Pursuant to Article 8 of the Law on the Election of the President of the Republic (“Official Gazette of the RS” No. 111/07 и 104/09 - other law), and in compliance with Article 37, paragraph 3 of the Law on the Election of Members of Parliament ("Official Gazette of RS", No. 35/00, 57/03 -Constitutional Court Decision, 72/03 – other law, 18/04, 85/05 – other law, 101/05 – other law 104/09 – other law, 28/11 – Constitutional Court Decision 36/11),

 The Republic Electoral Commission, at the sitting held on 6 March 2017, adopted the

**POLLING BOARD**

**RULES**

**FOR CONDUCTING THE ELECTION OF THE PRESIDENT OF THE REPUBLIC,**

**CALLED FOR 2** **APRIL 2017**

**A – INTRODUCTORY PROVISIONS**

**Article 1**

 These Rules shall regulate the work of polling boards related to the conduct of the presidential election, called for 2 April 2017.

**Article 2**

 (1) The polling board shall conduct the voting directly at the polling station, ensure the regularity and secrecy of voting, establish the voting results at the polling stations and perform other duties laid down by the Law, Instructions for Conducting the Presidential Election called for 2 April 2017 (“Official Gazette of the RS”, number 16/17) and these Rules.

 (2) the Polling Board shall decide by a majority vote of the total number of its members.

 (3) Work of the polling board shall be public.

 (4) While the polling station is open and during the vote casting, all members of the polling board or their deputies shall be present at the polling station or take turns in doing so.

 (5) Polling board members and their deputies shall wear ID badges provided by the Republic Electoral Commission at all times and in a visible place.

 (6) Members of the polling boards designated to handle the spray bottle with invisible ink, who are to cast their vote at another polling station, shall be allowed to cast their vote at their polling station on presenting the decision on appointment for a member of the polling board.

**B – RECEIVING ELECTION MATERIAL**

**Article 3**

 (1) Working bodies and municipal/city administration bodies shall deliver the election material for conducting the election to the polling boards by 30 March 2017, at 12 am.

 (2) On the delivery on 30 March 2017, the polling board shall receive the following election material from the working body and municipal/city administration body:

 1) List of candidates for the election of the President of the Republic,

 2) Excerpt from the Decision on designating polling stations,

 3) Decision on establishing the polling board in the permanent composition,

 4) Decision on appointing the extended polling board members,

 5) Excerpt from the Electoral Roll in line with which the voters will vote at polling stations, or a special excerpt from the Electoral Roll in line with which the voters serving a sanction in a penitentiary institution will vote,

 6) Special excerpt from the Electoral Roll, if voters completing their national service or on temporary military duty or undergoing education in units or institutions of the Serbian Armed Forces vote at the polling station,

 7) The necessary number of ballot papers for voting in line with the excerpt from the Electoral Roll from, and/or the special excerpt from the Electoral Roll for the voters serving a sanction in a penitentiary institution,

 8) The necessary number of ballot papers for voters completing their national service or on temporary military duty or undergoing education in units or institutions of the Serbian Armed Forces if these voters also cast their votes at the polling station,

 9) Control sheet for checking the regularity of the ballot box,

 10) Form of the Record on the work of the polling board concerning the conduct of the voting and establishment of the voting results in the presidential election,

 11) Polling Board Rules for conducting presidential elections,

 12) National flag of the Republic of Serbia,

 13) Forms of Certificate of Suffrage for casting a vote out of the polling station,

 14) Form of records on the presence of permanent polling board members and deputy members at the polling station, in two copies,

 15) Form of records on the presence of extended polling board members and deputy members at the polling station, in two copies,

 16) Observers’ accreditation for monitoring the work of the polling boards, if any,

 17) ID badges for polling board members,

 18) the ballot box,

 19) the necessary number of screens for ensuring the secrecy of vote, depending on the number of voters that should cast their votes at the polling station,

 20) two sprays for marking a voter's finger,

 21) two UV lamps,

 22) batteries for UV lamps,

 23) stationery (pencils and markers),

 24) accessories for sealing the ballot boxes and other election material (seal and sealing wax),

 25) an envelope into which the poling board will put the control sheet for verifying the regularity of the ballot box, after the vote,

 26) an envelope into which the poling board will put unused ballot papers, after the vote,

 27) an envelope into which the poling board will put invalid ballot papers, after the vote,

 28) an envelope into which the poling board will put valid ballot papers, after the vote,

 29) an envelope in which the polling board will put signed certificates of suffrage for casting a vote out of the polling station,

 30) envelopes into which a voter casting his/her vote out of the polling station will put his/her ballot paper,

 31) envelopes into which a voter casting his/her vote out of the polling station will put the envelope containing his/her ballot paper, and a signed certificate of suffrage for casting a vote out of the polling station,

 32) scissors, duct tape, ruler, writing paper.

 (3) The material referred to in paragraph 2 of this Article shall be listed in the Record on delivery of the election material prior voting by a working body to a polling board, in the IPR-11/17 Form, which is signed by the working body and the polling board members who take over the election material.

**Article 4**

 (1) The election material referred to in Article 3, paragraph 2, points 1) to 5), point 7) and points 9) to 21) of these Rules shall be delivered directly by the Republic Electoral Commission Coordinator to the polling boards abroad, on 27 March 2017, at the Head Office of the Ministry of Foreign Affairs.

 (2) The handover of the election material referred to in paragraph 1 of this Article shall be recorded in the IPR-12/17 Form, which is signed by the Republic Electoral Commission Coordinator and members of the polling board who take over the election material.

**Article 5**

 Along with the material referred to in Article 3 of these Rules, the election material delivered to a polling board prior the voting shall be accompanied by a **control sheet** for verifying a logic and calculative concordance of the voting results at the polling station, the form of which is attached to and an integral part of these Rules.

**C – PREPARING FOR THE START OF VOTING**

**Article 6**

 (1) On 2 April 2017, the polling board shall meet at 6 a.m. at the polling station in order to prepare for the start of voting.

 (2) Members of the polling board shall prepare the start of voting in the following order: they open the election material storage bag which is closed by a security sealing lock, establish whether the material for voting is proper and complete, they arrange the polling station and agree on the operation manner and delegation of tasks and duties in conducting the voting.

 (3) The security sealing lock which was taken off the election material storage bag shall be delivered by the poling board to the working body on the delivery of the election material after the voting.

**a) Determining completeness and regularity of the electoral material**

**Article 7**

 (1) The polling board shall compare the received election material to the numbers in the Record on the delivery referred to in Article 3, paragraph 3 and Article 4 paragraph 2 of these Rules, thus determining whether the received material is complete and proper.

 (2) If any of the election material is missing, the polling board shall note this in the Record on operation of the polling board and forthwith inform the working body thereof.

 (3) If the number of ballot papers delivered to the polling board is insufficient, it shall open the polling station with the ballot papers it has, and the remainder shall be delivered to it during the voting.

**b) Arranging the polling station**

**Article 8**

 The polling board shall arrange the room for voting by arranging the places for performing electoral activities from the entrance to the ballot boxes in the following order:

 - a place where a polling board member handles a UV lamp;

 - a place where the voter’s identity is determined;

 - a place where the excerpt from the Electoral Roll and a special excerpt from the Electoral Roll for voters completing their national service, or on temporary military duty or undergoing education in units or institutions of the Serbian Armed Forces, is placed if they vote at the polling station concerned;

 - a place where ballot papers are handed out;

 - a place where a polling board member handling the spray bottle for marking a voter’s finger is seated;

 - screens for voting, which must be positioned in such a manner so as to ensure the ballot secrecy;

 - the ballot box.

**Article 9**

 (1) The polling board shall check whether any symbols of presidential candidates, candidate’s nominators’ symbols (of political parties, coalitions of parties, groups of citizens) and other election promotional material are displayed at the polling station and within 50 metres of the polling station.

 (2) If the election promotional material is displayed at the polling station and within 50 metres of the polling station, the polling board shall remove it themselves or notify the relevant utility service of the need for such material to be removed.

**d) Agreement on the delegation of tasks**

**Article 10**

 Polling board members shall agree on the delegation of tasks, whereby it is most important to determine which members or deputy members will be assigned the duty of performing the following activities:

 - handling a UV lamp;

 - determining voters’ identity;

 - handling the excerpt from the Electoral Roll and a special excerpt from the Electoral Roll for voters completing their national service, or on temporary military duty or undergoing education in units or institutions of the Serbian Armed Forces, if they vote at the polling station concerned;

 - safekeeping and handing over of the ballot papers;

 - handling the spray bottle for marking voters’ fingers;

 - instructing voters how to cast their vote.

**D – OPENING THE POLLING STATION**

**Article 11**

 (1) After the preparations for conducting the voting process have been completed, the polling board shall affirm that voting may start, and shall note this in the Record on operation of the polling board.

 (2) The names of the present polling board members and deputy members shall be entered into the Record on operation of the polling board by the polling board Chairperson, prior the opening of the polling station (Column 1.1 of the Record).

 (3) Besides entering the present poling board members and deputy members into the Record on operation of the polling board, the chairperson of the polling board shall enter the present polling board members and deputy members into the appropriate record on the presence of permanent or extended polling board members and deputy members, based on which the remuneration for the work in the polling board is paid.

**Article 12**

 A polling station shall open at 7 a.m. on 2 April 2017.

**Checking the regularity of the ballot box**

**Article 13**

 (1) Check of the regularity of the ballot box shall be carried out in the presence of the first voter to come to the polling station, and the outcome of the check shall be entered into the control sheet for checking the regularity of the ballot box.

 (2) Check of the regularity of ballot boxes may not be carried out in the presence of a voter for whom it was found, after the UV lamp check, that he/she has already voted at another polling station, who does not have a valid document for establishing his/her identity, or who is not registered in the excerpt from the Electoral Roll.

 (3) The procedure of checking shall take place in the following order:

 - when the first voter who is not a polling board member (neither of the permanent nor expanded composition) arrives to the polling station, the polling board shall carry out the UV lamp check, establish his/her identity and establish whether he/she is registered in the excerpt from the Electoral Roll;

 - in the presence of this voter, the polling board shall check whether the ballot box is regular and empty;

 - the control sheets shall be filled in and then signed by all polling board members and by the voter who was the first to arrive at the polling station;

 - in the presence of the first voter, the control sheet shall be put into the ballot box, which shall then be closed and sealed by an official ribbon and a sealing wax;

 - all the activities performed shall be entered into the Record on operation of the polling board.

**E – VOTING AT THE POLLING STATION**

**Article 14**

 When a voter arrives to the polling station, the polling board shall carry out the following actions: checking whether the voter has voted at another polling station, establishing the voter’s identity, establishing whether the voter is registered in the excerpt from the Electoral Roll, handing out a ballot paper, marking the voter with spray, and instructing the voter on how to cast the vote.

**a) Checking whether the voter has voted at another polling station**

**Article 15**

 (1) Upon entering the polling station, the voter approaches the polling board member with the UV lamp who checks whether the index finger of the voter’s right hand has already been marked by the invisible ink.

 (2) In case the voter has no index finger on his right hand it shall be checked whether other fingers of the right hand have been marked by the invisible ink, and if the voter has no right hand, it shall be checked whether fingers of his/her left hand have been marked by the invisible ink.

 (3) If it should be found out, after the UV lamp check, that the voter has voted at another polling station, he/she may not cast the vote and he/she shall leave the polling station without any delay.

**b) Establishing the voter’s identity**

**Article 16**

 (1) After establishing that the voter has not voted, he/she shall approach the next polling board member, giving his/her name and surname, presenting the notification on the election day and time and providing a proof of his/her identity.

 (2) A voter may not vote unless he/she produces a proof of his/her identity.

 (3) A voter may cast his/her vote even without presenting the notification on the election day and time, and the polling board may not require that the voter present this notification and they shall endeavour to find the voter in the excerpt from the Electoral Roll utilising the available information on the voter as stated in the document providing his/her proof of identity.

 (4) A voter shall prove his/her identity by presenting a valid identity card or a valid travel document (passport), as well as a valid driving licence indicating the Unique Master Citizen Number (*JMBG*).

 (5) In case that a voter who presents a valid document referred to in paragraph 4 of this Article which states a different surname than the surname registered in the excerpt from the Electoral Roll arrives to the polling station, the polling Board should nevertheless enable this voter to cast a vote, provided that they can establish that this is the same person, based on the voter’s photo and the Unique Master Citizen Number as stated in the document providing a proof of his/her identity.

**Article 17**

 (1) A voter who is registered in a special excerpt from the Electoral Roll for the voters who are serving their national military service, on temporary military duty or undergoing education in units or institutions of the Serbian Armed Forces, may prove his/her identity also by presenting the military service record card that includes the photo of the voter and his/her Unique Master Citizen Number.

 (2) A voter casting a vote at the polling station within a penitentiary institution may prove his/her identity also by presenting an appropriate document issued by the Administration for the Execution of Penitentiary Sanctions.

**c) Establishing whether a voter is registered in excerpt from the Electoral Roll and handing out ballot papers**

**Article 18**

 (1) Once his/her identity has been established, the voter shall approach the polling board member in charge of handling the excerpt from the Electoral Roll, who shall then find the voter and circle the ordinal number in front of the voter’s name, and after that the voter shall put his signature in the appropriate place in the excerpt from the Electoral Roll. After the voter has put his signature, a polling board member shall hand a ballot paper out to him/her.

 (2) A voter who is literate and able to write his/her name and surname single-handedly, shall sign by putting his/her signature *Manu propria* in the designated place on the excerpt from the Electoral roll.

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

 (4) A voter who is illiterate, and/or a voter with disabilities who does not have the stamp with his/her personal identification data, and/or a stamp with an engraved signature, shall not sign the excerpt of the electoral roll, but his/her aide whom he/she brings along to the polling station for the purpose of filling in the ballot paper shall do it instead of him/her.

 (5) Provisions of the paragraphs 2) to 4) of this Article shall be accordingly applied in the case of a vote held out of the polling station.

**Article 19**

 (1) A poling board may not enter any additions or other amendments into the excerpt from the Electoral Roll.

 (2) A poling board may not allow a person not registered in the excerpt from the Electoral Roll to cast a vote.

 (3) A poling board may not enter a person not registered in the excerpt into the Electoral Roll excerpt notwithstanding that the persons claims to vote at this polling station generally or that polling board members know him/her personally.

**Article 20**

 (1) A voter may cast only one vote.

 (2) No person may receive more than one ballot paper and no person may vote instead of another. Voting with an assistance of an aide referred to in Article 25 of these Rules shall not be considered as voting instead of another person.

**d) Use of spray**

**Article 21**

 (1) Only when a voter has received a ballot paper, may he/she approach the polling board member who marks the index finger of his/her right hand by applying special spray bellow the base of the nail, as a sign that he/she has cast a vote.

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

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

 (4) If it is not possible to mark a voter’s fingers in such a way, the marking will not be carried out.

**e) Completing a ballot paper**

**Article 22**

 (1) The voter shall complete a ballot paper behind the voting screen after he/she has been instructed by a polling board member on the manner of casting a vote, should the voter request it.

 (2) A polling board member shall warn the voter of the following in particular:

 - that he/she may vote only for one presidential candidate by circling the ordinal number before the name and surname of the candidate;

 - that it is a secret ballot and that the voting shall take place behind the voting screen;

 - that the voting is free and that no one is entitled to prevent the voter from voting or force him/her to vote, hold him/her accountable for having voted or not having voted, or to request from the voter to state why and for whom he/she has voted.

 (3) After completing the ballot paper, the voter shall fold the ballot paper him/herself so that his/her vote cannot be seen and put the ballot paper into the ballot box, and then leave the polling station.

**Article 23**

 (1) The poling board shall ensure the ballot secrecy.

 (2) The poling board shall organize the vote so that no one can see the voter completing the ballot paper.

 (3) In the room where the votes are cast there may be only as many voters as the number of voting places where ballot secrecy is ensured.

**F – SPECIAL VOTING RULES FOR PERSONS**

**WITH DISABILITIES AND INCAPACITATED PERSONS**

**Article 24**

(1) A polling board shall allow free access to the facility where the polling station is located and to the polling station itself, as to the building in public use, to any person moving with the assistance of a guide dog and presenting an appropriate document required for the movement with a guide dog, as prescribed by the Law on movement with the assistance of a guide dog.

(2) Documents considered to be appropriate for the movement with a guide dog shall be the the following:

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

2) a training diploma - for a guide dog.

**a) Person unable to complete the ballot paper**

**Article 25**

 (1) A voter who cannot complete the ballot paper him/herself (blind, disabled or illiterate person) shall be entitled to bring an aide to the polling station to complete the ballot paper instead of him/her in the way he/she is instructed to so by the voter.

 (2) the following shall be entered in the Record on operation of the polling board:

 - a total number of voters who voted with an assistance of an aide,

 - how many blind persons, disabled persons and illiterate persons have voted out of this number,

 - under which ordinal numbers such voters are registered in the excerpt from the Electoral Roll.

**b) Person unable to come to the polling station**

**Article 26**

 (1) A voter who is unable to cast a vote at the polling station (incapacitated person) shall inform the polling board no later than 11 a.m. on the election day that he/she wishes to cast a vote.

 (2) Incapacitated persons are considered to be persons who are not able to come to the polling station for health issues, people with disabilities and the frail elderly.

 (3) Incapacitated persons are not considered to be the persons who due to the nature of work they perform are not able to cast a vote at the polling station during the polling station’s working hours.

 (4) After establishing that the incapacitated person referred to in paragraph 2 of this Article is registered in the excerpt from the Electoral Roll, the chairperson of the polling board shall assign three extended polling board members, who are representatives of nominators of three different presidential candidates (polling board’s authorised officers), to conduct the voting out of the polling station.

 (5) The polling board’s authorised officers shall visit the voter, establish his/her identity and perform the UV lamp check.

 (6) Then the polling board’s authorised officers hand over the official envelope containing: a ballot paper, list of presidential candidates, certificates on suffrage for voting out of the polling station and a special envelope that will hold the completed ballot paper.

 (7) After that, the polling board’s authorised officers mark the voter’s finger by a special spray, in the manner laid down in Article 21 of these Rules.

**Article 27**

 (1) After informing the voter of the manner of voting, the polling board authorised officials shall leave the room where the voter is to cast his/her vote.

 (2) If the voter casting his vote out of the polling station is unable to complete the ballot paper (a person who is blind, disabled or illiterate), he/she may cast a vote with the help of the aide that he/she him/herself designates, in the same manner that such help is used by the blind, disabled or illiterate persons casting their vote at the polling station.

 (3) After casting his/her vote, the voter shall sign the certificate on his/her suffrage.

 (4) Then he/he shall place the completed and folded ballot paper into a special envelope that the polling board authorised officers seal in his/her presence using a stamp on the sealing wax.

 (5) The voter shall place this special envelope thus sealed along with the signed certificate on his/her suffrage into the official envelope that the polling board authorised officers then seal in his/her presence using a stamp on the sealing wax.

 (6) Before sealing the official envelope containing the special envelope and the certificate on his/her suffrage, polling board’s authorised officers must check whether the voter has signed the certificate on suffrage.

**Article 28**

 (1) Immediately after returning to the polling station, the polling board’s authorised officers shall submit the official envelope to the polling board, who shall then open the official envelope containing the signed certificate on suffrage and circle the ordinal number under which the voter is registered in the excerpt from the Electoral Roll.

 (2) Then the polling board shall open the sealed envelope and take the folded ballot paper out of it and put it in the ballot box.

 (3) If a signed certificate on suffrage should be missing, it shall be considered that the voter has not cast his/her vote, which shall be entered into the Record on operation of the polling board.

 (4) The polling board shall enter the following in the Record on operation of the polling board:

 - total number of voters who voted out of the polling station;

- how many persons out of this number could not come to the polling station for health reasons, how many persons are persons with disabilities and how many are elderly frail people,

 - under which ordinal numbers such voters are registered in the excerpt from the Electoral Roll,

 (5) After the voting, the polling board shall submit signed certificates on suffrage of all voters who voted out of the polling station, along with other election material, in a special envelope.

 (6) Voters who cast their vote out of the polling station may do so only in the territory of the municipality, city or the city municipality where the polling station belongs.

**G – KEEPING ORDER AT THE POLLING STATION**

**Article 29**

 (1) At the polling station it shall be prohibited for all persons with no rights and duties related to conducting the elections to linger at the polling station.

 (2) At the polling station it shall be prohibited to use mobile telephones and other means of signalling and communication, as well as cameras and video cameras.

 (3) At the polling station it shall be prohibited to create lists, apart from official records in the excerpts from the Electoral Roll, of the voters turning out to vote (by writing down a name or ordinal number from the excerpt from the Electoral Roll of the voters who turned out or did not turn out to vote).

 (4) Exceptionally, it is allowed for the members of the polling board responsible for handling the excerpts from the Electoral Roll, to write down tally marks on a separate piece of paper and thus keep records of the voter turnout, and to communicate the data on voter turnout to all the members of the polling board.

 (5) Violation of the prohibitions referred to in paragraphs 1, 2 and 3 of this Article shall be considered a violation of order at the polling station.

**Article 30**

 (1) Police officers on duty may enter the polling place only on the invitation of the chairperson of the polling board if peace and order at the polling station have been disturbed.

 (2) By way of derogation from paragraph 1. of this Article, a police officer wearing a uniform may enter a polling station for which he/she is registered in the excerpt from the Electoral Roll, in order to vote, provided that he/she does not carry weapons and other law enforcement equipment for coercion.

**Article 31**

 (1) Representatives of the media may be present at the polling station only in order to prepare reports on the ballot process at the polling station.

 (2) During the entire period from opening to closing of the the polling station, the polling board shall notify the Republic Electoral Commission on the ballot process in accordance with the special decision of the Republic Electoral Commission.

**Article 32**

 (1) The poling board shall maintain order at the polling station.

 (2) If there is a disturbance of order at the polling station, the polling board may suspend the voting until order is restored. The reasons for suspending the voting and the duration of such suspension of voting shall be entered into the Record on operation of the polling board.

 (3) If the suspension of voting lasts for longer than one hour, the voting shall be extended by the period of time equal to the duration of such suspension.

**Article 33**

 (1) A poling board shall ensure unhindered observation of each electoral activity by the observers whose observation of elections was approved by and whose accreditations were issued by the Republic Electoral Commission, and it shall note their presence in the Record on its work (IPR-13/17 Form- column 86).

 (2) A polling board may remove an observer from the polling station if he/she disturbs the order at the polling station, disrupts the work of the polling board, and particularly if he/she attempts in any way to take part in the work of the polling board, which will be noted in the Record on operation of the polling board, along with the reasons for such removal.

**H – CLOSING OF THE POLLING STATION**

**Article 34**

 (1)A polling station shall close at 8 p.m.

 (2) Voters present at the polling station at the time of closing the polling station shall be allowed to vote.

 (3) A voter present at the polling station shall mean a voter who is at or immediately outside the polling station at 8 p.m.

 (4) Voters present at the polling station shall be informed by the polling board that they may cast their votes.

 (5) The chairperson of the polling board shall designate a polling board member or deputy member who will determine the number of voters present at the polling station, define the order in which they cast their vote, stand behind the last of the present voters in order to mark the end of the queue, and wait for all the voters present at the polling station to cast their votes.

**I – ESTABLISHING VOTING RESULTS**

**a) Procedure of completing a control sheet**

**Article 35**

 (1) After closing the polling station, a polling board shall establish the voting results at the polling station.

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

 (3) when establishing the voting results, the poling board shall first complete the control sheet for verifying a logic and calculative concordance of the voting results at the polling station (hereinafter: control sheet). After completing the control sheet and verification of logic and calculative concordance, the voting results shall be entered in the Record on operation of the polling board related to the establishment of the voting results at the polling station (IPR Form - 13/17).

 (a) Procedure of completing the control sheet shall be conducted in the following manner:

 1) first, based on the number of voters registered in the excerpt from the Electoral Roll, the list of subsequent changes to the Electoral Roll, if it has been delivered together with the excerpt from the Electoral Roll, and to the special excerpt from the Electoral Roll for the voters completing their national service, or on temporary military duty or undergoing education in units or institutions of the Serbian Armed Forces, if they vote at the polling station concerned, the total number of the voters registered at the polling station shall be established and entered into the column 12.1. of the control sheet;

 2) after this, the number of received ballot papers shall be entered into the column 12.2 of the control sheet;

 3) then the unused ballot papers shall be counted, and this number shall be entered into the column 12.3 of the control sheet;

 4) then the voters circled in the excerpt from the Electoral Roll, in the list of subsequent changes to the Electoral Roll and in the special excerpt from the Electoral Roll shall be counted, and thus the number of voters who turned out shall be established and entered into column 12.4 of the control sheet.

 5) after this, the ballot box shall be opened and it shall be checked whether it contains the control sheet for checking the regularity of the ballot box;

 6) then all ballot papers found in the ballot box shall be counted and thus the number of voters who cast their vote shall be established and entered into column 12.5 of the control sheet;

 7) the ballot papers shall then be sorted out into valid and invalid ones;

 8) first, the invalid ballot papers shall be counted, and this number shall be entered into the column 12.6 of the control sheet;

 9) then, the valid ballot papers shall be counted, and this number shall be entered into the column 12.7 of the control sheet;

 10) the valid ballot papers shall then be sorted out per presidential candidates, and thus the number of votes given to each presidential candidate shall be established and each of the resulting numbers shall be entered into the relevant box of the table within column 12.8 of the control sheet;

 (15) the polling board shall ensure that the control sheet is not counted as a ballot paper. Furthermore, in case a polling board sticks one ballot paper to the ballot box, this ballot paper shall be counted as an unused ballot paper after the voting.

**c) Distinguishing between valid and invalid ballot papers**

**Article 36**

 (1) An invalid ballot paper shall mean a ballot paper which is not completed or a ballot paper completed in such a manner that it cannot be determined with certainty for which candidate the voter has voted, such as for instance:

 - a ballot paper where the voter circled or underlined more than one ordinal number standing in front of the name and surname of the candidate;

 - a ballot paper where the voter circled or underlined more than one name and surname of the candidate;

 - a ballot paper where the voter circled or underlined more than one name of the candidate nominators.

 (2) A valid ballot paper shall mean a ballot paper where one ordinal number in front of the name and surname of the candidate has been circled, as well as the ballot paper that has been completed in such a manner that it can be determined with certainty for whom the voter has cast his vote, for instance:

 - if a voter circled or underlined the name and/or the surname of the candidate on the ballot paper;

 - if a voter circled or underlined the name of the candidate nominator on the ballot paper;

 - if a voter circled or underlined a part of the name of the candidate nominator on the ballot paper;

 - if a voter circled or underlined both the ordinal number and the name and surname of the candidate and the name of the nominator of this candidate on the ballot paper;

 - if a voter circled or underlined the ordinal number of the candidate and/or the name and surname of the candidate and/or the name of the nominator of this candidate on the ballot paper;

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

 - the ballot paper has written or drawn comments, slogans and other messages on it;

 -the names of other candidates or names of other candidate nominators have been crossed out.

**J – LOGIC AND CALCULATIVE CONTROL OF THE ESTABLISHED VOTING RESULTS**

**Article 37**

 (1) After completing the control sheet and establishing voting results at a polling station in compliance with Article 35 of these Rules, a poling board shall conduct a logic and calculative control of the established voting results that they have entered in the control sheet.

 (2) The logic and calculative control referred to in paragraph 1 of this Article shall include: calculative concordance of the data relating to the voters, calculative concordance of the data relating to voters and ballot papers, and calculative concordance of the data relating to ballot papers and votes.

**a) Calculative concordance of the data relating to voters**

**Article 38**

 (1) A total number of voters who cast their votes (column 12.5 of the control sheet) shall equal the number of ballot papers found in the ballot box.

 (2) A total number of voters who cast their vote (column 12.5 of the control sheet) may equal or be smaller than the number of voters registered in the excerpt from the Electoral Roll and in the special excerpt from the Electoral Roll (column 12.1 of the control sheet).

**b) Calculative concordance of the data relating to voters and ballot papers**

**Article 39**

 (1) A total number of ballot papers found in the ballot box (column 12.5 of the control sheet) shall equal or be smaller than the number of voters who turned out to vote (column 12.4 of the control sheet).

 (2) The number of received ballot papers (column 12.2 of the control sheet) shall equal the sum of: the number of unused ballot papers (column 12.3 of the control sheet) and the number of voters who turned out to vote (column 12.4 of the control sheet).

**c) Calculative concordance of the data relating to ballot papers and votes**

**Article 40**

 (1) The number of ballot papers found in the ballot box (column 12.5 of the control sheet) shall equal the sum of: the number of invalid ballot papers (column 12.6 of the control sheet) and the number of valid ballot papers (column 12.7 of the control sheet).

 (2) The number of valid ballot papers (column 12.7 of the control sheet) shall equal the sum of the number of votes won by all presidential candidates (table in the column 12.8 of the control sheet).

**K) COMPLETING THE RECORD ON OPERATION OF THE POLLING BOARD**

**Article 41**

 (1) After noting that upon the logic and calculative control in accordance with provisions of Article 38-40 of these Rules, the voting results are correct in logic and calculative regard, the poling board shall complete the Record on operation of the polling board (IPR Form-13/17) by entering in clear script the following into the Record:

 1) voting date and venue;

 2) number and name of the polling station;

 3) data on the voting of voters with an assistant of aides at the polling station (column 5 of the Record);

 4) data on the voting of voters out of the polling station (column 6 of the Record);

 5) whether the control sheet for checking the regularity of the ballot box has been found in the ballot box (column 10.3 of the Record);

 6) a total number of registered voters (from column 12.1 of the control sheet into the column 12.1 of the Record);

 7) the number of received ballot papers (from column 12.2 of the control sheet into the column 12.2 of the Record);

 8) the number of unused ballot papers (from column 12.3 of the control sheet into the column 12.3 of the Record);

 9) the number of voters who turned out to vote (from column 12.4 of the control sheet into the column 12.4 of the Record);

 10) the number of voters who cast their vote (from column 12.5 of the control sheet into the column 12.5 of the Record);

 11) the number of invalid ballot papers (from column 12.6 of the control sheet into the column 12.6 of the Record);

 12) the number of valid ballot papers (from column 12.7 of the control sheet into the column 12.7 of the Record);

 13) the number of votes won by each presidential candidate (from the table within the column 12.8 of the control sheet into the appropriate column of the table within the column 12.8 of the Record).

**Article 42**

 After finishing the entering of voting results into the Record on operation of the polling board, the polling board shall:

 1) put the control sheet for checking the regularity of the ballot box into a special envelope that it shall stamp and on which it shall write to contain the control sheet;

 2) put the unused ballot papers into a special envelope that it shall stamp and on which it shall write to contain unused ballot papers;

 3) put the invalid ballot papers into a special envelope that it shall stamp and on which it shall write to contain invalid ballot papers;

 4) put the valid ballot papers into a special envelope that it shall stamp and on which it shall write to contain valid ballot papers;

 5) put the certificates on suffrage for voting out of the polling station into a special envelope that it shall stamp and on which it shall write to contain the certificates on suffrage for voting out of the polling station.

**Article 43**

 The comments and opinions of permanent and extended polling board members and deputy members shall also be entered into the Record on operation of the polling board.

**Article 44**

 (1) The Record on operation of the polling board shall be signed by all polling board members.

 (2) If the Record on operation of the polling board is not signed by all polling board members, it shall be noted in the Record on operation of the polling board providing, where appropriate, also the reasons for which the Record was not signed by all polling board members or their deputies.

**Article 45**

 (1) The Record on operation of the polling board shall be drawn up on the official IPR-13/17 Form which is printed in six copies.

 (2) The first copy of the Record on operation of the polling board shall be submitted to the Working Body of the Republic Electoral Commission.

 (3) The second copy of the Record shall be publicly displayed at the polling station.

 (4) The remaining four copies of the Record shall be submitted to the representatives of the nominators of candidates who have won the largest number of votes at the polling station.

 (5) A poling board abroad shall deliver the first copy of the Record on operation of the polling board directly to the Republic Electoral Commission Coordinator on the premises of the Republic Electoral Commission in the National Assembly building, 14 Kralja Milana Street in Belgrade.

**L – DELIVERING THE ELECTION MATERIAL AFTER VOTING**

**Article 46**

 (1) Upon establishing the voting results at the polling station, the polling board shall designate persons who will, along with the Chairperson of the polling board, and/or deputy Chairperson of he polling board, be responsible for the delivery of the election material to the Working Body of the Republic Electoral Commission.

 (2) All polling board members and deputy members shall be entitled to be present at the delivery of the election material to the Working Body of the Republic Electoral Commission after the voting.

**Article 47**

 (1) Polling board members shall deliver without delay to the Working Body of the Republic Electoral Commission in the municipal/town head office building or in the head office building of a city municipality the following election material:

 - the first copy of the Record on operation of the polling board;

 - the excerpt from the Electoral Roll and special excerpt from the Electoral Roll if the voters who are serving their national military service, on temporary military duty or undergoing education in units or institutions of the Serbian Armed Forces have cast their votes at the polling station;

 - sealed envelope with the control sheet for checking the regularity of the ballot box;

 - sealed envelope with unused ballot papers;

 - sealed envelope with invalid ballot papers;

 - sealed envelope with valid ballot papers;

 sealed envelope with the certificates of suffrage for casting a vote out of the polling station;

 - The security sealing lock used for sealing the election material storage bag on the delivery of the election material before the voting by the Working Body to the polling board.

 (2) Excerpt from the Electoral Roll, special excerpt from the Electoral Roll if the voters who are serving their national military service, on temporary military duty or undergoing education in units or institutions of the Serbian Armed Forces have cast their votes at the polling station, the first copy of the Record on operation of the polling board and a sealed envelope with signed certificates on suffrage for voting out of the polling station shall be delivered by the polling board separately from other election material, which is to be placed in the election material storage bag and thus delivered to the Working Body, or the Republic Electoral Commission Coordinator.

 (3) The remaining material (identification badges, ballot box, screens for voting, UV lamps, writing implements, etc.) shall be delivered by the polling board to the municipal/town administration or the city municipality administration.

**Article 48**

 (1) After voting in a penitentiary institution, the polling board shall without delay deliver the relevant electoral material referred to in Article 47, paragraph 1 of these Rules to the working bodyof the Republic Electoral Commissionin municipal/town building.

 (2) After the finalisation of the voting process abroad, the polling board shall without delay transfer the election material from the polling station abroad to the Republic of Serbia in the manner used for diplomatic consignment delivery, and deliver it directly to the Republic Electoral Commission Coordinator on the premises of the Republic Electoral Commission in the National Assembly building, 14 Kralja Milana Street in Belgrade.

**Article 49**

 Records in IPR-14/17 and IPR-16/17 Forms shall be made on the delivery and receipt of the election material referred to in Articles 47 and 48 of these Rules.

#### **Article 50**

 (1) On the delivery of the election material, Chairperson of the polling board, and/or deputy chairperson of the polling board shall also deliver to municipal/town administration, and/or city municipality administration one copy of the completed records of attendance at the polling station for permanent and extended polling board members and deputy members.

 (2) The chairperson or deputy chairperson of a polling board abroad shall deliver a copy the records of attendance at the polling station for permanent and extended polling board members and deputy members to the Republic Electoral Commission Coordinator, and the remaining copies to the Ministry of Foreign Affairs.

## **M - FINAL PROVISION**

#### **Article 51**

 These Rules shall come into force on the eighth day of the date of their publication in the “Official Gazette of the Republic of Serbia”.

02 Number: 013-95/17

In Belgrade, on 6 March 2017

**REPUBLIC ELECTORAL COMMISSION**

 CHAIRPERSON

 Vladimir Dimitrijević