



UNMIK/DIR/2004/15
24 June 2004

ADMINISTRATIVE DIRECTION NO. 2004/15

**IMPLEMENTING UNMIK REGULATION NO. 2004/9 ON THE CENTRAL
ELECTION COMMISSION**

The Special Representative of the Secretary General,

Pursuant to the authority given to him under section 12 of UNMIK Regulation No. 2004/9 of 27 April 2004 on the Central Election Commission,

Taking into account UNMIK Regulation No. 2000/45 of 11 August 2000 on Municipal Self-government in Kosovo, and section 9 of UNMIK Regulation 2004/9,

For the purpose of setting out the procedures for the operation of Municipal Election Commissions with a view to assisting the Central Election Commission and its Secretariat in the implementation of the electoral process within municipalities in Kosovo,

Hereby issues the following Administrative Direction:

Section 1
Municipal Election Commissions

1.1 The Central Election Commission (hereinafter "Commission") shall establish a Municipal Election Commission (hereinafter "MEC") for each municipality in Kosovo as set out in UNMIK Regulation No. 2000/43 of 27 July 2000 on the Number, Names and Boundaries of Municipalities.

1.2 Each Municipal Administration shall second personnel and provide material support to the Commission in respect of MEC operations within its municipality in conformity with the present Administrative Direction.

Section 2
Municipal Election Commission Executive Officer

2.1 Each MEC shall have an Executive Officer (hereinafter “MEC Executive Officer”) who shall be employed and remunerated by the Commission. The Executive Officer shall chair meetings of the MEC and supervise its members.

2.2 The MEC Executive Officer shall submit regular reports to the Commission in respect of MEC activities. The Commission shall issue instructions regulating the format and frequency of MEC reports.

Section 3
Composition of Municipal Election Commissions and the Nomination, Appointment and Dismissal of Municipal Election Commission Members

3.1 The Commission shall determine the number of persons composing an MEC, taking into account the population of the municipality, the number of polling stations to be established, and the physical area of the municipality. The Commission shall endeavor to ensure that local ethnic communities are fairly represented in the membership of MECs. The Commission shall also endeavor to ensure that there is fair gender representation in the membership of MECs.

3.2 The Chief Executive Officer in each municipality shall, acting in coordination with the MEC Executive Officer, nominate to the Commission from the employees of the Municipal Administration, candidates for appointment as members of the MEC.

3.3 The Commission shall issue a Certificate of Appointment to each MEC member upon his or her appointment. The Certificate of Appointment shall be valid until such time as the Commission revokes it. MEC members shall commence their duties immediately upon appointment by the Commission.

3.4 MEC members seconded by a Municipal Administration shall continue to receive their normal remuneration from the Municipal Administration while serving as MEC members. The Commission may provide from its own budget a daily stipend to MEC members seconded from a Municipal Administration as compensation for their service.

3.5 The Chief Executive Officer, or a member of the Municipal Administration appointed by the Chief Executive Officer, shall serve as MEC Liaison Officer to coordinate communications between the Municipal Administration and the MEC Executive Officer and the Chief Executive Officer of the Central Election Commission Secretariat.

3.6 The Commission may dismiss a member of an MEC if it is satisfied that the member has failed to adequately perform his or her duties as an MEC member. Where the Commission acts for this reason, it may substitute the dismissed person by any person it deems fit.

3.7 The MEC Executive Officer may recommend to the Commission dismissal of any member of an MEC for failure to perform tasks adequately.

Section 4 Obligations of the Municipal Administrations

4.1 The Municipal Administration, acting through its Chief Executive Officer, shall assist the implementation of the electoral process within its municipality by:

(a) Seconding staff of the Municipal Administration for appointment to the MEC;

(b) Providing facilities and premises to enable the MEC to carry out its functions, including an office or offices in the municipality;

(c) Providing vehicles for use by the MEC;

(d) Providing storage space and facilities for the receipt, distribution and safe guarding of electoral materials according to procedures established by the Commission; and

(e) Other assistance as may reasonably be required by the Commission.

4.2 The Chief Executive Officer of the Central Election Commission Secretariat shall notify the Chief Executive Officer of each municipality in writing of the personnel and resources required by the Commission in that municipality, including the time at which they are required.

4.3 If a Chief Executive Officer determines that his or her municipality cannot provide the personnel and resources specified in the notice under section 4.2, he or she shall advise the Chief Executive Officer of the Central Election Commission Secretariat accordingly as soon as possible but no later than 14 days after receiving the notice.

Section 5
Entry into Force

The present Administrative Direction shall enter into force on 24 June 2004.

Charles Brayshaw
Acting Special Representative of the Secretary-General