On Approval of the Regulations of the Central Election Commission of Georgia

On the basis of Articles 8(1), 14(1)(b), 16(2) and 77(5) of the Organic Law of Georgia - the Election Code of Georgia and Article 25(1)(b) of the Law of Georgia on Normative Acts, the Central Election Commission of Georgia establishes that:

Article 1
The Regulations of the Central Election Commission of Georgia shall be approved in accordance with the Annex.

Article 2
Decree No 1/2012 of 3 February 2012 of the Central Election Commission of Georgia on the Approval of the Regulations of the Central Election Commission of Georgia shall be declared void.

Article 3
After the promulgation of this Decree, no later than the entry of Article 1 of this Decree into force, the relevant structural unit of the CEC Staff shall ensure preparing the drafts of a decree of the CEC on the approval of additional qualification requirements and competition topics for respective officers of the CEC Staff and their submission to the CEC.

Article 4
Within one month after Article 1 of this Decree enters into force, the respective structural units of the CEC Staff shall ensure the harmonisation of the legal acts of the CEC/the CEC Chairperson with the Regulations of the Central Election Commission of Georgia.

Article 5
This Decree may be appealed to the Administrative Cases Panel of the Tbilisi City Court (address: 6, 12th km, David Agmashenebeli Alley, Tbilisi) within two calendar days after it is adopted.
Article 6

This Decree, except for Articles 1 and 2, shall enter into force upon its promulgation. Articles 1 and 2 of this Decree shall enter into force on 1 January 2016.

Chairperson of the Commission
Tamar Zhvania

Secretary of the Commission
Giorgi Javakhishvili

Annex

Regulations of the Central Election Commission of Georgia

Chapter I -
General Provisions

Article 1 - General provisions

1. The Central Election Commission of Georgia ('the CEC') shall ensure the organisation and holding elections, referenda and plebiscites and the complete and strict exercise of suffrage by citizens of Georgia, and shall, within its powers, ensure the uniform application of electoral legislation throughout the territory of Georgia.

2. In its activities, the CEC shall be guided by the Constitution of Georgia, the Organic Law of Georgia - the Election Code of Georgia, other laws and subordinate acts of Georgia and this Regulation.

3. The Regulation determines the rule and procedure for the exercise of powers by the CEC, the structure of the CEC Staff, and they shall be binding for all commission members and the Staff employees, and for all subordinate bodies of the Central Election Commission of Georgia.

4. The CEC has a complete balance sheet, a cost estimate, a seal and a stamp, and an account in the Treasury.

5. The legal address of the CEC is: 13th km, David Agmashenebeli Alley, Tbilisi, 0131.

6. The CEC shall be managed and represented by the CEC Chairperson.

7. The CEC shall operate five working days a week, from 10:00 to 18:00 of the working day (breaks from 13:00 to 14:00).

8. The periodicity and the duration of working days during the period of elections shall be determined by an order of the CEC Chairperson.

9. The legal acts of the CEC are:
   a) a decree of the CEC;
   b) an ordinance of the CEC;
Article 2 - Powers of the CEC
The CEC shall:
1) adopt by decree the regulations of the Election Administration of Georgia;
2) in exceptional cases, if it is impossible to meet certain requirements/time limits established by the Organic Law of Georgia - the Election Code of Georgia, have the right to determine by decree electoral activities and time frames for upcoming elections/polling, as well as to submit a proposal, if necessary, to the President of Georgia for fixing another date of elections in accordance with the Organic Law of Georgia - the Election Code of Georgia;
3) determine by ordinance the conditions and procedures for giving appropriate information to accused/convicted persons eligible to vote in penitentiary institutions;
4) establish by ordinance electoral districts and specify their boundaries;
5) where necessary, to solve the issues defined by the Organic Law of Georgia - the Election Code of Georgia, have the right to create a special group by ordinance adopted by at least two-thirds of the total number of members, define the powers and the term of the group;
6) if any lower election commission does not or cannot fulfil the obligations under the legislation of Georgia, have the right to terminate the powers of the commission by ordinance adopted by at least two-thirds of the total number of members and create an interim group to be responsible for exercising the powers until a new commission is established;
7) determine by ordinance a schedule of electoral activities in accordance with the time frames defined in the Organic Law of Georgia - the Election Code of Georgia;
8) call by ordinance extraordinary elections, re-run elections, by-elections, repeat voting, and a second round of elections;
9) on its own initiative or based on an application/complaint, under the procedure determined in the Organic Law of Georgia - the Election Code of Georgia for the resolution of electoral disputes, verify the lawfulness of decisions and acts of election commissions and their officials, and if any violation is identified, cancel or change the decisions and acts by its ordinance; decide by ordinance on opening of packages from the respective precinct election commissions and re-counting of ballot papers/lists of voters. If ballot papers are re-counted, the CEC shall notify thereof all the electoral subjects and observer organisations whose representatives attended the counting of ballot papers at an electoral precinct, and shall ensure, upon request, the attendance of their representatives at the re-counting process;
10) based on summary protocols of polling results of district election commissions (DECs) and precinct election commissions (PECs), giving consideration to the final decision of the court about violations of the electoral legislation of Georgia, determine the results of elections for the Parliament of Georgia (under party lists), elections for the President of Georgia, elections for the Tbilisi Sakrebulo, elections for the Mayor of Tbilisi, referenda/plebiscites, for which a CEC summary protocol of election results shall be drawn up;

10') (deleted - 8.8.2017, No 21/2017);

11) grant by ordinance an election/referendum/plebiscite observer status to a non-entrepreneurial (non-commercial) legal entities defined in the Organic Law of Georgia - the Election Code of Georgia, as well as to international organisations, organisations registered in another country, and groups of representatives of government agencies of another country;

11') determine by ordinance an electronic form of an attachment to the application for appointing observers in election commissions to be submitted by domestic observer organisations;

12) determine by decree the procedure for distributing and utilising state funds allocated for holding elections, referenda, and plebiscites;

13) determine by ordinance the form of election/referendum/plebiscite ballot papers; texts of ballot papers for elections for the Parliament of Georgia, the President of Georgia, the Mayor of Tbilisi and Tbilisi Sakrebulo and for referenda/plebiscites; types of ballot boxes, election envelopes, and election commission seals; types of electoral documents that are not covered by the Organic Law of Georgia - the Election Code of Georgia but are essential for organising elections;

14) be accountable to the Parliament of Georgia and submit a report to it within 60 days after summarising the results of each election;

15) ensure computer processing of polling/election results received from DECs and provide their immediate posting on the CEC website, and if a decision is made in accordance with paragraph 9 of this article, post the decision on the CEC website as well;

16) manage the activities of DECs and hear their reports from time to time;

17) ensure the publication and dissemination of information materials;

18) adopt by decree the regulations on the certification of Election Administration officers and competitions for selecting CEC Staff members and DEC members;

19) ensure the monitoring of training held by the LEPL Electoral Systems Development, Reforms and Training Centre;

20) consider election-related applications and complaints in accordance with procedures established by the Organic Law of Georgia - the Election Code of Georgia, and make appropriate decisions within the scope of its authority;

21) be responsible for creating a unified list of voters, its computer processing, and posting on the CEC official website the information designated as public (first name, last name; photo; date of birth; address as specified in the identity card of a citizen of Georgia; for internally displaced persons (IDPs)
from the occupied territories of Georgia – an address of actual place of residence as well; for individuals registered without indication of address, individuals removed from registration according to their place of residence and those whose registration has been declared invalid by decision of the Agency – an address of their actual residence; the date of registration of a voter in the unified list of voters). The lists of voters belonging to ethnic minorities of electoral precincts shall also be posted on the CEC official website during the election period in the language that they understand;

22) by decree, determine an additional rule for making a unified list of voters and polling procedures;

23) by ordinance, approve a staff list and cost estimate based on the recommendation of the CEC Chairperson;

23¹) by decree determine issues related to labour relations and work incompatibility of CEC members and elected members of DECs;

24) by decree, approve the procedures and conditions for special training of PEC members;

25) by ordinance, determine the form for reporting on expenses of DECs related to elections/referenda;

26) maintain database for the election commission members who violated the electoral legislation of Georgia and the violation was confirmed by a court, or who were dismissed by an election commission or court from a position in the Election Administration of Georgia due to violating the electoral legislation of Georgia, or who were imposed disciplinary liability measures for culpable non-performance or improper performance of their official duties;

27) approve by decree the Statute of the Legal Entity under Public Law called the Electoral Systems Development, Reforms and Training Centre;

28) adopt by decree the Code of Ethics for the Election Administration officers;

29) approve by ordinance a budget statement of the Election Administration of Georgia for the next year;

29¹) by ordinance establish the procedure for using and fuelling vehicles in private possession by employees of the Election Administration of Georgia and the LEPL the Electoral Systems Development, Reforms and Training Centre during the period of elections/referenda for the purposes of performing official duties;

30) approve by ordinance strategic and annual action plans of the Election Administration of Georgia, as well as other necessary plans, strategies and policy documents related to the activities of the Election Administration, and the rules and time frames for their development, implementation and correction;

31) determine by ordinance the procedures and terms for the conduct of elections in the Armed Forces units of Georgia dislocated abroad;

32) determine by ordinance a minimum number of signatures of supporters for the candidates nominated by initiative groups of voters;

33) approve by decree an additional procedure for completing and checking the list of supporters;
33) determine by decree the procedure for attending sessions of election commissions and for accreditating the press and other mass media to conduct photo and video filming of the commission sessions during a non-election period;
33) elect by ordinance representatives of the CEC and define their powers;
33) when different types of elections are held at the same time, determine by ordinance an additional procedure and time frames for determining the sequence numbers of electoral subjects;
34) make a decision by ordinance, in accordance with the Civil Code of Georgia, on the foundation/co-foundation and the statute of a non-entrepreneurial (non-commercial) legal entity;
35) make a decision by ordinance on receiving grants from persons duly authorised by law and be authorised to use them as defined in agreements concluded with such persons.
36) exercise other powers granted by the Organic Law of Georgia - the Election Code of Georgia.

Decree No 29/2016 of the CEC of Georgia of 17 May 2016 - website, 18.5.2016
Decree No 39/2016 of the CEC of Georgia of 14 July 2016 - website, 15.7.2016
Decree No 12/2017 of the CEC of Georgia of 27 June 2017 - website, 28.6.2017
Decree No 21/2017 of the CEC of Georgia of 8 August 2017 - website, 9.8.2017

Chapter II -
Officials of the Central Election Commission of Georgia

Article 3 – CEC Composition and Officials

1. The CEC is composed of the CEC Chairperson and 11 Commission Members.
2. The following persons are the officials of the CEC:
   a) CEC Chairperson;
   b) CEC Deputy Chairperson;
   c) CEC Secretary.

Article 4 - CEC Chairperson
The CEC Chairperson shall:
1) perform all administrative duties in the CEC;
2) preside over CEC sessions;
3) administer CEC funds;
3) by ordinance define the amount of financing of parties on the basis of the Organic Law of Georgia on “Political Associations of Citizens”;
4) register parties and electoral blocs running in elections, as well as initiative groups of voters (for the election of the President of Georgia and the Mayor of Tbilisi) and their representatives to the CEC;
5) register candidates for President of Georgia, party lists, and candidates for Mayor of Tbilisi;
5) if there are appropriate grounds for that, issue an ordinance on leaving an application/complaint without discussing;

6) in the case of any violation of order or obstruction of the work of an election commission, make a decision by ordinance on removing the troublemaker from the administrative building;

6) issue respective certificates to the representatives of parties and electoral blocs running in elections, and to the representatives of initiative groups of voters (for the election of the President of Georgia and the Mayor of Tbilisi);

7) issue respective certificates to candidates for President of Georgia and candidates for Mayor of Tbilisi;

8) issue respective certificates to the elected President of Georgia, MPs of Georgia, Mayor of Tbilisi, Tbilisi Sakrebulo members; in the case of pre-term termination of office of an MP of Georgia or a member of the Tbilisi Sakrebulo, issue respective certificates to their successors;

9) furnish the Interim Credentials Commission of a newly elected Parliament of Georgia with all documents necessary for verifying the powers of elected MPs, and after setting up the respective Standing Committee, furnish the Standing Committee with the same documents;

9) after the recognition of powers of elected MPs of Georgia and Tbilisi Sakrebulo members, make a decision by ordinance on removing from the party list the candidate for member of the Parliament of Georgia and Tbilisi Sakrebulo, on the basis of an appropriate application of this candidate;

9) after the recognition of powers of elected MPs of Georgia and Tbilisi Sakrebulo members, make a decision by ordinance on removing from the party list the candidate/candidates for member of the Parliament of Georgia and Tbilisi Sakrebulo, on the basis of an appropriate application signed by the party leader/the person determined by the statute of the electoral bloc;

10) exercise other powers granted by the electoral legislation of Georgia;

11) except for the issues falling within the authority of the CEC as defined by law, based on an order of the CEC Chairperson, assign administrative and financial duties to the head of a CEC structural unit for a particular period;

12) give assignments to the Deputy Chairperson, Secretary, other members of the Commission and employees of the CEC staff in accordance with the Regulations of the Election Administration;

13) sign decrees and ordinances of the CEC, as well as ordinances of the CEC Chairperson;

14) sign minutes of CEC sessions and documents and correspondence outgoing on behalf of the Commission;

15) issue orders on intra-agency issues including human resources;

16) issue certificates of an Election Administration officer on the basis of the results of exams conducted by the LEPL Electoral Systems Development, Reforms and Training Centre;

17) appoint and dismiss employees of the CEC Staff;

18) represent the Central Election Commission in relations with other persons, including the press and mass media;
19) by order, determine the procedure for admitting interns and doing internship in the CEC Staff and DECs;
20) appoint from a structural unit responsible for record-keeping persons personally responsible for accounting, using and storing blank forms and seals containing a coat of arms, and by an administrative legal act (an order) establish and appoint members of a commission for verifying the existence, use and storage of blank forms and seals containing a coat of arms;
21) approve by order the schedule of assessment and monitoring of a strategic plan of the Election Administration;
22) approve by order requirements for the selection and exploitation of information systems for DECs and the LEPL Electoral Systems Development, Reforms, and Training Centre and a procedure and time frames for their further fulfilment;
23) submit a CEC staff list and cost estimate to the CEC for approval;
24) establish by order additional qualification requirements for officers of the CEC Staff taking into consideration the specific features of each position and the content of job descriptions determined for respective positions.

Decree No 74/2015 of the CEC of Georgia of 28 December 2015 - website, 29.12.2015
Decree No 28/2016 of the CEC of Georgia of 17 April 2016 - website, 18.4.2016
Decree No 39/2016 of the CEC of Georgia of 14 July 2016 - website, 15.7.2016
Decree No 5/2017 of the CEC of Georgia of 20 February 2017 - website, 20.2.2017
Decree No 12/2017 of the CEC of Georgia of 27 June 2017 - website, 28.6.2017
Decree No 21/2017 of the CEC of Georgia of 8 August 2017 - website, 9.8.2017

Article 5 - CEC Deputy Chairperson
The CEC Deputy Chairperson shall:
1) perform duties assigned to the CEC Chairperson if the CEC does not have a chairperson or the CEC Chairperson is unable to perform his/her duties;
2) exercise certain powers of the CEC Chairperson by an ordinance of the CEC Chairperson and with the consent of the CEC (the ordinance shall clearly specify scopes and terms of assigned powers).

Article 6 - CEC Secretary
The CEC Secretary shall:
1) distribute all electoral documents and correspondence submitted and addressed to the CEC;
2) by ordinance, register the representatives of an electoral bloc/party independently running in elections for the Parliament of Georgia and for municipal bodies, as well as the representatives of a party and an initiative group of voters nominating the candidate for President of Georgia (for elections
for the President of Georgia and for the Mayor of Tbilisi) to DECs and issue respective certificates to such representatives;

3) by ordinance, register observers appointed in the CEC by non-entrepreneurial (non-commercial) legal entities/international organisations with a status of election/referendum/plebiscite observer, register observers sent by the state bodies of another state, and issue observer certificates to them;

4) by ordinance, accredit representative of the media and issue accreditation cards to them;

5) draft summary protocols of election results;

6) ensure preparing sessions of the Commission and drafting agendas;

7) sign decrees and ordinances of the Commission;

8) issue ordinances;

9) distribute all electoral documents and correspondence among the CEC structural units submitted and addressed to the Commission;

10) exercise other powers granted by the electoral legislation of Georgia and these Regulations.

Decree No 39/2016 of the CEC of Georgia of 14 July 2016 - website, 15.7.2016
Decree No 12/2017 of the CEC of Georgia of 27 June 2017 - website, 28.6.2017

Chapter III -
Central Election Commission Staff

Article 7 - CEC Staff

1. To ensure organisational, legal and technical support of elections, as well as to facilitating the CEC activities, the Central Election Commission Staff shall be established and operate. The structure, rules of operation and powers of the Central Election Commission Staff are determined by the legislation of Georgia and these Regulations.

2. The CEC Chairperson shall provide general management of the CEC Staff.

Article 8 - Structure of the Central Election Commission Staff

1. The following structural units shall be established and operate in the Central Election Commission Staff:

a) Electoral Processes Management Department:
   a.a) Division of Relations with Election Commissions and Information Management;
   a.b) Division of Electoral Procedures and Protocol Results.

b) Legal Department:
   b.a) Legal Maintenance Division;
   b.b) Division of Relations with Courts and Election Disputes.

c) Registration and Administrative Department:
c.a) Correspondence Division;
c.b) Registration Division.
d) Public Relations Department:
da) Public Relations Division;
d.b) International Relations and Protocol Division.
e) Finance Department:
e.a) State Procurement Division;
e.b) Division of Material-Technical Resources Management;
e.c) Budget Management, Financial Accounting and Reporting Division.
f) Voters’ List Formation and Informational Technologies Department:
f.a) Database Management Division;
f.b) Software and Computer Network Management Division.
g) Coordination, Planning and Reporting Department;
h) Human Resources Management Department;
i) Internal Audit Department.
2. The positions of the CEC Staff employees are as follows:
a) head of department;
b) head of division;
c) information security manager;
c') press speaker;
d) information security specialist;
e) chief accountant;
f) senior specialist of the first category;
g) senior specialist of the second category;
h) senior specialist of the third category;
i) junior specialist of the first category;
j) contracted employee.
3. The powers and rules of operation of structural units and employees of the CEC Staff shall be defined by the statute of a respective structural unit of the CEC, by the order of the CEC Chairperson on distributing the powers of the CEC Staff and by job descriptions.
4. Upon recommendation of the head of a CEC structural unit, the statutes of units shall be approved by an ordinance of the CEC, and the form of job description for an Election Administration officer shall be approved by an order of the CEC Chairperson.
5. Where necessary, other permanent and/or temporary structural units shall be established by a decree of the Commission.
6. The CEC Chairperson shall, by an appropriate order, determine additional qualification requirements for vacant positions of officers of the CEC Staff, taking into consideration the specific features of each position and the content of job descriptions determined for respective positions.

Decree No 33/2016 of the CEC of Georgia of 10 June 2016 - website, 13.6.2016
Decree No 2/2017 of the CEC of Georgia of 20 January 2017 - website, 20.1.2017
Decree No 12/2017 of the CEC of Georgia of 27 June 2017 - website, 28.6.2017
Decree No 17/2017 of the CEC of Georgia of 27 June 2017 - website, 29.6.2017

Chapter IV -
CEC structural units

Article 9 - General obligations of the structural units of the CEC Staff

The structural units of the CEC Staff shall be guided by the legislation of Georgia, this Regulation, the Statute of the structural unit and the job descriptions.

A structural unit of the CEC Staff shall be managed by its head, who shall be appointed to and may be dismissed from the position by the CEC Chairperson in accordance with procedures established by the legislation of Georgia. The head of a structural unit shall fulfil tasks falling within the competence of this structural unit assigned by head officers of the Central Election Commission and members of the Commission.

3. All structural units of the CEC Staff shall:
   a) register all available documents;
   b) prior to the day of a CEC session, no later than 24 hours (except during an election period), by endorsement of the Legal Maintenance Division of the Legal Department, furnish the Registration and Administrative Department with the draft decrees and/or ordinances that have been prepared and signed by them and that are to be considered at CEC sessions;
   c) no later than 12:00 hours of the day following the CEC session (except during an election period), furnish the Registration and Administrative Department with the final versions of decrees and/or ordinances prepared by them;
   d) be responsible for the protection of personal numbers of voters and secret information received as a result of the decision made by the CEC, and for the protection of state and commercial secrets and information related to family and private life of other persons, as well as other types of information;
   e) participate in the development of strategic and annual action plans of the Election Administration in accordance with procedures established by this Regulation;
   f) under the Procedure approved by the CEC ordinance, submit quarterly and annual reports to the CEC Chairperson;
   g) be obliged to observe the Code of Ethics for Election Administration Officers.
Article 10 - Electoral Processes Management Department

In order to perform its functions, the Department shall through its divisions:
1) prepare responses to letters and applications received by the Commission, which fall within its competence, and submit them to the Chairperson of the Commission;
2) coordinate and provide methodological assistance to lower election commissions;
3) collect and verify information about the number of voters in electoral districts;
4) collect information about changes to the boundaries of electoral districts and precincts;
5) within the scope of its competence, prepare draft decrees and/or ordinances to be considered at CEC sessions;
6) communicate to lower election commissions information on decisions made by the CEC and furnish them with legal acts adopted by the CEC in hard copy or electronic form;
7) where necessary, transfer to the Voters’ List Formation and Informational Technologies Department information for computer/statistical processing;
8) together with the Finance Department, prepare a plan necessary for funding for the preparation and conduct of elections;
9) prepare and provide to the Finance Department information on inventory and the quantity of various electoral documents necessary for the conduct of elections;
10) prepare a draft schedule of electoral events;
11) provide the Public Relations Department of the CEC with available information for posting it on the CEC website;
12) receive in electronic form summary protocols of election results and other available documents from the person authorised by a chairperson, deputy chairperson or secretary of a lower election commission or by the Commission;
13) through coordination with the Finance Department, organise appropriate material and technical conditions for the activities of DECs;
13) on the basis of information provided by the Finance Department, prepare a draft order of the CEC Chairperson on determining legal addresses of DECs.
14) together with the Legal Department, during an election period, administer the Appeals Registry posted on the CEC website (placement and publication of information);
15) through coordination with the Finance Department, organise the technical base and the exploitation of transport means of DECs and provide them with necessary means for that purpose;
16) transfer for storage the summary protocols and other documents received from lower election commissions to the Registration and Administrative Department;
17) draft and establish the forms of electoral documents and the types of documents necessary for organising and holding elections, draft documents necessary for organising and holding elections and forward them to the respective department for authorization;
18) manage the procedures for controlling the quality of an election cycle;
19) for the activities of the Election Administration, organise a printing facility and ensure the proper functioning of printing activity;
20) coordinate with embassies and consular offices of Georgia abroad for registering voters living abroad in the lists of voters;
21) periodically analyse the work of lower election commissions on site, identify shortcomings and problems, prepare respective reports and produce relevant recommendations for remediying the deficiencies/solving the problems;
22) identify and assess (existing and potential) risks related to the working process of lower election commissions and produce recommendations for the effective management of risks;
23) supervise over the observance by lower election commissions of the recommendations produced by the Department;
24) monitor the process of organising and holding election/referendum/plebiscite by lower election commissions and after the completion of the election/referendum/plebiscite, no later than 30 calendar days, submit an opinion on the assessment of the processes to the CEC management;
25) immediately forward to the Human Resources Management Department information and relevant documents received from DECs about persons who violated the electoral legislation of Georgia and the violation was confirmed by court, or who were dismissed from the position in the Election Administration of Georgia by the election commission or court due to violating the electoral legislation of Georgia, or who were imposed disciplinary liability measures for culpable non-performance or improper performance of their official duties;
26) perform other duties provided for by legislation.

Decree No 14/2016 of the CEC of Georgia of 22 February 2016 - website, 23.2.2016
Decree No 12/2017 of the CEC of Georgia of 27 June 2017 - website, 28.6.2017
Decree No 21/2017 of the CEC of Georgia of 8 August 2017 - website, 9.8.2017

**Article 11 - Legal Department**

In order to perform its functions, the Department shall through its divisions:
1) prepare responses to letters and applications received by the Commission, which fall within its competence, and submit them to the Chairperson of the Commission;
2) provide the CEC members, Staff employees and lower election commissions with legal advice on legal issues related to elections/referenda and other activities;
3) consider applications/complaints related to elections/referenda and submit opinions to the CEC Chairperson and/or the CEC for making decisions;
4) represent the CEC in the Constitutional Court and in general courts during the review of disputes deriving from the legislation;
5) together with relevant structural units of the CEC, prepare necessary materials to be submitted to the court;
6) harmonise draft decrees and/or ordinances prepared by the structural units of the CEC with the legislation of Georgia; within the scope of its competence, prepare draft decrees and/or ordinances to be considered at CEC sessions;
7) if necessary, search and process electronic versions of systematised (codified) normative acts and other information documents published on the website of the LEPL Legislative Herald of Georgia (http://www.matsne.gov.ge), and, if necessary, search and provide the CEC members and Staff employees with information on normative acts and/or their entry into force;
8) approve the legal part of agreements drawn up by the respective structural units of the CEC;
9) authorize the project of individual legal acts prepared by the respective structural units of the CEC;
10) together with the Electoral Processes Management Department, during an election period, administer the Appeals Registry posted on the CEC website (collection, placement and publication of information);
11) provide legal advice to DECs during both an election and non-election period;
12) register and analyse the completed court proceedings;
13) authorize draft legal acts to be adopted by the CEC;
14) plan and carry out activities to prevent the violations of electoral legislation;
15) immediately forward to the Human Resources Management Department available information and relevant documents about persons who violated the electoral legislation of Georgia and the violation was confirmed by court, or who were dismissed from the position in the Election Administration of Georgia by the election commission or court due to violating the electoral legislation of Georgia, or who were imposed disciplinary liability measures for culpable non-performance or improper performance of their official duties;
16) perform other duties provided for by legislation.

Decree No 12/2017 of the CEC of Georgia of 27 June 2017 - website, 28.6.2017

Article 12 - Registration and Administrative Department
In order to perform its functions, the Department shall through its divisions:
1) organise a unified records management system in the structural units of the CEC;
2) receive, register and systematise all types of incoming and outgoing correspondence and timely forward them to the other structural units;
3) furnish the LEPL Legislative Herald of Georgia with the decrees adopted by the CEC and the summary protocols of final results of elections to publish them on its website (www.matsne.gov.ge);
4) ensure sending the documents;
5) manage the CEC archive;
6) within the scope of its competence, prepare draft decrees of the CEC and/or draft ordinances of the CEC/CEC Chairperson/CEC Secretary;
7) draw up minutes of sessions of the CEC and CEC working groups;
8) electronically post materials for CEC sessions;
9) control the manufacturing, use and storage of blank forms and seals containing a coat of arms, and ensure accounting, destroying and storing them in a properly locked and protected place, as well as develop accounting and registration forms (cards, logbooks) for the accounting of blank forms containing a coat of arms and enter the forms into the file register of the institution in accordance with the procedure under Resolution No 2859-I of 30 November 2014 of the Parliament of Georgia on the Determination of Procedures for Manufacturing, Using, Storing and Destroying Blank Forms, Seals and Other Means Containing the State Coat of Arms of Georgia;
10) receive hard copies of summary protocols of election results and other available documents from the person authorised by a chairperson, deputy chairperson, secretary of a lower election commission or by the Commission and ensure immediate forwarding of the documents to the Electoral Processes Management Department;
11) within the scope of its competence, observe and fulfil requirements of the Law of Georgia on Personal Data Protection;
12) ensure duly keeping/archiving the summary protocols forwarded from the Electoral Processes Management Department, which were received from the lower election commissions;
13) manage the badge room of the CEC;
14) ensure notifying in writing the successors replacing the withdrawn members of the Parliament of Georgia/Tbilisi Sakrebulo from respective party lists;
15) register court judgments, received by the CEC, on depriving the voters of passive suffrage and of the right to carry out activities in public authorities on the basis of the Law of Georgia on Combating Drug-related Crime;
16) prepare documents necessary for the exercise by the CEC Secretary of his/her powers assigned under the Election Code, in particular, prepare documents registering and accrediting in election commissions the representatives of electoral subjects, domestic and international observer organisations and the press and mass media;
16) prepare an electronic form of an attachment to the application for appointing observers in election commissions to be submitted by domestic observer organisations and submit it to the CEC for approval;
17) ensure administering the registration process in order for parties, electoral blocs, initiative groups of voters and candidates to obtain the right to run in elections (verify, prepare and store materials subject to registration);
18) verify lists of supporters of political parties/candidates for President of Georgia or Mayor of Tbilisi/a referendum issue;
19) ensure printing appropriate certificates for parties and electoral blocs running in elections, for the representatives of initiative groups of voters (for the elections of the President of Georgia and the Mayor of Tbilisi), and for the candidates for President of Georgia/Mayor of Tbilisi;
20) verify party lists and the registration cards of candidates;
21) ensure the implementation of relevant procedures for the replacement of members withdrawn from the Parliament of Georgia/Tbilisi Sakrebulo;
22) draw up draft agendas of CEC sessions on the basis of drafts received from departments and submit them to the CEC Secretary;
23) on the basis of ordinances of the CEC Secretary, prepare the accreditation of the press;
24) perform other duties provided for by legislation.

Decree No 39/2016 of the CEC of Georgia of 14 July 2016 - website, 15.7.2016
Decree No 21/2017 of the CEC of Georgia of 8 August 2017 - website, 9.8.2017

Article 13 - Public Relations Department
In order to perform its functions, the Department shall through its divisions:
1) in accordance with procedures established by the legislation of Georgia, provide the public with information on the CEC mission and activities;
2) regulate the relations of the CEC with media, the public and local non-governmental and international organisations;
3) provide the public with information on election-related issues;
4) plan and organise events related to the press and other mass media;
5) collect and provide the public with information on the CEC activities;
6) carry out daily reviews of the press and other mass media and submit them to the CEC Chairperson and CEC members;
7) (deleted - 8.8.2017, No 21/2017);
8) prepare official notifications, statements and informational materials related to the CEC activities and ensure their dissemination through the press and other mass media;
9) draft press-releases, newsletters, reviews and articles and disseminate them through mass media;
10) plan, organise and hold for mass media and other interested persons press conferences, briefings, meetings and interviews on the current activities of the CEC;
11) plan, organise and hold conferences, presentations, topical workshops and other events;
12) plan and carry out events in order to inform voters on electoral issues;
13) issue information in accordance with procedures established by law and maintain a public information register;
14) administer the CEC website;
15) post on the CEC official website information about the proposed paid pre-election advertising airing schedule and the advertising time price provided in accordance with Article 51(6) of the Organic Law of Georgia - the Election Code of Georgia by broadcasters under paragraph 6' of the same article, within one day after receiving such information;
16) post on the CEC official website information under Article 51(6) of the Organic Law of Georgia - Election Code of Georgia about the allotted free advertising airtime (dates, airtime intervals for the advertising to be aired during the day and the duration of the advertising time) provided to the CEC by a broadcaster (from whom the electoral subject purchased advertising time), as well as information about the schedule for airing advertising within the advertising time allotted to each qualified electoral subject under paragraph 6'(b) of the same article, within one day after receiving such information;
17) post on the CEC website, within the time established by the Code, information received for publication by DECs from the Electoral Processes Management Department;
17') develop a procedure for attending sessions of election commissions and for accrediting the press and other mass media to conduct photo and video filming of the commission sessions during a non-election period and submit it to the CEC for approval by a decree;
18) coordinate foreign relations of the CEC with international and donor organisations, and electoral institutions and diplomatic missions of other countries;
19) plan, organise and ensure visits of CEC representatives abroad;
20) within the scope of its competence and in accordance with the requirements established by an ordinance of the CEC, ensure the observance of the procedure for issuing service passports approved under Ordinance No 176 of 20 April 2015 of the Government of Georgia on the Approval of the Procedure for Issuing Service Passports;
21) plan and organise the visits of foreign delegations to the CEC;
22) within the scope of its competence, prepare projects and concept papers, and submit them to the CEC Chairperson and/or international and donor organisations;
23) plan and organise meetings and negotiations with international and donor organisations, and with diplomatic missions and delegations of foreign countries;
24) under the assignment of the CEC Chairperson and in coordination with the relevant structural units, plan and organise activities held with the participation of the representatives of the Commission;
25) plan and organise protocol activities;
26) serve as a liaison in relations with organisations and institutions under paragraph 18 of this article;
27) provide information to organisations under paragraph 18 of this article;
28) develop and carry out a policy and appropriate strategy for relations with the public;
29) facilitate the CEC to proactively communicate with interested parties (such as media, international organisations, local non-governmental organisations, political parties);
30) perform other duties provided for by legislation.

Decree No 33/2016 of the CEC of Georgia of 10 June 2016 - website, 13.6.2016
Decree No 39/2016 of the CEC of Georgia of 14 July 2016 - website, 15.7.2016
Decree No 21/2017 of the CEC of Georgia of 8 August 2017 - website, 9.8.2017

Article 14 - Finance Department
In order to perform its functions, the Department shall through its divisions:
1) prepare programme budget(s) (programmes, sub-programmes, events);
2) prepare budget estimates (budget statements) of the Election Administration;
3) coordinate the financial activities of the Election Administration;
4) manage the budget, make changes to the budget, oversee the performance of the budget, and prepare annual and quarterly reports on the performance of the budget;
5) prepare a form for reporting on the expenses of DECs related to elections/referenda;
6) on the basis of the annual budget law, provide quarterly breakdown of expenses;
7) prepare an annual plan for public procurement;
8) coordinate the analysis of the Election Administration activities (programmes, sub-programmes, events) based on the assessment criteria (indicators);
9) within the scope of powers established by this Regulation, prepare draft decrees and ordinances related to certain financial matters;
10) draw up annual procurement plans on the basis of the plan of expected needs: consolidate, approve and correct the annual plans;
11) monitor public procurements and contracts concluded in relation to procurements;
12) prepare reports on public procurements in accordance with procedures established by legislation;
13) document accounting transactions and record them in the account ledger;
14) assess property and business transactions;
15) take stocks of property, claims and liabilities;
16) organise accounting and ensure reporting, and draw up a balance sheet of the election commission;
17) ensure the proper functioning of the infrastructure of the CEC office building and oversee technical and economic activities;
18) monitor accounting in DECs;
18. provide the Electoral Processes Management Department with information about administrative buildings in use of DECs;
19) during an election period, monitor the expenditure by DECs of funds determined by the CEC;
20) during a non-election period, organise accounting in DECs;
21) organise appropriate material and technical conditions for the activities of the CEC;
22) organise the technical base and the exploitation of transport means of the CEC and provide necessary means for that purpose;
22') develop a procedure for using and fuelling vehicles in private possession by employees of the Election Administration of Georgia and the Legal Entity under Public Law called the Electoral Systems Development, Reforms and Training Centre during the period of elections/referenda for the purposes of performing official duties and submit the procedure to the CEC for approval by ordinance;
22") prepare a draft ordinance of the CEC Chairperson on defining the amount of financing of parties on the basis of the Organic Law of Georgia on Political Associations of Citizens;
23) perform other duties provided for by legislation.

Decree No 14/2016 of the CEC of Georgia of 22 February 2016 - website, 23.2.2016
Decree No 39/2016 of the CEC of Georgia of 14 July 2016 - website, 15.7.2016

Article 15 - Voters' List Formation and Informational Technologies Department
In order to perform its functions, the Department shall through its divisions:
1) ensure the smooth operation of the computer equipment of the CEC;
2) plan and gradually expand the existing computer network through joining the electoral districts and precincts to it;
3) develop a unified concept for creating databases, develop appropriate software and spread it among the lower commissions;
4) perform routine repairs and maintenance of computer equipment;
5) together with the other structural units of the CEC, ensure the collection and computer processing of information necessary for the CEC;
6) develop various databases necessary for the Commission, administer and, if necessary, modify the existing databases;
7) ensure systematising and storing materials necessary for the Commission;
8) prepare a unified electronic version of the lists of voters;
9) together with DECs, ensure verifying changes to be made in the lists of voters and processing them in a timely manner;
10) in accordance with Article 31(6)(b) of the Organic Law of Georgia - the Election Code of Georgia and Article 10(6) of the Law of Georgia on Naming Geographical Features, process information provided by state bodies, bodies of the Autonomous Republics and local self-government bodies and include it in the unified list of voters;
11) post the lists of voters on the CEC website both in the official language and in the languages of national minorities (bilingual lists), if necessary;
12) coordinate with the agencies defined in the Election Code for the purpose of structural improvement and approximation of the databases of voters;
13) through coordination with the Electoral Processes Management Department, ensure coordination in compiling the lists of voters to include the data of military units, penitentiary institutions and other relevant institutions in the lists of voters;
14) provide the Electoral Processes Management Department, for printing purposes, with the unified lists of voters in electronic form certified with the CEC logo and (electronic) seal;
15) prepare responses to letters and applications received by the Commission, which fall within its competence, and submit them to the Chairperson of the Commission;
16) provide the Commission members, Staff employees and lower election commissions with advice for the effective use of computer equipment and modern software applications;
17) within the scope of its competence, prepare draft decrees and/or ordinances to be considered at CEC sessions;
18) ensure the protection of the personal numbers of voters and other confidential information when issuing respective information about voters;
19) within the scope of its competence, ensure the fulfilment of and compliance with the requirements of the Law of Georgia on Personal Data Protection and the Law of Georgia on Information Security;
20) perform other duties provided for by legislation.

Decree No 12/2017 of the CEC of Georgia of 27 June 2017 - website, 28.6.2017
Decree No 35/2017 of the CEC of Georgia of 27 June 2017 - website, 22.8.2017

**Article 16 - Human Resources Department**

In order to perform its functions, the Department shall:
1) in agreement with the CEC Chairperson, determine a human resources management strategy and action plan;
2) prepare a draft Code of Ethics for Election Administration Officers and, if the CEC approves it by decree, ensure familiarising the employees of the CEC Staff with the code;
3) within the scope of its competence, comply with and fulfil the requirements of the Law of Georgia on Personal Data Protection;
4) within the scope of its competence, prepare draft decrees and/or ordinances to be considered at CEC sessions;
5) prepare and submit to the CEC for approval a draft decree on determining issues related to labour relations and work incompatibility of CEC members and elected members of DECs;
6) promote the formation of organisational culture and the introduction and development of the elements of organisational culture in the CEC Staff;
7) develop a human resources plan taking into consideration the challenges and needs of the CEC;
8) upon request of the CEC head officers, manage the process of analysis of the work of the CEC Staff, determine job descriptions and qualification requirements and, for the purpose of effective use and/or optimisation of human resources, produce respective recommendations;
9) together with the heads of respective structural units/sub-divisions, manage the process of adaptation of new employees;
10) prepare draft internal regulations of the Election Administration of Georgia;
11) develop, periodically update and implement an orientation programme for new employees and interns of the CEC Staff;
12) ensure the conduct in an organised manner of open and closed competitions for occupying vacant positions of officer of the CEC Staff, as well as competitions for selecting members of DECs, and prepare relevant draft legal acts on these issues;
13) prepare a draft order of the CEC Chairperson on the approval of additional qualification requirements for officers of the CEC Staff taking into consideration the specific features of each position and the content of job descriptions determined for respective positions;
14) together with the heads of the structural units of the CEC Staff, determine the number of interns in the CEC Staff, and coordinate/monitor the admission of interns and the process of doing internship in the CEC Staff;
15) electronically register the attendance at work of the employees of the Staff and submit the information to the CEC Chairperson;
16) facilitate the creation of a safe work environment in the CEC building;
17) ensure the effective administration of the human resources of the CEC Staff and DECs;
18) prepare draft agreements for the interns of the Staff;
19) ensure entering information into the HR module of the electronic election management system (armasi.cec.gov.ge) and updating it;
20) prepare draft orders of the CEC Chairperson;
21) prepare a draft ordinance of the CEC on the approval of the staff list, remuneration and cost estimate of head officers, members and Staff employees of the Central Election Commission of Georgia/DECs;
22) within the scope of its competence and in accordance with the requirements established by the ordinance of the CEC, ensure the observance of the procedure for issuing service passports approved by Ordinance No 176 of 20 April 2015 of the Government of Georgia on the Approval of the Procedure for Issuing Service Passports;
23) maintain a database for the election commission members who violated the electoral legislation of Georgia and the violation was confirmed by a court, or who were dismissed by an election commission or court from a position in the Election Administration of Georgia due to violating the electoral legislation of Georgia, or who were imposed disciplinary liability measures for culpable non-performance or improper performance of their official duties;
24) prepare a draft ordinance of the CEC on the approval of a training policy for the Election Administration of Georgia and ensure the implementation and observance of procedures determined by this policy;
25) administer the process of allocation of officers of the CEC according to the hierarchical rank and granting respective levels to them;
26) administer the process of taking an oath by the officers of the CEC Staff;
27) oversee the running of the probation periods of the officers of the CEC Staff;
28) coordinate the process of management of the career of the officers of the CEC Staff (transfer and mobility of officers, assigning temporary functions to officers);
29) together with the management of the CEC, develop and manage an assessment system for work performed by employees of the CEC Staff;
30) on an annual basis and/or under the assignment of the CEC Chairperson, conduct a survey of job satisfaction and motivation of the employees of the CEC Staff and submit the survey results and respective recommendations to the CEC management;
31) periodically conduct labour market research and produce recommendations on the correction of remuneration and the improvement of working conditions for employees of the Election Administration;
32) prepare documents related to corporate insurance in order to ensure insurance services for the employees of the Election Administration and update the information databases of insured persons;
33) administer the process of sending CEC members, Staff employees and members of DECs on business trips;
34) coordinates the process of taking leave by CEC members, Staff employees and members of DECs;
35) coordinate the employment of persons under employment contracts in the CEC Staff;
36) if necessary, coordinate the restructuring, liquidation and merger of the CEC Staff with another public institution;
37) perform other duties provided for by legislation.

Decree No 39/2016 of the CEC of Georgia of 14 July 2016 - website, 15.7.2016
Decree No 12/2017 of the CEC of Georgia of 27 June 2017 - website, 28.6.2017
Decree No 21/2017 of the CEC of Georgia of 8 August 2017 - website, 9.8.2017

**Article 17 - Internal Audit Department**

In order to perform its functions, the Department shall:
1) within the scope of its competence, conduct internal audit in the Election Administration in the CEC Staff, organisations under the state control of the CEC and lower election commissions, and submit the results of internal audit and recommendations to the CEC Chairperson;
2) assess the adequacy and efficiency of the financial management and control system;
3) produce recommendations in order to improve the economy, effectiveness and efficiency of the activities of the Election Administration and the organisations subordinate thereto;
4) assess the reliability, accuracy and completeness of financial and other information;
5) assess the risks faced by the CEC and the quality of their management;
6) in accordance with the procedure determined by the decree of the CEC, address issues related to labour relations and work incompatibility of CEC members and elected members of DECs;
7) oversee the observance of discipline by the employees of the CEC Staff;
8) oversee the observance of the provisions provided for by the Code of Ethics for Election Administration Officers and, in accordance with procedures established by legislation, respond to the observance of the provisions;
9) in order to verify and identify the existence of disciplinary/official misconduct and/or act incompatible with the goals of the Election Administration, initiate disciplinary proceedings, receive/analyse respective information, prepare a report and submit it to the CEC Chairperson and/or the CEC;
10) prepare respective draft legal acts in the field within the competence of the Department;
11) carry out other activities that arise from the interests of the Election Administration, do not fall within the authority of the CEC Departments and do not contravene the legislation of Georgia and the principles of auditor independence;
12) perform other duties provided for by legislation.

Decree No 13/2016 of the CEC of Georgia of 29 January 2016 - website, 1.2.2016
Decree No 39/2016 of the CEC of Georgia of 14 July 2016 - website, 15.7.2016
Decree No 12/2017 of the CEC of Georgia of 27 June 2017 - website, 28.6.2017

Article 18 - Coordination, Planning and Reporting Department

In order to perform its functions, the Department shall:
1) coordinate the preparation of periodic reports by various structural units of the Election Administration, consolidate and, if necessary, submit them to the CEC for consideration;
2) coordinate projects which are implemented with the participation of various structural units of the Election Administration;
3) manage and/or coordinate projects that are implemented by the Election Administration together with other state agencies and interested parties;
4) initiate and prepare projects, and plan and distribute resources (human, material and technical) necessary for the implementation of projects; carry out other administrative activities related to the implementation of projects;
5) plan the activities of the Election Administration (develop strategic and action plans);
6) assess and analyse the activities carried out by the Election Administration;
7) implement an action plan of the Election Administration on gender equality issues, and organise the work of the Gender Equality Commission of the Election Administration working on the same issues;
8) increase the opportunities of persons with disabilities, youth and other vulnerable groups in the election process and coordinate the planning and carrying out of the activities of the Election Administration in this area;
9) work with the groups of ethnic minorities and facilitate the exercise by such groups of rights granted by electoral legislation and coordinate the planning and carrying out of the activities of the Election Administration in this area;
10) perform other duties provided for by legislation.

**Article 19 - Information security manager**

1) The powers of an information security manager shall be determined in accordance with the Organic Law of Georgia - the Election Code of Georgia, the Law of Georgia on Information Security, this Regulation and other legislative acts.
2) In order to perform his/her functions, an information security manager shall:
   a) prepare an information security policy, procedures and standards and ensure, based thereon, the proper use of the information resources of the CEC Staff, DECs and the LEPL Electoral Systems Development, Reforms and Training Centre;
   b) describe and protect information assets and, together with the relevant structural units of the CEC Staff and the LEPL Electoral Systems Development, Reforms and Training Centre, and DECs, determine procedures for accessing such assets;
   c) manage existing gaps, risks and incidents in the information processing infrastructure, which may affect the information resources of the CEC Staff, DECs and the LEPL Electoral Systems Development, Reforms and Training Centre;
   d) familiarise the employees with their obligations in the field of information protection.
3) An information security manager shall be directly subordinate to the CEC Chairperson.
4) The powers of an information security manager and an information security specialist shall be approved by an ordinance of the CEC.

*Decree No 69/2015 of the CEC of Georgia of 18 December 2015 - website, 21.12.2015*
*Decree No 7/2016 of the CEC of Georgia of 19 January 2016 - website, 20.1.2016*

**Article 19** - Press speaker

1. The powers of a press speaker shall be determined in accordance with these Regulations and other legislative acts.
2. The powers and functions of a press speaker shall be approved by an ordinance of the CEC.
Chapter V - Preparing and Holding Sessions of the Central Election Commission

Article 20 - CEC session

1. A CEC session shall be called by the Chairperson of the Commission or upon request of the Deputy Chairperson of the Commission.

2. The CEC Secretary shall draw up agendas for sessions.

21. The CEC shall publish information on its website about an upcoming session, the time of holding a session and the draft agenda of a session on the day preceding the day of holding the session.

22. Exceptions from the procedures under paragraph 21 of this article shall be permissible during an election period only. In such case, the CEC shall publish information about the time of holding a session and the draft agenda of a session no later than three hours before the session begins.

3. A session shall be authorised if attended by a majority of the total number of the election commission members.

4. A CEC member shall have the right to request the inclusion of an additional issue in the agenda of a session before the agenda is approved. The issue shall be decided by voting. In certain cases, when there is no urgent need to decide an issue, the chairperson of the session shall have the right not to bring the issue for voting and may decide to consider the issue after the established procedure for bringing up issues to the Commission has been completed.

5. The respective departments of the CEC shall prepare issues, information, , draft ordinances and decrees for CEC sessions.

6. CEC sessions shall be chaired by the chairperson or, on his/her instructions, the deputy chairperson.

7. Minutes shall be drawn up at CEC sessions. The minutes shall be prepared by the Registration and Administration Department and shall be signed by the chairperson of the session and the Secretary of the Commission;

8. Except for persons under Article 8(15) of the Organic Law of Georgia - the Election Code of Georgia, CEC sessions may be attended by heads of the structural units of the CEC Staff and, if necessary, heads of special and working groups, as well as, to consider certain issues, by interested parties invited by a structural unit bringing up an issue to the session. Interested parties shall leave the session room immediately after the CEC makes a decision on the issue concerned.

9. CEC members shall confirm their participation in the CEC session by putting their signatures in the attendance sheet.
10. Every member of the CEC shall have the right to make a speech for 2 minutes related to the point on the agenda, according to the sequence determined by the chairperson of the session. They shall also have the right to make an additional speech on the same point for 2 minutes with the consent of the chairperson of the session. The employees of the CEC Staff, the representatives of electoral subjects and interested parties may make a speech related to the point on the agenda in accordance with the procedure established by this article.

11. Members of election commissions and/or heads of the structural units, as reporters on the issue to be considered at the session, shall be given no more than 10 minutes for making a speech and, if necessary, no more than 5 minutes may be added by the decision of the chairperson of the session.

12. In the course of discussing a certain issue, with the consent of the chairperson of the session and within the time determined by him/her, after the CEC members deliver their speech, interested persons having the right to attend the session and participating in the discussion of a certain issue may be given time to make a speech, which shall be reasonable and shall not exceed 2 minutes at a time. The chairperson of the session may, if necessary, decide to allot additional time for the same issue and to the same person, which shall not exceed 2 minutes.

13. In the course of oral hearings held to review applications/complaints at CEC sessions or in the course of another type of administrative proceedings, for expressing their positions and orally presenting their opinions in administrative proceedings, the applicant/appellant, the subject of administrative proceedings itself, and/or their legal representative/representatives shall be given time reasonably allowing them to defend their or their mandator’s position.

14. The party may indicate in advance in his/her application/complaint a reasonable amount of time necessary to present his/her opinion at an oral hearing and/or may request a specific amount of time for expressing his/her position prior to delivering a speech at the session. The chairperson of the session may reduce this amount of time if the party uses the requested time in such a way as to evidently delay the time limits for the consideration of the issue and to delay the consideration of other issues on the agenda and/or create the risk of violation of the time limits established by legislation for considering issues.

15. If the sentence is interrupted after the time provided for by this article elapses, the reporter shall, by decision of the chairperson of the session, be given additional time necessary to complete the uttered sentence.

16. Questions may be put to the parties and by the parties and answers to the questions may be given in the course of consideration of issues at the sessions only by the permission of the chairperson of the session.

17. In the case of obstruction of the work of the CEC and violation of order in the course of the session of the Commission, the CEC shall make a decision on removing the troublemaker (including the member of the Commission) from the session of the election commission, which shall be recorded in the minutes of the session. Removing a troublemaker from the session of the election commission shall
also imply his/her expulsion from the building of the election commission/voting place. A decision on removing a troublemaker from the building of the election commission shall be made by the CEC Chairperson by ordinance.

18. The Registration and Administrative Department shall send the decisions made by the CEC to the CEC members/departments in electronic form. It shall also issue the copies of the decisions to interested parties upon request.

19. The minutes of a CEC session shall be executed within one day after the session.

Decree No 16/2016 of the CEC of Georgia of 7 March 2016 - website, 9.3.2016
Decree No 21/2017 of the CEC of Georgia of 8 August 2017 - website, 9.8.2017

Article 21 - Voting

1. The chairperson of a session shall bring issues for voting according to the sequence of their submission.

2. A decision of the CEC shall be deemed adopted if supported by a majority of the members present at the session (unless the Organic Law of Georgia - the Election Code of Georgia provides for a higher quorum), but by not less than one-third of the total number of the CEC members. The decisions of the CEC regarding the decisions made by lower election commissions, including the cancellation of electoral district/precinct results, the opening of packages received from PECs and the counting of election ballot papers, shall be adopted by not less than two-thirds of those present at the session.

3. In the case of an equal number of votes, the vote of the chairperson of the session shall be decisive.

4. Issues of human resources shall be resolved at the session by a majority vote of the total number of the CEC members.

5. The CEC members who disagree with the decision of the CEC shall have the right to express their dissenting opinion in writing, which shall be attached to the minutes of the session. In addition, a member having a dissenting opinion shall respect and obey the decision made by the CEC, and he/she shall have no right to impede, by his/her action, the execution of the decision.

6. If necessary, the CEC Chairperson shall determine the procedure for conducting voting.

Decree No 21/2017 of the CEC of Georgia of 8 August 2017 - website, 9.8.2017

Chapter VI -
Organisation of Working with Official Papers

Article 22 - Records management
1. In the CEC, all types of electoral documents and other materials shall be submitted and registered, and the documents to be issued shall be registered in the Registration and Administrative Department from 10:00 to 18:00 of the working day (breaks from 13:00 to 14:00).

2. Upon receipt of an application/complaint, the date and time (hour, minutes) of its receipt shall be recorded in the CEC registration book, as well as in the notice to be delivered to the applicant (appellant). The CEC/the CEC Chairperson shall consider the application/complaint and shall make an appropriate decision.

3. After registering the documents (except for applications/complaints and other electoral documents defined in the Organic Law of Georgia - the Election Code of Georgia) submitted in hard copy and/or electronic form (correspondence@cec.gov.ge), the Registration and Administrative Department shall, in accordance with the resolution of the CEC Chairperson, immediately forward them to the respective structural units for fulfilment.

4. On the basis of an appropriate written application, after it has been registered in the Registration and Administrative Department, the CEC Secretary shall make a decision to issue or to refuse to issue public information immediately or no later than 10 days, in compliance with the requirements of the General Administrative Code of Georgia (if it is impossible to immediately respond to the request for the issuance of public information). Information on elections and electoral documents shall be prepared by the respective department and shall be issued within two days after they have been requested, and if the issuance of such information requires more time, it shall be issued in accordance with the procedure established by the General Administrative Code of Georgia (except for legal acts the term of appeal of which is determined by Article 77 of the Organic Law of Georgia - the Election Code of Georgia). It shall be permissible to issue information in electronic form.

5. Any type of electoral documents submitted to the CEC, except as provided for by the legislation of Georgia, shall be made available for the CEC members and, where necessary, for the employees of the Staff. Confidential information submitted to the CEC and prepared by the CEC may not be released without the consent of the CEC Chairperson (except for information requested in accordance with the procedure established for issuing public information).

6. The Public Relations Department shall maintain a public information register in the CEC.

7. In the CEC, the CEC Secretary shall be responsible for ensuring access to public information and for publishing information in a proactive manner. Issuing any type of original documents submitted to the CEC shall be prohibited, except as provided for by the legislation of Georgia.

Decree No 21/2017 of the CEC of Georgia of 8 August 2017 - website, 9.8.2017

Chapter VII -
Transitional Provision
By a decision of the CEC Chairperson (as a result of agreement with the Commission), if necessary, CEC off-site sessions may be held in Kvareli Municipality within a period from 31 August to 2 September 2016.