MANUAL

for members of precinct election commissions for the election of the MPs of Ukraine at the early election of the MPs of Ukraine on July 21, 2019
A Manual for Members of Precinct Election Commissions for 2019 Early Parliamentary Election

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MANUAL

for members of precinct election commissions for the election of the MPs of Ukraine at the early election of the MPs of Ukraine on July 21, 2019
# LIST OF ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Name</th>
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<tbody>
<tr>
<td>CEC</td>
<td>Central Election Commission</td>
</tr>
<tr>
<td>DEC</td>
<td>District election commission</td>
</tr>
<tr>
<td>PEC</td>
<td>Precinct election commission</td>
</tr>
<tr>
<td>CMU</td>
<td>Cabinet of Ministers of Ukraine</td>
</tr>
<tr>
<td>EP</td>
<td>Election precinct</td>
</tr>
<tr>
<td>LU</td>
<td>Law of Ukraine</td>
</tr>
<tr>
<td>MM</td>
<td>Mass media</td>
</tr>
<tr>
<td>SVR</td>
<td>State Voter Register</td>
</tr>
<tr>
<td>NAM</td>
<td>Mark certifying that the voter is permanently unable to move without assistance</td>
</tr>
<tr>
<td>AIAS</td>
<td>Automated Information and Analytical System</td>
</tr>
<tr>
<td>BALLOT PAPER</td>
<td>BALLOT PAPER FOR VOTING</td>
</tr>
<tr>
<td>VOTE-COUNTING PROTOCOL</td>
<td>Protocol of a precinct election commission on the counting of votes on the counting of votes at the election precinct</td>
</tr>
</tbody>
</table>

**N.B.**:

The text of this Manual is based on provisions of the Ukrainian legislation. Articles are referenced in the text in the following way: number of the Part (P.) and number of the Article (for example P. 5, Art. 28) are those of the Law of Ukraine “On the Election of the MPs of Ukraine” unless otherwise explicitly specified in the text of the Manual.

References to paragraphs of Procedures approved by CEC Resolutions are abbreviated in the text in the following way: number of paragraph of the Procedure and number of the Resolution (for example para. 2.7, Res. 350); in such case the full name of the Procedure and the number and date of the Resolution are specified at the beginning of the section.

The Manual is based on legislative provisions in force on June 1, 2019.
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LEGISLATION
The preparation and conduct of the election of the MPs of Ukraine are regulated by the Constitution of Ukraine, the Law of Ukraine “On the Election of the MPs of Ukraine,” the Law of Ukraine “On the Central Election Commission,” the Law of Ukraine “On the State Voter Register,” as well as other legislative acts adopted in accordance with them; PEC members should familiarize themselves with these acts:

→ LAWS OF UKRAINE

- Law of Ukraine “On the Election of the MPs of Ukraine”
- Law of Ukraine “On the Central Election Commission”
- Law of Ukraine “On the State Voter Register”

→ CODES OF UKRAINE

- Code of Administrative Proceedings (Art. 273-279)
- Code of Ukraine “On Administrative Offenses” (Art. 21^{27}-212^{21})
- Code of Labor Laws of Ukraine (Art. 119)
- Criminal Code of Ukraine (Art. 157-160)

→ CEC RESOLUTIONS

Implements, Vehicles, Means of Communication, Office Machines, Other Material Values, and Types of Services that Election Commissions Can Purchase at the Expense of Ukraine’s State Budget Funds


- CEC Resolution No. 126 of July 27, 2012, “On the Procedure for Checking that a Voter Is Temporarily Unable to Move without Assistance for Organizing Voting in the Election of the President of Ukraine at Voters’ Place of Stay”


• CEC Resolution No. 227 of April 8, 2014, “On the Procedure for Providing Transport Services to District and Precinct Election Commissions for the Election of the MPs of Ukraine, the President of Ukraine, to District and Precinct Election Commissions on All-Ukrainian Referendum”


• CEC Resolution No. 902 of May 27, 2019, “On the Form, Size, and Typography of the Information Posters of Ukrainian MP Candidates Registered in Single-Member Election Districts, the Procedure for their Production and Transfer to the District and Precinct Election Commissions for the Election of the MPs of Ukraine”

• CEC Resolution No. 894 of May 23, 2019, “On the Forms of Submissions on Nominees to District and Precinct Election Commissions for the Election of the MPs of Ukraine”

• CEC Resolution No. 81 of April 18, 2013, “On Clarification Regarding the Procedure for Making Changes in the Composition of District and Precinct Election Commissions for the Election of the MPs of Ukraine”

• CEC Resolution No. 893 of September 13, 2012, “On Ensuring Temporary Change of a Voter’s Voting Place without Changing His or Her Voting Address”

• CEC Resolution No. 963 of June 7, 2019, “On the Forms of Certificates of Electoral Subjects and Other Participants in the Process of the Election of the MPs of Ukraine”
MAIN PRINCIPLES OF THE ELECTION OF THE MPs OF UKRAINE
MAIN PRINCIPLES OF THE ELECTION OF THE MPs OF UKRAINE

The MPs (People’s Deputies) of Ukraine are elected by the citizens of Ukraine on the basis of

universal, equal, direct

suffrage by secret ballot (P. 1, Art. 1).

The Verkhovna Rada of Ukraine consists of 450 MPs (P. 2, Art. 1).

The election of MPs is conducted on the basis of a parallel (proportional-majority) system (P. 3, Art. 1, P. 1, Art. 18)

225 MPs are elected on the basis of a proportional system

in the nationwide multi-member election district, which includes the entire territory of Ukraine and the out-of-country election district, according to electoral lists of MP candidates from political parties

225 MPs are elected on the basis of a first-past-the-post system

in single-member election districts, which are created by the CEC and exist on a permanent basis
The preparation of the organization and conduct of voting and counting of votes takes place at

**election precincts**

which are created by the CEC or DEC pursuant to the Law and exist on a permanent or temporary basis (P. 1, Art. 19).
STATUS AND SYSTEM OF ELECTION COMMISSIONS. STATUS AND POWERS OF PEC MEMBERS
Election commissions are special collegial bodies authorized to organize the preparation and conduct of the election of the MPs and to ensure compliance with and uniform application of the legislation of Ukraine on the election of the MPs (P. 1, Art. 25).

is at the top of the system of election commissions organizing the preparation and conduct of the election of MPs, and is a higher-level commission in respect of all DECs and PECs provided for by the Law on the election of the MPs (P. 2, Art. 25). The authority of the CEC is exercised throughout the territory of Ukraine and in the out-of-country district (para. 1, P. 2, Art. 24).

is a legal entity and has a seal. A DEC is a higher-level commission for all PECs within the respective single-member district (P. 5, Art. 25). The authority of a DEC is exercised within the single-member election district (para. 2, P. 2, Art. 24). The CEC is not a legal successor to district election commissions (P. 3, Art. 25).

also has an own seal, but is not a legal entity (P. 6, Art. 25). The authority of a PEC is exercised within the election precinct (para. 3, P. 2, Art. 24).
Below is a brief list of what a PEC can and must do (P. 2, Art. 32):

1. supervise strict compliance with and uniform application of the legislation on the election of the MPs of Ukraine during the voting and counting of votes at the EP;

2. receive the voter list from the State Voter Register maintenance body or the Ministry of Foreign Affairs of Ukraine, compile a voter list in cases set out by the Law, make the list freely accessible to the public, and make amendments to it in cases provided for by the Law;

3. enable voters to familiarize themselves with the electoral lists of MP candidates from parties, information about the candidates in single-member districts, as well as with the decisions adopted by the CEC, the respective DEC, its own decisions and reports;

4. present or send a personal invitation to each voter, with provision of information required by the Law;

5. provide for the registration of ballot papers received by the PEC;

6. provide for the preparation of the premises for voting and the ballot boxes;
7. based on a decision of the CEC, make changes to the ballot papers in accordance with the procedure and within the time frame specified by the Law;

8. organize voting at the EP;

9. count the votes cast at the EP, compile the vote-counting protocols and transfer them and other election documentation to the respective DEC in accordance with the procedure prescribed by the Law;

10. invalidate the results of voting at the EP in the presence of circumstances specified by the Law;

11. consider applications and complaints regarding preparation and organization of voting at the EP and adopt decisions on them within the limits of its authority;

12. generalize information on applications and complaints pertaining to the MPs election process that were submitted to the PEC as well as on the results of their consideration, place that information on the official information stand of the commission for public review, and submit it to the CEC for placement on its official website;

13. exercise other powers provided for by the laws of Ukraine.
TYPES OF ELECTION PRECINCTS

The preparation of the organization and conduct of voting and counting of votes takes place at election precincts (P. 1, Art. 19).

The PECs exercise their authority regarding the preparation and conduct of the election of MPs within the election precincts (P. 2, Art. 24).

An election precinct can be (P. 2, Art. 19):

- regular;
- special, operating on a permanent or temporary basis;
- out-of-country.

Special EPs are meant to organize and conduct voting (P. 1, Art. 21):

- at inpatient medical facilities,
- at Ukraine’s polar stations;
- on vessels sailing, on the day of voting, under the National Flag of Ukraine;
- at penitentiary institutions and pretrial detention centers, other places of temporary stay of voters with limited mobility.
An election precinct can be established for **between 20 and 2,500 voters** (based on a CEC decision, an election precinct can be created for a number of voters below the bottom limit; and out-of-country election precincts can be established for a larger number of voters).

Election precincts are divided into (P. 3, Art. 19):

- **Small EPs** – with up to 500 voters;
- **Medium EPs** – with between 500 and 1,500 voters;
- **Large EPs** – with more than 1,500 voters.

**IMPORTANT!**

Depending on the size of an election precinct, standards are set for provision of PECs with premises, booths for secret voting, ballot boxes, etc.
ESTABLISHMENT OF A PEC

At an early MPs election, PECs are established by the respective district election commission no later than 15 days before election day (P. 3, Art. 107), based on submissions from:

- **political parties** whose deputy factions are registered at the Secretary of the Verkhovna Rada of Ukraine of the current convocation;
- **political parties that are electoral subjects**, whose candidates are registered in the nationwide district;
- **MP candidates** in the respective single-member district.

The composition of a PEC depends on the size of the election precinct (number of voters included in the voter list):

<table>
<thead>
<tr>
<th>EP SIZE</th>
<th>NUMBER OF VOTERS INCLUDED IN THE VOTER LIST</th>
<th>NUMBER OF PEC MEMBERS</th>
<th>PEC COMPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small EP</td>
<td>Up to 50</td>
<td>4-6</td>
<td>chairperson, secretary, 2-4 other commission members</td>
</tr>
<tr>
<td>Small EP</td>
<td>Up to 500</td>
<td>10-14</td>
<td>chairperson, deputy chairperson, secretary, other commission members</td>
</tr>
<tr>
<td>Medium EP</td>
<td>From 500 to 1,500</td>
<td>12-16</td>
<td>chairperson, deputy chairperson, secretary, other commission members</td>
</tr>
<tr>
<td>Large EP</td>
<td>More than 1,500</td>
<td>14-18</td>
<td>chairperson, deputy chairperson, secretary, other commission members</td>
</tr>
</tbody>
</table>
Eligible for membership in a PEC are voters living within the territory of Ukraine (P. 1, Art. 26). Pursuant to P. 1, Art. 2, voters are citizens of Ukraine who have reached the age of 18 as of the day of the election. Citizens declared incompetent by a court have no right to vote (P. 9, Art. 2).

A voter can be member of only 1 election commission (P. 2, Art. 26).

The chairperson, deputy chairperson, and secretary of a PEC must be representatives of different parties or nominated MP candidates (P. 11, Art. 28).

The PEC secretary must have command of the state language to an extent required for paper work (P. 7, Art. 26).
RESTRICTIONS ON PARTICIPATION IN THE WORK OF A PEC

A PEC **may not include** (P. 3, Art. 26):

- MP candidates,
- representatives of parties to the CEC,
- authorized persons of parties,
- proxies of MP candidates in a single-member district,
- official observers,
- officials and officers of state executive bodies,
- officials and officers of executive bodies of the Autonomous Republic of Crimea,
- officials and officers of local self-government bodies,
- employees of courts,
- officers of law-enforcement bodies,
- citizens staying at penitentiary institutions,
- citizens staying at pretrial detention centers,
- citizens with a criminal record for committing a grave or particularly grave crime or a crime against citizens’ electoral rights, unless that criminal record has been expunged or erased in accordance with the procedure established by the law.

**IMPORTANT!**

The PEC of a special election precinct established at an inpatient medical facility, penitentiary institution, or pretrial detention center **may not include** employees of the respective facility or institution (P. 4, Art. 26).
**STATUS AND POWERS OF A PEC MEMBER**

The status of PEC members is determined by Art. 36.

A PEC member must necessarily familiarize himself/herself at the first meeting of the election commission in which he/she is taking part with the content of Parts 7-12 of Article 36 (quoted below) and take the oath of PEC members.

### A PEC MEMBER HAS THE RIGHT TO

<p>| | |</p>
<table>
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<tbody>
<tr>
<td><img src="image.png" alt="Document" /></td>
<td>take part in the preparation of issues to be submitted for consideration by the PEC (para. 1, P. 7, Art. 36);</td>
</tr>
<tr>
<td><img src="image.png" alt="Speech" /></td>
<td>speak at PEC meetings, ask questions of the other participants in the meeting about the agenda, submit proposals on issues falling within the competence of the PEC (para. 2, P. 7, Art. 36);</td>
</tr>
<tr>
<td><img src="image.png" alt="Access" /></td>
<td>have unimpeded access to documents of the election commission of which he/she is a member (para. 4, P. 7, Art. 36);</td>
</tr>
<tr>
<td><img src="image.png" alt="Compensation" /></td>
<td>compensation for damage caused to his/her life, health, or property in connection with performance of the duties of PEC member, including traveling expenses related to performance of the duties of PEC member, in accordance with the procedure and in the amount established by the CMU (para. 5, P. 7, Art. 36).</td>
</tr>
<tr>
<td><img src="image.png" alt="No Dismissal" /></td>
<td>A PEC member may not be dismissed or demoted on grounds related to performance of his/her duties in the election commission (P. 8, Art. 36).</td>
</tr>
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### A PEC MEMBER IS OBLIGED TO

<table>
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<tr>
<th>Icon</th>
<th>Description</th>
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<tbody>
<tr>
<td>📚</td>
<td>comply with the Constitution of Ukraine, the LU “On the Election of the President of Ukraine,” other laws of Ukraine and legislative acts in matters related to the preparation and conduct of the election (para. 1, P. 9, Art. 36);</td>
</tr>
<tr>
<td>🗂️</td>
<td>take part in PEC meetings (para. 2, P. 9, Art. 36);</td>
</tr>
<tr>
<td>📄</td>
<td>execute the decisions of the PEC and perform the responsibilities entrusted to him/her in accordance with the distribution of responsibilities in the commission (para. 3, P. 9, Art. 36).</td>
</tr>
</tbody>
</table>

### OTHER RIGHTS AND DUTIES

Guarantees and compensations provided by the legislation for employees performing state or public duties during working hours apply to each PEC member while he/she is directly involved in the performance of the duties of PEC member (participation in meetings of the commission, other actions in execution of the Law or the commission’s decisions). PEC members are relieved from job responsibilities at their permanent workplace for the time required to perform the duties of PEC member, based on a written report by the chairperson, deputy chairperson, or secretary of the respective PEC on the calling of a meeting of the PEC or on the PEC’s decision to engage the PEC member in participation in other events specified by the Law. Such reports or decisions must specify the date, time, and planned duration of the meeting of the election commission or other event (P. 11, Art. 36).

A PEC member also has other rights and duties pursuant to the Law of Ukraine on the election of the MPs of Ukraine and other laws of Ukraine (P. 10, Art. 36).
PROHIBITION FOR A PEC MEMBER

When performing his/her duties, an election commissioner is prohibited from campaigning for or against parties or MP candidates as well as from assessing in public the activities of parties that are electoral subjects and MP candidates (P. 12, Art. 36).

OATH OF PEC MEMBER

The text of the oath of a PEC member is as follows (P. 3, Art. 36):

I, .....................................................................................................................
(last name, first name, patronymic)

undertaking the powers of member of the election commission and understanding my high responsibility to the Ukrainian people, do swear that I will abide by the Constitution of Ukraine and the election laws of Ukraine, exercise my duties honestly and in good faith, based on the principles of the rule of law, legality, objectivity and impartiality, ensure the exercise and protection of the electoral rights of the citizens of Ukraine.

A person who has taken the oath is to put his/her signature under the text of the oath.

This document is an indispensable part of the documentation of the respective commission.
After a PEC member has taken the oath, a certificate of a form approved by CEC Resolution No. 963 of June 7, 2019, “On the Forms of Certificates of Electoral Subjects and Other Participants in the Process of the Election of the MPs of Ukraine,” signed by the chairperson of the DEC, will be issued to that member (P. 4, Art. 36).

Please note that the certificate of a PEC member is only valid upon presentation of an identity document!
IMPORTANT!

Refusal to take the oath means the person’s refusal to be member of the PEC (P. 5, Art. 36).
## EARLY TERMINATION OF THE AUTHORITY OF A PEC MEMBER

A DEC can adopt a decision on **early termination** of the authority

| of a PEC member | of the entire PEC |

A DEC can adopt a decision on early termination of the authority of the **entire PEC on its own initiative or based on a court decision**, in case of systematic violation or one-time gross violation by the PEC of the Constitution of Ukraine, the Law of Ukraine “On the Election of the MPs of Ukraine” or other laws of Ukraine (P. 1, Art. 37).

### IMPORTANT!

Early termination of the authority of the entire election commission does not amount to liquidation of the commission (P. 2, Art. 37).

The **authority of a PEC member** is terminated early by the DEC (P. 3, Art. 37)

| from the moment of emergence or discovery of such circumstances as: | from the moment of adoption by the DEC of a decision on early termination of authority in connection with: |

| 1. termination of his/her citizenship of Ukraine; | 1. personal letter of resignation as PEC member*; |

*A person submitting a letter of resignation will continue to perform the duties of chairperson, deputy chairperson, secretary, or member of the PEC until the DEC adopts a decision on early termination of his/her authority (P. 4, Art. 37).*
2. his/her registration as
   • MP candidate of Ukraine,
   • deputy candidate to the Supreme Council of the Autonomous Republic of Crimea, deputy candidate to a local council, candidate for the position of village, settlement, town/city mayor, if the electoral process of these elections takes place simultaneously with the electoral process of the election of the MPs of Ukraine;

3. his/her registration as
   • a party’s representative to the CEC
   • an official observer
   • a party’s authorized person
   • a proxy of an MP candidate of Ukraine
   • a proxy of a deputy candidate to the Supreme Council of the Autonomous Republic of Crimea, a proxy of a deputy candidate to a local council, a proxy of a candidate for the position of village, settlement, town/city mayor, a representative or authorized person of a local party organization, if the electoral process of these elections takes place simultaneously with the electoral process of the election of the MPs of Ukraine;

2. a request for replacement of a PEC member submitted by the nominating entity that nominated that member to the PEC;

3. departure for a period inclusive of the day of the voting outside Ukraine or outside the country in the territory of which the out-of-country election district has been established, which renders it impossible to perform the duties of PEC member;

4. violation of the oath of PEC member, which manifested itself as systematic non-performance of his/her duties, certified by at least two decisions to that effect of the PEC of which he/she is a member;

5. one-time gross violation of the election legislation of Ukraine, established by a court decision or a CEC decision.
4. coming into legal force of a court judgment finding him/her guilty of a grave or particularly grave crime or a crime against citizens’ electoral rights;

5. discovery that he/she has a criminal record for committing a grave or particularly grave crime or a crime against citizens’ electoral rights, unless that criminal record has been expunged or erased;

6. his/her joining another election commission;

7. refusal to take the oath of PEC member;

8. his/her being declared incompetent;

9. his/her death.
AND WHAT IF THE PEC CHAIRPERSON / DEPUTY CHAIRPERSON / SECRETARY SYSTEMATICALLY FAILS TO PERFORM HIS/HER DUTIES?

If

- the PEC chairperson,
- the PEC deputy chairperson or
- the PEC secretary

SYSTEMATICALLY fails to perform his/her duties,

the respective PEC can file a motivated submission with the DEC asking to replace him/her, if that request was supported by the votes of no less than two-thirds of the members of the commission (P. 9, Art. 37).

If

• the PEC chairperson,
• the PEC deputy chairperson or
• the PEC secretary

REFUSES to perform his/her duties,

such individual can personally submit to the DEC an application of resignation written in his/her own hand (P. 9, Art. 37).

The said submission or application is subject to mandatory consideration within the timeframe specified in Part 7, Article 37.

A decision to replace the PEC chairperson, deputy chairperson, or secretary does not entail termination of the authority of those persons as members of the respective PEC (P. 9, Art. 37). The new chairperson, deputy chairperson, or secretary of the PEC is appointed in accordance with the procedure established by the Law (P. 10, Art. 37).
PEC WORKFLOW MANAGEMENT BEFORE THE DAY OF VOTING
PEC WORKFLOW MANAGEMENT
BEFORE THE DAY OF VOTING

An election commission is a **collegial body** (P. 1, Art. 33). **No one has the right to interfere** in the activities of election commissions, except in cases specified by the law (P. 18, Art. 33). For organizational, legal, or technical support, a PEC **can engage**, based on civil-law contracts, **relevant specialists**, experts and technical staff (P. 17, Art. 33).

The main form of work of an election commission is its **meeting**.
In case a PEC meeting is called, all members of the commission must be notified of the time, place, and agenda of the meeting (P. 6, Art. 33). As a rule, the commission’s draft decisions and necessary documents are presented to PEC members no later than the last day before the day of the PEC meeting, but no later than the beginning of the meeting (P. 7, Art. 33).

<table>
<thead>
<tr>
<th>IS CALLED BY</th>
<th>IS CHAIREDBY</th>
</tr>
</thead>
<tbody>
<tr>
<td>the commission’s chairperson</td>
<td>the commission’s chairperson</td>
</tr>
<tr>
<td>in the absence of the chairperson –</td>
<td>or</td>
</tr>
<tr>
<td>the commission’s deputy chairperson</td>
<td>the commission’s deputy chairperson</td>
</tr>
<tr>
<td>in the absence of the chairperson and the deputy –</td>
<td>if they fail to perform this function, or if they are absent –</td>
</tr>
<tr>
<td>the commission’s secretary</td>
<td>the chair of the meeting, designated by the PEC from among</td>
</tr>
<tr>
<td></td>
<td>the commissioners</td>
</tr>
<tr>
<td>if necessary –</td>
<td></td>
</tr>
<tr>
<td>based on a decision of the DEC</td>
<td></td>
</tr>
</tbody>
</table>

At the written request of one-third of the PEC members, the commission’s chairperson or deputy chairperson must call a PEC meeting no later than on the next day after receiving such a demand (P. 3, Art. 33).

The first meeting of a PEC is called by its chairperson no later than on the third day after the day of the establishment of the commission; and the next ones, as necessary (P. 5, Art. 33). A PEC meeting is competent if attended by more than half of all the members of that commission (P. 5, Art. 33). At a PEC meeting, minutes of the meeting must be kept; this is the responsibility of the commission’s secretary (P. 2, Art. 35).
MATERIALS FOR A PEC MEETING

The rules for documenting the activities of election commissions are regulated by the Procedure for Record Keeping in Election Commissions and Commissions on Referendums approved by CEC Resolution No. 350 of September 15, 2010 (below, Res. 350).

**IMPORTANT!**

The preparation of materials for a commission meeting is to be provided for by the PEC secretary (para. 2.1, Res. 350).

Materials for items on the agenda of a PEC meeting consist of (para. 2.7, Res. 350):

- drafts of decisions (of a resolution, of a protocol decision);
- attachments to draft decisions, if such are mentioned in the text of the decision (appeals, applications, clarifications, plans, lists, reports, references, etc.);
- if necessary, memorandums from PEC members responsible for preparing issues for consideration by the commission.

The PEC chairperson should take a look at the prepared materials. If there is no need to make corrections in the texts, the chairperson is to write appropriate instructions on the draft decision proposed for adoption (para. 2.10, Res. 350):

```
for consideration
at the meeting of the commission
```

The materials are presented to PEC members, as a rule, no later than the last day before the day of the commission’s meeting, unless otherwise required by the law, but no later than the beginning of the meeting (P. 7, Art. 33, para. 2.8, Res. 350).
THE AGENDA OF A PEC MEETING

A PEC meeting is conducted in accordance with its agenda, approved by the commission and entered in the minutes of the meeting.

<table>
<thead>
<tr>
<th>WHOM?</th>
<th>DRAFT AGENDA</th>
<th>AGENDA</th>
<th>COMMUNICATED TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PEC secretary in line with the workplan and on instructions from PEC chairperson, as well as with consideration for proposals from PEC members</td>
<td>PEC chairperson</td>
<td>PEC members – by the commission’s secretary</td>
</tr>
<tr>
<td>WHEN?</td>
<td>no later than 1 day before the meeting</td>
<td>as a rule, no later than the last day before the day of the meeting; and on the day preceding election day and on election day – immediately</td>
<td>as a rule, no later than the last day before the day of the meeting</td>
</tr>
<tr>
<td>SPECIFIED BY</td>
<td>para. 2.4, Res. 350</td>
<td>para. 2.5, Res. 350</td>
<td>para. 2.6, Res. 350</td>
</tr>
</tbody>
</table>
DISCUSSION OF THE PEC AGENDA

The draft agenda is discussed at the beginning of the PEC meeting. At that point, an issue put on the agenda can be removed from it on commissioners’ initiative, which requires a separate decision (para. 2.15, Res. 350).

Based on PEC members’ proposals and the commission’s decision, the draft agenda can be supplemented with other issues during its discussion (para. 2.16, Res. 350). The PEC also can take a decision on postponing the consideration of the additionally proposed issues to subsequent meetings of the commission (para. 2.18 Res. 350).

The draft agenda is approved or dismissed after its collegial discussion by a decision of the commission (para. 2.17, Res. 350).

IMPORTANT!

At the request of 3 of its members, and also if required by a decision of the DEC or a court, the PEC is obliged to consider at its meeting issues falling within its competence, no later than within three days, but no later than on the day of voting (P. 9, Art. 33). During the voting, the PEC can neither conduct a meeting nor adopt any decisions.

A SPECIMEN OF AGENDA OF THE FIRST MEETING OF A PEC

AGENDA:

1. On taking the oath by the members of the precinct election commission for the election of the MPs of Ukraine of single-member election district No. _____.
2. On distribution of responsibilities among the members of the precinct election commission for the election of the MPs of Ukraine of single-member election district No. _____.
3. On the exercise by the members of the precinct election commission for the election of the MPs of Ukraine of single-member election district No. _____ of their powers on a paid basis.
4. On approving the working schedule of the precinct election commission for the election of the MPs of Ukraine of single-member election district No. _____.
PEC DECISION

A decision of the PEC adopted within the limits of its authority is binding upon all electoral subjects, state executive bodies, executive bodies of the Autonomous Republic of Crimea, local self-government bodies, officials and officers of these bodies, enterprises, establishments, institutions, organizations and their officials, mass media, their owners, officials and creative employees, and associations of citizens (P. 14, Art. 33).

A PEC decision contravening the legislation of Ukraine or taken in excess of its authority can be canceled by the DEC or found illegal and be revoked by a court.

In such case, the DEC is entitled to adopt a decision on the merits of the case (P. 15, Art. 33).

A PEC adopts a decision by open vote after its consideration and discussion at the PEC meeting.

<table>
<thead>
<tr>
<th>before the day of voting</th>
<th>on the day of voting</th>
</tr>
</thead>
<tbody>
<tr>
<td>by a majority of all the members of the commission (P. 10, Art. 33)</td>
<td>by a majority of all the members of the commission (P. 10, Art. 33); and if the meeting is attended by less than two-thirds of all the members of the commission, the commission’s decision is adopted by no less than two-thirds of the commission members attending the meeting of the commission (P. 12, Art. 33).</td>
</tr>
</tbody>
</table>

A PEC decision is adopted, as a rule, in the form of a resolution (para. 2.2, Res. 350). A PEC can approve protocol decisions – on issues pertaining to its current internal activities (para. 2.3, Res. 350).
**RIGHT TO ATTEND A PEC MEETING**

Except for PEC members, the following persons can attend a meeting of the commission (in particular during the counting of votes, and be present at the polling station on the day of voting in the premises where the voting is conducted):

→ **WITHOUT PERMISSION or INVITATION: (P. 3, 4, Art. 34)**

<table>
<thead>
<tr>
<th>WHO CAN BE PRESENT?</th>
<th>QUANTITATIVE RESTRICTIONS</th>
<th>DEPRIVATION OF THE RIGHT TO ATTEND IF THOSE PRESENT ILLEGALLY INTERFERE WITH THE WORK OF THE PEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEC members</td>
<td>without restriction</td>
<td>cannot be deprived of the right to attend</td>
</tr>
<tr>
<td>DEC members</td>
<td>without restriction</td>
<td>cannot be deprived of the right to attend</td>
</tr>
<tr>
<td>MP candidates</td>
<td>without restriction</td>
<td>by no less than two-thirds of the votes of the commissioners present at the meeting</td>
</tr>
<tr>
<td>proxies of MP candidates</td>
<td>no more than 1 person from 1 candidate</td>
<td>by no less than two-thirds of the votes of the commissioners present at the meeting</td>
</tr>
<tr>
<td>authorized persons of parties</td>
<td>no more than 1 person from 1 party</td>
<td>by no less than two-thirds of the votes of the commissioners present at the meeting</td>
</tr>
<tr>
<td>official observers from MP candidates</td>
<td>no more than 1 person from 1 candidate</td>
<td>by no less than two-thirds of the votes of the commissioners present at the meeting</td>
</tr>
<tr>
<td>official observers from parties</td>
<td>no more than 1 person from 1 party</td>
<td>by no less than two-thirds of the votes of the commissioners present at the meeting</td>
</tr>
<tr>
<td>Official Observers from</td>
<td>Attendance Limit</td>
<td>Requirement</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Nongovernmental organizations</td>
<td>No more than 1 person from 1 organization</td>
<td>By no less than two-thirds of the votes of the commissioners present at the meeting</td>
</tr>
<tr>
<td>Foreign States</td>
<td>Without restriction</td>
<td>By no less than two-thirds of the votes of the commissioners present at the meeting</td>
</tr>
<tr>
<td>International Organizations</td>
<td>Without restriction</td>
<td>By no less than two-thirds of the votes of the commissioners present at the meeting</td>
</tr>
<tr>
<td>Mass Media Representatives</td>
<td>No more than 2 persons from 1 MM outlet</td>
<td>By no less than two-thirds of the votes of the commissioners present at the meeting</td>
</tr>
</tbody>
</table>

Persons other than those specified above can attend a **PEC meeting only with the permission or at the invitation** of that commission, following a decision to that effect adopted at a meeting of the PEC (P. 4, Art. 34).

The PEC can adopt a motivated decision to deprive a person invited by the PEC to its meeting of the right to attend if that person is **ILLEGALLY INTERFERING** with the conduct of the meeting (P. 5, Art. 34).
REGISTRATION OF THOSE PRESENT

I. The PEC secretary is in charge of the registration of persons taking part in the meeting at the invitation of the commission or without permission or invitation (para. 2.12, Res. 350). Before the beginning of the meeting, the PEC secretary prepares and presents to the PEC chairperson a list of invited persons (para. 2.1, Res. 350), with the indication of:

- the last names, first names, patronymics,
- the titles of the positions of those invited,
- the official names of the bodies they represent or of the persons they represent,
- issues of the agenda to the consideration of which they were invited.

II. At the beginning of the meeting or at the beginning of consideration of the issue, the PEC chairperson announces the number of PEC members present and the list of invited persons and other persons entitled to be present without the commission’s permission or invitation, as well as media representatives (para. 2.14, Res. 350).
DOCUMENTING PEC ACTIVITIES
The activities of a PEC are documented in accordance with the procedure established by Article 35 and the Procedure for Paper Work in Election Commissions and Commissions on Referendums approved by CEC Resolution No. 350 of September 15, 2010 (with amendments) (below, Res. 350).

The responsibility for the organization and state of paper work in the commission is vested in the PEC chairperson (para. 1.4, Res. 350).

The preparation of materials for a PEC meeting, the execution and finalization of documents adopted at its meeting, and the veracity of documenting the commission’s meeting is ensured by the PEC secretary (para. 2.1, Res. 350).

The responsibility for storing election documentation before transferring it to archives is vested in the chairperson or deputy chairperson of the respective PEC (P. 4, Art. 115).

At a meeting of the PEC,

MINUTES OF THE MEETING are kept (P. 2, Art. 35), in which the discussed issues and the results of voting on decisions are entered.
At the meeting, the PEC

<table>
<thead>
<tr>
<th>ADOPTS</th>
<th>DRAWS UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESOLUTIONS</td>
<td>PROTOCOL DECISIONS</td>
</tr>
<tr>
<td>A decision taken by the PEC on a considered issue is executed in writing, in the form of a resolution.</td>
<td>Decisions on issues of current activities.</td>
</tr>
</tbody>
</table>

*It is important for PEC members not to confuse the ‘protocol’ (minutes) of the PEC meeting with the commission’s protocol establishing the results of certain actions, for example the PEC protocol on the counting of votes at the EP in the nationwide district within the single-member election district.

Resolutions and protocol decisions adopted by the commission and acts and protocols drawn up by the commission are appropriately enumerated (para. 4.7, Res. 350), that is, if the PEC is about to hold e.g. its third meeting, then, accordingly, the minutes of the PEC meeting will bear the number “3”. If e.g. during the previous two meetings a total of six resolutions were adopted, then the first resolution to be adopted at the third meeting will be enumerated as “7”; the next one, as “8”, etc.

The minutes of the meeting, the PEC resolutions, appendices to a resolution or protocol decision adopted at the PEC meeting are to be signed by (para. 4.7, Res. 350)
- the chairperson of the PEC or the chair of the meeting, and
- the secretary of the PEC or the secretary of the respective PEC meeting.

The signatures are to be affixed with the PEC seal.
PEC documents pertaining to the organization of the election are to be immediately placed on the official information stand* of the respective PEC and on the official website of the CEC as soon as they have been received by the CEC (P. 9, Art. 35).

*The PEC’s official information stand is set up in the commission’s premises, in a place freely accessible to visitors (P. 5, Art. 35).
MINUTES OF A PEC MEETING

The discussion of an issue and the decision considered and adopted at the PEC meeting are entered in the minutes of the commission’s meeting which are executed on the basis of records made at the meeting by the secretary of the commission (secretary of the meeting) (para. 3.1, Res. 350).

The minutes are appended with attachments consisting of the originals of the documents adopted at the meeting, as well as with written dissenting opinions of PEC members who participated in the commission’s meeting, but disagreed with the decision taken.

For the purpose of familiarization, no later than at the next meeting of the commission the minutes of its meeting (P. 2, Art. 35),

upon request,

are presented
can be presented
to the members of the commission* to electoral subjects

*In such case, a commission member has the right to sign the minutes of the PEC meeting.

IMPORTANT!

No later than the next PEC meeting, the minutes of the meeting must be posted on the official information stand of the commission for public review (P. 2, Art. 35).

No later than the next PEC meeting, the minutes of the meeting must be posted on the official information stand of the commission for public review and sent to the CEC (P. 2, Art. 35).
Early election of the MPs of Ukraine
(name of elections, referendum)
July 21, 2019
(date of conduct of the election, referendum)

MINUTES No. 3
of the meeting of precinct election commission No. 800614 for the election of the MPs of Ukraine
of single-member election district No. 221
(name of election commission)

July «17», 2019                       19 hours 00 min.                                                             city of Kyiv
(date of conduct, place of conduct - name of locality)

Total number of commission members: 16.
Number of commission members attending the meeting: 15.
(last name, initial)

Persons invited to the meeting: no invitations.
(position, last name, initials, or persons on a list attached hereto)

Persons attending the meeting: Klympush, R.P., official observer from the NGO “Fair Elections.”
(position, last name, initials, or persons on a list attached hereto)

AGENDA:
1. On taking the oath by a newly appointed member of the precinct election commission.
(list of items on the agenda)

1. Heard: precinct election commission chairman O.I. Kindratiuk, who informed those present about a change in the composition of precinct election commission No. 800614 for the July 21, 2019 election of the MPs of Ukraine.
(essence of item and position, last name, initials of the reporter)

Speakers: precinct election commission chairman O.I. Kindratiuk, who informed those present of early termination of the authority of P.P. Ivanov from the Fair Party of Ukraine (in connection with the filing of a submission seeking replacement of precinct commission member by the entity nominating the member to the election commission) and incorporation of Halyna Ivanivna Chornousenko from the Fair Party of Ukraine to the commission. Precinct election commission chairman O.I. Kindratiuk asked H.I. Chornousenko to take the oath of PEC member. Deputy chairman of the precinct commission A.S. Heler pointed to the requirement of familiarization with P. 7-12, Art. 36 of the LU “On the Election of the MPs of Ukraine” before taking the oath.
(last name, initials of the reporters, summary of each statement)

Decided (resolved): to provide H.I. Chornousenko with the opportunity to familiarize herself with the content of Parts 7-12, Art. 36 of the LU “On the Election of the MPs of Ukraine” before taking the oath.
(essence of the decision (resolution, protocol decision)

Vote on this decision:
For 15 (fifteen).
(in figures and words)
Against 0 (zero).
(in figures and words)
Abstain 0 (zero).
(in figures and words)

Precinct election commission chairman
(the chair of the meeting)                  ____________________________________ O.I. Kindratiuk
(last name, initials)

Precinct election commission secretary
(the commission’s secretary)          _____________________________________ B.V. Krykun
(last name, initials)
DISSENTING OPINION

A PEC member who takes part in its meeting and disagrees with a decision adopted by the commission has the right, within 2 days after the meeting at which the decision was adopted, to express, in writing, his/her dissenting opinion, which will be appended to the minutes of the respective meeting of the election commission and be an integral part thereof (P. 13, Art. 33).

PEC PROTOCOL DECISION

A PEC can adopt protocol decisions on issues pertaining to its current activities; the content of such decisions is entered in the minutes (“protocol”) of the meeting of the election commission and is not executed as a separate document (P. 6, Art. 35).

PEC RESOLUTION

The decision of the PEC on a considered issue is executed in writing, in the form of a resolution which must contain (para. 2.9, Res. No. 350):

• the name of the commission;
• the title of the resolution;
• the time, date and place of adoption;
• the serial number;
• a statement of reasons, with reference to circumstances necessitating consideration of the issue at the meeting of the commission; references to specific provisions of normative legal acts or resolutions of a higher-level election commission or court judgments that the PEC was guided by when adopting the resolution;
• the dispositive part, i.e. the decision taken by the commission.
The content and sequential number of the resolution must be specified in the minutes of the respective meeting of the election commission (P. 4, Art. 35).

The PEC resolution must be posted in public view, on the commission’s official information stand, and also be sent to the CEC:

- no later than on the morning of the next day after the day of its adoption;
- if adopted on the eve of the day of voting or during the counting of votes, no later than 4 hours after the end of the meeting of the election commission (P. 5, Art. 35).

A copy of the resolution, certified by the PEC chairperson or deputy chairperson and PEC secretary and affixed with the PEC seal, is to be issued to an electoral subject whom the resolution concerns, at his/her request:

- no later than 4 hours after its adoption;
- immediately, if adopted on the eve of the day of voting or on the day of voting (P. 5, Art. 35).
Early election of the MPs of Ukraine
(name of election, referendum)
July 21, 2019
(date of conduct of election, referendum)
Precinct election commission for the election of the MPs of Ukraine of election precinct No. 800614
of single-member election district No. 221
(name of election commission)

RESOLUTION

36A, assembly hall, Yevhena Konovaltsia St., Kyiv

July «16», 2019
(date of conduct) 19 hours 00 min.
(time of conduct) No. 3
(number of resolution)

Total number of commission members: 16.

On the exercise by the members of precinct election commission of election precinct No. 800614 of their powers on a paid basis

After considering proposals from the chairperson of the election precinct commission of election precinct No. 800614 Olha Oleksiivna Andriievska on the exercise by the members of the precinct election commission of election precinct No. 800614 of their powers on a paid basis, pursuant to Part six, Article 36 and Article 47 of the Law of Ukraine «On the Election of the MPs of Ukraine,» the precinct election commission of election precinct No. 800614 of single-member election district No. 221 holds that:

1. Members of the commission exercising their powers on a paid basis from July 10, 2019, shall be determined:
   • Precinct election commission chairperson Olha Oleksiivna Andriievska;
   • Precinct election commission secretary Inna Dmytrivna Ivanova;
   • Precinct election commission member Taras Hryhorovych Shevchenko.

2. Copies of this resolution shall be issued to the members of the precinct election commission of election precinct No. 800614 specified in paragraph 1 of this resolution, for presentation at the principal place of employment so that they will be relieved during that period from production or service duties at the principal place of employment pursuant to Part six, Article 36 of the Law of Ukraine «On the Election of the MPs of Ukraine.»

PEC chairperson ____________________ O.O. Andriievska
PEC secretary ______________________ I.D. Ivanova

PEC chairperson ____________________ O.O. Andriievska
PEC secretary ______________________ I.D. Ivanova
The statement of reasons must contain reference to circumstances necessitating consideration of the issue at the meeting of the commission; references to specific provisions of normative legal acts or resolutions of a higher-level election commission or court judgments that the PEC was guided by when adopting the resolution.

The dispositive part must contain the respective decision of the PEC, presented in the form of a conclusion, with indication of tasks and events aimed at the exercise of the commission’s powers regarding the issue under consideration, and if necessary, indication of the necessity to report the content of the resolution to the subjects to whom it applies, to the performers, to the persons tasked with supervising the implementation of the document; and also the timeframe for its implementation and attachments.

The dispositive part must consist of enumerated paragraphs and subparagraphs.

PEC ACTS AND PROTOCOLS

A PEC draws up acts and protocols (P. 7, Art. 35).

An act of the commission certifies a certain fact or event discovered and established by the commission.

For example, “PEC Act on Invalidation of a Ballot Paper Incorrectly Completed by a Voter as an Unused One.”

A protocol of the commission establishes the results of certain actions implemented by the commission.

For example, “PEC Protocol on the Counting of Votes at the Election Precinct in the Single-Member Election District.”
Acts and protocols of an election commission are compiled in cases specified by the Law, in accordance with forms approved by the CEC, and in a number of copies established by the Law (P. 8, Art. 35).

**IMPORTANT!**

Unlike the minutes of a meeting or a resolution, **an act or protocol of the commission is to be signed by ALL PEC members present** at the meeting; their signatures are to be affixed by the PEC seal.

The right to sign the first copy of an act or protocol is granted to the following persons present at the meeting:

- MP candidates,
- proxies of MP candidates,
- authorized representatives of MP candidates,
- representatives of parties to the CEC,
- authorized persons of parties,
- official observers.
REGISTRATION OF DOCUMENTS, APPLICATIONS AND COMPLAINTS

The right to accept documents and appeals received by the PEC is granted to:
• the commission’s chairperson,
• the commission’s deputy chairperson,
• the secretary,
• other commission member designated by the commission (para. 5.2., Res. 350).

AN APPLICATION
(para. 5.3, 5.4, Res. 350)

ORAL
(presented by a citizen and recorded by the chairperson, deputy chairperson, secretary, or member of the commission during a personal reception)

WRITTEN
(handed over to the commission personally or through an authorized person, if his/her authority is registered pursuant to the legislation of Ukraine, or sent by mail, telegraph, fax, or email)

DOCUMENTS, APPLICATIONS, COMPLAINTS

ARE REGISTERED
on the day of receipt

in the book of registration of personal reception of citizens
(Attachment 4 to Res. 350)
in the book or registration of documents, applications and complaints
(Attachment 3 to Res. 350)

IMPORTANT!
The commission does not register anonymous, personal, or greeting letters, or invitations received by the PEC.
In the right bottom part of the first page of a document, application, complaint, or in some other part of that page where there is no text (except for the place designated for binding), the following data are indicated:

the registration (entry) number,

which matches the sequential number of entry in the book of registration of documents, applications and complains, and the date of receipt (para. 5.5, Res. 350).

The person filing documents with the PEC must draw up a note specifying his/her last name, first name, patronymic, and providing a brief description of the documents being filed, with indication of the number of pages and of the date and time of filing (para. 5.5, Res. 350).

**IMPORTANT!**

The note will be stored together with the filed documents!
VOTER LISTS

The compilation and correction of voter lists at EPs for the preparation and conduct of voting in the election of MPs are performed pursuant to Art. 39-44, Art. 27-28 of the Law of Ukraine “On the State Voter Register” and the Clarification Regarding Compilation and Correction of Voter Lists for the Preparation and Conduct of Voting in the Election of the MPs of Ukraine approved by CEC Resolution No. 96 of June 7, 2012 (with amendments) (below, Res. 96).

→ TYPES OF VOTER LISTS

Preliminary and corrected voter lists for regular and special election precincts established at penitentiary institutions are compiled by SVR maintenance bodies (P. 1, Art. 39, P. 3, Art. 43).

<table>
<thead>
<tr>
<th>PRELIMINARY</th>
<th>CORRECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>(it is compiled so that voters can familiarize themselves with it; there is no column for voters’ signatures)</td>
<td>(it is compiled for voting and contains a column for voters’ signatures certifying the reception of ballot papers)</td>
</tr>
</tbody>
</table>

The voter list at an election precinct includes citizens of Ukraine who have attained or will attain the age of 18 as of the day of the election, who have the right to vote, and whose voting address, according to SVR data, is assigned to that election precinct (P. 2, Art. 39). A voter can be included in a voter list for only one election precinct (P. 2, Art. 39).

Voter lists are compiled in accordance with the form established by CEC Resolution No. 19 of January 26, 2012, “On the Forms of Voter Lists at Election Precincts and Other Election Documents for the Preparation and Conduct of Voting in the Election of the MPs of Ukraine” (with amendments), in 2 paper copies. Each page of a voter list is to be signed by the head of the SVR maintenance body, whose signature is to be certified with the seal of that body.
A list has **sequential numbering** for voters and page numbering. Voters are included in the list in such a way that information on voters with the same residential address is placed side by side (P. 3, Art. 39).

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**IMPORTANT!**

The procedure for compiling and transferring voter lists for regular election precincts **differs** from that for special election precincts, except for special election precincts established at penitentiary institutions.

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**RECEPTION OF A PRELIMINARY VOTER LIST AT A REGULAR ELECTION PRECINCT**

At the early election of the MPs, the SVR maintenance bodies

**no later than 11 days** before the day of voting

transfer to the PEC, in the premises of the SVR maintenance body, **one copy** of the preliminary voter list and the **produced personal invitations** (the second copy of the preliminary voter list is stored at the SVR maintenance body) (P. 4, Art. 107).

The preliminary voter list must be received, on behalf of the PEC, by no less than 3 members of that commission. One of these three PEC members must be the PEC chairperson; and if that is impossible, the deputy chairperson or the secretary of the commission (P. 5, Art. 39).

The **transfer** of the preliminary **voter list** to the PEC is certified by a relevant **act in two copies**, of a form established by CEC Resolution No. 19 of January 26, 2012, “On the Forms of Voter Lists at Election Precincts and Other Election Documents for the Preparation and Conduct of Voting in the Election of the MPs of Ukraine” (with amendments). One copy of the act is to be stored at the SVR maintenance body; **the other copy, at the PEC.**
PERSONAL INVITATIONS

The PEC of a regular election precinct must send or deliver in some other way to each voter a personal invitation received during the transfer of the preliminary voter list (P. 4, Art. 107) from the SVR maintenance body at the early elections of the MPs – no later than 10 days before the day of voting (P. 7, Art. 107, n.2.2 Res. 96).

In the personal invitation, the voter is notified of his/her inclusion in the preliminary voter list of the respective election precinct, the address of the election commission, its telephone number and working schedule, as well as of the time and place of voting. Voters in relation to whom the voter list contains a mark indicating their permanent inability to move without assistance (NAM) are simultaneously informed that they will be provided with the opportunity to vote at their place of stay (P. 2, Art. 40).

VOTERS’ FAMILIARIZATION WITH THE PRELIMINARY VOTER LIST

On the next day after the reception of the preliminary voter list, the PEC must post it in public view in the PEC premises (P. 1, Art. 40), that is, it must provide all citizen with the opportunity to familiarize themselves with the voter list in the PEC premises and check the correctness of the information about them entered in the list (P. 3, Art. 40).
Should a voter discover inaccuracies made when compiling the preliminary voter list, the voter can submit an application seeking correction of the preliminary voter list, in particular inclusion in or exclusion from the list of himself/herself or other persons; also, in connection with the presence or absence of marks indicating voter’s permanent inability to move without assistance (NAM), to the respective PEC, to SVR maintenance body, to local general court as administrative court with territorial jurisdiction over the respective commission.

FOR INFORMATION!

Examples of inaccuracies in a preliminary voter list:

- a typo in a last name, first name, or patronymic;
- an error in the address;
- incorrect NAM mark (no mark for a person permanently unable to move without assistance or, on the contrary, presence of such mark for someone who is able to move without assistance).

VOTER’S APPEAL REGARDING INACCURACIES IN THE PRELIMINARY VOTER LIST

To correct the preliminary voter list, in particular regarding inclusion in or exclusion from the list of the voter himself/herself or other persons, as well as in connection with presence or absence of a mark indicating voter’s permanent inability to move without assistance, the voter should,

no later than 5 days before the day of voting (P. 5, Art. 40), personally submit an application to the PEC or the SVR maintenance body (P. 4, Art. 40).
The application is to be appended with documents (copies of documents) certifying the information specified in it, for example, in case of discovery that a person was not included in the voter list at a regular EP, the application is to be appended with documents (copies of documents) certifying that person’s right to vote and that his/her voting address belongs to the regular election precinct in question (para. 2.4 Res. 96), that is, a copy of the passport or of temporary certificate of citizen.

The PEC is to consider such application within 1 day (P. 5, Art. 40):

based on the result of the consideration, it will adopt a decision in the form of resolution to transfer that application to the SVR maintenance body and to immediately send to the respective SVR maintenance body (P. 6, Art. 40):

- this resolution;
- the voter’s application;
- the documents or copies of documents appended thereto.

The aforementioned decision must, no later than on the next day after its adoption, be presented to the applicant and also be sent to the person whom it concerns (if that person is not the applicant) (P. 6, Art. 40).
On March 24, 2019, citizen N.S. Onishchuk filed an application with the precinct election commission for the election of the MPs of Ukraine of election precinct No. 800614 of single-member election district No. 221, seeking correction of the voter list for election precinct No. 800614, namely, her inclusion in the voter list for that election precinct. The permanent registration address specified in the passport of citizen of Ukraine presented by N.S. Onishchuk is: 32-v, apt. 73, Yevhena Konovaltsia St., Kyiv. Voters with that voting address are to be included in the preliminary voter list for election precinct No. 800614, but citizen N.S. Onishchuk is not present in the voter list. In view of the above, in accordance with Parts 3-6, Article 39 of the Law of Ukraine “On the Election of the MPs of Ukraine,” the precinct election commission for the election of the MPs of Ukraine of election precinct No. 800614 of single-member election district No. 221 holds that:

1. The application from citizen N.S. Onishchuk, with a copy of the passport issued in the name of Natalia Serhiivna Onishchuk, which is appended thereto, shall be delivered to the State Voter Register maintenance body of Pecherskyi rayon, city of Kyiv.

2. This resolution shall immediately be delivered to the State Voter Register maintenance body of Pecherskyi rayon, city of Kyiv.

3. This resolution shall be issued to N.S. Onishchuk before July 17, 2019.
WHAT IF A VOTER APPEALED TO A COURT ABOUT INACCURACIES IN THE PRELIMINARY VOTER LIST?

If a citizen filed an administrative suit with a court seeking correction of a voter list and the court ruled for the plaintiff, then

→ THE COURT’S DECISION

on making changes to the voter list should be presented by the voter,

no later than 5 days before the day of voting,

to the respective SVR maintenance body or the respective PEC for immediate delivery to such body.

IMPORTANT!

After that deadline (i.e. later than 5 days), the voter can submit the court’s decision only to the PEC (P. 11, Art. 40).
HOW CAN PEC MEMBERS CAST BALLOTS?

A PEC member who wants to vote at the election precinct in whose territory he/she will be working on the day of the election must **submit an application seeking temporary change of the place of voting** without changing the voting address (P. 3, Art. 41)

*no later than 5 days* before the day of voting
*to the SVR maintenance body*

- with jurisdiction over the respective PEC or
- with jurisdiction over his/her voting address.
The SVR maintenance body will, **no later than 2 days** before the day of voting (P. 6, Art. 41), present to the PEC, in the premises of the SVR maintenance body, one paper copy of the corrected voter list (the other copy of the corrected voter list will be stored at the SVR maintenance body).

The corrected voter list must be received, on behalf of the PEC, by **no less than 3 members** of that commission. One of these three PEC members must be the chairperson of the PEC; and if that is impossible, the deputy chairperson or the secretary of the commission.

The **transfer** of the **corrected voter list** to the PEC is certified by a relevant act **in two copies**, of a form established by CEC Resolution No. 19 of January 26, 2012, “On the Forms of Voter Lists at Election Precincts and Other Election Documents for the Preparation and Conduct of Voting in the Election of the MPs of Ukraine” (with amendments). One copy of the act is to be stored at the SVR maintenance body; **the other copy, at the PEC**.
MAKING CHANGES TO THE CORRECTED VOTER LIST AT A REGULAR ELECTION PRECINCT

Changes to the corrected voter list at a regular election precinct (P. 1, Art. 42) are made

by the chairperson, OR deputy chairperson, AND secretary of the PEC

on the basis of

• a court decision,
• a report from the SVR maintenance body on elimination of voter’s multiple* inclusion in the voter list for that election precinct.

IMPORTANT!

On the day of voting, changes to a corrected voter list can be made EXCLUSIVELY on the basis of a court decision (P. 2, Art. 42).
PROCEDURE FOR VOTER’S INCLUSION IN A VOTER LIST

Information on a voter required by the voter list form is to be entered at the end of the voter list (P. 3, Art. 42).

In such case, the date and number of the court decision or the date of notification from the SVR maintenance body are specified in the column «Notes»; also, if a voter’s voting address is outside the respective single-member district, that is, the voter is registered in another single-member district, a mark is made to certify that the voter has only received the ballot paper for voting in the nationwide district (P. 3, Art. 42), since in such case the ballot paper for voting in the single-member district is not issued.
PROCEDURE FOR EXCLUSION FROM THE VOTER LIST OF PERSONS INAPPROPRIATELY INCLUDED IN IT

Information on persons inappropriately included in a corrected voter list is to be deleted from the voter list.

In the column «Notes», the word “Excluded” is written; the PEC chairperson and secretary append their signatures. In such case, the date and number of the court decision or notification from the SVR maintenance body are written in the said column, next to the voter’s last name (P. 4, Art. 42).

When changes are made to the voter list at a regular election precinct, the PEC of that EP URGENTLY provides information on the voters included in the voter list or excluded from the list to the respective SVR maintenance body; this is done in accordance with the form established by the CEC (P. 6, Art. 42, para. 3.5 Res. 96).
PROCEDURE FOR CORRECTING INACCURACIES AND TECHNICAL MISPRINTS ON THE DAY OF VOTING

On the day of voting, correct inaccuracies and technical misprints in the corrected voter list, namely:

- incorrectly written last name, first name, or patronymic, birthday date, number of house, apartment, place of residence,

if, in spite of such technical misprints, it is clear that the voter that came to the EP for voting is the one included in the voter list. Such correction is to be certified by the signature of the chairperson or deputy chairperson of the PEC in the column «Notes» (P. 7, Art. 42).

IMPORTANT!

A mismatch between a voter’s voting address in the corrected voter list and his/her passport of citizen of Ukraine or temporary certificate of citizen of Ukraine in terms of the name of the locality, street (avenue, boulevard, square, lane, quarter, etc.) whether number of house, if such mismatch refers to the same locality, street or house and is related to renaming of the locality, street, change of numbering of an existing house, may not be a ground for refusal to issue a ballot paper to such voter and does not require making changes to the voter list (para. 3.8, Res. 96).
At special EPs, preliminary voter lists for early election of the MPs are compiled **no later than seven days** before the day of voting (P. 2, Art. 43, P. 5, Art. 107).

**IMPORTANT!**

Voters who must leave the healthcare institution before the day of voting are not included in the voter list for such precinct (P. 2, Art. 43).

- The PEC of a special election precinct is to place one copy of the voter list **on the next day** after its compilation **in public view** in the PEC premises (P. 5, Art. 43).

- After compilation of the voter list at a special election precinct, the PEC **immediately** provides the **local SVR maintenance body** with information on voters included in it (P. 6, Art. 43).
CORRECTION OF THE VOTER LIST AT A SPECIAL ELECTION PRECINCT IN A HEALTHCARE INSTITUTION

If a voter has come to an inpatient healthcare institution later than 10 days before the day of voting, but earlier than 3 days before the day of voting, the respective PEC is to correct the voter list by placing that voter on the voter list based on information immediately provided by the head of the respective institution, whose signature is to be certified by the seal of the respective institution (P. 7, Art. 43).

If a voter has come to a healthcare institution in the locality of his/her residence later than 3 days before the day of voting, he/she can apply to the election commission of the regular election precinct where he/she is included in the voter list, asking to be provided with the opportunity to vote at the place of his/her stay in accordance with the procedure and within the timeframe specified by the Law. In such case, he/she will not be included in the voter list at the special election precinct (P. 8, Art. 43).

Voters have the right to file an application with the PEC of a special election precinct or appeal directly to a court regarding voter list inaccuracies (P. 10, Art. 43).

Such application is to be submitted to the PEC personally (P. 11, Art. 43) no later than 3 days before the day of voting (P. 12, Art. 43).

An application submitted to the election commission after that deadline will not be considered.

An application submitted in a timely manner is to be considered by the election commission immediately.
Based on the result of consideration of the application, the PEC is obliged to adopt
• a decision to make a change to the voter list or
• a motivated decision to dismiss the application.

A copy of the decision is to be issued to the voter on the day of its adoption (P. 12, Art. 43). When making changes to a voter list, the PEC of a special election precinct must immediately provide information on the voters included in the voter list or excluded from the list to the respective SVR maintenance body (P. 14, Art. 43).

This must be done to rule out multiple inclusion of a voter at two election precincts simultaneously. Thus, after receiving information on the inclusion of a voter at a special election precinct, the SVR maintenance body must notify the PEC of the regular election precinct where the voter is included in the voter list about his/her multiple inclusion and the PEC of the regular election precinct must exclude the voter in accordance with the procedure specified by the Law.
If such information is received **later than 5 days** before the day of voting and multiple inclusion of a voter is discovered, i.e. his/her inclusion in the voter list at another election precinct, the SVR maintenance body must immediately report this to the respective PEC (P. 15, Art. 43).

**IMPORTANT!**

In the event of creation of a special election precinct in an exceptional case, pursuant to P. 8, Art. 21, the voter list is compiled by the PEC no later than 7 days before the day of voting based on information provided by the head of the respective establishment, institution, or ship captain. When the voter list at such election precinct has been compiled, the PEC immediately provides information on the voters included in that list to the local SVR maintenance body (P. 9, Art. 43).

**HOW CAN PEC MEMBERS OF A SPECIAL ELECTION PRECINCT CAST BALLOTS?**

The PEC members of a special election precinct are included in the voter list for that election precinct based on the decision of the respective election commission to establish the PEC of that special election precinct (P. 16, Art. 43).
APPLICATIONS FOR VOTING AT THE PLACE OF STAY AND EXCERPT FROM THE VOTER LIST

A voter who is temporarily unable to move without assistance submits by mail or through other persons to the PEC of a regular election precinct, no later than 20:00 of the last Friday before the day of voting, that is, July 19, 2019, a personally written application (together with a certificate from a medical institution) asking to be provided with the opportunity to vote at the place of his/her stay, with indication of the voter’s place of stay (P. 5, Art. 86).

At special election precincts established at inpatient healthcare institutions, voting at a voter’s place of stay is conducted on the basis of an application personally written by the voter, who asks to be provided with the opportunity to vote at the place of his/her stay in connection with the necessity to be confined to bed (P. 7, Art. 86). The voter’s application seeking to vote at the place of his/her stay is registered by the PEC in a separate book (P. 8, Art. 86). PEC members have the right to check the fact of voter’s temporary inability to move without assistance (P. 15, Art. 86) in accordance with the procedure established by CEC Resolution No. 126 of July 27, 2012, “On the Procedure for Checking the Fact of Voter’s Temporary Inability to Move to Organize Voting in the Election of the MPs of Ukraine at the Place of Voters’ Stay.” To organize place-of-stay voting by voters who are unable to move without assistance, the PEC will prepare, on the last day before the day of the election (P. 2, Art. 86),

THAT IS, ON SATURDAY, July 20, 2019, at its meeting an excerpt from the voter list.

Immediately after such excerpt has been prepared, it will be posted in public view at the PEC premises (P. 2, Art. 86); its form is established by CEC Resolution No. 19 of January 26, 2012, “On the Forms of Voter Lists at Election Precincts and Other Election Documents for the Preparation and Conduct of Voting in the Election of the MPs of Ukraine.”
The excerpt from the voter list is to include (P. 3, Art. 86):

- **without the commission’s decision** – a voter who is permanently unable to move without assistance and in respect of whom a relevant mark is specified in the voter list, if such voter has not notified the respective PEC, in writing or personally, **before 12 hours of the last Saturday** prior to the day of the election about his/her wish to vote in the premises for voting;

- **by the decision of the PEC** – a voter who is temporarily unable to move without assistance, **based on his/her application and health certificate from a medical institution**.

When a voter is about to be included in the voter list for voting at the place of stay, the PEC secretary is to write «voting at the place of stay» in the column «voter’s signature» (P. 4, Art. 86).

**IMPORTANT!**

During the preparation of the excerpt from the voter list, the PEC members must enter voters in the excerpt under the same number that is specified in the corrected voter list.
BALLOT PAPERS
TRANSFER OF BALLOT PAPERS FROM DEC TO PEC

At its meeting, the DEC hands all ballot papers over to the PEC no earlier than 3 days, but no later than 24 hours before the day of voting (P. 3, Art. 82).

On behalf of each PEC, the ballot papers are received by no less than 3 PEC members (P. 3, Art. 82).

Together with the ballot papers, the representatives of each PEC that received ballot papers are presented with two excerpts:

1. excerpt from the DEC protocol on transfer to the PEC of ballot papers for voting in the nationwide district within the single-member election district,

2. excerpt from the DEC protocol on transfer to the PEC of ballot papers for voting in the single-member election district,

each signed by the chairperson and secretary of the DEC and the 3 PEC members who received ballot papers and certified with the DEC seal (P. 6, Art. 82).

PEC members TRANSPORT THE BALLOT PAPERS THEY RECEIVED to the PEC premises, accompanied by a police officer responsible for protection (P. 9, Art. 82).

IMPORTANT!

Ballot papers are strictly accountable documents. The DECs ensure rigorous record-keeping of ballot papers that were received and issued, as required by the Law (P. 7, Art. 80).
ACCEPTANCE OF BALLOT PAPERS

Acceptance of ballot papers by the PEC takes place at a meeting of the PEC immediately after the arrival of the election commissioners who received ballot papers (P. 10, Art. 82). The PEC secretary affixes the PEC seal in designated places on each ballot paper.

Another PEC member, determined by a decision of the commission, counts aloud, separately, the received ballot papers for voting in the nationwide district and in the respective single-member district, checking the correctness of the indication of the election district, the number of the single-member district and the number of the election precinct specified on the ballot papers. Other members of the commission watch the counting (P. 10, 11, Art. 82).

IMPORTANT!

During the counting of votes, it is prohibited to divide the commission into several groups so that each group will count a part of the ballot papers (P. 11, Art. 82).

If a mismatch is discovered between the number of ballot papers in the nationwide district and/or the single-member district and the number specified in the excerpt(s) from the DEC protocol on the transfer of ballot papers, the PEC draws up a relevant act (acts) in THREE copies in accordance with the form established by CEC Resolution No. 85 of May 17, 2012, “On the Procedure for Transferring Ballot Papers for the Election of the MPs of Ukraine to Election Commissions,” with indication of the reason for the mismatch established by the PEC’s decision (P. 12, Art. 82).
In case of a mismatch between the number of ballot papers counted by the PEC and the number specified in the excerpt, the number of ballot papers received by the PEC is taken to be the number actually established during the counting of ballot papers at the PEC meeting and recorded in the act(s) on the mismatch.

Ballot papers are stored in the PEC premises, inside a closed safe (metal case) which is sealed with tape bearing the signatures of all those present at the meeting of the election commission and the PEC seal and is permanently (before the day of voting) protected by a police officer (P. 13, Art. 82).

IMPORTANT!

Ballot papers for voting in the nationwide district and in the single-member district for each election precinct are produced in a number that exceeds by 0.5 percent the number of voters included in the voter list for the respective election precinct of the respective single-member district, with possible deviation from the aforementioned number resulting from the multiplicity of ballot papers being printed on a typing sheet (P. 8, Art. 80).
WHAT IF THE TAPE ON THE SAFE WAS DAMAGED?

The PEC chairperson must immediately inform the National Police and the DEC in the event of discovery of:

- damage to the tape sealing the safe (metal case),
- non-authentic signatures on the tape,
- non-authentic stamp on the tape.

After that, the PEC chairperson must immediately open the safe (metal case) and take out the ballot papers from inside it.

The PEC members are to check the ballot papers for:

- correctness of district numbers;
- correctness of election precinct;
- presence of the imprint of the PEC’s seal;

after that, the PEC members re-count the ballot papers separately for the nationwide and single-member election districts.

The PEC draws up an act on the discovered signs of opening of the safe (metal case) and (in case of discovery) act(s) on mismatch in the number of ballot papers of forms established by CEC Resolution No. 208 of April 4, 2014, “On the Forms of Election Documents of Precinct Election Commissions for the Election of the MPs of Ukraine.”

The number of ballot papers found in the safe (metal case) is also entered in the minutes of the meeting of the election commission. In such case, the established number of ballot papers is taken to be the number of ballot papers received by the PEC (P. 14, Art. 82).
PREMISES FOR VOTING
PREMISES FOR VOTING

Requirements regarding premises of election commissions and premises for voting are regulated by Article 83 as well as by CEC Resolution No. 5 of January 19, 2012 (below, Res. 5) and CEC Resolution No. 18 (as amended by CEC Resolution No. 904 of May 27, 2019) (below, Res. 18). Voting is conducted in specially allocated and outfitted premises in which booths (rooms) are set up for secret voting and places are designated for the issuance of ballot papers and installation of ballot boxes (P. 1, Art. 83).

**IMPORTANT!**

Supervision of the outfitting of the premises for voting is entrusted to the PEC.

The executive bodies of local councils or the bodies (officials) exercising their powers in accordance with the law provide the EPs with the necessary premises for voting that are suitable for outfitting pursuant to the requirements of the Law of Ukraine “On the Election of the MPs of Ukraine” and in line with the standards established by the CEC, and provide technical assistance in outfitting them (P. 2, Art. 83).

<table>
<thead>
<tr>
<th>EP SIZE</th>
<th>AREA of the premises for voting</th>
<th>NUMBER OF BOOTHS (ROOMS) for secret voting</th>
<th>NUMBER OF LARGE (STATIONARY) BALLOT BOXES</th>
<th>NUMBER OF SMALL (MOBILE) BALLOT BOXES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMALL (up to 500 voters)</td>
<td>no less than 50 sq. m</td>
<td>no less than 2</td>
<td>no less than 2</td>
<td>no less than 2</td>
</tr>
<tr>
<td>MEDIUM (from 500 to 1,500 voters)</td>
<td>no less than 75 sq. m</td>
<td>no less than 4</td>
<td>no less than 4</td>
<td>no less than 2</td>
</tr>
<tr>
<td>LARGE (more than 1,500 voters)</td>
<td>no less than 90 sq. m</td>
<td>no less than 6</td>
<td>no less than 6</td>
<td>no less than 2</td>
</tr>
</tbody>
</table>
If no premises with the respective area are available, it is possible to use, as an exception, less spacious premises for voting and work of the PEC at the respective election precinct, provided that they are **no more than 50 percent smaller** than required (para. 5 Res. 5).

**In the premises for voting or directly in front of it,** the PEC must necessarily place (P. 7, Art. 83):

1. posters clarifying the procedure for voting and the liability for violating the legislation on the election of the MPs of Ukraine;

2. voter lists of each party whose MP candidates are registered in the nationwide district;

3. lists of MP candidates registered in the respective single-member district;

4. information posters with election programs of parties, to be placed in the order in which the parties appear on the ballot papers;

5. information posters with election programs of MP candidates, to be placed in the order in which the MP candidates appear on the ballot papers.

When preparing the premises for voting, the PEC must plan **the placement of equipment as follows**:

- the places for the issuance of ballot papers, the entrance to and exit from the booths (rooms) for secret voting, and the ballot boxes must be within plain view of the PEC members and the persons who are legally entitled to be present in the premises for voting (P. 4, Art. 83);

- an individual number is assigned to each ballot box – it is indicated on the box (P. 6, Art. 83);

- stationary ballot boxes are set up in the premises for voting in such a way that voters approaching them can go through the booths (rooms) for secret voting (P. 6, Art. 83);
• to provide for the voting of citizens with limited physical abilities, one booth is set up for secret voting with an entrance width of 110 cm; inside it, a table or shelf is set up, no more than 75 cm high, with a space of no less than 67 cm below it, so as to have enough room for a wheelchair (subpara. 2, para. 2, Res. 18);

• small (mobile) ballot boxes are placed in the premises for voting with the slots for ballot papers downwards, within plain view of the members of the commission and other persons present at the election precinct during the voting pursuant to the Law (P. 4, Art. 84).

Besides, the premises for voting must meet the needs of persons with limited physical abilities, in particular be equipped with a ramp, have an unobstructed entrance to and exit from the premises (para. 7, Res. 5).
PREPARATORY MEETING OF THE PEC
PREPARATORY MEETING

On the day of the election, no earlier than 45 minutes before the start of the voting, that is, no earlier than 7:15, the PEC holds a meeting (P. 4 Art. 75) at which:

I.

all those present review the tape sealing the safe (metal case) in which the ballot papers are stored (P. 3, Art. 84);

IMPORTANT!

In the event of discovery of damage to the tape sealing the safe or wrong signatures or seal on it, the PEC immediately reports this fact to the National Police and the DEC.

After that, the PEC chairperson immediately opens the safe (metal case) and takes out the ballot papers from inside it. The PEC members check the ballot papers, in particular for correctness of the numbers of the district and the election precinct, the presence of the imprint of the seal of this PEC, and then re-count the ballot papers separately for the nationwide and single-member election districts. The PEC draws up an act (acts) on the discovered signs of opening of the safe (metal case) and (in case of discovery) on mismatch in the number of ballot papers. The number of ballot papers found in the safe (metal case) is also entered in the minutes of the PEC meeting. In such case, the established number is taken to be the number of ballot papers received by the PEC (P. 5, Art. 84, P. 14, Art. 82).

II.

the ballot boxes are examined (P. 4, Art. 84);

a. The PEC chairperson provides all ballot boxes available at the EP, one by one, to the PEC members, MP candidates present, their proxies, authorized
persons of parties, official observers, and media representatives for examination, **announcing the ballot box number.**

b. After the examination of each ballot box, it is **sealed or, if that is impossible, affixed with the seal** of the PEC.

c. When the ballot box has been sealed (affixed with the seal), a **CONTROL SHEET** is dropped into it – one that specifies the number of the single-member election district, the EP number, the ballot box number, the time when the sheet was dropped into the ballot box, and bears the signatures of all PEC members present and, if so desired, the signatures of MP candidates, their proxies, authorized persons of parties, official observers; at that point, the commission’s seal is affixed to the sheet. This procedure is repeated for **each ballot box.**

d. **Small (mobile) ballot boxes** are placed in the premises for voting **with the slots for ballot papers downwards,** within plain view of the commissioners and other persons present at the election precinct during the voting in accordance with the Law.

the safe (metal case) with the ballot papers is opened;

a. When the safe has been opened, the PEC chairperson **announces the number of ballot papers** received by the PEC (based on excerpts from the DEC protocol on the transfer of ballot papers to the PEC or act (acts) on the mismatch between the calculated number of ballot papers and the number specified in the excerpt from the DEC protocol), or act on damage to the tape sealing the safe (P. 6 Art. 84).

b. The PEC secretary **enters the announced number of ballot papers** in the respective **protocol** of the PEC on the **counting of votes.** This number is also recorded in the protocol of the commission’s meeting (P. 6, Art. 84).
IV.

The ballot papers are handed over to the PEC members who will issue them to the voters (P. 7, Art. 84);

a. The PEC chairperson hands the necessary number of ballot papers for voting in the nationwide and single-member districts over to the PEC members who will issue them to voters in the premises for voting and organize voting at the place of voters’ stay.

**IMPORTANT!**

Not a single ballot paper can remain in the safe (case).

b. The transfer of the ballot papers is registered in a register in accordance with the form established by the CEC. The aforementioned commissioners certify the reception of the ballot papers by putting their signatures in the register and provide for their storage and for adherence to the procedure for their issuance to the voters.

**IMPORTANT!**

The number of ballot papers received by the PEC members for organizing voting at the place of voters’ stay must be equal to the number of voters included in the excerpt from the voter list.

V.

The pages of the voter list are handed over by the PEC chairperson to the PEC members authorized to work with the voter list (P. 8, Art. 84);
Before the voting begins at 8:00, the PEC informs the DEC about (P. 9, Art. 84):

- the number of voters included in the voter list for the election precinct at the start of the voting;
- the number of voters included in the excerpt from the voter list for voting at the place of voters’ stay.
This issue is regulated by the Law and by CEC Resolution No. 954 of June 6, 2019, “On the Procedure for Use by the District Election Commissions for the Election of the MPs of Ukraine of the Information and Analytical System «Elections of the MPs of Ukraine» of the Unified Information and Analytical System «Vybory»” (below, Res. 954). On the day of voting, the PEC must provide the DEC with the following information:

<table>
<thead>
<tr>
<th>WHAT KIND OF INFORMATION?</th>
<th>WHEN SHOULD IT BE PROVIDED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. the number of voters included in the voter list at the election precinct at the start of voting;</td>
<td>before the beginning of voting (P. 9, Art. 84)</td>
</tr>
<tr>
<td>2. the number of voters included in the excerpt from the voter list for voting at the place of voters’ stay.</td>
<td>respectively, no later than 12 hours 30 minutes and 16 hours 30 minutes (subpara. 3, para. 3.1, Res. 954)</td>
</tr>
<tr>
<td>3. the number of voters who received ballot papers at the election precinct, as of 12:00;</td>
<td></td>
</tr>
<tr>
<td>4. the number of voters who received ballot papers at the election precinct, as of 16:00.</td>
<td></td>
</tr>
<tr>
<td>5. preliminary information on the number of voters included in the voter list at the election precinct at the end of voting;</td>
<td>immediately after the end of voting, but no later than 20:30 (P. 13, Art. 85)</td>
</tr>
<tr>
<td>6. the number of voters who received ballot papers at the election precinct at the end of voting.</td>
<td></td>
</tr>
</tbody>
</table>
ORGANIZATION OF AND PROCEDURE FOR VOTING
ORGANIZATION OF AND PROCEDURE FOR VOTING

Voting is conducted on the day of voting, from 8 hours to 20 hours without a break (P. 1, Art. 85).

IMPORTANT!

The PEC is entrusted with organizing the voting, maintaining due order in the premises for voting, and ensuring the secrecy of the expression of the voters’ will (P. 2, Art. 85).

DOCUMENTS FOR VOTING

A voter wishing to receive the ballot paper for the election of the MPs of Ukraine must present to the respective PEC member one of the below documents certifying citizenship of Ukraine (P. 3-6, Art. 2):

at a regular or special election precinct:

1. passport of citizen of Ukraine, in the form of a passport book

or

a passport card;

2. military service record card (exclusively for military conscripts);

2. temporary certificate of citizen of Ukraine
at a special election precinct established at a respective penitentiary institution or pretrial detention center:

a card (certificate) from the penitentiary institution or pretrial detention center for persons staying at penitentiary institutions or pretrial detention centers;

The card (certificate) must contain:
1. last name, first name, patronymic;
2. date, month, year of birth,
3. citizenship,
4. a photo of the person,
5. the signature of the head of the institution and its seal.

at an out-of-country election precinct, and also at a special election precinct established on a vessel sailing on the day of the election under the National Flag of Ukraine, or at Ukraine’s polar station

1. passport of citizen of Ukraine for traveling abroad;
2. diplomatic passport;
3. service passport;
PROCEDURE FOR ISSUING A BALLOT PAPER TO A VOTER

The ground for the exercise by a voter of his/her right to vote at an election is the voter’s inclusion in the voter list for the election precinct (P. 2, Art. 2).

A voter living or staying, on the day of voting in the parliamentary election, in the territory of a foreign state, as well as a citizen of Ukraine whose place of voting has been temporarily changed (without changing the voting address) to a different election precinct outside the single-member district to which such voter is assigned on the basis of SVR information on his/her voting address, has the right to vote at the election of the MPs only in the nationwide district. The exercise of that right is ensured by the voter’s inclusion in the voter list for the respective election precinct, with indication that such voter “only receives the ballot paper for voting in the nationwide district” (P. 10, Art. 2).

During the voting, 2 PEC members provide voters with the possibility to vote; one of them checks the voter’s document and presence in the voter list, while the other issues the ballot paper in the following sequence (P. 3, Art. 85):

The voter must present one of the documents specified in P. 4-6, Art. 2.

The PEC member working with the voter list checks the presence of the voter in the list and gives the list to the voter for signing.

The voter must put his/her signature in the voter list.
The PEC member issuing ballot papers writes his/her last name and initials in the designated place on the counterfoil of the ballot paper(s), puts his/her signature, and enters the number under which the voter was included in the voter list.

The voter must put his/her signature on the designated place on the counterfoil of the ballot paper(s).

The PEC member working with the ballot papers must detach the counterfoil from the ballot paper(s) and issue the ballot paper to the voter for voting.

The PEC member working with the ballot papers must keep the counterfoil of the ballot paper(s).

IMPORTANT!

During this process, making any other marks on the ballot papers is prohibited (P. 3, Art. 85).
After receiving the ballot paper, the voter **must complete it personally in a booth** (room) for secret voting (P. 5, Art. 85). The voter can stay in the premises **for voting for as long as is required for voting** (P. 4, Art. 85).

**IMPORTANT!**

A voter who, as a result of physical disabilities, is unable to complete the ballot paper without assistance has the right, with the knowledge of the chairperson or other member of the PEC, to use the assistance of another voter, **except for PEC members, MP candidates, their proxies, authorized persons of parties, or official observers** (P. 5, Art. 85).

The voter must put the mark **«plus» («+»)** whether some other mark certifying the expression of his/her will **in the box next to the name of the party** in the ballot paper for voting in the nationwide district and **in the box next to the name of the MP candidate** for whom he/she is voting in the ballot paper for voting in a single-member district (P. 8, Art. 85).

The voter **personally drops** the completed ballot papers into the ballot box, **maintaining the secrecy of voting as he does so** (P. 9, Art. 85).
A voter who, as a result of physical disabilities, is unable to drop the ballot paper without assistance has the right, with the knowledge of the chairperson or other member of the PEC, to ask another person, except for a PEC member, an MP candidate, a candidate’s proxy, a party’s authorized person, or an official observer, to do so in his/her presence (P. 9, Art. 85).

**IMPORTANT!**

IF A VOTER MADE AN ERROR WHEN COMPLETING THE BALLOT PAPER

If a voter, when completing the ballot paper, made an error, he/she has the right to immediately submit a written application to the PEC member that issued the ballot paper, asking for another ballot paper for voting in the nationwide or single-member district to be issued to him/her (P. 11, Art. 85).

The PEC member is to issue another ballot paper only in exchange for the spoiled one, putting a relevant mark in the voter list next to the voter’s name and affixing his/her signature to certify that fact.

The spoiled ballot paper must immediately be invalidated as an unused one; an ACT to that effect is to be drawn up.
When a ballot paper is being completed, the following is prohibited:

- presence of other persons in the voting booth (room),
- any kind of photographing,
- The act is to be signed by the **2 PEC members** in charge of issuing the ballot paper and by the **voter** who incorrectly completed the ballot paper; then the act will be appended to the voter list.

During the counting of votes, a spoiled and invalidated ballot paper is counted as an **unused** one and is **packed** together with the counterfoil **into the package with unused ballot papers**.

**IMPORTANT!**

The issuance of a ballot paper instead of an incorrectly completed one **for a second time is prohibited!**
any kind of video recording,

handing the ballot paper over to other persons,

receiving a ballot paper from persons other than the PEC member authorized to issue ballot papers,

encouraging or forcing voters by means of bribery, threats, or in any other manner to hand the ballot paper over to other persons.
If a ballot box is damaged during the voting, it is to be sealed by the chairperson and no less than 3 members of the PEC who represent different parties and/or MP candidates, in such a way that it will be impossible to drop into it or take out of it any ballot papers.

That ballot box will be stored in the premises for voting, within plain view of PEC members and other persons entitled to be present at the EP during the voting pursuant to the requirements of the Law, and will not be used until the end of voting (P. 10, Art. 85).
ORGANIZATION OF AND PROCEDURE FOR VOTING AT VOTERS’ PLACE OF STAY
ORGANIZATION OF AND PROCEDURE FOR VOTING AT VOTERS’ PLACE OF STAY

Voting at the place of voters’ stay is organized by no less than 3 PEC members, determined by the decision of the election commission (P. 9, Art. 86). Such PEC members must be representatives of different parties and/or MP candidates. Voting at voters’ place of stay is organized in such a way that the PEC members in charge of such voting will return to the premises for voting no later than one hour before the end of voting, that is, no later than by 19:00 (P. 10, Art. 86).

PEC chairperson’s actions when organizing voting at voters’ place of stay (P. 11, Art. 86):
1. The PEC chairperson announces that the PEC members are to depart to conduct voting at voters’ place of stay.
2. The PEC chairperson issues to the specified PEC members the excerpt from the voter list.
3. The PEC chairperson presents to the specified PEC members a ballot box, sealed or affixed with the seal, dropping a control sheet into it (another one, in addition to the sheet that was dropped into it before the beginning of voting).

In the control sheet, the following information is specified:
- ballot box number,
- time of departure (hour and minutes) of the PEC members
- the number of ballot papers for the nationwide district that were received,
- the number of ballot papers for the single-member district that were received,
- the last names of the PEC members to whom the ballot papers were issued.

The control sheet is to be signed by the PEC members present, whose signatures are affixed with the PEC seal, and also by MP candidates, their proxies, authorized persons of parties, and official observers, should they wish to do so.
Apart from the PEC members, the following persons **have the right to be present** when voting is conducted at voters’ place of stay (P. 12, Art. 86):

- MP candidates,
- proxies of MP candidates,
- authorized persons of parties,
- official observers.

A voter or members of his/her family **may not refuse** the commission members conducting the voting, as well as official observers, MP candidates, their proxies, or authorized persons of parties **to be present** at the voting.

Should the aforementioned persons be refused entry to the premises where the voter stays, **the voter will be denied the opportunity to vote** at his/her place of stay (P. 13, Art. 86).
WHEN ORGANIZING VOTING AT VOTERS’ PLACE OF STAY (P. 14, Art. 86):

The voter must present one of the documents specified in P. 4-6, Art. 2.

The PEC member checks the presence of the voter in the excerpt from the voter list.

The PEC member writes his/her last name and initials in the designated place on the counterfoil of the ballot paper(s), puts his/her signature, and enters the number under which the voter was included in the voter list.

The voter must put his/her signature on the counterfoils of the ballot papers and in the excerpt from the voter list.

The PEC member detaches the counterfoils and issues the ballot papers to the voter for voting.

The voter personally, in secret voting mode, without anyone’s presence, completes the ballot papers and drops them into the ballot box.
PEC MEMBERS’ ACTIONS AFTER ORGANIZATION OF VOTING AT VOTERS’ PLACE OF STAY

After conducting voting at voters’ place of stay, the PEC member that issued the ballot paper to the voter does the following in the corrected voter list next to the voter’s last name (P. 17, Art. 86):

- puts the mark «voted at voter’s place of stay»,
- enters his/her last name,
- affixes his/her signature.

The excerpt from the voter list on the basis of which voting at voters’ place of stay was organized is appended to the voter list and becomes its integral part!

The following documents are appended to the voter list and to the excerpt from the voter list (P. 18, Art. 86):
- voters’ written applications,
- references from medical institutions,
- copies of relevant decisions of the PEC.

IMPORTANT!

If a voter included in the excerpt from the voter list for voting at the place of stay comes to the premises for voting after the PEC members have departed to organize voting at voters’ place of stay, the ballot papers may not be issued to such voter until the PEC members organizing voting at voters’ place of stay are back and it becomes clear whether or not that voter has voted at the place of his/her stay (P. 16, Art. 86).
## Позачергові вибори народних депутатів України

(виходячи виборів народних депутатів України)

21 липня 2019 року
(дата проведення виборів народних депутатів України)

### УТОЧНЕНІЙ СПИСОК ВИБОРЦІВ
на звичайній виборчій дільниці № 631089

м. Харків, Харківська область
(місцезнаходження дільниці виборчої комісії – село, селище, місто із зазначеною адміністративною одиницею району, області, Автономної Республіки Крим)

<table>
<thead>
<tr>
<th>№ з/п</th>
<th>Прізвище, ім'я і прізвище, по батькові (за наявності)</th>
<th>Дата народження (число, місяць, рік)</th>
<th>Виборча адреса (без зазначення поштового індексу і району проживання)</th>
<th>Підпис виборця за отриманням виборчих бюлетенів</th>
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<tr>
<td>1</td>
<td>Квасневська Віра Павлівна</td>
<td>25.03.1974</td>
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<td>2</td>
<td>Байдулова Ірина Вікторівна</td>
<td>13.12.1967</td>
<td>м. Харків, вул. Ташкентська, 1 кв.2</td>
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<td>3</td>
<td>Байдулов Олександр Васильович</td>
<td>23.01.1967</td>
<td>м. Харків, вул. Ташкентська, 1 кв.2</td>
<td>голосува за місцем перебування</td>
<td>Давиденко Л.М.</td>
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<td>4</td>
<td>Байдулова Софія Олександрівна</td>
<td>02.03.1989</td>
<td>м. Харків, вул. Ташкентська, 1 кв.2</td>
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<td>5</td>
<td>Байдулов Євген Олександрович</td>
<td>24.04.1992</td>
<td>м. Харків, вул. Ташкентська, 1 кв.2</td>
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<td>6</td>
<td>Іванов Сергій Васильович</td>
<td>01.03.1928</td>
<td>м. Харків, вул. Ташкентська, 1 кв.3</td>
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<td>7</td>
<td>Близилевич Наталія Вікторівна</td>
<td>02.02.1989</td>
<td>м. Харків, вул. Ташкентська, 1 кв.4</td>
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<td>8</td>
<td>Близилевич Микола Іванович</td>
<td>12.11.1981</td>
<td>м. Харків, вул. Ташкентська, 1 кв.4</td>
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</tbody>
</table>
END OF VOTING

At 5 minutes to 20 hours, the PEC chairperson announces the end of voting and the closing of the election precinct at 20 hours.

IMPORTANT!

Voters who have come to the polling station by 20 hours have the right to vote (P. 12, Art. 85).

To provide for the exercise of that voter’s right, one of the PEC members, acting upon instructions from the PEC head, comes at 20 hours to the entrance to the premises for voting, invites all voters who have not voted yet to come in, and then closes the door (P. 12, Art. 85).

After the last voter leaves the polling station, the premises are closed and only the PEC members and the persons who are legally entitled to be present at the meeting of the election commission stay inside (P. 12, Art. 85).
Immediately after the end of voting, but no later than 20 hours 30 minutes, the PEC provides the DEC with preliminary information (P. 13, Art. 85):

1. on the number of voters included in the voter list at the election precinct at the end of voting, and

2. on the number of voters who received ballot papers at the election precinct at the end of voting.
FINAL MEETING OF THE PEC AND COUNTING OF VOTES AT THE EP
FINAL MEETING OF THE PEC

(SCHEMATIC DIAGRAM)

APPOINTMENT, BY A PEC DECISION, OF THE SECRETARY OF THE MEETING AND THE PEC MEMBER IN CHARGE OF COUNTING

↓

CONSIDERATION OF COMPLAINTS

↓

PROCESSING OF VOTER LISTS

↓

COUNTING OF UNUSED BALLOT PAPERS

↓

COUNTING OF COUNTERFOILS

↓

EXAMINATION AND OPENING OF BALLOT BOXES

↓

COUNTING OF VOTES IN THE NATIONWIDE DISTRICT

↓

COUNTING OF VOTES IN THE SINGLE-MEMBER DISTRICT

↓

DRAWING UP PROTOCOLS ON THE COUNTING OF VOTES AT THE EP

↓

TRANSPORTING OF ELECTION DOCUMENTATION TO THE DEC
The final meeting of the PEC begins **after the end of voting** and sending of a report

1. on the number of voters included in the voter list, and
2. the number of voters who received ballot papers at the end of voting and **is held in the same premises** where the voting was conducted.

The final meeting continues **without a break** and ends when the protocol on the counting of votes at the election precinct has been drawn up and signed (P. 1, Art. 87). If during the voting process the PEC **received applications or complaints regarding violations** that took place in the course of the voting at the EP, the PEC is to consider them at the beginning of the meeting, before starting to count votes at the election precinct (P. 4 Art. 87).

At the EP, the votes are counted openly and transparently, **exclusively by PEC members** (P. 5, Art. 87):

- The ballot papers are counted by **ONE** PEC member, designated by the commission’s decision.
- One PEC member, designated by the commission’s decision, **counts** the ballot papers **aloud**.
- Other PEC members watch the counting.
- During the counting of votes, **it is prohibited to divide the commission into several groups** so that each group will count a part of the ballot papers (P. 11, Art. 82).
- The ballot papers are counted **separately for the nationwide district and the single-member district**.

PEC members other than the PEC member keeping the minutes of the commission’s meeting and the PEC secretary **are prohibited** from using pens or any other **writing tools** from the beginning of their work with the ballot papers during the counting of votes, (P. 1, Art. 89).
The right to be present without permission or invitation at the final meeting, just like any other PEC meeting, is granted to the members of higher-level election commissions, MP candidates, their proxies, authorized persons of parties, official observers from parties, MP candidates, nongovernmental organizations, official observers from foreign states and international organizations, media representatives, with quantitative restrictions established by P. 4, Art. 34, as well as other persons invited by the PEC.

<table>
<thead>
<tr>
<th>THE DEPUTY CHAIRPERSON OR ONE OF THE PEC MEMBERS</th>
<th>THE PEC SECRETARY</th>
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</table>
PROCESSING THE VOTER LIST

1.1

After the end of voting, the voter list is closed by crossing out non-completed lines of the voter list meant for entering voter names so that it will not be possible to enter additional voters to the list, signed by the chairperson and secretary of the PEC, and affixed with the PEC seal (P. 3, Art. 88).

1.2

Each PEC member responsible for work with the voter list counts and enters on every page of the voter list he/she has received the following information, separately for each page (P. 1, Art. 88):

1. the number of voters included in the voter list at the end of voting;
2. the number of voters who received ballot papers for voting in the nationwide district in the premises for voting (based on voters’ signatures in the voter list);
3. the number of voters who received ballot papers for voting in the single-member district in the premises for voting (based on voters’ signatures in the voter list);
4. the number of voters who received ballot papers at the place of voters’ stay (based on the mark «voted at the place of voters’ stay»).

1.3

After entering such data, the PEC member signs each page of the voter list, sums up respective data from all voter list pages that he/she received, and presents them as well as the totals for those pages to the PEC chairperson (P. 2, Art. 88).
The aforementioned totals are entered in the register specified in P. 7, Art. 84 of the Law. The PEC chairperson and secretary summarize these data, announce them and enter them on the last page of the voter list.

Based on the voter list, the PEC established the number of voters at the EP (P. 4, Art. 88).

This number is announced and entered by the PEC secretary in the protocols on the counting of votes in the nationwide district within the single-member election district and in the single-member district (below, the respective protocols on the counting of votes).

The PEC establishes the number of voters that were included in the excerpt from the voter list for voting at the place of stay, based on a comparison between the voter list and the excerpt from the voter list (P. 5, Art. 88).

This number is announced and entered by the PEC secretary in the respective protocols on the counting of votes.

The PEC counts the number of voters who received ballot papers for voting in the nationwide district in the premises for voting, based on voters’ signatures in the voter list (P.6, Art. 88).
This number is announced and entered by the PEC secretary in the protocol on the counting of votes in the nationwide district within the single-member election district as the number of voters who received ballot papers for voting in the nationwide district in the premises for voting.

The PEC **counts the number of voters** who **received ballot papers** for voting in the **single-member district** in the premises for voting, based on voters’ signatures in the voter list (P. 6, Art. 88).

This number is announced and entered by the PEC secretary in the protocol on the counting of votes in the single-member district as the number of voters who received ballot papers for voting in the single-member district in the premises for voting.

The PEC **counts the number of voters** who **received ballot papers** for voting in the **nationwide district** at the place of stay, based on signatures in the excerpt from the voter list and marks «voted at the place of stay» in the voter list (P. 7, Art. 88).

This number is announced and entered by the PEC secretary in the protocol on the counting of votes in the nationwide district within the single-member election district as the number of voters who received the ballot papers for voting in the nationwide district at the place of voters’ stay.
The PEC **counts the number of voters** who **received ballot papers** for voting in the **single-member** district **at the place of stay**, based on signatures in the excerpt from the voter list and marks «voted at the place of stay» in the voter list (P. 7, Art. 88).

This number is announced and entered by the PEC secretary in the protocol on the counting of votes in the single-member district as the number of voters who received the ballot papers for voting in the single-member district at the place of voters’ stay.

The PEC **packs** into a paper package **the voter list**, the excerpt from the voter list appended to it, the voters’ applications, along with medical institution certificates, and copies of PEC decisions on the basis of which the excerpt from the voter list was compiled (P. 8, Art. 88).

The package is glued (P. 6, Art. 87). On the package, the inscription «**Voter list**» is made; it also bears the following:

1. number of the single-member district,
2. number of the election precinct,
3. date and time of packing,
4. signatures of all PEC members present,
5. the seal of the PEC.
COUNTING UNUSED BALLOT PAPERS

The number of ballot papers received by this PEC member in the nationwide district and in the single-member district

=  

The number of ballot papers for voting in the nationwide district and in the single-member district issued by the aforementioned PEC member to voters (based on the number of voters’ signatures on the respective pages of the voter list)

+  

the number of unused ballot papers remaining with the PEC member (P. 3, Art. 89).

PEC members working with the ballot papers on the day of voting, pursuant to P. 7, Art. 84, **openly re-count, on a rotating basis, unused ballot papers** for voting in the nationwide district and, **separately**, those for voting in the single-member district remaining with them (P. 2, Art. 89). When counting the unused ballot papers, invalidated ballot papers incorrectly completed by voters and returned in accordance with the procedure prescribed by the law in exchange for new ones are also counted (P. 11, Art. 85).

**If there is no mismatch** between these numbers, the PEC member hands all the counted unused ballot papers over to the PEC chairperson (P. 3, Art. 89).

**In case of a mismatch** between these numbers, the PEC draws up an act, with indication of the likely reason for such mismatch (P. 4, Art. 89).
The PEC chairperson enters in the ballot paper issuance register the number of unused ballot papers for the nationwide district and for the single-member district that were returned by the PEC member (P. 3, Art. 89).

The PEC chairperson sums up the number of unused ballot papers for voting in the nationwide district and in the single-member district (P. 5, Art. 89).

The PEC chairperson announces the number of unused ballot papers for the nationwide and single-member districts separately and the PEC secretary enters them in the respective protocols on the counting of votes (P. 5, Art. 89).

If necessary, or at the request of PEC members, the unused ballot papers can be re-counted, but this can only be done before the data on the number of such ballot papers has been entered in the respective protocols (P. 6, Art. 89).

The PEC invalidates the unused ballot papers for voting in the nationwide district and in the single-member district by cutting off the bottom right corner of the ballot paper (P. 7, Art. 89).
The PEC packs the invalidated unused ballot papers and the incorrectly completed ballot papers (along with their counterfoils) for the nationwide district.

On the packages, the following inscription is made:

«Unused ballot papers for voting in the nationwide district»

and the following information is specified:

1. single-member district number,
2. election precinct number,
3. date and time of packing,
4. the number of packed ballot papers,
5. the signatures of all PEC members present,
6. the seal of the PEC.

The PEC packs the invalidated unused ballot papers and the incorrectly completed ballot papers (along with their counterfoils) for the single-member district.

On the packages, the following inscription is made:

«Unused ballot papers for voting in the single-member district»
COUNTING COUNTERFOILS

3.1

The PEC members that issued ballot papers to the voters, openly count, on a rotating basis, the number of counterfoils of issued ballot papers for voting in the nationwide district and in the single-member district (P. 8, Art. 89).

The PEC chairperson announces the aforementioned data separately for the nationwide district and the single-member district (P. 9, Art. 89).

3.2

The PEC members hand the counted counterfoils of the issued ballot papers to the PEC chairperson (P.8, Art. 89).

3.3

The PEC chairperson enters the number of counterfoils, established by each PEC member, of the issued ballot papers for voting in the nationwide district and in the single-member district in the ballot paper issuance register (P.8, Art. 89).

3.4

The PEC chairperson sums up the total number of counterfoils of issued ballot papers separately for voting in the nationwide district and in the single-member district (P. 9, Art. 89).
The PEC checks whether the total number of counterfoils of the issued ballot papers, separately for voting in the nationwide district and in the single-member district, equals the sum of numbers of voters who received the ballot papers in the premises for voting and at the place of stay for voting in the nationwide district and in the single-member district (P. 10, Art. 89).

**If there is no mismatch** between these numbers, the PEC chairperson announces the total as the number of voters who received ballot papers for voting in the nationwide district and in the single-member district at the EP, and the PEC secretary enters the number in the respective protocols on the counting of votes (P. 12, Art. 89).

This number is announced and entered in the respective protocols on the counting of votes (P. 13, Art. 89).

**If there is a mismatch** between the aforementioned numbers, the PEC draws up an act to that effect. After that, the PEC adopts a decision on establishing the number of voters who received ballot papers for voting in the nationwide district and the number of voters who received ballot papers for voting in the single-member district (P. 13, Art. 89).

The PEC **packs** the counterfoils of the ballot papers for voting in the nationwide district and in the single-member district separately, into different packages (P.14, Art. 89).
On the packages, the following inscription is made:

«Counterfoils of ballot papers for voting in the nationwide district»

«Counterfoils of ballot papers for voting in the single-member district»

and the following information is specified:

1. single-member district number,
2. election precinct number,
3. number of packed counterfoils,
4. date and time of packing,
5. signatures of all PEC members present,
6. PEC seal.

The PEC checks whether the number of ballot papers for voting in the nationwide district and in the single-member district that were received by the PEC equals, respectively, the sum of the number of unused ballot papers for voting in the nationwide district and in the single-member district and the number of voters who received ballot papers.

If there is a mismatch between these numbers, the PEC draws up a protocol to that effect, with indication of the reason for that mismatch established by its decision (P. 15, Art. 89).
OPENING OF BALLOT BOXES

The PEC checks the integrity of the seals or stamps on the ballot boxes (P. 1, Art. 90).

The PEC opens all ballot boxes one by one (P. 3, Art. 90).

- First the mobile ballot boxes are opened.
- Then the stationary ballot boxes are opened.
- Lastly, ballot boxes with damaged seals or stamps or other types of damage discovered during the voting are opened, if there are any boxes of this sort.

IMPORTANT!

In the event of discovery on ballot boxes of damaged seals or stamps or other types of damage violating the integrity of the ballot box (P. 2, Art. 90),

1. an ACT is drawn up, with indication of the nature of discovered damage;
2. the ACT is signed by the PEC members present as well as the attending candidates, their proxies, authorized persons of parties, official observers (should they wish to do so). The signatures are affixed with the PEC seal.
When opening an undamaged ballot box, its content is emptied on the table at which the PEC members are sitting; at this point the presence of a counterfoil in the box is checked.

In an undamaged mobile ballot box, there must be 2 control sheets (P. 4, Art. 90).

After opening a damaged ballot box, the ballot papers are taken out one by one without mixing.

The PEC counts the number of ballot papers inside the box, separately for the nationwide and single-member election districts, and checks the presence of a control sheet in this box (in case of a mobile box, 2 control sheets), which should be taken out last (P. 5, Art. 90).

If after the opening of a mobile ballot box it is found that it contains more ballot papers for the nationwide district and the single-member district than specified in the control sheet, the PEC will draw up an act on that mismatch, indicating the number of ballot papers inside the ballot box (P. 8, Art. 90).

When drawing up such act, the PEC checks whether the ballot papers for voting in the nationwide district and in the single-member district found inside the ballot box bear the indication of the election district (nationwide or single-member), number of the single-member district, number of the respective election precinct, imprint of the seal of the respective PEC (P. 9, Art. 90). Ballot papers with improper signs are not subject to counting when establishing, during the vote counting, of the total number of voters who took part in the voting, and when counting the votes.
If after their separation from the ballot papers that are subject to counting the aforementioned mismatch is eliminated, the ballot papers with the proper signs are to be counted when establishing the total number of voters who took part in the voting and when counting the votes at the EP (P.9, Art. 90).

If no ballot papers with improper signs were detected, or when their separation from the ballot papers subject to counting does not eliminate the mismatch, all ballot papers from the mobile ballot box are not subject to counting when establishing the total number of voters who took part in the voting and when counting the votes (P. 9, Art. 90).

The PEC separates the ballot papers for voting in the nationwide district from those for voting in the single-member district. The election commission counts the total number of ballot papers separately for the nationwide district and the single-member district (P.6, Art. 90).

The number of ballot papers for voting in the nationwide district and the number of ballot papers for voting in the single-member district in the ballot boxes, except for items not subject to counting, are announced by the PEC chairperson and entered by the PEC secretary in the respective protocols on the counting of votes as the number of voters who took part in the voting (P. 12, Art. 90).
BALLOT PAPERS NOT SUBJECT TO COUNTING

The PEC calculates the number of ballot papers that are not subject to counting (P. 14, Art. 90).

The ballot papers from the boxes are not subject to counting when establishing the total number of voters who took part in the voting and when counting the votes in the following cases:

1. The ballot papers have improper signs (P. 9,13, Art. 90), namely:
   • the ballot papers bear the number of a wrong single-member district,
   • the ballot papers bear the number of a wrong election precinct,
   • the ballot papers bear no imprint of the seal of the respective PEC or bear the imprint of the seal of a wrong PEC or any other seal.

2. If there is no control sheet in the ballot box, the PEC draws up an act on the absence of the control sheet in the ballot box, indicating the number of ballot papers in that box (P. 10, Art. 90). The said ballot papers are not subject to counting.

3. When after the opening of a mobile box it is found that it contains more ballot papers than specified in the control sheet and if after the compilation of the respective act and checking whether the signs of the ballot papers are proper, it appears that there are no ballot papers with improper signs in such box, or if after their separation from ballot papers with proper signs, the aforementioned quantitative mismatch has not been eliminated, then all ballot papers in the mobile ballot box will not be subject to counting when establishing the total number of voters who took part in the voting and when counting the votes (P. 9,10, Art. 90).
4. Should any **doubts arise as to the authenticity of the control sheet**, or in other questionable cases, the PEC is to adopt a decision finding the ballot papers in the box not subject to counting (P. 11 Art. 90).

![Speaker Icon]

The number of ballot papers that are not subject to counting is announced and entered in the respective protocols on the counting of votes.

5.2

The PEC packs the ballot papers that are not subject to counting (P. 14, Art. 90).

**On the packages, the following inscriptions are made:**

«Ballot papers not subject to counting for the nationwide district»
«Ballot papers not subject to counting for the single-member district»

and the following information is specified:
1. single-member district number,
2. election precinct number,
3. date and time of packing,
4. number of packed ballot papers,
5. signatures of all PEC members present,
6. PEC seal.
COUNTING OF VOTES AT EPs IN THE NATIONWIDE DISTRICT WITHIN THE SINGLE-MEMBER DISTRICT

IMPORTANT!

To organize the counting of votes, the PEC must, at the beginning of its final meeting, adopt a decision designating one PEC member who will be counting the ballot papers. When sorting out the ballot papers – first during the counting of the votes cast for MP candidates included in a party’s electoral list in the nationwide district and then of the votes cast for MP candidates in the single-member district – this PEC member is obliged to:

- show each ballot paper to all PEC members,
- announce the result of the expression of will of the voter.

Should PEC members have any doubts as to the content of a ballot paper, the PEC is to resolve the issue by voting. In such case, each PEC member is entitled to personally examine the ballot paper. While a ballot paper is being examined, work with other ballot papers is suspended (P. 15, Art. 90).

6.1

The PEC sorts out ballot papers for voting in the nationwide district, putting them on the places marked with separate plates bearing on both sides the name of the party or the inscription «Invalid in the nationwide district» (P. 15, Art. 90).

6.2

The PEC counts the invalid ballot papers for the nationwide district (P. 18, Art. 90).
A ballot paper is recognized as **INVALID** if:

1. it was not amended using the stamp «Withdrawn» after the CEC had adopted a decision to amend it;
2. it was amended without a CEC decision;
3. it was amended in a way contravening the CEC decision;
4. more than one mark was put next to the names of parties or of candidates;
5. no mark was put;
6. the counterfoil was not detached from the ballot paper;
7. it is impossible for other reasons to establish the result of the expression of the voter’s will.

**IMPORTANT!**

If there are any doubts as to the validity of a ballot paper, the PEC resolves the issue by voting. Before the voting, each PEC member has the right to personally examine the ballot paper. While the ballot paper is being examined, the counting of other ballot papers is suspended. The decision taken and the results of the voting are entered in the minutes of the PEC meeting (P. 17, Art. 90).

The number of invalid ballot papers for the election of MPs in the nationwide district is announced by the PEC chairperson and entered by the PEC secretary in the respective protocol on the counting of votes (P. 18, Art. 90).

The PEC packs the invalid ballot papers for voting in the nationwide district within the single-member election district (P. 18, Art. 90).
On the package, the following inscription is made: “Invalid ballot papers for voting in the nationwide district”, and the following information is specified:

1. single-member district number,
2. election precinct number,
3. date and time of packing,
4. the number of packed invalid ballot papers,
5. signatures of all PEC members present,
6. PEC seal.

The PEC separately counts the number of votes cast for MP candidates included in the electoral list of each party in the nationwide district (P. 19, Art. 90). During the counting of votes, each PEC member is entitled to check or re-count the relevant ballot papers.

The results of the counting of votes at the EP in the nationwide district within the single-member election district are announced and entered in the respective protocol on the counting of votes (P. 19, Art. 90).

During the counting of votes, the PEC is obliged to check, for the nationwide district, whether the number of voters that took part in the voting at the EP is equal to the sum of the number of invalid ballot papers and the number of ballot papers with votes cast for MP candidates included in the electoral list of each party (P. 20, Art. 90).
On the packages, the inscription «Name of respective party» is made; also, the following information is specified:

1. single-member district number,
2. election precinct number,
3. date and time of packing,
4. number of packed ballot papers,
5. signatures of all PEC members present,
6. PEC seal.

**IMPORTANT!**

**In case of a mismatch** between these numbers, the PEC can re-count the ballot papers. If the aforementioned mismatch is confirmed, the PEC draws up an act with indication of the reason for the mismatch established by its decision (P. 20, Art. 90).

The PEC **packs** the ballot papers with the votes cast for the MP candidates included in the electoral list of each party in the nationwide district into separate packages (P. 21, Art. 90).

On the packages, the inscription «Name of respective party» is made; also, the following information is specified:

1. single-member district number,
2. election precinct number,
3. date and time of packing,
4. number of packed ballot papers,
5. signatures of all PEC members present,
6. PEC seal.
ITEMS

After the opening of ballot boxes, sometimes ITEMS are found inside them.

All items other than ballot papers of the established form which are found inside ballot boxes must be placed separately and are not to be counted.

CONTROL SHEETS are also items.

If there are any doubts as to whether an item is a ballot paper, the PEC resolves the issue by voting. In such case, each PEC member has the right to personally examine the item. While the item is being examined, the counting of ballot papers is suspended.

Items that are not ballot papers are packed into one package. On the package, the inscription «Items» is made (P. 7, Art. 90) and the following information is specified:

1. single-member district number,
2. election precinct number,
3. date and time of packing,
4. signatures of all PEC members present,
5. PEC seal.
COUNTING OF VOTES AT THE EP IN THE SINGLE-MEMBER DISTRICT

When the ballot papers for voting in the nationwide district have been packed, the PEC starts counting the ballot papers for voting in the single-member election district.

7.1 The PEC sorts out ballot papers for voting in the single-member district on the places marked with separate plates bearing on both sides the name of the party or the inscription «Invalid in the single-member district» (P. 15, Art. 90).

7.2 The PEC counts the invalid ballot papers in the single-member district (P. 18, Art. 90).

A ballot paper is recognized as INVALID if:

1. it was not amended using the stamp «Withdrawn» after the CEC had adopted a decision to amend it;
2. it was amended without a CEC decision;
3. it was amended in a way contravening the CEC decision;
4. more than one mark was put next to the names of parties or of candidates;
5. no mark was put;
6. the counterfoil was not detached from the ballot paper;
7. it is impossible for other reasons to establish the result of the expression of the voter’s will.
If there are any doubts as to the validity of a ballot paper, the PEC resolves the issue by voting. Before the voting, each PEC member has the right to personally examine the ballot paper. While the ballot paper is being examined, the counting of other ballot papers is suspended. The decision taken and the results of the voting are entered in the minutes of the PEC meeting (P. 17, Art. 90).

The number of invalid ballot papers for the election of MPs in a single-member district is announced by the PEC chairperson and entered by the PEC secretary in the respective protocol on the counting of votes (P. 18, Art. 90).

7.3

The PEC packs the invalid ballot papers for voting in the single-member district (P. 18, Art. 90).

On the package, the inscription «Invalid ballot papers for voting in the single-member district» is made and the following information is specified:

1. single-member district number,
2. election precinct number,
3. date and time of packing,
4. number of packed ballot papers,
5. signatures of all PEC members present,
6. PEC seal.
The PEC **separately counts** the number of votes cast for each MP candidate in the single-member district (P. 19, Art. 90). During the counting of votes, each PEC member is entitled to check or re-count the relevant ballot papers.

The results of the counting of votes at the EP in the single-member district are announced and entered in the respective protocol on the counting of votes (P. 19, Art. 90).

During the counting of votes, the PEC is obliged **to check**, for the single-member district, whether the number of voters that took part in the voting at the EP is equal to the sum of the number of invalid ballot papers and the number of ballot papers with votes cast for MP candidates included in the single-member district (P. 20, Art. 90).

**IMPORTANT!**

*In case of a mismatch* between these numbers, the PEC can re-count the ballot papers. If the aforementioned mismatch is confirmed, the PEC draws up an act with indication of the reason for the mismatch established by its decision (P. 20, Art. 90).

The PEC **packs** the ballot papers with the votes cast for the MP candidates in the single-member district into separate packages (P. 21, Art. 90).
On the packages, the inscription «Name of the respective candidate» is made; also, the following information is specified:

1. single-member district number,
2. election precinct number,
3. date and time of packing,
4. number of packed ballot papers,
5. signatures of all PEC members present,
6. PEC seal.
The PEC can declare voting at the EP invalid if it has established that there have been violations of the requirements of the Law that make it impossible to determine the results of the expression of the voters’ will (P. 1, Art. 92), but this can be done **IN 3 Cases Only:**

| Discovery of facts of illegal voting*, if the number of such cases amounts to more than 5% of the number of voters who received ballot papers at the EP; | destruction of or damage to ballot box (boxes), which makes it impossible to establish the content of the ballot papers, if the number of these ballot papers amounts to more than 20% of the number of voters who received ballot papers at the EP; | Discovery in ballot boxes of an excessive number of ballot papers for voting in the nationwide or single-member district which exceeds by more than 5% the number of voters who received the respective ballot papers at the EP. |

* Facts of illegal voting include the following:
  - a ballot paper is dropped into the ballot box by another person, except for cases when the voter is unable, as a result of physical disabilities, to drop the ballot paper into the ballot box and, with the knowledge of the chairperson or another member of the PEC, has asked another person – who cannot be a PEC member, MP candidate, his/her proxy, authorized person of a party, or an official observer – to do so in his/her presence;
  - voting by persons with no right to vote;
  - voting by persons not included in the voter list at this EP or groundlessly included in it;
  - voting by voters whose place of voting was changed to another election precinct outside the single-member district to which they are assigned based on SVR information on their voting address, who are included in the voter list at the respective EP and groundlessly received ballot papers for voting in the single-member district;
  - voter’s multiple voting.
The PEC draws up a respective act (acts), which is signed by all PEC members present and affixed with the seal. Such act (acts) is a ground for consideration of invalidation of voting: at the election precinct – in cases provided for by paragraphs 1, 2, Part 1, Article 92; in the nationwide or single-member election district – in the case specified by paragraph 3, Part 1, Article 92 (P. 2, Art. 92).

In the event of adoption of a decision to declare voting at the election precinct invalid, all the ballot papers found in the ballot boxes at the PEC in question are considered not subject to counting; and the PEC protocol on the counting of votes must contain, in words and figures, the following information only (P. 3, Art. 92):

<table>
<thead>
<tr>
<th>IN THE NATIONWIDE DISTRICT WITHIN THE SINGLE-MEMBER ELECTION DISTRICT</th>
<th>IN THE SINGLE-MEMBER DISTRICT, VOTES CAST FOR MP CANDIDATES IN THE SINGLE-MEMBER DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. the number of ballot papers for voting in the nationwide district received by the PEC or prepared by it with CEC permission;</td>
<td>1. the number of ballot papers for voting in the single-member district received by the PEC or prepared by it with CEC permission;</td>
</tr>
<tr>
<td>2. the number of unused ballot papers for voting in the nationwide district invalidated by the PEC;</td>
<td>2. the number of unused ballot papers for voting in the single-member district invalidated by the PEC;</td>
</tr>
<tr>
<td>3. the number of voters included in the voter list at the EP (at the end of voting);</td>
<td>3. the number of voters included in the voter list at the EP (at the end of voting);</td>
</tr>
<tr>
<td>4. the number of voters included at the EP in the excerpt from the voter list for voting at the place of voters’ stay;</td>
<td>4. the number of voters included at the EP in the excerpt from the voter list for voting in the single-member district at the place of voters’ stay;</td>
</tr>
</tbody>
</table>
5. the number of voters who received ballot papers for voting in the nationwide district in the premises for voting;

6. the number of voters who received ballot papers for voting in the nationwide district at the place of voters’ stay;

7. the total number of voters who received ballot papers for voting in the nationwide district at the EP;

8. the number of ballot papers found in each ballot box (indicating the box number);

9. the number of ballot papers for voting in the nationwide district that are not subject to counting

<table>
<thead>
<tr>
<th>5. the number of voters who received ballot papers for voting in the single-member district in the premises for voting;</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. the number of voters who received ballot papers for voting in the single-member district at the place of voters’ stay;</td>
</tr>
<tr>
<td>7. the total number of voters who received ballot papers for voting in the single-member district at the EP;</td>
</tr>
<tr>
<td>8. the number of ballot papers found in each ballot box (indicating the box number);</td>
</tr>
<tr>
<td>9. the number of ballot papers for voting in the single-member district that are not subject to counting</td>
</tr>
</tbody>
</table>

Places for other information are crossed out.

The ballot papers are packed. On the package, the inscription «Ballot papers» is made. Also, the following information is specified on the package (P. 4 Art. 92):

1. single-member election district number,
2. EP number,
3. number of packed ballot papers,
4. date and time of packing,
5. signatures of the PEC members present,
6. the commission’s seal.
**IMPORTANT!**

The decision of the PEC declaring voting invalid and the act(s) on the basis of which this decision was adopted are to be appended to the respective protocols on the counting of votes (P. 5 Art. 92).

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**PROTOCOLS ON THE COUNTING OF VOTES AT THE EP**

Protocols on the counting of votes at the EP in the nationwide district within the single-member district and in the single-member district are compiled by the PEC in a number of copies exceeding by four the number of PEC members (P. 4, Art. 91). The copies of the protocols are enumerated and have equal legal force.

**IMPORTANT!**

It is prohibited to complete the protocols on the counting of votes in pencil or to make any corrections in them without a decision to that effect by the PEC (P. 7 Art. 91).

Each copy of a protocol is signed by the PEC members attending the meeting of the election commission. The protocols on the counting of votes specify the date and time (hour and minutes) of its signing by the PEC members (P. 5, Art. 91).

A PEC member attending the meeting is obliged to sign the protocol on the counting of votes. If the PEC member disagrees with the vote counting results, he/she signs the protocol with the note

*With dissenting opinion*
The dissenting opinion in written form is to be appended to the PEC protocol on the counting of votes.

In the absence of the signature of a PEC member in the protocol on the counting of votes, the reason for the absence of signature is to be specified next to his/her last name. This protocol is signed by the PEC members and affixed with the PEC seal only when it has been fully completed (P. 5, Art. 91).

The right to sign the first and second copies of the vote counting protocols is granted to:

- MP candidates,
- their proxies,
- authorized persons of parties,
- official observers

present at the PEC meeting and at the counting of votes (P. 6, Art. 91).
If, after the signing of the protocol(s) on the counting of votes at the EP, but before the protocol(s) is/are sent, along with the election documentation, to the DEC, the PEC discovers in one of them or in both inaccuracies (typo or wrong number), it is to consider at the same meeting making changes to the established results of the voting at the EP by way of drawing up a new protocol (new protocols) on the counting of votes at the EP, with elimination of the inaccuracies, which is/are to be marked

\[
\text{Corrected}
\]

PROTOCOL ON
THE COUNTING
OF VOTES

**IMPORTANT!**

In such case, the ballot papers are not re-counted (P. 8 Art. 91).

A protocol marked «Corrected» is to be drawn up in a number of copies exceeding by four the number of PEC members.

The compilation of a protocol marked «Corrected» is to be entered in the minutes of the PEC meeting (P. 8, Art. 91).
ADDRESSEES OF VOTE COUNTING PROTOCOLS

| First copy | The first and second copies of the PEC protocols on the counting of votes at the EP (as well as the protocol(s) marked “Corrected”, if any) are packed into packages with a special protection system and are handed over to the DEC. |
| Second copy | The third copy of the PEC protocols on the counting of votes at the EP is stored by the PEC secretary. |
| Third copy | The fourth copy is immediately posted by the PEC in public view in the PEC premises. |
| Fourth copy | All other copies are issued to PEC members, one copy of each protocol per one member (P. 9, Art. 91). |

Copies of the protocol(s) on the counting of votes (including those marked “Corrected”), certified on each page by the PEC chairperson and secretary and affixed with the PEC seal, are immediately issued upon request to (P. 10, Art. 91):

- MP candidates,
- their proxies,
- authorized persons of parties,
- official observers,

who were present at the counting of votes at the EP, no more than 1 copy of the PEC protocol on the counting of votes at the EP in the nationwide district within the single-member election district for each party whose MP candidates are registered in the nationwide district and of the PEC protocol on the counting of votes at the election precinct in the single-member district for each MP candidate in the single-member district, and no more than 1 copy of each protocol for each official observer.

An ACT is to be drawn up to certify the issuance of copies of the protocols on the counting of votes draws; the form of the act is approved by CEC.
Resolution No. 207 of April 4, 2014, “On the Forms of Election Documents of Precinct and District Election Commissions on the Counting of Votes at the Election Precincts and Establishment of the Results of Voting in the Election of the MPs of Ukraine.” In the act, the following information is specified:

1. list of persons who received copies of the protocols,
2. copy number,
3. the date and time of reception of the copy,
4. signatures of these persons.

The act is signed by the PEC chairperson and secretary and affixed with the seal.

**IMPORTANT!**

The act is packed into a package together with the first and second copies of the respective PEC protocols on the counting of votes at the election precinct in the nationwide district within the single-member election district and in the single-member district (P. 11, Art. 91).
TRANSPORTATION AND TRANSFER OF ELECTION DOCUMENTS TO THE DEC
TRANSPORTATION AND TRANSFER OF ELECTION DOCUMENTS TO THE DEC

Immediately after the end of the commission’s meeting and the signing of the protocols on the counting of votes at the EP, the PEC transports to the DEC (P. 12, Art. 91):

- The first and second copies of the protocol on the counting of votes at the EP in the nationwide district within the single-member election district (and also the protocol marked “Corrected”, if any);
- The first and second copies of the protocol on the counting of votes at the EP in the single-member district (and also the protocol marked “Corrected”, if any);
- Ballot papers;
- Counterfoils;
- Items;
- Voter lists;
- Dissenting opinions of PEC members (if any);
- Acts, applications, complaints and decisions adopted by the PEC (if any).

The transporting is performed under protection from a police officer; and if necessary, upon request of the CEC, from officers of the Security Service of Ukraine, by at least FOUR PEC members, namely (P. 1, Art. 93):

1. the PEC chairperson,

2. the PEC deputy chairperson,

3. TWO PEC members – representatives of two other parties and/or MP candidates receiving the highest number of votes at the EP in the nationwide district within the single-member election district and in the single-member district,

4. IF SO DESIRED, other PEC members, MP candidates, their proxies, authorized persons of parties, official observers.
Transporting election documents in the company of other persons is prohibited.

The PEC secretary and other commission members who do not accompany the transportation of election materials to DEC are to stay in the premises of the PEC until they receive a report on the acceptance of the protocols on the counting of votes at the election precinct in the nationwide district within the single-member election district and in the single-member district by the district election commission.

**IMPORTANT!**

During the transportation of election documents, the PEC seal is stored in the safe (metal case) in the PEC premises (P. 4, Art. 93).

During the transportation of the documents, unsealing the packages with the ballot papers and other election documentation is prohibited (P. 2, Art. 93).
ACCEPTANCE OF DOCUMENTS BY THE DEC

The DEC accepts documents from the PEC at its meeting (P. 4, Art. 94). Based on the results of consideration of PEC documents and complaints about violation of the requirements of the law during the voting and the counting of votes at the EP, and also during the transportation of election documents to the DEC, which were received by the DEC prior to the point of acceptance of PEC documents, the DEC adopts, separately for the election in the nationwide district within the single-member election district and in the single-member district, one of the following decisions:

- **I. ACCEPT THE DOCUMENTS:**
  - accept the election documents from PEC and take into account the data in the protocols on the counting of votes at the EP in the nationwide district within the single-member election district and/or in the single-member district when establishing the results of voting within the election district;

- **II. OBLIGE THE PEC TO DRAW UP A PROTOCOL (PROTOCOLS) MARKED “CORRECTED”:**
  - if corrections, errors, inaccuracies are discovered that can be eliminated without re-counting the votes – refuse to accept the election documents for the nationwide district within the single-member election district and/or in the single-member district from the PEC and oblige the PEC to correct the discovered faults by drawing up a protocol (protocols) marked “Corrected”; re-count votes at the EP in accordance with the procedure established by the Law for elections in the nationwide district within the single-member election district and/or in the single-member district.

- **III. RE-COUNT VOTES AT THE EP:**
  - if corrections, errors, inaccuracies are discovered that can be eliminated without re-counting the votes – refuse to accept the election documents for the nationwide district within the single-member election district and/or in the single-member district from the PEC and oblige the PEC to correct the discovered faults by drawing up a protocol (protocols) marked “Corrected”;
# Grounds for Re-Counting of Votes at the EP

<table>
<thead>
<tr>
<th><strong>Can Adopt a Decision</strong></th>
<th><strong>Is Obliged to Adopt a Decision</strong></th>
</tr>
</thead>
</table>
| Reception of applications or complaints confirmed by duly executed acts drawn up by:  
  • MP candidates;  
  • their proxies;  
  • authorized persons of parties;  
  • official observers;  
  • voters, regarding violations during the voting and/or counting of votes at the EP, which question the results of the counting (P. 10, Art. 94) | Reception of acts, written applications, or complaints regarding violations during the transportation of documents to the DEC (P. 10, Art. 94) |
| If it is impossible to eliminate inaccuracies in PEC protocol(s) without re-counting ballot papers (P. 11, Art. 94) | Presence of signs that the packages with the packed documents were opened (P. 11, Art. 94) |
RE-COUNTING OF VOTES AT THE EP

- Re-counting of votes at an EP is conducted by the DEC, with mandatory participation of the PEC members who transferred the election documents, after consideration and acceptance of the protocols and other documents from all PECs (P. 13, Art. 94).

- The right to be present at the re-counting of votes by the DEC at the PEC is granted to all PEC members; other persons that can be present are MP candidates, their proxies, authorized persons of parties, official observers (P. 13, Art. 94).

- Before the re-counting of votes at the EP by the DEC, the protocols on the counting of votes at the EP and the sealed packages with other election documents of the PEC are to be stored in the premises where the DEC meeting is taking place (P. 12, Art. 94).
CONSIDERATION OF COMPLAINTS
CONSIDERATION OF COMPLAINTS

Appeals against decisions, actions or inactivity related to the process of MPs election are regulated by Articles 108-113 and CEC Resolution No. 133 of July 31, 2012, “On the Procedure for Consideration of Complaints by the Election Commissions for the Election of the MPs of Ukraine” (hereafter, Res. 133) and other normative legal acts of Ukraine.

→ WHAT IS A COMPLAINT?

A complaint is an appeal/petition containing information on violation of Ukraine’s legislation on parliamentary election and a demand to provide for the exercise and protection of electoral rights and legitimate interests of the respective electoral subjects and to restore violated electoral rights (para. 1.2 Res. 133).

→ WHAT CAN ONE COMPLAIN ABOUT TO THE PEC?

To the PEC, one can complain about (P. 6, Art. 111, para. 3.6, Res. 133):
VIOLATIONS that took place DURING THE VOTING and were committed by:
1. authorized persons of parties,
2. proxies of MP candidates,
3. official observers from parties,
4. official observers from MP candidates,
5. official observers from nongovernmental organizations.

→ CAN ONE FILE A COMPLAINT ON THE SAME GROUNDS WITH A COURT?

Violations committed by authorized persons of parties, proxies of MP candidates, official observers from parties, MP candidates and nongovernmental organizations during the voting can be challenged in court in accordance with the procedure specified by the Code of Administrative Proceedings of Ukraine (P. 9, Art. 108).
The court must immediately notify the respective PEC of the initiation of proceedings in the case and of the decision passed by the court (P. 10, Art. 108). If the court institutes proceedings upon an administrative lawsuit related to the same matter and on the same grounds as a complaint filed with the PEC, the commission, after receiving notification from the court, is to return such complaint to the complainant without consideration no later than on the next day after the day of receipt of the notification from the court with indication of the grounds for its return (P. 11, Art. 108).

→ WHO CAN COMPLAIN TO THE PEC?

<table>
<thead>
<tr>
<th>COMPLAINANT (P. 1, ART. 108)</th>
<th>SPECIFICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MP candidate</td>
<td>registered in accordance with the procedure prescribed by the Law</td>
</tr>
<tr>
<td>party that is an electoral subject</td>
<td>represented by its leader, the party’s representative to the CEC, the party’s authorized person or other person* authorized by a decision of the party’s central governing body</td>
</tr>
<tr>
<td>voter</td>
<td>whose personal electoral rights or legally protected interests related to participation in the electoral process, including participation in the work of an election commission or conduct of observations was violated by a decision, action or inactivity of the respondent</td>
</tr>
<tr>
<td>proxy of an MP candidate</td>
<td></td>
</tr>
<tr>
<td>official observer</td>
<td></td>
</tr>
</tbody>
</table>

*Leader of the party, authorized person or representative of the party to the CEC, proxy of an MP candidate act as a representative of the respective party or of an MP candidate without additional authorization.

The document certifying their authority is a relevant certificate issued in accordance with the procedure established by the Law (P. 3, Art. 108).
WHAT IS THE TIMEFRAME FOR COMPLAINING TO THE PEC AND WHEN WILL THE PEC CONSIDER THE COMPLAINT?

<table>
<thead>
<tr>
<th>COMPLAINT</th>
<th>TO BE SUBMITTED</th>
<th>TO BE CONSIDERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>about a violation that occurred during the voting</td>
<td>no later than the end of voting (P. 3, Art. 109)</td>
<td>immediately after the end of voting (P. 6, Art. 111)</td>
</tr>
</tbody>
</table>

If a complaint is sent in by email (in electronic form), it will be processed by the PEC after the complaint has been received in written (paper) form. The day of receipt of the complaint by the election commission in written (paper) form is deemed to be the day of submission of such complaint (para. 6.10, Res. 133).

WHAT IS THE PROPER EXECUTION OF A COMPLAINT TO THE PEC?

To be considered at a PEC meeting, a complaint to the PEC must be duly executed, as required by Art. 110.

A complaint to the PEC must be in writing and contain (P. 1, Art. 110):

1. the name of the PEC with which it is filed;
2. last name, first name, patronymic of individual complainant or name of complaining entity, as well as the respondent’s status (para. 6.3, Res. 133);
3. place of residence or postal address of the complainant;
4. number of means of communication, email address, if any;
5. last name, first name, patronymic of individual respondent or name of responding entity;
6. the respondent’s place of residence or postal address;
7. number of means of communication, email address, if any;
8. essence of the issue raised;
9. account of circumstances and indication of evidence supporting the complainant’s claims;
A duly executed complaint must necessarily be signed by the complainant. A complaint on behalf of a party is to be signed:

- by the party leader, or
- the party’s representative to the CEC, or
- the party’s authorized person, or
- another person authorized by a decision of the party’s central governing body;

the signature is to be certified by the party’s seal (para. 6.5 Res. 133).
The complaint is to be appended with **the original** or a duly certified **copy of certificate** or other document **confirming the authority of the person submitting it**.

In such case, the party’s leader acts as a representative of the respective party without additional authorization.

**A complaint on behalf of an MP candidate registered in a single-member district is signed:**

- by the MP candidate;
- by the MP candidate’s proxy.

Such a complaint must also specify the last name, first name and patronymic, place of residence or location (postal address), type and number of communication means of **the MP candidate in whose interests the complaint is filed**.

If the complaint is filed with the PEC personally by the proxy, he/she must present the certificate of proxy issued in accordance with the procedure established by the Law. In other cases, the complaint is to be appended with a copy of the certificate of a proxy certified in accordance with the legislation (para. 6.4 Res. 133).
WHAT IS THE PROCEDURE FOR CONSIDERATION OF COMPLAINTS BY THE PEC?

(Schematic Diagram)

- Written complaint
  - Registration of complaint
    - Preliminary consideration and writing an instruction
      - Checking whether there is a court dispute (did the DEC receive a notification)
        - Yes: RETURN OF COMPLAINT WITHOUT CONSIDERATION
        - No: Checking for compliance with requirements regarding essence of complaint and documents appended to it (does the execution of the complaint comply with all established norms)
          - Yes: CONSIDERATION OF COMPLAINT AT THE MEETING
          - No: RETURN OF COMPLAINT WITHOUT CONSIDERATION WITH AN ACCOMPANYING LETTER

The complaint, in written form, is accepted and registered in the book of registration of documents, applications and complaints (P. 5.2., Res. 350):
- by the chairperson of the commission;
- by the deputy chairperson of the commission;
- by the secretary of the commission;
- by another member of the commission, designated by its decision.
**The chairperson** (if he/she is absent, the deputy chairperson) of the commission gives preliminary consideration to the complaint and writes instructions as to its implementation (P. 5.8, Res. 350):

**To be considered at the meeting**

The PEC checks whether the complaint was executed as required by Article 110.

- **YES**
  - 1.3a

- **NO**
  - 1.3b

A duly executed complaint is to be considered at the PEC meeting.

When examining the complaint, the election commission establishes (para. 7.2, Res. 133):

1. whether the complaint was filed by an eligible complainant, as determined by the Law;
2. whether the PEC is empowered by the Law to consider this complaint (eligible subject for considering the complaint);
3. whether the complainant complied with the deadline for appealing established by the Law.

An unduly executed complaint is returned to the complainant without consideration, with an accompanying letter.

A complaint submitted on the day of voting to the PEC without compliance with the requirements of Art. 110 and Res. 133 is to be immediately returned to the complainant without consideration and can be returned without adoption of a decision by the PEC, with an accompanying letter signed by the chairperson or deputy chairperson of the commission (para. 6.8, Res. 133).
When a complaint is returned without consideration, it is necessary to **specify an exhaustive list of defects** that prevent the complaint from being considered and to mention the possibility to file the complaint again, within the timeframe established by the Law, if it is executed in line with the requirements of Article 110 (P. 2, Art. 111).

**If the complaint is submitted again with non-corrected defects** or with new defects, the PEC adopts a decision to dismiss the complaint without consideration on the merits (P. 3, Art. 111).

**IMPORTANT!**

Based on the results of the consideration of a complaint, the PEC adopts, at its meeting, a decision

**in the form of a resolution** (para. 10.1, Res. 133)

**on dismissing the complaint without consideration on the merits**, if it was submitted:

- by an ineligible complainant,
- to an ineligible subject for consideration of complaints,
- with violation of the deadline for appealing (para. 10.2 Res. 133).
During **CONSIDERATION OF THE COMPLAINT ON THE MERITS**, the election commission **decides**:

<table>
<thead>
<tr>
<th>REGARDING THE DECISION OF THE RESPONDENT (PARA. 10.3 RES. 133)</th>
<th>REGARDING THE ACTION (INACTIVITY) OF THE RESPONDENT (PARA. 10.4, RES. 133)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. whether the challenged decision was taken by the respondent;</td>
<td>1. whether the challenged action (inactivity) of the respondent really took place;</td>
</tr>
<tr>
<td>2. whether the challenged decision was taken by the respondent on legal grounds;</td>
<td>2. whether the challenged action (inactivity) was performed (implemented) on legal grounds;</td>
</tr>
<tr>
<td>3. whether the challenged decision was taken within the authority and in accordance with the procedure prescribed by the law;</td>
<td>3. what legal norms should be applied to these legal relations;</td>
</tr>
<tr>
<td>4. what legal norms should be applied to these legal relations;</td>
<td>4. whether each of the complainant’s claims should be satisfied or dismissed;</td>
</tr>
<tr>
<td>5. whether each of the complainant’s claims should be satisfied or dismissed;</td>
<td>5. whether the complainant’s violated rights or legitimate interests should be restored in some other way;</td>
</tr>
<tr>
<td>6. whether the complainant’s violated rights or legitimate interests should be restored in some other way;</td>
<td>6. what decisions should be required to be adopted, or what actions resulting from revocation of the decision should be taken.</td>
</tr>
<tr>
<td>7. what decisions should be required to be adopted, or what actions resulting from revocation of the decision should be taken.</td>
<td></td>
</tr>
</tbody>
</table>
During **CONSIDERATION OF THE COMPLAINT ON THE MERITS**, the election commission **can** (P. 4 Art. 113):

<table>
<thead>
<tr>
<th>SATISFY THE COMPLAINT FULLY OR PARTIALLY AND RULE (P. 5, ART. 113):</th>
<th>DISMISS THE COMPLAINT (P. 9, ART. 113):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. that the respondent’s decision or some of its provisions, actions or inactivity fail to comply with the requirements of the legislation on the election of MPs, violate the electoral rights of citizens, the rights and legitimate interests of the electoral subject;</td>
<td>if the PEC has established that the decision, actions or inactivity of the respondent were committed in accordance with the law, within the authority provided for by the law, and do not violate the electoral rights of the complainant.</td>
</tr>
<tr>
<td>2. that the decision be revoked;</td>
<td></td>
</tr>
<tr>
<td>3. that the respondent be required to take actions provided for by the legislation regulating the organization of and the procedure for conducting the MPs election;</td>
<td></td>
</tr>
<tr>
<td>4. that the respondent be required to refrain from committing certain actions;</td>
<td></td>
</tr>
<tr>
<td>5. that the violated electoral rights of citizens, rights and legitimate interests of the electoral subject be restored in another way;</td>
<td></td>
</tr>
<tr>
<td>6. that the respondent be required to take actions which are necessitated by the revocation of the decision, by finding the challenged actions or inactivity unlawful, and which are provided for by the legislation regulating the organization of and the procedure for conducting the election of MPs.</td>
<td></td>
</tr>
</tbody>
</table>

**SATISFY THE COMPLAINT FULLY OR PARTIALLY AND RULE** (P. 5, ART. 113)

**DISMISS THE COMPLAINT** (P. 9, ART. 113)
A copy of the PEC decision based on the results of consideration of the complaint is to be issued or sent immediately (P. 10 Art. 113):

- to the complainant;
- to the respondent;
- to the interested persons;
- to some other subject mentioned in the decision.

The PEC decision based on the results of consideration of the complaint must be **fair, legitimate and well-grounded** (P. 1, Art. 113). If the complaint **contains two or more claims**, the election commission must give a **legal assessment to each of them** (para. 10.6, Res. 133).

### WHO IS INVITED TO A MEETING ON CONSIDERATION OF A COMPLAINT?

Consideration of a complaint by the PEC is conducted with mandatory timely notification of the persons listed below about **the time and place of consideration of the complaint** on the telephone and with mandatory registration of such action by the respective PEC employee in a separate written reference which is to be appended to the case file (protocol) of the respective PEC meeting, a registered telegram, telephoned message, fax message, or email (P. 9, Art. 111, п.7.9 Res. 133):

1. the complainant;
2. the respondent;
3. other interested persons.

**Failure to attend** the meeting at which the complaint is to be considered on the part of persons duly notified thereof does not preclude the consideration of the complaint. Copies of the complaint and of the documents appended thereto **are issued** to the respondent and the interested persons **in advance**; and if that is impossible, **no later than the beginning** of the consideration of the complaint. The respondent has the right to submit **written clarifications** on the merits of the complaint, which are to be taken into account by the PEC (P. 10, Art. 111).
→ EVIDENCE DURING CONSIDERATION OF COMPLAINTS

The following can be evidence relevant to proper consideration of a complaint (P. 1, Art. 112):

- written documents and materials (including electronic ones) containing information on circumstances relevant to consideration of the complaint;
- written explanations from electoral subjects, officials and officers of bodies of executive power, bodies of power of the Autonomous Republic of Crimea, local self-government bodies, enterprises, establishments, institutions and organizations what were provided on request from members of the election commission in exercise of the powers of the commission;
- material evidence;
- opinions of experts provided in writing on request from the commission in the capacity of agency considering the complaint, the complainant, or the respondent.

Evidence may be provided to the commission by the complainant, the respondent, and the interested persons. The PEC can issue a demand for additional evidence on its own initiative or on request from the complainant, respondent, or interested persons (P. 2, Art. 112).

→ LAW ENFORCEMENT BODIES CHECKING THE CIRCUMSTANCES CITED IN THE COMPLAINT

If, when considering a complaint, the PEC finds it necessary that law enforcement bodies conduct a check of the circumstances cited in the complaint, the respective law enforcement bodies will check these circumstances on request from the PEC and immediately take appropriate measures to put an end to the violation of the legislation.

The respective bodies will notify the requesting election commission of the results of the check and the measures taken (P. 8, Art. 111).
OFFICIAL OBSERVERS

**Categories of official observers** at the election of MPs which
- *can take part in the electoral process (national)*:
  - official observer from a party,
  - official observer from an MP candidate,
  - official observer from a nongovernmental organization (below, NGO);
- *can conduct observations of the electoral process (international)*:
  - official observer from an international organization,
  - official observer from a foreign states.

An official observer from a party, an MP of Ukraine, or an NGO must be a **voter**, i.e. a **citizen of Ukraine** who by the day of the election has reached the age of **18** and who has not been declared incompetent by a court.

⚠️ Persons **INELIGIBLE TO BE** official observers:

1. from parties, MP candidates and NGOs:
   - election commission member;
   - official of an executive body;
   - court official;
   - law enforcement officer;
   - official of a body of power of the Autonomous Republic of Crimea;
   - official of a local self-government body;
   - serviceperson;
   - person performing alternative (non-military) service;

2. from foreign states, international organizations:
   - person who is a citizen (national) of a state declared an aggressor state or an occupying state by the Verkhovna Rada of Ukraine;
   - person whose nomination was initiated or proposed by a state declared an aggressor state or an occupying state by the Verkhovna Rada of Ukraine.
# The Rights and Duties of Official Observers

<table>
<thead>
<tr>
<th><strong>Official Observers Have the Right To</strong> (P. 9, Art. 78):</th>
<th><strong>Official Observers Have NO Right To</strong> (P. 10, Art. 78):</th>
</tr>
</thead>
<tbody>
<tr>
<td>be present at the EP during the voting, observe from any distance the actions of election commission members, in particular during the issuance of ballot papers to the voters and the counting of votes, without physically obstructing the election commission members;</td>
<td>groundlessly interfere in the work of the election commission, commit actions violating the legitimate course of the electoral process or unlawfully prevent election commission members from exercising their powers;</td>
</tr>
<tr>
<td>take photos, shoot films, make audio and video recordings, as long as they do not violate the secrecy of voting;</td>
<td>complete the ballot paper instead of the voter (in particular at the voter’s request);</td>
</tr>
<tr>
<td>be present when ballot papers are issued to PEC members, in particular when voting at voters’ place of stay is organized or conducted;</td>
<td>present in the booth (room) for secret voting when a voter is filling out a ballot paper there, or violate the secrecy of voting in some other way.</td>
</tr>
<tr>
<td>attend, with observance of the requirements of the Law, PEC meetings, in particular during the counting of votes voters at the election precinct and establishment of the results of voting;</td>
<td></td>
</tr>
<tr>
<td>submit an application or complaint to the respective election commission, other state bodies, or a court, seeking elimination of discovered violations of the Law;</td>
<td></td>
</tr>
<tr>
<td>draw up an act on discovery of a violation of the Law, which is signed by the official observer and no less than 2 voters certifying</td>
<td></td>
</tr>
</tbody>
</table>
take necessary measures, within the limits of legislation, so as to stop illegal actions during the voting and counting of votes at the EP;

receive copies of protocols on the transfer of ballot papers, on the counting of votes and establishment of the results of voting, and other documents in cases provided for by the Law;

exercise other rights granted to official observers by the Law.

→ WHAT IF AN OFFICIAL OBSERVER IS INTERFERING IN THE PEC’S WORK?

If an official observer violates the requirements of the Law, in particular of P. 10, Art. 78, the PEC issues a WARNING to that official observer (it should be noted that the warning must be presented in the form of a PEC decision).

In the event of a repeat or gross violation, the PEC can deprive the observer of the right to be present at its meeting in accordance with the procedure established by the Law, namely:

The PEC can adopt a motivated decision to deprive an official observer of the right to be present at its meeting; the decision requires the support of no less than two-thirds of the votes of the commissioners present at the meeting (P. 5, Art. 34).

Such decision can be appealed by the official observer to a court (P. 11, Art. 78).
**INTERNATIONAL OBSERVERS**

Official observers from foreign states or international organizations conduct observations *individually and independently* (P. 7, Art. 79) both in the territory of Ukraine and at out-of-country election precincts (P. 5, Art. 79).

The Ministry of Foreign Affairs of Ukraine, other bodies of executive power, bodies of power of the Autonomous Republic of Crimea, local self-government bodies and election commissions are to **provide support** to official observers from foreign states and international organizations as they exercise their powers (P. 8, Art. 79).

Citizens of Ukraine, foreigners, or stateless persons **who have command of the Ukrainian language** can accompany **registered official observers** from foreign states and international organizations in the territory of election precincts and during the meetings of election commissions exclusively to **act as an interpreter** – no more than 1 person accompanying each official observer (P. 3, Art. 79).

<table>
<thead>
<tr>
<th>INTERNATIONAL OBSERVERS HAVE THE RIGHT (P. 6, ART. 79):</th>
<th>INTERNATIONAL OBSERVERS DO NOT HAVE THE RIGHT (P. 10, ART. 79):</th>
</tr>
</thead>
<tbody>
<tr>
<td>be present at the meetings of MP candidates, authorized persons of parties with voters, at election campaign meetings, rallies, meetings of election commissions;</td>
<td>interfere in the work of the election commission, commit actions violating the legitimate course of the electoral process or unlawfully prevent election commission members from exercising their powers;</td>
</tr>
<tr>
<td>familiarize themselves with election campaign materials;</td>
<td>complete the ballot paper* instead of the voter (in particular at the voter’s request) and violate the secrecy of voting in some other way and use their status in activities unrelated to observance</td>
</tr>
<tr>
<td>INTERNATIONAL OBSERVERS HAVE THE RIGHT (P. 6, ART. 79):</td>
<td>INTERNATIONAL OBSERVERS DO NOT HAVE THE RIGHT (P. 10, ART. 79):</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>--------------------------------------------------------------</td>
</tr>
<tr>
<td>be present, with observance of the requirements of the Law, at meetings and stay in PEC premises, observe from any distance the actions of PEC members, in particular during the issuance of ballot papers to voters in the premises for voting and at the place of voters' stay, the counting of votes, the establishment of the results of voting, without physically obstructing PEC members;</td>
<td>of the course of the electoral process.</td>
</tr>
<tr>
<td>take photos, shoot films, make audio and video recordings, as long as they do not violate the secrecy of voting;</td>
<td><em>This restriction also applies to persons who, pursuant to Part three of this Article, accompany official observers, while they are directly working with an official observer from a foreign state or international organization.</em></td>
</tr>
<tr>
<td>receive copies of protocols on the transfer of ballot papers to the PEC, on the counting of votes at the EP and other documents in cases provided for by the Law;</td>
<td></td>
</tr>
<tr>
<td>when the election is over, publicly present their proposals on organizing the conduct of the MPs election and on ways to improve the legislation of Ukraine, with consideration for international experience, conduct press conferences with observance of the requirements of the legislation of Ukraine;</td>
<td></td>
</tr>
<tr>
<td>create, together with other observers from foreign states or international organizations, temporary groups of official observers for coordinating their activities within the authority granted by the Law, provided that they notify the CEC thereof.</td>
<td></td>
</tr>
</tbody>
</table>
MASS MEDIA
The preparation and conduct of the election of the MPs are performed in a public and open manner (P. 1, Art. 13). Mass media are obliged to provide objective coverage of the preparation and conduct of the election.

Mass media representatives are guaranteed unhindered access to all public events related to elections.

Election commissions, including the PECs, bodies of executive power, officials and officers of these bodies are obliged to provide information, within the scope of their authority, to mass media on the preparation and conduct of the election of the MPs (P. 4, Art. 13)

<table>
<thead>
<tr>
<th>MEDIA REPRESENTATIVES HAVE THE RIGHT TO:</th>
<th>MEDIA REPRESENTATIVES DO NOT HAVE THE RIGHT TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>conduct observations of the course of the electoral process without interfering in the work of the election commissions;</td>
<td>interfere in the work of a PEC;</td>
</tr>
<tr>
<td>make written, audio and video recordings using the necessary technical means (P. 1 Art. 25 of the Law “On Information”);</td>
<td>violate the secrecy of voting.</td>
</tr>
<tr>
<td>receive information on the preparation and conduct of the election of the MPs of Ukraine (P. 4 Art. 13);</td>
<td></td>
</tr>
<tr>
<td>attend the meetings of election commissions without permission or invitation; be present at the election precinct on the day of voting without permission or invitation – no more than 2 representatives from one media outlet simultaneously.</td>
<td></td>
</tr>
</tbody>
</table>
To be able to exercise their rights, mass media representatives **must present one of the following documents:**

- editorial board certificate;
- certificate of journalist issued by the National Union of Journalists of Ukraine;
- certificate of journalist issued by a media trade union;
- press card from other organizations of journalists.

The forms of such certificates are not established – they can be of an arbitrary form.

**IMPORTANT!**

A certificate without a photo is only valid if a document identifying the person is presented, for example, passport of citizen of Ukraine.
LIABILITY FOR VIOLATING
THE LEGISLATION ON THE ELECTION
OF THE MPS
LIABILITY FOR VIOLATING THE LEGISLATION ON THE ELECTION OF THE MPS

Persons guilty of violating the legislation on the election of the MPs of Ukraine are subject to (Art. 114):

- criminal,
- administrative,
- other liability

in accordance with the procedure established by the law.

→ CRIMINAL PROSECUTION

TYPES OF CRIMES AGAINST CITIZENS’ ELECTORAL RIGHTS:

- interference with the exercise of the right to vote, the work of an election commission, or the activities of an official observer (Art. 157 of the CCU);
- provision of false information to the SVR maintenance body or falsification of election documents, voting results, or SVR data (Art. 158 of the CCU);
- illegal use of a ballot paper, a voter’s multiple voting (Art. 158-1 of the CCU);
- illegal destruction of election documentation (Art. 158-2 of the CCU);
- violation of the secrecy of voting (Art. 159 of the CCU);
- bribing of a voter (Art. 160 of the CCU).

IMPORTANT!

Crimes against citizens’ electoral rights are punished by different terms of restriction or deprivation of liberty, in some cases with deprivation of the right to occupy certain positions for a certain period.
## ADMINISTRATIVE PROSECUTION

<table>
<thead>
<tr>
<th>NORM OF CURRENT LEGISLATION</th>
<th>CONTENT OF OFFENSE</th>
<th>PUNISHMENT FOR OFFENSE, AMOUNT OF FINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art. 212-8 of the Code of Ukraine on Administrative Offenses</td>
<td>Violation of citizen’s right for familiarization with the voter list</td>
<td>From 170 to 510 UAH</td>
</tr>
<tr>
<td>Art. 212-10 of the Code of Ukraine on Administrative Offenses</td>
<td>Election campaigning by a person whose participation in election campaigning is prohibited</td>
<td>For citizens: from 510 to 850 UAH. For officials: from 850 to 1,360 UAH</td>
</tr>
<tr>
<td>Art. 212-17 of the Code of Ukraine on Administrative Offenses</td>
<td>Failure to provide a copy of an election protocol</td>
<td>From 340 to 1,700 UAH</td>
</tr>
<tr>
<td>Art. 212-18 of the Code of Ukraine on Administrative Offenses</td>
<td>Non-execution of decisions of an election commission</td>
<td>For citizens: from 255 to 425 UAH. For officials: from 510 to 850 UAH</td>
</tr>
<tr>
<td>P. 1, Art. 212-19 of the Code of Ukraine on Administrative Offenses</td>
<td>Refusal to release a member of an election commission from performing his/her duties related to job or position</td>
<td>From 340 to 850 UAH</td>
</tr>
<tr>
<td>P. 1, Art. 212-19 of the Code of Ukraine on Administrative Offenses</td>
<td>Dismissal or demotion of an election commissioner on grounds related to the performance of his/her duties in the election commission</td>
<td>From 1,020 to 1,700 UAH</td>
</tr>
<tr>
<td>Art. 212-20 of the Code of Ukraine on Administrative Offenses</td>
<td>Violation of the procedure for publication of documents related to the preparation and conduct of elections</td>
<td>From 170 to 340 UAH</td>
</tr>
</tbody>
</table>
Якщо ви хочете покращити свої знання щодо організації виборчого процесу або знайти відповіді на питання – скористайтеся системою он-лайн навчання «ВИБОРКОМ» vyborkom.org. Складові системи:

1. Модуль он-лайн навчання, який дозволяє пройти навчання он-лайн за допомогою відеолекцій, текстових інструкцій та інфографіки, а також перевірити свої знання за допомогою тестів.

2. Бібліотека, що містить збірник законодавчих і підзаконних актів, а також форми і зразки складання документів виборчих комісій.

3. Підсистема «Питання-відповідь», якою можна скористатись у разі, якщо ви шукаєте вихід із нестандартної ситуації.

Система є відкритою для всіх користувачів. Доступ до матеріалів системи безкоштовний.

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ВІДЕОЛЕКЦІЇ ЕКСПЕРТІВ

ЗАКОНДАВСТВО

ПЕРЕВІРКА ЗНАНЬ

ЗАСВІДЧЕННЯ

Якщо ви хочете покращити свої знання щодо організації виборчого процесу або знайти відповіді на питання – скористайтеся системою он-лайн навчання «ВИБОРКОМ» vyborkom.org. Складові системи:

1. Модуль он-лайн навчання, який дозволяє пройти навчання он-лайн за допомогою відеолекцій, текстових інструкцій та інфографіки, а також перевірити свої знання за допомогою тестів.

2. Бібліотека, що містить збірник законодавчих і підзаконних актів, а також форми і зразки складання документів виборчих комісій.

3. Підсистема «Питання-відповідь», якою можна скористатись у разі, якщо ви шукаєте вихід із нестандартної ситуації.

Система є відкритою для всіх користувачів. Доступ до матеріалів системи безкоштовний.

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ВІДЕОЛЕКЦІЇ ЕКСПЕРТІВ

ЗАКОНДАВСТВО

ПЕРЕВІРКА ЗНАНЬ

ПРОТОКОЛ

Засідання Зеленчуківської районної виборчої комісії
Зеленчуківського району Слов'янської області

7 вересня 2015 року

Всіх членів комісії: 15 осіб.
Перший на засіданні: Гриценко А.В., Лоботка К., Лаппо Л., Цехов С., Давидова С., Хліборожка Н., Василенко Н., Кривощельська М., Пономаренко С., Вовк А., Жукова Н., Пыпенко В., Василенко М., Василенко Л., Василенко Я.
Присутні на засіданні: Гриценко А.В., Лоботка К., Лаппо Л., Цехов С., Давидова С., Хліборожка Н., Василенко Н., Кривощельська М., Пономаренко С., Вовк А., Жукова Н., Пыпенко В., Василенко М., Василенко Л., Василенко Я.

"ПОГОДЖЕНО" — Голова Великознатівської районної виборчої комісії

Порядок денний засідання
Великознатівської районної виборчої комісії
7 вересня 2015 року

1. Складення присловій членами Великознатівської районної виборчої комісії.

2. Про реорганізацію об'єднань членами Великознатівської районної виборчої комісії.

3. Про видачу членам Великознатівської районної виборчої комісії товари для зборського консультування.

4. Про оформлення документів, що трагдічно виборчої комісії.

5. Про фінансування зборського консультування.

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