

Central Election Commission of the Russian Federation

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

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

**INSTRUCTION BOOKLET  
FOR MEDIA REPRESENTATIVE**

MOSCOW  
2021



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*The text in this booklet was translated from the Russian language*

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Abbreviations used:

**CEC of Russia** — Central Election Commission of the  
Russian Federation

**PEC** — Precinct Election Commission

**Media** — Mass Medium



## THE RIGHT OF A MEDIA REPRESENTATIVE TO BE PRESENT AT VOTING PREMISES ON VOTING DAYS AND EARLY VOTING DAYS

Accreditation of media representatives is carried out by the CEC of Russia and election commissions of the constituent entities of the Russian Federation.

**An accreditation card** of a media representative is required to exercise the powers associated with the presence in the voting premises on voting days on September 17, 18 and 19, 2021, and on early voting days<sup>1</sup>, when the voting is conducted on September 17 and 18, 2021, using an

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<sup>1</sup> Election commissions of the constituent entities of the Russian Federation have the right to allow early (but not earlier than 20 days before voting day) voting of all voters at one or several polling stations in hard-to-reach or remote areas, on ships that will be sailing on the voting day, and at polar stations.

If certain groups of voters included in the electoral roll at the corresponding polling station are located in places significantly remote from the polling station, where transport communication is absent or impeded, and in this regard, it is impossible to conduct early voting at the polling station as a whole, the election commission of the constituent entity of the Russian Federation has the right to allow these groups of voters to vote early (but not earlier than 20 days before voting day) within a few days.

additional voting form<sup>2</sup>, as well as in the premises of election commissions when they determine the vote returns and the election results.

You have received from the CEC of Russia or the relevant election commission of a constituent entity of the Russian Federation an **accreditation card** of a media representative to exercise your powers. It means that you have the right to be present during early voting, during voting on September 17 and 18, 2021 using an additional voting form, as well as on voting days — September 17, 18 and 19, 2021 at the polling station starting from 7.00 a.m.<sup>3</sup> local time until the end of counting of votes and report from the higher-level territorial election commission on the acceptance of the PEC minutes on voting results.

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<sup>2</sup> In accordance with resolution of the CEC of Russia No. 11/87-8 dated June 18, 2021 "On voting at elections and referendums scheduled for September 19, 2021, during several days in a row", voting on 17 and September 18, 2021 at the elections of deputies to the State Duma of the Federal Assembly of the Russian Federation of the eighth convocation, as well as at other elections and referendums scheduled for September 19, 2021, is carried out using the additional possibility of exercising Russian citizens' electoral rights and the right to participate in a referendum — voting by groups of voters participating in the referendum, who live (are located) in settlements and other places with no voting premises and with impeded transport communication (additional form of voting).

<sup>3</sup> If, in accordance with Article 64 § 1 of Federal Law No. 67-FZ of June 12, 2002 "On basic guarantees of electoral rights and the right to participate in the referendum of citizens of the Russian Federation", the election commission of a constituent entity of the Russian Federation decides to bring forward the beginning of voting at a polling station, but not more than by two hours, the access to the polling station must be provided at least one hour before the beginning of voting.

You have the right to perform your professional activities both continuously and at intervals of time freely chosen by you during the specified period, as well as during the repeated voting (if any).



## ACQUAINTANCE WITH PEC MEMBERS

Upon arrival at the polling station (premises for counting of votes), you should introduce yourself to the PEC Chairperson (if the PEC Chairperson is absent — to the PEC Deputy Chairperson, PEC Secretary or other authorized PEC member) and present the following documents:

- 1) accreditation card issued by the CEC of Russia or the election commission of a constituent entity of the Russian Federation;
- 2) passport or another ID of a citizen of the Russian Federation, or an editorial certificate (or another document proving the identity and powers of a journalist).

*If you plan to take photos and (or) videos, you should immediately inform the PEC Chairperson (Deputy Chairperson or Secretary), familiarize him/her with the type of equipment used. If stationary or bulky equipment is used for shooting, you should discuss its operation procedure in order to avoid interfering with voters*

Make sure that the PEC Secretary (or another authorized PEC member) has entered your data into the list of persons present at the polling station. Enter your contact information into this list required to notify you about drawing up the PEC minutes marked "Repeated" or about holding a recount of votes, if necessary



## RIGHTS OF MEDIA REPRESENTATIVES

While being in the polling station or premises for counting of votes, you **have the right to:**

1) take photos and(or) videos, including sealing the security bag and drawing up the corresponding act for that security bag, having previously notified the PEC Chairperson (Deputy Chairperson or Secretary);

2) be present when the ballots are placed into the security bag;

3) be present at counting and recounting of votes;

4) be present at the meetings of the commissions when they determine the results of voting, elections, and referendum;

5) familiarize yourself with the PEC minutes, as well as with the minutes of other commissions on the results of voting, elections, and referendum, including those drawn up repeatedly;

6) receive from the relevant commission copies of minutes on the results of voting, elections, and referendum, including certified copies of PEC minutes.





## OBLIGATIONS OF MEDIA REPRESENTATIVES

*While being in the premises (place) for voting, remember that the voter is the most important person, and the PEC is authorized by law to create all conditions for his/her free expression of will and ensure the secrecy of election*

Respecting the priority of the voter's interests, you should not interfere with the work of PEC members when they issue ballots to voters, explain them the voting procedure, consider complaints and appeals from voters, report to the higher election commission information about opening of the polling station, and about the course of voting, resolve operational issues of the voting organization (for example, prepare extracts from the register for voting outside the voting premises, draw up various acts, make the entries provided for by law in the electoral roll).

In connection with the sanitary and epidemiological situation, you should be guided by the requirements of the laws of the Russian Federation in the field of ensuring

the sanitary and epidemiological well-being of the population, Recommendations for prevention of risks associated with the spread of coronavirus infection (COVID-19), in the course of preparation and conduction of elections of deputies of the State Duma of the Federal Assembly of the Russian Federation of the eighth convocation, other elections and referendums scheduled for a single voting day on September 19, 2021 (posted on the official website of the CEC of Russia).

**The CEC of Russia proceeds from the premise that in the course of performing of his/her professional activities an accredited media representative:**

- will respect the rights, legitimate interests, honor and dignity of voters, referendum participants, other participants in electoral and referendum processes, members of commissions and employees of their apparatus;
- will comply with the norms of professional ethics of a journalist;
- will comprehensively, objectively and reliably inform readers, TV viewers and radio listeners about the activities of the commissions;
- will not use his/her professional position in order to conceal information or falsify socially significant information, spread rumors under the guise of reliable messages, collect information in favor of a third person or organization that is not a mass media;

- will not violate public order and norms of behavior in the premises of the commissions;
- will refrain from interfering with the work of the precinct election commission and referendum commission during organizing voting and counting votes;
- will comply with the sanitary and epidemiological requirements for the prevention of risks associated with the spread of coronavirus infection (COVID-19), and other requirements established by the laws of the Russian Federation.



## PHOTO AND (OR) VIDEO SHOOTING RULES

### **The CEC of Russia recommends to comply with the following rules during photo and/or video recording at the voting premises (place):**

- photo and/or video recording should not violate the secrecy of voting and should exclude the possibility of control over the expression of the will by voters and referendum participants. Therefore, it is necessary to refrain from taking photos and (or) videos in places intended for filling out ballots, as well as photo and (or) video recording of completed ballots before the beginning of the vote counting;
- upon receipt of information from citizens and officials, a media representative must inform them about audio and video recording, photo and (or) video shooting (Article 49 § 6 of Law of the Russian Federation No. 2124-1 of December 27, 1991 “On Mass Media”);
- photo and (or) video recording of citizens in the premises (place) for voting should be carried out taking into account the provisions of Article 152<sup>1</sup> of the Civil Code of the Russian Federation, establishing the procedure for publication and further use of images of an individ-

- ual, which is allowed only with his/her consent, except for cases when no such consent is required;
- photo and video recording of members of the election commission with the electoral roll shall be effected in such a way as to maintain the confidentiality of the personal data contained therein.

*If you wish to be present during the voting outside the polling station (“at home”), do not forget to warn the voter that you are a media representative and to obtain his/her consent to enter the house and take photos and (or) videos there*



## INTERACTION WITH PEC MEMBERS DURING VOTING AND VOTE COUNTING

*It is advisable to discuss all questions and suggestions that you may have with the PEC Chairperson or another authorized person, and, if necessary, address him/her with your comments and obtain corresponding explanations*

The PEC Chairperson maintains order at the polling station. Orders of the PEC Chairperson, given within his/her competence, shall be mandatory for all those present at the voting premises.

In the absence of the PEC Chairperson his/her powers shall be exercised by Deputy Chairperson, and in the absence of the PEC Deputy Chairperson — by the PEC Secretary or another authorized PEC member with the right of casting vote.

The PEC Chairperson must ensure the openness and publicity of the commission's work, explain to voters and

referendum participants the procedure for exercising their active electoral right, the right to participate in the referendum, and explain to those present at the voting and counting of votes, the procedure and meaning of all actions performed by the PEC.

The PEC Chairperson must ensure compliance with the law requirements governing the vote counting procedure.

The procedure for counting votes by the precinct election commission is attached to this Instruction Booklet (Appendix No. 1).

After signing the PEC minutes on the voting results, you have the right to receive copies of these minutes.

At your request, the PEC Chairperson, Deputy Chairperson or Secretary must certify these copies (Appendix No. 2).



## MUTUAL RESPONSIBILITY

Article 5.6 of the Code of Administrative Offenses of the Russian Federation (the CAO RF) provides for liability in the form of a fine in the amount of five hundred to one thousand rubles for a citizen and from one thousand to two thousand rubles for an official for violating the rights of a media representative to timely receipt of information and copies of electoral documents, the receipt of which is prescribed by law.

Issuance by the Chairperson, Deputy Chairperson, Secretary or other member of the electoral commission with the right to cast a deciding vote of a certified copy of the electoral commission minutes on voting results containing data that does not correspond to the data contained in the first copy of the corresponding minutes, or certification by the Chairperson, Deputy Chairperson, Secretary or another member of an election commission with the right to cast a deciding vote of a copy of the minutes in violation of the requirements provided for by law shall be punishable by an administrative fine in the amount of one thousand five hundred to two thousand rubles.

Administrative offense cases provided for by the above article shall be initiated by the prosecutor.



Article 5.69 of the CAO RF provides for liability in the form of a fine in the amount of two thousand to five thousand rubles for a citizen and twenty thousand to fifty thousand rubles for an official for interfering with the exercise by PEC of its powers established by law, which entailed a violation of the commission operation procedure established by law, or for interfering with the participation of voters in voting.

<i>PEC Powers</i>	<i>PEC operation procedure</i>
<p>In accordance with legal provisions, the powers of the PEC when organizing voting and vote counting include:</p> <ul style="list-style-type: none"> <li>• organization of voting in the voting premises and outside the voting premises;</li> <li>• consideration of reports about errors and inaccuracies in the electoral roll and making decisions on entering appropriate changes;</li> <li>• ensuring proper condition of the prepared voting premises (including in terms of availability of information on the information stand),</li> </ul>	<p>The fundamentals of the PEC operating procedure in the exercise of its powers are established directly by law and provide for:</p> <ul style="list-style-type: none"> <li>• ensuring the procedure for issuing ballots to voters upon presentation of documents confirming their voting rights;</li> <li>• immediate and collegial consideration of the voter's report about an error or inaccuracy in the electoral roll;</li> <li>• ensuring work with the electoral roll, which excludes the possibility of in-</li> </ul>

<i>PEC Powers</i>	<i>PEC operation procedure</i>
<p>availability of places for media representatives and observers;</p> <ul style="list-style-type: none"> <li>• ensuring proper condition of ballot boxes, voting booths, including availability of writing materials (except for pencils), lighting system;</li> <li>• ensuring safety of ballots, including putting of ballots into the security bag;</li> <li>• control over observance of the prohibition on holding pre-election campaigning on voting days in the territory of the polling station;</li> <li>• counting of votes, determining the results of voting at the polling station, preparation of minutes on voting results and their transfer to the territorial election commission;</li> <li>• announcement of voting results at the polling station and issuance of certified copies of minutes on voting results to persons present at</li> </ul>	<p>clusion of persons that do not have effective electoral rights, inclusion of a citizen in the electoral roll more than once, and guaranteeing confidentiality of personal data of citizens contained in the roll, accuracy of counting the number of voters included in the electoral roll, the number of voters that received ballots and other data required for drawing up the PEC minutes on the voting results;</p> <ul style="list-style-type: none"> <li>• public preparation for visiting voters for organizing voting outside the voting premises, including when voting using an additional form of voting, and ensuring observation of such voting;</li> <li>• continuous and transparent process of counting votes and drawing up minutes on voting results;</li> <li>• keeping records of strictly accountable documents: ballots, special signs (stamps);</li> </ul>

<i>PEC Powers</i>	<i>PEC operation procedure</i>
<p>the polling station during counting of votes and drawing up the minutes on voting results;</p> <ul style="list-style-type: none"> <li>• consideration of complaints (applications) and delivery of reasoned decisions within its powers;</li> <li>• ensuring storage and transfer of documents related to preparation for and holding of elections to higher-ranking commissions</li> </ul>	<ul style="list-style-type: none"> <li>• the obligation to collectively consider complaints (statements) received on the voting day before signing the PEC minutes on voting results;</li> <li>• proper certification of copies of the minutes of voting results and their issuance against signature, indicating the serial number of the copy, and date and time of issue</li> </ul>



## GROUNDS AND PROCEDURE FOR REMOVING A MEDIA REPRESENTATIVE FROM THE VOTING PREMISES

*A media representative will be removed from the voting premises if he/she violates the laws of the Russian Federation on elections and referendums, and the court at the location of the PEC made a decision to remove the media representative from the voting premises*

The PEC, the higher-ranking election commission, and the prosecutor have the right to file an administrative claim with the district court to remove a media representative from the voting premises. The claim must indicate which norms of the laws of the Russian Federation on elections and referendums were violated by the administrative respondent.

The administrative respondent (a media representative) must be notified about lodging a claim and about the place and time of its consideration by the court.

A court decision to remove a media representative from the voting premises, which has entered into force or is subject to immediate execution, must be executed by a police officer or bailiff.



## POWERS OF POLICE OFFICERS IN THE VOTING PREMISES

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

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

In particular, the powers of a police officer include drawing up administrative offense reports in accordance with Article 5.69 of the Administrative Code of the Russian Federation referred to in this Instruction Booklet.

Moreover, a police officer or bailiff must comply with a court decision to remove a media representative from the polling station.

Preparation for and holding elections and referendums must be open and public, which requires time and care. Therefore, treat the difficult and important work of the PEC with respect and understanding. At the same time, be aware that the PEC is aimed at holding elections and referendums in strict accordance with the laws of the Russian Federation, and assisting you in your professional activities.

### **The CEC of Russia wishes you successful work!**

You can ask all your questions by calling the hotline  
of the CEC of Russia:

8-800-200-00-20  
+7 (495) 249-75-15



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


**CONTINUOUSLY**

**CONSECUTIVELY**

**PUBLICLY**

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

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

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

- 1** Line number in the PEC minutes on voting results and in the enlarged form of minutes (EPM), which is filled in after completion of the corresponding action. Counting is carried out separately for single-mandate and federal electoral districts.

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

**WORKING RESULTS**
**CANCELLATION OF VOTING BALLOTS**

- |                          |          |  |
|--------------------------|----------|--|
| <input type="checkbox"/> | <b>1</b> | Count and cancel unused ballots, the number of cancelled ballots, including damaged ballots (returned by voters), announce and enter into line <b>6</b>                  |
| <input type="checkbox"/> | <b>2</b> | Allow persons present at the counting of votes to visually familiarize themselves with cancelled ballots under the control of PEC members with the right of casting vote |
| <input type="checkbox"/> | <b>3</b> | Announce the number of ballots received by the PEC, and enter it into line <b>2</b>  |
| <input type="checkbox"/> | <b>4</b> | Peck and seal cancelled ballots  |

**WORK WITH ELECTORAL ROLL**

- |                          |          |  |
|--------------------------|----------|--|
| <input type="checkbox"/> | <b>5</b> | Count and announce summary data for each page of the electoral roll  |
| <input type="checkbox"/> | <b>6</b> | Count and announce the final data for the entire electoral roll, enter the relevant data into lines <b>1</b> <b>3</b> <b>4</b> <b>5</b>  |
| <input type="checkbox"/> | <b>7</b> | Allow persons present at the vote counting with the opportunity to familiarize themselves with the electoral roll, and allow PEC members with the deliberative voting right to make sure that the count is correct |
| <input type="checkbox"/> | <b>8</b> | Stitch up the electoral roll books in one volume, put the list in a safe (metal cabinet)   |

**WORKING WITH SECURITY BAGS AND PORTABLE BOXES**

- |                          |           |  |
|--------------------------|-----------|--|
| <input type="checkbox"/> | <b>9</b>  | Check the integrity (absence of traces of unauthorized access to the contents) of each security bag containing ballots moved from the portable box on 17 and 18 September 2021, and that the number of the security bag is identical to the number in the corresponding act                          |
| <input type="checkbox"/> | <b>10</b> | Announce the number of ballots issued to voters (according to the relevant act) for each security bag, open them, count and announce the number of extracted ballots of the established form, separating the ballots of an unidentified form, enter the indicated number into the corresponding act* |
| <input type="checkbox"/> | <b>11</b> | Check the integrity of votes by comparing the number of extracted ballots of an unidentified form with the number of actually discovered ballots of an unidentified form**   |
| <input type="checkbox"/> | <b>12</b> | Announce the total number of ballots in portable boxes and security bags and enter into line <b>2</b>  |
| <input type="checkbox"/> | <b>13</b> | Perform actions similar to the actions specified in Paragraphs 9 and 10, in respect of each security bag containing ballots moved from the stationary box on September 17 and 18, 2021 ***   |

**DIRECT VOTE COUNTING**

Check the integrity of votes in an identifiable box:

<input type="checkbox"/>	<b>14</b>	
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## OBTAINING CERTIFIED COPIES OF PEC MINUTES ON VOTING RESULTS

After signing the PEC minutes on the voting results (including a re-drawn one), the PEC must prepare and hand over a certified copy of the minutes to the media representative, upon his/her request.

Upon that:

- copies of protocols and other documents of the PEC are certified by the PEC Chairperson, Deputy Chairperson, or the Secretary. The person certifying the copy should make an entry “True” or “The copy is true”, sign it, indicate his/her surname and initials, the date and time of the certification of the copy and affix the seal of the corresponding commission;
- issued certified copies of the minutes should be numbered;
- The PEC records the fact of issuing a certified copy of each minutes in the relevant register, indicating the number of the issued copy, the date and time of issue; the media representative who received a certified copy of the minutes should sign in the above register;

- if a copy of the minutes was made without the use of copying equipment, it is not necessary to indicate the surnames, first names and patronymics of PEC members in the copy of the minutes and affix their signatures.

**INSTRUCTION BOOKLET  
FOR MEDIA REPRESENTATIVE**

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