

The Code of conduct for election commissioners

To comply with the basic principles of election administration, as provided by law, in particular demands for legitimacy, transparency, impartiality and professionalism, election commissioners should:

- Work to provide every voter the highest quality of service required to enable voters to exercise their rights and ensure democratic elections.
- To perform the task with professionalism, independent, transparent and impartial
- To work in conformity with the Albanian Law, to implement the Electoral Code, CEC decisions and instructions, and to fulfill with their obligations, to ensure international standards for free , fair and transparent elections.
- Të marrin vendime të qarta dhe të kuptueshme për të gjithë pjesëmarrësit në procesin zgjedhor.
- To take clear and understandable decisions for all participants in the electoral process.
- To develop open meetings for all participants in the electoral process, including free access in information, on the basis of which decisions are made.
- Perform all their duties strictly and politically neutral.
- Treat all participants in the electoral process (candidates, political parties and voters) equally and fairly, without giving advantage to any political party or interest group.
- To treat the representatives of the media with courtesy and respect.
- Be trained and disciplined, and committed to treat the electoral materials with care and respect.
- To respect the the highest standards of ethics in relation to other election commissioners, candidates, observers and voters.
- To behave in a infallible way, to exercise a sound judgment and have the highest standards of professional maturity.
- Do not accept any gift or favor from political parties, organizations or people, who may or may not be involved in the electoral process.
- When exercising their duty do not carry or show party symbols or party colors.
- Do not express views on topics that may be political issue in the election.
- To refrain from engaging in unauthorized activities, including private activities, which could lead to an actual or perceived conflict of interest with their duties as election administrators.
- Declare any relationship that might lead to a conflict of interest with their duties.

Table of Content

Abbreviations used in this Manual	3
I. Voting Centre Commission	3
1. Composition and Duties of the VCC.....	3
1.1 Discharge and release of the members and the secretary of the VCC.	
1.2. Filling the Vacancy	
2. Duties of the Chair of the VCC.....	5
3. Duties of the Secretary of the VCC.....	8
4. Duties of the members of the VCC	11
5. Meetings and Decisions of the VCC.....	12
5.1 Meetings of the VCC	14
5.2 Decisions of the VCC	14
5.3 Models decisions of VCC	14
5.4 Models of working documentation	14
6. VCC actions before the opening of the voting center.....	15
6.1. Receipt of election materials from the VCC	15
6.2 Receipt of metal seals and security codes	16
6.3 Receipt of the seal of the Chair of VCC	16
6.4 Voters list	17
6.5 Preservation of election materials a day before election day	17
II. THE ORGANIZATION OF VOTING CENTRE	18
1. The organization of voting centre	18
III. OBSERVERS.....	19
IV. OPENING OF THE VOTING PROCESS.....	20
1. Preliminary actions of VCC	20
V. VOTING	22
1. People authorized to be present at the polling station	22
2. The presence of the members and the secretary of the VCC during the voting process ..	22
3. The use of seals	22
3.1 The VCC is equipped immediately with seal in case that:	23
VI. PROCEDURES DURING THE VOTING PROCESS.....	23
1. The presentation of voters at VC and voting	24
2. Special Register of Voters, special voters	26
3. Voters who can not vote themselves	27
4. The damaged ballot papers	27
5. Sending on information for the presence in the voting process	28
VII. CLOSING OF THE VOTING PROCESS.....	28
1. Voters in queue.....	28
2. The decision of Closing the Polls	29
3. The actions after the closing of voting	29
4. Sending of ballot boxes and materials box to BCT	32
VIII. RESPONSIBILITIES AND SANCTIONS	33
1. Cases of criminal and administrative liability of the members and the secretary of the VCC	33
2. Criminal Offences	34

Dear members of the Voting Centre Commission!

Central Election Commission congratulates you for your appointment to the important duty, in order to professionally fulfill your duties and is committed to help you with the Manual of VCC. This Manual will be the basic material which will be used in the training sessions organized by the CEC and also we advice to keep it as a guide in your work during the voting day.

The Manual of VCC will help also other people with a indirect way in the administration of electoral process: political parties, coalitions, candidates, electoral observers and the media. Referring to the Manual of the VCC, any interested will understand better the rules of the voting centre , implementation of procedures , their rights and their duties during the election process.

The increasing of professionalism of the members of the VCC is for the CEC fulfillment of legal obligations and at the same time the key of success for the standarts of the electoral process.

We wish you success in your work!

Central Election Commission

Abbreviations used in the Manual:

RA	Republic of Albania
CEC	Central Election Commission
CEAZ	Central Election Administration Zone
VCC	Voting Centre Commission
RBM	Record Book of Meetings
BCT	Ballot Counting Teams

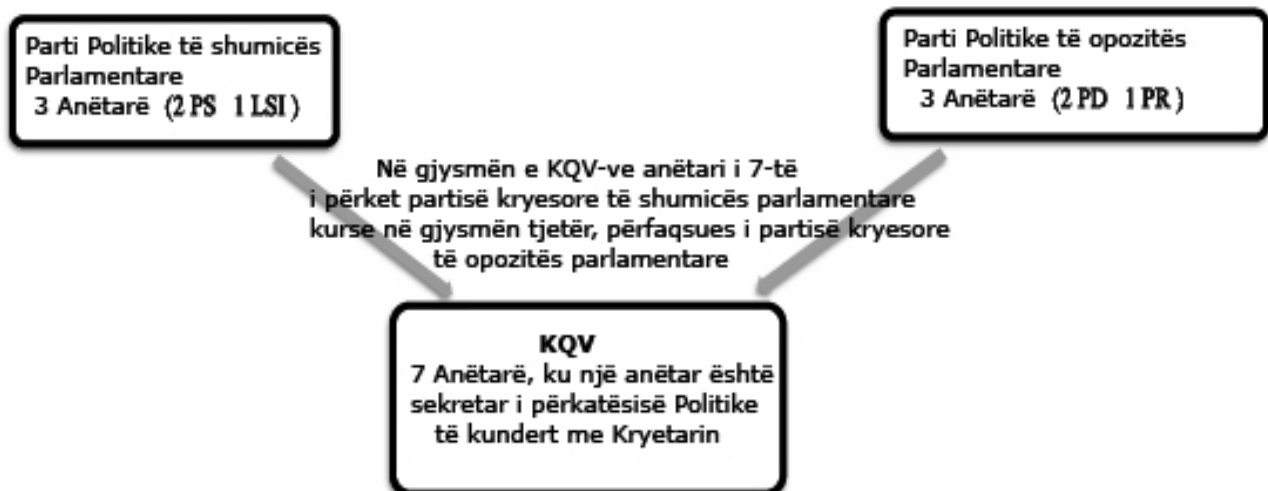
VOTING CENTRE COMMISSION



Composition and duties of the VCC

VCC:

- ✓ Collegial body, it is composed by seven members, one of its members exercises the duty of the secretary who are appointed by the CEAZ
- ✓ Is responsible for the conduct of election in the voting centre by performing the duties provided for in the Electoral Code , and in the decision and instruction of the CEC.
- ✓ Is guided by the basic principles of management of the electoral process, legitimacy, transparency, impartiality, professionalism, ensuring the conduct of democratic elections in accordance with required standards.



1.1 Discharge and release from duty of members and a secretary of the VCC (art. 39 of EC)

A VCC member and a secretary are **dismissed** from the duty by a decision of the CEAZ if they:

- violate the provisions of this Code or of secondary legislation enacted pursuant to this Code, concerning VCC duties;
- are sentenced by a final court decision for committing a crime;
- **are absent** for more than 2 consecutive days without a reasonable cause ; or
- do not participate in the training or do not pass the tests organized by the CEC.

The members and the secretary of the a VCC shall be released from duty by a decision of the CEAZ if they:

- Have a close relationship by marriage , or family relations to the second degree , with any of the candidates running in that electoral zone for the local government bodies;
- Have employment relations with any of the candidates running in that zone;
- Resign from duty;
- no longer meet the criteria of being voter.

ATTENTION

You can refer to the articles 36, 37, 38 and 39 of Electoral Code and instructions of EC no.2, dated 4.03.2015

1.2 Filling the vacancy

When the seat of a member or a secretary of the VCC is vacant, VCC announces the CEAZ. The CEAZ completes the vacancy, as below:

A vacancy of a member or a secretary of the VCC is completed within 3 days, but no later than 24 hours before the opening of voting process.

The replacement of absent members on the election day or those who are not present on duty on the election day, it is done **not later than 2 hours** from the notification of the absence.

The replacement of members and the secretary of VCC is done, as rule , with people, who have received training on electoral legislation.

When the member of VCC resigns, his/her statement of resignation is deposited to VCC. Secretary makes the respective notes in the MPB of the VCC and immediately sends the notification for the vacancy to the CEAZ. The resigned member of VCC does not leave without handling his/her work to the follower.

ATTENTION!

The Chair, secretary or two members of VCC immediately notify the CEAZ for the vacancy or absence.

2. Duties of the Chair of the VCC

Duties of the Chair		Timeframe
Duties During the receiving process of election materials from the CEAZ:		
a	<p>Is presented to CEAZs with the Secretary, accompanied by any other member who wants to be present, to withdraw the electoral materials of VCC;</p> <p>Signs the Official Records:</p> <ul style="list-style-type: none"> - Model PV-VCC-05, "For equipping of VCC by CEAZs with election materials "; - Model PV-CEAZ-06, "For equipping of VCC from CEAZs with security seals (codes) for the sealing of ballot boxes and election materials boxes"; - The Official Record prepared by the CEAZ for receiving the voters list. 	<p>At the time defined by CEAZ, and</p> <p>withdrawal of the basic material is done not later than <i>15 hours before the opening of voting process</i></p> <p>Electoral Code Article 100</p> <p>Instruction no. 2, dated 4.03.2015, article 12, point 2/a.</p>
b	<p>Receives the stamp of the Chair of the CEAZ according to the procedure specified in Article 100, Point 2 of the Electoral Code;</p>	<p>Not later than <i>15 hours before the opening of the voting process</i></p> <p>Instruction no. 2, dated 4.03.2015, article 12, point 2/b.</p>
Duties before the opening of voting process		
a	<p>Leads the conduct of prior-actions of VCC for carrying the procedures of opening the voting process, together with the Secretary;</p>	<p>Not later than <i>1 hour before the opening of the voting process</i></p> <p>Instruction no. 2, dated 4.03.2015, article 12, point 2/c.</p>
Duties during the voting process		
a	<p>Declares the opening of the voting process of VC;</p>	<p>Time 07:00</p> <p>Instruction n2. 2, dated 4.03.2015, article 12, point 2/ç.</p>
b	<p>Takes the ID document of the voter;</p> <ul style="list-style-type: none"> - Check / finds the voter's name on the voter list: - verifies that the data about the identity of the voter correspond to those on the voter list and that the voter is the same as the person on the identity document - records the type and serial number of the identity document on the voter list - draws a line through the name of the voter on this list 	<p>Electoral Code Article 105, point 1/c</p> <p>Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/d</p>

c	The ballot paper is stamped on its reverse side with the stamp of the VCC Chair	Before is given to the voter Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/dh
ç	when he/she leaves the VC, passes the stamp of the Chair for using to another member of the same political affiliation until the moment of his return:	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/e
d	If the mark in the ballot paper or at least in one of the ballot paper is made outside the voting booth, takes the ballot paper and writes on its back "SPOILED" and places it in the envelope "SPOILED BALLOT PAPERS"	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/f
dh	notifies immediately the CEAZ for the occurred incident that are threatening for the order and the conduct of the voting process;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/g
Duties after the closing of the voting process		
a	Records the number of the voters who have voted, according to their signatures on the voter list, as well as on the special register, in accordance with article 57 of the Electoral Code;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/gj
b	States the figure aloud to other members of the VCC and the observers who are present;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/h
c	Invites the members of the VCC and the observers who are present to verify the figure stated by him/her	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/i
ç	Orders the secretary of the VCC to record in the Record of the closing of the Polls, PV-VCC-08 , and in the VCC Meeting Records Book the number of voters who have voted in the voting centre;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/j
d	Reflects the full number of the ballot papers of the voting centre in the Record of the closing of the polls and in the VCC Meeting Records Book, based on the data that have accompanied the receipt of the ballot papers from the CEAZ, with Official Record PV-VCC-05;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/k
dh	Starts their count of unused ballot papers and, at the end of the count, informs the members of the VCC of this number.	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/l

e	Restarts the count of the unused ballot paper when requested by a member of the VCC or any of the observers;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/ll
ë	Upon completion of the count, unused ballot papers are enclosed within the envelope marked as "SPOILED BALLOT PAPERS";	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/m
f	Counts the spoiled ballot papers that are found in the envelope for "SPOILED BALLOT PAPERS".	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/n
g	The numbers of the security codes to seal the ballot box the election material are first written down in the Record of the closing polls , PV-VCC-08 : - Mayor, - Municipal Council and - box of voting materials;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/nj
gj	Ensured that in the Official Record, PV-VCC-08 , are fulfilled all the data and time of the closing of the Official record;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/o
h	The original of the Record of the Closing of the Polls is placed in the ballot box , whereas its copy is placed in the election material box;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/p
i	Seal the ballot boxes with latest security code (fifth);	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/q
j	Delivers along with Secretary of VCC, not later than three hours from the closing of the voting process, ballot boxes with ballot papers and ballot box materials in the ballot counting centre.	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 2/r

Attention !

The Chair of the VCC:

- ✓ Chairs the VCC decision-making;
- ✓ chairs the VCC meetings;
- ✓ gives instructions to the Secretary of the VCC, for meetings materials of the VCC as well as their distribution to the members;
- ✓ stamp each page of MRB.

The Chair stamps only the ballot papers which are given to voters: the ballot paper for Mayor and the ballot paper for the Mynicipality Council

3. duties of the Secretary

	Duties of the Secretary	Timeframe
Throughout the time of functioning of the VCC		
a	Is responsible for the technical administration and working conditions of the VCC;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 4/a
b	Keeps records of the requests, complaints and notices submitted to the VCC;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 4/b
c	Retains the archived election documentation;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 4/c
ç	administers and is responsible for keeping the stamp of the VCC	EC, article 103, CC article 326/a
d	Prepares the materials for the VCC meeting and distributes them to the members , in accordance with the Chair's instructions;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 4/ç
dh	Keeps minutes of the VCC meetings;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 4/d
e	Transcribes the decisions of the VCC and stamps them;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 4/dh
ë	Registers the decisions of the VCC in the Meeting Records Book and forwards them immediately to the interested subjects.;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 4/e
f	Provides certified copies of VCC decisions and of minutes of its meeting to electoral subjects or to third persons, free or charge, and within 24 hours of the submission of their request;	Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 4/ë
g	Registers in MRB all actions conducted by VCC; remarks that observers submit to VCC; sign and seal each page MRB.	Instruction of the VCC no. 2, dated 04.03.2015, article 12, point f
Duties during the receipt of electoral materials from CEAZ		
a	Is presented to the CEAZ along with the Chair and accompanied with any other member who wants to be present during the receipt of the electoral material base of VCC;	At the time defined by the CEAZ; Not later than 15 hours before the opening of the voting process Instruction of the CEC no. 2, dated 04.03.2015, article 12, point 4/n
b	Registers in the protocol the receipt of election materials from the CEAZ, according to Article 100 of the Electoral Code and relevant inventory, is responsible for managing and storing them in accordance with the requirements of the Electoral Code;	At the time of sealing the ballot box with seals with security codes, before the start of voting When there is such requirement

Duties before the opening of the voting process		
a	Notifies the CEAZ for the opening of voting centre and the presence of the VCC members	Electoral Code, article 36, point 4
b	Performs prior actions for opening the voting process along with the Chair, in the presence of observers:	Electoral Code, article 101, point 1
c	Marks in MRB: - number of security seals (codes) and in the Record of the Sealing of ballot box Model PV- VCC-07; - stamps the Official Record Model PV- VCC-07; - It gives electoral subjects and accredited observers, certified copies, of the Official Records Model PV- VCC-07, if it is requested.	Electoral Code, article 101, point 1/e
Duties at the voting process		
a	Notifies immediately the CEAZ for the precise time of the opening of the voting, or in case of opening the voting beyond the time defined by law, notifies the reasons of the delay and the time of the beginning of the voting.	At 7.00 o'clock Decision of the CEC no. 13, dated 27.01.2015
b	Stamps the Official Records of the closing of the voting, Model PV-VCC-08 , after fulfilling all its sections, gives to the electoral subjects and accredited observers, certified copies, of the Official Records Model PV-VCC-08, if it is requested.	Electoral Code, article 105, point 1/d
c	Registers to the MRB: the voter's name, When it comes at VCs marked; the voter's name, when he refuses to be marked; the voter's name, when it damages / photographs the ballot paper; marks the time of departure and return of any member from VC; the statement of the voters who assists another voter according to Article 108 of the Electoral Code;	Electoral Code, article 105,
ç	Records in the Meeting Records Book of the VCC cases of suspension of voting, the voting hour suspension, and immediately notifies the CEAZ;	At the time of taking the decision to suspend the voting in VC Decision of the CEC no. 13, dated 27.01.2015
d	Records in the Meeting Records Book of the VCC the time of the restart of the voting and notifies immediately the CEAZ;	At the time of taking the decision to restart the voting on VC Decision of the CEC no. 13, dated 27.01.2015
dh	Notifies CEAZs every three hour after the opening of the voting, the number of voters who voted until that moment;	Decision of the CEC no. 13, dated 27.01.2015
e	Registers in the Meeting Records Book of the VCC, after the expiration of the deadline for completing the vacancy, as well as the cases when CEAZ order with decision VCC, to follow the procedures under the quorum	Electoral Code, article 36, point 4

4. Duties of VCC members

4. Duties of VCC members		Deadline
Duties before/prior to opening of the polls		
a	are present in voting centre prior to opening of the voting;	One hour prior to opening of the voting EC article 101 ,
b	arranges the tables, chairs and voting booths in such a manner as to ensure the secrecy of the voting and the free , rapid movement of voters;	One hour prior to opening of the voting EC article 101 point 1/ a
c	remove any propaganda material that may be found in the voting centre and within a range of 150 meters around it;	One hour prior to opening of the voting EC article 101 point 1/ b
ç	post instructions for conducting the voting at a suitable and visible place in the voting centre ;	One hour prior to opening of the voting EC article 101 point 1/ c
d	places other materials send/ required by the CEC;	One hour prior to opening of the voting EC article 101 point 1/ç
dh	checks all materials received one hour prior to opening of the voting ;	One hour prior to opening of the voting EC article 101 point 1/d
e	The VCC members take a decision on assigning the tasks(duties) of each member : <ul style="list-style-type: none"> - Take care of orderly the queuing of the voters; - checks the voter on both hands to determine whether or not he/she has been marked with special ink; - mark the voter's thumb with special ink before being given the ballot paper ; - lead the voter to cast his/her ballot papers in the respective ballot boxes; 	CECdecision no 27 date 18.02.2015
ë	Show to the observers the empty ballot boxes;	Electoral Code,article 101,point 1/dh
f	Seal the ballot boxes, PV-KQV 07 with the security codes and records the numbers of the security seals in the Record of Sealing of the ballot boxes and in the VCC Meeting Records Book, which are signed by all VCC members.	Electoral Code ,article 101,point 1/e
g	Declare by decision the opening of the voting and sign it ; Model 02V-KQV	Just before 7.00 Decision no. 27, date 18.02.2015

PROCEDURES DURING VOTING		
a	Notify CEAZ for incidents that may endanger order or orderly voting ;	If there are any cases Electoral Code article 109 point 3
b	Are obliged to sign the CEC decisions and VCC Records	CEC Decision no. 27, date 18.02.2015
Duties after closing of the polls		
a	Observe the procedures after closing of the voting center; sign the Record PV KQV-08 and Meeting Record Book.	ECK, article 100
b	Accompany the ballot boxes and voting materials to the Ballot Counting Centre .	No later than 3 hours from closing of the polls EC , Article 114
c	Participate in trainings organized by CECM	When they are notified by CEC

5. Meetings and decisions of VCC

VCC meetings

VCC meetings are public.

The meetings of VCC are valid when the majority of members participate.



All the VCC meetings with no quorum are considered valid except in cases when the VCC are ordered by CEAZ decision to carry out its duties under quorum (EC no 36 point 5).

Attention! When the VCC has no quorum due to the absence of its members and, upon the expiry of the deadline the members have not been replaced, CEAZ orders the continuation of procedures and take measures to fill the vacant position on its own initiative. CEC decision is binding to be immediately implemented by the VCC.

VCC left with no quorum, make the respective note in the Meeting Record Book of the VCC and proceed with the implementation of tasks following the CEAZ order, regardless of quorum. Citizen appointed by the ZEC mainly as a member or secretary of the VCC, have the same rights and obligations as a member and secretary of the VCC, proposed by political parties, provided for in the Electoral Code and the CEC Instruction no. 2, dt.04.03.2015

5.1 Decisions of VCC

Decisions of the VCC are made by the majority vote of all VCC members

The decisions of the VCC are signed by all members who participate in the voting.

Along with the signature, in the decision, each of the members of the commission shall state their vote "in favour" or "against", also the respective reasoning

When the VCC, ordered by CEC, performs its duties under quorum, the decisions are considered as valid

In performing their duties, VCCmembers use Models/Templates decisions and work documentation approved by CEC decision no 27 date 18.02.2015.

5.2 :Templates/ Models of VCC Decisions

- Assignment/division of duties among VCCmembers on the election day **MODEL – 01V KQV** ;
- opening of voting; **MODEL – 02V KQV**;
- removal of certain persons from the premises of the centre
- **MODEL – 03V KQV**
- suspension of voting **MODEL – 04V KQV**
- the request of assistance from the State Police to restore order in the voting centre **MODEL – 05V KQV**;
- the departure of the police forces(after order has been restored at the voting centre)
- **MODEL – 06V KQV**;
- closing of the polls/voting **MODEL – 07V KQV**, after 19⁰⁰ when the last person present has voted;
- the determination of number of persons who have voted in the voting centre **MODEL – 08V KQV and other decisions.**

If the VCC fails to reach a decision within the respective deadline, the case is sent immediately for examination to the CEAZ by the chairperson or by at least two members of the VCC, or it may be appealed to the CEAZ by an interested subject. The decision of the CEAZ is executed by the VCC

Attention:

Decision on "the determination of number of persons who have voted in the voting centre", **MODEL – 08V KQV**, shall be completed only in case of objections regarding the voter's figure who have voted in the voting centre

All the decisions taken by VCC shall be recorded in VCCMeeting Record Book

5.3 Templates of work documentation:

- **Model-01LP KQV**: Meeting Record Book of VCC i, in which there are all templates of decisions and work documentations as well as the declaration of the person who assists a voter according to article 108 of EC
- **Model-02R KQV**: Special register for voters who vote by a court decision.

5.3.1 Templates of Records

❖ Records for opening and closing of the voting

- **Model- PV-KQV-07 : Record for opening of the voting ;**
- **Model- PV-KQV-08 : : Record for closing of the voting**

Attention!

The Record PV- KQV-07 should be filled in prior to the opening of the voting, while , the decision" MODEL - 07V KQV, should be taken from VCC after closing of the voting; after 19.00 when the last present voter has voted

Records to be filled in when the order and the correct conduct of voting are threatened:

- **Model- 01 PV KQV** : Record for suspension of the voting;
- Record for suspension of the voting;
- **Model- 02 PV KQV**. Record for resuming/restarting the voting

Other records

- Record for receiving the electoral materials from CEAZ

6. Actions of VCC prior to opening of the voting centre**6.1 Receipt of the electoral materials from VCC**

1. One day prior to the Election Day but no later than 15 hours prior to the opening of the voting, the VCC receives the electoral materials from CEAZ which is under its jurisdiction.

The chair and the secretary of VCC, as well as any member of VCC who requires being present receive the electoral materials for every VCC. The electoral materials that VCC receives from CEAZ recorded in the Record **Model PV-KQV-05**, are as follow:

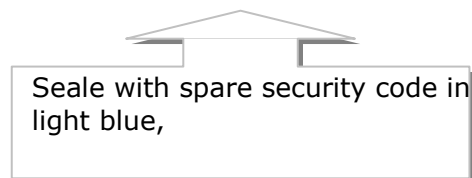
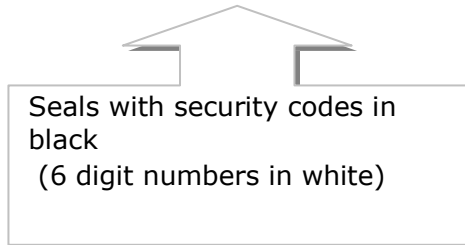
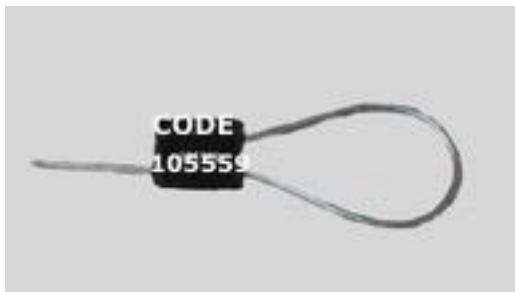
- ✓ The ballot papers, in compliance with the number of voters registered in that voting centre, together with 2 % additional ballot papers. Ballot papers are received enwrapped in blocks of 100 ballot papers.
 - **Ballot papers for Mayor candidates**
 - **Ballot papers for candidates for municipal council;**
- Record, **model PV-KQV-07** for the sealing of the ballot boxes before opening of the voting+ Envelope 0.1;
 - ✓ Record for closing of the polls/voting(model PV- KQV- 08)+Envelope.01
- ✓ Two ballot boxes
- ✓ The box with electoral materials
- The stamp of VCC
- ✓ The stamp of the chair;
 - Special ink set, Type "Marker";
- ✓
- ✓ Set of envelopes for spoiled ballot papers+unused ballot papers E.02+E.03
- ✓ Voting booths
- ✓
- ✓ Voting booths for persons with disabilities
- ✓ Set of templates/modelsof CEC decisions and instructions
 -
 - The Meeting Records Book of the VCC; Templates/models of decisions
 - Special register for voters
- ✓ Set of stationeries for electoral materials
- ✓ Identification table+ educative posters

Attention: Number of ballot papers received must be recorded correctly in the Record model PV-KQV-05(the correct figure)

6.2 Receipt of metallic stamps with security codes

**The receipt of metallic seals with security codes is registered in a special record PV-KZAZ-06, whereby the security codes for each seal are noted
VCC receives the seals with security codes as follows**

-
- 5 (five) metallic seals with security codes in black needed to close the ballot box for mayor, (6 digit numbers in white);
- 5 (five) seals with security codes needed to close the ballot box for municipal council, in black ;(6 digit numbers in white) ;
- 4 (four) metallic seals with security codes in black needed to close the electoral material box, (6 numbers in white);
- 3 (three) additional seals in light blue to be used if they ones are damaged during the process of closing the ballot box



Receipt of the stamp of VCC chair

The VCC Chair receives the stamp of the Chair from the CEAZ

The Chair of respective VCC, in the presence of CEAZ members, performs the following actions:

- randomly takes a stamp from the relevant pile of packaged stamps
- tears the wrapping of the stamp;
- stamps, on a white sheet of paper, a specimen for stamp comparison
- writes his/her name and surname by hand and signs in under
- the specimen for stamp comparison in the presence of the CEAZ members;
- Members of the CEAZ sign on the reverse side of the white paper with the sample of comparison (specimen) of the VCC chair stamp, which is retained by the secretary of the VCC in a separate file together with Model PV-KZAZ-06.



Attention: You may refer to A. 100, p2 - 3 of the EC

6.3 Voter list

In addition to the above mentioned electoral materials, the VCC receives manually the voter list from the respective local government unit, according to a respective official record prepared by CEAZ:

Note: The voter list will be used by the VCC on the Election Day. The official record prepared by the CEAZ should contain the following:

- Voter list of the VC no.____, of the CEAZ no.____, begins with the ordinal number 1 (one) and ends with ordinal number _____,(in figures and words),
- The number of pages of the voter list is..... (In figures and words)

Attention.After receiving all the voting materials they immediately should be placed immediately inside the Voting Centre

The VCC members before leaving the Voting Centre, have to arrange the chairs and tables of the VCC, as well as the voting materials received by the respective CEAZ, the night prior to the elections.

Before departure from the VC, its members close the windows of the voting premise. In the presence of the police officer on duty they close the door and seal it using a symbol chosen by them.

The VCC shall not, in any case, take voting materials outside the VC or leave without ensuring the safety of the VC.



REPUBLICA E SHQIPERISE
MINISTRIA E BRENGESHORE
Drejtoria e Pergjithshme e Policise

DOKUMENT IDENTIFIKIMI

Grada _____ Emri _____ Mbiemri _____

Nr _____

Punonjes i Policise se Shtetit caktuar me shterben ne

KZAZ / KQV nr: _____

ZQEDHJET PER HUVENDIN 2009



6.5. Retention/ protection of electoral materials one day prior to the elections

The police organises the protection of the VC premises, starting from the moment when the VCC members bring the the voting materials in the VCC. The Police Officer leaves when other VCC members arrive, in order to conduct the preliminary actions for the beginning of the voting process.

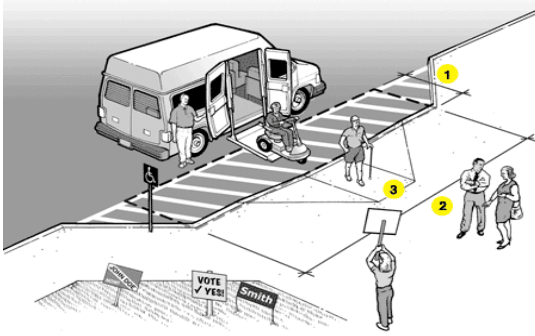
II. ARRANGMENT OF THE VOTING CENTRE

1. Organisation of the voting centre

Entrance of the voting centres

Attention:

Remove any obstacle at the entrance of VCC



The following materials should be posted at the premise of VCC:

- The poster which explains the voting process;
- posters stating that:
 - ✓ attempts to cheat in the elections are punishable, citing relevant extracts from the criminal code
 - ✓ family voting and voting on behalf of other people is illegal
- guns, mobile phones and smoking are prohibited



VOTO!

TI VENDOS
ZGJEDHJE VENDORE 21.06.2015

SI TË VOTOJ?

Për më shumë informacion vizitoni faqen e internetit të Komisionit Qendror të Zgjedhjeve: www.cec.org.al

- 1**

PARAQITUNI NË QENDRËN E VOTIMIT ME NJË NGA DOKUMENTAT ZYRTARE TË VLEFSHME TË IDENTITETIT ME TË DHËNA BIOMETRIKË, LETËR NJOFTIM OSE PASAPORTË
- 2**

THONI EMRIN TUAJ PËRA KOMISIONIT TË QENDRËS SË VOTIMIT DHE PARAQISNI DOKUMENTIN E IDENTITETIT
- 3**

NJË ANËTAR I KOMISIONIT TË QENDRËS SË VOTIMIT, JU KONTROLLON NËSE JENI TIMBRUAR OSE JO MË LËNDËN E POSAÇME
- 4**

KRYETARI I KOMISIONIT, PASI VERIFIKON SE TË DHËNAT E IDENTITETIT TUAJ PËRPLUTHEN ME TË DHËNAT NË LISTËN E ZGJEDHËSVE DHE SE JU JENI I NJEJTË ME PERSONIN NË DOKUMENTIN E IDENTITETIT, SHËNON NË LISTËN E ZGJEDHËSVE LLOJIN DHE NUMRIN E DOKUMENTIT TË IDENTIFIKIMIT

• JU NËNSHKRUAN NË LISTËN E ZGJEDHËSVE ANASH EMRIT TUAJ
- 5**

• NJË ANËTAR TJETËR I KOMISIONIT, JU TIMBROS NË GISHTIN E MAJTI TË DORËS SË MAJTË ME NJË LËNDË TË POSAÇME
- 6**

PARA SE TË MERRNI FLETËT E VOTIMIT, ATO VULOSEN NË PJESEN E PASMË TË TYRE NGA:

 - SEKRETARI ME VULËN E KQV-SË DHE
 - KRYETARI ME VULËN E KRYETARIT TË KQV-SË
- 7**

PASI TË MERRNI FLETËT E VOTIMIT, HYNI I VETËM NË DHOMËN E FSHEHTË
- 8**

SHËNONI NË SEICILËN NGA FLETËT E VOTIMIT, ME SHENJEN X DHE + OSE NDONJE SHENJE TJETER QË TREGON QARTE VULLNETIN TUAJ NË KRAH TË EMRIT TË SUBJEKTTË ZGJEDHOR APO PARTISË PJESËTARE TË NJË KOALICIONIT
- 9**

PALOSINI FLETËT E VOTIMIT BRENDË DHOMËS SË FSHEHTË NË MËNYRË QË:

 - SHENJINI TË MOS JETË I DUKSHËM;
 - TË PAKTËN NJË NGA VULAT NË PJESEN E PASMË SEICILES FLETË, TË JETË E DUKSHËME.
- 10**

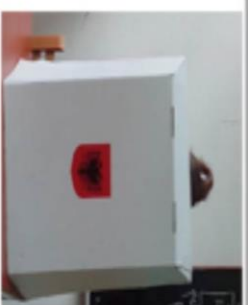
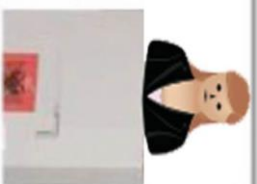
HIDHENI SEICILËN FLETË VOTIMI NË KUTINË PËRKATËSE TË VOTIMIT DHE LARGOHENI NGA QENDRA E VOTIMIT

Attention:

For the arrangement of VCC:

- Provide enough space for the free movement of voters inside the VCC,
- In order to ensure the secrecy of the vote, voting booths should not be placed near the windows;
- Observers should be placed in such a way that allows for free and easy observation of the voting procedures.

Votimi në dhomën e fshehtësisë



Poster Informues

Poster Edukues

Secila fletë votimi hidhet në kutinë përkatëse

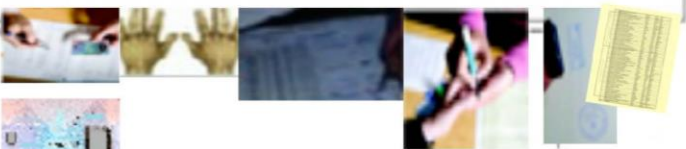


Personi i KQV Orientues për votuesin



Votuesi largohet nga QV

Komisioni i qendrës së votimit



- Dokumenti identifikues dhe gjetja e emrit në listë
- Ndërkohe
- Kontrolli i duarve nëse janë timbruar
- Nënshkrimi në listën e zgjedhësve
- Timbrimi
- Vulosja e fletëve të votimit dhe dhënia e fletëve të votimit

VËZHGUES



Votuesi shkon drejt komisionit



Dera e

Anëtar LKQV. Imbani tradhtën e zgjedhësve



Attention! VCC lay-out is just for your orientation; what is important is that voters move freely and voting secrecy is kept.

III. OBSERVERS

Albanian and foreign observers that observe the voting process in the VC are accredited by CEC or CEAZ.

- Any Albanian non-profit organization cannot have at the same time more than one observer present in the VC.
- Any foreign non-profit organization and international organizations cannot have at the same time more than two observers present in one VC.
- Foreign observers can be accompanied by an interpreter inside the VCC premises. The interpreter is provided with the respective authorization issued by the CEC.
- Any political party may not have more than one accredited observer in a voting centre
- Every coalition may not have more than three accredited observers in a voting centre.

Attention!

- The observer/s of electoral subjects, accredited in CEAZ may also observe the voting process in the voting centre of that CEAZ
- The Voting Centre Commission shall in no case allow a political party or a candidate proposed by voters to have more than one observer present in a voting centre, while a coalition may not have more than three observers present in a Voting Centre

While performing their duties, the observers have the following rights:

- to observe without hindrance all aspects of the preparation and conduct of elections and all the phases of the electoral process;
- to submit written comments to the election commissions for every kind of irregularity that they notice;
- to look at or examine the documentation or materials of the electoral process;
- Observers have the following duties :
 - to respect the requirements of the Electoral Code and the instructions of the CEC;
 - to act in an impartial manner and not to campaign in favour of any candidate, party or coalition in the Voting Centres where they observe;
 - to present themselves at the election commissions with the valid accreditation;
 - not to bear distinctive signs that serve as means of propaganda or that might influence on the voters' will;
 - Not to violate the right of the voter to vote in secrecy and not to obstruct/hinder the voting process and the administration of elections.
 - not to interfere in the voting process
 - Not to comment on VCC decision

IV. PROCEDURES FOR OPENING THE VOTING



All VCC members should be present at the Voting Centre one hour before the voting begins.

Check whether the seal which closes the VC door, where the voting materials are held, is intact;

If less than four members are present the VCC should immediately inform the CEAZ

Attention! The VCC chair, secretary or two members should immediately inform CEAZ about the departure time or absence of any of VCC members on the election day. Any delay may cause invalidity of elections

While performing their duty, the VCC members are obliged to keep the identification badge in a visible way according to the model adopted by the CEC.

1. Preliminary actions of VCC - are performed in the presence of the observers

VCC:

- 1.1 ; opens and checks/makes inventory of the electoral materials
- 1.2 removes any propaganda material that may be found in the voting centre and within a range of 150 meters around it;
- 1.3 places /posts the materials required by the CEC; (posters)
- 1.4 takes a decision about the division/assignment of duties of the VCC members,
MODEL – 01V KQV , for the following tasks:
 - ✓ Taking care of the orderly queuing of voters at the entrance of the VC ;
 - ✓ Checking the voter if he/she has been or not marked with special ink .
 - ✓ Marking before being given the ballot paper;
 - ✓ Leading the voter to cast the ballot paper in the respective ballot box.



V. VOTING

Voting hours

1. People Authorized to be present at the polling station

Only the following can be present at the voting center:

a) Members of the VCC

Voters who are carrying out the voting procedures;

c) Albanian and foreign accredited observers

Attention:

Candidates are not permitted to be present at VC

No armed individual can stay in the premises of the voting center. The state police officers are excluded from this rule, in compliance with A.109of EC they , along with the prison police officers inside the prison territory or arrest room, where the special voting center has been established.

1. Presence of VCC members during voting

The secretary of the VCC notes in the VCC Meeting Record Book the time of departure and return of any VCC member who leaves the voting centre. When the Chair leaves the voting centre, he/she passes the Chair stamp to another member of the same political affiliation until the chair returns. The VCC secretary makes a note in the VCC Meeting Record Book also in the cases of his/her own departure from the VC . In these cases, the VCC stamp and the Meeting Record Book are transferred to a member of the same political affiliation for use until the return of the VCC secretary. The respective note is made in the VCC Meeting Record Book to reflect this fact.



2. Use of stamps

The voter votes with two ballot papers of the same form and with different colors, one for mayor and one for the municipal council. Before being given to the voter the ballot paper is stamped on

the reverse side with the stamp of the VCC and the VCC chair. The ballot papers are stamped on their reserve side with the stamp of the VCC and that of the VCC.

The stamp of the VCC contains the text "VOTING CENTRE COMMISSION" and the number of the respective voting centre. The stamp of the VCC Chair contains the text "CHAIR" and a five-digit serial number.

The stamp of the VCC contains the text "VOTING CENTRE COMMISSION" and the number of respective voting centre.

The stamp of the VCC Chair contains the text "CHAIR" and a five-digit serial number.

The stamp of the VCC Chair is used only to stamp the ballot papers, no other election document shall be stamped with it.

3.1 The VCC is provided immediately with a spare stamp if :

one of the stamp is damaged;

One of the stamps is taken out of the voting centre.

If one of the stamps is damaged or taken out of the voting centre, this stamp is rendered out of use by CECdecision. The VCC is provided immediately with a spare stamp to replace the stamp.



The fact that the stamp is rendered out of use, as well as the respective time, are noted in the VCC Meeting Records Book.

Attention:

Inform immediately CEAZ in case of damaged or taken out the stamp from the voting centre.

Use of spare stamp avoids the cases of suspension, blocking or invalidity of elections in the polling station;

Delivery of spare stamp in the VCC will be done with a special official records, **Model PV-2 / spare stamp**, which is signed, along with name, surname of chair and secretary of the VCC.

The secretary of VCC takes records and writes down in the Meeting Records Book all the above actions, and the time for any act performed by the VCC.

Damaging the stamp intentionally or taking it out of the voting centre constitutes a criminal offence and is punishable according to article 326/a of the Criminal Code

VI. PROCEDURES DURING VOTING



! Attention

- ✓ Use of mobile phones and any kind of cameras and video cameras is prohibited inside the premises of the VC, with the exception of :

The accredited media, which is allowed to make a short recording of the voting process to ensure that the secrecy of the voting is not compromised

Attention!

Turn off the mobile phones while you are inside the VC. You may use the mobiles only outside the VC.

Only the secretary of the VCC communicates to the CEAZ secretary the opening and closing of the polls, as well as the turn -out of voters.

1. Presence of voters at the voting centre and the voting

2. The voter

- enters the voting centre
- states his/her name
- presents to the VCC one of the following valid identity documents:

Identity card or passport



- The chair after verifying that the data about the identity of the voter correspond to those on the voter list and that the voter is the same the person as on the identity document;
- The chair draws a line through the name of the voter on this list;

Meanwhile

- One of the members, when the voter presents himself before the VCC, checks the voter on both hands;
- before giving him/her the ballot paper, checks the voter on both hands to determine whether or not he/she has been marked with special ink

ATTENTION;

If the voter has been marked, the member immediately informs the other members of the VCC, who shall immediately verify it. The name and surname of the voter is recorded in the VCC Meeting Records Book and he is not given the ballot paper.

- After verifying that the voter's identity match the data on the voters' list, the chair records the type and serial number of the identity document on the voter list and draws a line through the name of the voter on the list;



- The voter signs the voter list beside his/her name;
- One of the members of the VCC, assigned by its decision, marks the left hand of the voter with a special ink type "Marker"

Attention!

If the voter refuses to be marked with the special ink, he/she is not given the ballot paper and his/her identity is recorded in the VCC Meeting Records Book.

If the voter doesn't have the thumb of the left hand he/she is marked on the thumb of the right hand.

➤ Before being given to the voter, the ballot papers for:

- Mayor and
- Municipal Council,

They are stamped on their reverse side by:

- ✓ by the secretary with the stamp of the VCC
- ✓ By the chair with the VCC chair stamp.



➤ The secretary gives two ballot papers to the voter.

➤ After receiving ballots, the voter proceeds alone to the voting booth and marks

➤ next to the name of the electoral subject or of the party which is member of a coalition with the sign "x", √,

➤ "x", √, "+", O or any other sign which clearly indicates the will of the voter.

➤ After receiving the ballot paper, the voter proceeds alone to the voting booth and votes on the ballot paper by marking next to the name of the electoral subject or of the party which is member of a coalition with the sign "x" or "+" or another sign that clearly indicates the voter's will



Attention:

Taking pictures of the marked ballot papers is strictly prohibited.

Attention:

Family/group voting is prohibited

The VCC members who have allowed a voter to vote more than once or on behalf of the other voters are subject to criminal liability in accordance with article 248 of the Criminal Code.



The young people are violating the law.

- The voter, after marking the ballot paper, folds the ballots in the voting booth in such a way that :
- - the sign made on the ballot paper should not be visible, but at least
- - One of the stamps on the reverse side should be visible.



- The voter, after coming out of the secret booth, is led to cast each ballot in the respective ballot box and then
- Leaves the voting centre.

1.. Special Voter Register (A.58 EC) special voters.

When a voter who is not registered on the final voter list, but has obtained a court decision recognizing his/her right to vote in that voting centre presents himself in the VC, then he has the right to vote.

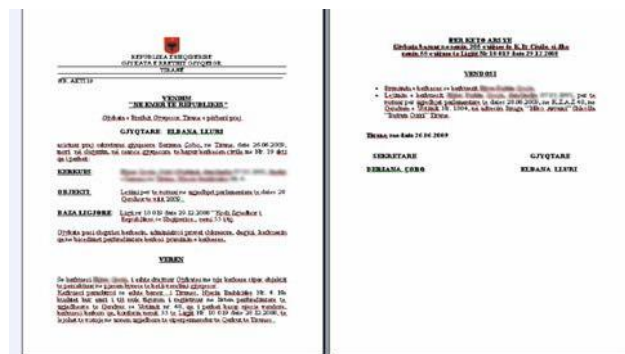
The VCC records in the Special Register: the voter's name, father's name, date of birth, the identity document number, as well as the number of the court decision.

A voter who votes with the court decision signs in the special register beside the number of his/her identification document



The image shows a form titled 'REPUBLIKA E SHQIPËRISË' (Republic of Albania) and 'KOMISIONI QENDOR I ZGJEDHJEVE' (Central Election Commission). It includes fields for 'KZAZ Nr.' (Voting Centre Number), 'QARKU' (District), and 'KQV Nr.' (Voter Number). Below these fields is a box labeled 'REGJISTËR I POSAÇËM I ZGJEDHËSVE' (Special Register of Voters). On the right side, there is contact information for the Commission, including a website and phone numbers.

Special register



The image shows two pages of a court decision. The left page is the front page, and the right page is the back page. The front page is titled 'KUPËTARË EKSPALITIM' (Certificate of Eligibility) and contains information about the voter's right to vote. The back page is titled 'KUPËTARË EKSPALITIM' (Certificate of Eligibility) and contains information about the voter's right to vote. The text is in Albanian and includes details about the voter's identity and the court decision.

Court decision

Attention:

The court decision, for each voter present at the voting centre should be attached to the Special Register.

The VCC members vote within the scheduled time of closing the polls, after all voters have voted.

VCC members vote at the voting centre where they have been appointed as commission members, even if they are not in the voter's list of that VC. The voting of VCC members is registered in RBM and their statement signed that they have not voted in the respective voting center that covers their residence.

The CEAZ members and Secretary vote at the nearest voting centre, by decision of CEAZ even if his/her name is/is not in the voters' list of that voting centre. The CEAZ members are provided with a special certificate that certifies the number of the voting center, by its Secretary, assigned by a decision of the CEAZ. A copy of this decision is sent to the VCC for its information

Attention!

IDENTIFICATION DATA IN THE REGISTER IN ALL CASES SHOULD BE FILLED EXACTLY AND IN CAPITAL LETTERS.

In cases where the voting members of VCC or CEAZ of the column which states "The number and date of the court decision of ", marked "VCC Member / CEAZ" Member".

The certificate issued byCEAZ is attached to this register.

The Secretary of VCC records in Record Meeting Book "For establishment of CEAZ and VCC for voting members and secretary CEAZ" MODEL - 10V KZAZ by CEAZ decision

At the end of the voting process (when the VCCmembers have voted)the chair of VCC notes down: the closing of the close of voting, (after members voted VCC) The chairman of the VCC makes a note:

This register is closed with serial number _____ (in figure)_____ (in words) and signs it.

3. Voters who cannot vote themselves

A voter who, for physical reasons, is unable to perform the voting procedures him/herself may request the assistance of a family member or another voter who is in the line and on the voter's list for that VC.

Attention! Before marking the ballot paper, a person who assists another voter makes a statement in the VCC Meeting Records Book signing it beside his/her name. In this declaration he marks his/her number of ID or passport.

DECLARATION

Of the person who assists a voter a 108 of the Electoral Code
(The model reflected in the Meeting Records Book)

I Mr. / Ms, in the presence of Mr. / Ms, who / requested to be helped, because he/she can not carry out voting procedures themselves, undertakes to assist the voter / with his/her full approval, I declare with responsibility:

1. I will vote as instructed by the voter I am assisting; he will assist and
2. I will not influence on the voter's decision
3. I will not make public his / her vote;
4. I have not voted and will not vote on behalf of another voter.

All the following declarations/statements are the same as this template and are written down in the Meeting Record Book.

Attention!

Both voters must be present in the VC when this declaration is signed.

A person may assist only one voter who is not physically able to perform the voting procedures himself/herself.

The VCC members and secretary may not help any voters who cannot vote himself/herself

Note: The ballot paper must be marked only inside the voting booth.

4. Spoiled ballot papers

Ballot paper will be marked on its side "Spoiled Ballot Papers" in those cases:

The voter marks the ballot paper outside the voting booth, the voter shall not be permitted to deposit the ballot paper in the box. In this case the voter is not permitted to cast his/her ballot paper in the box. The VCC Chair takes this ballot paper, writes "SPOILED" on its back and places it in the envelope "SPOILED BALLOT PAPERS"- Z 03.

". - If a voter marks or damages a ballot paper accidentally and requests a second ballot paper. This ballot paper is considered as spoiled and is placed into the envelope "SPOILED BALLOT PAPERS".

The voter takes a photo of his/her ballot paper in the voting booth. The Chair of the VCC takes this ballot, writes on its back "SPOILED" and put it in the envelope "SPOILED BALLOT".

Attention! In these three cases, the voter is given another ballot paper of the same model and in each case it is recorded in the VCC Meeting Record Book .

If the voter again marks or damages the second ballot paper accidentally OUT OF THE VOTING BOOTH, the second ballot paper is also placed in the envelopes "SPOILED BALLOT PAPERS" and the voter is not given another ballot paper.

Attention;

The use of mobile telephones at the voting centre is prohibited and the voter is not allowed to vote with a mobile phone in his hand.

The Chair of the VCC, in all cases of damaging or taking photograph of the ballot paper marks on its back "SPOILED".

Secretary of the VCC in all cases records in the Meeting Record Book the name and surname of the voter who has damaged / photographed his/her ballot paper.

5. Providing information about voter turnout

The secretaries of VCs will regularly provide information to the CEAZ secretary as it follows:

- At the closing of the polls :
 - 7:00 pm Information about the opening of the polling stations;
 - ✓ 10:00 Information on the number of the voter turnout (no. Of voters who have voted);
 - ✓ 13:00 Information on the number of voter turn out participating in the vote;
 - ✓ 16:00 Information on the number of voter turnout in the vote;
 - ✓ 19:00 Information on the closing of the polling station (depending on the case a),
 - ✓ At the closing of the polls:
 - ✓ total number of voters in that vc;
 - ✓ Number of women voters who have voted.
 - ✓

Attention!

Not providing information charges with responsibility the Secretary of the VC.

Political parties, together with the proposal for the names of the VCC members who will be VCC Secretaries also write down their phone number.

You may refer to the decision of the CEC No. 13, dt.27.01.2015, "For the approval of procedures for collection, administration and publication of information on the voting day.



VII. CLOSING OF THE POLLS

Voting Centres close at **19:00**.

1. Voters in queue

The VCC chair, in consultation with the other members notes that it is 19.00 and asks the member responsible for the orderly queuing whether there are voters waiting to vote. If there are voters waiting to vote the chair, the secretary and/or a member of the opposite political affiliation to that of the VCC Chair collect the identification documents of all the voters present in a queue and call them one by one in order to conduct the voting.

No other voter is allowed to vote if he was not in queue at the time the identification documents were collected

2. The decision of closing of the polls

After the last person present has voted, the VCC makes a decision for closing of the polls. **MODEL-07 KQV**. This decision is in the Meeting Record Book.

The decision for closing of the polls **MODEL – 07V KQV** and the exact time of closing are also to be recorded in the Meeting Record Book of VCC.

Attention!

After this moment, only the VCC members of the VC and, the secretary, the accredited Albanian and/or foreign observers and the accredited media representatives may remain at the VC.

3. Actions performed after closing of the polls

After making the decision on closing of the polls, the chair, together with the members of the VCC, perform these actions in the following order:

- Kryetari, nën vëzhgimin e të gjithë anëtarëve të KQV-së:
The Chair, under the observation of all members of the VCC:
- starts counting of voters who have voted, according to their signatures on the voter list, as well as those who are in the special register;
- states the figure aloud to other members of the VCC and observers present;
- invites them to verify the figure stated by him;
- orders the secretary of the VCC to score Voting Record of the Closing,

PV-KQV-08 dhe në **LPM të KQV-së**:

Official records of VCC and minutes recorded book of VCC

- ✓ **numrin e personave, që kanë votuar në QV.**
- ✓ **The number of persons who voted in VC**
 - ✓ the total number of ballots of the voting center, based on data that have accompanied the receipt of ballots from the CEAZ, according to the Record, Model PV-VCC-05:

1. candidates for mayor;
2. The candidates for the municipal council;

Attention!
In case of an objection regarding the voters' figure, the claims are noted down in the decision MODEL – 08V KQV and in the Meeting Record Book Record of Closing the Polls PV-KQV-08 and the MRB.

- The chairperson, under the observation of all present members of the VCC, counts **unused ballot** papers. and at the end of the count, reports this number to inform the VCC members :
First, the ballot papers for Mayor
 Then ,the ballot papers for municipal Council

At the end of the count he informs the members about the figure(the number of unused ballot papers)

If requested by a member of the VCC, the chair is obliged to restart the count of unused ballot papers. At the end of the count, unused ballot papers are placed in an envelope marked "UNUSED BALLOT PAPER

, Z 02.

The number of unused ballots must be reflected in the Record of Closing the Polls, PV –KQV -08 and MRB of VCC.

Zarfi Z.02

- The Chair, under the observation of all members of the VCC, counts the that are found in the envelope for "SPOILED BALLOT PAPERS".Z03 The number of ballot papers is reflected in the Record of the Closing of the Polls PV-KQV Meeting Records Meeting Book.



If one of the observers has remarks to make, they are immediately recorded in the Meeting Record Book or are submitted by the observers in writing. The written remarks are administered by the

secretary and are closed in the box of election materials along with the rest of the voting center documentation

Attention to the separation of damaged ballots because they will be separated:

- damaged ballots for candidates for mayor;
- damaged ballots for candidates for municipal council

- At the end of the actions envisaged above, the secretary of the VCC places inside the box of the voting materials, the following materials:
- The envelope marked as "UNUSED BALLOT PAPERS"
- The envelope marked as "SPOILED BALLOT PAPERS"
- The voter list including the special register in accordance with article 57 of this Code.
- the original VCC decision and the unused templates for VCC decision
- the stamp of the VCC
- the stamp of the VCC Chair
- seals with the unused security codes
- seals with the damaged security codes
- the meeting Records Book

Attention! Do not stamp ballot boxes and voting material box

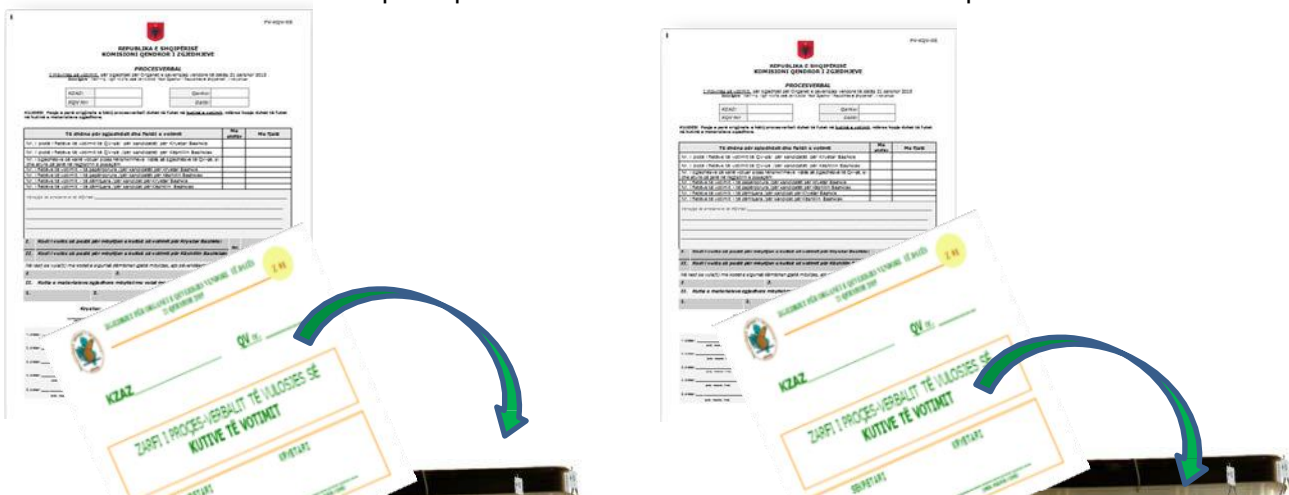
ballot box for mayor (number of the fifth security code);

ballot box for the council (number of the fifth security code)

and box of voting materials (four numbers and security codes) are first recorded by the Secretary of the VCC in the Record of the Closing of the Polls, Model PV-VCC-08 and in the Book of Meetings of the VCC. After the throwing all the data in the Record of the Closing of the Polls, PV-VCC-08, marked the exact time of closing this report. Voting Closing Minutes PV-08 VCC stamp, the secretary of the VCC.

Record of the closing of the polls PV-VCC-08 (original and one copy), are placed inside two envelopes' **ENVELOPE FOR THE RECORD OF SEALING THE BALLOT BOXES**

- ✓ One envelope is placed in the ballot box for mayor
- ✓ Another envelope is placed in the ballot box for the municipal council



- **Chair**, immediately, under the observation of all members of the VCC, closes

with the fifth security code, on the part where ballot papers are inserted/placed
 box with ballot papers for mayor (at the beginning);
 The ballot box for municipal council.

Attention! If the seal with the security codes is damaged while closing the box, it is replaced by one of the additional seals. The number of the security code of the damaged seal is recorded in the Record of the Closing of the Polls PV-KQV-08 and in the Meeting Record Book

- **The copy of the Record of Closing the Polls PV-KQV -08 must be placed in the Box of Election Materials**



Attention!

The box of Voting Materials closes immediately with the relevant safety codes.
 For each of the boxes, make sure you have security codes placed in such a way that:

- do not allow space between the box and the lid

On the other hand it gives reason to be marked as "IRREGULAR BOX"

Copies of the record PV-KQV-08 are given to VCC members and observers of parliamentary parties, upon their request

4. Delivery of ballot boxes and box of voting materials to BCC

The ballot box with the ballot papers, the Box with the Election Materials, and the voting booths are sent to the Ballot Counting Centres of the respective CEAZ as early as possible, but no later than three hours from the closing of the polls in the voting centre.

Ballot boxes with ballot papers, Box Voting Materials and privacy rooms, delivered to the Counting respective CEAZ, as soon as possible, but no later than 3 hours from closing voting at the polling station. Upon the completion of all the procedures for closing the polls, the VCC Chair and the Police officer charged to accompany the ballot boxes with the ballot papers and the box of voting materials deliver the materials to the respective Ballot Counting Centre.

Their delivery is made by a vehicle in which are seated:

- **the VCC chair, the secretary (and any VCC other member who wishes) ;**

- Police officer, in charge of guaranteeing the integrity of election materials (in no case to take possession of, carry or have contact with the voting/election materials.
- The police officer shall wear at all times the state police uniform and the ordinal number assigned by the general directorate of police in addition to his/her surname that could be seen easily.
- Sending them by a vehicle, in which there are:

Attention!

During the escort, box and other election materials are administered only by the chair, secretary and members of the VCC.

During the transport ensure the **boxes not to get damaged** (in its body or lid). Damages (fissures or cracks) that make possible inserting or retrieving the ballot papers or other voting materials give reasons to be marked as **"IRREGULAR BOX"**

The delivery of the Ballot Paper Box and the Box of Election Materials to the respective BCC, are recorded in the Record **Model PV-KZAZ-09**.

A copy of the record of delivery **Model PV-KZAZ-09** is also handed over to

- The chair and secretary of the VCC;

--The police officer who has accompanied Ballot Paper Box and the Box of Election Material.

VIII. RESPONSIBILITIES AND SANCTIONS

Cases of violation of the provisions of the Electoral Code, charge the members of **election commissions** with **criminal and administrative liability** according to the legislation:

CASES OF CRIMINAL AND ADMINISTRATIVE LIABILITY

OF SECRETARY AND MEMBERS OF THE VCC

Violation of the provisions of the Electoral Code by the members of election commissions, when not constitute criminal offense, is punishable by a fine of 3,000 to 90,000Lek; Election Code, Article 171/1

The violation of rules provided for in Article 41 of the Electoral Code, respectively by the secretary of the VCC is punishable by a fine of 30 000 to 60 000 or imprisonment of up to 6 months; Election Code, Article 171/3

Violation of any of the general principles specified in Article 3 of the Electoral Code, in cases when these violations have not affected the election result, constitutes an administrative offence and is punishable by a fine of 100 000 to 500 000. Election Code, Article 172/1

When violate the other rules provided for in Part II of Electoral Code and when it does not constitute an abuse of duty according to Article 248 of the Criminal Code is punishable by a fine of 10 000 to 100 000Lek; Election Code, Article 171/5

The fines shall be imposed placed CEC, they constitute an executive title and are executed according to the procedures provided for in Article 510 of the Code of Civil Procedure

Criminal offences

Abuse of duty (Criminal Code - Article 248, amended)

Deliberate accomplishment or non-accomplishment of acts, or failures to act, in violation of the law, which constitute incorrect fulfillment of the duty by the person who carries out public functions, when it has led to bringing him or other persons unjust material or non-material benefits or when it has damaged the legitimate interests of the state, citizens or other legal entities, in the cases when it does not constitute another criminal offence, is punished with imprisonment of up to seven years.

Members of the VCC, that allow a voter to vote more than once or on behalf of other voters takes criminal liability under Article 248 of the Criminal Code, with the exception of Article 108 of the Electoral Code. The VCC members which allow voters to vote more than one time or on behalf of other voters are held criminally liable, according to Art. 248 of the Criminal Code, with the exceptions of Article 108 of the Electoral Code.

Falsifying documents and election results (Criminal Code, Article 326)

Falsification, distribution or use of ballots, documents and election material to change the result of elections by introducing data which are inaccurate, replacement of correct data with false ones, by inserting them in the ballot box is punishable from one to five years of imprisonment.

When this act is committed by people who are responsible for administration of the election process, or has led to grave consequences in the conduct of the voting, has violated the integrity of the election result or has led to their invalidity, is punishable by three to seven years of imprisonment

Deliberate Damage of election materials (Criminal Code, Article 326 / a)

Deliberate damage, destruction, or replacement in violation of the law, of the equipment, seals, security codes or any other election material provided by law, shall be punished with imprisonment from six months to five years.

e tyre apo kanë cenuar rezultatin e votimit, dënohen me burgim nga tre deri në tetë vjet. If these acts are committed by people responsible for election administration or in cooperation, more than once, or when they have led serious consequence on the conduct of elections, led to their invalidity or affected the voting results, they are punishable by three to eight years of imprisonment.

Violating the secrecy of the vote (Criminal Code, Article 327)

Violation of the rules that guarantee the voting secrecy by persons charged with elections constitute a criminal offence and it is punishable with imprisonment from three months to two years.

Voting more than once or not identified (Criminal Code, Article 327 / a)

Voting more than once in the same elections, voting on behalf of the others , presenting false identification documents or using documents of other voters is punishable from one to three years of imprisonment.

Deliberately allowing of this act by the election commissioners shall be punishable by an imprisonment term from one to five years of imprisonment.

Deliberately allowing of the voting without carrying out the voters' identification, by the election commissioners shall be considered a penal offence and is punishable by an imprisonment from three months to one year

Threat or violation of participants in elections (Criminal Code, Article 329)

The threat to a voter to vote in a certain way or to participate or not to vote constitutes a criminal offence.

Threat or use of violence against the commission member, the observer, the counters and any other officer in charge of elections, to prevent him/her from performing his/her duty or because of his activity in electoral administration, is punishable by an imprisonment from six months to three years.

The threat or use of violence that is done to a commissioner, observers, counters as well as any other officer in charge of elections to prevent the performance of duty or because of his activity in election administration is punishable with imprisonment from six months to three years. When this is done in collaboration with more than once, it is punishable by an imprisonment from one to five years.

Obstruction of voters (Criminal Code, Article 330)

Obstruction of a voter to vote in his voting center, by violating the voting rules, taking or damaging his ID, or in any other form, shall be punishable by imprisonment from six months to one year.

When this is done more than once, against more than one voter, or, when it is committed by election commissioners, it is punishable by imprisonment from one to five years.

Abandoning of duty by election commissions members (Criminal Code, article 330/a)

Abandonment of duty or refusal to perform the duty by the people charged with the administration of voting and counting process constitutes an offence and is punishable by an imprisonment from six months to two years.

When the above actions are performed by taking away or destroying election materials, or have serious consequences for the voting process and led to the invalidation of the election, they shall be punishable by an imprisonment from two to five years.