ELECTION DAY

Pocket GUIDE

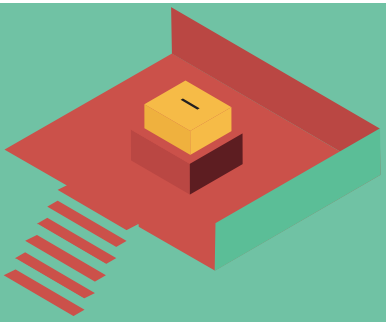
ELECTIONS FOR MAYORS AND MEMBERS OF COUNCILS OF MUNICIPALITIES AND THE CITY OF SKOPJE 2017

Skopje, October 2017

STATE ELECTION COMMISSION

CONGRATULATIONS,

You are a member of the Electoral Board, with direct responsibility to ensure free and fair elections for mayors and members of councils of the municipalities and the city of Skopje.



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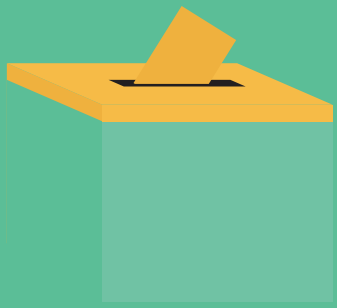
AUTHORIZED REPRESENTATIVES OF SUBMITTERS OF CANDIDATE LISTS AND ACCREDITED OBSERVERS



9

p.30

VOTE COUNTING AND CALCULATION OF RESULTS

7

REGULAR VOTING PROCEDURE

10

p.36

MAINTAINING ORDER AND PEACE AT THE POLLING STATION

8

VOTING BY SPECIAL CATEGORIES OF VOTERS

1 PYRAMID OF JURISDICTION AND RESPONSIBILITY OF THE ELECTORAL BOARD (EB)

FAIR AND FREE ELECTIONS

RESPONSIBILITIES:

- Lawful action
- Integrity
- Professionalism
- Accountability

JURISDICTION:

- Proper management of voting according to principles of compliance with laws and secrecy
- Ensuring free and peaceful voting
- Tallying and publication of results of elections
- Packing and handover of ballot materials

TASKS OF THE PRESIDENT OF ELECTORAL BOARD

The President of the Electoral Board (EB) or the deputy (in case of president's absence) performs the following tasks:

(p. 14-17 of the Manual for Education of EB (Manual))

- Completes all required forms;
- Organizes the work of the EB and the Polling Station set up;
- Ensures unhindered voting in accordance with the law; Contacts State Election Commission (SEC), Municipal Election Commission (MEC) and police
- Contacts authorized representa-tives, observers and journalists, only for technical information about voting;
- Maintains the event log.

NOTE: EB enacts decisions by majority vote of its members

EB TASKS DURING THE VOTING PROCESS

1. Check the entire thumb on the right-hand with the UV lamp for traces of UV spray
2. Establish identity of the voter and handle excerpts of the voters' list
3. Hand out ballots and stamp ballots in pre-defined places
4. Spray the right-hand thumb with UV spray
5. Ensure that voter places ballot in ballot box and secure ballot box

IN ORDER TO ENSURE FUNCTIONALITY OF THE POLLING STATION

- EB president must make a schedule for deputy members of EB to replace the president and other EB members at the polling station;
- Deputies shall appear at the polling station according to the EB president's schedule, and the EB members shall leave immediately, in order to avoid un-necessary crowding
- Deputy member of EB may be called in case the EB member cannot carry out his/her duties.

NOTE: Roles in the EB should change every two hours. It is also recommended that EB members and deputies rotate.

2 ELECTION MATERIALS

CONFIDENTIAL ELECTION MATERIALS ARE:

Items of key importance to ensuring fair and free elections, which must be packed in a particular way (p. 20-22 of the Manual).
It consists of:

- Block of ballots
- Ballots (used, unused, valid and invalid);
- Extracts from the voters' list for the polling station;
- Stamp with the number of the polling stations;

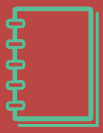
EVERYTHING ELSE IS CONSIDERED NON-CONFIDENTIAL ELECTION MATERIAL

Handover and packing of the ballot materials (p.18-23, 78-81 of the Manual)

NOTE: On the eve of election-day, in order to secure confidential materials, they are packed into transparent bags, sealed with a secure ribbon, and the number is recorded (p.20 of the Manual).

Report forms (15 to 20) and form for establishing a need to call the police;

Logbook for logging events at the polling station;



UV spray;

UV lamp for checking (lamp should be turned off when not in use, and the batteries removed during non-voting times).

3

VOTERS LIST

At the polling station there are two different extracts from the voters' list:

NOTE: a special extract from the voters' list contains data on citizens temporarily working or residing abroad.

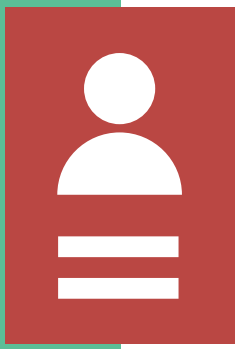
THE VOTERS' LIST ALSO CONTAINS PHOTOGRAPHS OF VOTERS

The voters' photographs in the voters list are reproduced from recently issued identification documents.

To confirm identity, each voter going into the polling station is required to appear at the EB in the same way as s/he appears in the photograph from the document for personal identification.

The photograph in the extract of the voters' list should correspond to the photograph in the identity document and the voter's facial features.

(p. 56 of the Manual)



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PROTOCOLS

Protocols are prepared based on special forms designed for that purpose. The forms are received along with other election materials from MEC.

The following forms are to be filled in for the voting process

FORM NO. 15 Situation at polling station

FORMS NO. 16 voting, tabulating and determining the results

FORMS NO. 18 (SPECIAL) persons in prison or detention

FORMS NO. 19 (SPECIAL) Internally displaced persons

FORMS NO. 20 handover of election material to the mec

COMPILED AND SIGNED BY: EB PRESIDENT SIGNATURES: OF ALL MEMBERS

FORMS:

Are completed and signed during the activity that they are intended to reflect,in sequential order of the boxes in the form, NOT afterwards;

When forms are being completed, authorized representatives of candidates must be asked if they have remarks that they wish to be reflected in the protocol, because after the forms are filled and signed, they shall be considered final.

Are stamped and submitted as originals to the MEC along with the other election materials.

The form for calling for police intervention should be filled only if a need arises to call the police. It should be filled immediately after order is restored at the polling station.

5 POLLING STATION

The polling station should be set up in a way that allows secrecy and unimpeded voting. Voting booths should be set up in a way to enable secrecy of the voting (next to a wall, not next to a window through which it may be seen how individual voters have voted).

1 UV lamp

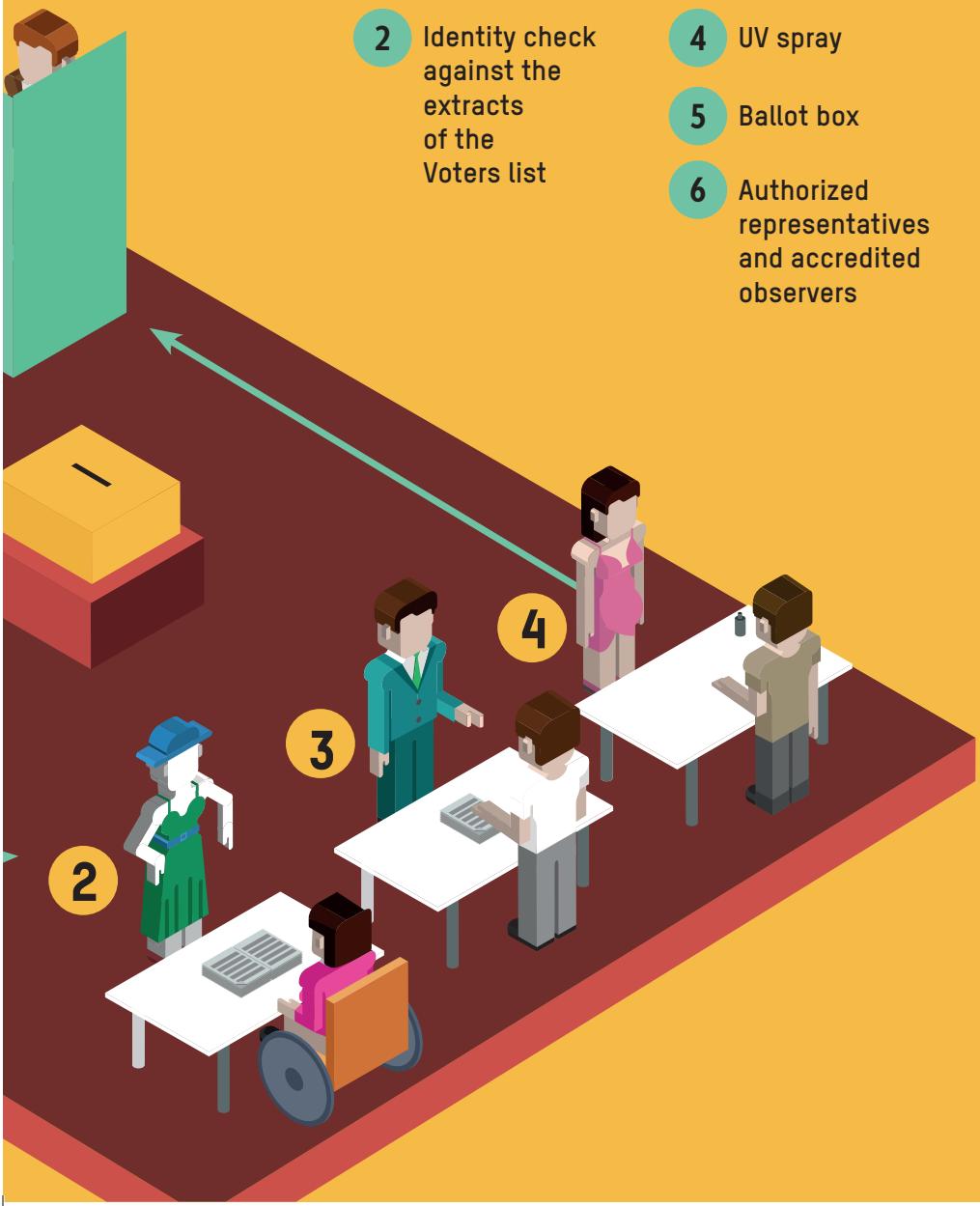
2 Identity check against the extracts of the Voters list

3 Ballots

4 UV spray

5 Ballot box

6 Authorized representatives and accredited observers



The following persons may be present in a polling station during voting: president and members of EB or their deputies, visiting representatives of SEC and MEC, voters who are voting at the time, authorized representatives of the candidates' lists and domestic and foreign accredited journalists.

NOTE: Authorized representatives of candidates' lists and accredited observers must be provided a good view of everything that goes on in the polling station. They are entitled to closely monitor the identification of voters

The following shall be visibly displayed at the polling station:

- Voting instructions in Macedonian language and the language(s) of the communities, on the voting booth, and other prominent places;
- Lists of candidates;
- Names of streets or street segments in accordance with the polling station description;
- Number of the polling station.

The following items are prohibited:

- Political party symbols, on campaign materials or on items such as pens, lighters, T-shirts, caps or the like
- Telephone for taking pictures of the ballots or election materials;
- Video/photo cameras;
- Weapons;
- Other extracts from voters list, other than those received by EB along with election materials;
- Alcoholic beverages

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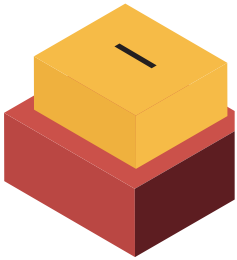


AUTHORIZED REPRESENTATIVES AND ACCREDITED OBSERVERS

At the polling stations, elections may be monitored only by representatives of lists authorized by the MEC, and domestic and foreign observers accredited by the SEC. Their role is to ensure public visibility, transparency and credibility of elections

Representatives of lists and observers have the following rights:

- To monitor the entire process, from receiving of ballot materials from the MEC, until the handover of ballot materials to MEC after the voting and tabulating of votes has finished
- To attend the opening of the polling station, opening of the ballot box, tabulating and determining the results;
- To watch the completion of the forms and to obtain copies of the completed forms
- To be informed and to attend voting by persons in prison, detention or under house arrest, ill or incapacitated, or internally displaced persons.

Representatives of lists also have the right to:

- Point to irregularities in the work of the EB during the voting, in order to correct them
- Have their remarks recorded concerning the handover of election materials; the polling station; regular or other voting procedure; tabulating and determining the results, in the remarks section of the appropriate forms.
- Submit their remarks with the MEC within 5 hours, if the remarks are not recorded by the EB.

The EB has a duty, at every and each stage of the procedure of filling protocol, to ask representatives of lists if they have any remarks that should be entered into the protocol.

Observers also have the right to:

- Have their remarks entered into the event logbook
- Report on the voting process

REPRESENTATIVES OF LISTS AND OBSERVERS HAVE THE FOLLOWING DUTIES:

Must identify themselves and show their authorization/ accreditation;

Must not obstruct or interfere with the work of the EB;

Must not enter the voting booth or interfere with voters as they exercise their right to vote;

Must not destroy ballot materials;

Must not advocate on behalf of any candidate;

Must not make marks or scratches on the ballots;

Must not have extracts from the voters list with the purpose of checking which voters have turned out to vote;

Must not carry weapons, video or photographic cameras or other electronic equipment to the polling station, as they may be removed in such cases.

7

REGULAR VOTING PROCEDURE

I. Procedure prior to start of voting

- Check election materials, look over the polling station, fill-in Form no. 15;
- Check the ballot box to make sure it is empty, place the ballots from voting by voters who are ill/incapacitated/ house arrest inside the box and seal it with secure plastic ribbons, and note the numbers in the event logbook (p. 40 of the Manual).

II. Opening of the polling station

The polling station opens at precisely 7:00h. If there is a delay of no more than three hours, then the voting time is extended by the duration of the delay. The opening time is noted in the protocols (Forms no. 16), see p. 46 of the Manual.

If voting has not started by 10:00h, there shall be no voting on that day.

III. The voting process

The voting process is as follows:

1

Check the voter's entire right-hand thumb and nail with UV lamp (EB member no. 1)

- The voter is allowed to vote only if s/he has no traces of UV spray.

2

Check ID and sign the extract of the voters' list (EB member no. 2)

- Each person registered in the extract of the voters' list who shows a valid ID card or passport has the right to vote;
- EB checks the personal identification document and establishes the person's identity by comparing the photograph in the extract from the voters' list to the person and the identification document;
- The voter places his/her signature onto the extract, and EB member circles the voter's ordinal number;
- EB holds on to the voter's personal identification document and returns it to the voter after s/he has finished voting;
- If the voter is not listed in the extract, s/he is referred to the SEC's regional office or instructed to check the website https://izbirackispisok.gov.mk/. Or the Voters list section of www.sec.mk.

3 Give out a ballot (EB member no. 3)

- Tear one ballot from each block for Every voter (one for mayoral election and one for council members election);
- Stamp a seal in the designated area at the front of the ballot and give the ballot to the voter
- Inform the voter about the voting process. Voting is conducted by circling the ordinal number on the candidate list that the voter is voting for. It is emphasized that the voter would not receive a second ballot if s/he makes a mistake.

4 Spray UV dye (EB member no. 4)

- The voter's right-hand thumb is marked with UV spray;
- The voter is allowed into the voting booth only after s/he is marked with UV spray.

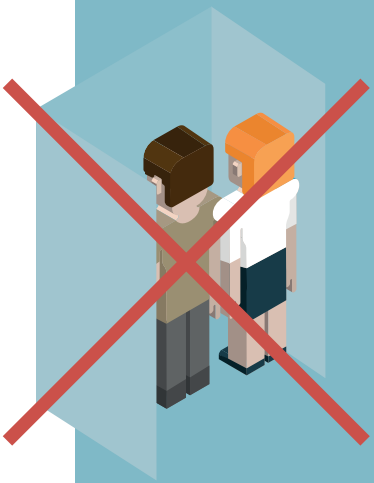
5 Control the ballot box and voting booth (EB member no. 5)

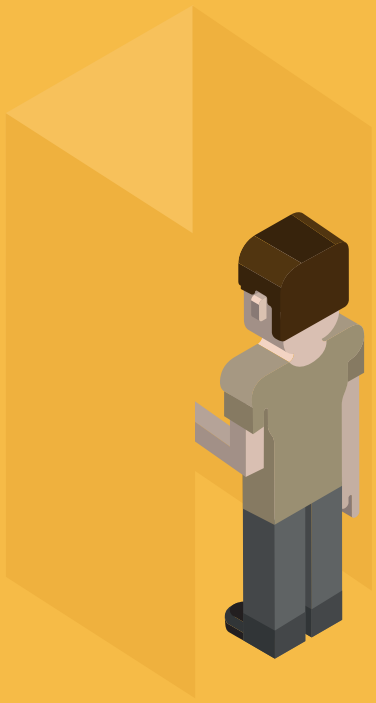
- Ensure that voters vote one at a time;
- Ensure that the voters fold the ballot before placing it into the ballot box
- Direct voters to retrieve their ID card or passport after having voted
- Ensure that nothing is left in the booth except a blue-ink pen.

NOTE: after voting, the voter immediately leaves the polling station.

PROHIBITIONS:

- Group or family voting
- Proxy voting
- Multiple voting
- Voting without having the right to vote
- Instructing voters how to vote
- Violations of voting secrecy
- Disturbing the peace and order at the polling station





Voter who requires assistance (illiterate or has physical disability):

- is entitled to bring a person to assist him/her with voting;
- Otherwise, EB designates another voter to assist him/her. One voter may assist no more than two voters who require assistance to vote;
- Assisted voting is recorded in the protocol (Forms no. 16) and in the event logbook (p. 63-64 of the Manual).

Voter who can't access the polling station:

- Access to polling station is facilitated by other voters selected randomly by the EB (p. 48 of the Manual).

Interruption of voting

Voting proceeds continuously.
The president of the EB interrupts the voting only (p. 67-68 of the Manual):

- When peace and order at the polling station is disturbed;
- In case of natural disasters or other emergencies;
- If the police is not securing the building and the access to the polling station or has not responded to a call by the EB.

IV. Closing of the polling station

The polling station closes at 19:00h, except in cases where voting had started later, or voting had been interrupted for more than one hour but less than 3 hours.

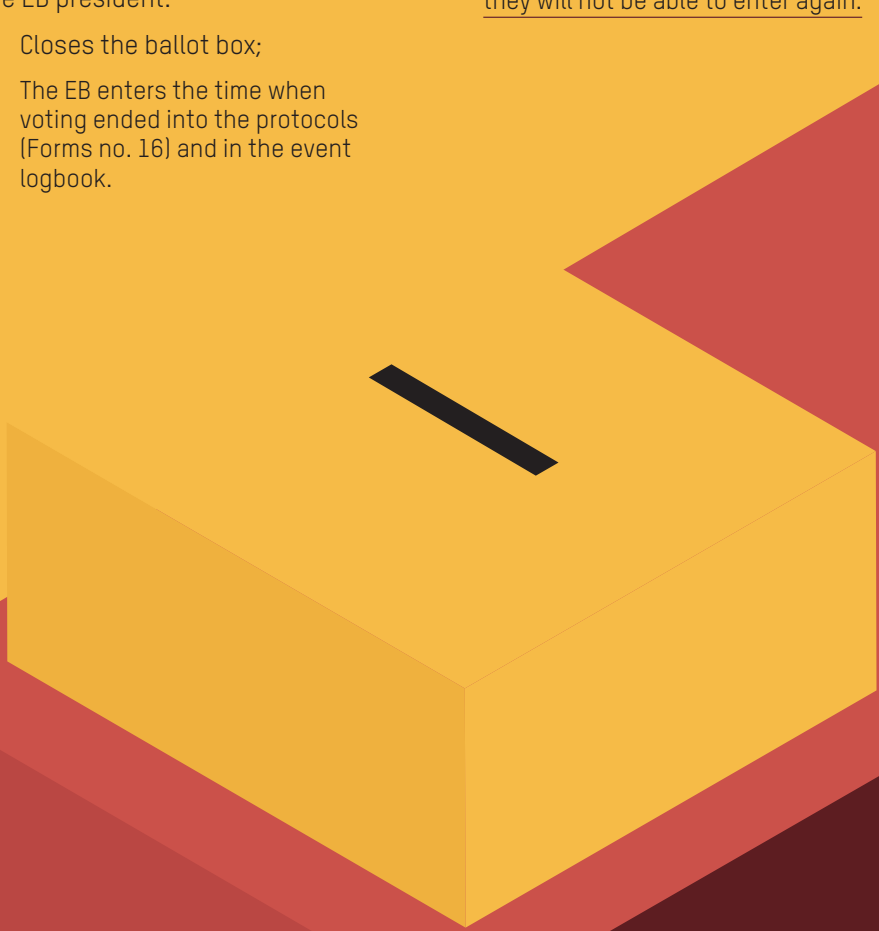
In such cases, voting is extended by a period of time equal to the delay in the opening of the polling station. See Manual, p. 65-66

V. After the polling station closes

The EB president:

- Closes the ballot box;
- The EB enters the time when voting ended into the protocols (Forms no. 16) and in the event logbook.

NOTE: If representatives of lists or observers leave the polling station after the tabulating of votes begins, they will not be able to enter again.



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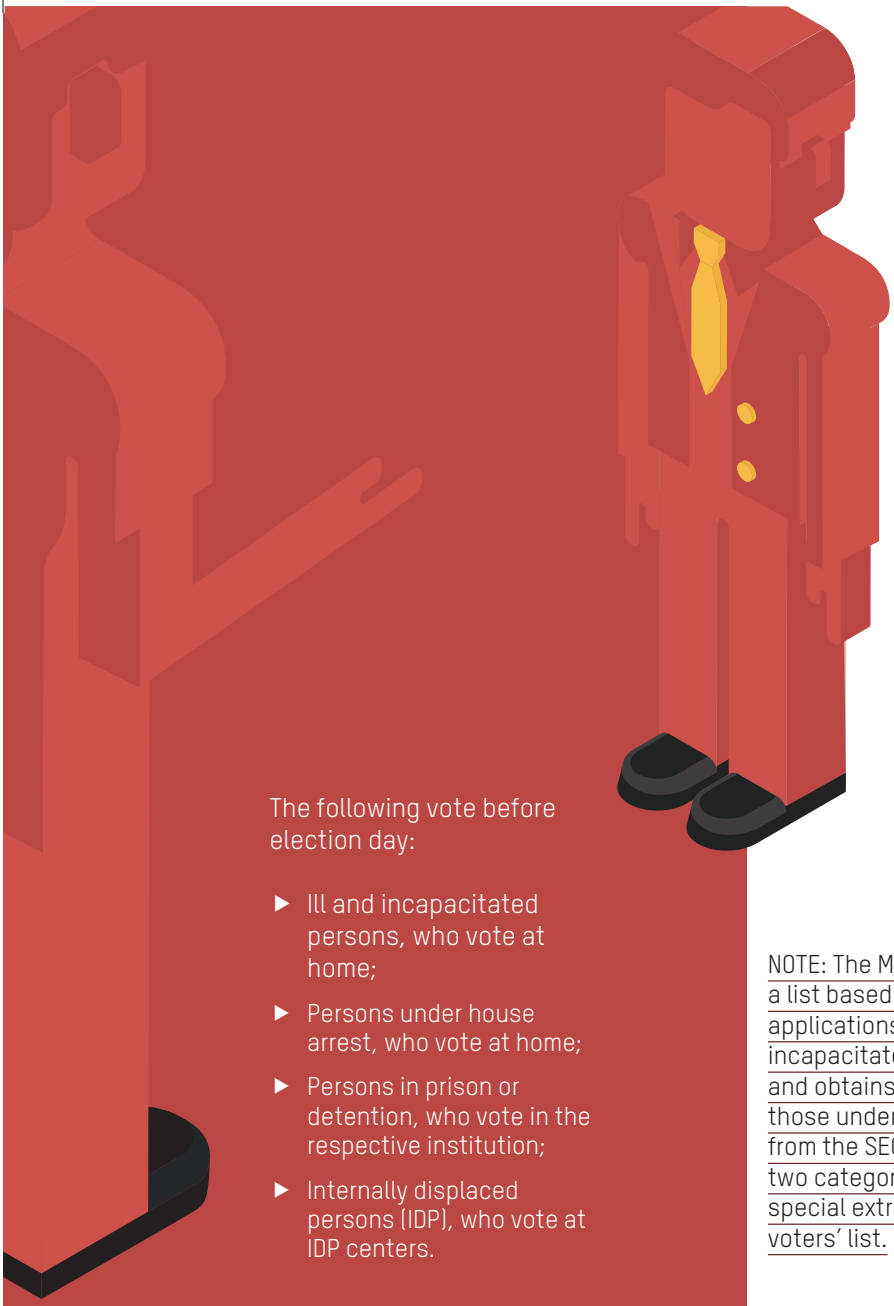
VOTING BY SPECIAL CATEGORIES OF PERSONS



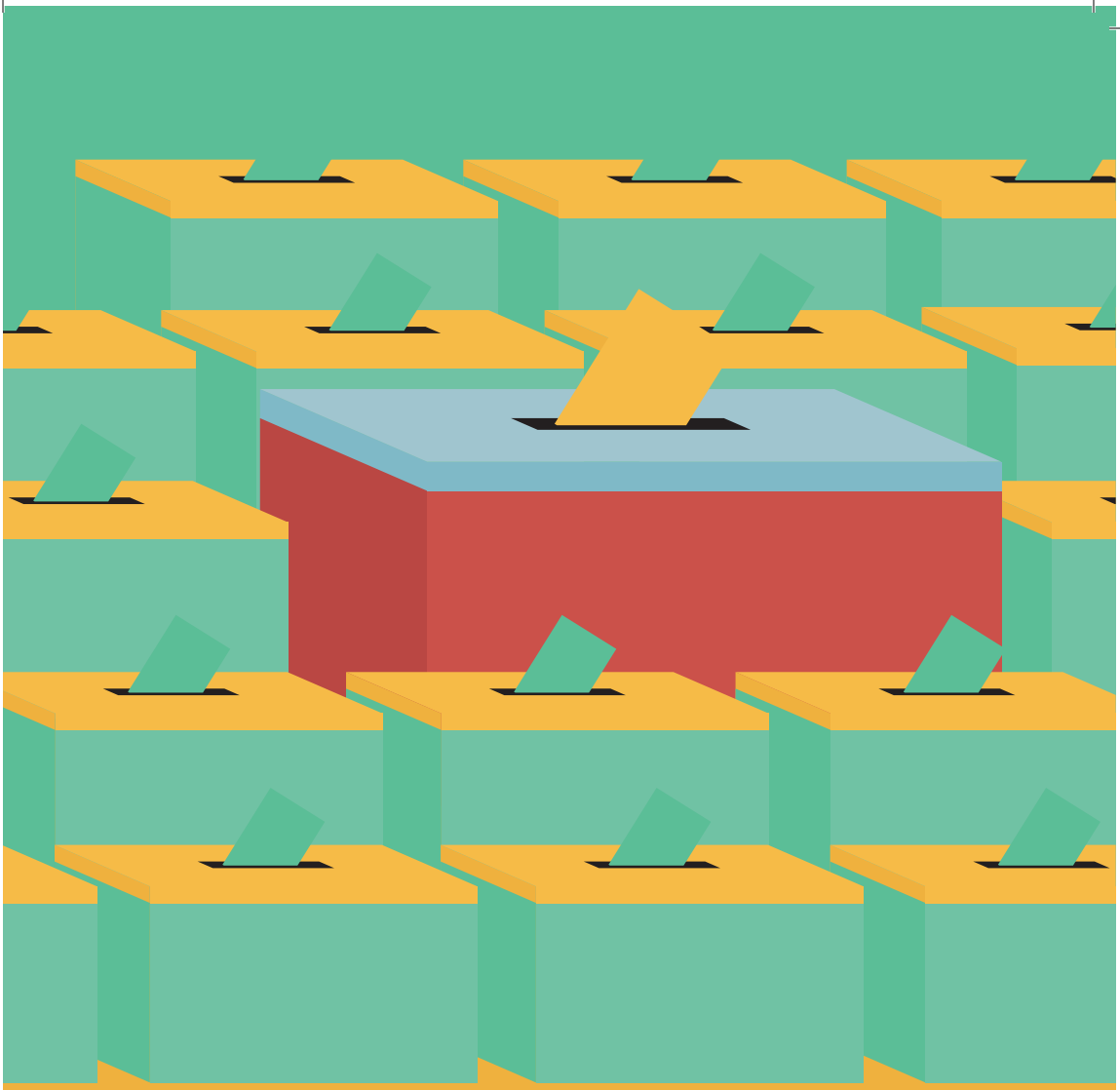
The following vote before election day:

- Ill and incapacitated persons, who vote at home;
- Persons under house arrest, who vote at home;
- Persons in prison or detention, who vote in the respective institution;
- Internally displaced persons (IDP), who vote at IDP centers.

NOTE: The MEC prepares a list based on accepted applications from ill and incapacitated persons, and obtains the list of those under house arrest from the SEC. For the last two categories, there are special extracts from the voters' list.

9 TABULATING OF VOTES AND DETERMINING THE RESULTS

Regardless of if voting had ended earlier, the tabulation and determination of the results always begins at 19:00h in the presence of representatives of lists and accredited observers.
In case of delayed opening of the polling station (more than 1 hour but less than 3 hours) or interruption of voting (more than 1 hour



but less than 3 hours), the tabulation shall be conducted after 19:00h, i.e. right after voting is finished in those polling stations.

EB undertakes the following actions (p. 69-77 of the Manual):

1. The EB president establishes the total number of voters who have voted, number of unused ballots and number of used ballots and records these numbers into the protocols (Forms no. 16).

2. The EB president checks whether the number of used ballots is equal to the number of voters and enters the finding into the protocols (Forms no. 16).

3. Unused ballots are placed into a dedicated sealed and specially marked envelope, with the lower right corners torn off the ballots.

4. The EB president asks the representatives of lists if they have any remarks, and enters them into the protocols (Forms no. 16).

5. The EB president verifies that the numbers on the secure plastic ribbons on the ballot box are identical to the numbers with which the box had been sealed and enters the finding in the event logbook. If the numbers don't match, MEC is informed and the mismatch is indicated in the protocols (Forms no. 16).

6. The EB president opens the ballot box.

7. A designated member of the EB takes out the ballots, hands them one by one to the EB president, who shows them to all others. Destroying or modifying ballots is prohibited, thus the persons present MAY NOT have pens.

8. The EB establishes whether each ballot is valid, invalid or empty, places each ballot in the appropriate stack. If a ballot is not marked, it is crossed-out lengthwise and placed onto the stack of invalid ballots (p. 73-74 of the Manual).

9. Invalid ballots are those from which it cannot be concluded who the voter had voted for; if the writing is not in blue-ink pen; if the candidate number is not circled, but another mark is used; if the ballot is crossed-out or if things are drawn or added to it; or if the stamp is incorrect or missing.

10. Invalid ballots are placed into a specially marked envelope.

11. From the stack of valid ballots it is determined who the voter had voted for, and ballots are distributed among lists or candidates to which votes are assigned.

12. Votes for each list of candidates are counted twice before the numbers are entered into the protocols (Forms no. 16) by the EB president.

13. The president asks representatives of lists whether they 13. have any remarks to be entered into the protocols (Forms no. 16) for tabulating the votes and determining the results, and enters such remarks into the protocols.

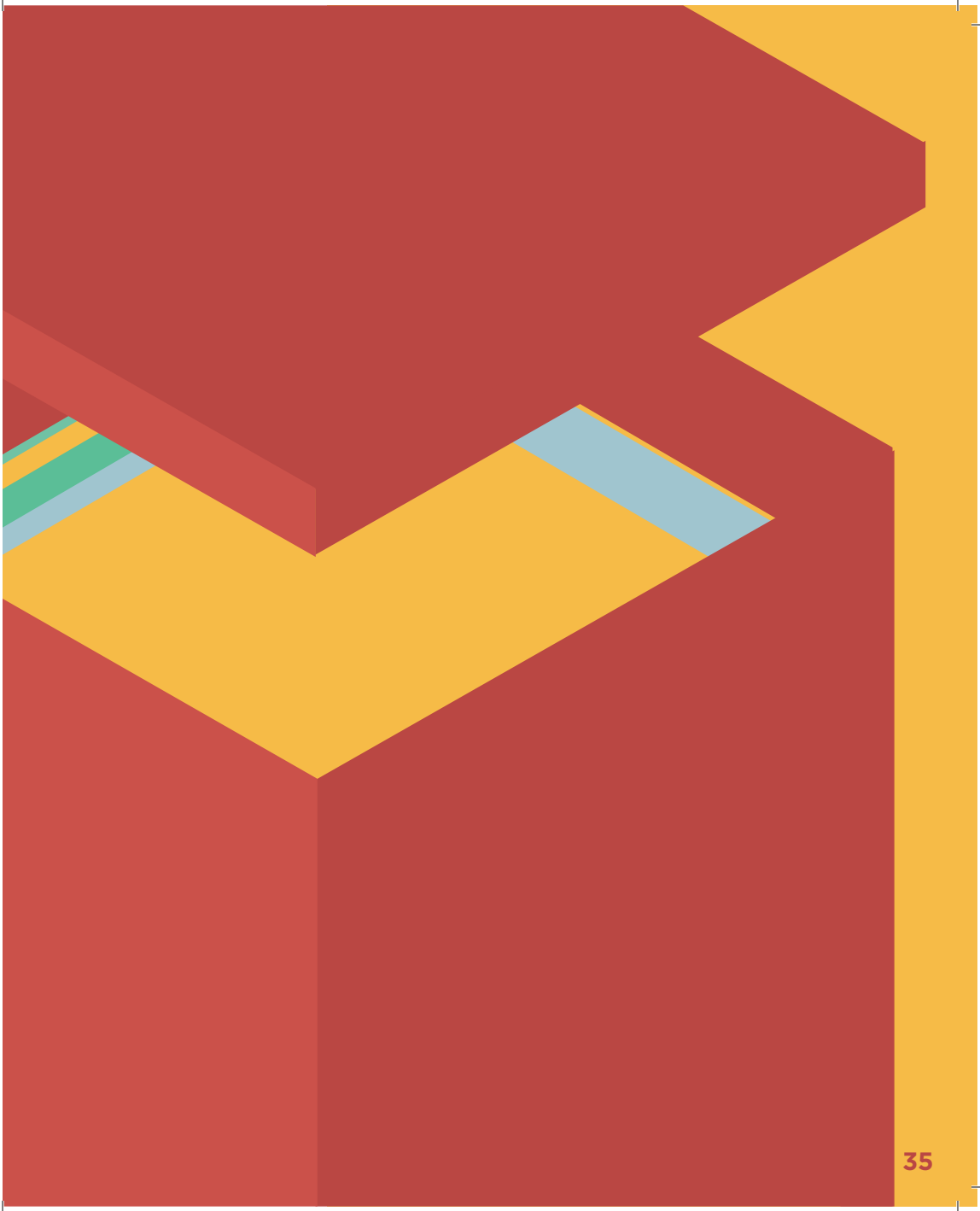
14. After filling the protocols (Forms no. 16), it is signed by the president and by all EB members. Carbon copies are given to all representatives of lists and observers. A copy of the protocols with voting results is displayed on the entrance door of the building that hosts the polling station.

15. Original protocols (Forms no. 16) stamped with the SEC seal is placed into an envelope and handed personally to the MEC president.

Election materials are packed in the following way (p. 78-81 of the Manual):

- CONFIDENTIAL MATERIALS (sealed envelopes with used ballots, unused ballots and the stub of the used ballots, along with both extracts from the voters list and the event logbook) are placed into the transparent plastic bag. A sticker is affixed to the bag, displaying the name of the municipality, type of election and polling station number.
- Non-confidential materials are packed in a bag without a sticker.
- UV lamp, UV spray and the stamp with the polling station number are handed personally to the authorized person from MEC. Ballot boxes are handed over to MEC.

Election materials are handed over to the MEC, along with completed protocols (Forms no. 20) which are placed in an envelope along with Forms no. 16 and handed over to the president of the MEC. A protocol for calling for police assistance is placed in the same envelope.



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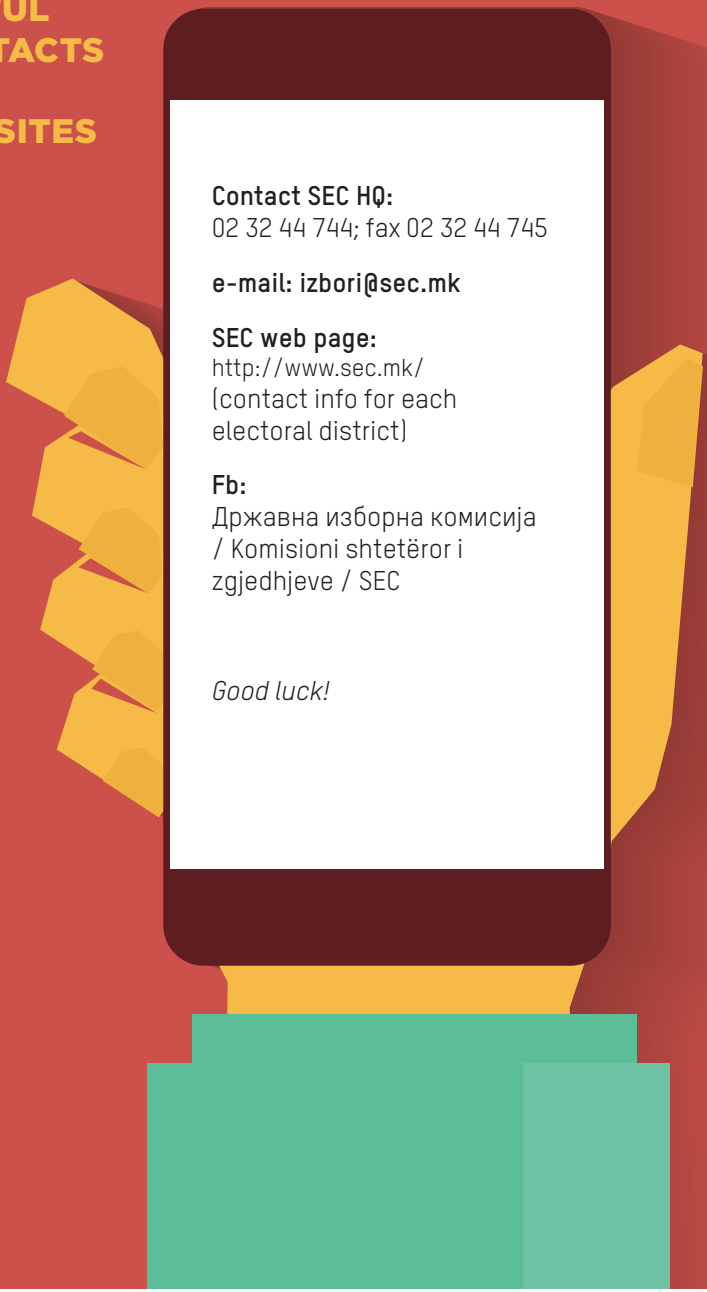
MAINTAINING PEACE AND ORDER AT THE POLLING STATION

Maintaining peace and order at the polling station is key for free and fair elections! After giving one warning, EB has the right to remove observers, representatives of lists, journalists, voters, or any other person who may be disrupting the peace and order of the polling station.

EB AND THE POLICE COOPERATE AS FOLLOWS:

- The police secures the building where the polling station is located and access to it during the voting process. The police may only enter a polling station if requested by the president of EB.
- If the police are called to a polling station, the EB president must fill-in a dedicated form for calling police assistance, which is part of the election materials received.
- At the request of the EB president, the police may also remove unauthorized persons present at the voting booth or polling station, or present within a 100-meter radius of the polling station.
- The police secures the handover of election materials, polling station and EB.
- (p. 87-88 of the Manual)

USEFUL CONTACTS AND WEBSITES



Contact SEC HQ:
02 32 44 744; fax 02 32 44 745

e-mail: izbori@sec.mk

SEC web page:
http://www.sec.mk/
(contact info for each electoral district)

Fb:
Државна изборна комисија / Komisioni shtetëror i zgjedhjeve / SEC

Good luck!

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