



REPUBLIC OF ALBANIA
CENTRAL ELECTIONS COMMISSION

INSTRUCTION

No.4, Dated 19.02.2013 (amended by CEC Decision no.127 dated 04.04.2019)

**ON PROCEDURES OF SELECTION AND TRAINING OF POTENTIAL CANDIDATES TO
BE NOMINALLY APPOINTED BY THE CEC TO FILL IN THE VACANCY CREATED IN
CEAZ AND VCC**

The Central Election Commission, based on Article 21, paragraph 1, Article 23, paragraph 1, letter "b" Article 29, point 5 of Law no. 10019, dated 29.12.2008 "The Electoral Code of the Republic of Albania ", as amended,

INSTRUCTS

PART I

GENERAL

Article 1

Scope

This instruction aims to establish rules for the selection and training procedure of citizens who can be nominated by the CEC to fill vacancies that might arise in the Commissions of Electoral Administration Zones and the Voting Centers Commissions as well as the rules for training these citizens.



Instruction no. 4

Instruction date: 19.02.2013

On procedures of selection and training of potential candidates to be nominally appointed by the CEC to fill in the vacancy created in the CEAZ and VCC

PART II
SELECTION OF POTENTIAL CANDIDATES FOR CEAZ/VCC MEMBERS

Article 2

Selection of potential candidates who might be nominally appointed CEAZ members

1. The Central Election Commission shall, no later than 90 days before the election date, announces in national newspapers with the biggest circulation and on its website, the interest to select citizens who are ready to perform the tasks of CEAZ member or secretary.

2. Candidates must submit their applications within the deadline specified in the CEC announcement, at the protocol office of the Central Election Commission or Regional Election Offices.

3. The Directorate of Electoral Commissions reviews all applications submitted to the CEC or Regional election offices by shortlisting all the candidates who meet the requirements of Article 30 and 31 of the Electoral Code and submits it for approval to the CEC¹.

4. The Central Election Commission approves through a decision the list of citizens who may be nominated to fill vacancies for CEAZ member and secretary².

Article 2/1

Procedure of the lottery in the CEC³

1. If in the list approved by the CEC, the number of citizens that are residents of the respective electoral zone is greater than the number of vacancies, the citizens who will be nominated as a member or secretary, will be selected by a lot, organized in a public session.

¹ Amended by Decision no.127 of 04.04.2019

² Amended by Decision no.127 of 04.04.2019

³ Amended by Decision no.127 of 04.04.2019

2. If in an electoral zone there is a vacancy for the position of both secretary and the CEAZ member, first it is cast the lot for the CEAZ secretary and then the lot for the CEAZ member.
3. For the selection of the CEAZ secretary, the following procedure is applied:
 - a. In a transparent vase, it is placed a number of balls of the same shape and color, which is equal to the number of citizens participating in the lot;
 - b. Inside each ball it is put a piece of paper with the name of the participant in the lot;
 - c. The CEC appoints an employee of the CEC to draw the lot;
 - d. The CEC employee picks one of the balls from the vase, opens and reads the name of the citizen that is written on the paper inside the ball and gives it to the CEC Secretary
 - e. If in an electoral zone there is more than CEAZ that has a vacant position of the secretary:
 - the civil servant will take from the vase a number of balls equal to the number of CEAZs that have vacancies for the secretary position
 - the order of the drawn lot corresponds to the number of CEAZs in increasing progressive order.
 - f. the citizens whose names are listed in the balls remaining in the vase after the lot is cast for the position of CEAZ secretary, participate in the lot for CEAZ member in the respective elections zone.
4. In order to select a member of the CEAZ, the following procedure is applied:
 - a. In a transparent container, balls with a similar shape and color are placed, whose number is equal to the number of participants in the lot;
 - b. Inside each ball it is put a piece of paper with the name of the participant in the lot;
 - c. The CEC appoints an employee of the CEC to draw the lot;
 - d. The CEC employee draws one of the balls from the vase, opens and reads the name of the citizen that written on the paper inside the ball and gives it to the CEC Secretary
 - e. If in an electoral zone there is more than CEAZ that has a vacant position of the member- the civil servant will take from the vase, one by one, a number of balls equal to the number of CEAZs that have vacant positions of the member – the order of the drawn lot corresponds to the number of CEAZs in increasing progressive order.
5. The CEC in each case, appoints through its decision the member or the secretary of the CEAZ.

Article 3

Selection of citizens who can be nominated as a VCC member

1. The Central Election Commission no later than 45 days before the election date, announces in newspapers with the largest national circulation and on its website, its interest to select citizens who would be willing to perform the roles of the secretary of the VCC, if the vacancy arises , based on Article 36 of the Electoral Code.
2. Candidates must submit their applications within the deadline specified in the CEC announcement, at the protocol office of the Central Election Commission or Regional Election Offices.

. The Directorate of Electoral Commissions reviews all applications submitted to the CEC or Regional election offices by shortlisting all the candidates who meet the requirements of Article 37 and 38 of the Electoral Code and submits it for approval to the CEC⁴ .

4. The CEC approves with the decision the list of citizens that can be nominated members or secretaries of VCCs for each electoral zone and communicates it to the respective CEAZs. "

"Neni 3/1 Procedura e shortit në KZAZ5 1. Komisioni i Zonës së Administrimit Zgjedhor, për plotësimin kryesisht të vakancës emëron sipas rastit anëtarin apo sekretarin e KQV-së, me emrat nga lista e miratuar me vendim të KQZ-së. 4 Ndryshuar me Vendimin nr.127 datë 04.04.2019 5 Ndryshuar me Vendimin nr.127 datë 04.04.201

"Article 3/1 The lot procedure in CEAZ⁵

1. The Electoral Administration Zone Commission, in order to fill the vacancy, appoints, depending on the case, the member or secretary of the VCC, with the names from the list approved by the decision of CEC.

When the number of citizens on the list approved by the CEC is greater than the number of vacancies, the CEAZ organizes in the public session a lot according to the following procedure:

- a. In a transparent container, balls with a similar shape and color are placed, whose number is equal to the number of participants in the lot;
- b. Inside each ball it is put a ribbon of paper with the name of the participant in the lot;
- c. The secretary of the CEAZ draws the ball from the vase, opens and reads the name of the citizen whose name is written in the paper inside the ball.
- d. The CEAZ, at the end of this procedure, by decision, appoints the member or secretary of the VCC according to the result of the lot.

If there is more than one VCC in the respective Electoral Administration Zone that has vacant position of a member or secretary, the CEAZ organizes a lot in the public session according to this procedure:

- a. list all VCs, whose VCCs have no quorum, sorting them from the VC with the lowest number to the highest number. The 'daughter' VCs are ranked after their VC of origin.
- b. VCs listed according to item "a" are numbered by the CEAZ starting from number 1 and continuing progressively until the number of the last VC;
- c. The secretary of the CEAZ will withdraw from the vase, in turn, a number of spheres equal to the number of vacancies in the VCCs of the respective EAZ;

⁴ Amended by Decision no.127 of 04.04.2019

⁵ Amended by Decision no.127 of 04.04.2019

- d. The drawn lot corresponds to VC commissions according to the numbers in item 'b'. point "b";
- e. The CEAZ, at the conclusion of this procedure, appoints by a decision the member or secretary of the VCC, according to the result of the lot. "

Article 4
The rights of the nominated member and secretary

1. The candidate appointed as member or secretary of CEAZ, enjoys the same rights and has the same obligations as any member and secretary proposed by political parties eligible to have members in CEAZ, based on the Electoral Code and the Instruction on Organization and Operation of the Commission of Election Administration Zone.
2. The candidate appointed as member or secretary of VCC, enjoys the same rights and has the same obligations as any other VCC member and secretary who is proposed by political parties eligible to have members in VCC, based on the Electoral Code and the Instruction on Organization and Operation of Voting Center Commission.
3. Every candidate who is nominally appointed by the Central Election Commission and the CEAZ to fill the vacancy is entitled to compensation in accordance with the decision of the CEC on the degree of remuneration of the above commissioners.

PART III
TRAINING OF THE NOMINALLY APPOINTED CANDIDATES

Article 5
Training of the staff appointed as CEAZ/VCC member or secretary

1. The mandatory training organized with CEAZ and VCC members can be attended by the people listed in the respective list of the CEC, even if they are not nominally appointed by the CEC/CEAZ as members of the CEAZ/VCC.
2. The CEC can organize special training sessions for members and secretaries CEAZs and VCCs, who are nominally appointed by the CEC or CEAZ.
3. The training, the trainers, the materials and literature used will be the same as those used for other members of CEAZs and VCCs.

Article 6

This instruction comes immediately into effect.

Lefterije	LUZI (LLESHI)-	Chairwoman
Denar	BIBA-	Deputy Chairman
Albana	SHTYLLA -	Member
Hysen	OSMANAJ-	Member
Ilijan	MUHO-	Member
Jani	JANI-	Member
Vera	SHTJEFNI-	Member