

Central Election Commission of the Russian Federation

Russian Elections Technology Education Center
at the Central Election Commission
of the Russian Federation

Elections of Deputies of the State Duma
of the Federal Assembly of the Russian Federation
of the Eighth Convocation

**INSTRUCTION BOOKLET
TO MEMBERS OF PRECINCT
ELECTION COMMISSION
ON INTERACTION WITH OBSERVERS
AND MEDIA REPRESENTATIVES**

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The text in this booklet was translated from the Russian language

From the moment of beginning of the work of a precinct election commission (hereinafter, a “PEC”) on the voting days on September 17, 18 and 19, 2021, on early voting days and until receiving a communication from the higher-standing territorial election commission (hereinafter, a “TEC”) on acceptance of the minutes on voting results, as well as during repeated counting of votes, observers as well as representatives of the media who have accreditation certificates issues by the CEC of Russia or by respective election commissions of constituent entities of the Russian Federation (hereinafter, “media representatives”) shall be entitled to be present at polling stations*.

Access for observers and media representatives to voting premises shall be provided at least one hour before the start of voting.

Observers and media representatives shall be entitled to effect observation both constantly and at timespans freely chosen by them within a specified period.

The PEC Chairperson must ensure the openness and publicity of the election commission’s work, explain to voters the procedure for exercising their active electoral right, and explain to those present at the voting and counting of votes, the procedure and significance of all actions performed by the PEC.

The PEC members should remember that maintaining amicable relations with observers, media representatives and other persons present at the voting premises shall allow, to a maximum degree, to provide working environment on the voting days. That is why it is necessary to seek establishing an atmosphere of trust and cooperation, to assist in lawful activities of observers and media representatives and in exercising their rights.

* Also, the following persons shall be entitled to be present at voting premises: members of higher-standing election commissions; staff of offices of higher-standing election commissions; a candidate registered for a respective single-seat voting district or his/her authorized representative in charge of financial issues; an authorized representative or authorized person of a political party that has registered a federal list of candidates, or a candidate from the said list; or a candidate from the said list; foreign (international) observers.



1. WHO IS AN OBSERVER?

An observer is a citizen of the Russian Federation authorized to conduct observation with regard to holding voting, counting of votes and other activities of a PEC in the period of holding voting, including the activities of a PEC aimed at checking the correctness of establishing voting results

A PEC receives a list of the observers appointed to a respective PEC from the higher-standing TEC.

For exercising his/her powers, an observer from the said list shall submit to a PEC a referral made in written form.

Such referral shall be submitted on the day preceding the first voting day (early voting day) or actually on the voting day (early voting day).

A referral shall be issued by a political party that has registered a federal list of candidates (hereinafter, a “political party”), by a candidate registered for the respective single-seat voting district (hereinafter, a “candidate”) or his/her authorized person, by a public control subject (the Civic Chamber of the Russian Federation, a civic chamber of a constituent entity of the Russian Federation) that has appointed a particular observer. At the same time, a civic chamber of a constituent entity of the Russian Federation shall appoint observers to the election commissions located in the territory of a respective constituent entity of the Russian Federation.

The referral shall specify the surname, name and patronymic of each observer, his/her residence address, polling station number, the name of the election commission where he/she is sent, as well as contain an entry about absence of the restrictions established by Part 2 of Article 33 of Federal Law «On the Election of Deputies of the State Duma of the Federal Assembly of the Russian Federation» Specifying any additional data about the observer, and in case of sending of an observer by a candidate, by his/her authorized person and affixing a seal shall not be required.

The referral shall be valid with providing a passport or a document substituting a passport of a citizen of the Russian Federation.

A political party, candidate, public control subject may appoint to each PEC observers on the basis of no more observers for each voting day, who have the right to effect observation at voting premises in turns.

The said restriction does not impede one observer, appointed by a political party, candidate, public control subject, to exercise the powers for observation in voting premises, and another observer appointed by the same political party, candidate, public control subject, to exercise the powers for observing the organization of voting of voters outside voting premises, voting using an additional opportunity for exercising electoral rights of citizens of the Russian Federation — voting of groups of voters who reside (stay) in communities and other places with no voting premises available and complicated transport communication (hereinafter, “the additional voting form”^{**}).

One and the same person may be appointed as an observer only to one election commission.

* The voting form is established by clause 1.4 of the Regulations on the Specifics of Voting, Establishing the Results of Voting at Holding Voting at the Elections, Referenda Scheduled for September 19, 2021 within several consecutive days, as approved by Resolution of the CEC of Russia No. 13/103-8 dated July 1, 2021.

An observer shall be entitled to wear a badge the form of which is determined by the CEC of Russia*:

from a political party

<p>Elections of deputies of the State Duma of the Federal Assembly of the Russian Federation of the eighth convocation</p> <p>_____</p> <p><i>(surname)</i></p> <p>_____</p> <p><i>(first name, patronymic)</i></p> <p>OBSERVER</p> <p>sent by a political party</p> <p>_____</p> <p><i>(political party name)</i></p> <p>_____</p>

from a candidate

<p>Elections of deputies of the State Duma of the Federal Assembly of the Russian Federation of the eighth convocation</p> <p>_____</p> <p><i>(surname)</i></p> <p>_____</p> <p><i>(first name, patronymic)</i></p> <p>OBSERVER</p> <p>sent by candidates to deputies of the State Duma of the Federal Assembly of the Russian Federation for single-seat voting district No. ____</p> <p>_____</p> <p><i>(surname)</i></p> <p>_____</p> <p><i>(first name, patronymic of the candidate)</i></p>
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* Resolution of the CEC of Russia No. 2/14-8 dated April 14, 2021 "On forms of badges for a member of the election commission with the right of deliberative vote and an observer present at voting and counting of votes at precinct election commissions at holding the Elections of Deputies of the State Duma of the Federal Assembly of the Russian Federation of the Eighth Convocation".

from a public control subject

<p style="text-align: center;">Elections of deputies of the State Duma of the Federal Assembly of the Russian Federation of the eighth convocation</p> <hr/> <p style="text-align: center;"><i>(surname)</i></p> <hr/> <p style="text-align: center;"><i>(first name, patronymic)</i></p> <p style="text-align: center;">OBSERVER</p> <p style="text-align: center;">sent by</p> <hr/> <p style="text-align: center;"><i>(name of the public control subject)</i></p> <hr/>

Note: An observer's badge is a rectangular card with dimensions not exceeding 100 x 65 mm, generally made of thick paper of white color, with indication of the observer's surname, name and patronymic, full or respective abbreviated name of a political party, name of the public control subject indicated in paragraphs 1 and 2 of Part 1 of Article 9 of Federal Law "On the Fundamentals of Public Control in the Russian Federation" (the Civic Chamber of the Russian Federation, a civic chamber of a constituent entity of the Russian Federation), the surname, first name and patronymic of the candidate, that have sent the observer to the election commission.

An observer's badge shall not contain elements of pre-election campaigning.

Text on the card may be typed, written by hand or applied in a combined manner. If the card is filled in using typed text, it is recommended to type the words "Observer", his/her surname, full or abbreviated name of the political party, name of the public control subject, the surname, name and patronymic of the candidate that has appointed (sent) the badge holder to the election commission in bold script of black color, the font size not exceeding 18 points and the other text — in black script with the font size not exceeding 14 points.

If the card is filled in by hand it is recommended to write the text in a legible manner with blue or black ink.

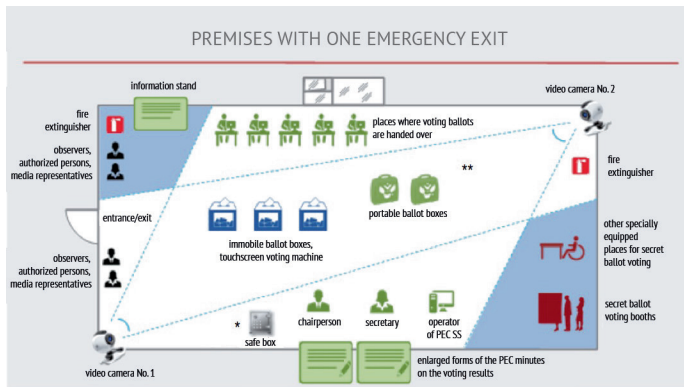
It is recommended to fasten badges to clothes.

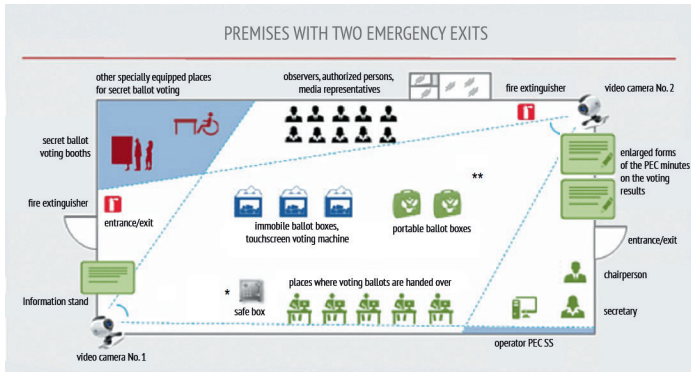
2. EXERCISING OF OBSERVERS' RIGHTS AT VOTING PREMISES

2.1. At holding voting

The voter is the most important person in voting premises, and the PEC is authorized by law to create all conditions for his/her free expression of will and ensure the secrecy of election.

In connection to this decision, the PEC needs to determine the places for location of observers in order that the places for handing over the voting ballots, places for secret ballot voting, ballot boxes, technical means for votes counting (if used) are simultaneously within view of the PEC members and observers:





* The place of storage of security bags with ballots of the voters who have voted.

** A place from which the PEC minutes on the voting results are demonstrated and date from the minutes are announced.

During holding the voting on September 17, 18 and 19, 2021 representatives of public voting observation headquarters (voting observation centers) created at the Civic Chamber of the Russian Federation, civic chambers of constituent entities of the Russian Federation shall be entitled to cooperate on issues within their competence with observers and other electoral process participants.

2.2. During direct counting of votes (including during repeated counting of votes)

It should be taken into consideration that an observer shall be entitled to watch the counting of votes at the polling station at a distance and in conditions that would allow him/her to see the marks of voters contained in the ballots. Therefore, it is advisable to place observers at a distance not exceeding 2–2.5 meters from the place of sorting and direct counting of ballots.

At the same time in the course of announcing of the marks contained in voting ballots the PEC members shall provide such ballots for visual control to everyone present. The recommended time during which a mark in the ballot shall be made is not less than one second.

It should be also remembered that counting of sorted voting ballots of an established form in each pack shall be effected separately for each candidate, for each federal list of candidates.

At that, voting ballots shall be counted by taking them from one part of the pack and putting them one by one to the other part of the pack, so that the persons present at vote counting could see the voter's mark in each ballot. Simultaneous counting of ballots from different packs shall not be permitted.

After completion of the vote counting, ballots shall be packed in separate packs by candidates, federal lists of candidates. Invalid and cancelled ballots shall be packed into separate packs. The said packs and the electoral roll shall be placed into bags or boxes on which the PEC members, observers and media representatives shall be entitled to put their signatures.

2.3. At familiarizing with electoral documents

An observer shall be entitled to:

- get familiarized with the electoral roll, information on the voters who have applied for including in the electoral roll at the place of their stay, with the register of statements (oral applications) as regards voting outside the voting premises. It is advisable to have the observers familiarized with the electoral roll before the start of the voting time;
- watch counting of votes of the voters included in the electoral roll, voting ballots handed over to voters, cancelled voting ballots. In connection to this, the observer shall be entitled to get familiarized with the counting data included into the sheet (sheets) of the electoral roll, with data located on the last sheet of the electoral roll, get visually familiarized with sorted voting ballots;

– get familiarized with the minutes on voting results drawn up by the PEC where he/she has been sent and documents attached thereto (separate opinions of PEC members with the right of casting vote, complaints (statements) and decisions taken thereon, acts, registers).

In order to get visually familiarized with the documents listed above, an observer shall be entitled to approach the place where they are located — the desks of the Chairperson, Deputy Chairperson, PEC Secretary, the PEC members handing over voting ballots and working with the electoral roll and other electoral documents are located. A PEC member who provides for an observer's right to get familiarized with the electoral documents shall control the safety of such documents in the course of such familiarization.

2.4. When the ballots are placed into the security bags

On September 17 and 18, 2021 the voting ballots from the portable box for voting that was used at holding any form of voting*, shall be put to a security bag.

A separate security bag, that shall be sealed, shall be used for each portable ballot box. Putting the voting ballots from a portable box for voting to a security bag shall be effected immediately after return of the PEC members, who had conducted the voting with such box, to the voting premises.

Voting ballots from an immobile ballot box (immobile ballot boxes) shall be placed into the security bag (security bags) on September 17 and 18, 2021 immediately after the end of the voting at voting premises.

Placement of ballots from (an) immobile ballot box (immobile ballot boxes) to (a) security bag (security bags) and their storage shall

* The voting form is established by clauses 1.3 and 1.4 of the Regulations on the Specifics of Voting, Establishing the Results of Voting at Holding Voting at the Elections, Referenda Scheduled for September 19, 2021 within several consecutive days, as approved by Resolution of the CEC of Russia No. 13/103-8 dated July 1, 2021.

be effected in accordance with the procedure similar to the procedure of placement of ballots from a portable ballot box to (a) security bag (security bags), with drawing up an act that shall be stored together with the security bag.

An observer shall be entitled to conduct observation over the movement of ballots in security bags, get familiarized with the acts of voting using portable and immovable ballot boxes and security bags, put his/her signature on the security bag, on the act, receive certified copies of the respective acts.

The observer shall be also entitled to check that:

- putting voting ballots to the security bag is effected by the PEC members with the right of casting vote without counting the voting ballots, maintaining the secrecy of vote;
- after putting the voting ballots, the security bag is immediately sealed;
- an act shall be drawn up in respect of each security bag; it shall be stored together with the security bag.

Besides, the observer shall be entitled to assure himself/herself that

- transferring ballots to a security bag shall take place in the area covered by video surveillance. If video surveillance appliances are not used, video recorders (immobile or mobile appliances designed for recording, storage and retrieval of information) are used;

- the place of security bags storage (a separate safe box) is under round-the-clock video surveillance (video recording).

When voting ballots are placed into a security bag observers shall be entitled, using photo and/or video recording appliances, to record the fact of sealing of the security bag and drawing up an act in respect of such security bag.



3. THE RIGHT OF EFFECTING OBSERVATION OF ORGANIZATION OF VOTING BY VOTERS OUTSIDE VOTING PREMISES

An observer shall be entitled to be present at voters' voting outside the voting premises (at home) that shall be held on September 17, 18 and 19, 2021 as well as during voting on September 17 and 18, 2021 using an additional voting form.

For the purpose of ensuring the exercise of this right, the Chairperson of the PEC shall be obliged to announce that members of the PEC with the right of casting of vote will be holding the voting outside the voting premises no later than 30 minutes before the departure (going out) for such voting, and invite the PEC members with the right of deliberative vote and observers to attend the voting.

At that, the PEC shall provide for at least two persons from among its members with the right of deliberative vote, observers appointed by various political parties, candidates, one of public control subjects, equal opportunities to arrive at the voting premises with those of the members of this commission with the right of casting vote. The said provision does not impede other observers to conduct observation of the organization of voting outside voting premises, however they arrive to the place of observation independently.

An observer shall be entitled to familiarize himself/herself with register of statements (oral applications) for voting outside the voting premises, with the electoral roll book containing data on the voters whose voting is intended to be held using the additional voting form.



4. THE RIGHT OF AN OBSERVER TO CONDUCT PHOTO AND VIDEO RECORDING

An observer shall be entitled to carry out photographing and/or video recording at the voting premises (from the place determined by the Chairperson of the PEC), having previously notified the Chairperson, Deputy Chairperson or Secretary of the PEC thereof (for details see clause 8 of this Instruction Booklet).



5. ACTIONS THAT MAY NOT BE TAKEN BY AN OBSERVER

An observer shall not be entitled to:

- hand over voting ballots to voters;
- sign for a voter, including at the latter's request, for receipt of a ballot;
- fill in a ballot for a voter, including at the latter's request;
- take any actions in breach of the secrecy of vote;
- actually take part in counting the voting ballots effected by the PEC members with the right of casting vote;
- take any actions impeding with the PEC's work;
- carry out campaigning among voters;
- participate in taking decisions by the PEC.



6. WHO IS A MEDIA REPRESENTATIVE?

A media representative is a person holding a press pass or other document certifying his or her authority to represent the media organisation.

A representative of the media present during voting, counting of votes and tabulation of results must have an accreditation card in accordance with the form prescribed by the CEC of Russia*:

* Resolution No. 33/268-8 of the CEC of Russia dated July 28, 2021 “On the procedure for accreditation of mass media representatives in elections to the State Duma of the eighth convocation and other elections, referendums, voting in which will take place on September 17, 18 and 19, 2021, to be present throughout the voting period at the voting premises and during the tabulation of results and determination of election and referendum results”.

Logo	ACCREDITATION CARD FOR MEDIA REPRESENTATIVE	
for the elections and referendums to be held on September 17, 18 and 19, 2021		
(territory of validity of the card)		
<i>Place for a photo</i>	(surname)	
	(name)	
	(patronymic)	
(name of media)		
(name of the electoral commission that issued the accreditation card)		
Place of Seal	No.	
Date of issue		
Accreditation card shall be valid upon presentation of a passport (other document certifying the identity of a citizen of the Russian Federation) or a press pass (other document certifying the identity and powers of the journalist)		

Note: The card shall be issued on a form measuring 85 x 125 mm.

The “territory of validity of the card” line for the accreditation card issued by the CEC of Russia should indicate “Russian Federation”; for the accreditation card issued by the election commission of the constituent entity of the Russian Federation, the name of the respective constituent entity of the Russian Federation should be indicated.



7. RIGHTS OF MEDIA REPRESENTATIVES

Media representatives accredited in accordance with the procedure approved by the CEC of Russia may:

- be present at the voting premises on the election days of September 17, 18 and 19, 2021, on the days of early voting, and the days of repeat voting;
- be present during voting with the usage of the additional voting form;
- be present during the counting of the votes and the recount at the polling station;
- be present at the PEC meeting when it establishes the voting results;
- be present when the ballot papers are moved into the security bag;
- take photos and(or) videos at the voting premises in the established order, including sealing the security bag and drawing up the corresponding act for that security bag, notifying the chairperson, deputy chairperson or secretary of the PEC in advance;
- get acquainted with the PEC minutes on voting results, including those compiled repeatedly;
- receive certified copies of the minutes on voting results from the PEC.



8. RECOMMENDATIONS FOR TAKING PHOTO AND VIDEO RECORDING

The CEC of Russia recommends observing the following rules taking photos and videos at the voting premises:

- taking photos and/or videos at the voting premises should not compromise the secrecy of the vote and should exclude the possibility of monitoring the expression of the will of the voters. It is therefore prohibited to take photos and/or videos in places designated for filling out ballot papers and to take photos and/or videos of the completed ballot papers before the vote count begins;

- taking photos and/or videos of citizens at the voting premises must comply with the provisions of Article 152¹ of the Civil Code of the Russian Federation, including the provision that the release and further use of images of a citizen is possible only with his/her consent, if that citizen's image is the main element of the photographic frame (video sequence). Photographic and video material that, in the opinion of the observer, reflects violations of electoral legislation may be attached to the relevant complaint (application);

- taking photos and/or videos of PEC members' work with the electoral roll should be done in a way that preserves the confidentiality of the personal data it contains;

- when obtaining information from citizens, a representative of media shall inform them of the video-recording, filming and photo-

graphing (article 49, paragraph 6, part one of the Law of the Russian Federation "On Mass Media").

When observing the organisation of outside the voting premises, one should obtain the voter's consent to photo and/or video recording in his/her house (apartment).



9. ISSUANCE OF CERTIFIED COPIES OF PEC MINUTES ON VOTING RESULTS

At the request of an observer or a media representative, after signing the PEC minutes on voting results (including those prepared repeatedly), the PEC shall prepare and issue certified copies of the minutes.

The procedure of issuing certified copies of PEC minutes on voting results:

- copies of minutes of the PEC shall be certified by the PEC Chairperson, Deputy Chairperson, or the PEC Secretary. At that, the person certifying the copy should mark such copy as “True” or “True copy”, sign it, indicate his/her surname and initials, the date and time of the certification of the copy and affix the PEC seal;
- If the minutes is made in electronic form, its copy shall be made by way of printing the minutes in a hard copy and certified in accordance with the procedure established by the law;
- issued certified copies of the minutes should be numbered;
- the PEC records the fact of issuing a certified copy of each minutes in the relevant register, indicating the number of the issued copy, the date and time of issue;
- a person who has received a certified copy of the minutes shall sign in the aforementioned register;
- if a copy of the minutes is made without the use of copying equipment, it is not necessary to indicate the surnames, first names and patronymics of PEC members in the copy of the minutes and affix their signatures.



10. RECOMMENDATION ON MITIGATION OF RISKS RELATED TO SPREADING OF THE CORONAVIRAL INFECTION (COVID-19)

When observers and media representatives exercise their powers at voting premises, at holding voting outside voting premises (at home), at voting using the additional voting form, for the purpose of ensuring safe conditions for health of the election process participants it is advisable to be guided by the Recommendations for mitigation of risks related to spreading of the coronaviral infection (COVID-19) at preparation and holding of Elections of Deputies of the State Duma of the Federal Assembly of the Russian Federation of the Eighth Convocation, other elections and referenda scheduled for the single voting day on September 19, 2021, approved by Rospotrebnadzor and agreed with the CEC of Russia. The aforementioned Recommendations are available on the website of the CEC of Russia.

Before passing to the voting premises it is advisable to keep to the special lines (indicators) of movement, and it is not recommended to step over such lines (indicators) when another person is on the previous line (near the previous indicator). Safe distance between the election process participants that are near to each other shall be at least 1.5 meters.

Observers, media representatives and other persons who have the right to be present at holding of the voting, counting of voters' votes and determining the voting results, shall undergo mandatory distance thermometry. At the entrance to the PEC premises and to the voting premises it is necessary to treat your hands with antiseptics, put on a disposable mask and gloves.

Producing to the PEC member effecting the registration of persons present at the voting of the documents confirming the status of observer, media representative and a document confirming the identity of a citizen of the Russian Federation is advisable to be effected by the observer, media representative himself/herself, open, not handing them over to the PEC member.

For the purpose of identification of your personality, when producing the aforementioned documents it is necessary for an observer, media representative to put down the mask for a short time.

In order to keep the distance between the election process participants who are at voting premises the chairs on which observers and media representatives are sitting shall be placed at the distance of at least 1.5 meters from each other. It is recommended to place them at the same distance from the entrance (exit) to (from) the premises, from desks at which the PEC members are sitting, immobile ballot boxes, technical vote counting appliances (where available), secret voting places.

Photo and video recording at voting premises may be effected from a place determined by the PEC Chairperson taking into consideration observation of a distance of at least 1.5 meters from the election process participants who are at voting premises.

When a shooting team departs to a polling station for work on a live television broadcast, it is advisable to recommend the head of the team to measure the temperature of all persons included in the team before departure to the polling station.

The persons who are entitled to receive certified copies of the PEC minutes on the voting results are recommended to use an individual pen when putting in the respective register their signatures confirming receipt of the copy issued.



11. AMICABLE BEHAVIOR AND MUTUAL RESPONSIBILITY

11.1. Examination of comments, proposals and applications of observers and media representatives

The PEC Chairperson maintains order at the voting premises. Orders of the PEC Chairperson given within his/her competence, shall be mandatory for all those present at the voting premises. In the absence of the PEC Chairperson his/her powers shall be exercised by Deputy Chairperson, and in the absence of the PEC Deputy Chairperson – by the PEC secretary or another authorized PEC member with the right of casting vote.

The CEC of Russia recommends that observers and representatives of the media should address suggestions and comments on the organisation of voting to the chairperson, deputy chairperson and secretary of the PEC during the periods when they are free from such duties as working with voters, holding meetings, reporting to the superior TEC on the opening of the voting premises, the progress of voting (at 8 a.m., 10 a.m., 12 a.m., 15 p.m. and 18 p.m. local time) and on September 17 and 18, 2021 on the total number of voters who received ballot papers, as of the reporting time (3 p.m. and 8 p.m. local time) on a cumulative total, dealing with operational issues regarding the organisation of voting, such as preparing extracts from the register for voting outside the voting premises, drawing up various certificates, making legally required entries in the electoral roll.

If an observer or media representative has suggestions, comments or questions regarding the organisation of voting, it is advisable to discuss those with them and provide appropriate explanations.

In the case of a written appeal to a PEC containing information on a violation of election law, the PEC chairperson should take immediate action to suppress a possible violation, then declare a PEC meeting open and consider the appeal in a collegial manner. If additional verification is necessary for a decision to be made, the appeal must be considered and a decision made no later than the final PEC meeting.

If the appeal does not contain information about a violation of the election law (requesting clarification of the election law, voting procedures, etc.), the appeal must be answered in writing and signed by the PEC chairperson, deputy chairperson or secretary.

11.2. Grounds and procedure for removing observers, media representative from the voting premises

Observers and media representatives shall be removed from the voting premises if they violate the election law and such a violation is established in a court of law.

The respective PEC or its chairperson, the superior election commission or its chairperson, and the prosecutor may file an administrative appeal to the district court at the location of the PEC to establish that an observer or a media representative has violated the election law.

A certified copy of the court order that satisfied the relevant administrative appeal may be grounds for removing the observer or media representative from the voting premises.

An enforceable court order to remove an observer or media representative from the voting premises shall be enforced by a police officer or bailiff.

11.3. Administrative liability for violation of the rights of observers, media representatives

Article 5.6 of the Code of Administrative Offences of the Russian Federation (hereinafter referred to as the CAO RF) provides for administrative liability for violation of the rights of an observer or media representative to observe and to receive timely information and copies of election documents, receipt of which is provided by law, in the form of an administrative fine from five hundred to one thousand roubles for citizens; and from one thousand to two thousand roubles for officials.

Issuance by the chairperson, deputy chairperson, secretary or other PEC member with casting vote right to an observer or media representative of a certified copy of a certified PEC protocol on voting results containing data that does not correspond to the data in the first copy of the relevant protocol, or the certification by the chairperson, deputy chairperson, secretary or other PEC member with casting vote right of a copy of the protocol in violation of the requirements envisaged by law, shall incur an administrative fine from one thousand five hundred to two thousand roubles.

The power to initiate proceedings for an administrative offence under the above article shall be conferred on the prosecutor.

11.4. Administrative liability for interfering with a PEC in the exercise of its powers and preventing voters from voting

There must be no interference in the exercise by a PEC of its powers under the election law that results in a breach of the PEC operating procedures established by the election law, or that prevents voters from voting. Article 5.69 of the CAO RF provides for administrative liability in the form of an administrative fine from two thousand to five thousand roubles for citizens and from twenty thousand to fifty thousand roubles for officials.

<i>PEC Powers</i>	<i>PEC operation procedure</i>
<p>In accordance with the provisions of the electoral legislation of the Russian Federation, the powers of the PEC when organizing voting and vote counting include:</p> <ul style="list-style-type: none"> – organization of voting in the voting premises and outside the voting premises; – consideration of reports about errors or inaccuracies in the electoral roll and making decisions on entering appropriate changes; – ensuring proper condition of the prepared voting premises (including in terms of availability of information on the information stand), availability of places for media representatives and observers; – ensuring proper condition of ballot boxes, voting booths, and other specially equipped places for secret ballot voting including availability of writing materials (except for pencils), lighting system; – ensuring safety of voting ballots; 	<p>The fundamentals of the PEC operating procedure in the exercise of its powers are established directly by the electoral legislation and provide for:</p> <ul style="list-style-type: none"> – ensuring the procedure for issuing ballots to voters upon presentation of documents confirming their active voting rights; – immediate and collegial consideration of the voter's report about an error or inaccuracy in the electoral roll; – ensuring work with the electoral roll, which excludes the possibility of inclusion of persons that do not have effective electoral rights, inclusion of a citizen in the electoral roll more than once, and guaranteeing confidentiality of personal data of citizens contained in the roll, accuracy of counting the number of voters included in the electoral roll, the number of voters that received ballots and other data required for drawing up the PEC minutes on the voting results; – public preparation for visiting voters for organizing voting

<i>PEC Powers</i>	<i>PEC operation procedure</i>
<ul style="list-style-type: none"> – control over observance of the prohibition on holding pre-election campaigning on voting days in the territory of the polling station; – counting of votes, determining the results of voting at the polling station, preparation of minutes on voting results and their referral to the TEC; – announcing the voting results at a polling station and Issuing certified copies of PEC minutes on voting results to persons who are entitled to receive such minutes; – consideration of complaints (applications) and delivery of reasoned decisions within its powers; – ensuring storage and transfer of documents related to preparation for and holding of elections to TEC 	<p>outside the voting premises, and ensuring observation of such voting;</p> <ul style="list-style-type: none"> – continuous and transparent process of counting votes and drawing up minutes on voting results; – keeping full records of strictly accountable documents: ballots, special signs (stamps) for ballots; – the obligation to collectively consider complaints (statements) received on the voting day before signing the PEC minutes on voting results; – proper certification of copies of the PEC minutes of voting results and their issuance against signature, indicating the serial number of the copy, and date and time of issue

Drawing up administrative offence records under Article 5.69 of the CAO is within the powers of officials of the interior (police).

11.5. Protection of public order at voting premises

A police officer present in the voting premises ensures safety of citizens and public order in the voting premises in accordance with laws.

The police must promptly respond to actions of those present in the voting premises bearing signs of an administrative or criminal offense.

Moreover, a police officer or bailiff must comply with a court decision to remove an observer, a media representative from the voting premises.

COUNTING OF VOTES BY THE PRECINCT ELECTION COMMISSION USING THE TECHNOLOGY OF PRODUCING PEC MINUTES ON VOTING RESULTS WITH MACHINE READABLE CODE



CONTINUOUSLY



CONSECUTIVELY



PUBLICLY

Counting of votes begins immediately after completion of voting and is performed without interruption until the results of voting are established

Votes are counted in stages, and the below actions cannot be performed simultaneously

The counting results are announced by the PEC Chairperson and entered into PEC Minutes on the Voting Results No. 1 and No. 2, and in their enlarged forms at each stage in the presence of PEC members having deliberative voting rights and other persons specified in Article 32.5.5 of the Federal Law "On the Election of Deputies State Duma of the Federal Assembly of the Russian Federation".

1 Line number in the PEC minutes on voting results and in the enlarged form of minutes (EFM), which is filled in after completion of the corresponding action.

Counting is carried out separately for single-mandate and federal electoral districts.

The PEC SS operator enters data into the electronic forms of the PEC minutes based on the data announced by the PEC Chairperson

VOTING RESULTS

No. 1 No. 2

CANCELLATION OF VOTING BALLOTS
 1 Count and cancel unused ballots, the number of canceled ballots, including damaged ballots (returned by voters), announce and enter into line 6

 2 Allow persons present at the counting of votes to visually familiarize themselves with cancelled ballots under the control of PEC members with the right of casting vote

 3 Announce the number of ballots received by the PEC and enter it into line 2

 4 Pick and seal canceled ballots

WORK WITH ELECTORAL ROLL
 5 Count and announce summary data for each page of the electoral roll

 6 Count and announce the final data for the entire electoral roll enter the relevant data into lines 1 3 4 5

 7 Allow persons present at the vote counting with the opportunity to familiarize themselves with the electoral roll, and allow PEC members with the deliberative voting right to make sure that the count is correct

 8 Stitch up the electoral roll books in one volume, put the list in a safe (metal cabinet)

WORKING WITH SECURITY BAGS AND PORTABLE BOXES
 9 Check the integrity (absence of traces of unauthorized access to the contents) of each security bag containing ballots moved from the portable box on 17 and 18 September 2021, and that the number of the security bag is identical to the number in the corresponding act

 10 Check the integrity of the sealant set for each security bag, open them, count and announce the number of extracted ballots of the established form, separating the ballots of an unidentified form, enter the indicated number into the corresponding act**

 11 Check the integrity of seals of portable boxes containing ballots of voters who voted at home on September 19, 2021. Announce the number of applications (issued ballots) for each portable box, open them, count and announce the number of actually discovered ballots, separating ballots of an unidentified form**

 12 Announce the total number of ballots in portable boxes and security bags, and enter into line 2

 13 Perform actions similar to the actions specified in Paragraphs 9 and 10, in respect of each security bag containing ballots moved from the stationary box on September 17 and 18, 2021 ***

DIRECT VOTE COUNTING
 14 Check the integrity of seals on removable boxes

13 Perform actions similar to the actions specified in Paragraphs 9 and 10, in respect of each security bag containing ballots moved from the stationary box on September 17 and 18, 2021.***

DIRECT VOTE COUNTING

- 14 Check the integrity of seals on immovable boxes
- 15 Sort ballots by type (with ballots extracted from security bags and portable boxes)
- 16 Sort ballots by the (single data and federal electoral districts)
- 17 Sort the ballots by votes for each candidate (each federal list, with the demonstration and announcement of each mark, simultaneous announcement is not allowed), at the same time separate invalid ballots and ballots of an unspecified form
- 18 Count the number of invalid ballots, add the number of invalid ballots from portable boxes and security bags (if any), enter the resulting data into line 9
- 19 Count the ballots consecutively for each candidate/federal list by handling them one by one and demonstrating to the persons present during the counting of votes the voters' marks in each ballot, enter the resulting data into line 13 and subsequent lines
- 20 Calculate the total number of valid ballots by summing the data contained in line 13 and subsequent lines
- 21 Calculate the total number of ballots in immovable boxes using the data from the following lines using the formula: $9 + 10 + 7$, enter the resulting data into line 8
- 22 Provide observers with the opportunity to visually familiarize themselves with the sorted ballots under the control of PEC members with the right of casting vote, and allow the PEC members with a deliberative vote to make sure that the count is correct
- 23 Check control ratios***
If they are met, put 0 into lines 11, 12
If the control ratios are not met, carry out an additional calculation
If the discrepancy is not eliminated, enter the data into lines 11, 12
- 24 Pack ballots and other documents
- 25 FINAL PEC MEETING
- 26 Consider all complaints (reports) about violations during voting and counting of votes and resolve them, enter the information about the number of complaints (reports) into the appropriate line of the minutes
- 27 Print out PEC Minutes on the Voting Results No. 1 and No. 2, with a machine-readable code on paper in A4 format in two copies, compare the data of the PEC minutes with the EPM, put the numbers of the copies
- 28 The PEC members with the right of casting vote should sign the PEC Minutes on the Voting Results No. 1 and No. 2, with a machine-readable code in two copies and certify them with the PEC seal
- 29 The members of the persons present at vote counting provide them, against signature, duly certified copies of the first counterparts of the minutes, and enter the information about provision of the copies into the register

! Immediately send the first copies of the PEC minutes with the attached documents to the TEC

* If the number of ballots of the established form for the respective electoral district found in the self-package exceeds the number of voters that received ballots, specified in the corresponding act, conduct a check against the electoral roll and written applications if this act is confirmed, all ballots for the corresponding electoral district that were in this portable box are invalidated by the PEC decision. Draw up a corresponding act, make an entry into the ballots about the reason for their invalidity, affix the signatures of two PEC members with a decisive vote, certify them with the PEC seal.

** If the number of ballots of the established form for the respective electoral district found in a portable box exceeds the number of ballots issued to voters, conduct a check against the electoral roll and written applications. If this fact is confirmed, all ballots for the corresponding electoral district that were in this portable box are invalidated by the PEC decision. Draw up a corresponding act, make an entry into the ballots about the reason for their invalidity, affix the signatures of two PEC members with a decisive vote, certify them with the PEC seal, and them separately and seal them.

*** If the number of voters who have received the voting ballots, the inspection provided for by Paragraph 4.5 of Regulations on the Specifics of Voting, Establishing the Results of Voting at Holding Voting at the Elections, Referenda Scheduled for September 19, 2021, within several consecutive days, as approved by Resolution of the CEC of Russia No. 13/10-8 dated July 1, 2021 shall be carried out for both voting days (September 17 and 18, 2021).

Values in the corresponding lines of PEC Minutes on Voting Results No. 1 and No. 2:

1 is greater than or equal to $3 + 4 + 5$;

2 is equal to $3 + 4 + 5 + 6 + 11 + 12$;

10 is equal to $13 + 4$. All subsequent lines of the minutes.



Information and Reference Center of the CEC of Russia

8 800 200 00 20

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Methodological materials on the website
of the Russian Elections Technology Education Center
at the Central Election Commission
of the Russian Federation

**INSTRUCTION BOOKLET
TO MEMBERS OF PRECINCT
ELECTION COMMISSION
ON INTERACTION WITH OBSERVERS
AND MEDIA REPRESENTATIVES**

Signed (approved) for printing on August 26, 2021.

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