



ЦВК: просвіта

MANUAL

**FOR MEMBERS OF PRECINCT
ELECTION COMMISSIONS
FOR OCTOBER 25, 2020 LOCAL
ELECTIONS**



Manual for Members of Precinct Election Commissions for October 25, 2020 Local Elections

October 25, 2020 Elections of Deputies of Local Councils and Village, Settlement and City Mayors



USAID
ВІС АМЕРИКАНСЬКОГО НАРОДУ

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“Ukraine shall be a sovereign, independent, democratic, social, and law-based state. The people shall be the bearer of sovereignty and the sole source of power in Ukraine. The people shall exercise power directly or through the State authorities and local self-government bodies. Elections to the State authorities and local self-government bodies shall be free and shall be held on the basis of universal, equal and direct suffrage by secret ballot.”

(Articles 1, 5, 71 of the Constitution of Ukraine)

DEAR ELECTION COMMISSION MEMBERS!

On October 25, 2020, regular and first local elections will be conducted in Ukraine.

On that day, more than 32 million voters can come to the polling stations and elect deputies of local councils and village, settlement and city/town mayors. Local authorities will be elected in 1,471 communities; thus, nearly one and a half thousand election processes will be taking place simultaneously in Ukraine. This is a comprehensive logistical task for our State and an extremely important mission for the election commissions of different levels.

Local elections are the most complicated type of elections in terms of organizing the election process. However, that is not the only challenge that we will have to face and overcome.

In these elections, new electoral systems will be introduced by the recently adopted Electoral Code of Ukraine; and so voters will receive ballot papers of a new form and election commissions will count the votes and establish the results of the elections in accordance with modified rules.

Moreover, the threat of spread in the territory of Ukraine of the acute respiratory disease COVID-19 caused by the coronavirus SARS-CoV-2 requires that all electoral subjects comply with the necessary sanitary regulations and relevant recommendations.

Under such conditions, responsible, professional and coordinated work of election commission members is a key guarantee of effective preparation for the organization and conduct of the elections. It is through your conscientious efforts that the new local authorities will be elected — and trust in them will depend on ensuring the integrity of the election process and on confidence in fair election results.

This Manual is based on the provisions of the Electoral Code of Ukraine and other norms of the Ukrainian legislation. It includes the main principles according to which the local elections are to be held and also describes all the election procedures that the election commissioners must perform to organize the election process in line with the requirements of the current legislation.

The Central Election Commission is hopeful that this Manual will not only be of use for the work of the election commission members, but will also come in handy for other electoral subjects if necessary.

I would also like to express my gratitude to the Training Management Center for Participants in Electoral Processes for collaborative work on the text of this training material, as well as to thank the International Foundation for Electoral Systems, which has been providing aid to the Commission under international technical assistance projects with the support of the United States Agency for International Development (USAID), the Ministry of Foreign Affairs of Canada, and aid from the UK Government (UK aid).

Oleh DIDENKO,
Chairman of the Central Election Commission

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LIST OF ACRONYMS AND ABBREVIATIONS

EP	Election precinct
EC	Election commission for local elections
VR ARC	Verkhovna Rada of the Autonomous Republic of Crimea
VRU	Verkhovna Rada of Ukraine
NGO	Nongovernmental organization
SVR	State Voter Register
Political party	Party
Local organization of a political party	Party organization (unit)
MM	Mass media
PEC	Precinct election commission for local elections
Code, ECU	Election Code of Ukraine
CCU	Criminal Code of Ukraine
CUoAO	Code of Ukraine on Administrative Offenses
LSGBs	Local self-government bodies
LEBs	Local executive bodies
TEC	Territorial election commission for local elections
TED	Territorial election district
CEC	Central Election Commission

IMPORTANT!

The text of the Manual is based on provisions of the Ukrainian legislation in force as of **October 10, 2020**.

The text of the Manual does not clarify the procedures for conducting the election of the deputies of the Verkhovna Rada of the Autonomous Republic of Crimea, since VRU Resolution No. 795-IX of July 15, 2020 “On Calling the Regular Elections in 2020” specifies as follows:

“The elections of the deputies of the Verkhovna Rada of the Autonomous Republic of Crimea, the deputies of the local councils and the village, settlement, city mayors in the temporarily occupied territories of the Autonomous Republic of Crimea, the city of Sevastopol and in certain rayons, cities, settlements and villages of Donetsk and Luhansk oblasts shall not be called and shall not be conducted.”

LEGISLATION ON LOCAL ELECTIONS



IMPORTANT!

This list is not exhaustive. At the point of publication of the training material, some normative acts have not yet been adopted by the CEC. Please follow updates on election legislation changes on the official website of the CEC: cvk.gov.ua.

LEGISLATION OF UKRAINE

- Constitution of Ukraine
- Election Code of Ukraine
- Law of Ukraine "On the Central Election Commission"
- Law of Ukraine "On the State Voter Register"
- Code of Ukraine on Administrative Offenses
- Code of Administrative Proceedings of Ukraine
- Criminal Code of Ukraine

CEC RESOLUTIONS

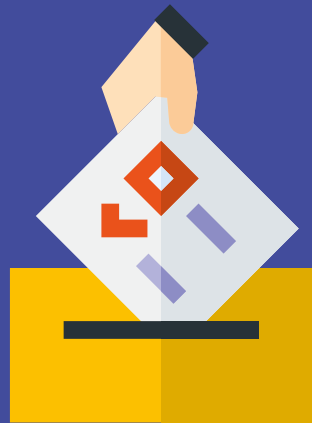
- CEC Resolution No. 96 of June 2, 2020 "On the Forms of Applications for and Reports on a Voter's Inclusion in the State Voter Register, Applications for Making Changes to a Voter's Personal Data in the State Voter Register" (amended as of July 24, 2020)
- CEC Resolution No. 111 of June 25, 2020 "On the Procedure for Engaging Specialists, Experts, Technical Staff to Ensure the Exercise of the Election Commissions' Powers during the Preparation and Conduct of Local Elections"

- CEC Resolution No. 122 of June 25, 2020 “On the Samples and Description of Seals and Signboards of Territorial and Precinct Election Commissions for Local Elections and the Stamp ‘Withdrawn’” (amended as of August 10, 2020)
- CEC Resolution No. 123 of June 25, 2020 “On the Forms of Personalized Invitations”
- CEC Resolution No. 124 of June 25, 2020 “On the Forms of Voter Lists at Election Precincts and Other Election Documents for the Preparation and Conduct of Voting in the Election”
- CEC Resolution No. 125 of June 25, 2020 “On the Specifics of the Procedure for Compiling and Correcting Voter Lists in the Event of Simultaneous Conduct of National and Local Elections”
- CEC Resolution No. 134 of 8.07.2020 “On the Procedure for Verifying the Fact of a Voter’s Temporary Inability to Move Independently for the Purpose of Organizing Voting in Local Elections at the Voter’s Place of Stay” (amended)
- CEC Resolution No. 142 of July 24, 2020 “On the Forms of Certificates of Electoral Subjects and Other Participants in the Process of Elections of Deputies of the Verkhovna Rada of the Autonomous Republic of Crimea, Oblast, Rayon, City, City Rayon, Village, Settlement Councils, Village, Settlement, City Mayors”
- CEC Resolution No. 164 of August 8, 2020 “On Requirements Regarding the Premises of Election Commissions and the Premises for Voting, Standards for Arranging the Premises of Precinct Election Commissions and the Premises for Voting, the List and Standards for Providing Election Commissions with Vehicles, Means of Communication, Equipment, Implements, Other Material Values, and Types of Services that Can Be Purchased by District and Territorial Election Commissions at the Expense of the State Budget of Ukraine, the Respective Local Budget for Organizing the Preparation and Conduct of Respective Elections”
- CEC Resolution No. 173 of August 10, 2020 “On the Procedure for Organizing the Work and Managing the Documents of the Election

Commissions for the Election of the President of Ukraine, the MPs of Ukraine, the Local Elections”

- CEC Resolution No. 174 of August 10, 2020 “On the Procedure for Producing, Transferring, Storing and Using Seals of the Territorial and Precinct Election Commissions for Local Elections”
- CEC Resolution No. 296 of September 24, 2020 “On the Forms of Protocols and Acts of Election Commissions Administering Local Elections for Counting of the Votes at the Polling Stations in the Process of Elections of Deputies of the Verkhovna Rada of the Autonomous Republic of Crimea, Oblast, Rayon, City, City Rayon, Village, Settlement Councils, Village, Settlement, City Mayors”
- Resolution of the Cabinet of Ministers of Ukraine No. 641 of July 22, 2020 "On the introduction of quarantine and the stepping up anti-epidemic measures in the area with a significant spread of acute respiratory disease COVID-19 caused by coronavirus SARS -CoV-2" (with amendments)

MAIN ELECTION PRINCIPLES



UNIVERSAL SUFFRAGE

The right to vote is vested in citizens of Ukraine who have attained the age of 18 as of the day of voting (P. 1, Art. 7, ECU). Citizens of Ukraine who have the right to vote are the voters (P. 3 Art. 7 ECU). The ground for the exercise by a voter of the right to vote is his/her inclusion in the voter list at the EP in accordance with the Code (P. 4 Art. 7 ECU).



Eligible to vote in the election of deputies of a village, settlement or city council, or a village, settlement or city mayor are voters whose electoral address is assigned to the territory of the respective territorial community.

Eligible to vote in the election of deputies of a village, settlement or city council of a territorial community and of village, settlement or city mayor are voters whose electoral address is assigned to the territory of the respective territorial community.

Eligible to vote in the election of deputies of a rayon council are voters whose electoral address is assigned to the territory of one of the territorial communities of the respective rayon.

Eligible to vote in the election of deputies of an oblast council are voters whose electoral address is assigned to the territory of one of the territorial communities of the respective oblast.

Eligible to vote in the election of deputies of a city rayon council (in a city divided into rayons, where city rayon councils have been created) are voters whose electoral address is assigned to the territory of the respective city rayon.

Any direct or indirect privileges or restrictions of the electoral rights of citizens of Ukraine based on race, color, political, religious or other convictions, sex, ethnic or social origin, financial status, place of residence, disability or health condition, language or other characteristics are prohibited, except for restrictions specified by the law (P. 8 Art. 7 ECU).

Ineligible to vote in local elections (P. 7 Art. 7 ECU) are:

- persons performing compulsory military service,
- citizens of Ukraine residing abroad,
- persons declared incompetent by a court,
- citizens of Ukraine staying in penitentiary institutions based on a court sentence, since they are regarded as not belonging to any territorial community.

EQUAL SUFFRAGE



Citizens of Ukraine take part in elections on equal terms (P. 1 Art. 12 ECU). Each voter is entitled to one vote in each election in which he/she is eligible to participate. A voter can use his/her vote only at one EP — at which the voter is included in the voter list. In the event of simultaneous conduct of different elections, a voter can exercise his/her right to vote at one EP only — which is a common one for all elections being conducted simultaneously (P. 2 Art. 12 ECU).

During an election, a voter exercises his/her right to vote in accordance with the procedure established by the Code.

All parties (party organizations) which have acquired the status of electoral subjects and all candidates registered in accordance with the current legislation have equal rights and opportunities and take part in the respective process on equal terms (P. 3, 4 Art. 12 ECU).

DIRECT SUFFRAGE

During local elections, voters elect deputies of local councils and village, settlement and city mayors by directly voting for candidates (electoral lists of candidates) registered in accordance with the procedure established by the Code. The results of the elections are determined based directly on the outcome of the voting (P. 1 Art. 13 ECU).

FREE ELECTIONS

Citizens of Ukraine are provided with appropriate conditions for the free formation of their will and its free expression when voting (P. 1 Art. 14 ECU).



Citizens of Ukraine have the right to freely campaign for or against candidates, parties (party organizations) that are subjects of the respective electoral process, to freely and comprehensively discuss the election programs of the candidates, parties (party organizations), the political, business and personal qualities of the candidates. The candidates and parties (party organizations) that are subjects of the respective process can freely conduct election campaigning with observance of the requirements of the Code (P. 2 Art. 14 ECU).

The use of violence, threats, fraud, bribing or any other actions interfering with the free formation and free expression of a voter's will is prohibited (P. 3 Art. 14 ECU).

FAIR ELECTIONS

The Ukrainian citizens' electoral rights are protected by the law.

Citizens have the right to protection of their electoral rights and other rights to participate in the electoral process by appealing violations to the respective ECs or to court. Persons guilty of violating citizens' electoral rights are held accountable in accordance with the procedure established by the law (P. 1 Art. 19 ECU).

VOLUNTARY PARTICIPATION IN ELECTIONS

Ukrainian citizens' participation in elections is voluntary. No one can be forced to participate or not to participate in an election as well as in nominating candidates in an election, in election campaigning, in other election events or in performing other election procedures (P. 1 Art. 15 ECU).

SECRET BALLOT

In Ukraine, voting in elections is by secret ballot. Oversight of the result of the expression of voters' will, establishment or disclosure in any way of the result of the expression of a specific voter's will are prohibited (P. 1 Art. 16 ECU).

Election commissioners, official observers, mass media representatives, other persons are prohibited from performing any actions or disclosing information making it possible to establish the result of the expression of a particular voter's will (P. 2 Art. 16 ECU)

IN-PERSON VOTING

At an election, each voter is to vote in person. Voting on behalf of other persons or delegation by a voter of his/her right to vote to another person is prohibited (P. 1 Art. 17 ECU)

Assistance to a voter who, on account of disability and/or health condition, is unable to fill out a ballot paper personally or to drop it in the ballot box is not considered a violation if such assistance was provided in line with the expression of the voter's will (P. 2 Art. 17 ECU).

ELECTORAL RIGHTS

The main electoral rights of the citizens of Ukraine include (P. 2 Art. 6 ECU):

- 1) the right to freely elect (the right to vote in an election);
- 2) the right to be elected.

Citizens of Ukraine also have other rights to participate in an electoral process which are related to their basic electoral rights (P. 3 Art. 6 ECU).

Voters' rights to participate in an electoral process are related to the right to vote (P. 1 Art. 9).

Voters have the right to:

- 1) be EC members in charge of organizing the preparation and conduct of the respective election;
- 2) receive and distribute information pertaining to the preparation and conduct of the respective election;
- 3) take part in election campaigning in the respective election;
- 4) observe the conduct of the respective election;
- 5) challenge violations of their own electoral rights, other personal rights and legitimate interests of their own relating to participation in the electoral process.

**TYPES
AND CATEGORIES
OF LOCAL ELECTIONS**

**BASIC PRINCIPLES
OF LOCAL ELECTIONS**

**ELECTORAL
PROCESS**



TYPES OF ELECTIONS

Local elections are divided into the following types (P. 1 Art. 3 ECU):

- a) elections of deputies of the Verkhovna Rada of the Autonomous Republic of Crimea;
- b) elections of deputies of a village, settlement or city council;
- c) elections of village, settlement city mayor;
- d) elections of deputies of a rayon council;
- e) elections of deputies of an oblast council;
- f) elections of deputies of a city rayon council (in cities where city rayon councils have been created).

CATEGORIES OF ELECTIONS

Local elections can be (P. 1 Art. 194 ECU):

- ordinary,
- extraordinary,
- repeat,
- midterm,
- supplementary (by-elections),
- first (first-ever).

IMPORTANT!

On October 25, 2020, **regular and first** local elections will be conducted in Ukraine.

ELECTORAL SYSTEMS AT LOCAL ELECTIONS

The basic principles of local elections, namely, the system under which the elections are conducted, are specified in Article 192 of the Code.

I. Elections of deputies of a village, settlement, or city council (territorial communities with up to 10,000 voters)

are conducted under a first-past-the-post system in multi-member election districts into which the territory of the respective territorial community is divided (P. 1 Art. 192 ECU). In each such constituency, no more than two and no more than four deputies can be elected.

II. Elections of deputies to oblast, rayon or city rayon councils, as well as of deputies of city, village or settlement councils (territorial communities with 10,000 or more voters)

are conducted under a system of proportional representation with open electoral lists from party organizations in the TEDs into which the unified multi-member election district is divided, the district coinciding with the territory of, respectively, the oblast, rayon, city, city rayon, village, or settlement according to the administrative-territorial structure or with the territory of the city, village or settlement territorial community (P. 2 Art. 192 ECU).

III. Elections of village, settlement, city mayor (a city with up to 75,000 voters)

are conducted under a first-past-the-post system within a unified single-member village, settlement or city election district which coincides with the territory of, respectively, the village, settlement or city according to the administrative-territorial structure or with the territory of the village, settlement or city territorial community (P. 3 Art. 192 ECU).

IV. Elections of city mayor (a city with 75,000 voters or more)

are conducted under an absolute majority electoral system in a single-member city election district which coincides with the territory of the city according to the administrative-territorial structure or with the territory of the city territorial community (P. 4 Art. 192 ECU).

ELECTORAL PROCESS

The electoral process is the performance by the electoral subjects, namely, by:

- a voter who has the right to vote at the respective election;
- the election commission authorized to prepare and conduct the respective election;
- a party (party organization) that nominated candidates in the respective election;
- a candidate registered for participation in the respective election in accordance with the procedure established by the Code;
- an official observer from a candidate or a party (party organization) that is a subject of the respective electoral process or from a nongovernmental organization registered in accordance with the procedure established by the Code, during the period of time established by the Code, of electoral procedures related to the preparation and conduct of the respective election, establishment and official promulgation of its results (P. 1 Art. 20; P. 1 Art. 22 ECU).



The electoral process begins **50 days** before the day of the ordinary local elections.

The electoral process ends 15 days after the official promulgation of the local election results.

The electoral process of local elections includes the following stages (P. 1 Art. 196 ECU):

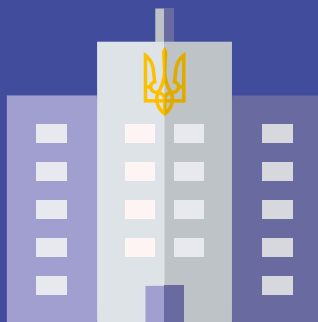
- 1) creation of election districts;
- 2) creation of PECs;
- 3) compilation of voter lists, their verification and correction;
- 4) nomination and registration of candidates;
- 5) election campaigning;

- 6) voting on the election day;
- 7) counting of votes, establishment of the voting results and of the results of the local elections.

In certain cases specified by the Code, the electoral process also includes the following stages:

- 8) repeat voting;
- 9) counting of votes, establishment of the results of the repeat voting and the results of the local elections.

ELECTION COMMISSIONS



SYSTEM OF ELECTION COMMISSIONS FOR LOCAL ELECTIONS

The system of commissions in charge of preparation for and conduct of local elections consists of (P. 1 Art. 202 ECU):

I. The Central Election Commission, which is a higher-level election commission in relation to all commissions for all local elections;

II. TECs:

- a) Election Commission of the Autonomous Republic of Crimea;
- b) oblast election commissions;
- c) rayon election commissions;
- d) city election commissions;
- e) city rayon election commissions (in cities divided into rayons);
- f) settlement and village election commissions;

VII. PECs.

IMPORTANT!

City rayon election commissions in cities divided into rayons where city rayon councils have not been created are established for exercising the powers set out by the Code in the respective election district for the election of deputies of city councils and city mayors.

TYPES OF ELECTION PRECINCTS

Election precinct — A territorial unit created for organizing the preparation and conduct of voting and the counting of votes.

During local elections, the following types of polling stations are used for the preparation, organization and conduct of voting and the counting of votes:

- regular EPs;
- special EPs existing on a permanent basis at inpatient healthcare institutions.

EPs are created for between 20 and 2,500 voters; they are divided into the following categories (P. 4 Art. 28 ECU):

- **small** — with less than 500 voters;
- **medium** — with 500 to 1,500 voters;
- **large** — with more than 1,500 voters.

Depending on EP size, norms are determined for providing the PECs with premises, voting booths, ballot boxes, etc.



Each EP has a serial number, an address of the premises for voting and of the PEC location (address of its premises). The premises for voting and the PEC premises can have the same address (P. 7 Art. 28 ECU).

PEC STATUS AND POWERS

ECs are created and operate as independent bodies for administering electoral processes which, according to their powers, provide for the implementation of the basic principles of suffrage set out by the Constitution of Ukraine and the Code, the fundamentals of the electoral process, the exercise of the electoral rights of the citizens of Ukraine, and the preparation and conduct of the elections (P. 1 Art. 32 ECU).

IMPORTANT!

An election commission is a **collective body**. This means that all of the commission's decisions are adopted jointly by the commission members, **by way of voting**.

The mandate of a PEC begins from the moment **a majority of the total number of the PEC's members** determined at the point of its creation **have taken the oath of office** at the meeting of the commission (P. 2 Art. 207 ECU)

Below is a list of **some of the powers** of a PEC (P. 2 Art. 207 ECU) — a PEC:

- 1) supervises, within the territory of the respective EP, compliance with and uniform application of the legislation on local elections;
- 2) receives the voter list from the State Voter Register maintenance body, compiles a voter list in cases specified by the Code, makes the list freely accessible to the public, and enters corrections to it in cases provided for by the Code;
- 3) provides voters with the possibility to familiarize themselves with information on candidates running for local councils and candidates seeking the position of village, settlement, city mayor, as well as with the decisions of the CEC, the TEC, the commission's own decisions and reports;
- 4) delivers or sends personal invitations to each voter in a timely manner;
- 5) provides for the preparation of the premises for voting and the ballot boxes;
- 6) organizes voting at the election precinct;
- 7) conducts the counting of votes cast at the EP;
- 8) draws up the protocols on the counting of votes at the EP;
- 9) invalidates the results of voting at the EP in cases provided for by the Code;

- 10) considers appeals regarding the preparation of the local elections, the organization of voting at the EP, and adopts decisions on those appeals within the limits of its powers;
- 11) exercises other powers provided for by the Code and the Laws of Ukraine.

The mandate of a PEC **is terminated 5 days** after the day of the official promulgation of the results of the local elections. The PEC terminates its activities simultaneously with the termination of its mandate (P. 2 Art. 207 ECU).

The powers of all the members of a PEC can be terminated **early**, in accordance with the procedure established by the law, by the EC that formed the respective PEC, by a decision of a higher-level EC for the respective local elections, or by a court decision in the event of one-time gross violation or systematic violation by the commission of the Constitution of Ukraine, the Code and Laws of Ukraine, or failure to implement decisions of a higher-level EC (P. 3 Art. 208 ECU).

RIGHTS AND DUTIES OF PEC MEMBERS

The rights and duties of EC members are determined by **P. 3-6 Art. 38** ECU.

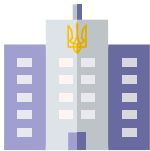
THE RIGHTS OF AN EC MEMBER



to take part in the preparation of issues to be submitted for consideration by the commission;



to speak at EC meetings, ask questions of the other participants in the meeting about the agenda, submit proposals on issues falling within the competence of the commission;

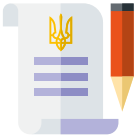


to have unimpeded access to all premises of the EC, familiarize himself/herself with all documents of the EC of which he/she is a member;



to receive compensation for damage caused to his/her life, health or property in connection with performance of the duties of EC member, in accordance with the procedure and in the amount established by the legislation.

THE DUTIES OF AN EC MEMBER



to comply with the Constitution of Ukraine, the Code and the Laws of Ukraine regarding matters related to the preparation and conduct of the elections;



to take part in EC meetings;



to execute the decisions of the PEC and perform the responsibilities entrusted to him/her in accordance with the distribution of responsibilities in the commission.

AN EC MEMBER IS PROHIBITED FROM



campaigning for or against candidates in the respective election, as well as from assessing in public the activities of candidates and of party organizations that are electoral subjects.

An EC member also has other rights and duties in accordance with the Code and Laws of Ukraine.

During the period of direct performance of EC member's duties (participation in the commission's meetings, other events in execution of this Code or of the commission's decisions), each EC member **is entitled to guarantees and compensations** provided by the legislation for employees for the period when they perform state or public duties during the working hours.

EC members **are relieved from job responsibilities** at their permanent workplace for the time required to perform the duties of election commissioner, **based on a written report** by the chairperson, deputy chairperson or secretary of the respective EC on the calling of a meeting of the commission, or based on the EC's decision to engage the election commissioner in participation in other events specified by this Code. Such reports or decisions must specify the date, time and planned duration of the EC meeting or other event (P. 5 Art. 38 ECU).

An EC member with a health problem (due to disability, a temporary health disorder or age) is entitled to an appropriate adjustment from the respective EC in accordance with the member's individual needs for unimpeded participation in the EC's work (P. 8 Art. 38 ECU).

The authority of a PEC member **is terminated early in connection with** (P. 4 Art. 208 ECU):

- 1) a personal letter of resignation as member of the commission;
- 2) submission of a request for the EC member's replacement by the entity that nominated such member as candidate to the PEC;
- 3) termination of his/her citizenship of Ukraine;
- 4) departure for a period prior to the day of the election outside the respective administrative-territorial unit, thus rendering it impossible to perform the duties of election commissioner;
- 5) his/her registration as a deputy candidate to the local council or a candidate to the position of village, settlement or city mayor, a deputy candidate to the Verkhovna Rada of the ARC, a Ukrainian MP candidate or a candidate for the position of President of Ukraine;
- 6) his/her registration as an agent of a deputy candidate to the local council or a candidate to the position of village, settlement or city mayor, a Ukrainian MP candidate, a candidate to the position of President of Ukraine, a party's representative to the CEC, a party's authorized person, a representative of a party organization to the TEC, a party organization's authorized person, an authorized person of a subject of a referendum process, a representative of an initiative group to the CEC or an official observer, if the electoral process of the

aforementioned election or referendum is conducted simultaneously with the electoral process of local elections;

- 7) his/her refusal to take the oath of election commissioner;
- 8) violation the oath of EC member, which manifested itself as systematic non-performance of his/her duties, certified by at least two decisions to that effect of the EC of which he/she is a member;
- 9) systematic non-performance of his/her duties or one-time gross violation by the member of Ukraine's legislation on local elections, established by a court decision or decisions of the EC which created a relevant commission (formed its composition), two or more failures to attend the commission's meetings without good cause or failure to attend the commission's meeting on the day of voting;
- 10) coming into legal force of a court judgment finding him/her guilty of a grave or particularly grave crime, or a criminal offense against citizens' electoral rights or a corruption-related criminal offense;
- 11) his/her becoming a member of another EC of any level which is engaged in the preparation and conduct of local elections, elections of the MPs of Ukraine or the President of Ukraine, a commission on a referendum, if the electoral process of the aforementioned elections or referendum is conducted simultaneously with the electoral process of local elections;
- 12) a court decision finding the member incompetent or missing;
- 13) discovery of circumstances depriving the person of the right to be EC member;
- 14) his/her death or being declared dead.

OATH OF AN EC MEMBER

An EC member is to take an oath at the first EC meeting in which he/she takes part. **Refusal to take the oath means refusal to be member of the EC!**

N.B.!

Before taking the oath, members must necessarily familiarize themselves with their future rights and duties, which are specified by P. 3–6 Article 38 ECU.

A person who has taken the oath is to put his/her signature under the text of the oath. That document is an integral part of the documentation of the respective EC. After an EC member has taken the oath, a certificate of a form approved by the CEC and signed by the chairperson of the higher-level commission will be issued to that member.

The text of the oath of a commission member is as follows:

"I, Шевченко Т.Г.,
(last name, first name and 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 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."

16.10.2020



N.B.!

A voter can be a member of only one EC engaged in the preparation and conduct of the respective election or other election being conducted simultaneously with it.

FOR EXAMPLE, during ordinary local elections a voter cannot simultaneously be member of the city election commission and oblast election commission. If a midterm election of an MP is conducted in parallel with ordinary local elections, then a voter cannot simultaneously be a member of the rayon election commission and a member of the district election commission for the election of MPs of Ukraine which is in charge of organizing the preparation and conduct of the respective midterm election of MP.

PRECINCT ELECTION COMMISSION WORKFLOW





The procedure for organizing the work of a PEC is determined by Art. 36 ECU, as well as by the Procedure for Organizing the Work and Managing the Documents of Election Commissions for the Election of the President of Ukraine, the MPs of Ukraine and the Local Elections which was approved by CEC Resolution No. 173 of August 10, 2020.

The main form of work of an election commission is its meeting.

N.B.!

The conduct of voting is not a PEC meeting (P. 1, Art. 36).

PROCEDURE FOR CONDUCTING EC MEETINGS

WHEN IS AN EC MEETING CALLED?

- **The first meeting** of an EC is to be called **no later than on the second day** after the day of its creation
- **The next meetings** will be called **as necessary**

WHAT SHOULD BE DONE WHEN AN EC MEETING IS CALLED?

- **In the event of calling an EC meeting, all the members of the commission are to be notified of the time and place of the meeting and of its agenda.**

EC members can be notified of a meeting by telephone, email, or using other means of telecommunication.

In particular, a person is deemed to have been notified **if the respective notification was sent to the person's contact telephone number indicated in the submission** to the respective EC (P. 5 Art. 36 ECU).

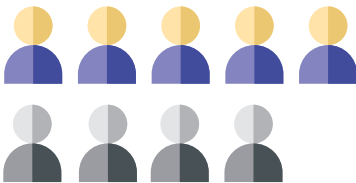
- EC members are provided with the commission's draft decisions and necessary materials, as a rule, no later than one day before the day of holding the commission's meeting, but no later than the beginning of the meeting.

WHO CONVENES AN EC MEETING?

The commission's chairperson	The meeting is called by the EC chairperson
The commission's deputy chairperson	The meeting is called by the EC deputy chairperson if the EC chairperson is absent
The commission's secretary	The meeting is called by the secretary of the commission if the EC chairperson and deputy chairperson are absent
1/3 of all the EC members	On written request of one third of all the EC members, the EC chairperson or deputy chairperson must call a meeting of the commission no later than on the next day after receiving such request
Higher-level EC	If necessary, a meeting EC can be called by a decision of a higher-level EC.

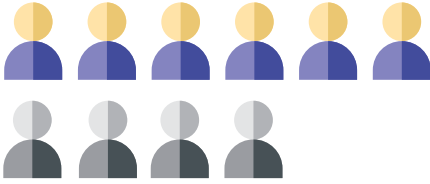
WHEN IS AN EC MEETING CONSIDERED COMPETENT?

An EC meeting is competent if attended by more than half of the commission's members.

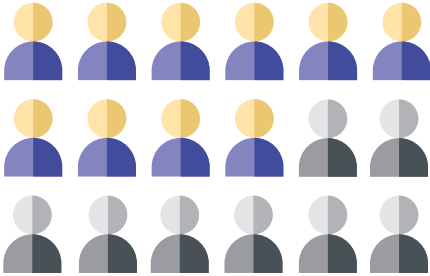


FOR EXAMPLE

If the commission consists of 9 persons, the meeting will have quorum if attended by five members.



If the commission consists of 10 persons, the meeting will have quorum if attended by six members.



If the commission consists of 18 persons, the meeting will have quorum if attended by ten members.

WHO PRESIDES OVER AN EC MEETING?

- The commission's chairperson;
- Or the commission's deputy chairperson;
- If they do not perform that function, the commission will choose one of its members as the chair of the meeting.

WHO CAN ATTEND AN EC MEETING?

EC meetings can be attended without permission or invitation from the commission, in particular during the counting of votes at the EP, on the day of the election at the EP, or on the day of repeat election in the premises where the voting is conducted, by the following persons:

Who	Number
1	2
CEC members	Unlimited
Employees of the CEC Secretariat	

1	2
Employees of the Service of SVR Administrator	Unlimited
Members of a higher-level EC	
Officials of the CEC's territorial or regional office	
Candidates in the respective election	
Official observers from foreign states and international organizations	
Proxies of deputy candidates to local councils, candidates to the position of village, settlement or city mayor	No more than 1 person from 1 candidate, 1 party organization
Official observers of deputy candidates to local councils, candidates to the position of village, settlement or city mayor, party organizations	
Authorized persons of party organizations that are subjects of the respective electoral process	
Official observers from NGOs who have received permission to have official observers in the respective election	No more than 2 persons from 1 NGO
Media representatives	No more than 2 persons from 1 media outlet

If several types of elections are conducted simultaneously, the following persons are entitled to be present at PEC meetings, in particular during the counting of votes at the EP on the day of the election in the premises where the voting is conducted, without permission or invitation of the respective commission: candidates, parties (party organizations) that are subjects of

the respective simultaneously conducted electoral processes, their proxies, authorized persons of parties (party organizations) and official observers (P. 8, Art. 36 ECU).



N.B.! EC meetings can also be attended by persons accompanying individuals who have the right to be present at an EC meeting and who require such accompaniment on account of a health problem (due to disability, temporary health disorder or age).

Moreover, the following persons are entitled to be present at an EC meeting during the consideration of an application or a complaint: the applicant, the complainant, the respondent, the interested parties specified in the complaint or a representative of the applicant, the complainant, the respondent or an interested party specified in the complaint.



N.B.! Persons other than those specified above can attend an EC meeting only with the permission or at the invitation of that commission, following a decision to that effect adopted at a meeting of the commission.



N.B.! Law enforcement officers can perform their duties on the day of voting and during the counting of votes only outside the premises for voting.

If facts of violation of law and order are detected, the PEC chairperson, deputy chairperson or secretary can call law enforcement officers exclusively for taking actions to restore law and order, for the period required for taking such actions.

One should take into account the specifics of depriving an official observer from an NGO of the right to be present: unlike the situation with other electoral subjects, in this case the election commission is first required to adopt a decision to announce a warning; only if a repeat or gross violation of the requirements of P. 10 Art. 60 ECU is committed, the observer can be deprived of the right to be present.

The grounds for depriving an official observer of the right to be present at the meeting, pursuant to P. 10 Art. 60 ECU, are as follows:

- 1) interference in the work of the EC, commission of an act interfering with the electoral process or preventing EC members from exercising their powers;
- 2) filling out a ballot paper instead of a voter (including at the voter's request);
- 3) being present in the booth (room) for secret voting when a voter is filling out a ballot paper or violating secrecy of the vote in some other way.

For other electoral subjects and participants in an electoral process, the ground for depriving them of the right to be present is unlawful disturbance of the EC meeting.

According to P. 10 Art. 36 ECU, a decision to deprive a person of the right to be present requires no less than two thirds of the votes of all the members of the commission. It should be noted that a commission can adopt decisions exclusively at its meetings.

HOW DOES AN EC MEETING PROCEED?

- I. At the beginning of the meeting, the chairperson announces the number of commissioners present and the list of invited persons as well as the persons who are entitled to be present at the meeting without the commission's permission or invitation, and mass media representatives.
- II. On the proposal of the chairperson, the draft agenda is discussed. If amendments to the agenda are required, the chairperson proposes them for consideration on his/her own initiative or on the initiative of EC members. Each proposal is to be discussed and has to be approved by a separate decision.
- III. Agenda items can be removed from the agenda on the initiative of EC members, which requires a separate decision. Based on EC members' proposals, the draft agenda can be supplemented with other items during its discussion.
- IV. When the discussion is over, the agenda is to be approved by a protocol decision of the EC.
- V. After that, the items on the agenda are considered one by one; such consideration consists of an act by an EC member, questions and answers, presentation and consideration of proposals, as well as voting.

AN EC MEETING

ANNOUNCEMENT OF INFORMATION ON PERSONS PRESENT AT
AND INVITED TO THE MEETING



DISCUSSION AND APPROVAL OF THE AGENDA



CONSIDERATION OF ITEMS ON THE AGENDA ONE BY ONE

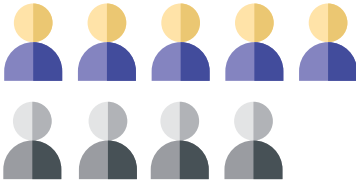
HOW AN EC DECISION IS ADOPTED



An EC's decision is adopted by open vote, requiring the votes of a majority of all members of the commission.

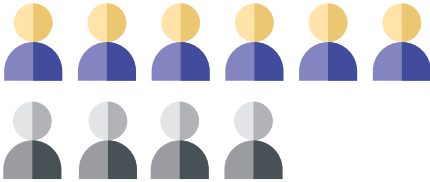
An EC decision takes effect from the moment of its adoption (P. 12, Art. 36 ECU).

An EC decision adopted within its competence is binding (P. 14, Art. 36 ECU).

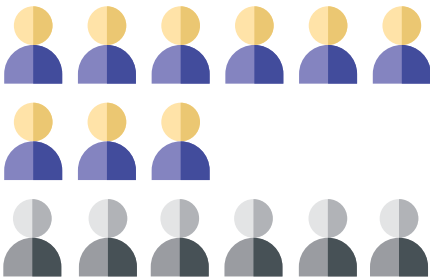


FOR EXAMPLE

If the commission consists of nine persons and its meeting is attended by five members, then all five EC members present have to vote "FOR" a decision to adopt it.



If the commission consists of ten persons and its meeting is attended by six members, then all six EC members present have to vote "FOR" a decision to adopt it.

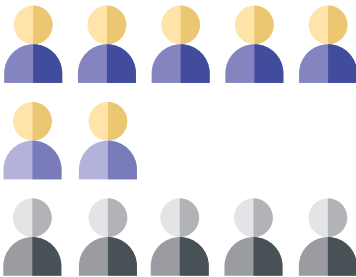


If the commission consists of seventeen persons and its meeting is attended by nine members, then all nine EC members present have to vote "FOR" a decision to adopt it.

N.B.!

On the day of voting during the counting of votes cast at the EP, if the EC meeting is attended by less than 2/3 of all the commissioners, the adoption of a decision requires no less than 2/3 of the votes of the commission members present at the meeting (P. 12, Art. 36 ECU).

On the day of voting, during the counting of votes at the EP



If the commission consists of twelve persons and its meeting during the counting of votes is attended by seven members, then no less than four members of the EC have to vote "FOR" a decision to adopt it.

N.B.!

An EC must, at the request of three EC members or based on a decision of a higher-level EC, consider at its meeting issues within its competence no later than within three days, but no later than the day of the election; and on the day of the election, immediately after the end of the voting (P. 11, Art. 36 ECU).



Dissenting opinion of a PEC member

An EC member who takes part in its meeting and disagrees with a decision adopted by the commission has the right **to express, within two days after the meeting** at which the decision was adopted, **a dissenting opinion in writing** which will be appended to the minutes of the respective EC meeting.

REVOKING AN EC DECISION



An EC decision which is at odds with the legislation of Ukraine or was adopted in excess of its powers can be revoked by a higher-level EC or a court (P. 15, Art. 36 ECU).

In such case, the higher-level EC is entitled to adopt a decision on the merits.

CONSIDERATION OF APPLICATIONS AND COMPLAINTS BY AN ELECTION COMMISSION

Applications, complaints and other documents received by an EC can be accepted by PEC members authorized by the commission's decision to do so.

All applications, complaints and other documents are to be accepted and registered by the EC in accordance with the procedure established by the CEC.

N.B.!

Заява, подана до ВК, розглядається протягом п'яти днів з дня її надходження, якщо інше не передбачено Кодексом (ч.16, ст. 36 ВКУ).

Complaints are to be considered having regard to the provisions of Section XIX of the Code.

DOCUMENTING PEC ACTIVITIES

The procedure for documenting EC activities is established by Art. 37 ECU, as well as by the Procedure for Organizing the Work and Managing the Documents of Election Commissions for the Election of the President of Ukraine, MPs of Ukraine and Local Elections approved by CEC Resolution No. 173 of August 10, 2020.



SECRETARY

Is in charge of organizing the EC's document management



CHAIRPERSON

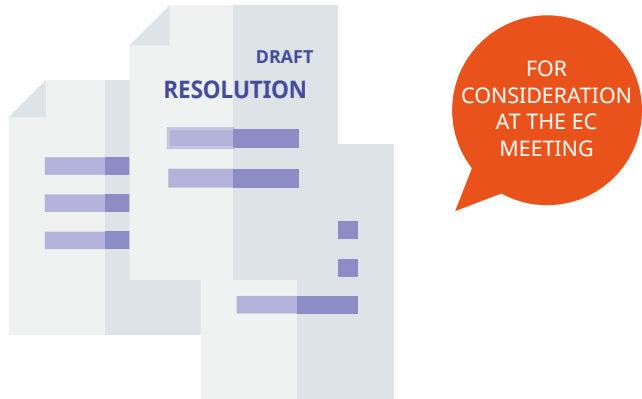
Is responsible for the state of document management

PREPARATION FOR THE MEETING



- No later than one day before the holding of the meeting, the agenda **is prepared by the EC secretary**, in accordance with the plan of activities and **on instructions from the EC chairperson**, as well as having regard to EC members' proposals.
- The draft agenda **is to be agreed upon with the EC chairperson**.
- Information on the date, time of holding, and agenda of the EC meeting is placed on the commission's official information stand, as a rule, no later than the last day before the day of the EC meeting

MATERIALS FOR ITEMS ON THE AGENDA



The materials items on the agenda of the meeting consist of a draft resolution and attachments thereto.

- **The EC’s draft decision is prepared by a commissioner acting on instructions from the commission’s chairperson;** the commissioner appends the draft decision with all the necessary documents, as well as with a list of persons who must be invited to the EC meeting, and hands the respective materials (draft decision) over to the commission’s chairperson.
- **After familiarization with the prepared materials, the commission’s chairperson writes a relevant endorsement on the draft resolution** (“to be considered at the commission’s meeting”) and hands them over to the secretary, who must ensure availability for the commission members of the full set of materials related to the items on the agenda.

TENTATIVE AGENDA FOR AN EC'S FIRST MEETING

Draft

AGENDA

1. taking of the oath by members of election commissions;
2. distribution of responsibilities among the commissioners;
3. exercise by the chairperson, deputy chairperson, secretary or, in the event of their refusal, by another EC member (a total of no more than 3 persons) of their powers in the commission on a paid basis;
4. providing the EC with necessary premises, vehicles, means of communication, equipment, implements, office machines, other material values;
5. the EC's working mode and duty schedule of EC members;
6. engagement of relevant specialists and technical staff for organizational, legal and technical support for the commission's mandate

MINUTES OF AN EC MEETING



Kept and executed by the EC secretary

Signed by the chair of the meeting and the EC secretary

Can also be signed by other EC members

Provided for familiarization (no later than the next meeting) to other EC members and to electoral subjects upon their request.

The minutes of the meeting are appended with the originals of the documents adopted at the meeting, as well as with commission members' dissenting opinions.

Specimen

_____ (name of election)

_____ (date of election)

MINUTES

of the meeting _____
(full name of election commission with indication of region)

_____ (place of holding — name of locality)

_____ hrs _____ min

" _____ " _____ 20 _____

(time, date of holding)

Total number of commission members: _____ persons.

Commission members present at the meeting: _____

_____ (last name, initials of first name and patronymic)

Invited to the meeting: _____

_____ (position, last name, initials of first name and patronymic, or according to an attached list)

Present at the meeting: _____

_____ (position, last name, initials of first name and patronymic, or according to an attached list)

(If necessary, issues such as appointment of the chair of the meeting, the secretary of the meeting, granting permission to individuals to be present at the meeting of the election commission are considered at the beginning of the meeting and protocol decisions are adopted on them)

Discussion and approval of the agenda of the commission's meeting.

Heard: _____
(position, last name, initials of first name and patronymic of the chair of the meeting)

Who proposed putting the following items on the agenda of the commission's meeting:

1. _____
(list of items included in the draft agenda)

2. _____

Speakers: _____
(last name, initials of first name and patronymic of the speakers, brief summary of each statement)

Decided: _____
(essence of protocol decision)

Voting on the decision:

For _____
(in figures and words)

Against _____
(in figures and words)

Abstained _____
(in figures and words)

AGENDA:

1. _____
(list of items on the agenda)

2. _____

1. Heard: _____
(essence of item)

(position, last name, initials of first name and patronymic of the reporter)

(brief summary of statement)

Speakers: _____
(last name, initials of first name and patronymic of the speakers,
brief summary of each statement)

Decided (resolved): _____
(essence of decision (resolution, protocol decision))

Voting on the decision:

For _____
(in figures and words)

Against _____
(in figures and words)

Abstained _____
(in figures and words)

Resolution No. ____ is appended hereto.

2. Heard: _____
(essence of item)

(position, last name, initials of first name and patronymic of the reporter)

(brief summary of statement)

Speakers: _____
(last name, initials of first name and patronymic of the speakers,
brief summary of each statement)

Decided (resolved): _____
(essence of decision (resolution, protocol decision))

Voting on the decision:

For _____
(in figures and words)

Against _____
(in figures and words)

Abstained _____
(in figures and words)

Resolution No. ____ is appended hereto.

(chair of the meeting)

(signature)

(initial of first name, last name)

(the commission's secretary
(secretary of the meeting))

(signature)

(initial of first name, last name)

Stamp here

EXECUTION OF EC DECISIONS

An EC decision on **items on the agenda** is adopted in the form of a **resolution**; and on issues pertaining to current EC activities, so-called **protocol decisions** (“decisions for the minutes”) can be adopted.

The content of protocol decisions is entered in the minutes of the commission’s meeting and not executed as a separate document.

Commission resolutions are executed as a separate document.

An EC resolution must contain:

- the name of the commission;
- the title of the resolution;
- the time, date and place of its adoption;
- the serial number;
- a statement of reasons;
- a normative legal justification;
- the dispositive part.

The statement of reasons contains references to circumstances necessitating consideration of the issue at the meeting, established facts and grounds for adopting the decision.

The normative legal justification contains references to provisions of normative legal acts or CEC or TEC decisions (provisions of decisions) or court judgments that the commission was guided by when adopting the resolution.

The dispositive part presents the EC’s decision on the considered issue, formulated as an opinion, with indication of tasks and measures aimed at exercising the commission’s authority regarding the matter in question.

The resolution is to be signed by the chairperson of the commission (chair of the meeting) and by the secretary of the commission (secretary of the meeting) (P. 3 Art. 37 ECU).

Specimen

(name of election)

(date of election)

(full name of election commission with indication of region)

RESOLUTION

(place of adoption — name of locality)

____ hrs ____ min
" ____ " ____ 20 ____
(time, date of adoption)

№ ____

(title (reflecting the main content of the resolution))

(statement of reasons (references to circumstances necessitating consideration of the issue at the meeting of the election commission, established facts and grounds for adopting the decision))

(normative legal justification (references to provisions of normative legal acts or decisions (provisions of decisions) of the Central Election Commission or the territorial election commission or court judgments that the commission was guided by when adopting the resolution))

holds that:

(name of election commission)

(dispositive part (decision of the election commission, presented in the form of an opinion, with indication of tasks and measures aimed at exercising the commission's authority regarding the matter in question, specifying the necessity to bring the content of the resolution to the notice of the subjects to which it applies, enforcement agents, persons entrusted with supervision of implementation of the document, implementation timeframe, and attachments))

(chair of the meeting)

(signature)

(initial of first name, last name)

(commission's secretary
(secretary of the meeting))

(signature)

(initial of first name, last name)

Stamp here

PROMULGATION OF EC DECISIONS

All EC resolutions must be posted on the commission's official information stand.

Not later than at 11 hours
of the next day

In case the decision was adopted
not later than on the Friday
before the day of voting

Not later than 4 hours
after the end of the
meeting

In case the decision was adopted
on the eve of the day of voting,
on the day of voting or when
establishing the voting results

In the same period, the resolution is also brought to the notice of the subjects of the process whom it concerns.

A copy of the resolution, affixed with the seal, certified by the chairperson and secretary, will be issued upon request to the electoral subject whom it concerns **no later than 4 hours** after its adoption; a copy of a resolution adopted on the eve of the day of voting or **on the day of voting must be issued immediately**.

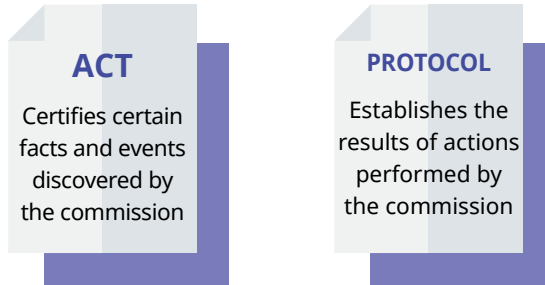
The official information stand is set up in the PEC premises, in a place freely accessible to visitors.

OFFICIAL INFORMATION STAND



EC ACTS AND PROTOCOLS

Acts and protocols of an EC are drawn up in cases specified by the ECU, in accordance with the forms established by CEC Resolutions.



The number of copies of acts and protocols is also specified by the ECU and the CEC Resolutions.

N.B.!

- Acts and protocols are to be signed by all EC members present at the meeting and affixed with the EC seal
- The first copy can also be signed by electoral subjects present at the meeting

**RIGHTS AND
DUTIES OF OFFICIAL
OBSERVERS, PROXIES
AND AUTHORIZED
PERSONS OF PARTY
ORGANIZATIONS
AND MASS MEDIA**



OFFICIAL OBSERVERS

The following categories of persons can take part in the electoral process:



- official observers from deputy candidates in multi-member election districts,
- official observers from candidates to the position of village, settlement or city mayor,
- official observers from party organizations that nominated electoral lists,
- official observers from NGOs which, in accordance with the procedure established by the Code, are granted permission to have official observers in the respective election.

RIGHTS AND DUTIES OF OFFICIAL OBSERVERS



The rights and duties of official observers from NGOs are specified in P. 9, 10 Art. 60 ECU.



The rights and duties of official observers from party organizations and candidates in local elections are specified in P. 7, 8 Art. 239 ECU.

OFFICIAL OBSERVER FROM DEPUTY CANDIDATES, POLITICAL PARTIES, CIVIL SOCIETY ORGANIZATIONS

HAS THE RIGHT TO:

- be present at the meetings of the TEC and PEC of the respective multi-member election district;
- be present at meetings with voters of candidates in local elections, representatives, authorized persons of party organizations, at election campaign gatherings, rallies

-
- stay at the EP during the voting, observe from any distance the actions of EC members, in particular during the issuance of ballot papers to voters and the counting of votes at the EP, without physically obstructing the election commission members
-
- take photos, make video and audio recordings, provided the secrecy of voting is not violated
-
- be present during voting at voters' place of stay
-
- file an application or a complaint with the EC within the respective multi-member election district seeking elimination of violations of the Code in case such violations have been discovered
-
- draw up an act on discovery of a violation of the Code, which must be signed by the observer and no less than two voters certifying the fact of such violation, with indication of their last name, first name, patronymic, place of residence and home address, and file it with the respective EC or a court
-
- take necessary measures, within the limits of legislation, so as to stop illegal actions during the voting and the counting of votes at the election precinct
-
- receive copies of protocols and other documents in cases provided for by the Code
-
- exercise other rights granted to official observers by the Code

HAS NO RIGHT TO:

- interfere with the work of an EC, commit actions disrupting the course of the electoral process or preventing EC members from performing their duties
-
- fill out a ballot paper instead of a voter (including at the voter's request)
-
- be present in the booth for secret voting when a voter is filling out a ballot paper or violate the secrecy of the vote in some other way
-

In the event of an official observer's failure to observe the aforementioned requirements, the election commission will issue a **warning** to him/her.

In the event of a **repeat or gross violation** of those requirements, the EC can deprive the official observer of the right to be present at the commission's meeting by adopting a motivated decision which must receive **no less than two thirds** of the votes of all the members of the commission.

Such decision can be appealed to court by the official observer from a party organization or a candidate.

INTERNATIONAL OBSERVERS



Official observers from foreign states (below, FSs) and international organizations (below, IOs) are entitled to conduct observations of the course of the electoral process, but they are not electoral subjects.

The CEC accredits official observers from FSs and IOs and issues certificates of an established form to them (P. 1, 4 Art. 59 ECU).

OFFICIAL OBSERVER FROM A FOREIGN STATE OR INTERNATIONAL ORGANIZATION

HAS THE RIGHT (P. 6 ART. 59 ECU) TO:

- be present at meetings with voters of candidates, their proxies, representatives, authorized persons of parties that are electoral subjects, at election campaign gatherings, rallies, EC meetings
- familiarize himself/herself with election campaign materials
- be present at PEC and TEC meetings, stay inside the commissions' premises, observe from any distance the actions of EC members, in particular during the issuance of ballot papers to voters and the counting of votes at the EP, without physically obstructing the election commission members

-
- take photos, make video and audio recordings, provided the secrecy of voting is not violated
-
- when the election is over, express his/her proposals on organizing the conduct of the respective 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
-
- create, together with other observers from FSs or IOs, temporary groups of official observers for coordinating their activities
-
- receive copies of protocols and other documents in cases provided for by the Code

HAS NO RIGHT (P. 10 ART. 59 ECU) TO:

- interfere with the work of an EC
-
- commit actions disrupting the legitimate course of the electoral process
-
- commit actions illegally preventing EC members from performing their duties
-
- fill out a ballot paper instead of a voter (including at the voter's request) or violate the secrecy of the vote in some other way
-
- use his/her status for activities unrelated to observation of the electoral process

IMPORTANT!

Citizens of Ukraine, foreigners or stateless persons who have command of the Ukrainian language can accompany accredited official observers from FSs and IOs in the territory of an EP and during EC meetings exclusively to act as an interpreter. Each official observer is entitled to have no more than 1 interpreter (P. 2 Art. 59 ECU). Interpreters are also obliged not to interfere with the work of the EC (P. 10 Art. 59 ECU).

CANDIDATE AGENT

Candidates to local councils and to the position of village, settlement or city mayor can have proxies. Proxies **support candidates during the electoral process**, representing their interests in relations with the EC, bodies of state power, bodies of power of the ARC and LSGBs, citizen associations and individual voters (P. 7 Art. 238).

A CANDIDATE'S AGENT

HAS THE RIGHT (P. 12 ART. 238) TO:

- be present at the meetings of the respective TEC and PEC and take part in them in an advisory capacity;
- be present at the EP during the voting and at the EC meeting during the counting of votes, complying with the requirements established by the Code;
- receive from the respective EC the certificate of an official observer from the candidate whose interests the agent represents;
- be entrusted by the candidate to act as the administrator of the candidate's election fund;
- receive copies of PEC protocols on the counting of votes at the EP;
- draw up acts which are to be signed by the persons who have detected the violations and voters who have witnessed the violations, and file them with the respective EP within the timeframe established by the law;
- file an application with the respective EP seeking elimination of the detected violations;
- at the instruction of the candidate, appeal, in accordance with the procedure provided for by the Code, on the candidate's behalf, decisions, actions or inactivity of the respective PEC which violate the legitimate rights of the candidate;
- sign acts or protocols drawn up by the PEC in the event of attending the EC meeting during their compilation;

-
- exercise the rights provided for by the Code for an official observer from an electoral subject;
-
- exercise other rights provided by the Code for proxies.
-

IMPORTANT!

A candidate's agent may not interfere with the work of the EC (P. 13 Art. 238).

AUTHORIZED PERSON OF A PARTY ORGANIZATION

A party organization that nominated deputy candidates in a unified multi-member district can have:

- no more than two authorized persons in that district and
- no more than two authorized persons in each territorial district.

An authorized person of a party organization represents the respective party organization and is not an independent electoral subject. The list of authorized persons of a party organization with mandatory indication of the respective election district is subject to approval by the governing body of the party organization (P. 5 Art. 236).

AN AUTHORIZED PERSON OF A PARTY ORGANIZATION HAS THE RIGHT (P. 14 Art. 236) TO:

-
- support the party organization in its participation in the electoral process, in particular in election campaigning;
-
- represent the interests of the party organization in its relations with the EC (except the CEC), bodies of state power, bodies of power of the ARC, LSGBs, voters or other electoral subjects in the territory of the respective election district;
-

-
- take part in EC (other than CEC) meetings in the territory of the respective election district;
-
- be present at the EP during the voting and at the PEC meeting during the counting of votes (no more than one person from one the party organization);
-
- exercise the rights of official observer from the party organization;
-
- exercise other rights provided by the Code for a party's authorized person.
-

RIGHTS AND DUTIES OF MASS MEDIA REPRESENTATIVES



When exercising their powers, mass media representatives

HAVE THE RIGHT TO:

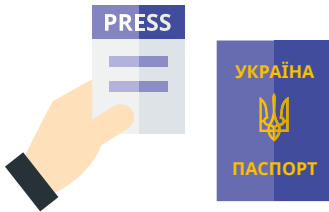
- provide information on the progress of the electoral process, events related to the elections, abiding by the principles of balanced reporting, truthfulness, completeness and accuracy, objectivity of disseminated information, and accessibility, with observance of the requirements of the legislation on information and on mass media and compliance with the ethical standards of journalism (P. 6 Art. 12 ECU);
-
- make written records, audio and video recordings using the necessary technical means (P. 1 Art. 25 of the Law "On information");
-

- be present at the meetings of the EC, in particular during the counting of votes at the EP on the day of the election or on the day of repeat voting in the premises where the voting is conducted (no more than two persons from one media outlet) (P. 8 Art. 36 ECU);
- take part in special information support for the local elections requested by the respective EC; and in respect of facts and events related to the electoral process — on their own initiative, with observance of the requirements of the Code (P. 2 Art. 232 ECU).
- obtain information on the preparation and conduct of the local elections.

DOCUMENTS OF A MASS MEDIA REPRESENTATIVE

ПА mass media representative must present one of the following **documents**:

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



The forms of such certificates **are not established** — they can be of an arbitrary form; therefore, attention should be paid to the period of validity of the certificate.

A certificate without a photo is only valid if a document identifying the person is presented, for example, passport of citizen of Ukraine.

**FINANCIAL AND
LOGISTICAL
SUPPORT FOR AN EC
EC MEMBERS' LABOR
REMUNERATION**



Financial support for the preparation and conduct of local elections at the expense of funds from the respective local budget received as a targeted subvention from the State Budget of Ukraine is performed by the TEC (P. 1 Art. 210 ECU).

LOGISTICAL SUPPORT FOR THE WORK OF THE COMMISSIONS

Bodies of state power, bodies of power of the ARC and local self-government bodies, their officials and executives must, within the limits of their competence, support the ECs in exercising their powers в (P. 1 Art. 211 ECU). In particular they are required to:

- 1) provide necessary premises and notify the election commission forming the respective PEC about their location (addresses) no later than one day prior to its formation;

The rental rate for non-state-owned premises is established by the rental agreement.

- 2) ensure protection of the provided premises;
- 3) ensure protection of the ballot papers and other election documentation;
- 4) provide vehicles* and means of communication (with payment for connection services)**, equipment, implements, office machines which are to be returned upon termination of the powers of the EC.

** In accordance with the norms and list established by the CEC (CEC Resolution No. 164 of August 8, 2020)*

*** The procedure for payment or compensation for the specified services is established by the CMU. The amount to be paid for the aforementioned services is based on the rates in effect at the time of holding the elections.*

Upon requests from TECs, regional or territorial offices of the CEC, bodies of National Police of Ukraine must provide round-the-clock protection of the premises of the respective PEC.

EC MEMBERS' LABOR REMUNERATION

The legislation guarantees remuneration for the work of all PEC members on the day of the elections. The labor remuneration amounts and the payment procedure are established by the Cabinet of Ministers of Ukraine (P. 5 Art. 212 ECU). Moreover, a one-time cash bonus can be awarded and paid to PEC members, in accordance with the procedure established by the CMU, when certain general payroll funds have been saved (P. 4 Art. 212 ECU).

AT THE SAME TIME,

A PEC can adopt a decision that the chairperson and deputy chairperson or secretary of the respective PEC will perform their duties in the PEC throughout the electoral process on a paid basis, in accordance with a civil law contract concluded between them and the election commission (P. 1 Art. 212 ECU). **Such decision is subject to approval by the TEC** providing logistical support for the PEC in question.



Should the chairperson, deputy chairperson or secretary refuse the payment, other PEC members can perform their duties on a paid basis. The total number of PEC members performing duties on a paid basis **must not exceed two** (P. 1 Art. 212 ECU).

The aforementioned persons are relieved during that period from performing their job- or position-related duties at the principal place of employment without interrupting the period of continuous employment.

EC MEMBER'S LABOR REMUNERATION:

- must not be lower than their average salary at the principal place of employment;

If an EC member was relieved from performing his/her job- or position-related duties at the principal place of employment, the remuneration for that commissioner's work related to the preparation and conduct of local elections may not be lower than his/her average salary at the principal place of employment or higher than the salary of the respective village, settlement or city mayor or chairperson of the respective council (P. 3 Art. 212 ECU).

- must not be lower than the minimum salary;

The remuneration for the work of an EC member who is a pensioner or a temporarily unemployed person may not be lower than the minimum salary established at the point of its assessment (P. 3 Art. 212 ECU).

- is not a ground for limiting the size of the pension being received;

Remuneration for the work of EC members who are pensioners may not be a ground for limiting the size of the pension they receive.

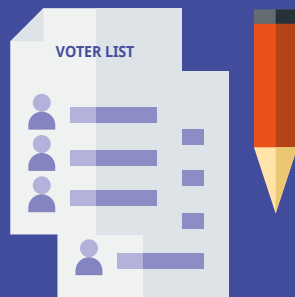
- is not a ground for deregistration at the state employment service;

If an EC member is recognized as unemployed in accordance with the procedure established by the law, work in an EC is not a ground for deregistering that person at the state employment service where he/she is registered as a job seeker, or for stopping the payment of unemployment allowance or other types of social aid to him/her (P. 7 Art. 212 ECU).

- is not a ground for canceling/restricting/decreasing any types of social benefits, etc.

Remuneration for the work of EC members as well as individuals engaged in the work of the commission may not be a ground for cancelling, restricting, or decreasing any types of social payments, pensions, subsidies to compensate for the cost of housing and public utility services, etc., that are paid to them and their family members living together with them (P. 8 Art. 212 ECU).

VOTER LISTS



PRELIMINARY VOTER LISTS AT A REGULAR EP



No later than 11 days before the day of voting, the SVR maintenance body must transfer, in the premises where it is located, a paper copy of the preliminary voter list and the produced personal invitations to the respective PEC (i.e. before October 13).

WHO WILL RECEIVE THE PRELIMINARY VOTER LIST?

No less than three PEC members, one of whom is **the commission's chairperson** (if that is impossible, then the deputy chairperson or secretary).

The transfer of the preliminary voter list is to be certified by an act of a form established by the CEC, in 2 copies. One copy of the act will be stored at the SVR maintenance body and the other at the PEC.

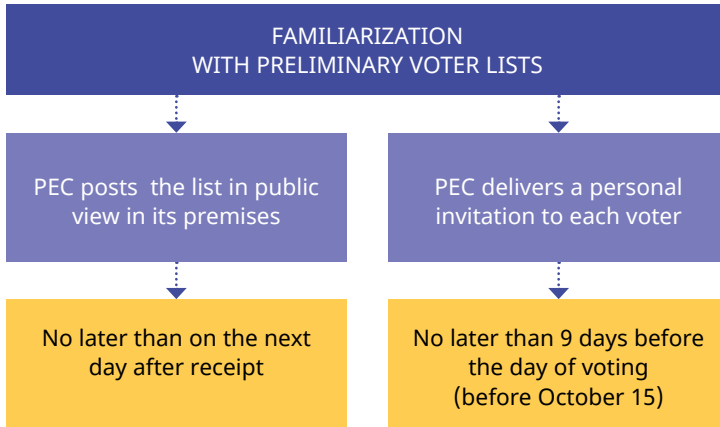


HOW DOES THE PEC ORGANIZE VOTERS' FAMILIARIZATION WITH THE PRELIMINARY VOTER LISTS? P. 1-2, ART. 42 ECU

On the next day after receiving the preliminary voter list, the PEC of a regular election precinct must post it in public view in the PEC premises.



Moreover, the PEC is to send or deliver in some other way to each voter a personal invitation received from the SVR maintenance body. The personal invitation is to be delivered no later than 9 days before the day of voting (i.e. before October 15).



UPDATING THE PRELIMINARY VOTER LIST AT A REGULAR EP

A voter can file an application with the PEC or directly with the SVR maintenance body seeking correction of the preliminary voter list, in particular (P. 3, Art. 42 ECU):

- inclusion in or exclusion from the list of the voter himself/herself
- inclusion in or exclusion from the list of other persons
- presence or absence of marks certifying the voter’s permanent inability to move independently.

VOTER

Personally submits the application, along with documents (copies) certifying information in the application, **no later than 5 days before the day of voting** (before October 19)

N.B.! If a voter with health problems (due to disability, temporary health disorder or age) is unable to personally submit the application, **the PEC must, upon request from such voter, provide for the acceptance of such voter’s application in some other way.**

PEC

Considers the application **within one day** and, based on the results of the consideration, **adopts a decision to forward the application to the SVR maintenance body (an application submitted later than 5 days before the day of voting will be left without consideration);**

Immediately forwards the decision, along with the voter's application, **to the SVR maintenance body;**

Issues the decision, no later than on the next day after its adoption, to the applicant, and also sends it to the person whom it concerns (if that person is other than the applicant)



If a voter with health problems (due to disability, temporary health disorder or age) **is unable to personally submit the application, the PEC must**, upon request from such voter, **provide for reception of such voter's application in some other way.**



An application to the SVR maintenance body can also be submitted through electronic services, in accordance with the procedure established by the Central Election Commission.

UPDATED VOTER LISTS AT A REGULAR ELECTION PRECINCT



Updated voter lists are to be transferred to the respective ECs **no later than two days before the day of voting (i.e. before October 22).**

MAKING CHANGES TO AN UPDATED VOTER LIST AT A REGULAR EP

Changes to an updated voter list are made on the basis of:

- a court decision
- a notification from the SVR maintenance body about multiple inclusion of a voter in the list for the election precinct in question

N.B.!

Changes to an updated voter list must be made **before 18 hours of the last Saturday** before the day of voting!

On the day of voting, no changes can be made to an updated voter list! (P. 7 Art. 44 ECU)

HOW CHANGES ARE MADE TO AN UPDATED VOTER LIST AT A REGULAR EP

- **Changes are made** by the PEC chairperson or deputy chairperson and secretary;
- When a voter **is included** in the voter list, information on that voter is entered at the end of the list. **In the column “Notes”, the date and number of the court decision** are specified.
- The name of a voter **being excluded** from the voter list is stricken off the roll. **In the column “Notes”, the entry “Excluded” is made, along with indication of the date and number of the court decision**

or of the notification from the SVR maintenance body. **The entry is certified by the signatures** of the chairperson or deputy chairperson and secretary.

N.B.!

When changes are made to an updated voter list **on the basis of a court decision**, the SVR maintenance body must **immediately** be notified of a voter's inclusion in or exclusion from the list (P. 4 Art. 44 ECU).

On the last Saturday before the day of voting, after changes have been made on the basis of court decisions and information received from the SVR maintenance body (**after 18:00 hours**), the voter list is **closed**.

- **The unfilled columns** in the voter list **are to be stricken through** in such a way that it will be **impossible to enter** additional voters in the list;
- The list is **signed** by the PEC chairperson or deputy chairperson and secretary;
- Then the list is **affixed with the PEC seal**.

UPDATED VOTER LIST

ON THE DAY OF VOTING AT A REGULAR EP

On the day of voting, **inaccuracies and technical errors** are eliminated in the updated voter list (if it is clear that the voter who came to the polling station is the one included in the voter list), namely, **misspelled**:

- **last name, first name (all given names), patronymics (if any);**
- **date of birth;**
- **number of building and apartment of residence.**

Such correction is to be certified by the signature of the PEC chairperson or deputy chairperson or secretary **in the column "Notes"**.

N.B.!

Information about voters included in or excluded from an updated voter list, as well as about voters **in relation to whom inaccuracies and technical typos have been eliminated** in the updated voter list, is to be **provided** by the PEC to the respective SVR maintenance body (P. 9 Art. 44 ECU).

VOTER LISTS AT A SPECIAL ELECTION PRECINCT



Preliminary voter lists at special election precincts are to be compiled by the PECs **no later than 7 days** before the day of voting (i.e. no later than October 17) based on information provided by the heads of the respective establishments and institutions at which special election precincts have been created. Preliminary voter lists at a special election precinct are compiled in accordance with the form established by CEC Resolution No. 124 of June 25, 2020.

The head of the respective establishment is to provide the PEC with such information, in one copy, signed by the head and affixed with the relevant seal, no later than 9 days before the day of voting (i.e. no later than October 15).

The submission is to be made **in accordance with the form established by the CEC** (CEC Resolution No. 124 of June 25, 2020). It is essential that voters who are to leave the establishment before the day of voting must not be included in the submission and in the voter list for the respective election precinct.

The PEC of a special election precinct enters a voter in **the voter list with indication** in the column “Notes” of **that voter’s right to receive a ballot paper for each relevant local election**.

N.B.!

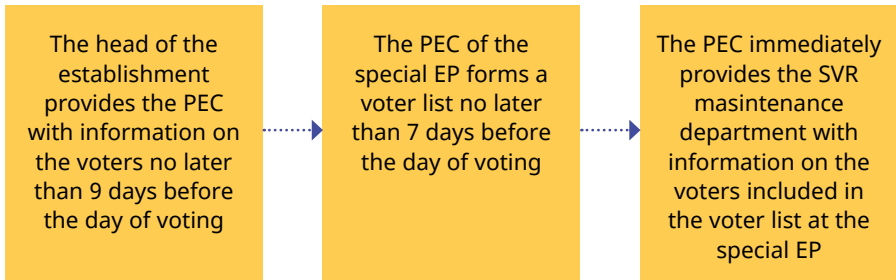
A voter list drawn up at a special election precinct must include **voters who have the right to vote in the respective local elections:**

- **in elections of deputies of a village, settlement or city council, or a village, settlement or city mayor** — voters belonging to the respective territorial community;
- **in elections of deputies of a village, settlement, or city council of an amalgamated territorial community (ATC) or of village, settlement or city mayor** — voters belonging to the respective ATC;
- **in elections of deputies of a rayon council** — voters belonging to one of the territorial communities of the respective rayon;
- **in elections of deputies of an oblast council** — voters residing in the territory of the oblast;
- **in elections of deputies of a city rayon council** — voters belonging to a territorial community of the respective city and residing in the territory of the respective city rayon.

Persons performing compulsory military service, citizens of Ukraine residing abroad, persons declared incompetent by a court, and citizens of Ukraine staying in penitentiary institutions based on a court sentence are regarded as **not belonging to any territorial community and hence having no right to vote in local elections** (P. 7 Art. 7 ECU).

When the voter list for the special election precinct has been compiled, the **PEC must immediately provide** the SVR maintenance body **with information on the voters included in the list** (P. 6 Art. 45 ECU).

COMPILATION OF THE VOTER LIST AT A SPECIAL ELECTION PRECINCT



UPDATING THE VOTER LIST AT A SPECIAL ELECTION PRECINCT

If a **voter was admitted** to an inpatient healthcare institution **less than 10 days** before the day of voting, but **more than 2 days** before the day of voting:

- **the head** of the respective institution is to immediately **provide the relevant information**, certified by his/her signature and the seal of the institution;
- based on information provided by the head of the institution, **the PEC corrects the voter list.**

N.B.!

A voter who was admitted to an inpatient healthcare institution in the locality of his/her residence **can contact the PEC of the regular EC at which the voter is included in the voter list**, asking to be provided with the **opportunity to vote at the place of his/her stay**. In such case, **the voter will not be included in the voter list at the special EP** (P. 8 Art. 45 ECU).

A voter has the right to personally file with the PEC of a special EP, **no later than 2 days** before the day of voting, **an application for correction of the voter list.**

The PEC of the special EP must immediately consider such application. Based on the result of consideration, the PEC is obliged to adopt one of the following:

- a decision on making changes to the voter list;
- a motivated decision to reject the application.

If such application was submitted less than 2 days before the day of voting, the PEC is to leave the application without consideration.

The PEC must **immediately** provide the respective SVR maintenance body with information on changes made to the voter list at the special EP.

On the last Saturday before the day of voting, the voter list for the special EP is closed:

- **the unfilled columns** in the voter list **are to be stricken through** in such a way that it will be **impossible to enter** additional **voters** in the list;
- the list is **signed** by the PEC chairperson or deputy chairperson and secretary;
- then the list is **affixed with the PEC seal**.

ON THE DAY OF VOTING AT A SPECIAL EP

N.B.!

On the day of voting, no changes can be made to an updated voter list (P. 17 Art. 45 ECU).

On the day of voting, **inaccuracies and technical errors** are eliminated in the updated voter list (if it is clear that the voter who came to the EP is the one included in the voter list), namely, **misspelled**:

- **last name, first name (all given names), patronymics (if any);**
- **date of birth;**
- **number of building and apartment of residence.**

Such correction is to be certified by the signature of the PEC chairperson or deputy chairperson or secretary **in the column “Notes”**.

APPLICATIONS FOR VOTING AT VOTERS' PLACE OF STAY AND EXCERPT FROM THE VOTER LIST

Voters who were included in the voter list at an EP, but who, on the day of voting on account of health problems (due to disability, temporary health disorder or age), are unable to move independently, are provided with the opportunity to vote at their place of stay.

To organize voting for such voters, **on Saturday, October 24, not earlier than 12:00 hours, the PEC will prepare at its meeting an excerpt from the voter list.** The form of the excerpt from the voter list is established by CEC Resolution No. 124 of June 25, 2020.

WHAT CATEGORIES OF VOTERS ARE INCLUDED IN THE EXCERPT FROM THE VOTER LIST?

Excerpt from the voter list

WITHOUT THE COMMISSION'S DECISION

- **A voter who is permanently unable to move independently and in respect of whom a relevant mark (UTM) is specified in the voter list**, if such voter has not notified the respective PEC about his/her wish to vote in the premises for voting
- **The voter can submit such application before 12:00 hours on October 24** (the last Saturday before the day of voting)

BY THE COMMISSION'S DECISION

- A voter who is temporarily unable to move independently, based on his/her application and a health certificate from a medical institution

When a voter is included in the excerpt from the voter list for voting at the place of stay, the PEC secretary writes **"VOTING AT THE PLACE OF STAY"** in the column **"Voter's signature"** in the voter list for the election precinct.

After compilation, **the excerpt from the voter list must immediately be posted in public view in the PEC premises.**

SUBMISSION BY A VOTER OF AN APPLICATION
FOR ORGANIZING VOTING AT THE PLACE OF STAY

A voter who is temporarily unable to move independently submits by mail or through other persons a personally written application 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. The application can be of an arbitrary form.

Such application, along with a certificate of the voter's health from a medical institution, can be filed with the PEC no later than 20 hours on October 23.

At special EPs created at inpatient healthcare institutions, voting at a voter's place of stay is conducted on the basis of the voter's personally written application asking to be provided with the opportunity to vote at the place of stay due to the necessity to stay in bed.

The PEC is to register in a separate book voters' applications for voting at the place of their stay, entering the day and time of receipt of such application, the last name, first name, patronymic and the address of the voter's place of residence (place of stay).

The form of the book is specified by CEC Resolution No. 134 of July 8, 2020 (as amended).

VERIFICATION BY THE PEC OF THE FACT OF VOTER'S
TEMPORARY INABILITY TO MOVE INDEPENDENTLY

When a voter is about to be included in the excerpt from the voter list for voting at the place of stay, **the PEC members must verify the fact of the voter's temporary inability to move independently.**

If the fact of the voter's temporary inability to move independently has not been confirmed, the PEC adopts a decision refusing to provide that voter with the opportunity to vote at the place of stay (P. 4, Art. 249).

The procedure for verifying a voter's temporary inability to move independently is established by **CEC Resolution No. 134 of July 8, 2020 (as amended).**

To perform such verification, **the PEC adopts a decision designating no less than three members of the commission**, who must be representatives of three different entities nominating candidates to that PEC.

The verification is to be performed before the PEC adopts a decision to include the voter in the excerpt from the voter list.

The last names, first names (all given names) and patronymics (if any) of the commission members who verified the fact of the voter’s temporary inability to move independently, as well as the result of the verification, are to be indicated, respectively, in columns 7 and 8 of the book of registration of voters’ applications for voting at the place of their stay.

The facts that should be verified and the procedure for verifying the respective facts:

Fact to be verified	Verification procedure
The voter really wrote the application for voting at the place of his/her stay	A personal visit to the address indicated in the voter’s application and/or dialing the contact phone number indicated by the voter to ask the voter whether he/she confirms the fact
The medical institution really issued the certificate of the voter’s health	Contacting the respective medical institution to ask whether the certificate of the voter’s health is authentic or to learn more details about the information in such certificate
The necessity to stay on bed rest for a voter included in the voter list at a special election precinct created at an inpatient healthcare institution	Contacting the head of the respective healthcare institution to ask whether he/she confirms the fact that the voter must stay in bed.

The following methods can be used to contact a medical institution or the head of a healthcare institution:

- sending a letter
- a telephone message
- a fax message

The respective inquiry is to be signed by the PEC members designated to perform the verification.

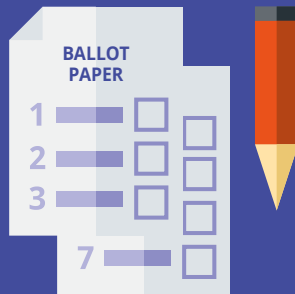
- via the Internet or using electronic means of communication

With indication of the email address to which the reply can be sent.

If an oral reply is received to such inquiry (during a personal reception or using means of telephone communication), **the content of the reply is to be presented in a certificate** that will be prepared by the PEC members designated to perform the verification.

If all facts were confirmed by the verification, the PEC will include the voter in the excerpt from the voter list at its relevant meeting.

BALLOT PAPERS



RECEIVING BALLOT PAPERS

A TEC will transfer the ballot papers to the PECs at its meeting **no earlier than three days before the day of voting (no earlier than October 22):**

PEC receiving ballot papers	Category of elections	TEC type
PEC located in a village	Elections of village mayor, deputies of village council, rayon council, oblast council	A village TEC
PEC located in a settlement	Elections of settlement mayor, deputies of settlement council, rayon council, oblast council	A settlement TEC
PEC located in a city not divided into rayons	Elections of city mayor, deputies of city council, rayon council, oblast council	A city TEC
PEC located in a city divided into rayons	Elections of city mayor, deputies of city council, city rayon council (in cities where such councils were created), as well as of rayon council and oblast council (except for city of Kyiv)	A city rayon TEC

N.B.!

The ballot papers, inside the manufacturer's package, **are to be received**, on behalf of the PEC **by no less than three members of that commission**, authorized to do so by the commission's decision, who **must be representatives of different entities nominating candidates to the respective PEC (P. 5 Art. 242 ECU)**.

Along with the ballot papers, each PEC receives **an excerpt from the TEC protocol** on transfer of ballot papers, which includes information pertaining to the respective EP, is signed by the chairperson and secretary of the TEC and three members of the respective PEC and is affixed with the TEC stamp.

The PEC members are responsible for the storage of the ballot papers during their transportation to the PEC. When being transported, the ballot papers are accompanied by police officers; and if necessary, at the request of the TEC, by SSU officers.

ACCEPTANCE OF BALLOT PAPERS

The ballot papers are to be **accepted at the PEC meeting immediately after the arrival** of the commission members who received the ballot papers at the TEC.

Secretary (if absent, then a commission member designated by its decision)

- unwraps the manufacturer's package
- affixes the PEC seal in the designated places

Commission member designated by PEC decision

- if necessary, enters EP number on each ballot paper

Other commission member designated by PEC decision

- re-counts the received ballot papers for each category of local elections separately and for each election district, verifying the correctness of the numbers (designations) of the election district to which belongs the EP that received the ballot papers

N.B.!

The designated PEC member must count the ballot papers **ALoud!**

IT IS PROHIBITED to divide the commission into several groups each of which will count a part of the ballot papers (para. 2, P. 10, Art. 242 ECU).

IF THE COUNTED NUMBER OF BALLOT PAPERS APPEARED TO BE INADEQUATE

In case a mismatch was discovered between the counted number of ballot papers and the number specified in the excerpt from the TEC protocol on transfer of ballot papers, the PEC draws up **a non-conformance report** in **two copies in accordance with the form** established by the Central Election Commission, with indication of the reason for the mismatch established by the PEC's decision.

N.B.!

In case of the aforementioned mismatch, **the number of ballot papers received by the PEC** is taken to be the number **established at the PEC meeting and specified in the non-conformance report** ("act") and **in the minutes of the meeting** of the commission (P. 11 Art. 242 ECU).

**Transferred
to the TEC**

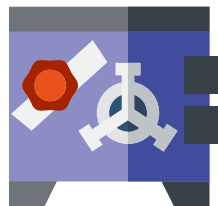


**Stored
at the PEC**



STORAGE AND PROTECTION OF BALLOT PAPERS

The PEC provides for the storage and protection of the received ballot papers. The ballot papers are stored in the premises of the EC, inside a closed safe (metal strong box or separate room) which is sealed with tape bearing the signatures of all those present at the meeting of the commission.



The safe (metal strong box or separate room) is permanently (before the day of voting) protected by the police; and if necessary, at the request of the TEC, by SSU officers.

IF THE TAPE SEALING HAS BEEN DAMAGED

In the event of discovery of damage to the tape sealing, the safe (metal case or separate room) or wrong signatures or stamp on it, the PEC chairperson must immediately report this to the relevant National Police body and the higher-level election commission (P. 12 Art. 242 ECU).

After that, the chairperson of the commission immediately opens the safe (metal case or separate room) and takes out the ballot papers that are inside it.

PEC members check the ballot papers, in particular for correctness of the EP numbers, presence of the seal of this EC, and then re-count the ballot papers separately for each category of elections.

The EC draws up an act on the detected signs indicating that the safe (metal case or separate room) was forced open, and on inadequacy (if any) of the number of the ballot papers found.

The number of ballot papers found in the safe (metal case of separate room) is also entered in the minutes of the PEC meeting. In such case, the established number is deemed to be the number of ballot papers received by the PEC.

IF A CANDIDATE'S REGISTRATION WAS CANCELLED

If the TEC adopted a decision cancelling the registration of:

- a deputy candidate in a multi-member election district,
- a candidate to the position of village mayor,
- a candidate to the position of settlement mayor,
- a candidate to the position of city mayor,
- all deputy candidates from a party organization in a unified multi-member district, or if a candidate dropped out,

the TEC will hand the respective decision over to the PEC simultaneously with the stamp “Withdrawn”, so that the necessary changes to the ballot papers can be made.

Based on **the TEC decision**, the respective changes are made to the ballot papers **by PEC members using the stamp “WITHDRAWN” at the PEC meeting.**

The fact that the stamp “Withdrawn” was applied to the ballot paper, thus certifying changes to the ballot paper, must immediately be reported in writing by the PEC to the TEC that had adopted the decision to make changes to the ballot paper (P. 13 Art. 242 ECU).

N.B.!

The PEC **may not** use the stamp “Withdrawn” without receiving a decision to that effect from the TEC.

IF THE PEC UNJUSTIFIABLY MADE CHANGES
TO THE BALLOT PAPER

If changes were made to ballot papers without a decision by the TEC, or if changes were made that fail to comply with the TEC decision, the PEC, at its meeting, is to draw up **an act on this in two copies**.

One copy of the report must immediately be presented to the TEC; the other copy will be stored at the PEC (P. 14 Art. 242 ECU).

The report must specify:

- the number of received ballot papers;
- the number of spoiled ballot papers for voting in the respective district;
- the names of those guilty of what has happened.

The spoiled ballot papers for voting at different local elections **are to be invalidated** and **packed** separately into different packages. On the packages, the inscription **“Spoiled ballot papers”** is made; also, the type and number of spoiled ballot papers are indicated. The packed spoiled ballot papers are stored at the PEC before the day of voting and then **transferred to the TEC together with other election documentation**. **During the counting of votes**, such ballot papers are counted as **unused**.



**PERSONS GUILTY OF UNLAWFUL SPOILING OF BALLOT
PAPERS MUST COMPENSATE FOR THE ACTUAL DAMAGE
IN ACCORDANCE WITH THE PROCEDURE ESTABLISHED
BY THE LAW (P. 15 ART. 242 ECU).**

PREMISES FOR VOTING



The outfitting of the premises for voting **is entrusted to the PEC** (P. 1 Art. 62 ECU).

IMPORTANT!

To create appropriate conditions for in-person voting of a voter with health problems (in connection with disability, temporary health disorder or age), such voter is entitled to a reasonable accomodation (auxiliary aids) in the premises for voting in accordance with the procedure and in the cases specified by the CEC (P. 1 Art. 62 ECU).

LEBs, LSGBs or other bodies (officials) acting in lieu of them in accordance with the law provide regular EPs with appropriate premises for organizing their work and conducting voting as required by the Code and the standards established by the CEC for outfitting such premises, and also provide technical assistance for their outfitting (CEC Resolution No. 164 of August 8, 2020) (P. 2 Art. 62 ECU).

The premises for voting must necessarily have:

- installed booths for secret voting, including one booth adapted for the voting of voters with health problems (due to disability, in particular for persons in wheelchairs, a temporary health disorder or age) and other population groups with limited mobility,
- places designated for issuing ballot papers,
- installed ballot boxes.



STANDARDS FOR AREA AND OUTFITTING OF ELECTION PRECINCTS

EP area	Number of booths (rooms) for secret voting	Number of large (stationary) ballot boxes	Number of small (mobile) ballot boxes
SMALL (up to 500 voters)			
no less than 50 sq.m	no less than 2	no less than 2	no less than 2
MEDIUM (from 500 to 1,500 voters)			
no less than 75 sq.m	no less than 4	no less than 4	no less than 2
LARGE (more than 1,500 voters)			
no less than 90 sq.m	no less than 6	no less than 6	no less than 2

If no premises with the required area are available within a regular or special EP, the area of the premises for voting at the respective EP can be smaller, in accordance with the standards established by the CEC (para. 2 P. 3 Art. 62 ECU).

During the preparation of the premises for voting, the PEC must plan **the placement of the outfitting as follows** (CEC Resolution No. 164 of August 8, 2020):

- the places for issuing ballot papers, the entrance to and exit from the booths 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; moreover, it is necessary to ensure free movement of voters, including persons on wheelchairs and other population groups with limited mobility;

- stationary ballot boxes should be installed in the premises for voting in such a way that **voters approaching them will have the opportunity to visit booths** for secret voting;
- **one booth** for secret voting **must have an entrance width of 110 cm** and a depth of 110–120 cm; inside the booth, 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 voting by voters with health problems (due to disability, a temporary health disorder or age), including persons on wheelchairs, and other population groups with limited mobility; such booth must have no thresholds and be marked with the **accessibility symbol:** .
- **accessible and safe pathways/directions in the premises for voting** must be marked with the accessibility symbol: .
- small (mobile) ballot boxes should be placed in the premises for voting **with the slots for ballot papers downwards**, within plain view of the commission members and other persons present at the election precinct during the voting, in accordance with the Code.

Besides, the Procedure for implementing the anti-epidemic measures during the organization and conduct of elections approved by the resolution of the Cabinet of Ministers of Ukraine of July 22, 2020, № 641 (with amendments), (hereinafter the Procedure) stipulates that the polling station premises:

- shall be equipped with places with **alcohol-containing disinfectants** (antiseptics) for **hands** (such as racks, stations, wall dispensers, etc.) (p.6 of the Procedure);
- **information materials** on anti-epidemic measures shall be placed in plain sight (p.6 of the Procedure);
- **shall be equipped with a separate booth and ballot box** for those voter having a body temperature higher than 37.2 °C and/or symptoms of respiratory diseases (p.9 of the Procedure);
- **a distance of at least 1-meter** shall be ensured between the seats of the PEC members and other electoral actors at the entrance and within the polling station, or alternative physical barriers (e.g. transparent screens) shall be in place (p.13 of the Procedure);

- **at least 1 meter spacing** between people and **the best way to move** shall be **indicated with markings** at the entrance and within the polling station (p.7 of the Procedure);
- whenever possible, separate entry and exit from the polling station shall be provided, and the flows of voters entering and leaving the polling station shall be separated (p.7 of the Procedure);
- chairs, tables, furniture used by the election commission must be made of materials that can be disinfected. The use of cloth on tables is not allowed (p.10 of the Procedure);
- under favorable weather conditions, **the polling station's windows should be open**, and the entrance and exit doors shall stay opened in a lasting way. Otherwise, the polling station must be regularly ventilated (p.14 of the Procedure);
- each exit from the polling station premises shall be equipped with containers or trashcans for collection and recycling of the used personal protective equipment (p.8 of the Procedure).

INCLUSIVENESS OF THE PEC PREMISES AND OF THE PREMISES FOR VOTING

The PEC premises and the premises for voting **must be accessible for all categories of the population**, including persons with disability. If the PEC premises and the premises for voting cannot be fully adapted to the needs of persons with disability and other population groups with limited mobility, the respective LEBs and LSGBs must organize unimpeded access of the aforementioned persons to such premises (P. 4 Art. 62 ECU).



PLACEMENT OF INFORMATION POSTERS AND BOOKLETS

In the premises for voting or directly in front of it, the PEC must necessarily place:

- 1) posters clarifying the procedure for voting and the liability for violating the legislation on the election of deputies, in accordance with the form approved by the CEC (P. 1 Art. 246 ECU),
- 2) information booklets of party organizations that are electoral subjects in elections of deputies of an oblast, rayon, city rayon, as well as city, village, or settlement council (a territorial community with 10,000 or more voters) (P. 2 Art. 246 ECU);
- 3) information posters of each party organization that is an electoral subject in elections of an oblast, rayon, city rayon, as well as city, village, or settlement council (a territorial community with 10,000 or more voters) in the respective territorial election district (P. 2 Art. 246 ECU).

The information posters of party organizations are to be placed **in accordance with the sequence in which the names of party organizations appear in the ballot paper**.

IMPORTANT!

The aforementioned posters and booklets are to be posted in places with artificial lighting (as necessary) and in a way that must ensure accessibility so that voters, including persons with health problems (in connection with disability, temporary health disorder or age), persons on

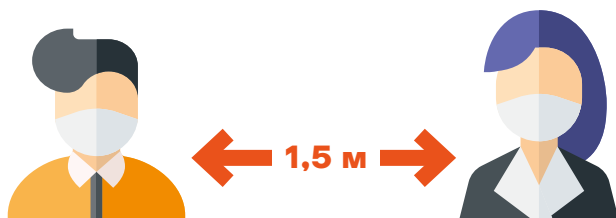
wheelchairs and other population groups with limited mobility, can familiarize themselves with the content of the posters and information booklets; and if that is impossible, the precinct election commission must provide for such familiarization in some other accessible way.



MEASURES TO PREVENT THE SPREAD OF THE ACUTE RESPIRATORY DISEASE COVID-19 DURING THE ORGANIZATION AND CONDUCT OF THE LOCAL ELECTIONS

The Cabinet of Ministers of Ukraine approved the Procedure for implementing the anti-epidemic measures during the organization and conduct of elections (hereinafter the Procedure) by its Resolution № 641 (with amendments) of July 22, 2020

All the people involved in supporting the voting process within the PEC or polling station premises — including members of the election commission, official observers, police officers, and employees of those bodies/ institutions/ organizations hosting election commissions and other relevant persons — are **mandatorily required to wear a protective mask** (respirator without exhalation valve) and/or a protective shield (p.15 of the Procedure).



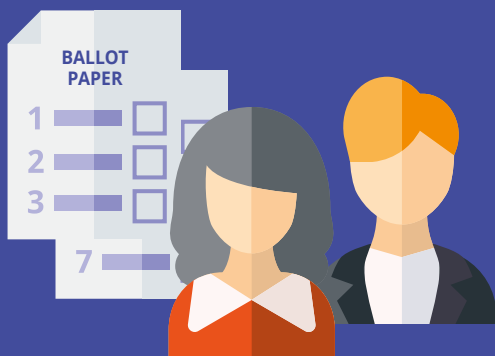
Before starting work, the **Chairperson of the election commission** or **Deputy chairperson of the commission** (in case of the chairman's absence) or **Secretary of the commission** (in the event of both chairman and deputy chairman are absent) shall appoint a responsible person to ask about possible respiratory symptoms and conduct temperature screening of each person at the entrance of polling station and election commission premises, including members of the election commission, official observers, police officers, and employees of those bodies/ institutions/ organizations hosting election commissions and other relevant persons (p.4 of the Procedure).

Any person with detected fever 37,2 °C and above and/or symptoms of respiratory diseases **must be recommended to refrain from entering the election commission and the polling station premises**, suspended from organizing the voting at voters' place of stay and advised to seek medical assistance (p.4 of the Procedure).

In case one of the election commissioners is detected for suffering from acute respiratory infection COVID-19 caused by coronavirus SARS-CoV-2 **all other members of the election commission may continue to perform their duties** if they have no respiratory symptoms.

In case of having contact with someone ill without using personal protective equipment, those election commissioners shall be self-isolated **according to the current law** (p.15 of the Procedure).

PREPARATION FOR THE DAY OF VOTING



ON THE LAST DAY BEFORE THE DAY OF VOTING

At its meeting on the last day before the day of voting (Saturday, October 24), the PEC will distribute the responsibilities for the day of voting among the PEC members (except for the chairperson and the secretary) in respect of:

- checking voter's identity and presence in the voter list;
- issuing ballot papers to voters;
- overseeing voters' entry into the booths for secret voting;
- overseeing the ballot boxes;
- organizing voting at voters' place of stay;
- overseeing the entrance to and exit from the premises for voting;
- facilitating the voting of voters with health problems (due to disability, temporary health disorder or age) and other population groups with limited mobility.

At the same meeting, the PEC will prepare an excerpt from the voter list for organizing voting at voters' place of stay. **The meeting must not be conducted before 12:00 hours**, since until 12:00 hours a voter who is unable to move independently and in respect of whom a relevant mark is specified in the voter list can inform the respective PEC in writing or in person about his/her wish to vote in the premises for voting (para.1, P. 3, Art. 119).

ON THE DAY OF VOTING



The preparatory meeting of the PEC on the day of voting is to begin no earlier than 45 min. before the start of voting.

Sequence of PEC actions at its preparatory meeting on the day the voting

1	Examining the safe with the ballot papers
2	Examining and sealing the ballot boxes
3	Transfer of the ballot papers to EC members
4	Transfer of voter list pages to EC members

1. INSPECTING THE SAFE WITH THE BALLOT PAPERS

At the beginning of the meeting, all those present examine the tape sealing of the safe (metal strong box) in which the ballot papers are stored.

If the tape sealing the safe is not damaged and it is established that the signatures of the PEC members who were present at the meeting at which the PEC accepted the ballot papers are authentic, and it is also established that the PEC stamp is authentic, **the commission proceeds to examining and sealing the boxes.**

IF THE TAPE SEALING HAS BEEN DAMAGED

If the examination of the tape sealing the safe (metal strong box) in which the ballot papers are stored **results in discovery of damage to the tape or of mismatch between the signatures or seal on it** and the signatures and seal affixed at the PEC meeting at which the ballot papers were accepted:

In the event of discovery of damage to the tape sealing the safe (metal strong box or separate room) or wrong signatures or stamp on it, the PEC chairperson must immediately report this to the relevant National Police body and the higher-level election commission.

After that, the chairperson of the commission immediately opens the safe (metal strong box or separate room) and takes out the ballot papers that are inside it.

PEC members check the ballot papers and then re-count the ballot papers separately for each category of elections.

The election commission draws up an act on the detected signs indicating that the safe (metal strong box or separate room) was forced open, and on inadequacy (if any) of the number of the ballot papers found.

The number of ballot papers found in the safe is also entered in the minutes of the meeting. In such case, the established number is deemed to be the number of ballot papers received by the PEC.

2. INSPECTING AND SEALING THE BALLOT BOXES

The PEC chairperson makes all the ballot boxes at the EP, one by one, available **for individual examination** by PEC members and attending candidates, their proxies, authorized persons of party organizations, official observers, and MM representatives.

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

After the sealing, **a control sheet is dropped** into the ballot box; in it, the following is specified:

- EP number;
- time when the control sheet was dropped into the ballot box;
- the last names, initials and signatures of the PEC members present as well as of deputy candidates, their proxies, authorized persons of party organizations, and official observers wishing to sign the sheet.

The signatures are affixed with the EC seal.

The EC chairperson makes the next ballot box available for examination and repeats the same procedure with it.

After sealing the last ballot box or affixing it with the seal and dropping the control sheet into it and setting up stationary (large) ballot boxes in the places designated for them, **the premises for voting are deemed ready for conducting the voting.**

Mobile (small) ballot boxes are placed in the premises for voting **with the slots for ballot papers downwards**, within plain view of the EC members and other persons present at the polling station during the voting.

3. TRANSFER OF THE BALLOT PAPERS TO EC MEMBERS

- The PEC chairperson opens the safe (metal strong box) with the ballot papers;
- based on the excerpt from the TEC protocol on transfer of ballot papers to the PEC or on the respective act, the chairperson **announces the number of ballot papers** received by the PEC **for voting in each of the local elections** in which voting is conducted at the EP **and separately for each election district;**
- **the information is entered by the PEC secretary in the respective PEC protocols on the counting of votes** at the EP and also recorded in the minutes of the commission's meeting.

N.B.!

Other information is to be entered in the protocol on the counting of votes at the final meeting of the PEC, after the end of the voting, in accordance with the procedure provided for by Art. 250 and 251 of the ECU, as well as CEC Resolutions, in line with the ECU.

It is prohibited to draw up PEC protocols on the counting of votes at the EP in accordance with a procedure other than the one specified by the CEC in line with the ECU.

The signing by the chairperson, deputy chairperson, secretary or other EC member of the protocol on the counting of votes at the EP before the protocol is completely filled out as well as the signing of such protocol not at the EC meeting is subject to punishment in the form of imprisonment for a term of 2 to 6 years, with deprivation of the right to hold certain positions or engage in certain activities for 5 years (Art. 1583 of the Criminal Code of Ukraine).

- **The PEC chairperson presents the necessary number of ballot papers to the PEC members** who will issue the ballot papers to voters in the premises for voting and will organize voting at voters' place of stay.
- **The transfer of the ballot papers is registered in a register** in accordance with the form established by the CEC.
- **The commission members who received the ballot papers certify this fact by signing the register** and provide for their storage and for observance of the procedure of their issuance to voters established by the ECU.

N.B.!

Not a single ballot paper can remain in the safe (P. 7 Art. 247 ECU).

4. TRANSFER OF VOTER LIST PAGES TO EC MEMBERS

The PEC chairperson hands voter list sheets to the PEC members authorized to work with the voter list on the day of voting.

The respective commission members provide for their storage and for observance of the procedure of their use established by the ECU.

N.B.!

The responsibilities of the PEC members (except for the chairperson and secretary) on the day of voting are distributed at the meeting on Saturday (the last day before the day of voting), P. 2 Art. 247 ECU.

The list of responsibilities for the day of voting is as follows:

- checking voter's identity and presence in the voter list;
- issuing ballot papers to voters;
- overseeing voters' entry into the booths for secret voting;
- overseeing the ballot boxes;
- organizing voting at voters' place of stay;
- overseeing the entrance to and exit from the premises for voting.

ORGANIZATION AND PROCEDURE FOR VOTING IN THE PREMISES FOR VOTING



The voting time is between 08:00 and 20:00 hours, with no breaks.

The PECs are entrusted with organizing the conduct of voting, maintaining due order in the premises for voting and ensuring the secrecy of the expression of voters' will during the voting.

ORGANIZATION OF AND PROCEDURE FOR VOTING IN THE PREMISES FOR VOTING

During the conduct of voting, it is not allowed to close the premises for voting, to stop the voting, to open the ballot boxes and count the votes before the established voting deadline.



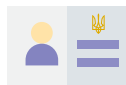
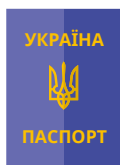
N.B.! If offenses entailing legal liability have been committed, the PEC chairperson or deputy chairperson is entitled **to ask a police officer to enter the premises for voting**; the officer must take legally prescribed actions against the perpetrator and then leave the premises for voting. In other cases, police officers are prohibited from staying in the premises for voting (P. 2, Art. 248 ECU).



PROCEDURE FOR ISSUING A BALLOT PAPER TO A VOTER

Two PEC members enable the voters to vote

- **A voter must present his/her passport of citizen of Ukraine** in the form of a passport booklet or card (or temporary certificate of citizen of Ukraine for persons who have recently been granted citizenship of Ukraine).



- **The PEC member responsible for work with the voter list:**
 - **checks whether the voter is included in the voter list** and whether the voter has the right to voter in the respective local election;
 - gives the voter list to the voter for signing.
- **The PEC member responsible for issuing ballot papers:**
 - in the designated place on the counterfoil of the ballot paper, enters his/her last name, initials, puts his/her signature and enters the number under which the voter is included in the voter list for the precinct.
- **The voter:**
 - **puts his/her signature in the voter list** to certify receipt of the ballot papers for voting in the local elections;
 - **puts his/her signature** in the designated place on the counterfoil of each ballot paper.
- The PEC member responsible for issuing ballot papers separates the counterfoil from each ballot paper and issues the ballot paper to the voter.
- The PEC member informs the voter of the number of ballot papers the latter has received.



Voters who will find a fever 37,2°C and above and/or symptoms of respiratory diseases **must vote in a separate booth** and drop their ballot papers into a separate ballot box (p.11 of the Procedure approved by the resolution of the Cabinet of Ministers of Ukraine of July 22, 2020, № 641 (with amendments)).

Procedure for issuing a ballot paper to a voter

The voter presents his/her passport of citizen of Ukraine

The PEC member responsible for work with the voter list checks whether the voter is included in the voter list and whether he/she has the right to voter in the respective local election

On the counterfoil of the ballot paper, the PEC member responsible for issuing ballot papers enters his/her last name, initials, puts his/her signature and enters the number under which the voter is included in the list

The voter puts his/her signature in the voter list to certify receipt of the ballot papers

The voter puts his/her signature in the counterfoil

The PEC member responsible for issuing ballot papers separates the counterfoils

The PEC member responsible for issuing ballot papers informs the voter of the number of ballot papers the latter has received

N.B.!

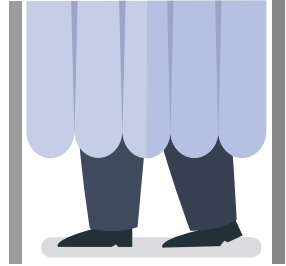
The ballot paper counterfoils are to be stored by the commission member who issued the ballot papers. It should be borne in mind that it is not allowed to put any other marks on the ballot papers.

VOTING BY A VOTER

A ballot paper **is to be filled out by a voter in person, inside a booth for secret voting.**

When a ballot paper is being filled out, no persons other than the voter may be present and no photos or videos can be taken using any method.

The voter must personally drop the completed ballot papers into the ballot box.



IMPORTANT!

In the ballot paper for the election of deputies of oblast, rayon, city rayon, as well as city, settlement or village (territorial community with 10,000 voters or more) council, the voter, after deciding which party organization he/she will vote for, must put the mark “plus” (+) or any other mark in the empty box next to the name of that organization of a political party to certify the expression of the voter’s will; and in the box with the grid for entering a candidate’s number the voter can enter the number of the candidate supported by him/her.

A voter who, **as a result of health problems (due to disability, temporary health disorder or age)**, is unable to fill out a ballot paper personally or to drop it in the ballot box has the right, after informing the chairperson or other PEC member, to use the assistance of another voter to fill out the ballot paper and ask that person to drop the ballot paper into the ballot box in the voter’s presence (P. 5 ч. 10 Art. 248 ECU).



Such assistance can be provided by **any voter** who is not an EC member, candidate, candidate’s agent, authorized person of a party organization, or official observer.

N.B.!

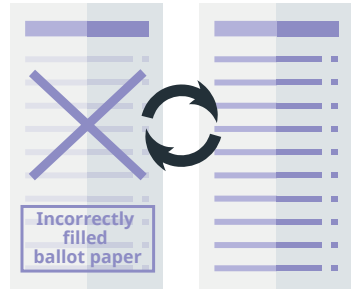
- The voter can stay in the premises **for voting only for as long as is required to vote** (P. 4 Art. 248 ECU).
- The voter **has no right** to hand his/her ballot papers over to other persons. It is forbidden to **receive ballot papers from other persons** (except the authorized PEC member), to encourage or force voters, through bribes, threats or otherwise, to hand ballot papers over to other persons (P. 6 Art. 248 ECU).

IF A VOTER SPOILED A BALLOT PAPER

If a voter, when filling out a ballot paper, **made an error**, the voter has the right to immediately submit a written application to the PEC member who had issued the ballot paper to him/her, **asking that another ballot paper be issued to that voter**.

The PEC member is to issue **another ballot paper** to the voter **only in exchange for the one that was incorrectly filled out**.

A ballot paper that was incorrectly filled out **must immediately be invalidated** as unused by the commission member who issued it; **an act** to that effect **is to be drawn up**. The form of the respective act is established by the CEC.



This **act is to be signed by the two PEC members** who were involved in issuing the ballot paper and by the voter who incorrectly filled out the ballot paper; then the act is appended to the voter list.

To certify the fact that another ballot paper was issued in exchange for one that had been incorrectly filled out, **a relevant mark is to be put in the voter list next to the last name of the voter**; the mark must be certified by the signature of the PEC member.

An invalidated ballot paper must be kept until the counting of votes by the commission member who issued that ballot paper.

During the counting of votes, that ballot paper will be counted as unused and will be packed together with the counterfoil into the package with unused ballot papers.

N.B.!

The issuance of a ballot paper instead of one that was incorrectly filled out **may not be repeated** (P. 12, Art. 248).

IF A BALLOT BOX WAS DAMAGED

If a ballot box was damaged during the voting, it **is to be sealed by the chairperson and no less than three members of the PEC who are representatives of different entities nominating** candidates to that commission.

The ballot box is sealed in such a way that **ballot boxes can no longer be dropped into it or taken out of it.**



A damaged ballot box is to be kept in the premises for voting, within plain view of the PEC members and other persons who have the right be present at the EP during the voting, and may not be used until the end of the voting.

INTERACTION WITH THE TEC THROUGHOUT THE DAY OF VOTING

Throughout the day of voting, the PEC **will be providing all TECs for local elections organized and conducted at that precinct with information on the number of voters who received ballot papers at the EP.**

The procedure for providing such information is established by the CEC.

THE END OF VOTING

At 19:55 hours, the PEC chairperson announces that the voting is about to end and that the EP will be closed at 20:00 hours.

Those voters who have come to the polling station before 20:00 hours have the right to vote. To ensure the exercise of that right of the voters, at 20:00 hours one of the members of the commission, acting on the chairperson's request, will come to the entrance to the premises for voting and invite all voters who have not voted yet to enter the polling station; then the commissioner will close the door.

After the last voter has left the premises for voting, the polling station will be closed and the only people remaining inside will be the EC members and the persons who have the right to be present at the EC meeting.

ORGANIZATION AND PROCEDURE FOR VOTING AT VOTERS' PLACE OF STAY





Voting at voters' place of stay is to be organized by **no less than three PEC members** who are representatives of three different entities nominating candidates to that commission.

Voting at voters' place of stay should be organized in such a way that the respective PEC members will be back at the polling station no later than by 19:00 hours (P. 10 Art. 249 ECU.)

Preparation for the departure of PEC members responsible for organizing voting at voters' place of stay

The PEC chairperson announces the departure of the PEC members responsible for organizing voting at voter's place of stay

The PEC chairperson presents to the PEC members the excerpt from the voter list, one copy of information posters and information booklets per each member, and a mobile ballot box — sealed or affixed with the seal

A control sheet is dropped into the ballot box (the first control sheet was already dropped into that box — during the preparatory meeting of the PEC)

In the control sheet, the following must be specified:

- ballot box number
- time of departure (hour and minutes) of the PEC members for conducting voting at voters' place of stay
- number of received ballot papers — separately for each type of local elections
- last names of the PEC members to whom the ballot papers were presented

The control sheet is to be signed by the PEC members present, whose signatures are to be affixed with the EC seal, and also by candidates,

candidates' proxies, authorized persons of party organizations, and official observers **wishing to do so**.

PROCEDURE FOR VOTING AT VOTERS' PLACE OF STAY

Candidates, their proxies, authorized persons of party organizations and official observers have the right to be present during voting at voters' place of stay.

For all the relevant electoral actors and members of the election commission organizing the voting at voters' place of stay, **is mandatory to wear a protective mask** (respirator without exhalation valve) and/or protective shield, and the **protective gloves** (p.15 of the Procedure approved by the resolution of the Cabinet of Ministers of Ukraine of July 22, 2020, № 641 (as amended)).



A voter or members of his/her family may not refuse the presence during the voting of the commission members or of the above-listed persons who have the right to be present during voting at voters' place of stay (P. 12, 13, Art. 249).

A member of the voter's family or a person providing care for the voter **has the right to be present during the voting, to help the voter to fill out the ballot paper and drop it into the ballot box**, if the voter is unable to do that independently because of health problems (due to disability, a temporary health disorder or age) (P. 14, Art. 249).

N.B.!

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. 249).

The voter presents his/her passport of citizen of Ukraine (temporary certificate of citizen of Ukraine) (for persons who have recently been granted citizenship of Ukraine)

In the designated places on the counterfoils of the ballot papers, the PEC member enters his/her last name, initials, puts his/her signature and enters the voter's number in the voter list

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

A PEC member separates the counterfoils from the ballot papers

The PEC member issues to the voter one ballot paper for voting in each type of local elections

Another PEC member presents to the voter copies of information booklets and information posters for familiarization

The voter fills out the ballot papers personally, in secret voting mode

The voter drops the ballot papers into the mobile ballot box

The voter returns to the PEC members the copies of information booklets and information posters

The PEC member who issued the ballot papers puts the mark "voted at the place of stay" in the voter list, enters his/her last name and puts his/her signature

The counterfoils of the issued ballot papers are stored by the commissioner who issued the ballot papers.

The excerpt from the voter list that was used for organizing voting at voters' place of stay is appended to the voter list and becomes an integral part thereof.

The voter list for voting at the place of stay is to be appended with voters' written applications, certificates from medical institutions, and copies of relevant PEC decisions.

IF A VOTER INCLUDED IN THE EXCERPT FROM THE VOTER LIST FOR VOTING AT THE PLACE OF STAY HAS COME TO THE POLLING STATION

If a voter included in the excerpt from the voter list for voting at the place of stay has come to the polling station after the departure of the PEC members tasked with organizing voting at voters' place of stay, **no ballot papers can be issued to such voter until the commission members organizing voting at voters' place of stay are back and it becomes known whether or not that voter voted at the place of stay** (P. 16, Art. 249 ECU).

RECOMMENDATIONS ON HOW TO ENSURE THE ELECTORAL RIGHTS OF VOTERS WITH HEALTH PROBLEMS

**(DUE TO DISABILITY, A TEMPORARY HEALTH
DISORDER OR AGE), IN PARTICULAR OF PERSONS
IN WHEELCHAIRS, AND OTHER POPULATION GROUPS
WITH LIMITED MOBILITY REQUIRING ASSISTANCE**

Any direct or indirect privileges or restrictions of the electoral rights of citizens of Ukraine based on signs of disability, a health condition or other signs are prohibited, except for restrictions specified by the law (P. 8 Art. 7 ECU).



Thus, voters with health problems (due to disability, a temporary health disorder or age) have the right to be members of election commissions, candidates, authorized persons of party organizations, candidates' proxies, representatives of political parties to election commissions, or official observers.

In view of that, meetings of election commissions can also be attended by persons accompanying EC members or persons who have the right to be present at the EC meeting and who require such accompaniment due to their disability, a temporary health disorder or age.

A voter, in particular one with health problems (due to disability, a temporary health disorder or age), can file with the PEC or directly with the SVR maintenance body an application seeking correction of the preliminary voter list, in particular (P. 3, 4 Art. 42 ECU) regarding:

- inclusion in the voter list or exclusion from it of the voter himself/herself,
- inclusion in the voter list or exclusion from it of other persons,
- presence or absence of marks certifying the voter's permanent inability to move independently.


If a voter cannot submit such application in person, the PEC is obliged, at the request of such voter, to provide for the reception of the application from such voter in some other way.

To create appropriate conditions for in-person voting of a voter with health problems (due disability, a temporary health disorder or age), such voter must be provided with the opportunity to vote:

AT THE PLACE OF STAY

IN THE PREMISES FOR VOTING

IN THE PREMISES FOR VOTING

The premises for voting must be arranged in such a way that voters, including those with health problems or on wheelchairs, can move freely. The polling station must have at least one booth adapted for the voting of voters with health problems (due to disability (in particular for persons on wheelchairs), a temporary health disorder, or age) and other population groups with limited mobility. The entrance to such booth must be no less than 110 cm wide and 110–120 cm deep; inside the booth, 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 voting by voters with health problems (due to disability, a temporary health disorder, or age), including persons on wheelchairs, and other population groups with limited mobility. Such booth must have no thresholds and be marked with the accessibility symbol: . The requirements regarding the premises of precinct election commissions and the premises for voting and the standards for their outfitting were approved by CEC Resolution No. 164 of August 8, 2020.

Posters and booklets must be placed in such a way that it will be convenient, in particular, for voters with health problems (due to disability, temporary health disorder, or age) to familiarize themselves with those materials (P. 3 Art. 246 ECU).

Such voters should be provided with a reasonable adjustment (auxiliary aid) in accordance with the procedure and in the cases specified by the CEC (P. 1 Art. 62 ECU).

IMPORTANT!

Assistance to a voter who, on account of disability and/or health condition, is unable to fill out a ballot paper personally or to drop it in the ballot box is not considered a violation of the in-person voting requirement if such assistance was provided in line with the expression of the voter's will (P. 2 Art. 17 ECU).

Such assistance may not be provided by election commission members, candidates, official observers, authorized persons of party organizations, or candidates' proxies.

AT THE PLACE OF STAY

Voters who were included in the voter list at an EP, but who are unable to move independently because of age, due to disability or a health condition, **are provided with the opportunity to vote at their place of stay** on the day of voting.

To organize voting at the place of stay for voters who are unable to move independently, the PEC will prepare **at its meeting on the last day before the day of the election an excerpt from the voter list** in accordance with the form established by the CEC.

The excerpt from the voter list must include:

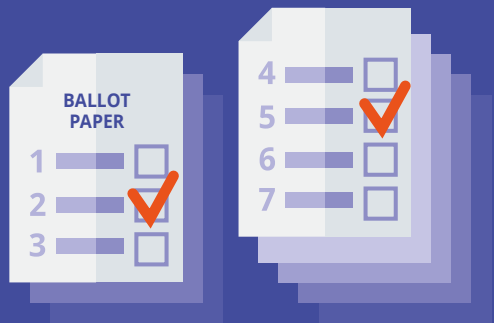
- 1) **without the commission's decision** — any voter who is permanently unable to move independently and in respect of whom a relevant mark is specified in the voter list, unless such voter informed the respective PEC before 12:00 hours of the last Saturday prior to the day of voting, in writing or in person, of his/her wish to vote in the premises for voting;
- 2) **based on the PEC's decision** — any voter who is temporarily unable to move independently, based on the voter's application and reference from a medical institution regarding his/her health condition. A member of the voter's family or a person providing care for the voter has the right to be present during the voting at the voter's place of stay, so as to help the voter to fill out the ballot paper and drop it into the ballot box, if the voter is unable to do that independently because of health problems (due to disability, a temporary health disorder or age) (P. 14, Art. 249 ECU).

RECOMMENDATIONS REGARDING COMMUNICATION WITH AND ASSISTANCE TO POPULATION GROUPS WITH LIMITED MOBILITY AND PERSONS WITH DISABILITY

Below are a number of recommendations that PEC should use when communicating with and providing assistance to population groups with limited mobility and persons with disability:

- 1) provide assistance only when you are asked to do so;
- 2) make no decision instead of a person unless you were asked to do so;
- 3) communicate with the voter in person, rather than with the people accompanying the voter; if the individual does not see or hear you, this is by no means a reason to ignore him/her and resolve issues on the basis of communication with the attendants;
- 4) when assistance is requested, ask how you can provide it and what amount of assistance is needed; remember that no one knows better than the individual himself/herself what he/she needs right now and right here; don't be afraid to ask additional questions and to communicate;
- 5) it would be inappropriate to draw the attention of all people present at the polling station to a person with disability or to accessibility problems; remember about privacy, politeness, and treat others the way you would like them to treat you under analogous conditions;
- 6) it is necessary to respect the private space of an individual — for example the wheelchair that some people use is their private space and so it shouldn't be touched; a person in a wheelchair should not be moved somewhere without his/her request, etc. If you want to draw the attention of a blind person, talk to him/her, introduce yourself at the start. You may lightly tap a deaf person on the shoulder or attract his/her attention with some other appropriate gesture;
- 7) you must not address critical remarks to deaf or blind people for using a telephone at the polling station, because for them the telephone is an extremely important means of communicating and/or navigating in space. Deaf people can use applications translating speech into sign language or transforming sound into text, while blind people can use programs providing audio reading of information, navigation software, audio guides or other applications.

FINAL MEETING AND VOTE COUNTING PROCEDURE





The final meeting of the PEC begins after the end of voting at the EP and is held in the same premises where the voting was conducted. The final meeting continues without breaks and closes when the protocols on the counting of votes at the EP have been drawn up and signed (P. 1 Art. 250 ECU).

The votes are counted in an open and transparent manner, exclusively by the PEC members (P. 5 Art. 250 ECU).

At the final meeting of the PEC (P. 3 Art. 250 ECU):

- **The PEC secretary** enters information in the protocols on the counting of votes at the EP.
- **The deputy chairperson or other PEC member** (designated by the commission) keeps the minutes of the PEC meeting.

If during the voting process the PEC received applications or complaints about alleged violations committed during the voting at the EP, the PEC will consider them at the beginning of the meeting, before the start of the counting of votes at the EP (P. 4 Art. 250 ECU).

VOTE COUNTING SEQUENCE

The PEC conducts the counting of votes at the EP in the following sequence:

- 1) the counting of votes in the election of President of Ukraine, the election of the MPs of Ukraine, or in the national referendum*
**in the event of conduct of local elections simultaneously with the election of President of Ukraine, the elections of MPs of Ukraine, or a national referendum;*
- 2) the counting of votes in the election of deputies of an oblast council;
- 3) the counting of votes in the election of deputies of a rayon council;
- 4) the counting of votes in the election of city mayor;
- 5) the counting of votes in the election of deputies of a city council;

- 6) the counting of votes in the election of mayor of a city which is part of another city in accordance with the administrative-territorial structure;
- 7) the counting of votes in the election of deputies of a city rayon council, the council of a city which is part of another in accordance with the administrative-territorial structure;
- 8) the counting of votes in the election of village or settlement mayor;
- 9) the counting of votes in the election of deputies of a village or settlement council.

During the counting of votes, the ballot papers of an election in which the counting of votes is yet to be conducted are placed into ballot boxes constantly remaining in plain view of the PEC members.

Until the end of the PEC meeting, the packages with the protocols and other election documentation are stored in the premises where the meeting is taking place, within plain view of PEC members and persons present at the meeting of the commission (P. 2 Art. 250).

PEC PROCEDURES PRIOR TO OPENING THE BALLOT BOXES

PROCESSING THE VOTER LIST

Each PEC member responsible for work with the voter list is to count and enter on **each page of the voter list he/she has received** the following information, separately for each page (P. 7 Art. 250):

- 1) the number of voters included in the voter list at the EP (as of the end of the voting);
- 2) the number of voters who received ballot papers (with voters' signatures and marks "voted at the place of stay" in the voter list).



Based on the voter list (comparison of the voter list against the excerpt from the voter list), the PEC establishes **the number of voters at the EP** (P. 9 Art. 250).

That number is announced and entered by the PEC secretary (secretary of the meeting) in the protocols on the counting of votes at the EP **for all of the local elections** (P. 9 Art. 250).

COUNTING OF UNUSED BALLOT PAPERS

1	The PEC counts the unused ballot papers.
2	<ul style="list-style-type: none">• The PEC chairperson announces the number of unused ballot papers.• The PEC secretary enters the announced number in the protocol on the counting of votes at the EP.
3	The unused ballot papers are invalidated by separation of the right bottom corner of the ballot paper.
4	The invalidated unused ballot papers are packed, along with the ballot papers that were spoiled by voters during the filling-out process and returned to the PEC members who had issued them.

On the package, the inscription **“Unused ballot papers”** is made, along with indication of:

- the name of the local election,
- the designation and/or number of the election district,
- the EP number,
- the number of packed ballot papers,
- the date and time of packing,
- the signatures of the PEC members present,
- the PEC seal.

COUNTING OF COUNTERFOILS

1	The PEC counts the number of voters who received ballot papers for voting in the respective local elections, based on voter's signatures in the voter list and the marks "voted at the place of stay" in the voter list. That number is announced (P. 11 Art, 250).
2	The PEC counts the number of counterfoils of ballot papers with signatures of the voters and the PEC members that issued them, separately for each type of local elections and for each election district in which the voting was conducted at the EP. The number of such counterfoils is announced (P. 12 Art. 250).
3	If the number of counterfoils is the same as the number of voters who received the ballot papers, that number is announced and entered by the PEC secretary in the protocol on the counting of votes at the EP as the number of voters who received the ballot papers (P. 13 Art. 250).

IMPORTANT!

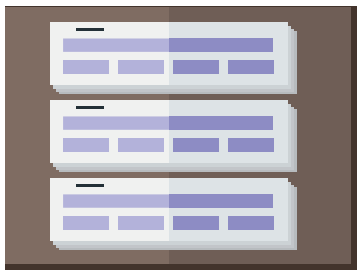
In case of a mismatch between the number of counterfoils and the number of voters who received the ballot papers for voting, the PEC:

- establishes, by its decision, the reason for the mismatch,
- draws up a report ("act") with indication of the established reason.

This act is signed by the PEC members present. The signatures are affixed with the PEC seal. The act can be signed by the attending deputy candidates, candidates to the position of village, settlement or city mayor, candidates' proxies, authorized persons of party organizations and official observers.

After that, the commission adopts a decision on establishing the number of voters who received the ballot papers for voting in the respective election. That number is announced and entered in the protocol on the counting of votes at the election precinct (P. 13 Art. 250 ECU).

The counterfoils of ballot papers for voting in each of the local elections for each district are packed into separate packages.



On the packages, the inscription **“Counterfoils”** is made, along with indication of:

- the name of the local election,
- the designation and/or number of the election district,
- the EP number,
- the number of packed counterfoils,
- the date and time of packing,
- the signatures of the PEC members present,
- the PEC seal.

After the counting of unused ballot papers and counterfoils, PEC packs into a separate package (P. 14 Art. 250 ECU):

- the voter list,
- the excerpt from the voter list,
- the applications on the basis of which the excerpt from the voter list was compiled,
- the court decision on making changes to the voter list,
- the notification from the SVR maintenance body.

On the package, the inscription **“Voter list”** is made, along with indication of:

- the name of the local election,
- the designation and/or number of the election district,
- the EP number,
- the date and time of packing,
- the signatures of the PEC members present,
- the PEC seal.

IMPORTANT!

In each of the local elections, the PEC checks whether the sum of the number of unused ballot papers and the number of voters who received the ballot papers is equal to the number of ballot papers received by the PEC.

In case of a mismatch between those figures, the PEC draws up an act with indication of the reason for such mismatch established by the PEC’s decision, which is signed by the PEC members present. The signatures are affixed with the seal of the commission.

The act can be signed by the attending deputy candidates, candidates to the position of village, settlement or city mayor, candidates’ proxies, authorized persons of party organizations and official observers (P. 16 Art. 250 ECU).

PEC PROCEDURES DURING AND AFTER THE OPENING OF THE BALLOT BOXES

1

The PEC **checks** the integrity of the seals or stamps on the ballot boxes.

2

The PEC **opens** the ballot boxes **one by one**.

- At the beginning (at first), the mobile ballot boxes are opened that were used during voting outside the premises.
- Then the stationary ballot boxes are opened.
- The last ones to be opened are (if any) ballot boxes with damaged seals or stamps as well as with other kinds of damage detected during the voting (P. 19 Art. 250 ECU).

IMPORTANT!

In the event of discovery of **damage** to the seals or stamps on the ballot boxes or other damage to the integrity of the ballot box (P. 18 Art. 250):

1. an act is drawn up, with indication of the nature of the discovered damage;
2. the act is to be signed by the PEC members present. The signatures are affixed with the seal of the commission. The act can be signed by the attending deputy candidates, candidates to the position of village, settlement or city mayor, candidates' proxies, authorized persons of party organizations, and official observers.

3.1

- When an undamaged ballot box is opened, the PEC empties its contents on the table at which the PEC members are sitting; at this point, the presence of a control sheet in the ballot box is checked.
- Inside an undamaged mobile ballot box, 2 control sheets must be present (P. 20 Art. 250 ECU).

3.2

Ballot papers from a damaged ballot box are taken out one by one without mixing them. The PEC counts the number of ballot papers for each local election inside that box. In such case, the presence in that ballot box of a control sheet is checked; it must be taken out last (P. 21 Art. 250 ECU).

4

The PEC counts the ballot papers that are not to be taken into account **(if any)***

**The ballot papers from the boxes are not to be taken into account when establishing the total number of voters who took part in the voting and during the counting of votes in the following cases:*

- 1) *The designation (number) of the election district and/or the EP number specified on the ballot paper **do not correspond** to the designation (number) of the respective election district and/or the number of the EP at which the votes are being counted (P. 25 Art. 250 ECU).*
- 2) **There is no control sheet inside the ballot box**; in such case, the PEC draws up an act on the absence of a control sheet inside the ballot box, specifying in it the number of ballot papers inside that box in each of the local elections. (P. 22 Art. 250 ECU).
- 3) *After the opening of a **mobile** ballot box it turned out that it contains **more ballot papers, separately, in each of the local elections** than the number of voters included in the excerpt from the voter list at the EP; in such case the PEC draws up an act on such mismatch, specifying in it the number of ballot papers inside that box (P. 23 Art. 250 ECU).*
- 4) *If there are any **doubts as to the authenticity of the control sheet** and in other doubtful cases — based on the PEC decision declaring that the ballot papers inside the ballot box must not be taken into account (P. 24 Art. 250 ECU).*

The ballot papers that are not to be taken into account are packed. On the package, the inscription **“Ballot papers not to be taken into account”** is made, along with indication of:

- the name of the local election,
- the designation and/or number of the election district,
- the EP number,
- the number of packed ballot papers,
- the date and time of packing,
- the signatures of the PEC members present,
- the PEC seal.



DURING THE OPENING OF THE BALLOT BOXES AND THE COUNTING OF THE TOTAL NUMBER OF BALLOT PAPERS, PEC MEMBERS CAN FIND ITEMS (P. 27 ART. 250 ECU).

All items that are not ballot papers of the established form are placed separately and **not counted**.

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 it is being examined, the counting of ballot papers is **suspended**.

Control sheets are also classified as items.

Items that are not ballot papers are **packed** into a separate package. On the package, the inscription **“Items”** is made, along with indication of:

- the name of the local election,
- the designation and/or number of the election district,
- the EP number,
- the date and time of packing,
- the signatures of the PEC members present,
- the PEC seal.

THE COUNTING OF VOTES

1	The ballot papers for voting in each of the local elections and for each election district are separated from one another (P. 27 Art, 250 ECU).
2	<ul style="list-style-type: none"> • The PEC counts the total number of ballot papers separately for each of the local elections and for each election district. • During the ballot paper counting, the commission member designated by the EC counts the ballot papers aloud.
3	<p>The number established as a result of the counting is taken to be the number of voters who took part in the voting.</p> <p>That number is announced and entered by the commission secretary in the respective protocol on the counting of votes at the EP for the respective election.</p>
4	<p>The PEC puts the ballot papers on the places marked with special plates. When sorting out the ballot papers, the designated PEC member shows each ballot paper to all members of the commission, announcing the result of the expression of the voter's will.</p> <p>If there are any doubts as to the contents of a ballot paper, the EC resolves the issue by voting. In such case, each PEC member has the right to personally examine the ballot paper. While the ballot paper is being examined, work with other ballot papers is suspended (P. 28 Art. 250).</p>



IMPORTANT! You can find the ballots' examples at the end of this section (p. 148 of the Manual).

BALLOT PAPERS		
Elections of deputies of oblast, rayon or city rayon, as well as city, village or settlement council (territorial community with 10,000 voters or more)	Elections of deputies of city, village or settlement council (territorial community with up to 10,000 voters)	Elections of village, settlement or city mayor
are put on the places marked with special plates bearing on both sides the names of parties and a plate with the inscription "Invalid"	are put on the places marked with special plates bearing on both sides the last name of a deputy candidate registered in the respective multi-member election district and a plate with the inscription "Invalid"	are put on the places marked with special plates bearing on both sides the last name of a candidate to the position of village, settlement or city mayor and a plate with the inscription "Invalid"

5

- Invalid ballot papers are counted separately.
- Their number is announced and entered by the PEC secretary in the respective protocols on the counting of votes at the EP (P. 30 Art. 250 ECU).

BALLOT PAPERS DEEMED TO BE INVALID (P. 29 Art. 250 ECU)		
Elections of deputies of oblast, rayon or city rayon, as well as city, village or settlement council (territorial community with 10,000 voters or more)	Elections of deputies of city, village or settlement council (territorial community with up to 10,000 voters)	Elections of village, settlement or city mayor
1	2	3
those not bearing the seal of the respective PEC		
with the stamp "Withdrawn" in the absence of a respective decision by the higher-level commission, or without the stamp "Withdrawn" in spite of a decision by the higher-level commission, or if the changes made do not comply with the respective decision of the higher-level election commission		

1	2	3
with marks placed next to the names of several party organizations in the ballot paper	without any marks at all	
without a single mark next to the full name of a party organization	with marks next to the last names of several candidates in the ballot paper	
the counterfoil was not separated from the ballot paper		
it is impossible for other reasons to establish the result of the expression of the voter's will regarding support for the electoral list of a particular party organization*	it is impossible for other reasons to establish the result of the expression of the voter's will*	
<p><i>* If there are any doubts as to the validity of a ballot paper, the PEC resolves the issue by voting. In such case, 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 (para. 3 P. 29 Art. 250 ECU).</i></p>		

Invalid ballot papers are packed. On the package, the inscription “Invalid ballot papers” is made, along with indication of:

- the name of the local election,
- the designation and/or number of the election district,
- the EP number,
- the number of packed ballot papers,
- the date and time of packing,
- the signatures of the PEC members present,
- the PEC seal.


6

The PEC counts the number of ballot papers cast for candidates to the positions of village, settlement or city mayor, party organizations and deputy candidates to oblast, rayon, city rayon, as well as city, village or settlement council (territorial community with 10,000 voters or more); deputy candidates to city, village or settlement council (territorial community with up to 10,000 voters), and also invalid ballot papers for each election type.

THE COUNTING OF VOTES		
Elections of deputies of oblast, rayon or city rayon, as well as city, village or settlement council (territorial community with 10,000 voters or more)	Elections of deputies of city, village or settlement council (territorial community with up to 10,000 voters)	Elections of village, settlement or city mayor
1	2	3
<p>The PEC counts the number of votes cast by voters who supported the territorial electoral lists of party organizations.</p> <p>During the counting of votes, each PEC member has the right to verify or re-count the respective ballot papers.</p> <p>The results of the counting of votes cast by voters who supported the territorial electoral lists of each party organization and of all party organizations are announced and entered by the PEC secretary in the protocol on the counting of votes at the EP.</p>	<p>The PEC counts the number of votes cast for each deputy candidate in a multi-member election district.</p> <p>During the counting of votes, each PEC member has the right to verify or re-count the respective ballot papers.</p> <p>The results of the counting of votes cast for candidates are announced and entered in the protocol on the counting of votes at the EP in the respective election district.</p>	<p>The PEC counts the number of votes cast for each candidate to the position of village, settlement or city mayor.</p> <p>During the counting of votes, each PEC member has the right to verify or re-count the respective ballot papers.</p> <p>The results of the counting of votes cast for candidates are announced and entered in the protocol on the counting of votes at the EP in the respective election district.</p>

1	2	3
<p>During the counting of votes, the PEC must check whether the number of voters who took part in the voting at the EP is equal to the sum of the number of invalid ballot papers at the EP and the numbers of ballot papers with votes in support of the territorial electoral lists of organizations of all parties.*</p>	<p>The PEC must check whether the number of voters who took part in the voting is equal to the sum of the number of invalid ballot papers and of ballot papers cast for candidates at the EP in this election district.*</p>	<p>The PEC must check whether the number of voters who took part in the voting is equal to the sum of the number of invalid ballot papers and of ballot papers cast for candidates at the EP in this election district.*</p>
<p><i>* In case of a mismatch between those figures, the PEC draws up an act with indication of the reason for such mismatch established by the PEC's decision, which is signed by the PEC members present and affixed with the PEC seal.</i></p>		
<p>The PEC processes, one by one, the ballot papers with votes cast for the territorial electoral list of each party organization, so as to establish the number of votes in support of each deputy candidate included in such electoral list.</p> <p>To that end, the ballot papers with votes in support of the territorial electoral list of each party organization are put on the places marked with special plates bearing on both sides the numbers of the candidates, as well as the inscription "Supported the entire list".</p>	<p>After the counting, the ballot papers with votes cast for each candidate are packed separately.</p> <p>On the packages, the following is indicated:</p> <ul style="list-style-type: none"> ● the candidate's last name and initial, ● the name of the election, ● the designation and/or number of the district, ● the EP number, ● the number of packed ballot papers, ● the date and time of packing, ● the signatures of the PEC members present, ● the PEC seal. 	

1	2	3
<p>The PEC counts the number of votes cast by voters who supported each of the deputy candidates included in the territorial electoral list of the respective party organization, as well as the number of votes cast by voters in support of the entire territorial electoral list without supporting an individual candidate in the list.</p> <p>During the counting of votes, each PEC member has the right to verify or re-count the respective ballot papers.*</p> <p><i>* If PEC members have any doubts as to the result of the expression of a voter's will in a ballot paper, the PEC is to resolve the issue by voting.</i></p> <p><i>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 results of the voting are entered in the minutes of the meeting PEC (P. 35 Art. 250 ECU).</i></p>		
<p>The results of the vote counting, in the form of number of votes cast by voters who supported each particular candidate included in the territorial electoral list of the respective party organization and the number of votes of voters who supported the entire territorial electoral list of the respective party organization without supporting a particular candidate are announced by the chairperson of the commission and entered by the secretary in the protocol on the counting of votes.</p>		
<p>The PEC must check whether the number of votes in support of the territorial list of the party organization is equal to the sum of the number of votes cast by voters who supported each of the deputy candidates included in the territorial electoral list of that party organization and the number of votes cast by voters who supported the entire territorial electoral list of that party organization without supporting an individual deputy candidate from that list.*</p> <p><i>* In case of a mismatch between those figures, the PEC can re-count the ballot papers.</i></p> <p><i>If the said mismatch is confirmed, the PEC draws up an act of a form established by the CEC, with indication of the reason for the mismatch established by the PEC's decision (P. 36 Art. 250 ECU).</i></p>		

1	2	3
<p>The ballot papers with votes cast for each of the deputy candidates of each party organization are packed into separate packages. The ballot papers with votes of voters who supported the entire territorial electoral list of each party organization without supporting a particular deputy candidate are packed into separate packages.</p> <p>On the packages, the following is indicated (P. 37, 38 Art. 250 ECU):</p> <ul style="list-style-type: none"> • the name of the local election, • the number of the territorial election district, • the EP number, • the name of the party organization, • the last name of a candidate and the candidate’s number in the party’s territorial electoral list (there must be no such indication on the package with ballot papers in support of the entire list), • the number of packed ballot papers, • the date and time of packing, • the signatures of the PEC members present, • the PEC seal. 		
<p>The packages with the ballot papers cast for each candidate and the package with the ballot papers cast by voters who supported the entire territorial electoral list of each party organization without supporting a particular deputy candidate are packed into one paper package for each party organization.</p> <p>On the package, the following is indicated:</p> <ul style="list-style-type: none"> • the name of the local election, • the number of the territorial election district, • the EP number, • the name of the respective party organization, • the number of packed ballot papers, • the date and time of packing, • the signatures of the PEC members present, • the PEC seal. 		

ВИБОРИ ДЕПУТАТІВ УСТИЛУЗЬКОЇ МІСЬКОЇ РАДИ ВОЛОДИМИР-ВОЛИНСЬКОГО РАЙОНУ ВОЛИНСЬКОЇ ОБЛАСТІ 25 ЖОВТНЯ 2020 РОКУ

КОНТРОЛЬНИЙ ТАЛОН

Багатомандатний виборчий округ № 2
з виборів депутатів Устилузької міської ради

Виборча дільниця № 070001

Номер, за яким виборця внесено до списку виборців	Підпис виборця, який отримує виборчий бюлетень	Прізвище, ініціали члена дільничної виборчої комісії, який видає виборчий бюлетень	Підпис члена дільничної виборчої комісії, який видає виборчий бюлетень
12		Кравець І.К.	Крав

(лінія відриву)

ВИБОРИ ДЕПУТАТІВ УСТИЛУЗЬКОЇ МІСЬКОЇ РАДИ ВОЛОДИМИР-ВОЛИНСЬКОГО РАЙОНУ ВОЛИНСЬКОЇ ОБЛАСТІ 25 ЖОВТНЯ 2020 РОКУ

ВИБОРЧИЙ БЮЛЕТЕНЬ

Багатомандатний виборчий округ № 2
з виборів депутатів Устилузької міської ради



Виборча дільниця № 070001

! Зробіть лише одну позначку (плюс, мінус або іншу), що засвідчує Ваше волевиявлення, у квадраті навпроти прізвища кандидата на депутата, за якого Ви голосуєте

1	АГАФОНОВ АНДРІЙ ВАДИМОВИЧ Самовисування, 1983 р.н., тимчасове не працює, проживає в місті Устилуг	<input type="checkbox"/>
2	БОНДАРЕНКО ГАННА ВІКТОРІВНА УСТИЛУЗЬКА МІСЬКА ОРГАНІЗАЦІЯ ПОЛІТИЧНОЇ ПАРТІЇ “ЖУРБА”, 1968 р.н., фізична особа-підприємець, проживає в місті Устилуг	<input type="checkbox"/>
3	ДУБ ПЕТРО ІГОРОВИЧ ВОЛИНСЬКА ОБЛАСНА ОРГАНІЗАЦІЯ ПОЛІТИЧНОЇ ПАРТІЇ “ЩАСТЯ”, 1979р.н., голова ОСББ “Героїчний”, проживає в місті Харків	<input type="checkbox"/>
4	КОВАЛІВ ІРИНА ОПАНАСІВНА Самовисування, 1948 р.н., пенсіонер, проживає в місті Устилуг	<input type="checkbox"/>
5	КОМАР ВІРА ОЛЕКСАНДРІВНА УСТИЛУЗЬКА МІСЬКА ОРГАНІЗАЦІЯ ПОЛІТИЧНОЇ ПАРТІЇ “НАТХНЕННЯ”, 1990 р.н., заступник директора ТОВ “Імаж”, проживає в місті Устилуг	<input type="checkbox"/>
6	НЕСТЕРОВИЧ ОРЕСТ ГРИГОРОВИЧ Самовисування, 1988 р.н., фізична особа-підприємець, проживає в місті Львів	<input type="checkbox"/>


ВИБОРИ ХАРКІВСЬКОЇ РАЙОННОЇ РАДИ 25 ЖОВТНЯ 2020 РОКУ

КОНТРОЛЬНИЙ ТАЛОН

Єдиний багатомандатний виборчий округ
з виборів депутатів Харківської районної ради

Територіальний виборчий округ № 2

Виборча дільниця № _____

Номер, за яким виборця внесено до списку виборців	Підпис виборця, який отримує виборчий бюлетень	Прізвище, ініціали члена дільничної виборчої комісії, який видає виборчий бюлетень	Підпис члена дільничної виборчої комісії, який видає виборчий бюлетень
			

(лінія відриву)

ВИБОРИ ХАРКІВСЬКОЇ РАЙОННОЇ РАДИ 25 ЖОВТНЯ 2020 РОКУ

ВИБОРЧИЙ БЮЛЕТЕНЬ

Єдиний багатомандатний виборчий округ
з виборів депутатів Харківської районної ради



Територіальний виборчий округ № 2

Виборча дільниця № _____

! Зробіть позначку «плюс» (+) або іншу позначку, що свідчує про волевиявлення, у порожньому квадраті навпроти назви місцевої організації політичної партії, у квадраті з нанесеним графаретом для написання номера кандидата впишіть порядковий номер кандидата, якого Ви підтримуєте від цієї місцевої організації політичної партії

№ організації партії	Повна назва місцевої організації політичної партії, прізвище, ініціали та по батькові кандидата в депутати, включеного до єдиного виборчого списку під певним номером, без зазначення номера	Прізвища, ініціали кандидатів та їх порядкові номери, за якими їх включено до територіального виборчого списку місцевої організації політичної партії																								
1	ХАРКІВСЬКА ОБЛАСНА ОРГАНІЗАЦІЯ ПОЛІТИЧНОЇ ПАРТІЇ "РАДІСТЬ" Радісний Радислав Романович	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>1 Чебаненко М.В.</td> <td>7 Бевза Д.Н.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>2 Кулеба Г.Б.</td> <td>8 Проколенко З.К.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>3 Ласкава І.М.</td> <td>9 Грицацуєва Г.С.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>4 Гнат Т.И.</td> <td>10 Маслова У.В.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>5 Бодра К.В.</td> <td>11 Іванов В.М.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>6 Перебийніс В.В.</td> <td>12 Носенко В.Т.</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	1 Чебаненко М.В.	7 Бевза Д.Н.	<input type="checkbox"/>	<input type="checkbox"/>	2 Кулеба Г.Б.	8 Проколенко З.К.	<input type="checkbox"/>	<input type="checkbox"/>	3 Ласкава І.М.	9 Грицацуєва Г.С.	<input type="checkbox"/>	<input type="checkbox"/>	4 Гнат Т.И.	10 Маслова У.В.	<input type="checkbox"/>	<input type="checkbox"/>	5 Бодра К.В.	11 Іванов В.М.	<input type="checkbox"/>	<input type="checkbox"/>	6 Перебийніс В.В.	12 Носенко В.Т.
<input type="checkbox"/>	<input type="checkbox"/>	1 Чебаненко М.В.	7 Бевза Д.Н.																							
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2	ХАРКІВСЬКА РАЙОННА ОРГАНІЗАЦІЯ ПОЛІТИЧНОЇ ПАРТІЇ "ЩАСТЯ Є" Щаслива Віра Василівна	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>1 Інгул С.В.</td> <td>4 Ємельянова Л.Д.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>2 Грищенко Ф.Б.</td> <td>5 Бурундук П.П.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>3 Гомонюк Р.У.</td> <td></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	1 Інгул С.В.	4 Ємельянова Л.Д.	<input type="checkbox"/>	<input type="checkbox"/>	2 Грищенко Ф.Б.	5 Бурундук П.П.	<input type="checkbox"/>	<input type="checkbox"/>	3 Гомонюк Р.У.													
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3	ХАРКІВСЬКА ОБЛАСНА ОРГАНІЗАЦІЯ ПОЛІТИЧНОЇ ПАРТІЇ "Журба ГЕТЬ!" Журбін Жан Владиславович	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>1</td> <td>7 Костюк В.Я.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>2 Кандиба Е.К.</td> <td>8</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>3 Колова С.П.</td> <td>9 Глива С.І.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>4 Костюк В.Я.</td> <td>10 Сливка С.К.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>5 Гомонюк Ф.П.</td> <td>11</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>6</td> <td>12</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	1	7 Костюк В.Я.	<input type="checkbox"/>	<input type="checkbox"/>	2 Кандиба Е.К.	8	<input type="checkbox"/>	<input type="checkbox"/>	3 Колова С.П.	9 Глива С.І.	<input type="checkbox"/>	<input type="checkbox"/>	4 Костюк В.Я.	10 Сливка С.К.	<input type="checkbox"/>	<input type="checkbox"/>	5 Гомонюк Ф.П.	11	<input type="checkbox"/>	<input type="checkbox"/>	6	12
<input type="checkbox"/>	<input type="checkbox"/>	1	7 Костюк В.Я.																							
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<input type="checkbox"/>	<input type="checkbox"/>	6	12																							

ВИБОРИ ХАРКІВСЬКОГО МІСЬКОГО ГОЛОВИ ХАРКІВСЬКОГО РАЙОНУ
ХАРКІВСЬКОЇ ОБЛАСТІ 25 ЖОВТНЯ 2020 РОКУ

КОНТРОЛЬНИЙ ТАЛОН

Єдиний одномандатний міський виборчий округ
з виборів Харківського міського голови

Територіальний виборчий округ
Холодногірський

Виборча дільниця № 61016

Номер, за яким виборця внесено до списку виборців	Підпис виборця, який отримує виборчий бюлетень	Прізвище, ініціали члена дільничної виборчої комісії, який видає виборчий бюлетень	Підпис члена дільничної виборчої комісії, який видає виборчий бюлетень
1024		Бондаренко	Бонд

(лінія відриву)

ВИБОРИ ХАРКІВСЬКОГО МІСЬКОГО ГОЛОВИ ХАРКІВСЬКОГО РАЙОНУ
ХАРКІВСЬКОЇ ОБЛАСТІ 25 ЖОВТНЯ 2020 РОКУ

ВИБОРЧИЙ БЮЛЕТЕНЬ

Єдиний одномандатний міський виборчий округ
з виборів Харківського міського голови

Територіальний виборчий округ
Холодногірський

Виборча дільниця № 61016

! Зробіть лише одну пометку (плюс (+) або мінус (-), що засвідчує Ваше волевиявлення, у квадраті навпроти прізвища кандидата, за якого Ви голосуєте

1	БЕЗПАЛИЙ СВЯТОСЛАВ ІГОРОВИЧ Самовисування, 1966 р.н., тимчасово не працює, проживає в м.Київ	<input type="checkbox"/>
2	ГРИГОРЕНКО ІРИНА ВІКТОРІВНА Харківська міська організація політичної партії "Журба", 1988 р.н., фізична особа-підприємець, проживає в м.Харків	<input type="checkbox"/>
3	КУЙБІДА ВАСИЛЬ МИРОСЛАВОВИЧ Харківська міська організація політичної партії "Щастя", 1979р.н., голова ОСББ "Героїчний", проживає в м.Харків	<input type="checkbox"/>
4	НОСОВ СТЕПАН ВІКТОРОВИЧ Харківська обласна організація політичної партії "Натхнення", 1990 р.н., заступник директора, ТОВ "Вектор Плюс", проживає в м.Мерефа	<input type="checkbox"/>
5	ПАРУШЕВИЧ ІВАН ВАСИЛЬОВИЧ Самовисування, 1964 р.н., головний лікар, Комунальне некомерційне підприємство Харківської обласної ради "Обласна клінічна лікарня", проживає в м.Харків	<input type="checkbox"/>
6	ШЕВЧЕНКО ЗІНАІДА ПАВЛІВНА Самовисування, 1954 р.н., пенсіонер, проживає в м.Харків	<input type="checkbox"/>

PROTOCOL ON THE COUNTING OF VOTES AT THE ELECTION PRECINCT



4

The protocol on the counting of votes at the EP is drawn up by the PEC in 4 copies. The form of the PEC protocol on the counting of votes at the EP is subject to approval by CEC. The copies of the protocol are enumerated and have equal legal force. It is prohibited to complete the protocols on the counting of votes at the EP in pencil, or to make any corrections in them without a decision to that effect by the PEC, or to sign it and affix such protocol with the PEC seal before it is completely filled out (P. 3, 5 Art. 251 ECU).

All the copies of the protocol on the counting of votes at the EP are to be signed exclusively after the protocol has been completely filled out at the PEC meeting. The signatures of the PEC members are to be affixed with the commission’s seal.

IN THE PEC PROTOCOL ON THE COUNTING OF VOTES
AT THE EP THAT WERE CAST FOR

the territorial electoral lists of deputy candidates to oblast, rayon, city rayon, as well as city, village or settlement council (territorial community with 10,000 voters or more)

deputy candidates in a multi-member election district, candidates to the position of village, settlement or city mayor

1

2

THE FOLLOWING INFORMATION IS ENTERED IN FIGURES:

1) the number of ballot papers received by the PEC;

1) the number of ballot papers received by the PEC;

2) the number of unused ballot papers invalidated by the PEC;

2) the number of unused ballot papers invalidated by the PEC;

3) the number of voters included in the voter list at the EP (as of the end of the voting);

3) the number of voters included in the voter list at the EP (as of the end of the voting);

4) the number of voters included at the EP in the excerpt from the voter list for voting at voters’ place of stay;

4) the number of voters included at the EP in the excerpt from the voter list for voting at voters’ place of stay;

1	2
5) the number of voters who received ballot papers in the premises for voting;	5) the number of voters who received ballot papers in the premises for voting;
6) the number of voters who received ballot papers at their place of stay;	6) the number of voters who received ballot papers at their place of stay;
7) the total number of voters who received ballot papers;	7) the total number of voters who received ballot papers;
8) the number of ballot papers that are not to be taken into account;	8) the number of ballot papers that are not to be taken into account;
9) the number of voters who took part in the voting at the EP;	9) the number of voters who took part in the voting at the EP;
10) the number of ballot papers declared invalid;	10) the number of ballot papers declared invalid;
11) the overall number of votes in support of the territorial electoral lists all of party organizations;	11) the number of votes cast for each candidate.
12) the number of votes in support of the territorial electoral list of each party organization;	
13) the number of votes in support of each candidate included in the territorial electoral list of each party organization;	
14) the number of votes cast by voters who supported the entire territorial list of each party organization without supporting a particular deputy candidate in that list.	

The protocol on the counting of votes at the EP must also specify the date and time (hour and minutes) of its signing by the PEC members present at the EC meeting.

Failure or refusal to sign the protocol by some members of the PEC entails no legal consequences for the validity of the protocol. In the absence of the signature of a PEC member in the protocol on the counting of votes at the EP, the reason for the absence of signature is to be specified next to his/her last name.

The first and second copies of the protocol on the counting of votes at the EP can also be signed by:

- candidates,
- candidates' proxies,
- authorized persons of party organizations,
- official observers

present at the PEC meeting during the counting of votes.

DISSENTING OPINION

A commissioner disagreeing with the results of the counting of votes recorded in the protocol of the commission is to sign the protocol with the note "With dissenting opinion."

A written account of the dissenting opinion is appended to the PEC protocol on the counting of votes at the EP.

PROTOCOL MARKED "CORRECTED"

If after the signing of the protocol on the counting of votes at the EP in the respective district the PEC has discovered inaccuracies in it (a typo or a wrong number), it is to consider at the same meeting making changes to it by way of drawing up a new protocol, which is to be marked "Corrected". A protocol marked "Corrected" is to be drawn up in 4 copies.

In such case, the votes are not re-counted.

ADDRESSEES OF THE COPIES OF THE PROTOCOL

The first and second copies of the PEC protocol on the counting of votes at the EP in the respective local elections in the respective election district, as well as the respective copies of the protocol marked "Corrected", if any, and the act on the issuance of the copies of the protocol are to be packed. On the package, the inscription "**Protocol on the counting of votes**" is made, along with indication of:

- the name of the local election,
- the designation and/or number of the election district,
- the EP number,
- the date and time of packing,
- the signatures of the PEC members present,
- the PEC seal.

The third copy of the protocol is stored by the PEC secretary.

The fourth copy is immediately posted in public view in the PEC premises.

COPY OF THE PROTOCOL ON THE COUNTING OF VOTES

The following persons present during the counting of votes at the EP (P. 8 Art. 251 ECU):

- PEC members,
- candidates, their proxies,
- authorized persons of party organizations,
- official observers

are to be immediately provided, at their request, with copies of the aforementioned protocol for the respective local election in the respective election district (including the protocol marked "Corrected"), certified by the PEC chairperson and secretary and affixed with the seal of the commission.

The said electoral subjects are entitled to receive no more than one copy of each protocol.

Copies of the PEC protocol on the counting of votes at the EP can be produced using technical means, for example photocopiers.

The issuance of copies of the protocol on the counting of votes at the EP is to be certified by an act of a form established by the CEC. The act must contain the list of persons who received the copies of the respective protocol, the date and time of reception of those copies; the persons in question are to sign the act.

The act is to be signed by the PEC chairperson and secretary and affixed with the PEC seal. The act is packed into the package containing the first and second copies of the PEC protocol on the counting of votes at the EP.

INVALIDATION OF VOTING AT THE ELECTION PRECINCT



The PEC can adopt a decision declaring the voting at the EP invalid if it has established that there have been violations of the requirements of the Code that make it impossible to reliably establish the results of the expression of the voters' will, provided that the following circumstances are present (P. 1 Art. 252 ECU):

>5% of the number of voters who received ballot papers at the EP

- cases of illegal voting (a person other than the voter fills out a ballot paper, drops it into the ballot box);
- voting by persons who have no right to vote;
- voting by persons not included in the voter list for the EP;
- voting by persons groundlessly included in the voter list;
- multiple voting by a voter.

>5% of the number of voters who received ballot papers at the EP

destruction of or damage to a ballot box (ballot boxes) making it impossible to establish the content of ballot papers

>10% of the number of voters who received ballot papers at the EP

discovery of more ballot papers in ballot boxes than the number of voters who received ballot papers at the EP

** The number of voters who received ballot papers for voting in the respective election is entered in the protocol on the counting of votes at the EP and established pursuant to P. 11-13 Art. 250, EC of Ukraine.*

If the aforementioned circumstances are discovered, in each case the PEC is to draw up a relevant act which is to be signed by all PEC members present and affixed with the PEC seal. Such act(s) is/are a ground for consideration by the PEC of invalidating the voting at the EP in the respective district (P. 2 Art. 252).

If a decision is adopted declaring voting at the EP invalid in a certain individual election, all ballot papers for that election found in the ballot boxes at that EP will be referred to the category of ballot papers not to be taken into account.

Such ballot papers are packed. On the package, the inscription “Ballot papers” is made, along with indication of:

- the name of the local election,
- the designation and/or number of the election district,
- the EP number,
- the number of packed ballot papers,
- the date and time of packing,
- the signatures of the PEC members present,
- the PEC seal.

PEC protocol on the counting of votes at the EP cast for the territorial electoral lists of deputy candidates to oblast, rayon, city rayon, as well as city, village or settlement council (territorial community with 10,000 voters or more)	PEC protocol on the counting of votes at the EP cast for deputy candidates in a multi-member election district, candidates to the position of village, settlement or city mayor
1	2
in such case must only contain the following information:	
1) the number of ballot papers received by the PEC;	1) the number of ballot papers received by the PEC;
2) the number of unused ballot papers invalidated by the PEC;	2) the number of unused ballot papers invalidated by the PEC;
3) the number of voters included in the voter list at the EP (as of the end of the voting);	3) the number of voters included in the voter list at the EP (as of the end of the voting);
4) the number of voters included at the EP in the excerpt from the voter list for voting at voters’ place of stay;	4) the number of voters included at the EP in the excerpt from the voter list for voting at voters’ place of stay;

1	2
5) the number of voters who received ballot papers in the premises for voting;	5) the number of voters who received ballot papers in the premises for voting;
6) the number of voters who received ballot papers at their place of stay;	6) the number of voters who received ballot papers at their place of stay;
7) the total number of voters who received ballot papers;	7) the total number of voters who received ballot papers;
8) the number of ballot papers that are not to be taken into account.	8) the number of ballot papers that are not to be taken into account.
A dash is inserted in place of other information.	

IMPORTANT!

The PEC's decision invalidating the voting at the EP and the act(s) on the basis of which this decision was adopted are appended to the protocol on the counting of votes at the EP.

**PROCEDURE FOR
TRANSPORTATION
AND TRANSFER
OF ELECTION
DOCUMENTS
TO THE TERRITORIAL
ELECTION
COMMISSION**



Election documentation is to be transported to the respective territorial election commissions immediately after the compilation of the protocols on the counting of votes in all local elections in all election districts in which voting was organized by the PEC.



WHO PERFORMS THE TRANSPORTATION?

Election documentation is transported:

- by the PEC chairperson or deputy chairperson,
- by two other members of this commission, who are representatives of different entities nominating candidates to the respective PEC,
- under protection and escorted by police officers.

If necessary, at the request of the TEC, SSU officers can also be invited to take part in the transportation.

IMPORTANT!

If several types of elections were conducted at the EP simultaneously and election documents are to be transported to different TECs, the PEC adopts a decision designating no less than three members of the commission (representatives of different entities nominating candidates to the PEC) who will be responsible for transporting and transferring the election documentation to each TEC which is an end point of the transportation (P. 1 Art. 253 ECU).

Other PEC members (not involved in the transportation of election documents), candidates, their proxies, authorized persons of local party organizations, and official observers can also accompany the transportation of such documents if they wish to do so. Other persons are prohibited from accompanying the transportation of such documents.

IMPORTANT!

During the transportation of the documents, packages with the ballot papers and other documentation may not be opened!

During the transportation of election documents, constant ventilation of the car is strongly recommended. The vehicle's salon shall be disinfected after transporting election documents to the TEC (p.17 of the Procedure approved by the resolution of the Cabinet of Ministers of Ukraine of July 22, 2020, № 641 (as amended)).

During the transportation of election documentation, the following will be stored in the safe (metal strong box) in the PEC premises:

- the PEC seal,
- blank forms of PEC protocols on the counting of votes at the EP*

** if they were not used for drawing up a protocol marked "Corrected" before taking those protocols along with the election documentation to the TEC.*

If the respective TEC adopts a decision to oblige the PEC to correct the discovered faults by drawing up a protocol on the counting of votes at the EP marked "Corrected", the PEC will consider at its meeting the issue of making changes to the respective protocol and draw up, within the timeframe specified by the TEC, a protocol marked "Corrected" when the commission members who performed the transportation of the election documentation are back. Immediately after its compilation, the protocol marked "Corrected" will be transported to the TEC in accordance with the procedure specified above (P. 6 Art. 253 ECU).

WHICH TEC MUST THE ELECTION DOCUMENTATION BE TRANSPORTED TO?

WHICH PEC?	TO WHICH TEC?	PROTOCOL ON THE COUNTING OF VOTES AT THE EP	CODE ARTICLE
PEC of an EP created in the territory of a village or settlement	Village, settlement TEC	1) election of oblast council deputies; 2) election of rayon council deputies; 3) election of deputies of, respectively, the village or settlement council; 4) election of, respectively, village or settlement mayor	P. 2 Art. 253
PEC of an EP created in the territory of a city not divided into rayons	City TEC	1) election of oblast council deputies; 2) election of rayon council deputies; 3) election of city council deputies; 4) election of city mayor	P. 2 Art. 253
PEC of an EP created in the territory of a city divided into rayons in which city rayon councils have not been created	City TEC	1) election of oblast council deputies; 2) election of rayon council deputies	P. 3 Art. 253
	City rayon TEC	1) election of city council deputies; 2) election of city mayor.	P. 3 Art. 253
PEC of an EP created in the territory of a rayon of a city in which city rayon councils have been created	City TEC	1) election of oblast council deputies; 2) election of rayon council deputies	P. 4 Art. 253
	City rayon TEC	1) election of city council deputies; 2) election of city mayor; 3) election of city rayon council deputies.	

CONSIDERATION OF COMPLAINTS

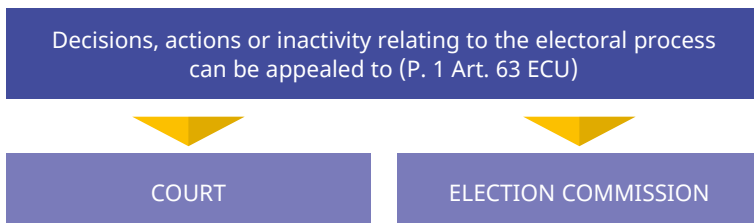


FOR READERS' INFORMATION!

Appealing / challenging – filing a complaint.

Complainant – party who files a complaint.

Respondent – party who responds to a complaint.



WHO HAS THE RIGHT TO APPEAL TO COURT?

WHO HAS THE RIGHT TO APPEAL TO COURT?

The right to lodge a claim before a court is vested in electoral subjects (P. 1 Art. 64 ECU).

WHAT CAN BE APPEALED IN COURT?

The following can only be appealed to court (P. 2 Art. 64 ECU):

- 1) decisions, actions, inactivity of the CEC, actions or inactivity of a CEC member;
- 2) decisions or actions of a TEC, except those specified in P. 4 Art. 65 ECU, actions or inactivity of a TEC member;
- 3) actions or inactivity of a candidate;
- 4) decisions or actions of a party organization, a public association, their officials or authorized representatives that are related to the electoral process*,
** except those decisions or actions which, in accordance with the law or statute (regulations), are classified as their internal operations or matters of their exclusive competence;*
- 5) actions or inactivity of a candidate's agent or authorized person of a party organization that is a subject of the respective electoral process;

- 6) actions or inactivity of an official observer from a candidate, a party organization that is a subject of the respective electoral process, or an NGO;
- 7) decisions, actions or inactivity of bodies of executive power, bodies of power of the ARC, LSGBs, enterprises, institutions, establishments and organizations, their officials and executives;
- 8) decisions, actions or inactivity of mass media, information agencies, their owners, officials and executives, creative professionals.

A court in which a suit has been instituted must immediately notify the respective EC, the higher-level commission, the CEC, and in respect of voter lists — also the SVR maintenance body of the receipt of such claim, the initiation of proceedings or refusal to initiate proceedings, as well as of the decision passed by the court (P. 4 Art. 64 ECU).

APPEALING TO ELECTION COMMISSION

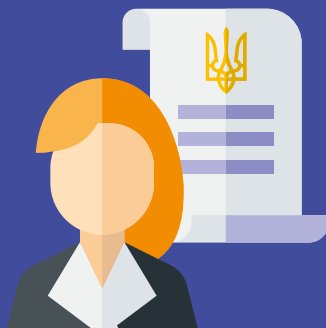


NO COMPLAINTS CAN BE FILED WITH A PRECINCT ELECTION COMMISSION OR CONSIDERED BY IT!

However, electoral subjects can complain against PEC decisions, actions or inactivity (P. 4 Art. 65).

COMPLAINTS shall be submitted to:	COMPLAINTS can be against
the TEC establishing the results of the respective local elections (if the results of voting in the respective local elections are not established)	decisions, actions or inactivity of a PEC providing for the organization and conduct of respective local elections
the TEC establishing the results of voting in the respective local elections	
the TEC that created the respective PEC	actions or inactivity of a member of such PEC

LIABILITY FOR VIOLATING ELECTION LEGISLATION



Persons guilty of violating the election legislation, the electoral rights of voters, candidates, parties (party organizations) that are electoral subjects, are subject (P. 3 Art. 19 ECU) to:

- criminal,
- administrative,
- other liability

in accordance with the procedure established by the law.

CRIMINAL PROSECUTION

IMPORTANT!

Crimes against citizens' electoral rights are punished, inter alia, by different terms of restriction or deprivation of liberty, in some cases with deprivation of the right to occupy certain positions or engage in certain activities for a certain period.

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 CCU);
- provision of false information to the SVR maintenance body or other unauthorized interference in the work of the SVR (Art. 158 CCU);
- illegal use of a ballot paper, a voter's multiple voting (Art. 158-1 CCU);
- falsifying, forging, stealing, damaging or destroying election documentation, stealing, damaging, concealing, destroying the seal of an election commission, a ballot box, or a voter list (Art. 158-3 CCU);
- violation of the secrecy of voting (Art. 159 CCU);
- bribing of a voter or of an election commission member (Art. 160 CCU).

ADMINISTRATIVE PROSECUTION

Norm of current legislation	Offense	Punishment, amount of fine
1	2	3
Art. 212-8 CUoAO	Violation of citizen's right for familiarization with the voter list	From 170 to 510 UAH
Art. 212-10 CUoAO	Election campaigning by a person whose participation in election campaigning is prohibited	For citizens: from 1,700 to 3,400 UAH For officials: from 3,400 to 5,100 UAH
Art. 212-16 CUoAO	Ordering or producing more ballot papers than the number established by a decision of the respective EC	From 425 to 850 UAH
Art. 212-17 CUoAO	Failure to provide a copy of an election protocol to persons legally entitled to receive such copy	From 340 to 1,700 UAH
Art. 212-18 CUoAO	Non-execution of decisions EC adopted by an EP within the limits of its competence	For citizens: from 255 to 425 UAH For officials: from 510 to 850 UAH
Art. 212-19 CUoAO	Refusal to release an EC member from performing his/her job- or position-related duties at the permanent workplace for the time of performance of the duties of an EC member	For officials: from 340 to 850 UAH
Art. 212-19 CUoAO	Dismissal or demotion of an EC member on grounds related to the performance of his/her duties in the EC	For officials: from 1,020 to 1,700 UAH

1	2	3
Art. 212-20 CUoAO	Violation of the procedure for publication of documents related to the preparation and conduct of elections	From 170 to 340 UAH
Art. 212-24 CUoAO	Interference with the exercise of a voter's electoral right, interference with the activities of another electoral subject, an EC member or an official observer in performing their duties or exercising their rights	For citizens: from 1,700 to 3,400 UAH For officials: from 3,400 to 5,100 UAH

IMPORTANT!

The list of persons who have the right to draw up **protocols (reports) on an administrative offense** is specified in Art. 255 CUoAO;

in particular, the chairperson, deputy chairperson, secretary, other members of an election commission can draw up the respective protocols based on the following Articles: 212-7, 212-9, 212-11-212-20, 212-22-212-24 CUoAO.



TRAINING RESOURCE FOR ELECTION COMMISSION MEMBERS

If you wish to improve your knowledge regarding organization of elections or would like to find answers to questions, use the web resource VYBORCOM for election commission members. There, you can find:

- Methodological materials, divided into 20 training topics;
- A library containing forms and examples of compilation of election commission documents, as well as references to relevant legislative acts and bylaws;
- Answers to questions frequently asked by election commission members.

If your question is unique, you can send it online and you will get the answer in your mailbox. The resource is open to everyone. Access to all the materials is free.

The screenshot shows the VYBORCOM website interface. At the top, there is a navigation bar with the logo and the text "ВИБОРКОМ" on the left, and a blue bar with the text "vyborkom.org" on the right. Below the navigation bar, there is a horizontal menu with the following items: "Методичні матеріали", "Бібліотека", "Пошук", "Новини", and "Питання-відповідь".

On the left side, there is a vertical menu titled "ВСІ РОЗДЛИ" (All Sections) with the following items:

- I. Основні засади місцевих виборів та плани роботи ВК
- II. Виборчі комісії та організація їх роботи
- III. Списки виборців
- IV. Кандидати, спостерігачі та інші учасники виборів
- V. Виборчі бюлетені та організація голосування
- VI. Підрахунок голосів і встановлення результатів місцевих виборів
- Бібліотека

On the right side, there is a main content area titled "ВСІ РОЗДЛИ" (All Sections) with the following items:

- I. Основні засади місцевих виборів та плани роботи ВК**
З чого почати? Основні правила. Календарні іван.
- II. Виборчі комісії та організація їх роботи**
Утворення ТВК та ДСК. Статус комісії і її членів. Формування журів.
- III. Списки виборців**
Складання і уточнення списків виборців. Заявлячі та спонсоровані ділянки.
- IV. Кандидати, спостерігачі та інші учасники виборів**
Виступання та реєстрація кандидатів. Спостерігачі, ЗМІ, інші учасники виборів.
- V. Виборчі бюлетені та організація голосування**
Виготовлення і видача бюлетенів. Підготовка та проведення голосування.
- VI. Підрахунок голосів і встановлення результатів місцевих виборів**
Підрахунок голосів на ділянках. Приймання документів в ТВК. Встановлення результатів виборів.
- Бібліотека**
Законотдаєство і нормативні акти, посібники та інші методичні матеріали, форми та приклади заповнених виборчих документів, відповіді на поширені запитання.