal of the Speaker of the National Assembly.

During the elections, LECs shall operate in the extended composition which, in accordance with the law, shall be composed of the standing composition and members and deputy members nominated by submitters of proclaimed electoral lists of MP candidates and nominators of proclaimed presidential candidates.

Responsibilities of a local electoral commission in conducting the national elections shall be to:

- Organise technical preparation of the elections
- Appoint, dismiss and establish termination of office of members / deputy members of an electoral management body;
- Designate polling stations;
- Decide on requests for annulment of voting at a polling station due to irregularities during the conduct of voting;
- Receive the election material from the REC and deliver it to polling boards;
- Take over the election material from polling boards upon completion of the voting;
- Provide support to polling boards during the conduct of voting;
- Inform the REC on voting;
- Render a consolidated report on the results of voting at polling stations located on its territory;
- Perform other tasks in accordance with the Law on the Election of Members of Parliament and acts of the REC.

POLLING BOARDS

POLLING BOARDS SHALL:

- Take over the election material from the local electoral commission before voting;
- Prepare a polling station for the start of voting and arrange the polling station and the polling room;
- Conduct voting at a polling station:
- Conduct voting outside a polling station;
- Ensure the regularity and secrecy of voting;
- Maintain order at a polling station;
- Establish voting results at a polling station;
- After voting, deliver the election material to the local electoral commission.

A polling board shall have its standing and extended composition.

The *standing composition of a polling board* shall be appointed by the local electoral commission at the proposal of parliamentary groups and it shall consist of a Chairperson, two members and their deputies.

The standing composition of a polling board for the national elections scheduled for 3 April 2022 has been enlarged in compliance with Law on the Election of Members of Parliament, by an additional member and deputy member nominated by the REC on the proposal of the Speaker of the National Assembly.

The *extended composition of a polling board* shall be composed of the standing composition and members and deputy members nominated by submitters of proclaimed electoral lists of MP candidates and nominators of proclaimed presidential candidates.

REPUBLIC ELECTORAL COMMISSION

- Chairperson
- Deputy Chairperson
- 22 members
- 22 deputy members
- Participants in charge of statistics-related tasks
- Secretary
- Deputy Secretary
- members and deputy members - nominated by submitters of proclaimed electoral lists
- members and deputy members - nominated by submitters of proclaimed presidential candidates

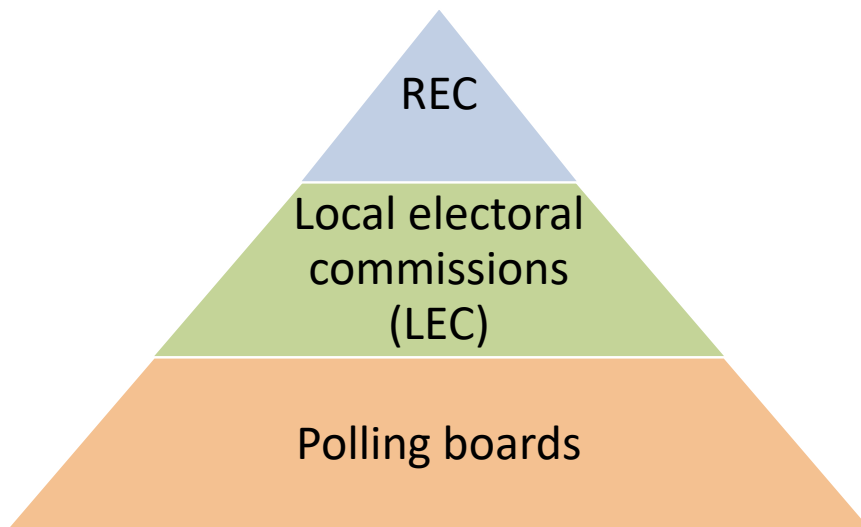
LOCAL ELECTORAL COMMISSIONS (LEC)

- Chairperson
- Deputy Chairperson
- members
- deputy members;
- members and deputy members - nominated by submitters of proclaimed electoral lists
- members and deputy members - nominated by submitters of proclaimed presidential candidates

POLLING BOARDS

- Chairperson
- Deputy Chairperson
- three members in the standing composition
- three deputy members in the standing composition
- members and deputy members - nominated by submitters of proclaimed electoral lists
- members and deputy members - nominated by submitters of proclaimed presidential candidates

Graph showing the electoral management bodies for the parliamentary and presidential elections scheduled for 3 April 2022, in their extended compositions



Pyramid organisational structure of electoral management bodies

1.2. ELECTIONS OF COUNCILLORS TO THE ASSEMBLIES OF LOCAL SELF-GOVERNMENT UNITS

Along with the national elections, elections of councillors to local assemblies (local elections) shall also be held on 3 April in 14 cities and municipalities, including Sevojno municipality of the City of Uzice.

The following electoral management bodies for the conduct of local elections are envisaged by the Law on Local Elections:

1. Electoral commissions of local self-government units (EC)
2. Polling Boards

EXTENDED COMPOSITION OF ELECTORAL COMMISSIONS AND POLLING BOARDS

In municipalities/cities where local elections will be held on 3 April, the extended composition of local electoral commissions and polling boards shall comprise members and deputy members nominated by submitters of proclaimed electoral lists of candidate councillors to municipal/city assemblies, provided they do not participate in national elections as well.

1.3. CODE OF CONDUCT FOR MEMBERS AND DEPUTY MEMBERS OF ELECTORAL MANAGEMENT BODIES

For the purpose of improving performance and establishing standards of ethical conduct expected from electoral management bodies, the REC has adopted a Code

of Conduct for members and deputy members of electoral management bodies.

In compliance with the Code, members and deputy members of electoral management bodies shall:

- responsibly, conscientiously, professionally and within the given authorizations perform the duties entrusted to them;
- perform their tasks impartially and efficiently, in accordance with professional standards;
- adhere to the principle of political neutrality in the performance of their functions;
- when making decisions, take into account the public interest, i.e. that their private interest does not come into conflict with the public interest;
- act within the limits of the given authorization and in accordance with the purpose for which the authorization was given;
- behave patiently, politely, kindly and with due care and respect towards all voters and other participants in the election procedure, and especially towards persons with disabilities;
- be appropriately and neatly dressed and in a manner that does not damage the reputation of the electoral management body;
- be diligent, professional and precise in fulfilling legal obligations;
- develop collegial and fair relations with other members and deputy members of the electoral management body;
- protect the reputation of the body they represent.

Members and deputy members of electoral management bodies shall not be allowed to:

- receive a gift, service or other benefits for themselves or members of their family in the performance of their duties, except for a protocol or occasional gift, up to the value laid down by law;
- use public property and official premises of electoral management bodies for private or political purposes, nor abuse their function for personal gain or for the benefit of the political party that nominated them to the electoral management body;
- favour or discriminate against individual voters in the exercise of their electoral rights on the grounds of political, national, racial, religious, sexual or other affiliation;
- give false statements or information that would damage the reputation of the electoral management body or jeopardize the integrity of the electoral process;
- intentionally or due to gross negligence inflict material damage to the electoral management body or encourage other persons to do so;
- publicly express their political, religious or other personal affiliation that could bring into question their impartiality in decision-making;
- carry symbols and slogans of political parties in their official premises.

2. RECEIPT AND DELIVERY OF ELECTION MATERIAL

The REC shall deliver the election material for conducting the national elections through its members and deputy members from both its standing and extended composition, who shall be authorised as REC coordinators to carry out certain electoral activities for the municipalities in the territory of the relevant administrative district.

The REC coordinators shall deliver the election material at seats of the administrative districts to local electoral commissions operating on the territory of the administrative district for which they have authorisation.

A local electoral commission shall **deliver the election material at the seat of the municipality/city** to polling boards operating on the territory of their municipality/city.

The local electoral commission shall notify polling boards' chairpersons and deputy chairpersons, as well as persons authorised for nominating members of standing and extended composition of polling boards on the time, place and order of the receipt/delivery of the election material from/to polling boards.

The election material shall be delivered to polling boards **by not later than 24 hours prior to the voting day**, which means by Friday, 1 April 2022 at the latest.

The receipt and the delivery of the election material by the LEC and polling boards **shall be recorded in the Minutes** comprising the list of all the materials that a polling board has taken over from the local electoral commission.

A separate set of the election material for each of the elections to be held on 3 April shall be delivered to polling boards, which is why the receipts/deliveries of such a material shall be recorded in separate minutes.

NOTE:

The receipt/delivery of the election material may be attended by authorised representatives of submitters of electoral lists/nominators of presidential candidates, as well as by representatives of observers granted accreditation by the REC.

FOR THE ELECTIONS TO BE HELD ON 3 APRIL 2022, THE REPUBLIC ELECTORAL COMMISSION AND THE LOCAL ELECTORAL COMMISSION SHALL PROVIDE THE FOLLOWING FOR EACH POLLING BOARD:

- **The Collective Electoral List of candidates for MPs and the List of Presidential Candidates**

(The collective electoral list is a document that shall contain all electoral lists, with the personal names of all the candidates for MPs and the data on the year of their birth, occupation and place of residence, while the List of

Presidential Candidates is a document that shall contain names and surnames of presidential candidates, their dates of birth, occupations and the names of their nominators.

These documents shall be printed in the Serbian language, in Cyrillic script. In the municipalities/cities where the languages of national minorities are in official use, these documents shall be printed in those languages as well.

The Law lays down that the Collective Electoral List and the List of Presidential Candidates should be publicly displayed at a polling station during the voting so that the voters could see the information on all electoral lists and candidates for MPs and presidential candidates, when casting their votes.)

- **Decision on the appointment of members and deputy members of polling boards**

- **Decision on the appointment of a member and a deputy member of the polling board, on the proposal of the Speaker of the National Assembly**

(The Decision shall contain personal names of persons appointed to the standing composition of a polling board on the proposal of the Speaker of the National Assembly and shall name the persons authorised to conduct the voting at the polling station as members of the polling board.)

- **EXCERPT FROM THE ELECTORAL ROLL FOR VOTING AT PARLIAMENTARY ELECTIONS and EXCERPT FROM THE ELECTORAL ROLL FOR VOTING AT PRESIDENTIAL ELECTIONS**, with a potential list of subsequent changes made to the electoral roll which shall be attached to the excerpt from the electoral roll (Extract/special excerpt from the electoral roll is a document that comprises personal data on voters with the suffrage at the polling station concerned and it serves for recording the voters who cast their votes.)

- **SPECIAL EXCERPT FROM THE ELECTORAL ROLL FOR PARLIAMENTARY ELECTIONS and the SPECIAL EXPERT FROM THE ELECTORAL ROLL FOR PRESIDENTIAL ELECTIONS**, if voters serving military service, attending military training or attending school programs in the Serbian Armed Forces' units or institutions vote at the polling station

(The Special excerpt from the electoral roll is a document that comprises personal data on voters with the suffrage at the polling station concerned and it serves for recording the voters who cast their votes.)

- **BALLOT PAPERS for parliamentary and presidential elections, BY EXCERPTS/SPECIAL EXCERPTS from the electoral roll and potential lists of subsequent changes to the electoral roll**

In municipalities/cities where national minority languages are in the official use, ballot papers shall be printed in those languages as well. Naturally, majority of ballot papers are printed only in Serbian language, Cyrillic script, but there are as many as 28 various versions of ballot papers (e.g. in |Serbian-Hungarian, Serbian-Bosniak, Serbian-Hungarian-Slovakian, etc.) Of course, the format (size) of the ballot paper depends on the number of languages in which it is printed.

- **CONTROL LIST** for the validation of the ballot box, **for parliamentary elections** and the **CONTROL LIST** for the validation of the ballot box **for the presidential election**.
(The polling board shall check whether ballot boxes are in order and empty. Outcome of the control shall be recorded in the relevant control list for parliamentary/presidential elections).
- **RESULT PROTOCOLS** of the polling boards **for parliamentary elections** and the **RESULT PROTOCOLS** of the polling boards for **presidential election**, *each in six copies*
(Result protocols of the polling board is a document completed by a polling board, in which all the facts on the voting proceedings and the voting results at the polling station are recorded.
(Result protocols shall be printed in the Serbian language and Cyrillic script and in each language and script of the national minority in official use in the local self-government unit concerned. This actually means that in municipalities in which for instance, two more languages are in official use besides the Serbian language, there will be three forms of result protocols, each in six copies, which means one form in each of the three languages).
- **Form of the Record on Observers of the work of the polling board for the conduct of voting at parliamentary elections and at presidential election**, *in six copies*
(The Record on Observers of the work of the polling board shall include data on representatives of domestic and foreign observers present at the polling station concerned. These representatives shall have the right to enter in the Record, on their own, any criticism or observations, if any, about the conduct of voting at the polling station)
- **Manual of Procedures for polling boards**
(The Manual of Procedures for polling boards is a publication laying down the set of rules on polling board procedures during the conduct of voting and establishment of voting results at a polling station).)
- **CONTROL SHEET** for logical and computational validation of the voting results **at parliamentary elections** and the **CONTROL SHEET** for logical and computational validation of the voting results at **presidential elections**
(The Control Sheet is a tool that should help a polling board to establish voting results and validate the accuracy of the results).

- **STATE FLAG OF THE REPUBLIC OF SERBIA**



(State Flag of the Republic of Serbia shall be put up at polling stations during the elections for national authorities).

- **Forms of the Certificate on the right to vote outside the polling station (for both elections)**

(The Certificate on the right to vote outside the polling station is the document signed by a voter that has voted outside the polling station, thus confirming he/she has cast a vote. Signing this Certificate shall replace the voter's signing of the excerpt from the electoral roll.)

- **Forms of the Record on the presence of members and deputy members of the polling board in the standing/extended composition at the polling station, each in two copies**

(Record on the presence of the polling board's standing composition at the polling station and the Record on the presence of the polling board's extended composition at the polling station are kept to establish which members and deputy members were actually present at the polling station and participated in the work of the polling board concerned. Emoluments for the work in the polling board shall be paid only to the persons registered in the abovementioned Records.

It is important to bear in mind that signing the Record on the presence DOES NOT SUBSTITUTE for signing the result protocols).

- **Lists of representatives of domestic and foreign observers accredited to monitor the work of polling boards**

(The purpose of this list is for the polling board to verify whether the representative of an observer who came to a polling station and has an accreditation issued by the REC is actually authorised to be present at the polling station concerned).

- **Voter information posters**

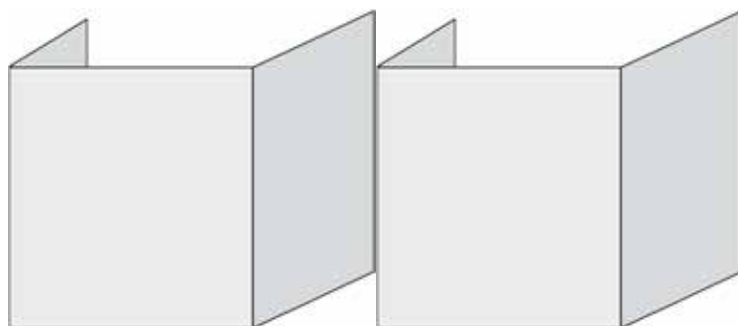
(Voter information posters shall be displayed at the polling station for the purpose of notifying voters on the manner of casting a vote).

- ID badges with clips for polling board members



(The purpose of ID badges is to validate whether the persons present at a polling station are authorised to conduct voting at the polling station).

- Designation sign for the polling station and two designation signs for ballot boxes (for both elections)
- TWO ballot boxes (for the parliamentary elections and for the presidential election)
- Screens for ensuring the secrecy of voting



- Two electoral UV ink sprays for marking voters' fingers



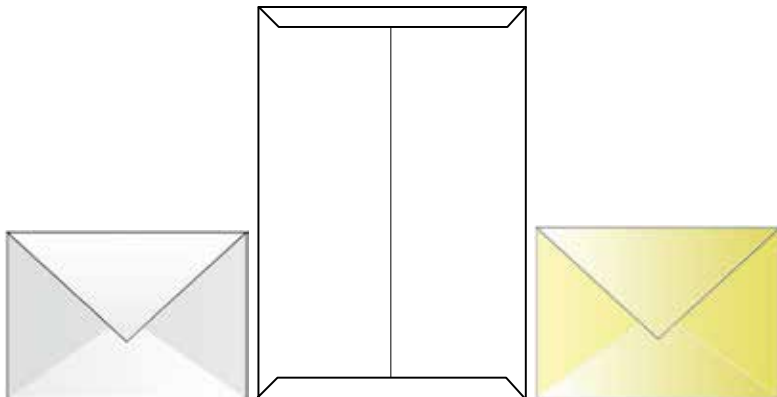
- two UV lamps



- batteries for UV lamps
- Stationery (pencils and markers)



- stickers for sealing ballot boxes and stickers for sealing envelopes with ballot papers after the voting, or stickers for sealing strip papers for larger format ballot papers (strips)
- envelopes for keeping ballot papers, control list and certificates on the right to vote outside the polling station



- Other stationery (scissors, duct tape, official ribbon, ruler, and writing paper)



! NOTICE:

Polling board members who take over the election material, and this is usually the polling board's Chairperson, should bear in mind that they need to take over all the material listed in the Record on the receipt/delivery, **most important of which are certainly ballot papers, special for each election process, excerpts from electoral roll, special for each election process, control lists for the validation of each ballot box and result protocols of polling boards, special for each election process.**

! NOTICE:

When receiving the election material, the number of polling papers received by a polling board should equal the number of voters who can vote at that polling station. In this regard, **it is necessary to pay attention to whether only voters registered in the excerpt from the electoral roll vote at that polling station or there is perhaps a special excerpt with the voters who serve the military service, attend military training or school programmes in the Serbian Armed Forces' units or institutions** (hereinafter referred to as: voters in the Serbian Armed Forces). Therefore, if there is also a special excerpt for voters in the Serbian Armed Forces at that polling station, the number of ballot papers to be received by the polling board should equal the sum of the numbers of voters registered in the excerpt from the electoral roll, voters registered in the subsequent list and voters in the Serbian Armed Forces registered in the special excerpt.

NOTE:

REC may lay down in its instructions that polling boards should receive additional material (such as protective masks and gloves), which is why it is necessary to check all the items in the Record on the receipt/delivery of the election material, or the Record on the receipt/delivery of other material (in case the REC prepares such records).

AFFIXING OF SEALS TO SACKS WITH ELECTION MATERIAL

After the entire material envisaged (for both election processes) is delivered to the polling board, this material, **except for the scissors**, shall be put in separate sacks for the storage of the election material (a grey sack is for the material for parliamentary elections, and a blue sack is for the material for presidential election).

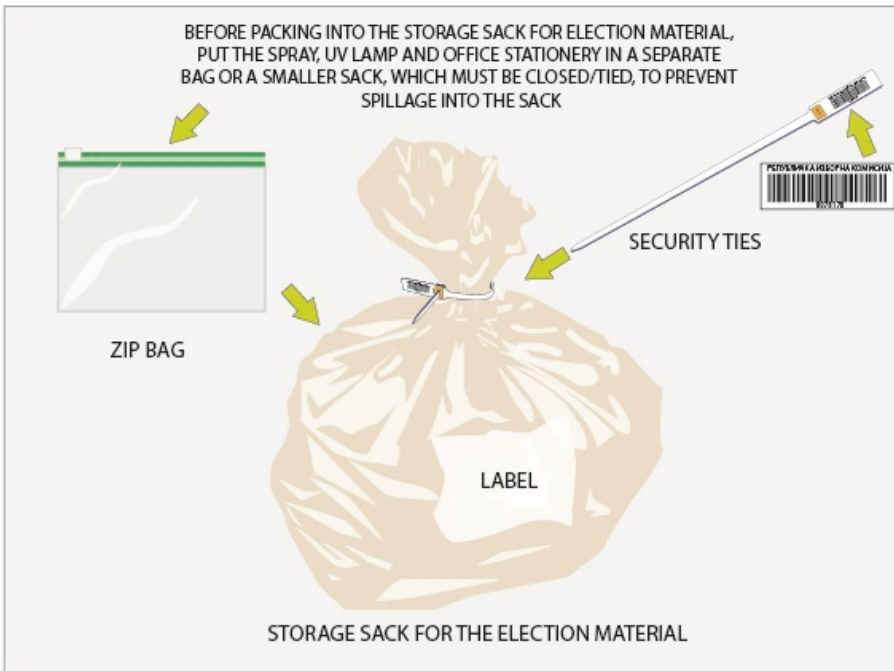
After placing the material in designated sacks, **they shall be sealed with security seals, in the presence of polling board members**, (white seals for the parliamentary elections, and blue for the presidential election), whose serial numbers shall be entered in the appropriate Record on the receipt/delivery of the election material.

The electoral UV ink spray for marking voters' fingers, a UV lamp, and the stationary shall be placed in the sack designated for the storage of the election material for the parliamentary elections.

NOTE:

Before placing the election material into the sack, the electoral UV ink spray for marking voters' fingers, the UV lamp and the stationary should be placed into a separate smaller sack that needs to be closed/tied, so that its contents are not scattered all over the election material sack.

Before sealing the sack, stickers with the designation of parliamentary elections or of the presidential elections should be put on the sacks, and the name of the municipality/city and the number of the polling station shall be written on the stickers.



! NOTICE:

1. The sealed sacks with the election material may not be opened before the polling board gathers at the polling station on the voting day.
2. When delivering the election material before voting, the local electoral commission must ensure that:
 - The election material for each of the elections is packed separately into respective sacks (**a grey sack for the parliamentary elections and a blue sack for the presidential election**);
 - Each sack with the election material is marked by appropriate stickers containing the name of the municipality/city and the number of the polling station;
 - The polling board gets as many ballot boxes as the number of election processes being conducted at the polling station

NOTE:

When delivering the election material, the local electoral commission should provide the polling board with the phone number of the contact person in charge of opening the facility in which the polling station is located on the voting day.

DELIVERING THE ELECTION MATERIAL FOR VOTING ABROAD

There are special rules laid down for **delivering the election material for voting abroad**. This material shall be delivered to polling boards directly by the REC coordinator, and not by the local electoral commission.

The delivery/receipt of the election material shall be done at the seat of the Ministry of Foreign Affairs. Special records for both election processes shall be kept on the delivery/receipt of the election material.

Chairperson of the polling board shall transfer the election material to the polling station abroad in the manner in which diplomatic consignment is transferred, ensuring the safety of the election material.

3. PREPARING FOR THE START OF VOTING

(1) On the voting day, **3 April 2022, the POLLING BOARD SHALL MEET AT THE POLLING STATION AT 6 A.M. AT THE LATEST**, to prepare for the start of voting.

! NOTICE:

A polling board member or his/her deputy should be present at the polling station from the moment the polling board meets on the voting day until the moment of establishing the voting results at the polling station and completing the result protocols.

! NOTICE:

A member of the polling board and his/her deputy may be present at the polling station at the same time or take turns. Therefore, the polling board may not forbid a deputy member from being present at the polling station simultaneously with the member he/she substitutes. In case the polling board estimates that the presence of a large number of members and deputy members of the polling board's extended composition threatens the secrecy of voting, the Chairperson of the polling board should point out that it is not necessary for both members and deputy members to be present at the same time.

NOTE:

Preparation for the start of voting may also be attended by representatives of observers granted accreditation by the REC.

Preparing for the start of voting includes three stages:

1. verifying the completeness and regularity of the election material (for both electoral processes)
2. arranging of the polling station
3. agreement on the distribution of responsibilities

3.1. DETERMINING COMPLETENESS AND REGULARITY OF THE ELECTION MATERIAL

Chairperson of the polling board shall use the scissors to cut the security seals off both sacks, and **must keep the security seals and hand them over to the local electoral commission after voting.**

Then, the polling board shall compare the received election material in the sacks before the voting (for both electoral processes) to the data in the Record on the delivery/receipt of the election material, thus verifying whether the received

material is complete and proper. In case some of the election material listed in the Record on the receipt/delivery is lacking for parliamentary or presidential elections, the local electoral commission shall be notified thereof immediately.

! NOTICE:

Ballot papers shall be delivered to the polling board in envelopes, each containing 100 ballot papers, and as a general rule, one of the envelopes shall contain fewer than 100 ballot papers. For instance, if 558 voters can vote at a polling station, the polling board shall receive five envelopes, each containing 100 ballot papers and one envelope (the sixth one) containing 58 ballot papers. When preparing for the start of voting, the polling board should open only the envelope with fewer than 100 ballot papers, while the next envelop (with 100 ballot papers) needs to be open only after the ballot papers from the envelope with fewer than 100 ballot papers are used for casting votes. In accordance with the above, for the polling station with 558 voters for instance, the verification of whether the polling board has received the sufficient number of ballot papers includes checking **(without opening the envelopes)** whether there is a sufficient number of envelopes with 100 ballot papers in the sack and checking whether the envelope with fewer than 100 ballot papers contains 58 ballot papers.

For the voting to start, the following election material **MUST** be at the polling station:

- The Collective Electoral List of candidates for MPs and the List of Presidential Candidates
- Excerpt from the electoral roll for parliamentary elections and the excerpt from the electoral roll for presidential election
- Special excerpts from the electoral roll for both electoral processes, if voters in the Serbian Armed Forces vote at the polling station concerned
- ballot papers for voting at both electoral processes **(not necessarily the exact number!)**
- control lists for the validation of the ballot boxes, for both electoral processes
- ballot box for the parliamentary election and the ballot box for the presidential election
- one electoral UV ink spray for marking voters' fingers
- one UV lamp
- at least one screen for ensuring the secrecy of voting
- ribbon and stickers for sealing the ballot boxes

Only if some of this material is missing, the voting may not begin.

! NOTICE:

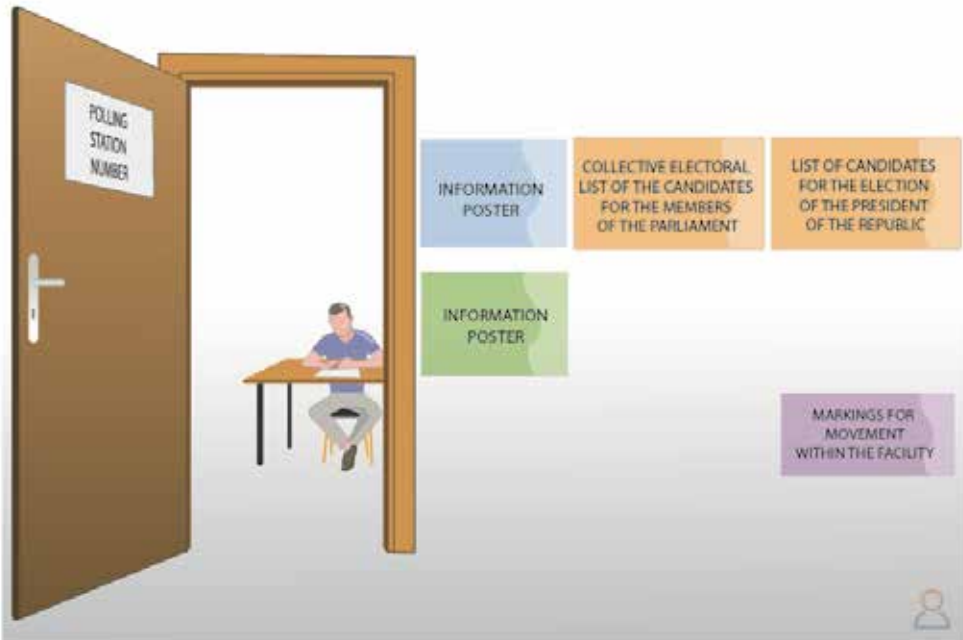
If a polling board does not receive the significant number of ballot papers equalling the number of voters that can vote at that polling station, for one of the electoral processes, this is not the reason for the polling board not to open the polling station and open voting. In such a case, the polling board should continue preparations and enable the start of voting at the polling station concerned.

3.2. POLLING STATION LAYOUT

After verifying that it has the election materials necessary for starting the voting, members of the polling board shall proceed to arrange the polling station:

- First, at the entrance to the facility where the polling station is located, the number and the name of the polling station shall be displayed
- If there are several polling stations in the facility or if the facility with a single polling station is large, the municipal/ city administration should ensure placing of appropriate signposts
- At the entrance to the room where the polling station is located, the number and the name of the polling station shall be displayed
- The state flag of the Republic of Serbia shall be displayed in the room where the polling station is located

Appendix 6 - Polling station arrangement scheme:



- The Collective Electoral List and the List of Presidential Candidates shall be displayed in front of the room where the polling station is located
- Voter information posters shall be displayed in front of the room where the polling station is located

Then the voting room shall be laid out in such a manner that the spots for carrying out electoral actions from the entrance to the ballot box are placed in the following order:

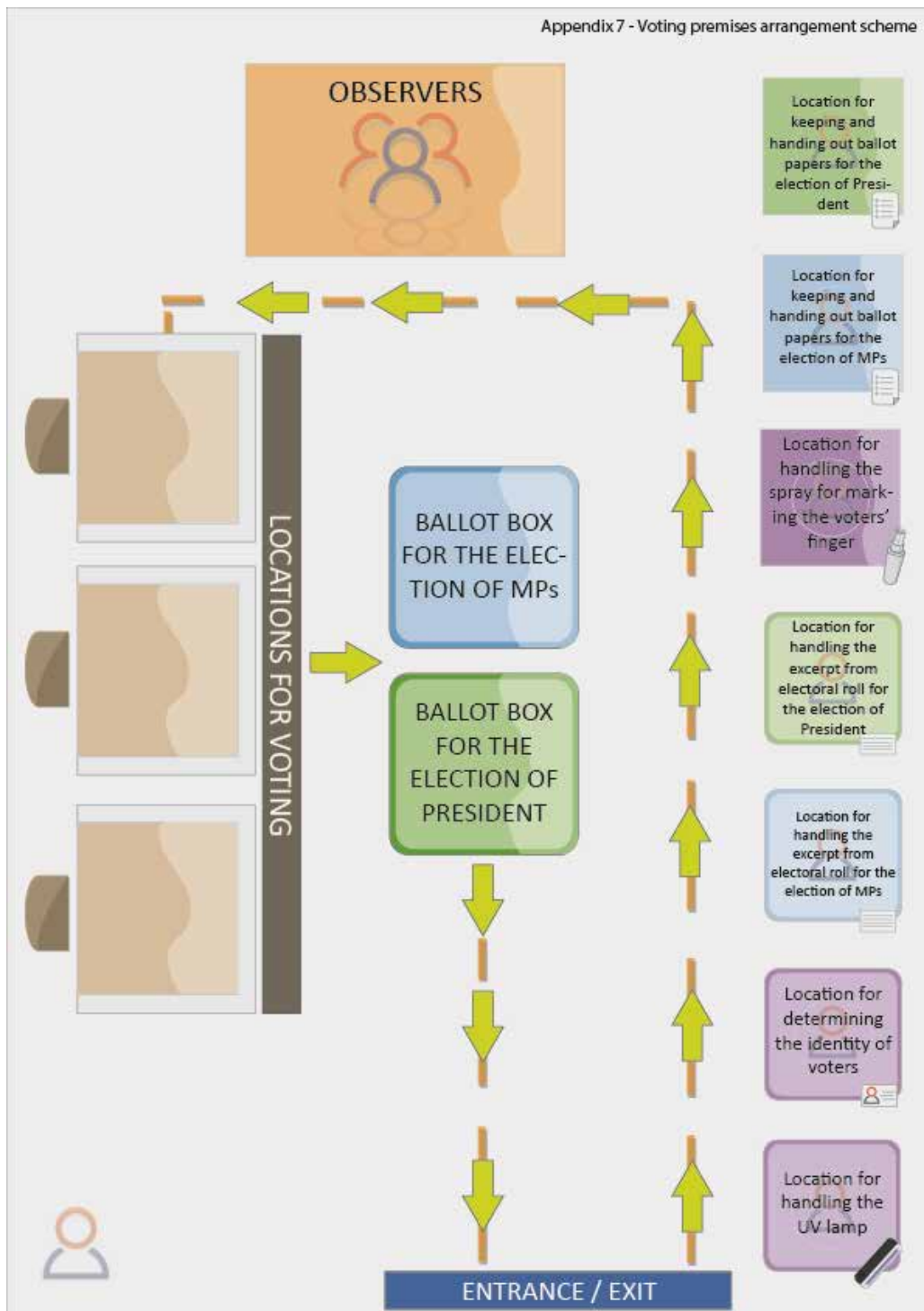
- the spot for checking under the UV lamp
- the spot for checking a voter's identity
- the spot which is the location for the **excerpt from the electoral roll for the parliamentary elections** and the special excerpt from the electoral roll for the parliamentary elections for the voters in the Serbian Armed Forces, if they vote at that polling station
- the spot which is the location for the **excerpt from the electoral roll for the presidential election** and the special excerpt from the electoral roll for the presidential election, for the voters in the Serbian Armed Forces, if they vote at that polling station
- the spot for marking voters' fingers with the electoral UV ink spray
- the spot for handing out **ballot papers for the parliamentary elections**
- the spot for handing out **ballot papers for the presidential election**
- the spot where a member of the polling board instructs voters on the manner of voting
- screens for ensuring the secrecy of voting
- the ballot box **for voting at the parliamentary elections**
- the ballot box **for voting at the presidential election**

! NOTICE:

Voting screens must be positioned in such a manner as to ensure the secrecy of the vote, i.e., so that no member of the polling board, representatives of observers, journalist or other voters can see how the voter filling out the ballot paper. Moreover, the opening of the screen should be facing the wall, and the distance between the screens must be at least one meter.

NOTE:

1. The ballot box for the parliamentary elections must have a piece of paper stuck on it, which is a designation of the ballot box for the parliamentary elections and which contains a note that it is intended for voting at the parliamentary elections.
2. The ballot box for the presidential election must have a piece of paper stuck on it, which is a designation of the ballot box for the presidential election and which contains a note that it is intended for voting at the presidential election.



The scheme of a polling station for the elections to be held on 3 April 2022

Besides arranging the polling station room, the polling board must check whether **the symbols of a political party and of a submitter of a proclaimed electoral list, i.e. of the nominator of the presidential candidate, as well as other election propaganda material** (of political parties, party coalitions, groups of citizens) are displayed in the polling station room or directly in front of the polling station. If it verifies that such a material is displayed, the polling board should remove it and if it not able to do so, it shall notify the local electoral commission thereof, which shall then notify the competent community service.

NOTE:

The polling board must make sure that the election promotional material is not displayed in the room where the voting takes place or directly in front of the polling station, for as long as the voting lasts at the polling station.

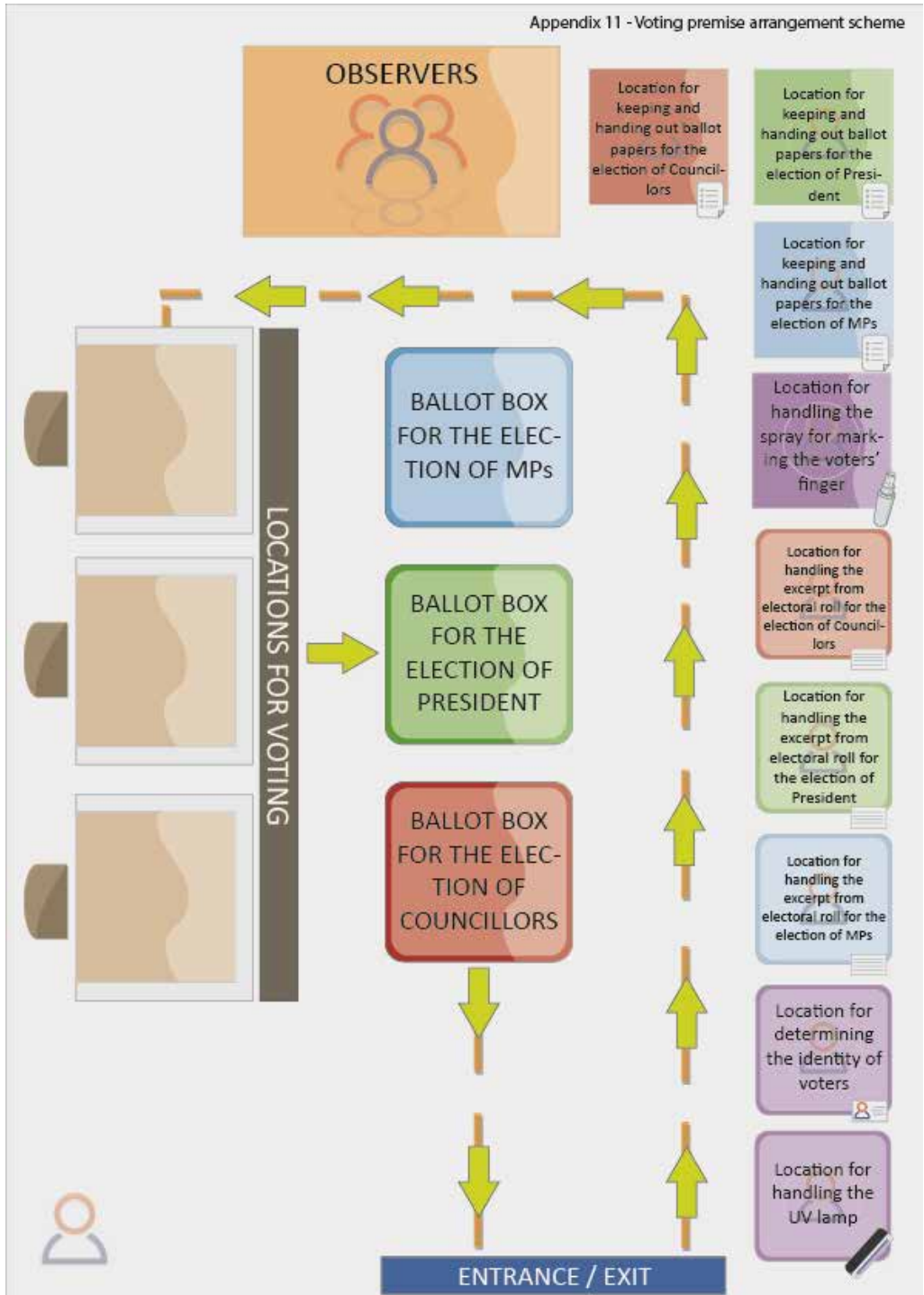
SIMULTANEOUS HOLDING OF LOCAL ELECTIONS AND NATIONAL ELECTIONS

In the municipalities/cities where national elections will be held together with the local elections, after the spot where the excerpt from the electoral roll for the presidential election is located, the spot for the excerpt from the electoral roll for voting at the local elections should be placed, while the spots for handing out ballot papers for the local elections should be located after the spot for handing out ballot papers for the presidential election.

Moreover, the ballot box for voting at the local elections should be placed next to the spots where ballot boxes for parliamentary and presidential elections are placed.

! SPECIAL NOTICE:

Many polling boards, if several elections are conducted at a polling station at the same time, which means that there are more than one ballot box, stick ballot papers on the polling boxes instead of the paper with the designation of the election process concerned, so that the voters would know in which box to insert which ballot paper. If they do this (which is wrong), then the polling board must not forget to take those ballot papers off the boxes after the finalisation of voting and to put them among the unused ballot papers!



Scheme of a polling station where both national and local elections will be simultaneously held on 3 April 2022

3.3. AGREEMENT ON THE DISTRIBUTION OF RESPONSIBILITIES

After finalising the arrangement of the polling station, polling board members shall agree on the distribution of responsibilities during the conduct of voting. It is most important to determine which members or deputy members will be assigned the duty of carrying out the following activities:

- handling a UV lamp
- verifying a voter's identity
- handling the excerpt from the electoral roll for the parliamentary elections and the special excerpt from the electoral roll for voters in the Serbian Armed Forces voting in the parliamentary elections
- handling the excerpt from the electoral roll for the presidential election and the special excerpt from the electoral roll for voters in the Serbian Armed Forces voting in the presidential election
- handling the electoral UV ink spray for marking voters' fingers
- safekeeping and handing out of the ballot papers for the parliamentary elections
- safekeeping and handing out of the ballot papers for the presidential election
- instructing voters on how to cast the vote
- taking care that voters put ballot papers into designated ballot boxes

In addition, the polling board should also assign the following:

- **Three polling board members or deputy members** nominated by three different authorised nominators (among which at least one has been nominated by an **opposition electoral list/ opposition nominator of a presidential candidate**), **who shall conduct the voting outside the polling station, as the polling board's authorised officers;**
- a member or a deputy member of the polling board **tasked to fill out the control sheets and perform logical-computing control of the voting results entered in the control sheets (for both electoral processes)**

! SPECIAL NOTICE:

The distribution of responsibilities does not imply that only one polling board member may be assigned for a duty, but quite the contrary. It is desirable that polling board members take turns in carrying out duties related to conduct of voting. The chairperson of the polling board shall be obliged to encourage members and deputy members of the polling board nominated by an opposition electoral list/ opposition nominator of a presidential candidate to oversee, in particular, certain electoral activities, such as: checking compliance of the ballot box, sorting out ballot papers into valid and invalid ones, and counting votes won by each electoral list.

3.4. COMPLETING THE RESULT PROTOCOLS OF THE POLLING BOARD BEFORE OPENING THE POLLING STATION

After carrying out all the above mentioned activities, and before opening the polling station, the polling board should complete all four items in the result protocols, as follows:

- Under item 1, write the number of the polling station;
- Under item 2, write the name of the municipality / city / institution / foreign country;
- Under item 3, write the date of voting;
- Under item 4, write the number of voters registered in the excerpt from the electoral roll.

! NOTICE:

Establishment of the number of voters **registered in the excerpt from the electoral roll includes not only the number of voters in the very excerpt**, but the special attention must be paid to the **list of subsequent changes to the electoral roll, if it has been received together with the excerpt from the electoral roll**. In doing so, special attention should be paid to the fact that this potential subsequent changes to the electoral roll may include not only the voters subsequently registered in the electoral roll for the polling station concerned, but also the voters erased from this polling station or the voters who have not been neither added nor erased, but some of their data in the excerpt from the electoral roll have been changed, for example their surname. This is why, **the polling board need to ensure that those voters who have been added are included in the total number of voters and those who have been erased are deducted from the total number of voters!**

In addition to the abovementioned, the polling board should also take into account the **potential special excerpt from the electoral roll for voters in the Serbian Armed Forces**, and include them in the total number of voters as well. **For example:** 578 voters are registered in the excerpt from the electoral roll. The list of the subsequent changes has registered five additional voters who have been added to the polling station concerned, three voters who have been erased from this polling station, and changes to voters' surnames or other personal data, which means that they have neither been added nor erased. There are 44 voters registered in the special excerpt for voters in the Serbian Armed Forces. This means that there is a total of 624 voters at this polling station (578+5-3+44).

NOTE:

The polling board can check the final number of voters in the notification delivered together with the list of subsequent changes, if such a list has been delivered to the polling station. Therefore, the REC shall deliver a notification on the final number of voters at the polling station where there have been some subsequent changes to the electoral roll. The polling board, if it receives this notification, should only copy the final number of voters given in the notification.

! NOTICE:

At the polling stations where there are result protocols also in languages of national minorities, the polling board shall ensure that all the data are entered in all the protocols in those languages as well.

4. OPENING THE POLLING STATION

After finalising the preparation for conducting the voting and **after all polling board members and deputy members display their ID badges so that they are easily visible**, the polling board shall establish that the voting may begin.

NOTE:

Polling board members must wear their ID badges all the time while at the polling station.

НАПОМЕНА:

(3) The Chairperson of the polling board shall ensure, **during the entire day**, that polling board members and deputy members register in the appropriate **record on the presence of standing and extended polling board members and deputy members**, based on which the emolument for the work for the polling board shall be paid.

! NOTICE:

The polling board Chairperson shall notify polling board members and deputy members that their registration in the record on the presence at the polling station shall not replace or exclude the obligation of signing the result protocols at the end of the polling board's working day, as this is their legal obligation.

Pursuant to the Law, polling stations shall open **at 7.00 a.m.** and close **at 8.00 p.m.** and during this time period the polling station shall be open all the time.

The time when the polling station was opened shall be registered under item 5 of the result protocols, **immediately after opening it.**

CHECKING THE REGULARITY OF THE BALLOT BOX - FILLING OUT THE CONTROL LIST

After opening the polling station and after the first voter enters the polling station, the regularity of the ballot boxes shall be checked by verifying whether they are proper and empty, after which both control lists shall be filled out (control lists for the validation of regularity of ballot boxes for both parliamentary and presidential elections), and signed by the polling board members and deputy members present and by the first voter.

After this, the following shall be entered into the Result Protocols for the parliamentary elections and the Result Protocols for the presidential elections:

- name and surname of the voter who first came to the polling station - **item 6 in both protocols**
- ordinal number under which the voter who first came to the polling station is registered in the excerpt from the electoral roll - **item 7 of both protocols**

! NOTICE:

When the first voter enters the polling station, prior to checking the regularity of ballot boxes, the polling board shall use the UV lamp to check whether this voter has perhaps already cast a vote elsewhere, and then it shall verify the voter's identity and check whether he/she is registered in the excerpt from the electoral roll.

The regularity of ballot boxes may not be checked in the presence of a voter for whom it has been established by using the UV lamp that he/she has already voted elsewhere, who does not have a valid ID document, who is not registered in the excerpts from the electoral roll and who is a member of the polling board at the polling station concerned.

After filling out and signing the control lists, they shall be put into designated ballot boxes (depending on the elections for which the ballot box is intended).

! NOTICE:

It must be ensured that the control list for the validation of regularity of the ballot box for the parliamentary elections is placed only into this box, making sure it is not by mistake placed into the ballot box for the presidential election, and vice versa!

After placing the control lists into designated ballot boxes, the boxes shall be closed and sealed with the ribbon and stickers for sealing the ballot boxes.

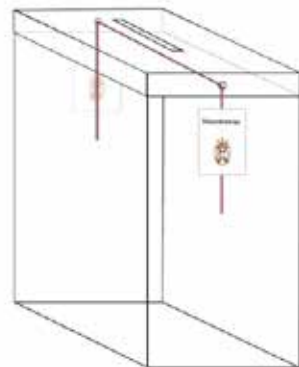


IMAGE OF A SEALED BALLOT BOX, WITH THE RIBBON AND THE STICKER

SIMULTANEOUS HOLDING OF LOCAL AND NATIONAL ELECTIONS

At the polling stations where national elections will be held together with the local elections, **it might happen that a voter is registered only in the excerpt from the electoral roll for voting at national elections, and not in the excerpt from the electoral roll for voting at local elections, and vice versa!** The polling board shall bear this in mind and check whether the first voter who came to the polling station is registered in all excerpts from the electoral roll. If this is not the case, the verification procedure shall apply only to the ballot boxes intended for the elections in which this voter has the right to cast a vote.

Only after all the abovementioned activities are carried out, the polling board shall allow the first voter to cast a vote.

5. VOTING AT THE POLLING STATION

A voter shall vote at the polling station at which he/she is registered in the excerpts from the electoral roll. Exceptionally, the voter may vote outside the polling station where he/she is registered in the excerpt from the electoral roll, provided this is a person not able to vote at the polling station due to a severe illness, old age or disability.

Voters who are in detention or serving a prison sentence in a penal institution shall vote at the polling station within such an institution.

Voters in the Serbian Armed Forces shall vote at polling stations closest to the unit or institution in which they are.

Each voter shall receive, not later than five days prior to the voting day, an invitation to vote that shall contain: the day and time of voting, the number and address of the polling station and the number under which the voter is registered in the excerpts from the electoral roll.

IMPORTANT TO NOTE:

Voters shall receive **only one invitation to vote** in national elections which shall refer to both the parliamentary elections and to the presidential election.

! NOTICE:

A polling board shall allow free access to the facility where the polling station is located and to the polling station itself **for every person moving with the assistance of a guide dog** and presenting an appropriate document required for the movement with a guide dog.

The appropriate document required for the movement with a guide dog shall be the following:

- 1) A proof of acquired knowledge, abilities and skills to move with a guide dog - for a person who is moving with the assistance of a guide dog
- 2) A guide dog training certificate.



- Use the UV lamp to check whether the voter has voted at another polling station
- Verify the voter's identity
- Verify whether the voter is registered in the excerpt from the electoral roll for the parliamentary elections
- Verify whether the voter is registered in the excerpt from the electoral roll for the presidential election
- Mark the voter with the electoral UV ink spray
- Hand out the ballot paper for the parliamentary elections
- Hand out the ballot paper for the presidential election

FIRST OPERATION: THE UV LAMP FOR CHECKING WHETHER THE VOTER HAS VOTED AT ANOTHER POLLING STATION

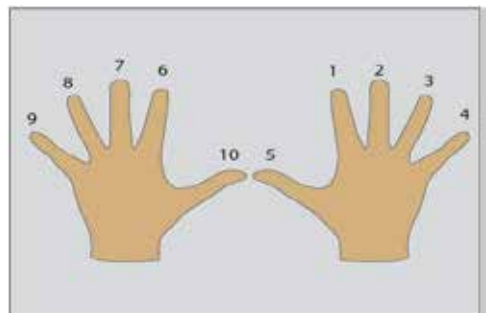
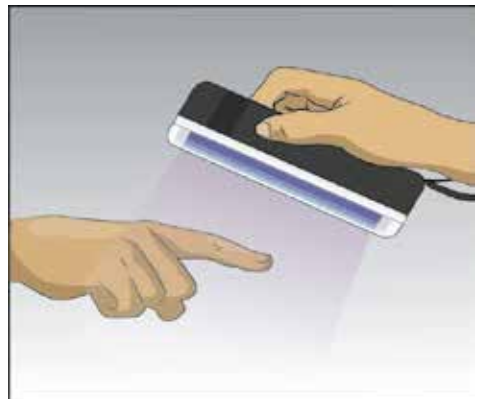
THE UV LAMP CHECK shall be used to verify whether the right-hand index finger of the voter has already been marked by the invisible UV ink.

In case the voter has no right-hand index finger it shall be checked whether his/her next available finger to the right and finally the thumb of that hand has been marked bellow the base of the nail.

If the voter has no right hand, it shall be checked whether the left-hand index finger, or the next available finger to the left and finally the thumb of that hand has been marked bellow the base of the nail.

If the voter has no hands, the UV lamp check shall not be carried out.

(1) Should it be found out, after the UV lamp check, that the voter's finger has some traces of the UV ink for marking voters' fingers, this means that the voter has already voted at another polling station, which is why the polling board shall not allow him/her to vote, and the voter shall immediately leave the polling station.



! NOTICE:

Exceptionally, members of the polling boards designated to handle the UV ink spray for marking voters' fingers, shall be allowed to cast their vote at their polling station on presenting the decision on their appointment as a member of the polling board!

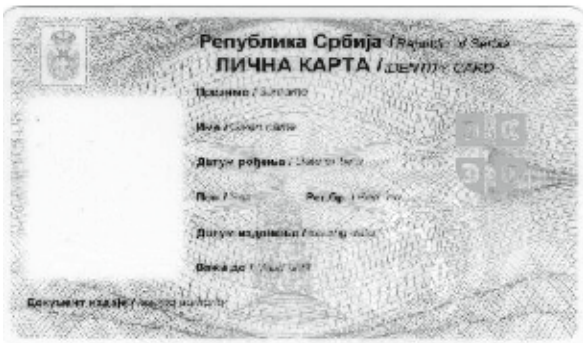
SECOND OPERATION: VERIFYING VOTER'S IDENTITY

After verifying that the voter has not already cast a vote, the polling board shall **VERIFY THE VOTER'S IDENTITY**. Voter's identity verification shall be done in the following manner: the voter shall approach the next polling board member, tell him/her his/her name and surname and hand out the voting invitation, **if it is on him/her**, and prove his/her identity.

! NOTICE:

The voter is not obliged to bring the voting invitation to the polling station and the polling board must not deny such a voter the right to vote just because the invitation is not on him/her.

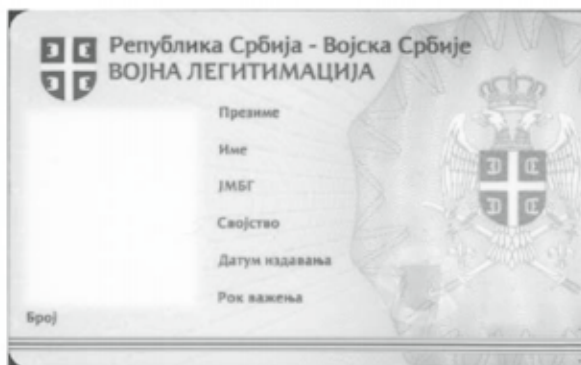
The voter shall prove his/her identity by presenting a **valid ID card or a valid passport**.



The polling board should allow a voter who proves his / her identity by presenting an expired ID card or passport to cast a vote provided that he / she submits a certificate that he / she has submitted a request to the Ministry of Interior for issuing a new ID card or passport.

A driving licence cannot be used for proving a voter's identity, as its form does not contain the voter's UMCN.

When voters who are in the Serbian Armed Forces vote at a polling station, they may prove their identity also by presenting the military service record card that includes the voter's photo and his/her Unique Master Citizen Number.



A voter casting a vote at the polling station within a **penitentiary institution** may prove his/her identity also by presenting the appropriate document issued by that institution.

! NOTICE:

In practice it may happen that a voter who presents a valid document **that states a different surname than the surname registered in the excerpt from the Electoral Roll** arrives to the polling station. In such a case, the polling board should nevertheless allow this voter to cast a vote, provided that they can verify that this is the same person, based on the voter's photo and the Unique Master Citizen Number in the document providing a proof of his/her identity.

THIRD OPERATION: VERIFYING WHETHER THE VOTER IS REGISTERED IN THE EXCERPTS FROM THE ELECTORAL ROLL



After verifying voter's identity, the polling board shall **VERIFY WHETHER THE VOTER IS REGISTERED IN THE EXCERPTS FROM THE ELECTORAL ROLL**

The verification shall be done in the following manner: the polling board member in charge of identity verification shall notify the members in charge of handling the excerpts from the electoral roll of the voter's name and surname and the UMCN

and of the ordinal number from the excerpt referred to in the voting invitation, if the voter has it on him/her.

Then, the voter shall approach the polling board member in charge of handling the excerpts from the electoral roll for the parliamentary elections, who shall then find the voter in the excerpt and circle the ordinal number before the voter's surname, after which the **voter shall put his/her signature on the designated place in the excerpt.**

Then, the voter shall approach the polling board member in charge of handling the excerpts from the electoral roll for the presidential election, who shall then find the voter in the excerpt and circle the ordinal number before the voter's surname, after which the **voter shall put his/her signature on the designated place in the excerpt.**

If the polling board cannot find the voter in the excerpt from the Electoral Roll, they must check whether this voter is perhaps registered in the attached list of subsequent changes to the electoral roll.

The list of subsequent changes is a list of voters who, based on the decision of the Ministry of Public Administration and Local Self-Government, were subsequently registered for voting at the polling station, or were deleted from that polling station or whose personal data were changed.

The list of subsequent changes shall be compiled by the REC and attached to the relevant excerpt from the Electoral Roll, as its integral part.

If the voter is not registered neither in the excerpt from the electoral roll, nor in the list of subsequent changes to the electoral roll, the polling board should instruct the voter to check at which polling station he/she is registered in the Electoral Roll, at <https://upit.birackispisak.gov.rs> website, or by telephone call to the Ministry of Public Administration and Local Self-Government.

If a polling board member cannot find a voter in the excerpt under the surname from his/her identification document, he/she should ask the voter whether he/she has changed the surname in the previous time period. If the voter has changed his/her surname, the polling board member shall search the excerpt from the electoral roll to find the voter under this different surname. In case the voter is registered in the excerpt from the electoral roll under a different surname, the voter shall be allowed to vote only if his/her UMCN in the identification document matches the UMCN provided in the excerpt from the electoral roll.

! NOTICE:

The Law strictly bans adding voters to the excerpt from the electoral roll. Violation of this ban shall be the grounds for the ***ex officio* annulment of voting at the polling station.** This is why, if the polling board does not find a person in the excerpt from the electoral roll, it **UNDER NO CIRCUMSTANCES MUST NOT** add this voter to the excerpt and must not allow this voter to vote, regardless of the fact that a polling board member perhaps knows this persons or that this person claims that he always votes in this polling station.

IMPORTANT TO NOTE:

A voter shall have the right to choose on his/her own in which elections he/she will vote.

A polling board must not force a voter to cast a vote in all the elections being held at the polling station if the voter does not wish to do so.

! NOTICE:

A polling board member shall ensure that a voter puts his/her signature on the designated place, as it may happen that **there are several voters with the same name and surname registered in an excerpt from the electoral roll.**

Therefore, besides checking a voter's personal name and surname, it is necessary to **check the voter's UMCN** as well, to make sure that the right person is circled in the excerpt.

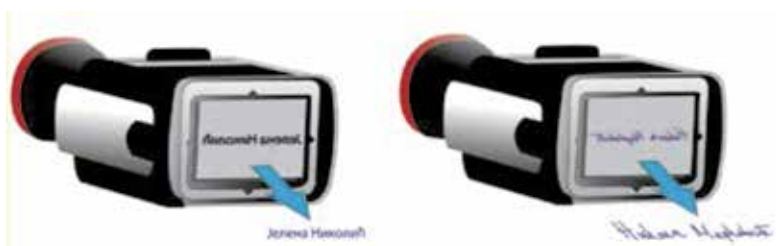
! NOTICE:

When local and national elections are held simultaneously, it may happen that some voters are not registered in all excerpts from the electoral roll (for instance, persons who applied for voting according to their place of temporary residence, persons who are not registered at the chosen polling station in the excerpt from the electoral roll for voting at the local elections, but only in the excerpts for national elections), so it must be ensured that voters cast their vote only at the elections for which they are registered in the excerpt from the electoral roll and that the polling board must not add voters to the excerpts in which they are not registered.

! NOTICE:

A voter who is a person with disabilities and is not capable of placing his/her name and surname *manu propria* on the excerpt from the Electoral Roll, shall sign by putting a **stamp containing his/her personal identification data and/or a stamp with an engraved signature (facsimile)**, on the designated place in the excerpt of the Electoral Roll.

A voter who is illiterate, or a voter who is a person with disabilities and who does not have the stamp with his/her personal identification data, and/or a facsimile, shall put his/her fingerprint, or his/her aide shall put signature instead of him/her, writing his/her own name and surname, if the voter has brought him/her along to the polling station for the purpose of filling out the ballot paper.



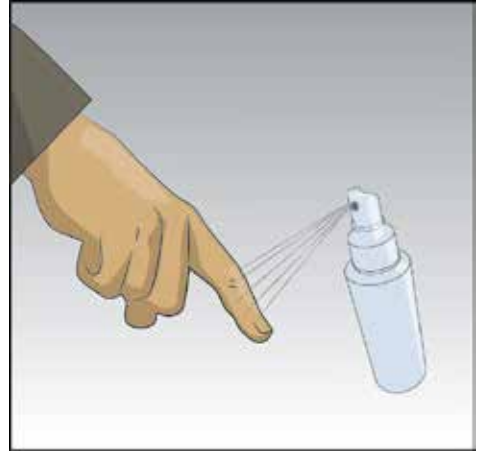
FOURTH OPERATION: MARKING A VOTER WITH THE UV INK SPRAY

After signing all the excerpts from the electoral roll, a voter shall approach the polling board member who shall **MARK THE INDEX FINGER OF HIS/HER RIGHT HAND BY APPLYING A SPECIAL UV INK SPRAY** below the base of the nail, as a sign that he/she has cast a vote.

The voter who has no right-hand index finger shall have the base of the nail of his/her next available finger to the right, and eventually the thumb of that hand, marked by the spray.

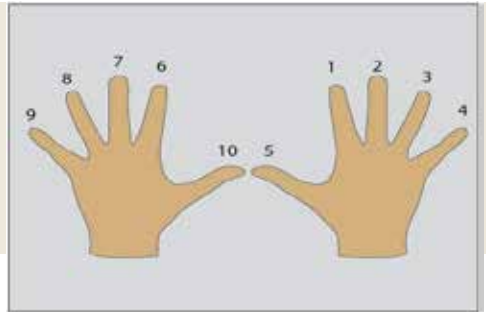
The voter who has no right hand shall have the base of the nail of his/her left-hand index finger marked, or of the next available finger to the left, and eventually the thumb of that hand.

If the voter has no hands, the marking shall not be carried out.



! NOTICE:

If for any reason, a voter refuses to have his/her finger marked by the UV ink spray, the polling board shall not hand out the ballot paper to him/her, and thus shall not allow this voter to cast a vote.



FIFTH OPERATION: HANDING OUT BALLOT PAPERS

After marking a voter's right-hand index finger with the special UV ink spray, the next polling board member shall hand out to him/her a ballot paper for the parliamentary elections, and the next polling board member in order shall hand out the ballot paper for the presidential election.



SIXTH OPERATION: INSTRUCTING VOTERS

After handing out ballot papers to a voter, the polling board shall instruct the voter on the following:

- that he/she may vote for an electoral list or for a presidential candidate by circling the ordinal number before the name of that electoral list or the name and surname of the presidential candidate
- that it is a secret ballot and that the voting shall take place behind the voting screen
- that after filling out the ballot paper, the voter should fold it so that it is not visible how it was filled out, and insert it thus folded into the designated ballot box
- that voting is based on freedom to vote, and that no one has the right to prevent or force him/her to vote, to take him/her to account for voting or failure to vote, or to ask him/her to declare why and for whom he/she has voted.

SEVENTH OPERATION: CASTING A VOTE



After carrying out all the abovementioned operations, a voter can cast a vote, and **the polling board shall instruct the voter to do it behind the voting screens.**

SECURITY OF THE BALLOT

A polling board shall ensure the secrecy of the ballot.

This in particular means that the polling board shall ensure the following:

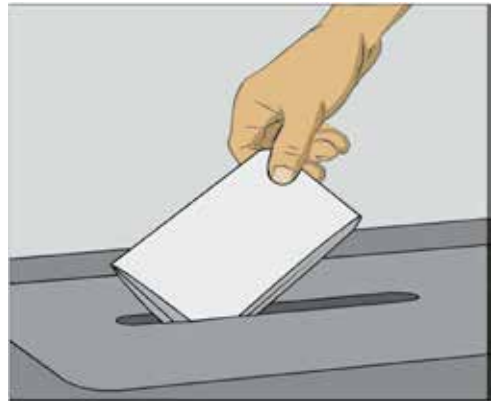
- that only as many voters as there are voting screens may be present at the polling station at the same time
- to leave at least a meter-long distance between the screens and to place them at an appropriate distance from the polling board members and representatives of observers so that other voters, polling board members and representatives of observers cannot see how the voter fills out the ballot paper
- that no one approaches the screen while the voter is filling out the ballot paper
- that at the polling station, polling board members, other voters, representatives of observers or any other persons shall not be allowed to suggest to the voter for whom to vote
- that one person may not vote instead of another person

EIGHTH OPERATION: PUTTING THE BALLOT PAPERS INTO DESIGNATED BALLOT BOXES

After filling out a ballot paper for parliamentary elections and a ballot paper for the presidential election, a voter shall fold them and put them into the designated ballot boxes, and then leave the polling station.

Having in mind the fact that two ballot boxes shall be placed at all polling stations (and at polling stations in 14 municipalities and city municipalities where local elections will also be held, there will be three ballot boxes) in the elections to be held on 3 April 2022, it is

crucial that each ballot box is marked by the label indicating the elections the box is designated for, so that voters would not put ballot papers into wrong boxes.



NOTE:

One of the polling board members shall ensure that voters put ballot papers into designated ballot boxes.

In the event a polling board establishes or suspects that a voter did not put his ballot paper into the ballot box before leaving the polling station, it shall immediately notify the police and the local electoral commission thereof.

SIMULTANEOUS HOLDING OF LOCAL ELECTIONS AND NATIONAL ELECTIONS

In case national elections are held simultaneously with local elections, after signing both excerpts from the electoral roll for national elections, a voter shall approach the polling board member in charge of handling the excerpt from the electoral roll for voting at the local elections. This polling board member shall repeat the procedure of finding the voter in the excerpt, circling the ordinal number before the voter's surname and ensuring that the voter signs on the designated place in the excerpt, and the last polling board member shall hand out the ballot paper for the local elections, after handing out the ballot papers for the national elections.

6. VOTING OUTSIDE THE POLLING STATION

The Law provides for a possibility of voting outside a polling station for a voter not able to vote at the polling station due to a serious illness, old age or disability.

In line with the above, voting outside a polling station shall not be allowed to the persons who due to the nature of their work are not able to cast a vote at the polling station during the polling station's working hours.

The Law lays down that voting outside a polling station may be conducted only in the **area** covered by the polling station concerned.

The Law also lays down that a voter who is not able to vote at the polling station and wishes to vote, may notify the local electoral commission thereof **not earlier than 72 hours before the polling day and not later than 11 a.m. on the polling day**, or notify the polling board thereof on the polling day, **not later than 11 a.m.**

The local electoral commission shall keep the records on the notifications it receives from the voters who wish to vote outside polling stations and shall notify polling boards thereof, in due time.

A polling board shall verify whether all the voters who applied for voting outside the polling station are:

- registered in all excerpts from the electoral roll
- located in the territory covered by the polling station concerned

! NOTICE:

When verifying whether a voter is registered in the excerpt from the electoral roll, the polling board **MUST NOT** circle the number under which the voter is registered in the excerpts **NOR** add a note that this voter has voted outside the polling station. The number under which the voter is registered in the excerpts shall be circled and a note that this voter has voted outside the polling station shall be added only after the voter cast a vote outside the polling station, which means after the polling board's authorised officer returns from the voter and after they verify that the voter has signed the certificates on the right to vote outside the polling station concerned.

Before visiting the voter, forms of the certificates on the right to vote outside the polling station shall be filled out separately for both electoral processes.

ПОТВРДА

О ИЗБОРНОМ ПРАВУ ЗА ГЛАСАЊЕ ВАН БИРАЧКОГ МЕСТА НА ИЗБОРИМА ЗА НАРОДНЕ ПОСЛАНИКЕ

Потврђује се да је

_____ (име и презиме)

_____ (ЈМБГ)

са пребивалиштем у

_____ (место)

_____ (адреса пребивалишта)

уписан у извод из бирачког списка за гласање

на изборима за народне посланике

расписаним за 3. април 2022. године,

на бирачком месту број _____,

у општини/граду _____

(назив општине / града)

под редним бројем _____ и да има изборно право.

у _____, _____ 2022. године

(место)

(дан и месец)

БИРАЧ

ПРЕДСЕДНИК БИРАЧКОГ ОДБОРА

_____ (попис)

_____ (попис)

_____ (име и презиме)

_____ (име и презиме)

НАПОМЕНА: Потврду потпујења бирачког одбора и потписује председник бирачког одбора пре одласка повереника бирачког одбора код бирача који гласа ван бирачког места. Бирач обавезно потписује потврду, коју повереници бирачког одбора враћају бирачком одбору. **Ако ова потврда није потписана од стране бирача, сматраће се да бирач није гласао.**

ПОТВРДА

О ИЗБОРНОМ ПРАВУ ЗА ГЛАСАЊЕ ВАН БИРАЧКОГ МЕСТА НА ИЗБОРИМА ЗА ПРЕДСЕДНИКА РЕПУБЛИКЕ

Потврђује се да је

_____ (име и презиме)

_____ (ЈМБГ)

са пребивалиштем у

_____ (место)

_____ (адреса пребивалишта)

уписан у извод из бирачког списка за гласање

на изборима за председника Републике

расписаним за 3. април 2022. године,

на бирачком месту број _____,

у општини/граду _____ (назив општине / града)

под редним бројем _____ и да има изборно право.

У _____, _____ 2022. године
(место) (дан и месец)

БИРАЧ

ПРЕДСЕДНИК БИРАЧКОГ ОДБОРА

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НАПОМЕНА: Потврду потпуњава бирачки одбор и потписује председник бирачког одбора пре одласка повереника бирачког одбора код бирача који гласа ван бирачког места. Бирач обавезно потписује потврду, коју повереници бирачког одбора враћају бирачком одбору. **Ако ова потврда није потписана од стране бирача, сматраће се да бирач није гласао.**

To conduct voting outside the polling station, the Chairperson and the authorised officer of the polling board shall prepare the following material:

- Collective electoral list
- List of presidential candidates
- UV lamp
- UV ink spray for marking voters' finger
- two completed certificates on the right to vote outside the polling station (one certificate for each election), for all the voters that should vote outside the polling station
- the necessary number of ballot papers (for both electoral processes) for all the voters who should vote outside the polling station
- the necessary number of envelopes (for both electoral processes) in which the voters who vote out of the polling station should put their ballot papers when completed (special envelopes)
- the necessary number of envelopes (for both electoral processes) in which polling board's authorised officers should put the special envelope with the ballot paper and the signed certificate on the right to vote outside the polling station (official envelopes) ➤

writing utensils and stickers for sealing the envelopes

As mentioned above, **voting outside a polling station shall be conducted by polling board's authorised officers - three polling board members or deputy members nominated by different authorised nominators - one of which has to be a representative of an opposition electoral list.**

NOTE:

In case that a large number of voters have applied for voting outside the polling station, the polling board may decide to assign several teams tasked to conduct voting outside the polling station, in order to ensure that all the voters who have applied may cast a vote. In such a case, the polling board shall ask the local electoral commission to provide them with additional UV ink sprays, UV lamps, collective electoral lists and lists of presidential candidates.

NOTE:

Accredited representatives of domestic and foreign observers shall have the right to be present at the voting outside the polling station.

Upon arrival to the voter, they shall first verify his/her identity and then verify with the UV lamp whether he/she has already cast a vote.

The polling board's authorised officers shall verify the voter's identity by inspecting appropriate identification document (valid ID card or passport). Polling board's authorised officers shall compare voter's data in the ID document with the data on the certificate on the right to vote outside the polling station and verify whether the voter's name and surname and the Unique Master Citizen Number match in both documents.

The polling board should allow a voter whose ID card or passport has expired to cast a vote only provided that he / she submits a certificate that he / she has submitted a request to the Ministry of Interior for issuing a new ID card / passport.

In case that a voter who presents a valid document which states a different surname from the surname written in the certificate on the right to vote outside the polling station, the polling board's authorised officers should nevertheless allow this voter to cast a vote, provided that they can verify that this is the same person, based on the voter's photo and the Unique Master Citizen Number in the document providing a proof of his/her identity.

After verifying the voter's identity and that the voter has not already cast a vote, by using the UV lamp, the completed Certificates on the right to vote outside the polling station for both elections shall be handed out to the voter so that he/she could sign them.

Polling board's authorised officers SHALL EMPHASISE to the voter that he/she must sign both certificates on the right to vote and that each ballot paper needs to be placed in a separate envelope, and not all of them in one envelope.

The rules related to signing the excerpt from the electoral roll at the polling station shall also be applied to signing certificates on the right to vote outside the polling station by voters who are persons with disabilities.

! NOTICE:

Before applying the UV ink spray on the voter's finger and before handing out the election material, polling board's authorised officers must check whether the voter has signed the certificates on the right to vote outside the polling station and whether these certificates are in the official envelopes, **because the signature on these certificates shall replace the signature in the excerpts from the electoral roll, and if the certificate is not signed, it shall be considered that the voter did not vote, and that his/her special envelope with the ballot paper inside it shall not be opened, but shall be placed in the storage sack for the election material together with unused ballots papers.**

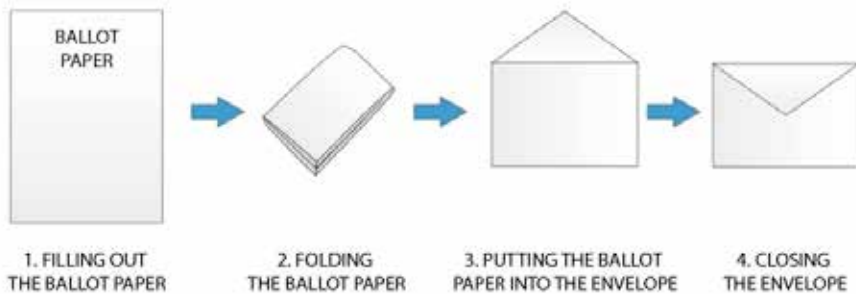
When the voter signs both certificate on the right to vote and hands it over back to the polling board's authorised officers, the voter's right-hand index finger or another appropriate finger shall be marked by the UV ink spray and the following election material shall be handed out to him/her:

- two ballot papers (one for the parliamentary elections and one for the presidential election);
- Collective electoral list;
- List of presidential candidates;
- two special envelopes in which the voter shall put the completed ballot papers.

NOTE:

If a voter rejects or does not allow his/her finger to be marked by the spray, the polling board's authorised officers shall not allow him/her to cast a vote.

After this, they shall explain the voting procedure to the voter in question, and inform him/her that after completing the ballot papers, he/she should fold them and thus folded, put them in the special envelopes he/she received.

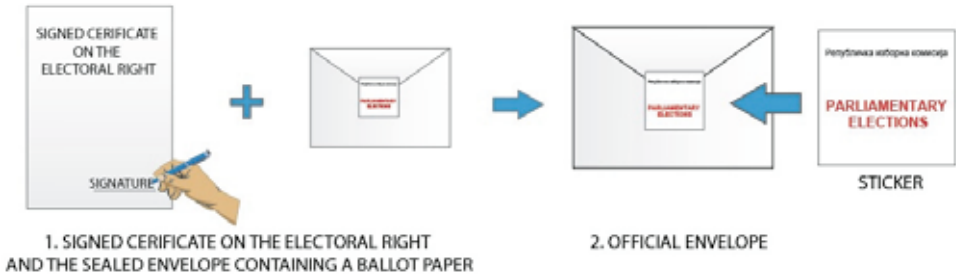


After carrying out the abovementioned operations, the polling board’s authorised officers shall leave the room where the voter is to cast a vote.

NOTE:
 If the voter is unable to complete the ballot paper (a person who is illiterate, has an impaired vision, disabled or for another reason), he/she may cast a vote with the help of an aide, in the same manner in which such a help is used by the blind, disabled or illiterate persons casting their votes at the polling station.

After the voter finishes voting, the polling board’s authorised officers shall return to the voting room and take over the envelopes in which the voter has put his/her ballot papers and then seal the envelopes with stickers, in the presence of the voter.

Then, one of the signed certificates on the right to vote outside the polling station in the parliamentary elections and the sealed special envelope containing the ballot paper for the parliamentary elections shall be put in one of the official envelopes, whereas the other signed certificate on the right to vote outside the polling station in the presidential election and the sealed special envelope containing the ballot paper for the presidential election shall be put in the other official envelope, which shall signify the end of this voter’s voting procedure.



Immediately after returning to the polling station, the polling board's authorised officers shall submit the official envelopes to the Chairperson of the polling board, who shall then open them and verify whether they contain certificates on the right to vote outside the polling station and whether they have been signed by the voter in question.

Only after verifying that the official envelope contains the certificate on the right to vote outside the polling station and that it has been signed by the voter, the Chairperson shall circle the ordinal number under which the voter in question is registered in the relevant excerpt from the electoral roll, **and put a note on the signature line in the excerpt from the electoral roll that the voter has cast a vote outside the polling station** ('voted outside the PS').

Then, the Chairperson of the polling board shall open the sealed special envelope, take out the folded ballot paper from it and put it thus folded into the corresponding ballot box, ensuring that it is not visible who the voter has voted for.

! NOTICE:

IF THE CERTIFICATE ON THE RIGHT TO VOTE OUTSIDE THE POLLING STATION HAS BEEN SIGNED, the polling board must not forget to **add a note in the corresponding excerpt from the electoral roll that this voter has voted outside the polling station**. If they do not do this, they may face a problem when verifying the voting results and the number of voters who voted in the elections!

! ОБРАТИТИ ПАЖИЊУ:

IF THE CERTIFICATE ON THE RIGHT TO VOTE HAS NOT BEEN SIGNED, the note that the voter has voted outside the polling station **MUST NOT** be added to the excerpt from the electoral roll, and the sealed official envelope containing the ballot paper **SHALL NOT BE OPENED**, but handed out to the local electoral commission after the voting, in the envelope containing the unused ballot papers! In case that only **one of the two certificates on the right to vote has been signed**, the note that the voter has voted outside the polling station shall be added only to the excerpt from the electoral roll for the corresponding elections and only that ballot paper shall be put in the corresponding ballot box.

The polling board shall enter the following in the result protocols (for both electoral processes):

- the number of voters who voted outside the polling station
- the number of completed and signed certificates on the right to vote outside the polling station

After the voting, the polling board shall submit **BOTH THE SIGNED AND UNSIGNED** certificates on the right to vote of all voters who voted outside the polling station, along with other election material, in a special envelope.

SIMULTANEOUS HOLDING OF LOCAL ELECTIONS AND NATIONAL ELECTIONS

If local elections are conducted simultaneously with the national elections, the polling board shall verify whether the voter has been registered in **ALL EXCERPTS FROM THE ELECTORAL ROLL**.

! NOTICE:

If local elections are conducted simultaneously with national elections, besides the right to vote in the national elections, a voter also has the right to vote in the local elections, the polling board shall fill out three certificates on the right to vote outside the polling station, which means one certificate for each elections and the voter shall sign all three certificates because, **as mentioned above, voter's signature on those certificates shall replace the voter's signature on the excerpts from the electoral roll.**

! NOTICE:

If a voter has cast a vote in the local elections as well, when the polling board's authorised officers return to the polling station, it must be verified whether the voter has also signed the certificate on the right to vote in the local elections!

7. COMMUNICATION WITH AND SUPPORT TO VOTERS WHO ARE PERSONS WITH DISABILITIES

Polling board members have an obligation and a duty to provide support to all voters during the elections.

Some voters, in particular the voters who are persons with disabilities, might require assistance of polling board members during the voting.

This chapter will offer some useful advice for facilitating access to voting for voters who are people with disabilities.

To start with, it is important to be aware of the fact that not all the people with disabilities have a visible disability. This is why, polling board members must bear in mind that they need to treat every voter with due care and provide assistance to every voter who asks for it, even if they do not notice the person's disability at first sight.

7.1. ACCESSIBILITY OF POLLING STATIONS

The Republic Electoral Commission passed a Decision on the Evaluation of the Accessibility of Polling Stations in the Republic of Serbia, 02-No. 013-99/19 of 20 December 2019, laying down the methods for evaluating the accessibility of polling stations in the Republic of Serbia.

The purpose of the accessibility evaluation is to improve the conditions in which a voter can exercise his/her electoral right at polling stations, with a particular focus on the improvement of the position of persons with disabilities in the electoral procedure.

The accessibility evaluation is done by municipal/city administrations, or the administration of the City of Belgrade.

The polling stations' accessibility evaluation shall include, among other things, the evaluation of the facility where the polling station is located, the door of the polling station, possibility of movement within the facility and the forms of information and communication with the voters.

The evaluation of the accessibility of polling stations in the Republic of Serbia may be found on the official REC's website: <https://www.rik.parlament.gov.rs/tekst/3194/pristupacnost-birackih-mesta.php>

7.2. POLLING STATION'S LAYOUT ADAPTED TO THE NEEDS OF PERSONS WITH DISABILITIES

Before opening the polling station for voting, its layout needs to be adapted to voters who are persons with disabilities.

To do so, the polling board shall thoroughly inspect the room and verify the following:

1. Whether the room is lit enough for voters to see the faces of polling board members they need to talk to and to read the ballot papers without any difficulties;
2. If the room is not lit enough, they shall ensure to make it so (e.g. turn on the light, open the curtains, lift the blinds on windows, etc.);
3. Whether the entrance door is open enough for voters in wheelchairs, those with crutches, walking sticks or walkers to be able to enter the room smoothly;

NOTE:

In case the door may not remain open at all times, it shall be ensured that it opens for voters who are people with disabilities, and use the wheelchair, crutches, walking stick or a walker.

4. Whether there are some objects hanging low from the walls or the ceiling of the facility where the polling station is located, which might impede the movement of the blind or visually impaired voters;

If there are such objects, polling board members shall ensure they get removed or ensure that these objects do not get in the way of the blind and visually impaired persons when they enter and move around the polling station;

5. Whether they have some paper and a pen available to them if they need to write or draw some instructions for voters;

NOTE:

Paper and pens, which are an integral part of the material a polling board receives, need to be available to polling board members in case there is a need to write down or draw some instructions to voters who are persons with disabilities.

6. Whether there is enough room at the polling station for voters using wheelchairs to move around smoothly;

NOTE:

If in the facility where the polling station is located there is not enough room for smooth movement of voters using wheelchairs, the polling board shall move the chairs and other objects, and take the unnecessary objects out of the polling station, so that a voter who is a person with disabilities can smoothly carry out all the necessary electoral operations and move around the room during the voting procedure.

7. Whether polling boxes are placed low enough for the voters who are persons with disabilities to be able to put a ballot paper in them easily;

NOTE:

If the ballot boxes are not placed on the height enabling a voter with disabilities to put a ballot paper in them easily, the polling board shall ensure that this voter is assisted to put the ballot papers in the corresponding ballot boxes smoothly.

! NOTICE:

The facility where the polling station is located should be accessible to all voters, in particular to voters who are persons with disabilities.

7.3. TERMINOLOGY USED IN COMMUNICATION WITH PERSONS WITH DISABILITIES

- Person with disability
- Blind or visually impaired person
- Deaf and hard of hearing person
- Wheelchair user

7.4. RIGHT OF VOTERS WHO ARE PERSONS WITH DISABILITIES TO VOTE WITH THE ASSISTANCE OF AN AIDE

A voter not being able to vote at a polling station on his/her own, shall have the right to bring along a person who shall cast a vote instead of him/her, in the manner the voter chooses (e.g. to hand out personal documents and voting invitation, put a signature *manu propria* on the excerpts from the electoral roll or use a seal with an engraved signature (facsimile) or a stamp containing the voter's personal data, fill out the ballot paper the way the voter tells him/her to, etc.).

The aide of the voter not being able to sign on his/her own the excerpt from the electoral roll shall sign it instead of the voter, by putting his/her own name and surname.

7.5. GENERAL RECOMMENDATIONS FOR PROVIDING ASSISTANCE TO VOTERS WHO ARE PERSONS WITH DISABILITIES

Polling board members should:

- Ask each voter whether he/she needs assistance;
- Respect the voter who is a person with disabilities and who has brought along an aide who will vote instead of the voter and in the manner the voter tells him/her to;
- Address the voter who is a person with disabilities, and not his/her aide;
- Be patient when explaining the voting procedure to the voters.

7.5.1. PERSONS WITH PHYSICAL DISABILITIES

A person with physical disabilities may have problems walking or climbing the stairs and might use a wheelchair or other walking aids (crutches, walking stick, walker).

COMMUNICATION WITH AND PROVIDING ASSISTANCE TO VOTERS WITH PHYSICAL DISABILITIES

If the polling board notices that a voter with physical disabilities has difficulties to enter the facility where the polling station is located or to open the door, they should offer assistance. Moreover, the voter may ask to rely on a polling board member or to ask him/her to help him/her enter the room.

If a person in a wheelchair enters the polling station, polling board members should pay attention to the following:

- not to lean on the wheelchair and not to touch it without permission of the voter;
- if they talk to a voter in a wheelchair for more than a minute, they should crouch down to their eye level.

7.5.2. PERSONS WITH SENSORY DISABILITIES

Persons with sensory disabilities are:

- blind and visually impaired persons;
- deaf and hard of hearing people.

COMMUNICATION WITH AND PROVIDING ASSISTANCE TO BLIND AND VISUALLY IMPAIRED VOTERS

When a deaf or hard of hearing voter enters the room where the polling station is located, the polling board shall introduce themselves.

If it is necessary to draw attention of a deaf or hard of hearing person, a polling board member should welcome him/her and perhaps touch the voter's shoulder.

A polling board member shall offer assistance to a blind and visually impaired voter and his/her aide by instructing them to the spots where voting procedure operations take place (the spot for UV lamp check, the spot for verifying a voter's identity, the spot for verifying whether a voter is registered in excerpts from the electoral roll, the spot where a vote, on his/her own or with an assistance of an aide, needs to sign the excerpts from the electoral roll, the spot behind the screens where voting takes place and the spot with ballot boxes).

COMMUNICATION WITH AND PROVIDING ASSISTANCE TO DEAF AND HARD OF HEARING VOTERS

If a polling board member needs to draw attention of a deaf or hard of hearing voter, he/she shall wave a hand or touch the voter on the shoulder.

A polling board member should always look straight at voter's face and speak slowly and clearly.

If necessary, a polling board member may write down or draw an explanation.

A polling board member should address directly the voter, even if his/her aide or a sign language interpreter is present.

If the voter does not understand or cannot hear what a polling board member is saying, he needs to try to say it using a different terminology.

7.5.3. PERSONS WITH INTELLECTUAL DISABILITIES

Persons with intellectual disabilities may have difficulties in moving around the room, communication or understanding complex or new messages. This perhaps, could be the case with persons with autism spectrum disorder or with Down syndrome.

COMMUNICATION WITH AND PROVIDING ASSISTANCE TO VOTERS WITH INTELLECTUAL DISABILITIES

A person with intellectual disabilities may have an aide

When a polling board member talks to a voter with intellectual disabilities, he/she should look directly at the voter and speak slowly and clearly.

A polling board member should use simple and clear expressions to explain the voting procedure.

A polling board member should talk to such a voter just like with any other voter and be prepared to write down or draw an explanation to the voter to help him/her understand the voting procedure.

A polling board member should avoid making noise and high-pitched tones, as persons with intellectual disabilities might be highly sensitive to them.

! NOTICE:

A voter who is a person with disabilities may vote outside the polling station. Polling board's authorised officers who conduct voting outside a polling station, should follow all the above-mentioned recommendations in their communication with a voter who is a person with disabilities.

8. KEEPING ORDER AT THE POLLING STATION

Poling boards shall ensure order at the polling station.

In this regard, it should be ensured that only the persons who have rights and duties related to conducting the elections can be present at the polling station. These are the following:

- polling board members and deputy members
- local electoral commission members and deputy members
- REC members and deputy members
- voters
- accredited representatives of observers
- media representatives

Members of the polling board, local electoral commission and REC may be present at the polling station during the voting proceedings at all times.

A voter may stay at the polling station only for as long as it takes to complete the voting procedure. After casting a vote, the voter shall leave the polling station immediately.

It has already been mentioned above that the number of voters present in the voting room at the same time must equal the number of voting screens placed at the polling station in question.

The person not allowed to vote (because he/she is not registered in the excerpts from the electoral roll nor in the list of subsequent changes to the electoral roll, or who cannot prove his/her identity, or the UV check has proved that the person has already voted) shall leave the polling station immediately after the polling board notifies him/her that he/she cannot cast a vote.

Observer representatives are the persons allowed by the REC to observe the elections and they can be present at a polling station only if they have an accreditation issued to them by the REC.

Observer representatives have the right to observe each and every phase of the polling board's work and all electoral activities, which means that they can observe every polling board's activity, from receiving/delivering the election material before voting onwards.

As for the voting procedure, observer representatives may ar-



rive to the polling station as early as at the time when the polling board meet, which is before opening the polling station, and may stay at the polling station until the polling board finish their work, including the part when the polling board hand over the election material to the local electoral commission after the voting, at the municipality/city administration facility.



NOTE:

The Law lays down that a representative of a foreign observer may be accompanied by an accredited interpreter at the polling station, but the interpreter may not be present at the polling station without the observer representative he/she accompanies.

As for the representatives of domestic observers, one association may register several of its representatives, but only one of them can be present at the polling station, which means that they take turns during the voting proceedings.

Observer representatives shall wear their ID badges issued to them by the REC, visibly displayed at all times while at the polling station.

Presence of observer representatives at a polling station shall be noted in the Record on the Observers of the work of the polling board containing not only the data on the observer representatives who observed the polling board's work, but also their potential comments **that the observers themselves shall enter in the Record on the Observers, after which they shall sign the Records.**

A polling board shall be authorised to remove an observer representative from the polling station if he/she:

- does not follow the Rules on keeping order at a polling station
- uses a mobile telephone or other communication devices at the polling station
- interferes with the work of the polling board

In case a polling board removes an observer representative from the polling station, they shall immediately notify the local electoral commission thereof, and a polling board abroad shall notify the REC thereof.

Representatives of the media may come to the polling station to prepare reports on the voting proceedings, provided they have previously notified the local electoral commission or a REC coordinator, and may not otherwise linger at the polling station.

Disturbance of order at the polling station shall include all the activities violating the voting secrecy (e.g. someone standing nearby the screens watching

voters filling out ballot papers) or affecting a voter's decision on who to vote for (e.g. promotional activities at the polling station or pointing out symbols of political parties and other promotional material at the polling station or directly in front of the polling station).

Moreover, the order at the polling station shall be deemed disturbed, in particular, when at the polling station or directly in front of the polling station:

- Individuals who do not have any rights or duties related to the conduct of elections linger
- Developments at the polling station are filmed or photographed without authorization
- Information on developments at the polling station, including, in particular, on the persons who turned out and those who did not, is shared without authorisation, using mobile phones or other means of communication
- Lists of voters who turned out or did not turn out are compiled, apart from the official records in the excerpt from the electoral roll
- Symbols of political parties, submitters of electoral lists and nominators of presidential candidates, as well as other election propaganda material are displayed.

For the purpose of keeping order, the polling station shall be considered a room/premises in which voting takes place, and if there are several voting rooms in one facility, the entire facility shall be considered a polling station.

! NOTICE:

The Law allows keeping records of voter turnout at polling stations by writing down tally marks on a separate piece of paper. This shall particularly apply to those polling stations designated to send reports on voter turnout.

If voter turnout records are kept at a certain polling station, the data on the number of voters who turned out must be available to all polling board members.

If order is disturbed at a polling station, the polling board shall restore the order even by suspending the vote until the order is restored.

In case the voting is suspended, the polling board shall record the reason for the suspension and its duration in the result protocols - points 8.1 and 8.2 of the result protocols.

If the suspension of voting lasts **for longer than one hour, the voting shall be prolonged** for the period of time equal to the duration of such a suspension. For instance, if the voting was suspended at 1.30 p.m. and resumed at 2.55 p.m., the polling station should remain open by 9.25 p.m.

This rule shall also apply in case the opening of a polling station was postponed **for more than one hour**, the voting shall be prolonged for as long as the opening of the polling station was postponed.

If the suspension lasted **for less than an hour, the voting shall not be prolonged.**

Police officers and community police officers on duty may enter a polling station only on the invitation of the Chairperson of the polling board, if peace and order at the polling station have been disturbed.

Exceptionally, a police officer and a community police officer wearing a uniform may enter a polling station where he/she is registered in the excerpt from the Electoral Roll, in order to vote, provided that they do not carry weapons and other law enforcement equipment for coercion.

SIMULTANEOUS HOLDING OF LOCAL ELECTIONS FOR COUNCILLORS OF THE CITY OF BELGRADE ASSEMBLY

Members of the electoral commission of the City of Belgrade may be present at polling stations located in the territory of the City of Belgrade, at all times.

9. CLOSING OF POLLING STATIONS

The Law lays down that a polling station shall be closed **at 8.00 p.m.** but the voters who find themselves at the polling station or directly in front of the polling station at that very moment shall be allowed to cast a vote.

The polling board shall designate one of its members or deputy members to establish the number of voters present at the polling station at the time of closing and the order in which they vote, to stand behind the last of the present voters in order to mark the end of the queue, and to wait for all the voters standing in the queue to cast their votes.

When the last voter who found him/herself at the polling station at 8.00 p.m. finishes the voting procedure and leaves the polling station, the polling board shall lock the voting room and start establishing the voting results.

Exceptionally, the Law provides for a possibility to close a polling station before 8.00 p.m. if all the voters registered in the excerpts from the electoral roll at that polling stations have already cast their votes. In that event, the voting results at that polling station may not be publicly announced or displayed at the polling station before 8.00 p.m.

10. ESTABLISHING VOTING RESULTS

When establishing the voting results, all members of the polling board or their deputies must be present.

Procedure for establishing voting results consists of three phases:

- Filling out the Form for logical and computational verification of the voting results' accuracy
- Logical and computational verification of the voting results' accuracy
- Entering the voting results into the result protocols of the polling board

! NOTICE:

THE VOTING RESULTS AT A POLLING STATION SHALL BE ESTABLISHED IN THE FOLLOWING ORDER:

- 1) **FIRST**, the voting results in the **Parliamentary Elections** shall be established;
- 2) **THEN**, the voting results in the **Presidential Election** shall be established;
- 3) **LASTLY**, the voting results in the **Local Elections** shall be established, if such elections were also conducted at the polling station concerned.

IMPORTANT NOTE:

While the polling board is establishing parliamentary election results, and until it fills out the result protocols for the parliamentary elections and until it places the Control List and ballot papers for the parliamentary elections in envelopes and seals them with stickers in the manner referred to in point 10.5 of this Manual of Procedures, **the ballot box with ballot papers for the presidential election must not be opened and must remain sealed at all times!**

10.1. FILLING OUT THE CONTROL SHEET FOR LOGICAL AND COMPUTATIONAL VERIFICATION OF THE VOTING RESULTS' ACCURACY

The control sheet for logical and computational verification of the voting results' accuracy is a support tool, introduced for the first time at the 2017 presidential election. The reason for introducing this **support form** was to help polling boards verify the voting results and reduce the number of logical and computational errors in the result protocols.

For the elections to be held on 3 April 2022, polling boards shall receive from local electoral commissions two copies of the control sheet: one for the parliamentary and another for the presidential election results.

IMPORTANT NOTE:

A polling board shall first complete the control sheet for logical and computational verification of the voting results' accuracy for the parliamentary elections, and then the control sheet for the presidential election.

! NOTICE:

The control sheet **MAY NOT REPLACE THE RESULT PROTOCOLS** and it is not an official document, but only a support tool for the polling board to verify the accuracy of the results it has previously established, before entering them in the result protocols!

As mentioned above in the section related to the distribution of duties, the polling board shall designate one of its members or deputy members to be in charge of filling out the control sheet and carry out the logical and computational verification of the voting results entered in the control sheet.

The results that a polling board needs to establish and enter in the result protocols are stipulated in Article 105 of the Law on the Election of Members of Parliament.

! NOTICE:

The polling board shall not open the ballot box immediately, but first take some actions prior to the opening!

FIRST, the polling board should enter under point 4 of the Control Sheet **the number of voters registered in the excerpt from the electoral roll**, which it had verified and entered under point 4 of the result protocols before opening the polling station.

SECOND, the polling board should verify the **number of voters who turned out**. This number shall be verified in the following manner:

- by counting the number of voters' signatures in the excerpt from the electoral roll, in the list of subsequent changes to the electoral roll (if delivered to the polling board together with the excerpt), and in the special excerpt from the electoral roll, if voters in the Serbian Armed Forces have voted at the polling station concerned;
- by counting the notes on the voters who voted outside polling stations entered by the polling board in the excerpt from the electoral roll, in the list of subsequent changes to the electoral roll (if delivered to the polling board together with the excerpt), and in the special excerpt from the electoral roll, if voters in the Serbian Armed Forces have voted at the polling station concerned;

This number shall be entered into the column under point 11.1 of the control sheet.

THIRD, the polling board should verify whether the ballot box was sealed and compliant throughout the entire voting proceedings, and **ONLY THEN OPEN THE**

BALLOT BOX and check if it contains a completed and signed control list for verifying the ballot box compliance. Then, under point 10 of the result protocols it should circle the appropriate option thus verifying whether the control list was found or not, and if yes, under point 10.1 it should circle the appropriate option thus verifying whether the control list was signed by the voter who came first to the polling station and by at least one member of the polling board.

NOTE:

The Law lays down that if there is no control list in the ballot box, or if the control list was not completed or was not signed by the first voter and at least one member of the polling board, the local electoral commission shall *ex officio* pass a decision annulling voting at this polling station.

FOURTH, all the ballot papers in the ballot box shall be counted, and this number shall be entered into the column under point 11.2 of the control sheet.

FIFTH, all ballot papers in the ballot box shall be sorted out into the **valid and invalid ones**.

SIXTH, the invalid ballot papers shall be counted, and this number shall be entered into the column under point 11.3 of the control sheet.

SEVENTH, the valid ballot papers shall be counted, and this number shall be entered into the column under point 11.4 of the control sheet, after which the valid ballot papers shall be grouped under the electoral lists or presidential candidates.

EIGHTH, the number of votes won by each electoral list or by each presidential candidate shall be counted, and these numbers shall be entered in the corresponding columns under point 11.5 of the control sheet.

NOTE:

The chairperson of the polling board shall be obliged to encourage members and deputy members of the polling board nominated by the opposition electoral list to oversee, in particular, certain electoral activities, such as: checking compliance of the ballot box, sorting out ballot papers into valid and invalid ones, and counting votes won by each electoral list.

! NOTICE:

The polling board shall make sure that the control list for the validation of the ballot box is not accidentally counted with ballot papers. **THE CONTROL LIST IS NOT A BALLOT PAPER!**

DISTINGUISHING BETWEEN VALID AND INVALID BALLOT PAPERS IS EXTREMELY IMPORTANT!

The invalid ballot paper shall be the one:

- which is not completed
- on which the ordinal numbers before two or more electoral lists or the ordinal numbers before two or more presidential candidates are circled
- every other ballot paper that is completed in such a manner that it cannot be determined with certainty for which electoral list/presidential candidate the voter has voted

The valid ballot paper shall mean the one where an ordinal number before the name of one electoral list/personal name of a presidential candidate is circled.

The Law stipulates that a **valid ballot paper** shall mean every ballot paper completed in such a manner that it can be determined with certainty for whom the voter has cast his/her vote, for instance:

- the one on which a voter circled or underlined the name and surname of the first candidate of an electoral list;



- the one on which a voter circled or underlined the name or part of the name of one electoral list/name and surname of a presidential candidate



- the one on which a voter circled or underlined both the ordinal number and the name of an electoral list and the name and surname of the first candidate on that electoral list or on which a voter underlined both the ordinal number before the name and surname of a presidential candidate and the name of the nominator of the presidential candidate;



- the one on which a voter circled or underlined the name of one leader of the electoral list;



- the one on which a voter circled or underlined both the name of one of the electoral list candidates and the name and surname of the first candidate on that electoral list;



If the ballot paper has been completed in such a manner that it can be determined with certainty for whom the voter has cast his/her vote, this ballot paper shall be deemed **valid despite the fact that**:

- there are written or drawn comments, slogans and other messages on the ballot paper;



- names of other electoral lists/ names and surnames of other presidential candidates are crossed out



CONTROL SHEET FOR THE PARLIAMENTARY ELECTIONS

CONTROL SHEET FOR THE PARLIAMENTARY ELECTIONS

REPUBLIC OF SERBIA
Republic Electoral Commission

Form RG-1/NP
ELECTIONS FOR MEMBERS OF THE PARLIAMENT
April 3, 2022

CONTROL SHEET

FOR LOGICAL AND COMPUTATIONAL CONTROL OF THE VOTING RESULTS'
CORRECTNESS AT THE POLLING STATION

IMPORTANT: This form shall be completed before the voting results are entered in the Result protocols of the polling board (Form RG-2/NP);

Number of the polling station: _____

Name of municipality / city / institution / foreign country:

| | | |
|--|--|---|
| 4. | TOTAL NUMBER OF VOTERS REGISTERED IN THE EXCERPT FROM THE ELECTORAL ROLL: (including a possible list of subsequent changes in the electoral roll, as well as a possible special electoral roll for voters in the Serbian Army if they vote at the polling station) | |
| 11.1. | NUMBER OF VOTERS WHO WENT TO THE POLLS: (voters who signed the excerpt from the electoral roll, possible list of subsequent changes in the electoral roll and possible special excerpt from the electoral roll and notes on voters who voted outside the polling station in the excerpt from the electoral roll, possible list of subsequent changes in the electoral roll and possible special excerpt from the electoral roll) | |
| 11.2. | NUMBER OF BALLOT PAPERS IN THE BALLOT BOX: | |
| 11.3. | NUMBER OF INVALID BALLOT PAPERS: | |
| 11.4. | NUMBER OF VALID BALLOT PAPERS: | |
| 11.5. | NUMBER OF VOTES WON BY EACH ELECTORAL LIST: | |
| Order no. | <i>Name of the electoral list</i> | Number of votes won by the electoral list |
| 1. | | |
| (List all electoral lists, according to their order on the ballot paper) | | |

INSTRUCTIONS for logical-computational control of established voting results entered in this form

Computational calculation of voter data

The number of voters who went to the polls (box 11.1.) shall equal to the sum of the number of voters signed in the excerpt from the electoral roll, in the possible list of subsequent changes in the electoral roll, if submitted with the excerpt from the electoral roll and possible special excerpt from the electoral roll for voting in the Serbian Army and the number of notes (instead of voters' signatures) in the excerpt from the electoral roll and the list of subsequent changes in the electoral roll for voters who voted outside the polling station.

The total number of voters who went to the polls (box 11.1) may be only equal to or less than the number of voters entered in the excerpt from the electoral roll, the list of subsequent changes in the electoral roll and in a possible special excerpt from the electoral roll for voting in the Serbian Army (item 4)

Computational calculation of voter data

The number of ballot papers in the ballot box (box 11.2) may only be equal to or less than the number of voters who went to the polls (box 11.1).

Computational calculation of ballot papers and votes' data

The number of ballot papers in the ballot box (box 11.2) must be equal to the sum of: the number of invalid ballot papers (box 11.3) and the number of valid ballot papers (box 11.4).

The number of valid ballots (box 11.4) shall be equal to the sum of the numbers of votes received by all electoral lists (table in box 11.5).

NOTE 1: The total number of registered voters (item 4) must be filled in. Pay attention to the fact that when establishing the total number of registered voters, the possible list of subsequent changes in the electoral roll and the possible special excerpt from the electoral roll should be taken into account, if members of the Serbian Army vote at the polling station. If, in addition to the excerpt from the electoral roll, there is a list of subsequent changes in the electoral roll, pay attention to whether there are only entries in that list or only deletions or entries and deletions of voters from the electoral roll.

NOTE 2: The control list for the validation of the ballot box **must not be counted** as ballot paper.

NOTE 3: In the event that a polling board affixes one ballot paper to the ballot box, that ballot paper shall be returned to the unused ballot papers after voting.

NOTE 4: In the event that a voter who voted outside the polling station has not signed the certificate on the right to vote outside the polling station or that certificate is missing, the polling board should submit the ballot of that voter in a sealed envelope to the local electoral commission, who should further return it to the unused ballot papers.

INSTRUCTIONS for acting after the logical-computational control of established voting results entered in this form

1. Provided that the logical-computational control establishes that the data on the voting results (boxes 11.1. to 11.5. of this form) are correct, those data should be **LEGIBLY** transcribed in the Result protocols (Form RG-2 / NP).
- If the logical-computational control establishes that **there errors occur** in the data on the results, the logical-computational control should be performed again, and if there are still errors, the voting results should be established again.
- If some data from boxes 11.1. to 11.5. of this form is incorrectly transcribed in the Result protocols, this information **SHOULD NOT BE REWRITTEN**, but instead, it should be crossed out and next to it, correct data should be entered. The person who made the correction **should sign next to the correct data**.

The most common formal irregularities in the Result protocols

- **Not signed by at least three members of the polling board.**
- **Not complete - a page is missing.**
- **The Result protocols is a copy / photocopy (both copies of the Result protocols submitted are a copy / photocopy).**
- **The Result protocols had a correction (boxes 11.1. to 11.5) next to which there was no signature, in order to see who made the correction.**

How should properly filled in and orderly Result protocols look like

- **All items and boxes of the Result protocols should be filled in.**
- **If some sections of the Result protocols do not have data to enter, a zero ("0") or a hyphen ("-") shall be entered.**
- **The Result protocols must be legible**
- **The Result protocols does not have a logical-computational error.**
- **The Result protocols were signed by the members of the polling board.**
- **The Result protocols are complete - it has all the necessary pages.**
- **In municipalities and cities where a national minority language is in official use on the day of calling the elections, an original and a copy of the Result protocols in all languages and scripts of the national minorities shall be submitted to the Election Commission.**
- **One Result protocols is the original, the other is a copy.**
- **Result protocols had a logical-computational correction with the signature of the person who made the correction.**

IF THE POLLING BOARD HAS ANY DILEMMA ABOUT ESTABLISHING THE RESULTS FROM THIS CONTROL FORM, IT SHALL CONSULT WITH THE ELECTION COMMISSION.

10.2. LOGICAL AND COMPUTATIONAL VERIFICATION OF THE VOTING RESULTS' ACCURACY

After completing the Control Sheet and establishing voting results at the polling station in the manner specified above, the responsible polling board member shall conduct a logic and calculative verification of the established voting results that he/she has entered in the Control Sheet.

! NOTICE:

The polling board shall by no means enter the voting results in the results protocols before previously verifying that the results entered in the control sheet are accurate. **The Instruction for logical and computational verification of the voting results' accuracy can be found on the second page of the Control Sheet.**

The verification shall be carried out in the following manner:

- First, the number of votes won by each electoral list/presidential candidate that have been entered shall be added (points under column 11.5) and this sum should equal the number of valid ballot papers that has been entered (column 11.4);
- The number of invalid invalid ballot papers that has been entered (column 11.3) should be added to the abovementioned sum, and the total sum should equal the number of ballot papers in the ballot box (column 11.2);
- The number of ballot papers in the ballot box that has been entered (column 11.2) should only be equal to or lower than the number of registered voters who turned out (column 11.1);
- The number of registered voters who turned out (column 11.1) should only be equal to or lower than the number of voters registered in the excerpt from the electoral roll, the list of subsequent changes to the electoral roll and in the special excerpt from the electoral roll for the voters in the Serbian Armed Forces, if any (point 4).

After this logical and computational verification, there could be the following two outcomes:

FIRST OUTCOME:

There are no
logical and computational errors



The data should be legibly copied to the result

protocols

SECOND OUTCOME:

There are
logical and computational
errors



Repeat the adding procedure
(starting from column 11.5 to column 11.1)



If there are still some errors

Verify the results again



The data should be legibly copied to the Result Protocols

! NOTICE:

If it turns out that some of the results entered in the Control Sheet do not match logically and computationally, the polling board shall repeat the verification of the results that do not match.

E.g. there is no doubt that the number of ballot papers in the ballot box that has been entered must be equal to the sum of the number of invalid ballot papers and the number of valid ballot papers. If this is not the case, **the polling board must count the ballot papers again, to establish where the error has been made!**

If the number of ballot papers in the ballot box is **lower** than the number of voters who turned out, it indicates that some voters did not put the ballot papers in the ballot box, which is not recognised by the law as an irregularity.

However, if the number of ballot papers in the the ballot box is **higher** than the number of voters who turned out, it shall be considered to be an irregularity defined by the law as the reason for the *ex officio* annulment of voting at the polling station concerned, by the local electoral commission, which is why the polling board needs to examine how this happened and verify whether the error was made in vote counting.

IMPORTANT NOTE:

Треба имати у виду да поједине грешке у утврђеним резултатима гласања могу да буду последица како омашке у бројању, тако и евентуалних злоупотреба, као нпр. намерног убацивања гласачких листића у гласачку кутију да би број листића у гласачкој кутији био већи од броја бирача евидентираних у изводу да су изашли на изборе. То, даље, подразумева да бирачки одбор не може по сваку цену да усклађује резултате гласања да би се логички усагласили, већ да мора да утврди чињенично стање и евентуалну учињену грешку.

10.3. ENTERING THE VOTING RESULTS INTO THE RESULT PROTOCOLS OF THE POLLING BOARD

Only after acknowledging that after the logical and computational verification, voting results entered in the Control Sheet are logically and computationally accurate, and after finally verifying that the established voting results match the election material, shall the polling board start filling out the Result Protocols.

! NOTICE:

In municipalities and cities where a national minority language is in official use, in addition to filling out the form of the result protocols printed in the Serbian language, in Cyrillic script, forms of result protocols in the languages and scripts of the national minority concerned shall also be filled out!

If languages of several national minorities are in official use in a municipality/ city, separate result protocols in each of the languages shall also be filled out!

First, the polling board should verify whether the Chapter I of the result protocols (points 1, 2, 3 and 4) and first three points under Chapter II (points 5, 6 and 7) are filled out, after which it should start filling out other points under Chapter II and Chapter IV of the result protocols (points 12,13, 13.1, 14 and 14.1), by LEGIBLY NOTING DOWN:

1) whether the voting was suspended at any point at the polling station (by circling YES or NO), and if the voting was suspended, the duration and the reason for this - points 8, 8.1 and 8.2. of the result protocols;

2) The polling station's closure time - point 9 of the result protocols

! NOTICE:

The polling station's closure time shall mean the time when the voting finished, which is different from the time when the polling board finished its work, which is entered in the end of the result protocols, having in mind that after the voting finishes, the polling board starts establishing voting results.

3) whether the Control List was found in the ballot box (by circling YES or NO), and if yes, whether it was signed by the voter who came first to the polling station and at least one member of the polling board - points 10 and 10.1 of the result protocols;

4) the number of voters who voted with the assistance of another person (aide) - point 12 of the result protocols;

IMPORTANT NOTE:

Information on voting with assistance of an aide should include both those who voted at the polling station and those who voted outside the polling station.

5) the number of voters who voted outside the polling station - point 13 of the result protocols;

6) the number of completed and signed certificates on the right to vote outside the polling station - point 13.1 of the result protocols

7) whether representatives of domestic and / or foreign observers were present at the polling station and if yes, whether the Record on Observers has been completed or not (by circling YES or NO) -points 14 and 14.1 of the result protocols

IMPORTANT NOTE:

There if a single Record on Observers for both parliamentary and presidential elections, so that no separate records on observers for parliamentary and for presidential elections should be made. This is why it shall be noted down in both result protocols that this single Record on Observers has been completed.

After entering the above listed data, the voting results shall be **LEGIBLY COPIED** from the Control Sheet to the Chapter II of the result protocols:

- 1) the number of voters who turned out - point 11.1 of the result protocols
- 2) the number of ballot papers in the ballot box - point 11.2 of the result protocols
- 3) the number of invalid ballot papers - point 11.3 of the result protocols
- 4) the number of valid ballot papers - point 11.4 of the result protocols
- 5) the number of votes won by each electoral list and/or the number of votes won by each presidential candidate - point 11.5 of the result protocols

NOTE:

When entering the voting results, not a single column shall remain empty. This means that if an electoral list or a presidential candidate has not won a single vote, the column referring to the number of votes won by this electoral roll or presidential candidate must not remain empty but filled out with zero („0“) or dash („-“).

After entering the voting results, point 15 of the result protocols should be filled out, relating to whether polling board members have any comments on the procedure of conducting the vote at the polling station (by circling YES or NO).

If 'YES' has been circled under point 15, i.e. if polling board members have any comments, they should list them in a special attachment which constitutes an integral part of the result protocols and which will be submitted to the local electoral commission together with the result protocols.

Properly completed Result Protocols at a polling station

| III. РЕЗУЛТАТИ ГЛАСАЊА | | |
|---|---|--|
| 11.1. | БРОЈ БИРАЧА КОЈИ СУ ИЗАШЛИ НА ИЗБОРЕ: (бирачи који су се потписали и напомене у изводу из бирачког списка, евентуалном списку накнадних промена у бирачком списку и евентуалном посебном изводу из бирачког списка о бирачима који су гласали ван бирачког места) | 105 |
| 11.2. | БРОЈ ГЛАСАЧКИХ ЛИСТИЋА У ГЛАСАЧКОЈ КУТИЈИ: | 105 |
| 11.3. | БРОЈ НЕВАЖЕЋИХ ГЛАСАЧКИХ ЛИСТИЋА: | 5 |
| 11.4. | БРОЈ ВАЖЕЋИХ ГЛАСАЧКИХ ЛИСТИЋА: | 100 |
| 11.5. | БРОЈ ГЛАСОВА КОЈЕ ЈЕ ДОБИЛА СВАКА ИЗБОРНА ЛИСТА | |
| <i>Редни број</i> | <i>Назив изборне листе</i> | <i>Број гласова које је добила изборна листа</i> |
| 1. | АААА | 20 |
| 2. | ББББ | 0 |
| 3. | ЦЦЦЦ | 35 |
| 4. | ДДДД | 5 |
| 5. | ГГГГ | 0 |
| 6. | ЕЕЕЕ | 15 |
| 7. | ФФФФ | 25 |
| (Навести све изборне листе, према њиховом редоследу на гласачком листићу) | | |

! NOTICE:

If some data are wrongly entered in the result protocols, they must not be written over, but crossed out and the accurate data should be written next to them, along with the signature of the person who corrected it.

Properly corrected errors in the Result Protocols

III. РЕЗУЛТАТИ ГЛАСАЊА

| | | |
|--|--|--|
| 11.1. | БРОЈ БИРАЧА КОЈИ СУ ИЗАШЛИ НА ИЗБОРЕ: <small>(бирачи који су се потписали и напомене у изводу из бирачког списка, евентуалном списку накнадних промена у бирачком списку и евентуалном посебном изводу из бирачког списка о бирачима који су гласали ван бирачког места)</small> | 105 |
| 11.2. | БРОЈ ГЛАСАЧКИХ ЛИСТИЋА У ГЛАСАЧКОЈ КУТИЈИ: | 105 |
| 11.3. | БРОЈ НЕВАЖЕЋИХ ГЛАСАЧКИХ ЛИСТИЋА: | 5 |
| 11.4. | БРОЈ ВАЖЕЋИХ ГЛАСАЧКИХ ЛИСТИЋА: | 25100 |
| 11.5. | БРОЈ ГЛАСОВА КОЈЕ ЈЕ ДОБИЛА СВАКА ИЗБОРНА ЛИСТА | |
| <i>Редни број</i> | <i>Назив изборне листе</i> | <i>Број гласова које је добила изборна листа</i> |
| 1. | АААА | 20 |
| 2. | ББББ | 0 |
| 3. | ЦЦЦЦ | 30 35 |
| 4. | ДДДД | 5 |
| 5. | ГГГГ | 0 |
| 6. | ЕЕЕЕ | 15 |
| 7. | ФФФФ | 25 |
| <small>(Навести све изборне листе, према њиховом редоследу на гласачком листићу)</small> | | |

214

214

Improperly corrected errors in the Result Protocols

| III. РЕЗУЛТАТИ ГЛАСАЊА | | |
|---|---|--|
| 11.1. | БРОЈ БИРАЧА КОЈИ СУ ИЗАШЛИ НА ИЗБОРЕ: (бирачи који су се потписали и напомене у изводу из бирачког списка, евентуалном списку накнадних промена у бирачком списку и евентуалном посебном изводу из бирачког списка о бирачима који су гласали ван бирачког места) | 105 |
| 11.2. | БРОЈ ГЛАСАЧКИХ ЛИСТИЋА У ГЛАСАЧКОЈ КУТИЈИ: | 105 |
| 11.3. | БРОЈ НЕВАЖЕЋИХ ГЛАСАЧКИХ ЛИСТИЋА: | 5 |
| 11.4. | БРОЈ ВАЖЕЋИХ ГЛАСАЧКИХ ЛИСТИЋА: | 100 |
| 11.5. | БРОЈ ГЛАСОВА КОЈЕ ЈЕ ДОБИЛА СВАКА ИЗБОРНА ЛИСТА | |
| <i>Редни број</i> | <i>Назив изборне листе</i> | <i>Број гласова које је добила изборна листа</i> |
| 1. | АААА | 20 |
| 2. | ББББ | 0 |
| 3. | ЦЦЦЦ | 35 |
| 4. | ДДДД | 5 |
| 5. | ГГГГ | 0 |
| 6. | ЕЕЕЕ | 15 |
| 7. | ФФФФ | 25 |
| (Навести све изборне листе, према њиховом редоследу на гласачком листићу) | | |

Finally, the date and time when the polling board finished its work i.e. finished filling out the result protocols, should be entered in the result protocols.

The completed result protocols shall be signed by polling board members or deputy members, as this is their **legal obligation**.

The result protocols shall be made in five identical copies (on carbonless copy paper).

The first, original copy of the result protocols MUST be submitted to the local electoral commission, which then hands it out to the REC.

The second copy shall also be handed over to the local electoral commission.

The third copy shall be displayed at the polling station, for public inspection.

The remaining three copies shall be handed out to polling board members or deputy members nominated by submitters of electoral lists/by nominators of presidential candidates that won the highest number of votes at the polling station concerned.

The result protocols copies that might have not been handed out, shall be handed over to the local electoral commission together with other election material.

10.4. FILLING OUT THE RECORD ON OBSERVERS

The new Law on the Election of Members of Parliament introduced a new electoral document which is made by the polling board - Record on Observers, which is kept on the form prescribed by the REC.

The Record on Observers shall be filled out over the entire day, depending on whether a representative of a domestic or foreign observer arrives to the polling station.

This actually means that the polling board should record a representative of an observer in the Record on Observers immediately upon arrival of the observer to the polling station and allow the observer, before he/she leaves the polling station, to note down in this Record potential criticism or observations on the conduct of voting at the polling station.

The polling board shall ensure that the following is entered in this Record:

- names and surnames of all representatives of observers who were present at the polling station;
- names of domestic or foreign observers who observed the work of the polling board;
- whether the representatives of the observers expressed any criticism about the procedure of conducting the voting;
- the time when the representative of the observer left the polling station.

NOTE:

A representative of an observer shall have the right to enter his/her criticism and observations by him/herself!

! NOTICE:

Let us remind you that observer representatives may arrive to the polling station as early as at the time when the polling board meet, which is before opening of the polling station, and may stay at the polling station until the polling board finish their work, including the part when the polling board hand over the election material to the local electoral commission after the voting, at the municipality/ city administration facility.

It should not be forgotten that in case he/she has entered some comments in the Record on Observers, the observer representative must sign on the designated line in the Record.

The Record on Observers shall be made in six identical copies, first of which (original) and the second of which shall be attached to the first (original) and the second copy of the Result Protocols for the parliamentary elections, while the remaining four copies shall be handed out to representatives of observers present at the end of the work of the polling board.

10.5. ELECTION MATERIAL PACKAGING

After filling out the Protocol, the polling board must pack separately into special envelopes the following:

- The control list for the validation of the ballot box
- unused ballot papers
- valid ballot papers
- invalid ballot papers
- the certificate on the right to vote outside the polling station shall (signed and unsigned):

(2) The content of the envelope, the name of the election, the name of the municipality/city and the number of polling station must be stated on all the envelopes.

The envelopes must be sealed with a sticker.

After completing the packaging of the parliamentary election material into envelopes, i.e. strips, the polling board shall proceed to establishing voting results of the presidential elections, and to that end shall take every above described action finalising it with the packaging of the election material.

After completing the packaging of the Presidential election material into envelopes, the polling board shall proceed to packaging of its election material of both elections into designated sacks, in the same manner as the material was brought to the polling station (**grey** sack shall be used for parliamentary elections, while **blue** shall be used for presidential elections), ensuring that the sack is still marked with a sticker.

! NOTICE:

The polling board must pay attention not to mix the election material from different elections and that each material is placed into suitable sack.

The polling board must take care that the electoral UV ink sprays for marking voters' fingers, UV lamps, and the stationary, including scissors, is placed in a special sack or smaller sack used when the material was delivered before the voting and that thus packed it is placed into the **sack with the parliamentary election material**. The sack, i.e. smaller sack must be closed/sealed, so that its content is not mixed with the other material in the sack.

DISPLAY OF THE PROTOCOL FOR PUBLIC INSPECTION

After completing verification of the voting results of all elections carried out in the polling station and after filling out all result protocols and after packing the election material into designated sacks, the polling board shall display **a third copy** of every result protocol at the polling station for public inspection.

SIMULTANEOUS HOLDING OF LOCAL ELECTIONS AND NATIONAL ELECTIONS

In the case of simultaneous holding of local and national elections the polling board shall proceed to verification of the voting results in local elections, only after verifying the voting results of national elections.

! NOTICE:

The law prescribes that the election material is delivered to the local electoral commission by the the polling board's Chairperson or its deputy, and that the handover may be conducted in the presence of all members of the polling board. Having in mind that parliamentary and presidential elections shall be held simultaneously on 3 April 2022, all members of the polling board, along with the polling board's Chairperson and its deputy, should be present at the handover of the election material as they will assist the delivery of the election material to the local electoral commission.

11. RECEIPT/DELIVERY OF ELECTION MATERIAL AFTER THE VOTE

After the vote the election material of both elections shall be delivered to the local electoral commission in the municipality/city seat. The handover should be conducted in the presence of all polling board members and deputy members

In accordance with the law, the election material shall be delivered to the local electoral commission without delay, **not later than 12 hours following the closing of the polling station.**

Separate receipt/delivery records shall be made for each electoral process .

NOTE:

The receipt/delivery of the election material after the vote may be attended by authorised representatives of submitters of electoral lists/nominators of presidential candidates, as well as by representatives of observers granted accreditation by the REC.

Local electoral commission shall be delivered, separately for parliamentary and presidential elections the following:

- first (original) and second copy of the Result protocols in the Serbian language and Cyrillic script and in each language and script of the national minority in official use in the local self-government unit;
- first (original) and second copy of the Record on the Observers of the polling board's work;
- excerpt from the electoral roll for voting at the polling station;
- special excerpt from the electoral roll, if voters serving the military, participating in a military exercise, or being educated in the units or institutions of the Serbian Armed Forces, have cast their vote at that polling station;
- envelope containing the Control List for the validation of the ballot box, sealed with a sticker;
- envelope with unused ballot papers sealed with a sticker, i.e. strip paper (strip);
- envelope with invalid ballot papers sealed with a sticker, i.e. strip paper (strip);
- envelope with valid ballot papers sealed with a sticker, i.e. strip paper (strip);
- envelope with certificates on the voting right of voters who voted outside the polling station, sealed with a sticker;
- the security sealing lock used for sealing the election material storage sack on the receipt/delivery of the election material between the local electoral commission and the polling board before the vote;

- one copy of each Record on the presence of members and deputy members of the polling board in the regular and extended composition at the polling station;

After handover of the abovementioned election material to the local electoral commission, the **poling board shall deliver to the municipal/city authorities** the remaining election material:

- two ballot boxes
- UV ink sprays for marking voters' finger
- UV lamps
- voting privacy screens
- one copy of each Record on the presence of members and deputy members of the polling board in the standing and extended composition at the polling station
- identification card clips for members of the polling board
- stationary, scissors etc.

AFFIXING OF SEALS TO SACKS WITH ELECTION MATERIAL

After completing the receipt/delivery of the abovementioned election material (for both elections), the sacks containing the specified election material, the local electoral commission shall **seal the sacks with the security seals (white seal for parliamentary elections and blue seal for presidential elections)**, whose serial numbers shall be entered in the appropriate records on the receipt/delivery of the election material for parliamentary and presidential elections respectively.

The sacks must also include the security seal which was used to seal the sack when the election material was delivered/received prior to the vote.

The sealing of the sacks must be conducted in the presence of the members of the polling board who have delivered the material.

! NOTICE:

The following election material **must not be put** in the sack:

- Result Protocols
- Record on Observers
- excerpt from the electoral roll, with the potential list of subsequent changes to the electoral roll and the special excerpt from the electoral roll for the voters in the Serbian Armed Forces
- envelope with the certificates on the right to vote outside the polling station
- a copy on the Record on receipt/delivery of the election material after the voting, by the polling board and the local electoral commission
- one copy of each Record on the presence of members and deputy members of the polling board in the standing and extended composition at the polling station

The local electoral commission shall separate the abovementioned material from the election material that is put in the sack.

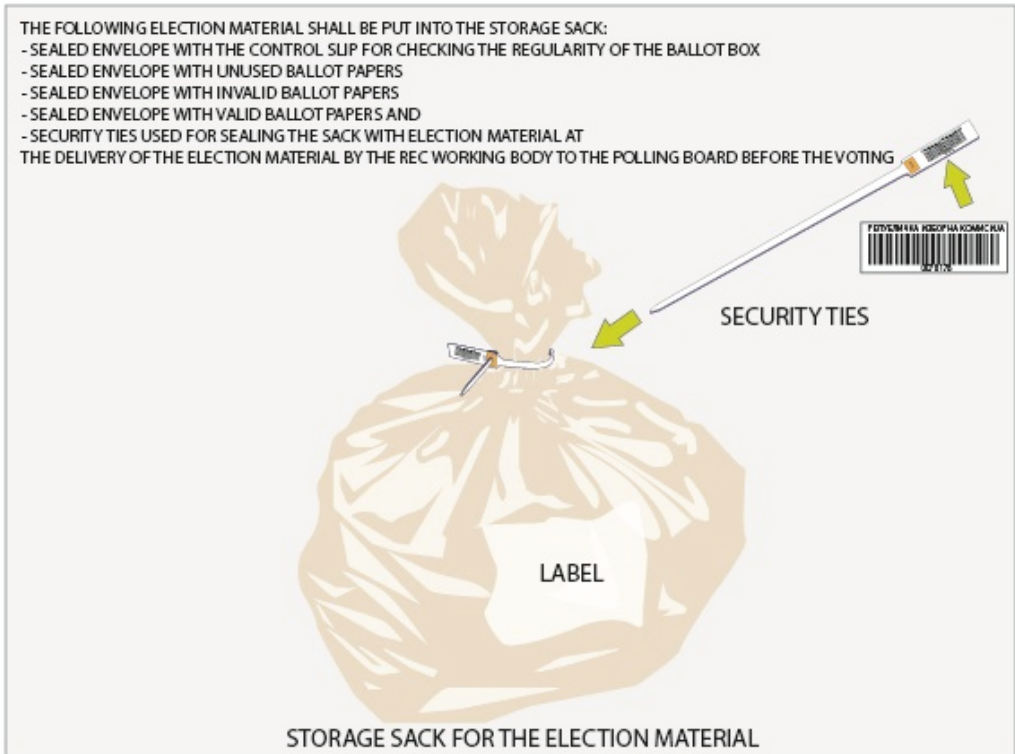
NOTE:

In practice, it might happen that there is no sticker on the sack which was put on it on the receipt/delivery of the material prior to the voting. In this case, the local electoral commission should write on the sack, with a marker, the name of the election, the number of the polling station and the name of the municipality/city, before sealing the sack.

THE FOLLOWING ELECTION MATERIAL SHALL BE PUT INTO THE STORAGE SACK:

- SEALED ENVELOPE WITH THE CONTROL SLIP FOR CHECKING THE REGULARITY OF THE BALLOT BOX
- SEALED ENVELOPE WITH UNUSED BALLOT PAPERS
- SEALED ENVELOPE WITH INVALID BALLOT PAPERS
- SEALED ENVELOPE WITH VALID BALLOT PAPERS AND
- SECURITY TIES USED FOR SEALING THE SACK WITH ELECTION MATERIAL AT

THE DELIVERY OF THE ELECTION MATERIAL BY THE REC WORKING BODY TO THE POLLING BOARD BEFORE THE VOTING



DELIVERING THE ELECTION MATERIAL FOR VOTING ABROAD

As it is the case when delivering the election material to polling boards at polling stations abroad prior to the vote, the special rules for these polling boards shall also apply to **delivering the election material after the vote**. Namely, the polling boards from polling stations abroad shall not hand the election material out to the local electoral commission, but directly to a REC coordinator.

The delivery/receipt of the election material shall be done at the seat of the REC in Belgrade. **Separate receipt/delivery records** shall be made for each electoral process .

The polling board shall transfer the election material from the polling station abroad in the manner in which diplomatic consignment is transferred, ensuring the safety of the election material.

SIMULTANEOUS HOLDING OF LOCAL ELECTIONS AND NATIONAL ELECTIONS

If local elections were also held at a polling station, the polling board and the local electoral commission shall ensure that the election material from the national elections is not mixed up with the election material from the local elections.

12. CRIMINAL OFFENCES AGAINST ELECTORAL RIGHTS

Chapter fifteen of the Criminal Code lays down the criminal offences against electoral rights. This part of the Manual will introduce polling board members with these criminal offences, and with the statutory penalties.

Violation of the Right to Vote

Article 155

(1) Whoever with intent to prevent another person from exercising his/her voting right, unlawfully fails to enter the name in the voters' register, deletes the name from such a register or otherwise unlawfully prevents or hinders him/her from voting, shall be punished with a fine or imprisonment of up to one year.

(2) Whoever by use of force or threat coerces another person at elections, impeachment vote or referendum to exercise or not to exercise his/her voting right or to vote for or against a particular candidate or proposal, shall be punished with imprisonment of three months to three years.

Giving and Accepting Bribes in connection with Voting

Article 156

(1) Whoever offers, gives, promises reward, gift or other benefit to another person in order to vote or not to vote in elections or referendum for or against a particular candidate or proposal, shall be punished with a fine or imprisonment of up to three years.

(2) The penalty referred to in paragraph 1 of this Article shall be imposed on whoever demands or receives a gift or other benefit to vote or not to vote in elections or referendum for or against a particular candidate or proposal.

(3) If the offence referred to in paragraph 1 of this Article is committed by a member of a polling board or another person acting in an official capacity in respect of voting, such a person shall be punished with imprisonment of three months to five years.

(4) A gift or another benefit shall be seized.

Abuse of the Right to Vote

Article 157

(1) Whoever at elections or at a referendum votes instead of another person under his name or at the same elections votes more than once or uses more than one ballot paper, shall be punished with a fine or imprisonment of up to one year.

(2) A member of a polling board who enables another person to commit the offence referred to in paragraph 1 of this Article, shall be punished with a fine or imprisonment of up to two years.

Prevention of Voting

Article 159

(1) Whoever by force, threat or another unlawful manner prevents holding of voting at a polling station, shall be punished with imprisonment of up to three years.

(2) Whoever obstructs voting by causing disorder at a polling station whereby the voting is interrupted, shall be punished with a fine or imprisonment of up to two years.

Violating the Secrecy of Voting

Article 160

(1) Whoever at elections or referendum violates the secrecy of voting, shall be punished with a fine or imprisonment of up to six months.

(2) If the offence referred to in paragraph 1 of this Article is committed by a member of a polling board or another person acting in official capacity in respect to voting, such a person shall be punished with a fine or imprisonment of up to two years.

Electoral Fraud

Article 161

A member of an electoral or referendum management body or another person acting in official capacity in respect of voting, who by adding or removing ballot papers or votes during counting or otherwise alters the number of ballot papers or votes or publishes false voting results, shall be punished with imprisonment of six months to five years.

Destroying of Documentation on Voting

Article 162

(1) Whoever destroys, damages, removes or conceals a ballot paper or another document on voting at elections or referendum, shall be punished with a fine or imprisonment of up to one year.

(2) If the offence referred to in paragraph 1 of this Article is committed by a member of a polling board or another person acting in official capacity in respect of voting, such a person shall be punished with imprisonment of three months to three years.



REPUBLIC ELECTORAL COMMISSION
BELGRADE, 2022