REGULATION NO. 2004/12
ON ELECTIONS FOR THE ASSEMBLY OF KOSOVO

The Special Representative of the Secretary-General (SRSG),

Pursuant to the authority given to him under United Nations Security Council Resolution (UNSCR) 1244 (1999) of 10 June 1999,


In conformity with UNSCR 1244 (1999) and the Constitutional Framework for Provisional Self-Government in Kosovo (UNMIK Regulation 2001/9 of 15 May 2001),

For the purpose of establishing the basic rules governing the conduct of elections for the Assembly of Kosovo,

Hereby promulgates the following:

CHAPTER 1
GENERAL

Section 1
Definitions

1.1 For the purposes of the present Regulation:

(a) “Assembly” means the Assembly of Kosovo;
(b) “Campaign Period” means the thirty (30) day period for election campaigning by Political Entities ending on the day immediately preceding the day on which the election is held;

(c) “Central Civil Registry” means the registry of habitual residents established under UNMIK Regulation No. 2000/13;

(d) “Citizens’ Initiative” means a group of persons who voluntarily associate on the basis of a common idea, interest or viewpoint with the objective of having their candidates elected, but who do not wish to form a Political Party;

(e) “Political Party” means a political party registered with the Office in accordance with the applicable law;

(f) “Coalition” means a coalition of one or more Political Parties;

(g) “Constitutional Framework” means the Constitutional Framework for Provisional Self-Government in Kosovo (UNMIK Regulation 2001/9 of 15 May 2001);

(h) “Electoral Rule” means a rule enacted by the Central Election Commission pursuant to its authority under UNMIK Regulation 2004/9 on the Central Election Commission;

(i) “Political Entity” means a Political Party, Coalition of Political Parties, Citizens’ Initiative or independent candidate;

(j) “NGO” means a non-governmental organization;

(k) “Payment” means a transfer of valuable consideration, including payment in-kind. A Payment is made at the time the benefit of the Payment is received;

(l) “Contribution” means a gift, subvention or bequest of any kind to a Political Entity, whether in cash or in-kind, and includes the payment of the Entity’s debts and the provision, otherwise than on commercial terms, of any property, loan, services or facilities for the use or benefit of the Entity. Services provided to a Political Entity by individuals voluntarily, on their own time and free of charge shall not be considered to be Contributions. A Contribution is made at the time the benefit of the Contribution is received by a Political Entity;

(m) “Assets” means all real or personal property owned directly or indirectly, including cash on hand and bank deposits, as well as any proceeds derived therefrom by way of sale, disposition or other agreements, the value of businesses owned, and any item owned having a value greater than five hundred euro (€500) and with an expected economic life exceeding three (3) years;
(n) “Liabilities” means all monetary sums that a Political Entity is obliged to pay to other persons;

(o) “Equity” means the difference between Assets and Liabilities;

(p) “Office” means the Political Party Registration Office acting within UNMIK Pillar III for Institution Building;

(q) “Expenditure” means a Payment made for goods or purchase of goods, materials, labour, or services whether tangible or intangible. An Expenditure is made on the date the payment or purchase is made or on the date the goods, materials, labour, or services are provided, whichever is earlier;

(r) “Campaign Expenditure” is an Expenditure made during the Campaign Period for the purpose of directly influencing an election, regardless of whether incurred in support of a specific candidate, Political Party, Coalition, or Citizens’ Initiative but does not include Expenditures made in support of the ordinary operation of a Political Entity. Goods or services for which payments are made prior to the Campaign Period, for use during the Campaign Period, shall also be considered Campaign Expenditures;

(s) “Income” means any monetary sum received as membership fees or dues, loans, permitted Contributions, public funding of any kind, and the fair market value of permitted Contributions in the form of goods and services; and

(t) “Financial Representative” means the person who is personally responsible for keeping a Political Entity’s financial records, ensuring the Entity’s compliance with the present Regulation and communicating with the Office with respect to the Entity’s Campaign Finance Disclosure Reports.

1.2 References to “section” herein are references to sections of the present Regulation unless otherwise indicated.

Section 2
Date of Elections

The SRSG shall set and announce the date of each election to the Assembly.

Section 3
Certification of the Election Results

3.1 The SRSG shall have the authority to certify the final election results upon the recommendation of the Central Election Commission. The Central Election Commission shall make a recommendation as to the certification of the election results after the completion of all polling station and counting centre procedures and
when all outstanding complaints concerning polling and counting have been adjudicated by the Election Complaints and Appeals Commission.

3.2 Prior to certification of the election results, the Central Election Commission may order a recount of ballots in a polling centre, or counting centre, or a repeat of the voting in a polling centre or municipality.

3.3 The results of an election are final and binding once they have been certified by the SRSG.

3.4 The Central Election Commission shall publish the results of an election after they have been certified.

Section 4
Term of the Assembly

4.1 The term of the Assembly shall be as specified in section 9.1.4 of the Constitutional Framework.

4.2 Without prejudice to the competencies of the SRSG, at least two-thirds of the members of the Assembly may request the SRSG to dissolve the Assembly. Such a request shall be communicated to the SRSG by the President of Kosovo.

CHAPTER 2
DISTRIBUTION OF SEATS

Section 5
Distribution of Seats

5.1 Seats in the Assembly shall be distributed according to the system of representation established by section 9.1.3 of the Constitutional Framework, by allocating:

(a) one hundred (100) seats amongst all certified Political Entities in proportion to the number of valid votes received by them; and

(b) twenty (20) seats reserved for the additional representation of non-Albanian Kosovo communities, in the manner specified in the Constitutional Framework.

5.2 Seats in the Assembly shall be allocated in the following manner:

(a) the total number of valid votes received by each Political Entity competing for a set of seats shall be divided by 1, 3, 5, 7, 9, 11, 13, 15, et seq. until
the number of divisors used corresponds with the total number of seats to be distributed in that set of seats;

(b) the quotients resulting from this series of divisions shall be arranged in descending order. Seats shall be allocated to Political Entities according to the quotients, with the first seat going to the Entity with the largest quotient, the second seat going to the Entity with the next largest quotient, et seq. until all seats in the set of seats have been allocated;

(c) seats shall be first allocated to the set of one hundred seats specified in section 9.1.3(a) of the Constitutional Framework and thereafter to the sets of seats reserved for the additional representation of non-Albanian Kosovo Communities specified in section 9.1.3(b) of the Constitutional Framework;

(d) any quotient that gains a Political Entity a seat shall be disregarded in any subsequent distribution of seats;

(e) if a Political Entity is allocated seats equal to the number of candidates on its list and there are still seats to be allocated, then the remaining quotients of that Entity shall not be taken into account in allocating any remaining seats;

(f) the seats allocated to a Political Entity from the sets it has contested shall be added to provide the total number of seats that the Entity has won. That sum shall be the total number of seats allocated to that Entity as a result of the election for distribution to its candidates; and

(g) if a tie occurs because two or more quotients are identical, the seat shall be allocated on the basis of a drawing of lots by the Chairperson of the Central Election Commission in the presence of the authorised representatives of the Political Entities concerned.

5.3 The seats allocated to a Political Entity shall be distributed to the candidates on the Entity’s list starting from the first candidate on the list and thereafter in strict sequence until the number of seats allocated to the Political Entity is exhausted.

5.4 If for any reason the representation formula specified in this section cannot be applied, the SRSG shall determine how the seats are to be allocated in consultation with the Central Election Commission.

5.5 An example of the electoral formula specified in this section is shown in Annex 1 attached to the present Regulation. Annex 1 is for reference only. If there is a conflict between Annex 1 and this section, the provisions of this section shall prevail.
Section 6
Replacement of Assembly Members

6.1 Seats allocated in accordance with the present Regulation are held personally by the elected candidate and not by the Political Entity. A member’s mandate in the Assembly may not be altered or terminated before the expiry of the mandate of the Assembly except by reason of:

(a) the conviction of the member of a criminal offence for which he or she is sentenced to a prison term of six (6) months or more;

(b) the failure of the member to attend for six (6) consecutive months a session of the Assembly or the Committee(s) of which he or she is a member, unless the failure was due to a reason approved by the Assembly;

(c) the member’s forfeiture of his or her mandate under section 23;

(d) the death or mental or physical incapacity of the member; or

(e) the resignation of the member.

6.2 An Assembly member whose term ceases pursuant to section 6.1 shall be replaced as follows:

(a) by the next eligible candidate of the same gender on the candidate list of the Political Entity on whose behalf the member contested the last election;

(b) if there is no other eligible candidate of the same gender on the candidate list, by the next eligible candidate on the candidate list;

(c) if there are no other eligible candidates on the candidate list, by the next eligible candidate on the candidate list of the Political Entity which had the next largest quotient of votes under the formula set out in section 5 in the most recent election; and

(d) if the member is an independent candidate, by the next eligible candidate on the candidate list of the Political Entity that had the next largest quotient of votes under the formula set out in section 5.

6.3 Upon a seat becoming vacant, the President of the Assembly shall make a request in writing to the SRSG for the vacancy to be filled. Such request shall include an explanation as to how the vacancy arose.

6.4 Upon receipt of a request under section 6.3, the SRSG shall, if the explanation provided is satisfactory, request the Central Election Commission to recommend the name of a person to fill the vacancy. The Central Election Commission shall, within five (5) working days of being requested to do so, provide the SRSG with the name of the next eligible candidate under section 6.2.
CHAPTER 3
VOTER ELIGIBILITY AND THE VOTERS LIST

Section 7
Voter Eligibility

7.1 A person is eligible to vote in an election to the Assembly in accordance with the present Regulation if he or she is at least eighteen (18) years of age on the day of the election and satisfies at least one of the following criteria:

(a) he or she is registered as a habitual resident in the Central Civil Registry established by UNMIK;

(b) he or she is residing outside Kosovo and left Kosovo on or after 1 January 1998, provided that he or she meets the criteria in UNMIK Regulation No. 2000/13 for being a habitual resident of Kosovo; or

(c) he or she obtained the status of a refugee, as defined in the Convention Relating to the Status of Refugees of 28 July 1951 and its Protocol of 16 December 1966, on or after 1 January 1995, and is eligible to be registered in the Central Civil Registry as a habitual resident of Kosovo.

7.2 The SRSG may decide, in exceptional circumstances, to allow additional groups of persons to register to vote who are not eligible to vote under section 7.1. Such decisions shall be taken at the recommendation of the Central Election Commission and shall be given effect through the issuance of an Administrative Direction.

Section 8
Voting in Kosovo

8.1 A person who is eligible to vote has the right to cast a ballot in Kosovo on the day of an election to the Assembly, provided he or she has registered as a habitual resident of Kosovo by a date specified by the Central Election Commission.

8.2 The Central Election Commission may issue an Electoral Rule establishing special voting procedures for homebound voters and other specific classes of voters.

Section 9
Voting Outside of Kosovo

9.1 An eligible voter who is temporarily residing outside of, or displaced from, Kosovo is entitled to cast a ballot in an election to the Assembly through a by-mail voting programme if he or she has successfully applied for a by-mail ballot in
accordance with procedures and by a deadline established by the Central Election
Commission.

9.2 The SRSG may establish special procedures for voting outside of Kosovo by
particular groups of voters through the issuance of an Administrative Direction.

Section 10
The Voters List

10.1 The Central Election Commission shall maintain a Voters List, which shall list
all eligible voters who:

   (a) are registered in the Central Civil Registry as habitual residents of
       Kosovo; or

   (b) have successfully applied for a by-mail ballot pursuant to section 9.

10.2 The Central Civil Registry shall supply the Central Election Commission with
all relevant information that the Central Election Commission requires to maintain the
Voters List in accordance with deadlines established by the Central Election
Commission.

10.3 The Central Election Commission shall make the Voters List to be used in an
election to the Assembly available for review by the public at dates and locations
specified by the Central Election Commission.

10.4 Eligible voters may challenge, according to procedures established by the
Central Election Commission in an Electoral Rule, inaccuracies or omissions in the
Voters List during a period established for that purpose by the Central Election
Commission.

10.5 The Central Election Commission shall, after the public has had the
opportunity to challenge inaccuracies and omissions in the Voters List, but before the
day of the election, certify that the Voters List has been established in accordance
with applicable Regulations and Administrative Directions.
CHAPTER 4
POLITICAL ENTITY CERTIFICATION AND BALLOT ACCESS

Section 11
Certification of Political Entities

11.1 In order to contest an Assembly election, a Political Entity must be certified for that purpose by the Central Election Commission.

11.2 The Central Election Commission shall certify an eligible Political Entity if it submits a complete application, in the form prescribed and by a date established by the Central Election Commission, subject to sections 16 and 17. Such application shall be accompanied by all supporting documentation required under this section.

11.3 A Political Entity shall, in its application for certification, identify a contact person. An independent candidate may designate himself or herself as the contact person for his or her campaign. The Central Election Commission shall correspond with a Political Entity on non-financial matters relating to the election solely through the Entity’s duly designated contact person.

11.4 A Political Entity shall submit with its application a certification deposit set by an Electoral Rule of the Central Election Commission. The certification deposit shall be refunded to each applicant that gains at least one (1) mandate in the election in question.

11.5 Subject to the exemptions specified in section 11.6 and 11.7 below, each application for certification shall include, in the form prescribed by the Central Election Commission, one thousand (1,000) signatures of support of registered voters.

11.6 A Political Party that registers with the Office during the twelve (12) months immediately preceding an election is not required to submit signatures in support of its application for certification.

11.7 A Political Entity that gained at least one (1) seat in the Assembly in the previous election is not required to submit signatures in support of its application for certification.

11.8 A Coalition may not rely on the exemption in section 11.7 unless it includes all the Political Parties who were part of the Coalition in the previous election.

11.9 A person may give his or her signature in support of only one Political Entity per election.

11.10 Each Political Entity shall, in its application for certification, commit to following a Code of Conduct for Political Entities issued by the Central Election Commission in an Electoral Rule.
11.11 Each Political Entity shall indicate in its application whether it wishes to contest any of the seats reserved for the representation of non-Albanian Kosovo communities under section 9.1.3 of the Constitutional Framework. No Political Entity may contest seats reserved for the representation of more than one community.

Section 12
Political Parties

12.1 A Political Party may be certified to participate in an election, provided that its registration under UNMIK Regulation No. 2004/11 is not under suspension.

12.2 The Office shall inform the Central Election Commission regarding the registration status of each applicant Political Party prior to the conclusion of the certification procedure.

Section 13
Coalitions

13.1 A Coalition may be certified to contest an election under one name, provided that it consists solely of Political Parties that are eligible to be certified under section 12.1.

13.2 The Central Election Commission shall treat a Coalition as a single Political Entity from the day the Coalition is certified by it until the results of the election are certified. A Political Party may not withdraw from a Coalition once it has been certified, until the results of the election are certified.

13.3 Upon dissolution of a Coalition, each of the Political Parties that were members of the Coalition shall be responsible for an equal share of all Liabilities incurred by the Coalition, including any outstanding fines imposed by the Central Election Commission or the Election Complaints and Appeals Commission.

Section 14
Citizens’ Initiatives

14.1 The Central Election Commission shall treat a Citizens’ Initiative as a single Political Entity from the day it is certified until the Citizens’ Initiative has filed its second Campaign Financial Disclosure Report under section 26.1(b).

14.2 Each candidate on the certified candidate list of a Citizens’ Initiative shall be personally responsible for an equal share of any fines imposed on the Citizens’ Initiative by the Central Election Commission or the Election Complaints and Appeals Commission.
Section 15
Independent Candidates

15.1 An independent candidate may be certified to participate in an election, provided he or she is eligible to be a candidate under section 23.

15.2 An independent candidate may not, in the same election, seek certification as a candidate for a Political Party, Coalition or Citizens’ Initiative.

Section 16
Identical or Similar Names

16.1 The Central Election Commission shall not certify a Political Entity under a name or acronym that is the same as, or in the judgment of the Central Election Commission, is confusingly similar to, the name or acronym under which a different Political Entity has previously been certified.

16.2 If two or more Political Entities apply for certification under names or acronyms that are the same, or so similar that they are likely to cause confusion or mislead voters, the Central Election Commission shall decide which Entity has the right to be certified under the name or acronym. In deciding which Political Entity has the right to be certified under a name or acronym, the Central Election Commission shall have regard to the date on which each Entity submitted its application to the Central Election Commission and their previous use of the names or acronyms.

16.3 For the purposes of this section, a Coalition shall be considered to be a different Political Entity from one election to the next unless its membership includes all the Political Parties that were previously part of the Coalition.

16.4 Nothing in this section precludes the certification of an individual under his or her legal name.

Section 17
Review of Certification Applications

17.1 The Central Election Commission shall review each application for certification of a Political Entity and, within twenty (20) days after the closing date for submission of applications set by the Central Election Commission under section 11.2, either:

(a) approve the application and notify the applicant in writing;

(b) reject the application and notify the applicant in writing, giving reasons for its decision and informing the applicant of its right to appeal the decision under section 17.4; or
(c) if it determines that the application contains incomplete or inaccurate information, return the application to the applicant for correction, with a notice identifying the defects in the application.

17.2 A Political Entity may, within five (5) working days of receiving a notice under section 17.1(c), submit to the Central Election Commission an explanation that addresses the concerns raised in the notice and/or an amended application that addresses all the defects identified in the notice.

17.3 The Central Election Commission shall, within ten (10) working days of sending a notice under section 17.1(c), make a decision on an application, taking into account any explanation or amended application submitted by the Political Entity under section 17.2.

17.4 If the Central Election Commission rejects an application for certification, the applicant Political Entity may appeal to the Election Complaints and Appeals Commission within forty-eight (48) hours of being notified of the decision.

17.5 A Political Entity that has been certified may withdraw from an election by providing the Central Election Commission with written notice clearly indicating its intention to withdraw no later than two (2) working days before the date set for the lottery under section 18.3.

17.6 The Central Election Commission shall not certify a Political Entity that has failed to pay a fine imposed by the Election Complaints and Appeals Commission, the Central Election Commission or the Office.

Section 18
Order of Political Entities on the Ballot

18.1 A Political Entity shall appear on the ballot if it:

(a) has been certified to participate in the election by the Central Election Commission; and

(b) has submitted a valid candidates list under section 19 by the applicable deadline.

18.2 A certified Political Entity may choose the language and script in which its name is written on the ballot.

18.3 The Central Election Commission shall hold a lottery to determine the order in which the certified Political Entities appear on the ballot.
CHAPTER 5 
CANDIDATE LISTS

Section 19
Submission of Candidate Lists

19.1 A Political Party, Coalition or Citizens’ Initiative certified to participate in an 
election shall submit a list of candidates, in the prescribed form, to the Central 
Election Commission before a deadline established by decision of the Central 
Election Commission. An independent candidate represents a list of one and shall not 
be required to submit a separate list.

19.2 A Political Party, Coalition or Citizens’ Initiative shall submit, along with its 
candidate list, a completed Candidate Certification Form and Candidate Financial 
Disclosure Form complying with the requirements of section 24, for each of its 
candidates.

19.3 The number of candidates listed on a candidates list shall not exceed by more 
than ten (10) percent the number of mandates being contested by the Political Entity.

19.4 Each candidate listed on a candidate list must be eligible to be a candidate 
under the present Regulation.

19.5 No candidate may appear on more than one candidate list in an election.

Section 20
Review and Certification of Candidate Lists

20.1 The Central Election Commission shall review each candidate list and, within 
thirty-five (35) days after the deadline for submission of candidate lists specified by it 
under section 19.1, either:

(a) certify the candidate list and notify the applicant in writing; or

(b) reject the candidate list and notify the applicant in writing, giving 
reasons for its decision and informing the applicant of its right to appeal the decision 
under section 20.6.

20.2 The Central Election Commission shall certify a candidate list if the list 
submitted, and all supporting Candidate Certification Forms and Candidate Financial 
Disclosure Forms, are in compliance with the provisions of the present Regulation 
and the Electoral Rules.

20.3 The Central Election Commission shall notify a Political Entity at least ten 
(10) working days before a decision is required under section 20.1, if it determines 
that:
(a) the Entity’s candidate list contains inaccurate or incomplete information;

(b) a Candidate Certification Form and Candidate Financial Disclosure Form submitted in support of the Entity’s candidate list contains incomplete or inaccurate information;

(c) one or more candidates on a candidate list are ineligible to be candidates under section 23; or

(d) the Entity’s candidate list does not satisfy the gender requirements under section 21.

20.4 A Political Entity may, within five (5) working days of receiving a notice under section 20.3, submit to the Central Election Commission an explanation that addresses the concerns raised in the notice and an amended document or documents that address all the defects identified and replaces all ineligible candidates.

20.5 The Central Election Commission shall, within ten (10) working days of sending a notice under section 20.3, make a decision on a candidate list, taking into account any explanation and amended documents submitted by the Political Entity under section 20.4.

20.6 A Political Entity may appeal a decision of the Central Election Commission refusing to certify its candidate list to the Election Complaints and Appeals Commission within forty-eight (48) hours of being notified of the decision.

Section 21
Gender Requirement

21.1 Of the first sixty-seven (67) percent of candidates on a candidate list, at least thirty-three (33) percent shall be male and at least thirty-three (33) percent shall be female, with one candidate from each gender included at least once in each group of three candidates, counting from the first candidate in the list.

21.2 The number of candidates in the first sixty-seven (67) percent of candidates on a list shall be calculated by rounding up to the nearest integer.

21.3 If the last group in the first sixty-seven (67) percent of candidates on a list consists of a single candidate, then the candidate may be of either gender.

21.4 If the last group in the first sixty-seven (67) percent of candidates on a list consists of two (2) candidates, then each shall be of a different gender.

21.5 This section has no application to lists consisting of one or two candidates.
21.6 Subject to the provisions of this section, the minimum number of candidates of each gender that shall appear on a candidate list of a given size will be the number specified in Column B of the Gender Requirement Table reproduced in Annex 2 to the present Regulation. Annex 2 is for reference only. If there is a conflict between Annex 2 and this section, the provisions of this section shall prevail.

Section 22
Withdrawal or Replacement of Candidates

22.1 Neither a Political Entity nor a candidate may withdraw the name of a candidate from a candidate list once the Central Election Commission has certified the candidate list.

22.2 If the Election Complaints and Appeals Commission removes a candidate from a candidate list because it determines that the candidate did not give his or her consent to stand as a candidate, the Political Entity may not replace that candidate on its candidate list, but shall ensure that the list remains in compliance with section 21.

Section 23
Candidate Eligibility

23.1 Any person whose name appears on the Voters List is eligible to be certified as a candidate, except that no person may be certified as a candidate if he or she is:

(a) a member of the Central Election Commission;
(b) a member of the Election Complaints and Appeals Commission;
(c) a member of a Municipal Election Commission;
(d) a judge or prosecutor in Kosovo or elsewhere;
(e) a member of the Kosovo Protection Corps;
(f) a member of the Kosovo Police Service;
(g) a member of the armed forces of any state;
(h) a member of any police force or body of a like kind;
(i) serving a sentence imposed by the International Criminal Tribunal for the Former Yugoslavia or under indictment by the Tribunal and has failed to comply with an order to appear before the Tribunal; or
(j) deprived of legal capacity by a final court decision.
23.2 If a candidate who has been certified by the Central Election Commission has or acquires a status that would render him or her ineligible to be a candidate by reference to the provisions of section 23.1, that person shall be decertified by the Central Election Commission and removed from the candidates list of the relevant Political Entity.

23.3 If a person who has been certified elected to the Assembly has or acquires a status that would render him or her ineligible to be a candidate by reference to the provisions of section 23.1, that person shall forfeit his or her mandate in the Assembly.

23.4 No person who has failed to pay a fine imposed on him or her by the Election Complaints and Appeals Commission or the Central Election Commission, or who has failed to obey an order of the Election Complaints and Appeals Commission, may be certified to be a candidate.

23.5 No person who is a member of another elected legislative body may take a seat in the Assembly. An Assembly member, who is or becomes a member of another elected legislative body after he takes up his or her seat in the Assembly, shall forfeit his or her mandate in the Assembly.

23.6 A person whose mandate is forfeited under this section shall be replaced in accordance with the provisions of section 6.

23.7 The Central Election Commission shall publish the certified lists of candidates and any amendments thereto as early as practicably possible in advance of the election date.

Section 24

Candidate Financial Disclosure

24.1 Each Candidate shall complete, before the deadline for the submission of candidate lists, a Candidate Financial Disclosure Form disclosing his or her:

(a) current personal income and sources of income, including all employment income, profit from property, contributions, accounts receivable and other income realized both inside and outside of Kosovo for the twelve (12) months period prior to the date of submission;

(b) Assets, including cash, bank accounts, business documentation, shares, securities, bonds, real property, and personal property the value of which exceeds two thousand euro (€2,000) as of the effective date of the Disclosure Form; and

(c) Liabilities, including all debts, promissory notes, loans and guarantees of such Liabilities both inside and outside of Kosovo as of the date of the Disclosure Form.
A Candidate Financial Disclosure Form shall disclose the Assets of the candidate’s immediate family, namely his or her spouse, dependant children and, if they reside with the candidate, his or her parents.

CHAPTER 6
CAMPAIGN SPENDING LIMIT AND FINANCIAL DISCLOSURE

Section 25
Campaign Spending Limits

25.1 The Central Election Commission may, no later than forty (40) days before the day of the election, establish by Electoral Rule a limit on the Campaign Expenditures of certified Political Entities, which shall be expressed as an amount per registered voter.

25.2 No certified Political Entity shall have Campaign Expenditures exceeding the spending limit per registered voter, if any, established by the Central Election Commission.

25.3 For the purposes of section 25.1, the number of registered voters shall be determined by the Central Election Commission by reference to the Voters List as it stands at the close of business on the fiftieth (50th) day preceding the day of the election.

Section 26
Financial Disclosure Requirements

26.1 Each Political Entity certified to participate in the election shall submit a Campaign Financial Disclosure Report for the Entity, including, as the case may be, all of its branches:

(a) for the period beginning on the first day on which the Central Election Commission accepts applications for certification and ending with the first day of the Campaign Period, no later than ten (10) calendar days after the commencement of the Campaign Period; and

(b) for the period beginning with the first day of the Campaign Period and ending with the day of the election, no later than twenty-five (25) calendar days after the day of the election.

26.2 Each Campaign Financial Disclosure Report shall include complete and accurate disclosure of:
(a) the Income of the Political Entity during the reporting period, including the source and date of all cash Contributions;

(b) all Expenditures, including Campaign Expenditures, made by the Entity during the reporting period; and

(c) a balance sheet showing the Assets, Liabilities and Equity of the Entity as of the first and last day of the reporting period.

26.3 Each Political Entity certified to participate in an election shall keep and maintain for a period of seven (7) years accurate and detailed records of the financial situation of the Entity and all of its branches during the period covered by the Campaign Financial Disclosure Reports, including:

(a) accounting books that record, in accordance with generally accepted accounting principles:

   (i) all Income by source, amount, identifying the manner in which the Payment was made (i.e. cash, cheque, bank draft, etc.); and

   (ii) all Payments made by the Entity to another person, the purpose of the Payment and the manner in which the Payment was made;

(b) receipts for all Expenditures in excess of one hundred euro (€100);

(c) bank records for all accounts held by or on behalf of the Political Entity;

(d) documents establishing the legal basis for ownership or occupation of all real property occupied by the Political Entity;

(e) contracts to which the Entity is a party, including contracts relating to the lease or purchase of real or personal property;

(f) a record of all Contributions to the Entity, regardless of when they were made, including:

   (i) the value of each Contribution;

   (ii) the date on which each Contribution was made;

   (iii) the full name, address and UNMIK Civil Registration, passport or driver’s licence number of each contributor; and

   (iv) the full name of the person who received the Contribution on behalf of the Entity.
Section 27
Appointment of Financial Representative

27.1 Each Political Entity applying for certification shall identify a Financial Representative.

27.2 An independent candidate may designate himself or herself as the Financial Representative of his or her campaign.

27.3 All certified Political Entities shall inform the Office of any change of the Financial Representative no later than five (5) working days after the change.

27.4 Each Financial Representative shall attend a training session in accounting and auditing arranged by the Office as soon as possible after his or her appointment unless he or she can establish to the satisfaction of the Office that he or she possesses sufficient expertise and experience that such training is not necessary.

Section 28
Auditing

28.1 The Central Election Commission, acting through the Office, may audit any Campaign Finance Disclosure Report or Candidate Financial Disclosure Form.

28.2 Each Political Entity shall cooperate fully with the Office auditors and shall provide the auditors with full and unfettered access to the financial records of the Entity, including without limitation all of the records referred to in section 26.3.

28.3 The Office shall present the preliminary results of an audit, including a list of any apparent errors or omissions, to the highest executive body of the Political Entity within forty-five (45) days of commencing the audit.

28.4 A Political Entity may, within five (5) working days of its receipt of the preliminary results of an audit, submit a revised financial report and an explanation that addresses any apparent errors or omissions identified by the Office.

28.5 The Office shall prepare a final audit report within ten (10) working days of the delivery of a preliminary audit report to a Political Entity. The final report shall identify any errors or omissions in the financial report, taking account of any explanation and revision submitted under section 28.4.

28.6 The Office shall submit a final audit report to the Central Election Commission and the highest executive body of the Political Entity no later than fifteen (15) working days after delivering the preliminary results of the audit under section 28.3.
Section 29
Campaign Contributions

A Political Entity shall not accept a Contribution that a Political Party could not accept under UNMIK Regulation 2004/11.

Section 30
Sanctions

30.1 The Central Election Commission may charge administrative fees not to exceed five hundred euro (€500), in accordance with a schedule set out in an Electoral Rule, against Political Entities that submit Campaign Financial Disclosure Reports or Candidate Financial Disclosure Forms after the applicable deadlines. The Central Election Commission shall remit any administrative fees that it collects hereunder to the Kosovo Consolidated Fund.

30.2 The imposition of a fine or other sanction by the Office does not prejudice any criminal sanction that may apply.

30.3 A Political Entity may appeal a decision of the Central Election Commission imposing a fine under this section to the Election Complaints and Appeals Commission within five (5) working days of being notified of the decision.

30.4 The Election Complaints and Appeals Commission shall not impose a sanction in respect of a matter that is subject to an administrative fee under section 30.1.

Section 31
Public Information

31.1 The Central Election Commission, acting through the Office, shall establish and maintain a Public Information File containing current copies of the following:

(a) a Register of Donors indicating:

   (i) the full name and UNMIK Civil Registration, passport or drivers licence number of all persons who have made Contributions to a Political Entity, the combined value of which have exceeded one hundred euro (€100) in any calendar year;

   (ii) the identity of the recipient Political Entities;

   (iii) the value of the Contributions; and

   (iv) the dates on which the Contributions were made;
(b) copies of all Campaign Financial Disclosure Reports submitted to the Office;

(c) copies of all Candidate Financial Disclosure Forms submitted to the Office; and

(d) copies of any final reports relating to audits performed by the Office.

31.2 The Office shall make the contents of the Public Information File available for viewing by members of the public in a central location to be established by the Office during regular business hours and at such other locations and times as the Central Election Commission may direct.

CHAPTER 7
ELECTION OBSERVERS

Section 32
Accreditation of Observer Organizations

32.1 Certified Political Entities, NGO’s and governmental and inter-governmental organizations may observe the conduct of an election in accordance with the present Regulation provided that they are accredited for that purpose by the Central Election Commission.

32.2 Organizations wishing to observe the elections shall apply to the Central Election Commission in the form prescribed and by the date established by the Central Election Commission.

32.3 The Central Election Commission shall accredit a Political Entity to observe an election if that Entity has been certified by the Central Election Commission to contest the election.

32.4 The Central Election Commission shall accredit an NGO that applies for certification provided that:

(a) it is registered under UNMIK Regulation 1999/22 of 15 November 1999 on the Registration and Operation of Non-Governmental Organizations in Kosovo;

(b) it does not have any outstanding fines with the Election Complaints and Appeals Commission; and

(c) the individual or individuals authorized to represent the NGO under section 2.4 of UNMIK Regulation 1999/22 sign a statement certifying that the NGO is not established, sponsored by or acting on behalf of a certified Political Entity.
32.5 The Central Election Commission may, at its discretion, accredit an NGO, governmental or inter-governmental organization not registered under UNMIK Regulation 1999/22, to observe the electoral process, provided that the duly designated representatives of the organization sign a statement certifying that the organization is not established, sponsored by or active on behalf of a Political Entity.

Section 33
Accreditation Badges

33.1 Each application for accreditation shall indicate the number of accreditation badges required by the applicant. The Central Election Commission shall issue accreditation badges to each organization that it accredits, but may issue fewer badges than an applicant has requested if the Central Election Commission judges, on reasonable grounds, that a lesser number is justified based on operational considerations.

33.2 An accredited observer organization shall provide an accreditation badge to each of its observers. Each accredited observer organization shall ensure that its observers are eligible to serve as observers under section 34.

33.3 Each accredited observer organization shall, before it issues an accreditation badge to an observer, require the observer to sign a statement certifying that he or she:

   (a) satisfies the eligibility requirements set out in section 34; and

   (b) will abide by the Electoral Rules and the applicable law.

33.4 The Central Election Commission may require observer organizations to pay a refundable deposit, in an amount set by the Central Election Commission in an Electoral Rule, for each badge that is issued to the organisation by the Central Election Commission in excess of two thousand (2,000).

33.5 The Central Election Commission may, in its discretion, waive, in whole or in part, the deposit required under section 33.4 for a particular observer organization.

33.6 The alteration, fabrication or defacement of an accreditation badge shall be a violation of the present Regulation and shall be subject to such penalties as the Election Complaints and Appeals Commission may impose under sections 43 or 44, without prejudice to any other penalties prescribed under the applicable law.
Section 34
Qualifications of Observers

34.1 All election observers, except those appointed by an inter-governmental organization, foreign government, or NGO not registered in Kosovo, shall be persons who are registered to vote by a date established by the Central Election Commission in an Electoral Rule.

34.2 No person may serve as an electoral observer if he or she is:

(a) a candidate for elected office in Kosovo;

(b) a member of the Kosovo Police Service;

(c) a member of the Kosovo Protection Corps;

(d) a member of any police force; or

(e) a member of the military or security services of any state.

34.3 An accredited observer organization shall record the full name, address, and telephone contact number of each of its observers and shall make such information available immediately upon request to the Central Election Commission or the Election Complaints and Appeals Commission.

Section 35
Impartiality and Neutrality

35.1 Election observers shall be impartial and politically neutral while observing the electoral process.

35.2 Election observers shall not interfere in any way with the conduct of the election and shall respect the secrecy of the ballot.

35.3 The Central Election Commission may restrict the number of observers from a single observer organization that may be present at the same time in a polling station, counting centre, voter information centre, or formal Municipal Election Commission meeting.

35.4 Accredited observers shall, while observing the electoral process, visibly display accreditation badges and carry such documentation as the Central Election Commission may require by Electoral Rule.

35.5 Accredited observers shall not wear or carry insignia or markings that identify them with a particular Political Entity or candidate.
Section 36
Access to the Electoral Process

36.1 Accredited election observers shall have access to polling stations, the Count and Results Centre, Municipal Civil Registration Centres (during times specified for that purpose by the Central Election Commission), and Municipal Election Commission meetings.

36.2 The Central Election Commission shall, upon request, make written copies of all its decisions available to an accredited observer organization.

36.3 The Central Election Commission may, at its discretion, allow observation of its meetings in accordance with its own Rules of Procedure.

Section 37
Violations

An accredited observer may submit a complaint under section 42 in accordance with the procedures of the Election Complaints and Appeals Commission.

CHAPTER 8
ELECTION COMPLAINTS AND APPEALS COMMISSION

Section 38
Appointment of an Election Complaints and Appeals Commission

38.1 The SRSG shall, no later than two (2) months prior to each election, appoint an Election Complaints and Appeals Commission for the election.

38.2 The Election Complaints and Appeals Commission shall be an independent body competent to adjudicate complaints and permitted appeals concerning the electoral process as established in applicable Regulations, Administrative Directions, and Electoral Rules.

38.3 Once appointed, the Election Complaints and Appeals Commission shall sit until dissolved by the SRSG, at the recommendation of the Central Election Commission.
Section 39
Composition of the Commission

The Election Complaints and Appeals Commission shall consist of one (1) Chief Commissioner and three (3) or four (4) Commissioners, as may be determined by the SRSG in consultation with the Chairperson of the Central Election Commission.

Section 40
Commission Procedures

40.1 The Election Complaints and Appeals Commission shall establish its own Rules of Procedure.

40.2 The Election Complaints and Appeals Commission may, in adjudicating a complaint or appeal, hold hearings and call witnesses.

Section 41
Decision Making

41.1 The Election Complaints and Appeals Commission shall take decisions by consensus. If no consensus can be reached on an issue, the Chief Commissioner shall make a decision, after consulting with the Commissioners, and his or her decision shall be considered the decision of the Commission.

41.2 The Election Complaints and Appeals Commission shall provide the legal and factual basis for its decisions in writing and shall provide copies of its written decisions to the parties involved in the matter within forty-eight (48) hours of the issuance of the decision.

41.3 Decisions of the Election Complaints and Appeals Commission shall be published in accordance with the Commission’s Rules of Procedure.

41.4 There shall be no appeal from a decision of the Election Complaints and Appeals Commission except as may be expressly provided for in the applicable law.

41.5 The Commission may reconsider any of its decisions upon the presentation by an interested party of new evidence or for good cause shown.

Section 42
Complaints

42.1 A person who has a legal interest in a matter within the jurisdiction of the Commission, or whose rights concerning the electoral process as established by a Regulation, Administrative Direction, or Electoral Rule have been violated, may submit a complaint to the Election Complaints and Appeals Commission.
42.2 The Election Complaints and Appeals Commission shall not consider a complaint concerning a decision of the Central Election Commission, but may consider an appeal from a decision of the Central Election Commission as specified under section 45.

42.3 The Election Complaints and Appeals Commission shall not consider a complaint relating solely to a violation of UNMIK Regulation 2004/11.

42.4 The Election Complaints and Appeals Commission may consider on its own initiative matters otherwise within its jurisdiction, although no formal complaint has been filed.

42.5 The Election Complaints and Appeals Commission may impose sanctions on a Political Entity for violations of the Regulations, Administrative Directions, or Electoral Rules committed by the members, supporters and candidates of the Entity. A Political Entity may submit evidence to the Election Complaints and Appeals Commission showing that it made reasonable efforts to prevent and discourage its members, supporters and candidates from violating the Regulations, Administrative Directions, or Electoral Rules. The Central Election Complaints and Appeals Commission shall consider such evidence in determining an appropriate sanction, if any, to be imposed on the Entity.

42.6 The provision of false information to the Election Complaints and Appeals Commission shall be a violation of the present Regulation that the Commission may sanction under section 43.

Section 43

Remedies and Sanctions for Violations

43.1 The Election Complaints and Appeals Commission may, if it determines that a violation of a Regulation, Administrative Direction, or Electoral Rule, has occurred:

(a) order a Political Entity or observer organization to take remedial action;

(b) prior to certification of the election results, the Election Complaints and Appeals Commission may direct the Central Election Commission to order recount of the ballots in a polling centre or counting centre or repeat of the voting in a polling centre; and

(c) impose a fine on a Political Entity or observer organization of up to two hundred thousand euro (€200,000).

43.2 Failure to pay a fine or comply with an order of the Election Complaints and Appeals Commission within the time period specified in a decision of the Commission shall be a separate violation of the present Regulation that may be sanctioned additionally by the Commission.
43.3 The Election Complaints and Appeals Commission may, if it determines that a violation of a Regulation, Administrative Direction, or Electoral Rule has occurred, with the prior approval of the Central Election Commission:

(a) remove a candidate from a candidates list when it is determined that the candidate was responsible for the violation;

(b) remove a candidate or candidates from the candidates list of a Political Entity and not allow the Entity to replace such removed candidates, if the Election Complaints and Appeals Commission determines that the Entity was responsible for the violation;

(c) decertify a Political Entity from participating in the election;

(d) prohibit an individual from participating in elections held under the authority of the Central Election Commission, either as a candidate or a member of an electoral administrative body, for a period not exceeding six (6) years; and

(e) prohibit a Political Entity from participating in elections held under the authority of the Central Election Commission for a period not exceeding six (6) years.

43.4 The Election Complaints and Appeals Commission shall remit any funds it collects as fines to the Kosovo Consolidated Fund.

43.5 The imposition of a fine or other sanction by the Election Complaints and Appeals Commission does not prejudice any criminal sanction that may apply.

Section 44
Electoral Observers

44.1 The Election Complaints and Appeals Commission may revoke the accreditation of an observer organization if that organization’s observers have systematically, repeatedly or in an organized fashion, violated an applicable Regulation, Administrative Direction or Electoral Rule.

44.2 The Election Complaints and Appeals Commission may prohibit a person from serving or continuing to serve as an electoral observer if that person has violated an applicable Regulation, Administrative Direction, or Electoral Rule concerning the electoral process.
Section 45
Electoral Appeals

45.1 A natural or legal person whose legal rights have been affected by one of the following decisions of the Central Election Commission may appeal that decision to the Election Complaints and Appeals Commission:

(a) the inclusion or exclusion of a person from the voters list;

(b) the inclusion or exclusion of a person from participation in a by-mail voting programme;

(c) the certification or refusal to certify a Political Entity or candidate to participate in an election;

(d) the accreditation or refusal to accredit an electoral observer; or

(e) the imposition of an administrative fee on a Political Entity under section 30.

45.2 The Election Complaints and Appeals Commission shall uphold an appeal from a decision of the Central Election Commission if it determines that the Central Election Commission decision was unreasonable having regard to all the circumstances.

45.3 The Election Complaints and Appeals Commission may, if it upholds an appeal from a decision of the Central Election Commission:

(a) direct the Central Election Commission to reconsider its decision; and

(b) direct the Central Election Commission to take remedial action.

CHAPTER 9
VOTER INFORMATION AND MEDIA

Section 46
Broadcasting of Voter Information

46.1 The Central Election Commission shall produce material suitable for transmission by radio and television informing the public on the electoral process in Kosovo.
46.2 All radio and television broadcasters in Kosovo shall transmit informational material provided to them by the Central Election Commission free of charge at the times and in the manner specified by the Central Election Commission.

46.3 Informational material produced by the Central Election Commission for use on television shall contain means for its simultaneous transmission to hearing impaired persons in the sign language appropriate to the needs of language groups serviced by the broadcaster.

Section 47
Equitable Access to Broadcast Media

All licensed radio and television broadcasters in Kosovo shall, during the Campaign Period of each election, provide equitable access for paid political advertising by Political Entities participating in the election.

Section 48
Prohibitions on Media Coverage

No person shall report on or otherwise publicize in the print, broadcast or electronic media:

(a) any political campaign activity during the period commencing twenty-four (24) hours immediately prior to the opening of the polling stations until the official close of the polling stations; or

(b) the results of public opinion research surveys, or researches of a similar kind, related to voting and elections during the period commencing seventy-two (72) hours immediately prior to the opening of polling stations until the official close of the polling stations.

Section 49
Violations

The Central Election Commission shall, if a radio or television broadcaster fails to comply with the provisions of the present Regulation, immediately notify the relevant media licensing authority.
CHAPTER 10
TRANSITIONAL AND FINAL PROVISIONS

Section 50
Implementation

The SRSG may issue Administrative Directions for the implementation of the present Regulation.

Section 51
Applicable Law

The present Regulation shall supersede any provision in the applicable law which is inconsistent with it.

Section 52
Entry into Force

The present Regulation shall enter into force on 5 May 2004.

Harri Holkeri
Special Representative of the Secretary-General
ANNEX 1
Example of the Electoral Formula Specified in Section 5

In an assembly where 100 seats are to be allocated, there are 8 political entities certified: 4 political parties, 2 coalitions, 1 citizens’ initiative and 1 independent candidate. Each political party and coalition, except Party D, has 100 candidates on its respective candidates’ list. Party D has only 5 candidates on its candidates’ list. Independent Candidate E, by definition, has only 1 candidate and the citizens’ initiative CI-H only has four candidates on its candidates’ list.

The total number of valid votes cast is 558,522. Coalition A receives 105,918 votes, Coalition B receives 6,523 votes, Party C receives 215,678 votes, Party D receives 124,746 votes, Independent Candidate E receives 66,587 votes, Party F receives 21,379 votes, Party G receives 3,870 votes and citizens’ initiative H receives 13,821 votes. Allocation of the 100 seats is carried out according to the following series of divisions, the divisors being indicated in the left-hand column:

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The 100 highest relevant quotients range from 215,678 to 1,943.5 and are highlighted in the Table above. These quotients take into account that Independent Candidate E can only hold one seat and Party D only has 5 candidates on its list. Therefore, after allocating to Independent Candidate E a seat based on his/her first quotient (66,587), the remaining quotients are not taken into account. Likewise, after allocating to Party D 5 seats for the 5 candidates on its list (based on the quotients: 124,746; 41,582; 24,949; 17,820; and 13,860), Party D’s subsequent quotients are not taken into account.

The final distribution of seats to each entity is indicated at the foot of the Table. The total is one hundred.
# ANNEX 2

**Gender Requirement Table Specified in Section 21**

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