



RULEBOOK

**on certification and conditions for certification of political subjects to
participate in the 2024 Local Elections**

Sarajevo, May 2024

Pursuant to Article 2.9 paragraph (1) point 2, in connection with Article 4.4, 4.5 paragraph (2), 4.10, 4.11, 4.12, 4.13, 4.15, 4.19, 4.22 paragraph (1) and 4.24 of the Election Law of Bosnia and Herzegovina (Official Gazette of BiH, No. 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/05, 52/05, 65/05, 77/05, 11/06, 24/06, 33/08, 37/08, 32/10, 18/13, 7/14, 31/16, 41/20, 38/22, 52/22, 67/22 and 24/24), the Central Election Commission of Bosnia and Herzegovina, at its 20th session held on May 3, 2024 passed

RULEBOOK

on certification and conditions for certification of political subjects to participate in the 2024 Local Elections

Article 1

(Subject-matter)

The Rulebook on certification and conditions for certification of political subjects to participate in the 2024 Local Elections (hereinafter: Rulebook) shall regulate the modalities for submitting certification applications and conditions for certification of political party, independent candidate, coalition, lists of independent candidates or lists of independent candidates of persons belonging to national minorities (hereinafter: political subjects), the modalities for submitting signatures of support and conditions for exemption from the obligation to collect signatures of support, as well as the modalities for verification and confirmation of signatures of support, the modalities for submitting candidates' lists and the amount of certification application fee for the political subject, as well as the format and the contents of application forms for certification of the political subjects, including the format and the contents of application forms and signed statements to participate in the 2024 Local Elections.

Article 2

(Modalities for submitting the certification forms and communication between the Central Election Commission of BiH and the parties in the proceeding – Article 4.4 paragraph (1), Article 4.10, Article 4.12, Article 4.15, Article 4.19 paragraph (4) and Article 4.24 of the BiH Election Law)

(1) Applications for certification of political subjects, as well as applications for candidates and candidates' lists shall be submitted exclusively by electronic form via the online platform of the BiH Central Election Commission "e-Izbori". The access to the online platform is available on any internet browser by using the BiH CEC's online platform (<https://eizbori.izbori.ba>).

(2) In order to sign in to the user's account and access the online platform e-Izbori, the political subjects shall submit a written request in the manner set out in the Instructions on the procedure of submitting, receiving, processing and archiving the application of political subjects electronically No. 05-1-02-2-595-1/24 from May 3, 2024 (hereinafter: Instruction).

(3) After the information has been entered in accordance with paragraph (1) of this Article, application forms with all required data, that are printed, signed and certified, shall be submitted directly to the Central Election Commission of Bosnia and Herzegovina (hereinafter: the BiH Central Election Commission) within the prescribed deadline.

(4) The communication between the BiH Central Election Commission and political subjects in the election period shall be carried out:

- a) directly at the main office of the BiH Central Election Commission
- b) via e-mail,
- c) by online platform e-Izbori,
- d) by fax and
- e) by phone

(5) Political subjects shall list the address of the registered office, telephone number, fax number and e-mail address in the certification application form.

Article 3

(Conditions for certification – Article 1.6, Article 1.13, Article 4.3, Article 13.14 and Article 15.1 of the BiH Election Law)

(1) In addition to signatures of support referred to in Article 4.4 of the BiH Election Law the political subjects shall submit the following documents along with the application for participation in the 2024 Local Elections:

- a) Decision on entry in the register with the competent authority for newly established political parties not older than 60 days. If the Decision is older than 60 days, it shall be accompanied by an excerpt from the court register that is not older than 60 days for previously registered political parties, in accordance with Article 4.3 of the BiH Election Law (submitted only by political parties);
- b) Statement prescribed by Articles 1.6 and 1.13 of the BiH Election Law by the president of the political subject whose authenticity of signature shall be certified by competent authority. The Statement shall be signed by the president of the political subject directly at the main office of the BiH Central Election Commission in the presence of an authorized official of the BiH Central Election Commission. At the occasion of the signature of the Statement at the main office of BiH CEC, the authorized official shall establish the identity of the president of the political subject by a valid personal identification document referred to in Article 5.12 paragraph (4) of BiH Election Law;
- c) Proof of payment of the certification fee in accordance with Article 4 of this Rulebook;
- d) Financial report covering a period of three (3) months prior to the submission of the application, in accordance with Article 15.1 of the BiH Election Law;
- e) Signed statement certified by competent authority or by the BiH Central Election Commission stating that there are no owed obligations on the basis of legally binding and executive decisions on imposed fines imposed by the BiH Central Election Commission;
- f) Account number for financing the election campaign in accordance with Article 15.1b of the BiH Election Law;
- g) Report on the transactions completed through the special account for financing election campaign expenses, in accordance with Article 15.1d paragraph (1) BiH Election Law (bank statement or analytical card) and
- h) Decision on the selection of the authorized representative of coalition/list of independent candidates signed by all presidents of political parties-coalition members (submitted by coalitions and lists of independent candidates).

(2) The political subject shall electronically submit the application form, with all attachments specified in the paragraph (1) of this Article, via online platform e-Izbori in the manner set out in the Instructions on the procedure of submitting, receiving, processing and archiving the application of political subjects electronically.

(3) The original documentation referred to in paragraph (1) of this Article shall, after the completion of the registration, be submitted in person by the political subject to the Central Electoral Commission of BiH by the deadline set for the submission of the registration.

(4) The Central Electoral Commission of BiH shall reject the application of a political subject that is not submitted within the deadline or in the manner set out in paragraphs (2) and (3) of this Article.

Article 4

(The amount of the certification fee – Article 4.16 paragraph (1) of the BiH Election Law)

(1) The certification fee of a political subject to participate in the 2024 Local Elections is determined in the following amount:

- a) Political parties shall pay BAM 2.000 for a political party that is a candidate at the party's headquarters for mayor or mayor and for the municipal council/assembly, or the city council/assembly, and BAM 200 for each candidate in each new electoral unit, for mayor or mayor and for the municipal council/assembly, or the city council/assembly.
- b) Independent candidates shall pay BAM 1.000 for candidacy for mayor or municipal council, municipal council/assembly, city council/assembly and the Assembly of Brčko District of Bosnia and Herzegovina.

(2) Applications to participate in the elections to fill guaranteed mandates for members of national minorities shall be free of charge.

(3) The political party and the independent candidate are obligated to pay the amount of the certification fee referred to in paragraph (1) of this Article from their transaction account, which will be used for the purpose of the election campaign during the 2024 Local Elections, to the JRT account number: 0000030000000145 with the Central Bank of BiH, purpose of payment: payment of the fee to the sub-account of the BiH Central Electoral Commission No. 37111614.

(4) The paid amount of the certification fee shall be returned in the manner determined by Article 4.16 of the Election Law of Bosnia and Herzegovina.

(5) The Central Election Commission of BiH shall initiate the procedure for refunding the money at the competent authority within 15 days from the date of publication of the election results in the Official Gazettes in Bosnia and Herzegovina.

(6) Funds that are not returned to the political subject on the basis stated in this Article, shall become the revenue of the budget of the institutions of Bosnia and Herzegovina and the international obligations of Bosnia and Herzegovina.

Article 5

(Modalities for submission of signatures of support – Article 4.4 paragraphs (2), (3), (4) and (5) of the BiH Election Law)

(1) Signatures of support are collected by the person in charge of collecting signatures of support and who is responsible for the credibility of the collected signatures of voters who support the certification application of a political party or an independent candidate (hereinafter: signatures of

support) are collected on a form that is an integral part of this Rulebook, which shall be downloaded and printed via the online platform e-Izbori.

- (2) The collection of signatures of support of voters supporting the application of a political party or an independent candidate is carried out by a political party or an independent candidate, by personally entering the data of the voter in the form and by the original signature of the voter that is entered on the form in the box for signatures.
- (3) The form must contain information about the person responsible for collecting signatures of support, who is required to take account that the voter's signature must match the signature on the identification document, in accordance with Article 5.13 paragraph (2) of the BiH Election Law.
- (4) After collecting the signatures of support, the person in charge of collecting signatures must enter the total number of signatures on that page and sign each page of the form. If no information is entered about the person who collected the signatures of support, the signatures on that page will be rejected.
- (5) The collected signatures of support from voters who support the application of a political party or an independent candidate shall be entered by the authorized person of the political party or independent candidate through the online platform e-Izbori for further processing and verification in accordance with the Instructions.
- (6) The political party shall, by its act, appoint a person who will collect the signatures of support, who shall be responsible for the accuracy and credibility of the signatures and, upon the request of the Central Election Commission of BiH, shall submit the act concerned.

Article 6

(Exemption from the obligation to collect signatures of support – Article 4.5 of the BiH Election Law)

- (1) A political party and an independent candidate shall be exempt from the obligation to collect signatures of support for the city/municipal mayor and in the municipal council/assembly, city assembly/council if they already hold mandate of a city/municipal mayor or a mandate in the municipal council/assembly, city assembly/council for which application is submitted.
- (2) Political subject submits a signed statement confirming that the elected official of that entity won the mandate in the 2020 Local Elections and that and that they are still a member of that entity that the BiH Central Election Commission, in the procedure of certification, checks with the verified election results and the base of allocated mandates for the 2020 Local Elections.
- (3) A political party and an independent candidate holding a mandate at a level higher than the local level, but do hold mandate at the local level must collect signatures of support.
- (4) The number of required signatures of support, determined by Article 4.4 paragraph (5), points 5 and 6 of the BiH Election Law, are not required to be collected separately for candidacy for the city/municipal mayor and municipal/city council if it is the same basic constituency, and according to the results of the previous 2020 Local Elections if the political subject won the mandate.
- (5) The basis for the exemptions from the obligation to collect signatures of support referred to in paragraph (1) of this Article are the confirmed results in the last local elections.

Article 7

(Coalition as a mandate holder - Article 4.13 and Article 4.15 of the BiH Election Law)

If a coalition or a list of independent candidates won a mandate in the 2020 Local Elections, it is considered that each political party member of that coalition or each independent candidate on the list of independent candidates won a mandate and shall be exempt from the obligation to collect signatures of support.

Article 8

(Modalities for verification and confirmation of signatures of support – Article 4.11 of the BiH Election Law)

(1) Verification of the signatures of support referred to in Article 4.4 paragraph (5) of the BiH Election Law shall include the following actions and procedures:

- a) whether the political party or the independent candidate has submitted the original form with the signatures of support and whether it is identical to the attached e-document
- b) whether the voter who supports a political party or an independent candidate is entered in the Central Voters' Register
- c) whether the voter has already given a signature of support for another political party or an independent candidate,
- d) whether the specified number of correct entries of signatures of support has been entered

(2) If the number of accepted original signatures is equal to or greater than the number of original signatures of support required under the provisions of Article 4.4 paragraph (5) of the BiH Election Law, the BiH Central Election Commission shall accept and confirm signatures of support of a political party or an independent candidate.

(3) Signatures of support found to be given by a person not registered as a voter in the Central Voters' Register in line with provisions of Article 4.4 paragraph (5) of the BiH Election Law, shall be considered invalid.

(4) Signatures of support for two or more political parties or independent candidates shall only be accepted for the political party or independent candidate that first entered such signature through the online platform and shall be considered invalid for all other political parties or independent candidates to whom it has been given.

(5) If a political party or an independent candidate has submitted and entered the number of signatures of support that is required according to Article 4.4 paragraph (5) of the BiH Election Law, but it does not contain a sufficient number of valid signatures of support determined on the basis on verifications from points b) and c) of this article, they are obliged to remove irregularities within two days from the day of receiving the notification from the Central Election Commission of Bosnia and Herzegovina.

(6) A political party or an independent candidate that fails to complete the number of missing signatures of support or the added number of signatures after verification is less than the number prescribed by Article 4.4 paragraph (5) of the BiH Election Law, shall not be certified for participation in the elections, or may be certified for the authority for which a sufficient number of valid signatures of support has been submitted.

(7) A political party or an independent candidate that is found to have submitted, alongside their application, a smaller number of signatures of support than that prescribed by Article 4.4 paragraph (5) of the BiH Election Law or the signatures are not in accordance with Article 5.13 paragraph (2) of the BiH Election Law, shall not be verified to participate in elections, that is the verification of signatures of support shall be performed only for those authorities for which a sufficient number of signatures of support has been submitted.

(8) In order to elect representatives to fill the mandates guaranteed to members of national minorities, the signatures of support of voters registered in the Central Voters Register shall not be submitted.

Article 9
(Determining a code – Article 4.22 paragraph (1) of the BiH Election Law)

For the purposes of keeping records on certification applications of political subjects to participate in the elections, the BiH Central Election Commission shall determine special codes for the purpose of information and statistical processing of political subjects who submit an application for certification to participate in the 2024 Local Elections.

Article 10
(Method of submission and processing of candidates' lists)

- (1) Certified political subjects shall enter data and download the candidate list forms on the online platform e-Izbori, www.izbori.ba.
- (2) By entering data about the candidate through the online platform e-Izbori, verification shall be made of the candidates' eligibility to be certified to participate in the elections laid down in Article 4.2 of the BiH Election Law, and determine whether candidates' lists are in compliance with Article 4.19 of the BiH Election Law.
- (3) After entering the data about the candidate, and after the verification process from paragraph (2) of this article, the political subject is enabled to download and print the candidate list forms via the online platform e-Izbori, www.izbori.ba.
- (4) Original and signed candidate list forms by the authorized person with the certified statement of the candidate, laid down in Article 4.19 paragraph (4) of the BiH Election Law, the political subject shall submit directly at the BiH Central Election Commission within the prescribed deadline laid down in article 4.21 of the BiH Election Law.
- (5) The allocation of candidates of underrepresented gender on candidates' lists laid down by Article 4.19 of the BiH Election Law, shall be carried out according to the Instruction on the allocation of candidates of underrepresented gender on candidates' lists that is the integral part of this Rulebook.

Article 11
(Attachments)

- (1) The integral parts of this Rulebook are:

- a) Application form for certification of political subjects (political parties, independent candidates, coalitions, lists of independent candidates, groups of citizens and associations for filling guaranteed seats for members of national minorities);
- b) Form for collection of signatures of support;
- c) Forms for registration of candidates' lists and candidates;
- d) Table of gender representation on candidates' lists - instructions on the distribution of candidates of underrepresented gender on candidates' lists; and
- e) Minutes on delivery.

(2) The forms from paragraph (1) points a), b), c) and d) of this Article, shall be automatically generated after accessing and submitting all required data on the online platform e-Izbori, after which will enable downloading and printing of forms, within the time limit prescribed by the Instruction on deadlines and the sequence of election actions of the BiH Central Election Commission.

(3) The forms referred to in paragraph (1) of this Article shall be printed in the languages and scripts in official use in Bosnia and Herzegovina.

(4) The minutes referred to in paragraph (1) point e) of this Article shall be made at submission of the application by a political subject, and by signing of the minutes by a political subject it shall be considered that the political subject is aware of any shortcomings in the application.

Article 12

(The use of gender-inclusive language)

In the interest of clarity, expressions written in one gender apply without discrimination to both male and female gender.

Article 13

(Ineffectiveness)

Enforcement of the Rulebook on certification and conditions of certification of political subjects to participate in the 2022 Local Elections (Official Gazette of BiH, No. 27/22), shall become ineffective by entry into force of this Rulebook.

Article 14

(Entry into force and publication in the Official Gazettes)

This Rulebook shall enter into force on the day of its adoption and it shall be published in the Official Gazette of BiH, the Official, Gazette of the Federation of BiH, the Official Gazette of the RS, and the Official Gazette of Brčko District of BiH and on the web page of the Central Election Commission of Bosnia and Herzegovina, www.izbori.ba.

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President

Dr. Irena Hadžiabdić