



Crna Gora

DECENIJA
OBNOVE
NEZAVISNOSTI
HILJADU GODINA
DRŽAVNOSTI
2016



Da je vječna Crna Gora
DRŽAVNA IZBORNA KOMISIJA

TRAINING MANUAL FOR POLLING BOARDS

MONTENEGRO

2016 PARLIAMENTARY ELECTIONS

FOREWORD

Dear Presidents and Members of Polling Boards,

Here is the Training Manual for Polling Boards for conduct of Parliamentary Elections in Montenegro, announced for 16th October 2016.

The goal of this kind of a „road map“, that was prepared by the State Election Commission, is to inform you in detail on voting procedures, from preparations for Election Day to the closing of polling centre, including counting procedures, packing and transport of electoral material, to its handover to the Municipal Election Commission.

This Manual contains definitions of legal decisions and secondary legislation in regard to the work of bodies for the conduct of elections. With an initial reminder on basis of electoral system, the focus of this Manual are the main duties of polling boards and voting procedures, on which depends exercising of one of the basic human rights- the right to vote.

I am convinced that this manual will contribute towards good quality preparation for the conduct of Parliamentary Elections in Montenegro, on 16th October 2016, in accordance with national legislation and international standards.

Thank you for your cooperation.

Budimir Šaranović,

President of the State Election Commission

TABLE OF CONTENTS

I.	FOREWORD.....	1
II.	SUMMARY ON ELECTORAL SYSTEM FOR 2016 PARLIAMENTARY ELECTIONS.....	3
III.	PLANNING IN ADVANCE OF ELECTION DAY.....	3
	a. RECEIPT OF ELECTION MATERIAL.....	4
IV.	MAIN DUTIES OF POLLING BOARDS.....	7
	a. SETTING UP POLLING STATIONS.....	8
	b. AUTHORIZED PERSONS TO BE PRESENT AT THE POLLING STATION.....	11
	c. OBSERVERS AND MEDIA.....	11
V.	VOTING PROCEDURES.....	12
	a. MAINTAINING ORDER AT THE POLLING STATION AND MEASURES SECURING CONFIDENTIALITY.....	19
VI.	VOTE BY LETTER PROCEDURES.....	21
VII.	CLOSING AND COUNTING PROCEDURES.....	25
	a. ESTABLISHING VOTING RESULTS.....	26
	b. RECORD ON WORK OF POLLING BOARD AND REPORT ON VOTING RESULTS.....	27
VIII.	PACKING AND TRANSPORTATION OF MATERIAL TO MEC.....	28
IX.	LIST OF ANNEXES.....	29

SUMMARY ON ELECTORAL SYSTEM FOR 2016 PARLIAMENTARY ELECTIONS

Parliamentary elections in Montenegro are to be held on 16th of October 2016. In total, 81 members of parliament will be elected in a single nationwide constituency for a four-year term under a proportional representation system with closed lists. Candidate lists that surpass the 3 per cent threshold of valid votes are eligible to take part in the allocation of mandates. Special rules apply for candidate lists representing national minority communities. Candidate lists are required to include at least 30 per cent of candidates of either gender.

These elections will be conducted under a substantially revised legal framework. Among other changes, the 2014 amendments to the Law on the Election of Councilors and Members of Parliament introduced **a new identification system of voters (electronic identification)**, new provisions on candidate registration and allocation of mandates to minority lists.

PLANNING IN ADVANCE OF ELECTION DAY

The President of the Polling Board is responsible for the overall operation of the Polling Station during polling hours. Prior to the election there are a number of preparatory tasks that must be completed by the Municipal Election Commission and Polling Board so that the voting process on Election Day is effective and efficient.

- Representatives of the Municipal Election Commission and Polling Boards are obliged, not later than 12 hours before the start of the voting, to check whether necessary conditions for voting are provided at polling station, along with conditions for the operation of electronic voter identification device (EVID), which is entered into record.
- The Municipal Election Commission and Polling Board, when reviewing the polling station, are obliged to check whether the interior of the voting premises is covered by cameras or other surveillance measures, and to provide for those means to be turned off or veiled directly before the start of voting.

RECEIPT OF ELECTION MATERIAL

The President of the Polling Board takes over election material from the Municipal Election Commission no later than 48 hours before Election Day. Materials and device is kept by President of polling board up to opening of polling station.

THE ELECTION MATERIALS ARE:



1) Ballot boxes (2);



2) verification list for checking the ballot boxes



3) Electronic Voter Identification Device (EVID) and eToken (2);





4) Ballot papers;



5) Templates for ballot papers;



6) Box for keeping receipts and EVID confirmations;

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7) Printed extract of voters list



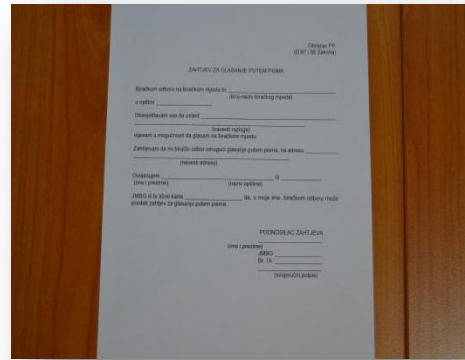
8) Polling board record;



9) Flag



10) Stamp, red tape and sealing wax;



11) Request form for vote by letter;



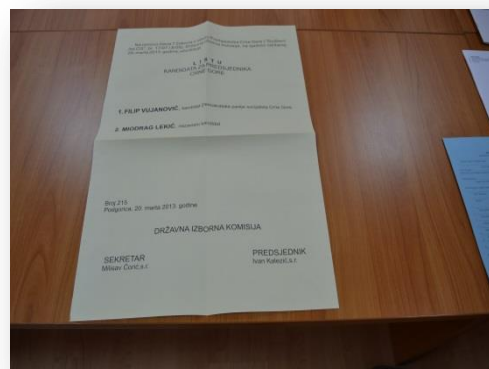
12) Envelopes;



13) Handover form for election material



14) Polling location signs;



15) Electoral lists

MAIN DUTIES OF POLLING BOARDS

As a President and member of a Polling Board (PB), you are one of the few election officials with whom the majority of voters will have direct contact during the course of the election. It is therefore of the utmost importance that you maintain the highest level of professionalism and integrity as you fulfil your duties in serving the voters of your respective polling station of your municipality. This includes your pre-election tasks such as attending training, your responsibilities on Election Day, during the ballot count and the reporting of Polling Station results.

- The Municipal Election Commission (MEC) is obliged to timely prepare voting equipment and material for each polling board, especially: electronic voter identification device (EVID), which holds the electronic version of voters list excerpt for specific polling station; two eTokens (electronic keys) for activation of EVID; required amount of ballots; required amount of ballot templates; consolidated electoral lists; two printed excerpts from voters list (one for vote by letter); ballot box at polling station; portable-mobile ballot box for voting by letter; specific and official envelopes for voting; and a template of record on the work of the polling board.
- While taking over and after counting election material, the Municipal Election Commission and the President of the Polling Board, will pack material into wrapping, except for electronic device for voter identification, which will be secured by sealing wax, with appropriate hallmark. The envelope will state the type of material inside and the number on envelope. Statement is signed by the President of the Polling Board and member of the MEC, who performs the handing over of the election material. Signatures are verified with the official stamp by MEC.
- The EVID is packed into a special protective box. eTokens needed for activation and functioning of the EVID are taken over by written record from Municipal Election Commission by the Polling Board President and President Deputies for each polling station in accordance with instructions issued by the State Election Commission.
- Record on handover of casings with election material and the EVID is made, and signed by the President of Polling Board and representatives of the MEC, who executed material handover (Annex 1).

A). SETTING UP POLLING STATION

The Polling Board (in ordinary constitution and authorized representatives of electoral list bearers) is obliged to be at polling station at 05:00 o'clock (two hours before polling station is opened) on Election Day.

- Voting premises must be spacious enough to enable uninterrupted operation of the Polling Board, i.e. to have enough room for all members of polling board to be able to see the voting booth, the EVID, and other election material at all times, and enough area for installing of partitions or booths for marking of ballots.
- In voting premises a separate area will be arranged by installing partitions-booths, whose shape and dimensions provide that it is not possible to see how the voter voted, and are placed in such a manner that the voter has his/her back turned to polling board while voting

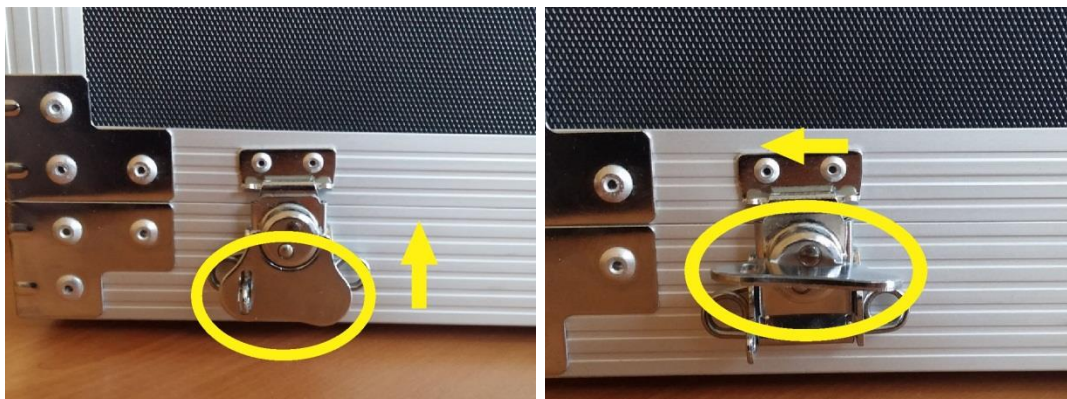


- The polling board will check whether the Montenegrin flag is hoisted at polling station, whether the voting premises are enough for voters' mobility, whether conditions are met for proper operation of EVID, whether ballot box is installed, whether there are enough partitions or booths that provide secrecy of vote and will provide for all material related to the election campaign to be removed if located at polling station or within 100m radius around polling station.
- The polling board then determines a member of polling board in its permanent composition by draw, who performs visible damage of polling board seal in the

presence of other polling board members, in a way that he/she cuts in or burns rubber seal matrix by flame, which is used for stamping the ballots at back side (back sheet), at a prescribed spot, right before the ballot paper is handed over to a voter. Damaged seal of polling board is not placed on control coupon of the ballot.

Note: The ballot papers shall be arranged according to the sequence of serial numbers on their stubs and shall be issued to the voters in accordance with that sequence.

- The draw for the polling board member who will damage the polling board seal, the member who will seal the ballots, the member who performs the operation of ballot paper stamping and the member who will keep control coupons and printed slips-confirmations of electronic voter identification, is performed by closed envelopes system, in a manner that names of polling board members, apart from President, will be written in separate lists and placed into separate envelopes. Drawing of envelope will be performed by the polling board President.
- The polling board President checks whether chairs for polling board members, and the needed number of chairs for election observers, are provided.
- The polling board President opens casing with election material in front of all members of polling board, at the same time it is checked whether all listed material is placed within casing.
- The polling board President opens protective box and places EVID on even surface (table) so that all members of polling board can see the device screen, and connects it to electric power supply source.





Note: Upon turning on the device for electronic voter identification, its monitor – screen shows polling station title in top left corner, date and time at the right, and note-information „connect eToken“ in the middle of the screen.



- The polling board President will, after completion of all previously stated activities, ask polling board members whether conditions for the start of voting are met, and whether they have objections to any of operations performed. Existence or non-existence of objections along with its content and objecting party is entered into record.

B). AUTHORIZED PERSONS TO BE PRESENT AT THE POLLING STATION

The following persons are allowed to be present in a Polling Station on Election Day:

- Voters;
- Polling Board Members in a permanent and extended composition;
- Accredited domestic and international observers (with interpreters);
- Optional (as needed):
 - Municipal Election Commission;
 - State Election Commission and Service Staff;
- Optional: Police on duty (uniformed) only when called to restore order.

C). OBSERVERS AND MEDIA

Accredited election observers are crucial to evaluate and report on the transparency and legitimacy of the election. Their identity is established by the polling board President based on ID card and official authorizations issued by the State Election Commission. The Polling Board President provides appropriate location to observers and keep records of the accredited observers (Annex 6).

In regard to the monitoring of the Election Day and informing the public, the media representatives could come to the polling stations. Both the accredited observers and the media representatives should be welcomed and not viewed as a burden.

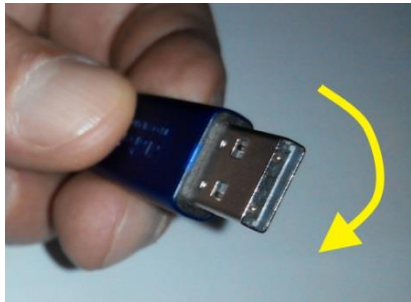
Election observers may be present and closely observe the entire voting and counting process (with the exception of marking a ballot by a voter), as long as they do not impede the polling and counting process or handle or restrict the use of any Polling Station material.

Observers must adhere to specific rules so that the voter can vote in secret and they may not impede the voting process.

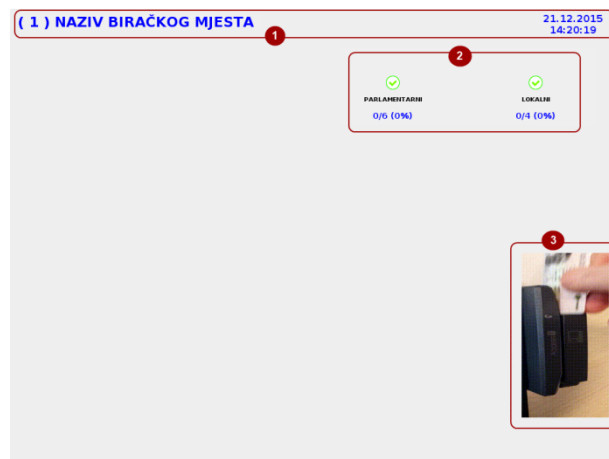
Once the counting process has started, observers may leave, but they may not return nor enter a Polling Station!

VOTING PROCEDURES

At 07:00 o'clock, the polling board President connects the eToken into one out of two slots at left side of the device.



After connecting the eToken, by the polling board President, the device screen shows the following data: top left corner „polling station title“, in right „date and time“, number of voters at that polling station for specific elections, and statistics of turnout for that polling station, is shown below polling station title.



Note: Given that on Election Day there can be Parliamentary elections and local elections (Andrijevica, Budva, Gusinje and Kotor), screen statistics shows data on each type of election separately.

The polling board President turns on printer button marked „Power“ on the left side of the device (under the screen). The polling board President announces start of voting in the presence of the first voter, whose name and surname is entered into the polling board record.

Bottom screen part shows animation (image) which serves as a reminder how to slip personal ID card through reader, and it is present throughout whole election period. In a similar manner is done to the reading of the passport, except that the photos on it is on the other side.



ONLY VOTERS REGISTERED INTO VOTERS LIST EXCERPT CAN VOTE!

Note: In the presence of the first voter, for whom it is confirmed that he/she is entered into voters list by slipping personal ID card or Passport, the polling board checks ballot box, and when it is established that it is empty, control result is entered into control list signed by the President and other members of the polling board, and also by the first voter at polling station. The control list is placed into the ballot box which, in the presence of the first voter, is sealed by red tape and sealing wax, which is entered into record on polling board work.

- The first and each following voter tells to polling board his/her name and surname, and proves his/her identity by personal biometric ID card or Passport. Upon the request of the polling board members, the polling board President is obliged to show the voter's identification document to all polling board members. Then they move to the electronic voter identification device.

Note: Any voter who refuses to be electronically identified will not be allowed to vote by the polling board.

- The polling board President finds the voter in the electronic voters list by slipping personal biometric ID card or Passport through the reader in EVID, and if the voter is registered into that polling station, the left side of the screen will show voter's photo, and on the right side it will show name and surname, unique ID number and address of the voter

- Simultaneously with electronic identification, the device will print the paper slip-certificate which holds the name and surname, unique ID number and ordinary number of the voter, identical to the one in printed voters list.



In the printed excerpt from voters list, the polling board President circles ordinary number of identified voter, after which the voter places signature in the prescribed space, after which the polling board allows the voter to vote.

- In case that the EVID does not print the slip-certificate, the polling board President prints the certificate by pressing „Re-print“ button, at the bottom of the screen .



- Reprinting of slip can be done only in the case when device screen still shows data of subject voter, i.e. before starting the identification of the following voter.
- The President and member of the polling board from the opposite political option will place readable and handwritten signature to the other side (back sheet) of printed slip-certificate, which will then be preserved in the same box with control coupons by the member appointed by polling board.
- After successful identification the voter will be directed towards polling board member who issues the ballot papers.
- The polling board member issuing the ballot paper sits next to polling board President, stamps the ballot paper and hands it over to the polling board President, who ensures that only one ballot is handed to the voter.
- The polling board President explains the voting process to every voter by saying that “the voter votes in a manner that he/she encircles the number in front of the name of electoral list that he/she wishes to vote for, i.e. by encircling the list name or name and surname of list bearer and that he/she may vote only for one electoral list from the ballot“, and also explains the manner of ballot folding, after which the voter is directed behind the partition or into the booth.

***Note:** The polling board President is obliged, upon a voter’s request, to repeat the voting process explanation.*

***Important note:** If, due to justified, objective circumstances, such as power supply shortage for multiple hours or EVID malfunction, the EVID is disabled during voting, the polling board will reach the decision to continue the voting by visual identification. The polling board informs the Municipal Election Commission on reaching the decision to continue the voting by visual identification.*

- Visual identification requires the polling board President to confirm the voter’s identity by examining personal ID card or Passport, then the President finds the voter in printed voters list and encircles the voter, enables him/her to place signature on the voters list and receive the ballot, and then directs him/her to the partition or the booth.

- After the voter votes, the President and member of the polling board from the opposite political option will place readable and handwritten signature on ballot-control coupon at the back side (back sheet).
- It is obliged to enter the visual identification of the voter into the polling board record. If the device is fixed and/or electric power supply is back in place, the polling board will continue with the electronic voter identification. This should also be entered into the polling board record.
- In cases where biometric personal ID card or Passport is issued to the voter after the closing of voters list, the screen on the EVID will show his/her data, but the screen part showing the photo will be darkened and saying „voter’s photo not available“. The voter’s data presented on the screen must be identical with the data in printed voters list excerpt. The State Election Commission, via the Municipal Election Commission, submits to the polling board also the list of voters whose photo is not entered into EVID for that polling station (only, if there are cases)..



Any voter who is not able to vote personally at the polling station (due to inaccessibility of the polling station, disability, illiteracy), has the right to do so with the help of assistant whom they determine themselves, who is obligated to fill in the ballot, i.e. perform voting in a manner ordered by the voter.

Voting by an assistant cannot be performed by a polling board member, nor by an authorized representative of election list bearer. The manner of voting in this way is entered into record on polling board work.

- The election commission in charge is obliged to provide an appropriate template, at each polling station, which enables the voter with impaired vision to vote personally.
- The Polling Board takes care, during the vote of disabled person, who use wheelchairs, for ballot boxes to be placed appropriately so that its height allows the disabled voter to place the ballot paper into the ballot box, where possible.

***Note:** The voter him/herself folds the marked ballot, so that the vote is not visible, while leaving the control coupon free, after which, while holding folded ballot in hand, the voter approaches the ballot box and enables polling board member, selected by draw, and if needed, member appointed by the commission, to detach control coupon from the ballot paper along perforated line. The voter then places the ballot into the ballot box and leaves polling station.*

- The Polling Board member, selected by draw, is obliged to sort the detached control coupons by sequence of serial numbers, and to keep them in separate designated box for that purpose, together with printed slips-certificates.

***Note:** Should a voter, who is not registered in voters list excerpt for that polling station, come to the poll, slipping of his/her identification document through reader will not result with presenting his/her image on device for electronic identification screen, nor data, instead the information „voter is not registered in this polling station“ is shown in bottom left screen angle, and the device does not print slip-confirmation.*



- If, while reading personal ID card or Passport, an error occurs due to the ID or Passport being swiped too fast or too slow, moving of document edge or its vagueness, the EVID detects such an error and screen shows message in bottom left corner „reading error, try again“.



- When a voter, who has already been identified as having already voted at that polling station, the EVID does not allow the re-printing of the certificate-slip. In this case the screen shows data on the voter and photo under which there is a warning that the voter has already been identified as having voted.
- If during Election Day, the printer is turned off, the screen will present message „please turn the printer on by pressing „Power“ button at printer below the screen“, in bottom left screen corner.



Note: In case the eToken is removed from the EVID, electronic identification cannot be performed and by returning the eToken into the EVID continues.

Note: For more information please see Annex 11.

A). MAINTAINING ORDER AT THE POLLING STATION AND MEASURES SECURING

CONFIDENTIALITY

- The President and members of the polling board take care of order at polling station and ensure confidentiality.
- The President and members of polling board are forbidden to, in any form, and especially by loud speaking, pronounce name and surname of voter, and also his/her ordinary number in voters list excerpt.

Note: The use of electronic devices for communication (telephone, mobile phone, laptop computer, tablet computer etc.) is prohibited within the polling station.

- The President and polling board members, and persons monitoring the work of bodies in charge of election conduct, are obliged to obey order at the polling station and not to disturb activities in the polling station.

Note: Members of the polling board, and persons monitoring the work of bodies in charge of election conduct, are prohibited to take a record of voters who voted, and also to use election roll copy or any other auxiliary voters' registry, at the polling station during elections.

Note: Deputies of President and polling board members are allowed into the polling station only in absence of the member they are replacing.

- The voter marks the ballot paper only in designated area (partition or booth), so the vote cannot be seen.

Note: If the voter breaches secrecy of the vote by voting publicly outside designated voting area (partition or booth) or, if he/she publicly shows the ballot to the polling board so the vote can be seen. After voting in designated premises, the Polling Board President, pursuant to previous decision of polling board, is obligated, in the presence of polling board, after detaching control coupon, to make such ballot paper invalid, by strikethrough, and place it into separate envelope and put it into ballot box instead of the voter.

- After voting the voter is obligated to leave polling station immediately.

- The polling board allows entry into voting premises the number of voters that matches number of booths, i.e. voting partitions.
- The polling board will prohibit lingering in the polling station to all persons who do not have rights and obligations regarding conduct of elections, and the President may remove from the polling station everyone who disturbs order at the polling station.
- Police officers and other officers in uniform are not allowed to access the polling station during the vote.
- Police officers may not vote or enter polling station in uniform, unless requested by the polling board President, in the aim of preventing the direct threat to public order and safety of the polling station.
- If a polling board member, or a person monitoring the work of bodies in charge of election conduct, disturbs activities at the polling station, the polling board President will warn that person, and if that person still continues to disturb activities, the polling board President, pursuant to previous decision by the polling board, will remove that person, which will be stated in the record on polling board work.

Note: If a member of the polling board is removed from the polling station, the polling board President is obliged to provide replacement of his/her Deputy, for further functioning.

Note: If order is breached at the polling station, the polling board may cancel voting, until order is regained. If police officers are called to polling station, voting is aborted during their presence. The reasons for vote interruption and the duration of the interruption are entered into record on work of polling board. If polling is interrupted for more than one hour the polling shall be prolonged for the duration of the interruption.

- The polling board Presidents and their deputies, members and their deputies are obliged to adhere in accordance with the **Ethical Code for Bodies for Conduct of Elections (No 76/10 of 23/12/2010, see Annex 12)**

VOTE BY LETTER PROCEDURES

Any voter can vote outside the polling station in which he/she is registered into the voters list excerpt, by letter, due to:

- age,
- disability,
- hospital treatment in residential area, i.e. home treatment, due to major illness;
- Staying in a facility for accommodation of disabled adults and elderly people within residential area.

Any voter, who wishes to vote by letter, submits to polling board a request for voting by letter on a PP template (Annex 7). He or she is obligated to personally sign the template.

All requests for voting by letter are submitted to the polling board at the polling station in which the voter is registered into voters list excerpt, not later than 1pm on Election Day.

- Only the person who is authorized by bearer of the request for voting by letter, in the form of a signature, can submit a request for voting by letter to the Polling Board. One person cannot submit more than one request for voting by letter to the Polling Board, except in the case when a person is doing it for two or more voters who vote by letter, and who live in the same household.
- Authorization for submitting a request for voting by letter to polling board is integral part of the prescribed PP template.
- Municipal Election Commissions and polling boards are obligated to make PP template available for persons described above before elections.
- Upon receipt of a request for voting by letter, the polling board checks the identity of the deliverer of the request, establishes whether the person who wishes to vote by letter is registered into printed voters list excerpt, and evaluates the reasons stated in request for voting by letter.
- The Polling Board decides on the meeting of conditions for voting by letter.
- If the polling board declines the request for voting by letter the reasons of such decision shall be entered in the official record of the polling board work (Annex 9).

- When the polling board decides that conditions are met for the voter, who submitted request to vote by letter, the President of the Polling Board shall verify electronically the ID card or passport of the voter and keep printed slip-certificate with other documents required for the voting by letter. Upon the electronic verification of the identity the President of the polling board shall hand back the ID card or passport of the voter requesting voting by letter to the deliverer of the request, who shall immediately return such identification document to the person requesting vote by letter.
- Upon establishing the facts that conditions for voting by letter have been met, the Polling Board shall deliver to the voter, through its four trustees from the ranks of deputies of the Polling Board, the following: portable opaque ballot box for voting by letter, which is sealed by the polling board, after checking whether it is empty; printed excerpt from voters list; certified ballots in official envelope; envelope with printed certificates-slips on electronic voter identification; consolidated election list; separate envelopes for control coupons; kit for sealing and pens.
- Should, out of justified objective reasons, prescribed by Law, visual voter identification be performed at the polling station, the polling board, via trustee, delivers to voter prescribed material without printed slip-certificate on electronic voter identification. Trustees cannot belong to same political party, i.e. coalition, and by rule two out of governing majority and two out of opposition are appointed.
- Voting by letter can be observed by accredited election observers at the polling station.
- The trustee visually confirms the identity of the voter-submitter of request for voting by letter, encircles his/her ordinary number in printed excerpt from voters list, hands over to voter the ballot, whose receipt is confirmed by the voter in handwritten signature in the excerpt from voters list. The voter votes and the folds marked ballot, so that the vote is not visible, and, while folding it, keeps control coupon free, which will be detached from the ballot by the trustee and put it in a separate envelope intended for control coupons, after which the voter puts folded ballot into the portable ballot box.

- Any voter who is not able to vote personally has the right to do it with the assistance of the person appointed by him/herself, and who is obligated to mark the ballot paper, i.e. to perform voting as instructed by the voter.
- After the voter votes, the trustee place handwritten and readable signature on back sheet of printed certificate-slip. Signed printed certificates-slips are placed into envelope and kept together with control coupons.
- If, out of objective circumstances prescribed by the Law, visual identification of the voter is being performed at polling station, and printed certificate-slip is not submitted to the voter who votes by letter, the trustees for voting by letter readably sign back sheet of the control coupon.
- Any voter who votes by letter, along with trustees conducting the procedure of voting by letter, have the right to object the manner of voting and work of trustees, Annex 4 of the form PG-21 (see Annex 10).
- After conducting the procedure of voting by letter, trustees return the election material to the polling board.
- If the voter who submitted a request for voting by letter refuses to vote, the trustees pack unused ballot and printed slip-certificate into an envelope, and after finishing the procedure of voting by letter return it to the polling board along with other material.
- Information that the voter who submitted request for voting by letter did not vote, and reasons for that, are entered into record on work of confidants – (Annex 4, form PG-21).
- Trustees return to the polling board the portable ballot box with ballots; printed excerpt from voters list; the envelope with control coupons and the envelope with printed certificates-slips for electronic voter identification to polling board member who is in charge of keeping control coupons and certificates-slips. (Annex 10).
- After the closure of the polling station the Polling Board shall open the mobile ballot box and establish the number of ballot papers contained in the mobile ballot box in a way which does not violate secrecy of vote.
- Upon confirming that voting by letter was carried out in line with the rules the polling board shall mix the ballot papers contained in the mobile ballot box with the ballot papers contained in the main ballot box at the polling station and only then the polling board shall proceed to establish the voting results at its polling station.

- In cases of voting by a letter, a record on the work of the Polling Board is entered with: the number of received requests for voting by letter, number of voters who were approved by polling board to vote by letter, the number of voters who voted by letter, and also details of any objections to voting procedure.
- If the polling board declines the request to a voter for voting by letter the reasons of such decision shall be entered in the official record of the polling board work.
- The polling board shall place the requests for voting by letter submitted to the polling board and the voter list in a special envelope with an indication of its content, which, after the establishment of the voting results shall be sealed and delivered to the Municipal Election Commission as an integral part of the election material.

CLOSING AND COUNTING PROCEDURES

Polling station closes at 20,00h. Voters present at the poll in the moment of closing of polling station, will be allowed to vote, given that polling board previously establishes the number and identity of those voters by collecting their ID documents.

- At 20:00h, the EVID screen will show option „Statistics“ under the animation. Usage of „Statistics“ option is not mandatory. This option serves, after closing of vote, to print a statistical report containing the following data: polling station, date and time of print, the number of voters at poll per type of elections, the number of identified voters, number of voters for whom repeated identification was tried, the number of voters with attempt of identification who are not registered into election roll for subject polling station.



Note: Option „Statistics“ can be engaged, upon a decision by the polling board, only after the expiry of time planned for voting and if both eTokens are connected to the EVID for voter identification.

A). ESTABLISHING VOTING RESULTS

Upon closing of the polling station, the polling board President will ask members of the polling board if they have any objections on the voting process, and if any, the content and name of objecting party is recorded (Annex 4)

- Data on whether there are objections on work of trustees, for voting by letter, is also entered into record.
- Upon closing of the voting, the Polling Board starts establishing the voting results at the polling station.
- The Polling Board establishes the number of unused ballots and puts them into separate envelope, which is sealed with marked content.
- The Polling Board establishes the number of control coupons detached from ballots and the number of signed printed slips-certificates from the EVID, and puts them separately into special envelopes that are sealed, with marked content.
- Based on the printed excerpt from the voters list, the Polling Board establishes the total number of voters who voted. The total number is obtained by adding the number of voters encircled in printed excerpt of the voters list and printed excerpt from voters list for voters who voted by letter.
- Data related to unused ballots, the number of control coupons detached from ballots and number of signed printed slips-certificates from the EVID, and the total number of voters who voted are entered into the record by Polling Board before opening the ballot box.
- When the ballot box is opened, ballots from portable-mobile box for voting by letter are put in and mixed. After the control coupon check valid ballots are separated from invalid ones.
- The polling board establishes the number of invalid ballots, and then the number of valid ballots, and the number of votes for each electoral list, which is entered into record.
- Invalid ballot is a blank ballot, a ballot marked in a manner so it cannot be established for which electoral list the voter has voted, and ballot with more than one electoral list circled.

- Unused, invalid and valid ballots will be placed by the polling board into separate envelopes, with marked content and they will be sealed.
- Other election material (work record, voters list excerpt, control coupons detached from ballots, certificates-slips, requests for voting by letter, the polling board stamp, and other election material) are placed in one envelope which is then sealed.
- EVID is packed in special protective casing.

Upon establishing voting results, the polling board will, without delay, and not later than six hours from the hour of polling station closing, submit election material and equipment to Municipal Election Commission.

B). RECORD ON THE WORK OF THE POLLING BOARD AND REPORT ON VOTING RESULTS

The record on the work of the Polling Board is kept upon the prescribed template (Annex 4), which is submitted to Municipal Election Commission.

- The record on the work of the Polling Board also contains data on persons who monitored Polling Board work and the duration of their presence at polling station. Data is entered into record by the Polling Board President.
- The polling board President is obligated to enter the objection of any polling board member into the record at the moment objection is made.
- The record on the polling board work is signed by the President and members of the polling board.

Note: Should any polling board member refuse to sign the record, the polling board President will inquire about the reason for refusal. The reason to refuse to sign the record, and reason that record is not signed because polling board member left polling station earlier, are entered into record in the form of statement in its very end, which is signed by remaining members of polling board.

- The polling board President hands over one record copy to each polling board member. Templates-annexes of record, prescribed by State Election Commission, form integral part of record on polling board work (Annex No 5, 6, 8, 9, 10).

PACKING AND TRANSPORTATION OF ELECTION MATERIAL TO MEC;

- The polling board President and two authorized representatives of electoral lists, which obtained the highest number of votes at polling station, hand over the sealed election material and equipment to Municipal Election Commission.

- The President of Municipal Election Commission, when taking over election material and equipment, issues certificate on reception to the carrier.

LIST OF ANNEXES:

- Annex 1: Minutes on handover of election material;
- Annex 2: Minutes on handover of election material for vote by letter;
- Annex 3: Check list for controlling ballot boxes;
- Annex 4: Minutes on the work of the Polling Board;
- Annex 5: Minutes of event during the voting process;
- Annex 6: Record of accredited observers;
- Annex 7: Team of Trustees for voting by letter;
- Annex 8: Reasons as why a voter was rejected by PB to vote by letter;
- Annex 9: Commission for vote by letter;
- Annex 10: Remarks of the Polling Board Members;
- Annex 11: Instruction on usage of Electronic Voter Identification Device.
- Annex 12: Code of Ethics for Bodies for the Conduct of Elections

MINUTES

ON HANDOVER OF ELECTION MATERIAL

Polling board for polling station _____

(name of the municipality, number and name of the polling station)

Received from municipal electoral commission of _____ on _____

(municipality)

(date)

year, the following electoral material:

- 1. The excerpt from the voter register _____ (number)
- 2. Ballot boxes _____ (number)
- 3. Mobile ballot boxes _____(number)
- 4. Box for control coupons _____ (number)
- 5. EVID and eTokens_____ (number)
- 6. Control list for checking the ballot box
- 7. Ballot papers_____(number)
- 8. Template for ballot papers _____ (number)
- 9. Minutes on the work of polling board _____ (number)
- 10. Cumulative electoral lists for MPs - _____ (number)
- 11. Special envelopes for voting _____ (number)
- 12. Official envelopes for voting _____(number)
- 13. The stamp of polling board
- 14. The flag of Montenegro
- 15. Other electoral material (sealing accessories, sellotape etc.)

(state any other device or material received by the polling board)

Submitted, for electoral commission

Received - President of polling board

(Name and surname)

(Name and surname)

NOTE: For voting's administered simultaneously the number of submitted verified excerpts from the voter register equals the number of voting's.

MINUTES

ON HANDOVER OF ELECTION MATERIAL FOR VOTING BY LETTER

Commissioners for voting by letters for polling station _____

(name of the municipality, number and name of polling station)

Received from polling board _____ on _____

(name of polling board) (date) year,

the following electoral material:

1. Excerpt from the voter register

2. Mobile ballot box

3. Envelope for control coupons _____

(number)

4. EVID and eTokens

5. Ballot papers _____

(number)

6. Templates for the ballot paper _____

(number)

7. Cumulative electoral lists for the MPs – councilors

8.. Other electoral material (sealing accessories, sellotape etc.)

(state any other device or material received by the polling board)

Submitted by the President of the polling board

Received – commissioners

(name and surname)

1. _____

(name and surname)

2. _____

(name and surname)

3. _____

(name and surname)

4. _____

(name and surname)

CONTROL LIST
FOR CHECKING THE BALLOT BOX

Polling board for the polling station

(name of the municipality, ordinal number and name of the polling station)

conducted on the date _____ at ____ hours, checking of the ballot box for election of councilors-
MPs in the presence of a voter who first arrived to the polling station _____

(name and surname)

Result of the control: _____

(state whether the ballot box was empty)

Voter who first arrived

POLLING BOARD,

to the polling station

1. _____

(Name, surname and signature of the President)

(Name and surname)

2. _____

(signature)

(Name, surname and signature of the member)

(state all the board members as under 2.)

NOTE: Signed control list, in the presence of the first voter, is put into the ballot box and the box is sealed.

MINUTES

ON THE WORK OF THE POLLING BOARD

1. Polling board for the polling station

(Name of the polling station and ordinal number)

for the election of councilors-MPs in _____

(name of the municipality)

met on ____ year at ____ hours in the voting premises.

2. The polling board determined that from the Municipal electoral commission _____ they received _____

(name of the commission)

(list the received electoral material)

3. On the election day, before the beginning of voting, the polling board determined:

- that on the polling station and at the distance of up to 100 meters from the polling station there are no visible symbols of political parties and other propaganda material which can influence the choice of voters;

- that the room for voting is set up in accordance with the rules on setting up polling stations and that there is space in it where the voters will be able to fill the ballot paper uninterruptedly and with ensured secrecy;

- that the ballot box is correct;

- that there is a ballot paper put on top of the ballot box

4. At 7.00 hours the polling board announced the start of voting in the presence of the first voter

(name and surname)

Checking of the ballot box in which signed control paper has been inserted was conducted and the box is sealed.

5. There were no problems during voting.

During the voting, the following situation occurred:

(annex 1).

(list any events which affected regular flow of voting, interruption of voting or extension of voting)

6. Voting is attended by:

1) _____
(name, surname and election capacity)

2) _____
(name, surname and election capacity)

List all the present participants (annex 2).

- 2 -

7. The reception of requests for voting by letter was concluded at _____ hours.

- Polling board established that the total number of requests for voting by letter is ____

- Polling board approved _____ voters to vote by letter,

- Polling board did not approve ____ persons to vote by letter due to the following reasons : _____
_____(annex 3 and 4).

8. Voting was finalized at ____ hours.

9. Polling board established that the total number of received ballot papers is _____
(number)

10. Polling board established that there is _____ of unused ballot papers, which they put into separate envelope and sealed. (number)

11. Polling board established that there is _____ of used ballot papers.
(number)

12. Polling board established that there is _____ of control coupons separated from ballot papers.
(number)

13. Polling board opens the ballot box.

14. Polling board established whether the ballot box:

- contains control paper _____

- does not contain control paper _____.

15. Polling board established that there are _____ of invalid ballot papers.
(number)

16. Polling board established that there are _____ of valid ballot papers.
(number)

17. Polling board established that particular electoral lists gained the following number of votes:

1. _____ votes.
(name and short name of electoral list) (number)

2. _____ votes.
(name and short name of electoral list) (number)

(State the number of votes for every electoral list separately)

18. Polling board established that the voter register contains in total ____ voters.

(number)

19. Polling board established that there are ____ of voters who voted at the polling station.
(number)

20. Polling board established that there are ____ of voters who voted outside of voting station, that is by letter.
(number)

21. Polling board established that the total number of those who voted is ____

(number)

- 3-

22. Polling board members had/ did not have objections _____

_____ (annex 5)

23. It has been concluded that these minutes with the electoral material is submitted, without any delays, to municipal election commission _____

(state the name of the commission)

Each member of the polling board gets a copy of these minutes.

In _____

(place and date)

POLLING BOARD

1. _____

(name, surname and signature of the president)

2. _____

(name, surname and signature of the member)

(state all the board members as under 2.)

RECORD ON ACCREDITED OBSERVERS

Name and surname	Accreditation number	Organization name

POLLING BOARD

PRESIDENT

(name, surname and signature of president)

REQUEST FOR VOTING BY LETTER

To the polling board in polling station number _____
(number-name of polling station)

In municipality _____

I notify you that given the _____
(list reasons)

I am not capable of voting at the polling centre.

I request that polling board enables me to vote via letter, at the address _____
(address)

I authorize _____ from _____
(name and surname) (municipality name)

ID or ID card number _____ to submit to the polling board, in my name, a
request to vote via letter.

REQUEST SUBMITTER

(name and surname)

ID number _____

ID card number _____

(personal signature)

Annex 9

Form PG-21

Article 90 of the law

TEAM OF TRUSTEES FOR VOTING BY LETTER

Name and surname	Duty	Signature
1.		
2.		
3.		
4.		

Observations _____

NOTE: List in observations whether voting was in accordance with law, whether there were authorized observers (name and surname of observer), etc.

ELECTRONIC VOTER IDENTIFICATION DEVICE (EVID)
INSTRUCTION ON USAGE OF ELECTRONIC DEVICE FOR VOTER IDENTIFICATION

Preparation for operation of electronic device for voter identification

Before commissioning the electronic device for voter identification, it is necessary to provide power supply and even surface to place the device. Electronic device for voter identification is placed in protective case. Protective case has four safety mechanisms that need to be opened as shown in image 1.

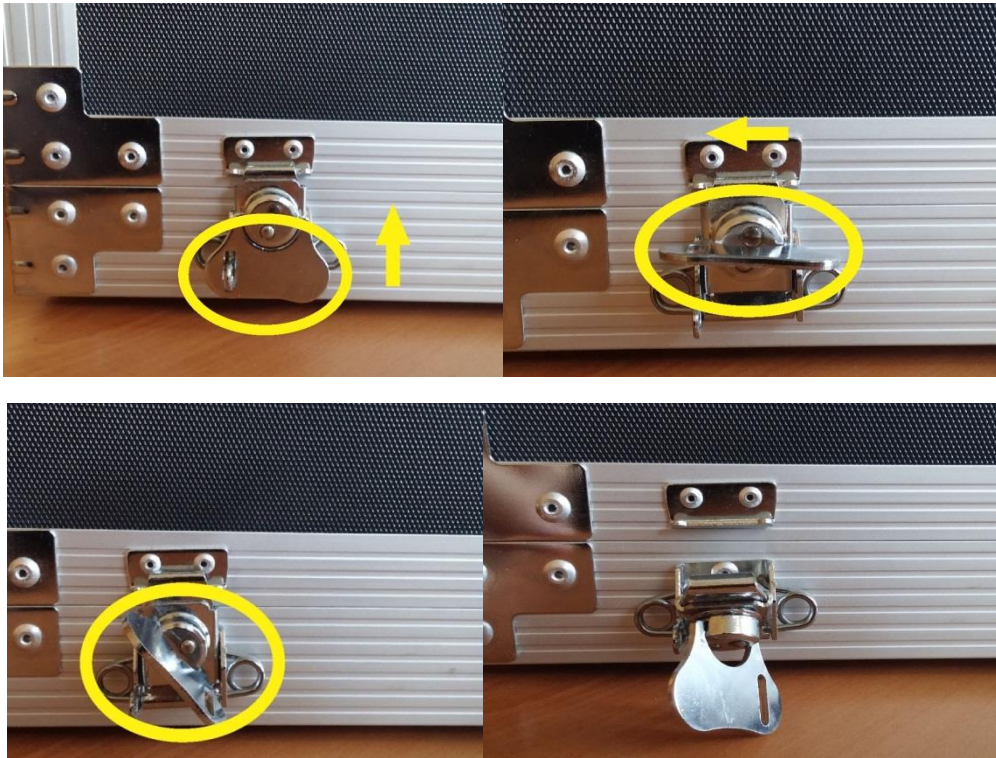


Image No. 1

Upon opening safety mechanisms, the lid should be lifted and electronic device for voter identification taken out of the case.

Appearance of electronic device for voter identification is given in image No. 2.





Image No. 2b

Power supply of electronic device for voter identification goes through adaptor (mark 2a in image No. 2) with cable towards device and supply cable (mark 2b in image No. 2) which conveys power supply to adaptor. In order to avoid loose contact between these two power supply parts, it is necessary to press hard the cable into adaptor as shown in image No. 3.



Image No. 3

Printer within electronic device for voter identification, which prints certificate, is turned on by pressing the button marked "POWER" as shown in image No. 4.



Image No. 4

Reader of mechanically readable inscription (herein after: reader) personal ID cards, i.e. Passports, is part of device for voter identification through which personal ID card or Passport should be slipped, in order for data to be entered into system. For entering of data, it is necessary to hold ID card so that right hand thumb covers Montenegrin Coat of Arms at front side of ID card, and slip the ID card, i.e.

Passport, through reader's open channel slowly, from top to bottom, by constant speed. Slipping of ID card through reader is shown in image No. 5.



Image No. 5 –

Reading of Passport is performed in similar way, as shown in image No. 6.



Image No. 6 –

Process of placing paper roll into printer is shown in image No. 7.





Image No. 7-

Process of placing paper roll into printer is carried out by pressing OPEN button on printer (as shown in image No. 7) after which the printer's lid opens up, and paper roll is placed in designated internal slot, as shown in image No. 7.

Instruction for operating the application for electronic voter identification at electoral poll

3. Application for electronic voter identification at electoral poll consists of the following processes:

- registration to electronic device for voter identification;
- identification of voter at electoral poll;
- print of statistical data;
- repetition of vote at electoral poll

1) Registration to electronic device for voter identification

Upon turning on electronic device for voter identification, the screen shows form (herein after: screen) as shown in image No. 8. The screen holds following information:

Screen top shows title of electoral poll, date and time. Middle screen part shows information that it is needed for authorized person to register to electronic device for voter identification via eToken.



Image No. 8 - eToken is used so authorized person can register to electronic device for voter identification in a secure manner. eToken is electronic key which connects to electronic device for voter identification into one out of two USB connections placed for that purpose, as shown in image No. 9.

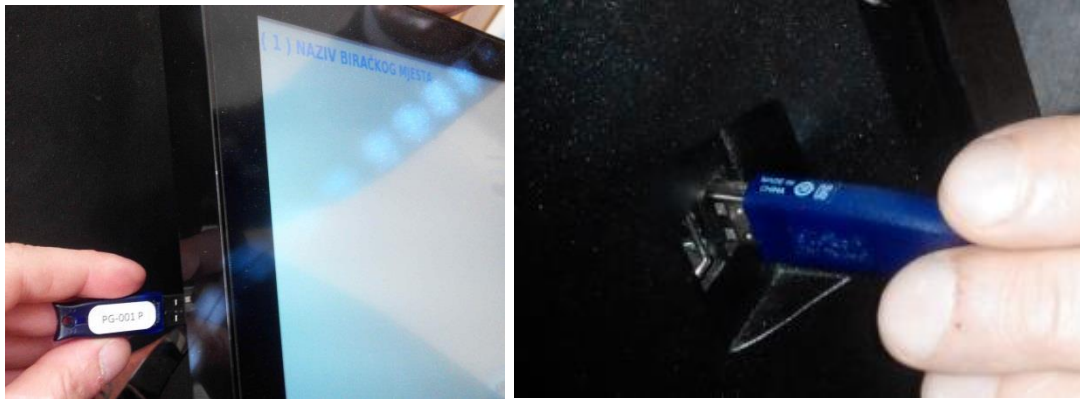


Image No. 9 –

If eToken cannot be placed into slot, it should not be pressed hard, instead, it needs to be rotated and placed into slot oriented differently, as shown in image No. 10.

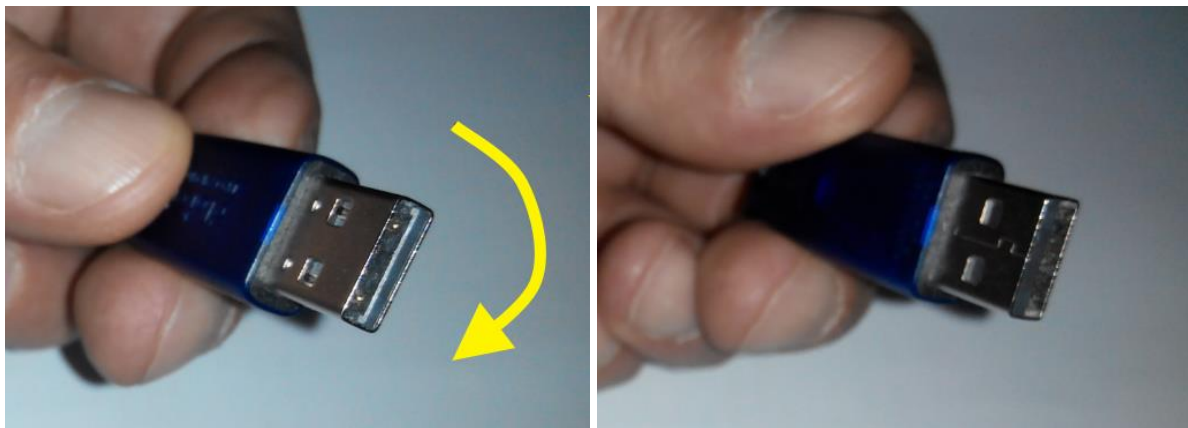


Image No. 10 –

Authorized person connects to the system by connecting eToken in one out of two slots at electronic device for voter identification, as shown in image No. 9.

When registered person is registered into system, screen for voter identification at electoral poll is shown, as shown in image No. 11.

Without eToken it is not possible to register to electronic device for voter identification. The moment eToken is removed from electronic device for voter identification, screen for registering to that device appears again.

2) Identification of voter at electoral poll

Operations on electronic device for voter identification screen demand for one out of two authorized persons to be registered to electronic device for voter identification. If there are no registered authorized persons, electronic device for voter identification shows registering screen as shown in image No. 8. When one of two authorized persons registers, screen with applications for voter identification appears.

Screen with applications for voter identification, depending on situation throughout operations, can be:

- a) Start screen;
- b) Successfully identified voter screen;
- c) Screen of voter who has already been identified;
- d) Screen of successfully identified voter who has no photo;
- e) Screen of attempt to identify a voter, who is not in electoral roll at that electoral poll;

- f) Screen with information on error when reading data;
- g) Screen with information on necessary turning on of printer.

a) Start screen
 Immediately upon registering into system, screen appears as shown in image No. 11. That screen shows data located in three fields (in image No. 11 those fields are encircled by red colour):

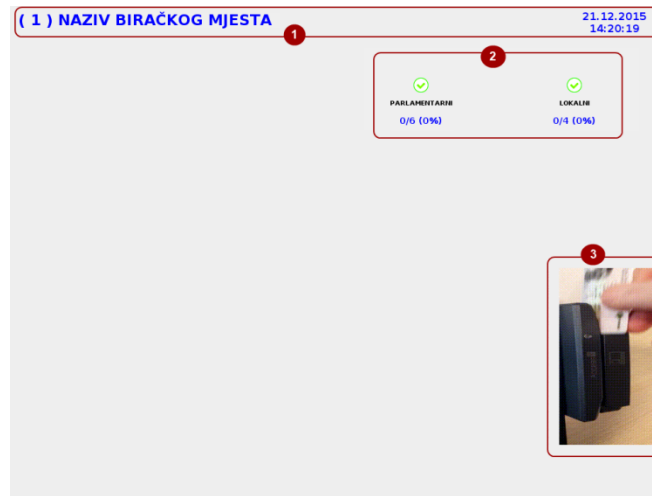


Image No. 11 - Screen top (field 1) shows title of electoral poll. Top right screen angle shows date and time. Below electoral poll title, number of voters at that electoral poll for designated elections is shown, along with statistics of turnout at that electoral poll (field 2). Given that in one electoral day, there can be various types of elections/vote: Parliamentary elections, local elections, Presidential elections, elections for municipal assemblies or referendum, data for each type of elections/vote are presented separately. In image No. 11, there is an example of data at electoral poll with two types of elections/vote: Parliamentary elections and local elections, marked in green colour.

Numbers shown in blue color, below type of election/vote, show number of turnout voters per type of election/vote and total number of voters at that electoral poll. Based on those numbers, brackets show calculated turnout percentage.

Below turnout statistics for that electoral roll, in lower part, there is animation showing how to slip personal ID card through reader (field 3). Screen of successfully identified voter

Process of voter identification entails slipping of personal ID card, i.e. voter's Passport through reader by authorized person. If the voter is found in electronic register of electoral roll for that electoral poll, screen will show his/her photo and data as shown in image No. 12.



Image No. 12 –

in field 1, shows ordinary number of voter for designated elections. In field 2, basic data on voter are shown: surname, name, unique ID No. and address. In left screen part (field 3) voter's photo is shown. Field No. 4 shows button for re-print.

In case of successful voter identification, certificate containing: surname, name, unique ID No. and ordinary voter No, which is identical to ordinary number printed at the excerpt from electoral roll, is printed automatically. Certificate is printed for each election.

Information that voter is successfully identified is entered into data base located in electronic device for voter identification.

If, out of any reason, certificate is not printed, it is possible to print the certificate by pressing re-print button. Re-print is possible only if voter has been identified, and process of identification of another voter has not been initiated (if the screen shows data of voter who is successfully identified, but certificate is not printed).

b) Screen of voter who has already been identified

Information that voter is successfully identified is entered into data base of electronic device for voter identification, so that application for electronic voter identification does not allow re-printing of certificate for voter who has already been identified. In this case, screen shows data on voter and warning in left bottom angle, that voter has already been identified. In this case, it is not possible to print the certificate, as shown in image No. 13.

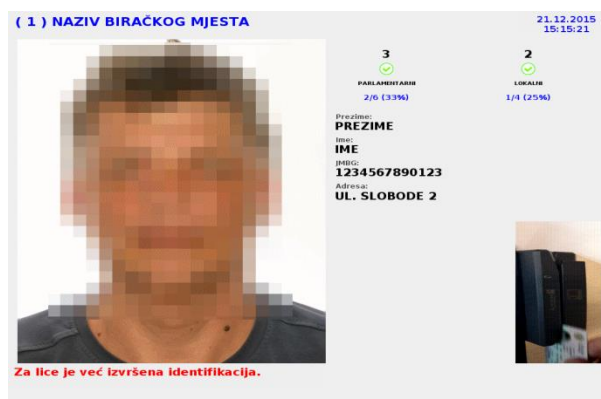


Image No. 13

c) Screen of successfully identified voter who has no photo

Should it happen that voter is entered into electoral roll, but there is no his/her photo in electronic excerpt from electoral roll, in that case, voter will be identified, and certificate will be printed. It will only happen that system will not present the photo of a voter, as shown in image No. 14. Situation that there is no voter photo on electronic excerpt of electoral roll can happen in case when voter submitted request for issuance of personal ID card, or Passport, after concluding of electoral roll.



Image No. 14

d) Screen when trying to identify voter who is not in electoral roll of that poll

For voter whose data has been read successfully, and who is not found in electoral roll of that poll, information as shown in image No. 15 is presented.



Image No. 15

e) Screen informing on error while data reading

Should there be an error while reading a personal ID card or Passport, due to too fast or too slow slipping, moving of document angle or data invisibility, application for voter identification at electoral roll detects such an error and reports to authorized person in the form of message in bottom left screen angle, as shown in image No. 16.



Image No. 16

f) Screen with information on necessary turning on of printer

In order to print a certificate when identifying a voter, it is necessary for a printer, which forms a part of electronic device for voter identification, to be turned on. If printer is not turned on, screen will show warning status, as shown in image No. 17, in bottom left angle. Until printer is turned on operation cannot continue.



Image No. 17

3) Print of statistical data

After expiry of time planned for voting (20 hours), button “Statistics” will appear on



Image No. 18

This option serves to print statistical report, after closing of vote, which contains the following data: electoral poll, date and time of print, number of voters at electoral poll per type of elections, number of identified voters, number of voters with attempt for repeated identification, number of voters with attempt for repeated identification who are not registered in excerpt of electoral roll for subject electoral poll. Option statistics can be engaged only after expiry of time planned for voting, and if both eTokens are connected to electronic device for voter identification.

Based on article 32 of the Law on election of councilors and MPs ("Official gazette of MNE", number 4/98, 17/98, 14/00, 9/01, 41/02, 46/02, 48/06 and 56/06) and Strategy for fight against corruption and organized crime for period 2010-2014, the State Election Commission adopted on its session held on 20th December 2010.

CODE OF ETHICS OF BODIES FOR CONDUCT OF ELECTIONS ("Official gazette of MNE", number 76/10 from 23rd December 2010)

I – GENERAL REMARKS

Application

Article 1

Code of ethics (hereinafter: Code) consists of group of principles, standards and code of conduct of members of the State Election Commission, Municipal Election Commissions and Polling Boards (hereinafter: bodies for conduct of elections in Montenegro), particularly during the election process.

Goal and content

Article 2

The goal of Code is to promote role and reputation of bodies for conduct of elections while performing duties within their jurisdiction.

Code contains provisions on principles, standards and code of conduct, obligation on familiarization with content of Code and supervision of conduct of Code.

Provisions of Code refer to all members of bodies for conduct of elections in terms of provisions of the Law on election of councilors and MPs and those are:

- president, appointed members, authorized members, deputy presidents and deputies of appointed and authorized members, and Secretary of the State Election Commission of Montenegro;
- president, appointed members, authorized members, deputy presidents and deputies of appointed and authorized members, and Secretary of the Municipal Election Commissions in Montenegro;
- president, appointed members, authorized members, deputy presidents and deputies of appointed and authorized members, and Secretary of the polling boards in Montenegro.

II – CODE PRINCIPLES

Duties of members of bodies for conduct of elections

Article 3

In realization of principles of Code, members of bodies for conduct of elections are obliged to behave in accordance with provisions of this code, undertake specific activities and measures, i.e. refrain from activities that are prohibited.

Besides duties that derive from laws and secondary legislation, members of bodies for conduct of elections are obliged to:

- 1) consciously, professionally and responsibly conduct duties they are assigned;
- 2) carry out their duties in an honorable and efficient way and in accordance with professional standards;
- 3) maintain reputation of body they represent;
- 4) patiently, politely and kindly, with duly attention and respectfully treat citizens while exercising their rights during the election day, as well as to respect their personality, dignity and equality;

5) be accurate, professional and precise while fulfilling their legal obligations;

6) look and dress up properly;

7) develop collegial and fair relationships with other members of bodies for conduct of elections.

Members of bodies for conduct of elections should be good hosts and take care about efficient and economic use of material and financial resources that were provided for them while carrying out their duties, as well as to prevent their illegal use.

Prohibitions

Article 4

Members of bodies for conduct of elections are not allowed to:

1) use property of bodies for conduct of elections for private purposes;

2) give preference to specific categories of citizens while exercising their rights due to the political, national, racial, religious, gender or any other affiliation ;

3) give statements or information that could damage reputation of the body for conduct of elections during electoral process;

4) abuse position in bodies for conduct of elections for personal or benefits of specific political party that delegated them into membership;

5) make material damage to the bodies for conduct of elections intentionally or accidentally or encourage others to do so;

6) bring in, possess or use prohibited substances (alcohol, drugs, etc) in business premises and in polling center. III – SUPERVISION OF CONDUCT OF CODE

Article 5

The supervision over conduct of this code is done by the State Election Commission of Montenegro.

President of the State Election Commission of Montenegro is entitled to, along with body in charge of appointment, initiate procedure for dismissal of member of body for conduct of elections, in case behavior of this member is not in accordance with basic principles and rules of this code.

IV – FINAL PROVISIONS

Article 6

All terms used in this code for physical persons are considered for both genders equally

Article 7

This code will be published in "Official gazette of Montenegro".

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