

## **Instruction**

### **on receiving and reviewing protocols and accompanying materials from Precinct Election Commissions, and approved procedure for entry of data from protocols to the ConEC computers for electronic transmission to the Central Election Commission using the State Automated Information System**

1. Each ConEC will have a computer station and an assigned computer operator, whose responsibility it is to maintain the security of the computer and the integrity of the data entered into the computer. Where possible, the computer station should be situated in the same room in which the ConEC meets.
2. Each ConEC will assign a member or staff person to greet the PEC Chairman arriving with protocols and accompanying materials. This individual (greeter) is responsible for maintaining order, and to make certain that each PEC Chairman is taken care of in order of arrival.
3. The greeter will accompany the PEC Chairman into the ConEC room to a table at which one of the members (Receiving Member) sits to receive the PEC protocols and materials.
4. The Receiving Member will review the PEC 's submission for compliance with Article 106.7 of the Electoral Code. Note: This is not a substantive review of the materials. The Receiving Member, using the checklist provided at the end of this document, merely determines if all the required materials have been submitted.
5. If the required materials have not been submitted, processing stops. The PEC must provide the missing materials before the processing may continue.
6. Once the Commission Member, who receives the election documents, determines that all the required materials have been submitted, he or she directs the PEC Chairman to the computer station where the data from the protocol is entered on the computer.
7. The ConEC chairman at the presence of the PEC chairman checks the accuracy of the data on the protocol, fully specifies the accuracy of the protocol's completion, and the availability of all documents attached to the protocol.
8. At the conclusion of this process, the ConEC determines the validity of the protocol. In making this determination, the ConEC should apply to minimize rule so that a minor discrepancy on the protocol does not have the effect of depriving all voters in a particular precinct from having their votes counted. Minor technical mistakes or obvious misunderstandings can be corrected by decision of the ConEC, and reflected in an act.
9. After that, the ConEC chairman sends the PEC chairman together with the protocol to the computer room.
10. Specially designed software will assess whether or not the information entered in the protocol is internally consistent. The computer operator will generate a printed report to this effect. Each report should contain the name and ID of the computer operator.
11. The computer operator prints out three paper copies of the electronic version of the protocol, signs them and gives them to the PEC Chairman along with the computer-generated report on the internal consistency of the protocol. The PEC Chairman

makes certain that the information contained in the print-outs is identical to that contained in the original protocol after which he or she signs them. Each print-out should contain the name and ID of the computer operator.

12. The PEC Chairman takes the original protocol, three signed print-outs and the computer-generated report back to the Receiving Member. The Receiving Member will submit the protocol, checklist, report and signed print-outs to the Chairman for review by the ConEC
13. The ConEC Chairman or a responsible person reads out loud the entry on each line of the protocol, and confirms that the information contained on the print-outs is the same as that contained in the protocol. He or she also reads aloud the finding (s) contained in the computer-generated report. The third signed print-out is given to the international observer assigned to the ConEC.
14. If the ConEC determines the protocol is valid, the Chairman signs and stamps the three print-outs, and staples one copy to the protocol along with the computer generated report. The other print-out is sent back to the computer station where the computer operator prepares the electronic data for submission to the Central Election Commission.
15. Data for PECs, which the ConECs have determined to be valid, shall be forwarded to the CEC Information Center once every hour. The CEC will immediately post the precinct results on its Internet site, as they received (individually or in-groups).
16. The ConEC Chairman then signs and stamps a receipt, indicating that the PEC has submitted the required materials. This receipt is then given to the PEC Chairman, who may then leave the ConEC.
17. If the ConEC finds serious mistakes, inadmissible corrections and inconsistencies in the protocol or related documents, the ConEC may adopt a decision on the recount of votes. In such case, all PEC members are called to the ConEC where the recount will take place in the presence of the ConEC and observes.
18. Observers may observe every aspect of the process. If the computer station is in another room, observers may follow the transfer of protocols, reports and print-outs back and forth from the computer station to the ConEC meeting room, and may observe the entry of data by the computer operator.
19. Please note that this is a continuous process that should be followed for each PEC submission as it comes in. Only in this way, will there be timely transmittal of preliminary results from the ConEC to the CEC.