

I N S T R U C T I O N

FOR THE CONDUCT OF DIRECT ELECTIONS OF MEMBERS OF NATIONAL COUNCILS OF NATIONAL MINORITIES*

(consolidated text)

I. INTRODUCTORY PROVISION

Article 1

This Instruction lays down in more detail the procedure for the conduct of direct elections of members of national councils of national minorities (hereinafter referred to as: elections).

II. AUTHORITIES AND BODIES CONDUCTING THE ELECTIONS

Article 2

The authorities for the conduct of elections are the Republic Electoral Commission and polling boards.

Republic Electoral Commission

Article 3

(1) Republic Electoral Commission (hereinafter referred to as: Commission) performs the tasks set out in the Law on National Councils of National Minorities and in this Instruction.

(2) The Commission may authorise one of its members or the deputy of a member (hereinafter referred to as Coordinator) to perform certain actions on behalf of the Commission related to the organisation and preparation of the elections in an administrative district and in the City of Belgrade.

Working Bodies of the Commission

Article 4

(1) The Commission establishes working bodies of the Commission (hereinafter referred to as: working bodies) to provide technical assistance in the organisation of elections.

(2) A working body is established for the area of one or several local self-government units, as well as for the area of one or several city municipalities of the City of Belgrade.

(3) Working bodies are not authorities conducting elections, but exclusively perform the tasks stipulated in this Instruction.

(4) Working bodies are responsible for the arrangement of polling stations, they organise the training of polling boards for the conduct of the voting, they receive electoral material from the Coordinator, submit the electoral material to polling boards before voting, take over the electoral material from polling boards after the voting and submit it to the Coordinator.

* "Official Gazette of RS", number 57/18

(5) Coordinators are responsible to carry out the training of the members of the working bodies and coordinators working bodies from the territory of the administrative district for which they are authorised, not later than receiving electoral material before the voting.

Composition of a working body

Article 5

(1) A working body consists of members appointed at the proposal of the head of the municipal/city administration, i.e. head of the municipal/city administration competent for electoral affairs and the head of the municipal administration of a municipality of the City of Belgrade (hereinafter: head of administration) from the pool of persons with completed higher education employed in the municipal/city administration. When nominating candidates for members of working bodies, advantage shall be given to persons registered in special electoral registers of national minorities who hold a university degree in law and have experience in the conduct of elections.

(2) If a working body is established for the area of one local self-government unit with up to 10 polling stations, the working body shall have three members.

(3) If a working body is established for the area of one local self-government unit with 10 to 20 polling stations, the working body shall have five members.

(4) If a working body is established for the area of one local self-government unit with more than 20 polling stations, the working body shall have seven members.

(5) If a working body is established for the area of several local self-government units or several municipalities of the City of Belgrade, the working body shall have as many members as there are local self-government units or city municipalities, who will be appointed at the proposal of the head of administration of each of the included local self-government units.

(6) The head of administration shall be a member of the working body.

(7) If a working body is established for the area of several local self-government units or several municipalities of the City of Belgrade, the heads of administration of these local self-government units or of city municipalities shall be members of the working body.

(8) If the head of administration is prevented from performing the duties of a member of the working body, then his deputy shall become a member of the working body. If also the deputy of the head of administration is prevented from performing the duties of a working body member, the head of administration shall nominate a person employed in the municipal/city administration adequate to perform the duties of a member of the working body to serve as member of the working body.

(9) The head of administration shall provide working conditions for the work of the working body and shall coordinate its work.

(10) The work of the working body established for the area of several local self-government units, i.e. several city municipalities of the City of Belgrade,

shall be coordinated by the head of administration of the local self-government unit, i.e. city municipality that has the largest number of voters registered in the special electoral registers of national minorities.

Article 6

The Commission shall by means of a special decision determine the number, composition and scope of work of the working bodies, at the latest 30 days before the election date.

Article 7

(1) The proposals for the appointment of members of working bodies shall be submitted by the heads of administration to the Commission within five days from the date of adoption of the decision referred to in Article 6 herein.

(2) The proposal for the appointment shall contain the following: name and surname, profession, residence and address, mobile phone number for contact purposes and electronic mail address.

(3) The coordinator is authorized to propose an amendment to the proposal of the head of administration for the appointment of a working body member, whereby he shall provide a justification for such an amendment.

(4) If the head of administration fails to nominate timely a member for the working body, the Commission shall appoint a person adequate for this duty to serve as member of the working body.

(5) The Commission shall establish working bodies at the latest 20 days before the election date.

Composition of a polling board

Article 8

(1) A polling board consists of a president, four members and their deputies, appointed at the proposal of the head of administration.

(2) The president of the polling board and the deputy president of the polling board are appointed from the pool of persons employed in the public sector (government authorities, authorities of the territorial autonomy and local self-government authorities, public institutions, public enterprises).

(3) When nominating the president, deputy president, members and deputy members of polling boards, advantage shall be given to persons registered in special electoral registers of national minorities.

(4) When nominating the president of a polling board, advantage shall be given to persons with completed higher education and with experience in the conduct of elections.

(5) When nominating persons for a polling board, heads of administration shall ensure an equal representation of genders.

(6) The Commission shall publish the gender structure of the polling boards, in total and in subtotal per local self-government units, on its web page.

Article 9

(1) The presidents, deputy presidents, members and deputy members of polling boards are appointed by the Commission.

(2) The decision on the establishment of polling boards and on the appointment of the president and members of polling boards and their deputies shall be adopted by the Commission at the latest ten days before the election date.

(3) The working body shall, at the latest two days before the election date, organize training for the conduct of the voting in polling stations and for the application of rules of procedure of polling boards for the polling boards. If at a polling station elections for members of several national councils are held at the same time, the working body shall pay special attention to that circumstance during the training. The working body shall submit a report in writing about the implemented training to the Commission, which must contain data on the time and place of training, names of the present members of the polling boards, a summary about the course of the training and any issues discussed in particular or any issues assessed to be disputable.

Article 10

(1) The proposal for the appointment of the president, deputy president, members and deputy members of polling boards is submitted by the heads of administration to the Commission at the latest 15 days before the election date.

(2) The proposal for the appointment shall contain the following data about the nominated persons: name and surname, name of one parent, unique master citizen number (hereinafter referred to as: personal number), residence and address and telephone number.

(3) The coordinator is authorized to propose an amendment to the proposal of the head of administration for the appointment of members of the polling board, whereby he must provide a justification for such a proposal.

(4) If the head of administration fails to propose timely a person for the polling board, the Commission shall appoint a person to serve in the polling board who is adequate to perform the required duties in the polling board.

Legal limitations

Article 11

(1) One person can be a member of only one polling board.

(2) When proposing the appointment and change of members of polling boards, the head of administration shall abide by the legal limitations regarding the membership in polling boards.

Change of a polling board member

Article 12

A member of a polling board can be changed by the Commission at the proposal of the head of administration, at the latest five days before the election date.

III. SUBMISSION OF ELECTORAL LISTS

Who can submit an electoral list

Article 13

(1) An electoral list of candidates for members of a national council (hereinafter referred to as: electoral list) can be submitted by: a group of voters registered in a special electoral register, an association whose objectives are realised in the domain of protection of rights of national minorities and a registered political party of a national minority (hereinafter referred to as: nominator of an electoral list).

(2) A group of voters shall consist of at least three voters registered in a special electoral register of a national minority whose national council is to be elected.

(3) A group of voters is established by a written agreement verified pursuant to the law governing the verification of signatures. The agreement on the establishment of a group of voters shall contain in particular the goals of the establishment of such a group of voters, information about the persons who established the group (name and surname, personal number, place of residence and address, stated in accordance with the information contained in the identity card) and the person appointed to represent the group of voters. The agreement shall also state the following: name of the group of voters, if defined, for the election of which national council the group of voters is established, and the name of the electoral list submitted (containing the holder of the electoral list, if defined).

(4) the agreement on the establishment of a group of voters is executed in Serbian, in Cyrillic script, but can be executed also in the language and script of the national minority, whereby in such a case every article of that agreement would contain first the text in Serbian and in the Cyrillic script and below the same text in the language and script of the national minority.

(5) The electoral list on behalf of the group of voters is submitted by the person appointed to represent the group of voters or by the person authorized to do so, in the form defined by the Commission.

(6) The electoral list on behalf of an association is submitted by the representative of the association as registered in the Register of Associations, or by the person authorised by the association's representative, in the form stipulated by the Commission.

(7) The electoral list on behalf of a political party of a national minority is submitted by the representative of the political party registered in the Register of Political Parties or by the person authorised by the party's representative, in the form stipulated by the Commission.

(8) The person authorised to submit the electoral list is authorised to perform all other actions in the elections on behalf of the nominator of the electoral list, except when the nominator the electoral list determines otherwise.

Deadline for the submission of the electoral list

Article 14

Electoral lists are submitted to the Commission in the building of the National Assembly in Belgrade, street Kralja Milana 14, at the latest 15 days before the election date.

Contents of the electoral list

Article 15

(1) The electoral list is submitted in the form stipulated by the Commission, in writing and in electronic form (CD or DVD).

(2) The contents of the electoral list in writing and of the electoral list in electronic form must be identical.

(3) The electoral list shall contain:

1) The name of the nominator of the electoral list;

2) The name of the electoral list, which may contain also the name and surname of a person (holder of the electoral list);

3) data about all candidates for national council members (ordinal number on the electoral list, name and surname, personal number, profession, residence and address of the candidate);

4) name and surname and signature of the person submitting the electoral list.

(4) The number of candidates in the electoral list must be at least one third of the required number of members and not more than the required number of members of the national council which is to be elected.

(5) Only persons registered in a special electoral register of the national minority whose national council is to be elected can be candidates.

(6) The name and surname of the candidate in the electoral list must be written according to the Serbian spelling and in Cyrillic script, but can also be written according to the spelling and script of the national minority, whereby the order is determined by the nominator.

(7) In the electoral list, among every three candidates, following the order in the electoral list (the first three places, the second three places and so on till the end of the list), at least one candidate must be of the gender which is less represented in the electoral list.

(8) If the electoral list does not fulfil the conditions concerning the content referred to in this Article, it shall be deemed to be short of the content required to be announced.

Name of the nominator of an electoral list

Article 16

(1) If the electoral list is submitted by a group of voters, the name of the nominator must contain the designation „group of voters” at the beginning of the name of the list. If the group of voters has a name, it shall add in the electoral list, after the designation „group of voters”, its name referred to in the agreement on the establishment of a group of voters as the name of the nominator. The name of the group of voters must not contain the words „party” or „association“ in any grammatical case or the name of a registered political party or registered association.

(2) If the electoral list is submitted by an association, it shall state in the electoral list its name as the nominator of the electoral list in accordance with the name from the act on the registration of the association.

(3) If the electoral list is submitted by a political party of a national minority, it shall state in the electoral list its name as the nominator of the electoral list in accordance with the name stated in the act on the registration of the political party.

Name of the electoral list

Article 17

(1) The electoral list shall bear the name determined by the nominator of the electoral list.

(2) Name of the electoral list can include the name and surname of one person (holder of the electoral list), with his written consent, given in the form stipulated by the Commission.

(3) Name of the electoral list must not contain names of historical or imaginary persons.

(4) If the electoral list is suggested by a group of voters, the name of the electoral list shall contain the name determined in the agreement on the establishment of the group of voters. The name of the electoral list of the group of voters must not contain the words „association“ and „party“ in any grammatical case or the name of a registered association or registered political party.

(5) If the electoral list is proposed by an association, the name of the electoral list may contain the name of the association, which must be written as in the act on the registration of that association.

(6) If the electoral list is proposed by a political party of a national minority, the name of the electoral list must contain the name of the political party from the act on its registration.

(7) The name of the electoral list suggested by a group of voters or by an association cannot refer to a name of a church and religious community.

(8) The name of the electoral list is written in Serbian and in Cyrillic script, but may also be written in the language and script of the national minority.

Documentation enclosed with the electoral list

Article 18

(1) The following documentation shall be enclosed with the electoral list:

1) Statement from every candidate that he/she accepts the candidacy for the member of the national council, verified pursuant to the law governing the verification of signatures, in the format stipulated by the Commission;

2) Consent of the holder of the electoral list (if defined) to be the holder of the electoral list, in the format stipulated by the Commission;

3) Authorisation of the person authorised by the nominator to submit the electoral list, in the format stipulated by the Commission, if the electoral list is submitted by an association or a political party of the national minority;

4) Statements of voters supporting the electoral list, verified pursuant to the law governing the verification of signatures. Statements of voters must be sorted in alphabetical order of their surnames of public notaries verifying the signatures. Statements of voters who are on the territory of cities/municipalities

where public notaries were not appointed in basic courts, court units and reception offices of basic courts shall be sorted in the alphabetical order of cities/municipalities on which territory they are verified;

5) List of voters that support the electoral list, arranged according to the alphabetical order of voters' surnames, produced in hardcopy and in electronic form (CD or DVD), whereby the list must be identical in both forms, and signed by the person submitting the electoral list, in the format stipulated by the Commission. The list in electronic form must be produced in the excel programme in a table as published on the webpage of the Commission www.rik.parlament.gov.rs;

6) Verified agreement on the establishment of a group of voters, if the electoral list is suggested by a group of voters;

7) Verified copy of the association's statute, if the electoral list is proposed by an association.

(2) The electoral list must be supported with the signatures of at least 1%, however not less than 50 voters registered in a special electoral register of the national minority whose national council is to be elected.

(3) The decision of the ministry in charge of keeping the special electoral register on the temporary completion of the special electoral register shall be decisive when determining the minimum number of voters' signatures necessary to support the electoral list.

(4) A voter can, with his signature, support the electoral list of only one nominator.

(5) The formats for the submission of the electoral list are stipulated by the Commission in a special act and published within five days from the date of adoption of the decision on the holding of elections.

Deficiencies in the electoral list

Article 19

(1) Where the Commission determines that the electoral list has not been timely submitted, it shall adopt a decision to reject the electoral list.

(2) Where the Commission determines that the electoral list contains deficiencies due to which the electoral list cannot be announced, it shall pass a conclusion within 24 hours after receiving the electoral list by means of which it shall order the nominator to correct those deficiencies at the latest within 48 hours from the date of delivery of the conclusion. The conclusion shall contain an indication as to the manner in which the nominator of the electoral list should correct the deficiencies.

(3) Where the Commission determines that the electoral list contains deficiencies and/or that the deficiencies have not been corrected or have not been corrected within the stipulated deadline, it shall adopt a decision in the following 48 hours based on which the announcement the electoral list is rejected.

Announcement of the electoral list

Article 20

(1) The Commission shall announce the electoral list of the nominator immediately after receiving the electoral list and accompanying documentation, however at the latest within 24 hours after receiving the electoral list.

(2) The decision on the announcement of the electoral list referred to in paragraph 1 above shall be delivered by the Commission to the nominator without any delay.

(3) The nominator of the announced electoral list can withdraw the announced electoral list at the latest by the date of establishment of the collective electoral list.

Article 21

(1) In case that no electoral list is submitted for the election of members of a certain national council and/or that no submitted electoral list is announced, the Commission shall adopt a decision on the suspension of the procedure of election of members for that national council.

(2) When the decision on the suspension of the procedure of election of members of the national council becomes enforceable, the Commission shall inform the ministry in charge of human and minority rights thereof.

IV. COLLECTIVE ELECTORAL LIST

Article 22

(1) A collective electoral list for the election of every national council separately shall contain all electoral lists with the personal names of all candidates and information about the year of birth, profession and residence.

(2) The order of electoral lists in the collective electoral list is determined according to the order in which they were announced.

(3) The Commission shall establish collective electoral lists of candidates for members of each national council separately and shall publish them in the "Official Gazette of the Republic of Serbia", at the latest 10 days before the election date.

Article 23

(1) The Commission shall not establish a collective electoral list if the number of candidates of announced electoral lists is less than the number of members of the national council to be elected.

(2) In the case referred to in paragraph 1 above, the Commission shall adopt a decision on the suspension of the procedure of election of members of that national council.

(3) When the decision on the suspension of the procedure of election of members of the national council becomes enforceable, the Commission shall inform the ministry in charge of human and minority rights thereof.

V. POLLING STATIONS

Competence to determine polling stations

Article 24

(1) The Commission shall determine and announce in the "Official Gazette of the Republic of Serbia" polling stations in which the voting will take place during the election, at the latest 20 days before the election date.

(2) The Commission shall determine polling stations in cooperation with municipal/city administrations, i.e. municipal administrations of the city municipalities of the City of Belgrade (hereinafter referred to as municipal/city administrations).

(3) Polling places in institutions where sentences are served are determined in accordance with the data received from the ministry competent for judicial affairs about the number of voters who will be held in detention or serving a sentence on the election date and which are submitted to the Commission at the latest 25 days before the election date.

(4) The Commission shall, in cooperation with the ministry in charge of defence and with municipal/city administrations, determine in which already determined polling stations voters can vote who are serving military service or are undergoing a military drill or training in units or institutions of the Serbian Armed Forces on the date of election.

Method for the determination of polling stations

Article 25

(1) A polling station is established for the voting of at least 100 and of not more than 2,500 voters.

(2) By way of exception, a polling station can be established also for less than 100 voters, if it would be significantly difficult for such voters to vote at another polling station due to a considerable spatial distance or unfavourable geographic position.

(3) A polling station can cover the area of one or several local self-government units, a part of an inhabited settlement, one inhabited settlement or several inhabited settlements.

(4) For every polling station the following shall be determined: number of the polling station, name of the polling station, address of the polling station and area from which voters vote in that polling station.

(5) A polling station shall be situated as a rule in a publicly owned space and only in extraordinary cases in a privately owned space.

(6) A proposal of the municipal/city administration that a polling station could be in a privately owned facility must be explained.

(7) A polling station cannot be located in a facility owned by a political party or used by a political party or in a facility owned by a candidate for the membership in a national council or by a member of his family.

(8) When establishing a polling station, special attention must be paid to secure access to persons with disabilities.

(9) For a polling station, where possible, shall be determined the premises on the ground floor/parterre of a facility in which the polling station is located.

(10) All facilities in which there are premises on which polling stations are located, irrespective of whether they are privately or publically owned, during the course of voting shall be considered as facilities of public use, in terms of the Law on Movement Using Guide-Dogs ("Official Gazette of RS", number 29/15).

Arrangement of polling stations

Article 26

(1) The working body shall, in cooperation with the municipal/city administration, timely ensure that the space determined to serve as a polling station is prepared and opened for voting purposes.

(2) The voting room must be arranged in a manner that enables secret voting, in line with the rules on the work of polling boards.

(3) The number and name of the polling station, the national flag of the Republic of Serbia, collective electoral lists of candidates for members of national councils and the excerpt from the decision on the determination of polling stations must be designated at the polling station in a visible manner.

(4) At the polling station and within 50 meters from the polling station it is forbidden to put up symbols of nominators of electoral lists and other electoral campaign material.

(5) The polling board shall provide to persons who monitor, i.e. follow the work of the polling board (representatives of nominators of announced electoral lists and observers) an adequate place from which they can follow the course of the voting and the determination of voting results.

VI. SPECIAL ELECTORAL REGISTERS

Registration and changes to special electoral registers

Article 27

(1) The municipal/city administration competent for updating a part of a special electoral register of a specific national minority shall register voters who are not registered in a special electoral register and shall change data in a special electoral register until its completion, but at the latest until 15 days before the election date.

(2) After the completion of special electoral registers of national minorities (hereinafter: electoral register) until 72 hours before the election date, the registration of voters who are not registered in an electoral register and changes to the electoral register shall be performed by the ministry in charge of keeping the electoral register.

Completion of the electoral register and announcement of the total number of voters

Article 28

(1) The ministry competent for keeping the electoral register shall adopt a decision announcing the completion of the electoral register 15 days before the election date and in such a decision it shall determine the total number of voters for each national minority, as well as the number of voters per polling

station, including the total number per each polling station and the distribution of voters per national minority.

(2) The total number of voters does not include the number of voters who are registered in special excerpts from the electoral register for voters who will be serving their military service or will be undergoing a military drill or training in the units or institutions of the Serbian Armed Forces on the election date and also not the number of voters who will be in detention or serving a sentence on the date of election.

(3) The ministry in charge of keeping the electoral register shall publish the decision on the completion of the electoral register in the "Official Gazette of the Republic of Serbia" within 24 hours from the date of its adoption and shall deliver the decision to the Commission.

Submission of excerpts from the electoral register

Article 29

The ministry in charge of keeping the electoral register shall produce verified excerpts from the electoral register and special excerpts from the electoral register for every polling station and every national minority and submit them to the Commission within 48 hours from the completion of the electoral register.

Submission of decisions on subsequent changes to the electoral register

Article 30

(1) The ministry in charge of keeping the electoral register shall submit to the Commission all decisions based on which changes to the electoral register are effected and which were adopted by it after the completion of the electoral register until 72 before the election date.

(2) In case that a decision changing some data in the electoral register involves a change of the polling station in which a voter is to vote, such a decision shall also contain the designation of the polling station from which the voter is erased and the designation of the polling station in which the voter is enrolled.

Registration of data from decisions on subsequent changes in the electoral register

Article 31

(1) The Commission shall, based on the decision of the ministry in charge of keeping the electoral register referred to in Article 30 of this Instruction, enter changes in excerpts from the electoral register and special excerpts from the electoral register, taking into account only those decisions received by it at the latest 48 hours before the election date.

(2) The entry of changes into an excerpt from the electoral register and into a special excerpt from the electoral register is done in accordance with the information from the decision based on which changes to the electoral register are effected, starting with the ordinal number 1, at the end of the excerpt from the electoral register, on a special page, under the title: „Subsequent changes”.

Establishment and announcement of the final number of voters

Article 32

The Commission shall, immediately after entering the changes referred to in Article 30 herein, establish and announce in the "Official Gazette of the Republic of Serbia" the final number of voters for each national minority, as well as the number of voters per polling station, whereby it will announce both the total number per polling station, as well as the distribution per national minority.

VII. NOTIFICATION ABOUT THE DATE AND TIME OF ELECTIONS

Article 33

(1) The delivery of notifications to voters containing the date and time on which the elections will be held, including the number and address of the polling station at which the voter is to vote and the number under which the voter is registered in the excerpt from the electoral register, shall be performed by the municipal/city administration.

(2) The notification referred to in paragraph 1 herein is delivered at the latest five days before the election date.

VIII. SUBMISSION OF ELECTORAL MATERIAL TO POLLING BOARDS BEFORE THE VOTING

Provision of electoral material

Article 34

(1) The electoral material for the conduct of elections is provided by the Commission.

(2) Municipal/city administrations shall provide timely the following for each polling board:

- 1) Ballot box;
- 2) Screens to ensure voting secrecy;
- 3) Two sprays serving to mark fingers of voters;
- 4) Two UV lamps;
- 5) Bag for the disposal of electoral material, safety seals for sealing the bags and bag labels;
- 6) Writing implements;
- 7) Sealing equipment for the sealing of ballot boxes and other electoral material (seal and sealing wax);
- 8) Envelopes for the placement of ballot papers and certificates about the right to vote outside of a polling station;
- 9) Other material (scissors, sellotape, batteries, rulers, etc.).

(3) Municipal/city administrations and administrations of the city municipalities of the City of Belgrade shall provide in due time the space for the safekeeping of electoral material and shall see to it that the space established as a polling station is arranged in the manner stipulated by law, rules on polling boards and this Instruction and that it is opened for voting.

Article 35

(1) The Commission shall provide the following electoral material for every polling board:

1) Collective electoral lists with candidates for members of each national council that is to be elected at the polling station;

2) Decision on the determination of the polling station (excerpt);

3) Decision on the establishment of the polling board;

4) Excerpts from the electoral register for the voting at the polling station for each national council that is to be elected at that polling station, including also special excerpts for the voting of voters under detention or serving a prison sentence;

5) Special excerpts from the electoral register for voters serving the military service or undergoing a military drill or training in units or institutions of the Serbian Armed Forces;

6) Necessary number of ballot papers corresponding to the number of voters registered in the excerpts referred to in item 4 and 5 of this Article;

7) Check list to check the regularity of the ballot box;

8) Form of the certificate about the right to vote outside of a polling station;

9) Forms of minutes of the polling board conducting the voting and determining the results of the voting at the election of members of each national council at the polling station (hereinafter referred to as Minutes of the Polling Board), in six copies;

10) Form of the records on the presence of members and deputy members of the polling board at the polling station;

11) Lists of representatives of nominators of electoral lists monitoring the work of polling boards;

12) Authorisations of observers to monitor the work of polling boards;

13) Rules of procedure of polling boards;

14) National flag of the Republic of Serbia.

15) Identification card for members of polling boards.

(2) Material referred to in paragraph 1, items 8), 11) and 12) of this Article, shall be submitted by the working body to the municipal/city administration, which makes the necessary number of copies.

Submission of electoral material via the working body

Article 36

(1) The Coordinator shall take over the printed electoral material from the Public Enterprise "Official Gazette" ("Službeni glasnik") at the latest 72 hours before the election date.

(2) The Coordinator shall hand over the electoral material referred to in Article 35 of this Instruction to the working body in the seat of the administrative district, and in the City of Belgrade in the printing house of the Public Enterprise "Službeni glasnik".

(3) The handover referred to in paragraph 2 above is done at the latest 72 hours before the date of election. A protocol is prepared about the

performed handover of the electoral material in the form stipulated by the Commission.

(4) The working body shall submit the received material, together with the material referred to in Article 34 of this Instruction, provided by the municipal/city administration or administration of a Belgrade municipality, to polling boards in the headquarters of the municipality/city, at the latest 48 hours before the election date. Minutes on performed handover of electoral material shall be kept on a form stipulated by the Commission, out of which one copy municipal/city administration shall keep for minimum four years.

(5) After the handover of the electoral material to polling boards, electoral material shall be disposed in a bag for disposal of electoral material, which, in the presence of the members of the working body and polling board, is sealed with safety seals, which serial number is entered in the minutes on handover referred to in paragraph 4 of this Article. The bag containing the electoral material must not be opened before the polling board is gathered on the polling station on the day of voting.

IX. SUBMISSION OF ELECTORAL MATERIAL TO THE COMMISSION AFTER THE VOTING

Submission of electoral material via the working body

Article 37

(1) Once it determines the voting results at the polling station, the polling board shall without delay submit the following electoral material to the working body in the building of the municipality/city:

1) First copies of Minutes of the Polling Board conducting the voting and determining the voting results at the elections for members of each national council elected in the polling station,

2) Excerpts from the electoral register and special excerpts from the electoral register according to which the voting was conducted at the polling station at the elections for members of each national council,

3) Sealed envelope containing the check list serving to check the regularity of the ballot box,

4) Sealed envelopes containing the unused ballot papers from the election of members of each national council that was elected at the polling station separately,

5) Sealed envelopes containing invalid ballot papers from the election of members of each national council elected at the polling station separately,

6) Sealed envelopes containing valid ballot papers at the elections for members of each national council that was elected at the polling station separately,

7) Sealed envelopes containing signed certificates for the right to vote outside of a polling station at the election for members of each national council separately.

8) Safety seal used for sealing the bag containing the electoral material in the course of handover of the electoral material between the working body and polling board before the voting.

(2) Minutes are prepared on the handover referred to in paragraph 1 of this Article on the forms stipulated by the Commission. One copy of the minutes shall be kept by the municipal/city administration for minimum four years, while one copy must be provided to the Coordinator by the working body.

(3) After the handover of the material referred to in paragraph 1 of this Article, material referred to in paragraph 1, items 3)-6) and item 8) of this Article shall be put in a bag for disposal of electoral material which, in the presence of the members of the working body and members of the polling board who performed the handover of the material, is sealed with a safety seal, which serial number is entered in the minutes on the handover referred to in paragraph 2 of this Article. The bag must be labelled with a sticker containing the name of the city/municipality and the ordeal number of the polling station. The sealed bag can be opened only based on the decision of the Commission, except from the case referred to in Article 39, paragraph 5 of this Instruction.

(4) Minutes on the work of the polling board, excerpt from the electoral list, a special excerpt from the electoral list and the envelope containing the certificates about the right to vote outside of a polling station shall not be put into a bag with other electoral material, but the working body shall pack them separately from the other electoral material, and so separated submit them to the Coordinator.

Article 38

(1) In the course of handover of the electoral material to the working body after the voting, the polling board shall submit the filled in record form about the presence in the polling station of the members and deputy members of the polling board.

(2) Record referred to in paragraph 1 of this Article shall be made in two copies, out of which one shall remain at the municipal/city administration, and the other shall be submitted to the working body.

Article 39

(1) After taking over the electoral material from all polling boards, the working body shall hand this material over to the Coordinator immediately in the seat of the administrative district

(2) The working bodies for the City of Belgrade shall submit the electoral material taken over from all polling boards to the Coordinator in the building of the National Assembly in Belgrade, street Kralja Milana 14.

(3) Together with the electoral material taken over from a polling board, the working body shall also provide the Coordinator with one copy of the minutes about the handover of the electoral material after the voting between the polling board and working body, as well as one copy of the record on the presence of the polling board members on the polling station.

(4) Minutes shall be made on the handover referred to in paragraphs 1 and 2 of this Article, on the form stipulated by the Commission.

(5) Coordinator is authorised to inspect the contents of the sealed bag containing the electoral material received from the working body, in the presence of the working body.

(6) After the inspection referred to in paragraph 5 of this Article, the Coordinator, in the presence of the working body, shall seal the bag containing the electoral material with a new safety seal, which serial number is entered into the minutes on the handover referred to in paragraph 4 of this Article. The sealed bag may be reopened only based on the decision of the Commission.

Article 40

In the course of handover of the electoral material between the working body and the polling board, before and after the voting, representatives of the nominator of electoral lists can be present. The presence during the handover of the electoral material shall be ensured only to those persons providing the authorisation by the nominators of electoral lists for participating in the handover. The authorisation must contain name and surname of the person authorised, and the number of his/her ID.

X. STANDARDS FOR THE ELECTORAL MATERIAL

Ballot papers

Article 41

(1) The number of ballot papers that are printed must be equal to the number of voters registered in the electoral register for each national minority whose national council is elected.

(2) The Commission shall adopt a decision published in the "Official Gazette of the Republic of Serbia" in which it shall determine the number of ballot papers to be printed, as well as the number of spare ballot papers.

(3) The number of spare ballot papers for each national council that is to be elected cannot amount to more than 0.5% of the total number of voters of each national minority but in any case it may not be less than 10, provided that the number can be even higher, in line with the final number of voters identified by the Commission.

(4) The Commission shall stipulate the text, form and appearance of the ballot papers.

Use of languages and scripts

Article 42

(1) The text of the forms for the submission of the electoral list, the text of the collective electoral list, the text of the ballot paper, the text of the form of the minutes of the polling board and the text of the certificate confirming the election of a member of the national council of a national minority are printed in Serbian in the Cyrillic script.

(2) If the language and script of the national minority whose national council is elected are in official use in at least one local self-government unit, the texts of materials referred to in paragraph 1 above are printed in two languages, i.e. also in the language and script of the national minority, by printing the text in the language and script of the national minority below the text written in Serbian and in Cyrillic script, in the same form and with the same letter size.

Preparation for the printing of ballot papers

Article 43

(1) Once the decision on the text and appearance of ballot papers has been adopted, the Commission shall prepare an exemplar of the ballot paper that must be verified by the president of the Commission with his signature and the seal of the Commission.

(2) Based on the verified exemplar of the ballot paper, the printing house shall prepare printing plates.

(3) The printing process begins by placing the plates in the printing machines, in the presence of a representative of the Commission.

(4) After putting the printing machines into operation, the first copies of ballot papers shall be destroyed on site until a ballot paper is printed that satisfies the optimum graphic standards.

(5) The first printed ballot paper fulfilling the optimum graphic standards is compared by the President of the Commission with the verified exemplar of the ballot paper.

(6) Once he ascertains that the printed copy of the ballot paper is congruent with the verified exemplar, the president of the Commission shall approve with his signature the printing of ballot papers in the determined number of copies.

(7) Immediately after finishing the print, the commission consisting of representatives of the Commission, nominators of electoral lists and the printing house shall destroy the computer-based preparation of printing plates as well as the actual printing plates.

(8) Minutes shall be kept about the destruction of the computer preparation and printing plates and the destroyed plates are handed over to the Commission.

Supervision of the printing process

Article 44

(1) The printing of ballot papers is supervised by the Commission.

(2) The Commission shall provide for a public character of the ballot paper printing.

(3) Representatives of nominators of electoral lists have the right to attend the printing, counting and packing of ballot papers and to be present at the delivery of ballot papers to the Commission, working bodies, i.e. polling boards.

(4) The Commission shall notify the nominators of electoral lists timely that their representatives have the right to attend the printing, counting, packing and delivery of ballot papers, as well as about the place and time of start of such actions.

(5) Authorised person of the nominator of electoral lists shall provide the Commission, in writing, a notification about persons to be present during the printing, counting and packing of ballot papers, which contains names and surnames, ID number and mobile phone number of each person.

(6) Representatives of nominators of electoral lists participating in the handover of ballot papers to the Commission and takeover of ballot papers to working bodies, i.e. polling boards, must have the authorisation for participation in

the mentioned activities, containing name and surname of a representatives, ID number and mobile phone number.

(7) Public Enterprise "Službeni Glasnik" shall be obliged to keep a record of attendance of the representatives of nominators of electoral lists at the printing, counting, and packing of ballot papers.

Ballot box

Article 45

For the voting at the elections a ballot box is used which is constructed in accordance with the Instruction on the Form and Dimensions of Ballot Boxes ("Official Gazette of RS", no 42/00).

Spray to mark the voter's finger

Article 46

Marking the voter's finger as a sign that the voter has voted is done with a spray made of a special insoluble UV ink, visible under the special lamp of a UV lamp.

XI. STATISTICAL DATA PROCESSING

Article 47

(1) The statistical data processing during the conduct of elections is done by the state organisation in charge of statistical affairs, based on the minutes of polling boards, delivered to it by the Commission.

(2) The state organisation in charge of statistical affairs shall appoint a person who will, once the voting is completed, attend the handover of the electoral material between the polling boards and working bodies and perform the logic-based calculation control of the data contained in the minutes of polling boards, as well as prepare data about preliminary results of the elections.

(3) Nominators of electoral lists shall have the right to attend the statistical data processing about the results of the elections.

(4) Authorised person of the nominator of electoral lists shall provide the Commission, in writing, a notification about persons to be present during the statistical data processing about the results of the elections, with the data about the persons to be present during the processing, as follows: name and surname, residence and address, and ID number.

Article 48

If the minutes about polling boards contain logic-based calculation errors which are the consequence of an obvious mistake in filling in the minutes, which do not affect the identification of the results of the elections, the Coordinator is authorised to make and initial the corrections of those mistakes, in cooperation with the representatives of the state organisation in charge of statistical affairs, if in the minutes about polling boards:

1) the total number of registered voters is not entered, or the entered number is different from the final number of voters established by the decision of the Committee about the establishment of the final number of voters;

2) the number of valid ballot papers is not entered, and the total number of invalid ballot papers and the number of votes independently received by each polling station is equal to the number of ballot papers found in the ballot box;

3) number of invalid ballot papers is not entered, and the total number of votes received by each electoral list is equal to or smaller than the number of ballot papers found in the ballot box;

4) number of received ballot papers is not equal to the sum of unused ballot papers and the number of voters who have voted, and all other results of the voting are congruent with the logic-based calculation.

Article 49

(1) Report on the total results of the elections for each national council shall be defined and published by the Committee in the "Official Gazette of the Republic of Serbia" within 96 hours from the end of the voting.

(2) From the end of the voting until the publication of the results of the elections, the Commission shall publish temporary data about the results of the elections.

(3) Commission shall publish the results of the elections for each national council per polling stations on its web page.

XII. MONITORING AND FOLLOWING THE WORK OF AUTHORITIES AND BODIES CONDUCTING THE ELECTION

Representatives of nominators of announced electoral lists

Article 50

(1) The work of authorities for the conduct of elections can be monitored by representatives of nominators of announced electoral lists.

(2) For the monitoring of the Commission's work the nominator of the announced electoral list can authorize up to two of its own representatives, whereby the session of the Commission can be attended by only one representative of the nominator of the announced electoral list.

(3) For the monitoring of the work of the polling board conducting the voting and while determining the results of the voting, the nominator of the announced electoral list can authorise up to two of its representatives.

(4) One representative of the nominator of the announced electoral list can be authorised to monitor the work of several polling boards, whereby for the monitoring of the work of one polling board only two persons can be appointed.

(5) For the monitoring of the work of authorities for the conduct of elections the nominator of the electoral list can authorize a citizen of the Republic of Serbia of full age.

(6) For the monitoring of the work of authorities for the conduct of elections the nominator of the electoral list cannot authorise a candidate for membership in the national council or a member of authorities and bodies engaged in the conduct of elections.

(7) Representatives of the nominator of the announced electoral list can supervise the work only of those polling boards holding the elections of

members of the national council in which the nominator of the electoral list is participating.

(8) The nominator of the announced electoral list shall inform the Commission about its representatives authorised to monitor the work of the Commission at the latest five days before the election date.

(9) The nominator of the announced electoral list shall inform the Commission about its representatives authorised to monitor the work of polling boards per local self-government unit and polling station at the latest ten days before the election date, in the form stipulated by the Commission.

(10) Representatives of the nominators of electoral lists authorised to monitor the work of authorities to conduct the elections shall be issued relevant accreditations by the Commission which contain necessary data stated in the notification of the Commission about the representatives of the nominator of electoral lists.

(11) Timely submitted notifications referred to in paragraph 9 herein shall be submitted by the Commission to polling boards via working bodies.

(12) The polling board shall allow undisturbed monitoring of its work in all its phases, starting from the preparation for the opening of the polling stations to the establishment of the voting results to the person who is on the list of authorised representatives of the nominator of an electoral list, which was submitted to the polling board by the Commission, and who comes to the polling station with a valid accreditations issued by the Commission.

(13) The costs of monitoring of the work of the authority conducting the election will be borne by nominators of announced electoral lists whose representatives are monitoring the work of authorities conducting the elections.

National observers

Article 51

(1) Interested registered associations whose goals are realised in the domain of elections and protection of human and minority rights and who wish to follow the work of authorities conducting elections, shall submit an application to the Commission at the latest five days before the election date, in the form stipulated by the Commission.

(2) Along with the application an extract from the Register of Associations and a list of persons applying as observers of the work of authorities conducting elections (national observers) shall be submitted in the form stipulated by the Commission.

(3) Associations can submit applications for observers for citizens of the Republic of Serbia of full age.

(4) Associations cannot submit applications for observers for persons who are candidates for membership in a national council or for members of authorities or bodies engaged in the conduct of elections.

(5) For the monitoring of the work of the Commission the association can submit an application for a maximum of two observers.

(6) For the monitoring of the work of single polling boards the association can submit an application for a maximum of one observer.

(7) The fulfilment of conditions for the monitoring of the work of authorities conducting the elections is checked and ascertained by the Chairman at the session of the Commission, based on the report submitted by the Secretary of the Commission.

Foreign observers

Article 52

(1) Interested international and foreign organizations and associations who wish to follow the work of authorities conducting the elections shall submit an application to the Commission at the latest ten days before the election date, in the form stipulated by the Commission. Along with the application the applicant must also enclose the list of persons applying to be observers of the work of authorities conducting the elections (foreign observers), as well as interpreters who will accompany the applied observers, in the form stipulated by the Commission.

(2) The application and list referred to in paragraph 1 herein will be submitted by the Commission to the Ministry in charge of foreign affairs without delay, in order to obtain an opinion, and the Ministry shall deliver an opinion on the application to the Commission within three days from the date on which the application was received.

(3) In case of a positive opinion of the ministry in charge of foreign affairs, the Chairman shall, at a session of the Commission, based on the report of the Secretary of the Commission, confirm that the international or foreign organization or association has been given approval to monitor the work of the authority conducting the election.

Article 53

(1) Interested representatives of foreign countries who wish to follow the work of polling boards shall submit an application to the Commission via the ministry in charge of foreign affairs, at the latest within ten days before the election date, in the form stipulated by the Commission. Along with the application also a list of persons must be enclosed who apply to be observers of the work of polling boards conducting the elections (foreign observers), as well as of interpreters who will accompany the applied observers, in the form stipulated by the Commission.

(2) The Ministry competent for foreign affairs shall forward the application and the list referred to in paragraph 1 above together with an opinion to the Commission within three days from the date on which it was received.

(3) In case of a positive opinion of the ministry in charge of foreign affairs, the Chairman shall, based on the report of the secretary of the Commission, confirm at the session of the Commission that the representatives of the foreign country have been given approval to monitor the work of polling boards conducting the elections.

Authorisation and accreditations of observers

Article 54

(1) When ascertained that the conditions for the monitoring of the work of the Commission and/or polling boards have been fulfilled, the

Commission shall issue to the applicant a corresponding authorisation for the monitoring of the work of authorities conducting the election, and to national and foreign observers and interpreters adequate accreditations in which the necessary data from the list enclosed with the application will be entered.

(2) The costs for the monitoring of the work of authorities for the conduct of elections are borne by applicants whose observers monitor the elections.

Position of the representatives of nominators of electoral lists and observers

Article 55

(1) Representatives of nominators of electoral lists monitoring the work of the authorities conducting the elections, observers, as well as interpreters accompanying them, shall wear their accreditations in a visible place.

(2) Authorities conducting the elections shall enable undisturbed monitoring of every electoral action to representatives of nominators of electoral lists, as well as to observers and interpreters accompanying them. The interpreter is not entitled to be in the polling station alone, without the observer he/she is accompanying.

(3) The Commission and polling boards shall note in their minutes the presence of representatives of nominators of electoral lists and observers.

(4) Representatives of nominators of electoral lists and observers shall act in accordance with the rules laying down the maintenance of order in polling stations.

(5) Representative of the nominator of the electoral list shall have the right to present their remarks regarding the work of a polling board during the conduct of elections and establishment of the results of the voting, which shall be entered into the minutes about the work of the polling board.

(6) The polling station can have the representative of the nominator of the electoral list or the observer removed from the polling station if they do not abide by the rules on the maintenance of order in the polling station, if in the polling station mobile phones or other means of communication are used, and in particular if they interfere in any way with the work of the polling board.

(7) The polling board shall inform, via the working body, the Commission without delay about the removal of the representative of the nominator of the electoral list or the observer and about the reasons for such an action.

(8) The Commission may withdraw the authorization and the accreditation from the observer if the observer fails to act in accordance with his/her authorisation.

XIII. RESOURCES FOR THE CONDUCT OF ELECTIONS

Article 56

(1) The resources for the conduct of elections are used for the following:

- procurement, printing and translation of the electoral material,
- fees for the work of members of the Commission,
- fees for the work of members of polling boards,
- fees for the work of members of working bodies,
- fees for the work of municipal/city administrations when performing tasks defined in this Instruction,
- fees for the work of employees of the National Assembly Service and other persons hired to perform professional and other tasks related to the conduct of elections for the Commission,
- fees for duty travels of the president and members of the Commission, as well as of employees of the National Assembly Service and other persons hired related to the conduct of elections, in accordance with the effective regulations,
- training for members of working bodies and polling boards,
- statistical processing of voting results,
- procurement of office and other consumables,
- transportation, postal, catering and other services.

(2) The persons authorised to dispose of the resources are the President of the Commission, the Secretary of the Commission and their deputies.

XIV. FINAL PROVISIONS

Article 57

The forms for the conduct of electoral actions shall be stipulated by the Commission within five days from the date of the decision on the holding of elections.

Article 58

This Instruction shall enter into force on the date of its publishing in the “Official Gazette of the Republic of Serbia”.