



Bylaw N^o. () of 2004 Regarding

**Registration of Voters for the Presidential and Legislative
Elections**

Issued Pursuant to the Palestinian Electoral Law N^o. 13 of 1995

CHAPTER ONE Definitions and General Provisions

Article 1 Definitions

The following words and expressions, mentioned in this Bylaw, shall have the meanings specified below, unless the context determines otherwise:

The Electoral Law: The Palestinian Electoral Law N^o. 13 of 1995.

The Commission: The Central Elections Commission (CEC).

The Geographical Locality: The city, village, camp, town, hamlet or Bedouin grouping.

The Current Place of Residence: The neighborhood, the street, the house and any other information that may help identify the registration applicant's address within the borders of the geographical locality where he/she resides.

The Sensitive Materials: The materials that are invaluable to the electoral process. In the event that such materials are lost or damaged, they could not be substituted easily which will affect the results of the elections negatively.

The Non-Sensitive Materials: All other materials that are necessary to support the electoral process.

The National Elections Office: The Headquarters of the CEC with its various Departments and its affiliate Regional Office in Gaza.

The Preliminary Voters' List: The list that contains the names of all eligible voters who have registered their names to vote during the registration period. Once completed, the list shall be exhibited in order to allow [registered] voters to put forth challenges against it.

The Final Voters' List: The list compiled pursuant to the decisions taken by the CEC regarding the challenges filed against the preliminary voters' list and in accordance with which the polling shall be conducted.

The Exhibition and Challenges Period: The period during which the preliminary voters' list will be exhibited. Voters will be given the opportunity to ensure that their names are included on the list, their personal information is correct, and to lodge challenges against it, if necessary.

The Registration Center: The place where eligible voters register themselves on the voters' list in accordance with the provisions of this Bylaw.

The Registration Staff: The individuals responsible for the conduct of voter registration at the registration center. The registration staff shall be comprised of the

center manager and two registration officers. In accordance with the Palestinian Elections Law, the aforementioned staff shall act as the polling center commission.

Polling Center: The place where voters cast their votes. The center may have a maximum of five polling stations.

Polling Station: The location, within the polling center, where voters cast their votes, the ballot box and ballot papers are positioned and, where the polling staff is present.

Article 2

General Principles

1. Every eligible person who meets the requirements provided for in the Electoral Law (also referred to and clarified under Article 4 below) shall have the right to demand the inclusion of his/her name on the voters' list.
2. In the event of the initiation of voter registration without a determined polling date, individuals who were 17 years of age, or older, on the last registration day shall be registered on the list. Voters' names shall be omitted from the list on polling day if they are not 18 years of age.
3. Any person who does not meet the registration requirements shall not be included on the voters' list.
4. Every person who wishes to include his/her name on the voters' list shall apply for registration in person. Proxy registration shall not be allowed except in the case of Palestinian detainees in the Israeli detention camps who may be registered in accordance with this Bylaw.
5. Voters who meet the requirements of registration shall be registered at the registration centers located within the borders of their geographical localities.
6. Registration centers are to be used as polling centers [after registration is finalized] on the elections day. Voters must vote at the centers where they are registered.
7. The voter's name may not be included on the voters' list more than once.
8. Registration in the voters' list is a prerequisite for the voter to exercise his/her right to vote. The people whose names are not included on the list may not vote.
9. Registration in the voters' list is a prerequisite for the right of candidature. Those whose names are not included on the list may not participate in the elections.
10. Voter registration shall take place in public so that local and international observers, journalists, media representatives and agents of the political parties may oversee and monitor the process to ensure adherence to CEC established Bylaws and procedures.
11. Individuals whose names are not included on the voters' list, those who have errors in their personal data or wish to challenge the registration of certain

individuals may file a challenge during the assigned period in accordance with the Bylaws and procedures set forth by the CEC.

Article 3

The Registration Period

1. The date of the registration of voters shall be announced pursuant to a Presidential Decree.
2. Registration shall last for five successive weeks. This period may be expanded in the event that the CEC considers it necessary.
3. Registration centers shall receive registrants six days per week. Friday shall be a day off.

Chapter TWO

Voting Eligibility

Article 4

Requirements to be Fulfilled by Registrants

To be registered, registration applicants must meet all of the following requirements:

1. To be Palestinian as defined by the Electoral Law.
2. To be 18 years of age or older on polling day, taking into account Article 2/2 of this Bylaw.
3. To be a resident within the borders of the geographical locality where the registration center is located, taking into consideration Article 5 of this Bylaw.
4. Not to be deprived of his/ her right to vote in accordance with the provisions of Article 8 below.

Article 5

With respect to small geographical localities where the number of eligible voters is less than 300 and registration centers are not present, resident voters should refer to the registration center allocated for them in one of the nearby localities as stipulated by the CEC.

Article 6

Nationality Verification

1. Palestinian nationality shall be proven using the identification card held by the registration applicant (the ID card issued by the Palestinian Ministry of the Interior, or by the Israeli Civil Administration).
2. The CEC shall set forth the procedures and Bylaws necessary for the registration of the Palestinian citizens holding the Jerusalemite ID cards.
3. In the event that the voter does not possess any of the above mentioned documents (i.e. the voter does not hold an ID card), any of the following documents may be admitted:
 - A. A foreign passport that is stamped with a visa or permission to enter Palestine, attached with a duly certified birth certificate to prove that the person was born in Palestine as defined by the territory covered by the British Mandate prior to 15 May 1948.

- B. A foreign passport that is stamped with a visa or permission to enter Palestine, attached with a duly certified birth certificate to prove that the person was born in the West Bank (including Jerusalem) or the Gaza Strip.
 - C. A foreign passport stamped with a visa or entry permission attached with a duly certified birth certificate that proves that one of the person's ancestors (father, mother, grandfather, grandmother) was born in Palestine as defined by the territory covered by the British Mandate prior to 15 May 1948 attached with a certification of succession or affidavit proving the registrant's relation to his or her ancestors.
 - D. A foreign passport stamped with a visa or entry permission attached with a duly certified birth certificate that proves that one of the person's ancestors (father, mother, grandfather, grandmother) was born in the Gaza Strip or the West Bank, including Jerusalem, attached with a certification of succession or affidavit proving the registrant's relation to his/her ancestors.
 - E. A foreign passport stamped with a visa or entry permission to enter Palestine with a duly certified marriage contract that proves that the person is married to a Palestinian.
4. The documents mentioned in Article 3 above may not be accepted in the event that the person applying to be registered holds an ID card which proves the person's Palestinian nationality.

Article 7

The Verification of Residence

A person may demonstrate his/her place of residence using one of the following:

1. The address recorded on his/her ID card and/or its annex.
2. A title of ownership or rental contract that proves that the registration applicant owns a house or resides in a rented house located in the area where he/she claims to reside.
3. Documents or receipts [bills] that prove that the person has recently paid, under his/her personal name or under the name of his/her spouse or one of his/her relatives up to the second degree, taxes or fees in return for services rendered to the area where he/she claims to have his/ her residence for a period that does not exceed three months.
4. Testimony by three or more adults (of 18 years of age or older), conditional upon confirming that they reside in the same geographical locality, using the proof mentioned in Paragraphs 1, 2 and 3 in this Article.

Article 8

The Rejection of Registration

A person may not be registered in the following cases:

1. If he/she does not meet a requirement or more than one of the requirements provided for under Article 4 above.
2. If a final and definitive decision has been issued by a competent court depriving him or her of the right to vote.
3. If the person has been declared incapacitated by a final court decision.
4. If the person is convicted by a Palestinian court after he/she has violated the codes of social conduct and has not restored his/her previous status in accordance with the Law.

5. Persons acquiring the Israeli nationality.

Article 9 Registration of Palestinian Detainees

1. With the exception of the Palestinian detainees in the Israeli detention camps, registration applicants must register in person. The Palestinian detainees may be registered by proxy registrants provided that they [the proxy registrants] bring all the necessary documents along with them.
2. The spouse of a detainee, relatives up to the second degree or his/her attorney may register on behalf of him/her.
3. The proxy registrant must come to the registration center and must provide all of the following documents:
 - A. A letter from the International Committee of the Red Cross or from the Ministry of the Detainees' Affairs proving that the registration applicant is being detained in the Israeli detention camps on the registration date.
 - B. The ID card of the proxy registrant.
 - C. A power of attorney given by the detained person or his/ her spouse or a relative up to the second degree if registration is to be carried out by a lawyer.
4. The proxy registrant shall sign an affidavit using the assigned form. The proxy registrant must state in the affidavit that he/she is registering the detained person at his/her will, that the detainee is a resident within the borders of the locality where the registration center is located and that all the information filled out in the form is accurate. The proxy registrant shall pledge to send the registration receipt to the detainee or keep it until the detainee is released.

CHAPTER THREE The Administration of Registration Process

Article 10

The following parties shall be responsible for the supervision and conduct of the registration process as detailed below:

1. CEC
2. National Elections Office
3. Electoral District Commissions
4. District Electoral Offices
5. Supervisors
6. Registration Center Staff

Article 11 The Central Elections Commission

The CEC shall be vested with the following responsibilities:

1. Supervision of the registration process and approval of procedures, Bylaws, forms and plans.
2. Approving the allocation of registration centers.
3. Approving the procedures of the accreditation of local and international observers.
4. Adjudicating on the appeals filed against the preliminary voters' list (PVL).
5. Approving the final voters' list (FVL).

Article 12
The National Elections Office

The National Elections Office shall carry out the following tasks:

1. Plan and administer the registration process.
2. Develop the Bylaws and procedures necessary for the registration process.
3. Supervise the District Electoral Offices, monitor the performance of their functions to ensure that approved Bylaws and procedures are abided by, and carried out in a timely manner to fulfill their needs.
4. Recruit the district office staff members and registration supervisors.
5. Design, produce and store the necessary registration forms, guidelines and instructions and distribute them to the District Electoral Offices.
6. Provide all the materials and stationery necessary for the process.
7. Plan and implement the training of registration staff members in coordination with the District Electoral Offices.
8. Supervise and manage the data entry process.
9. Supervise the development and exhibition of the PVL and FVL.

Article 13
Electoral District Commissions

1. Electoral district commissions shall be established in every District Electoral Office following a decision issued by the CEC.
2. The electoral district commission shall monitor the progress of the registration process and submit relevant reports to the CEC. The reports will be independent of any other reports submitted by the District Electoral Offices to the National Elections Office.

Article 14
District Electoral Offices

District Electoral Offices shall be vested with the following responsibilities:

1. Training registration center staff members.
2. Providing registration centers with materials required for the registration process.
3. Supervising, observing and monitoring the registration process conducted at the registration centers within the borders of each electoral district.
4. Submitting periodic registration reports on the progress of the registration process to the National Elections Office.
5. Delivering the completed registration forms from registration centers to the data entry center.
6. Taking necessary measures to prepare for the exhibition and challenge period.
7. Implementing all of the instructions issued by the National Elections Office.

Article 15
Supervisors

1. Reporting to the District Electoral Office, a number of field supervisors shall be appointed and trained to follow up with a number of registration centers to be assigned to them according to the geographical area. An average of 10 centers shall be assigned to each supervisor.

2. Reporting to the District Electoral Office, supervisors shall observe the progress of the registration process in their respective registration centers, ensure that such centers abide by the provisions of this Bylaw during the registration period, send the completed registration forms from registration centers to the District Electoral Offices, distribute registration kits to their respective centers and retrieve the remaining registration materials at the end of the registration process.
3. Supervisors shall visit their respective registration centers during working hours, once daily, to oversee the progress of the registration process in these centers. In the event the supervisor cannot visit his/her registration centers daily, the supervisor shall make a visit at least every other day.
4. Supervisors shall solve any outstanding problems that may arise inside the registration center. They are entitled to report such problems to the District Electoral Office if necessary.

Article 16 **Registration Staff**

Registration staff, at every registration center, shall be comprised of three members: A center manager and two registration officers.

A. Registration Center Manager

Reporting to the District Electoral Office, the registration center manager shall be vested with the following responsibilities:

1. Setting up the registration center, under his/her responsibility, to ensure the commencement of registration in a timely manner.
2. Ensuring that the registration center opens and closes at the assigned time.
3. Supervising the progress of the registration process to ensure that the provisions of this Bylaw are fully adhered to.
4. Follow up with the forms to make sure that they are accurately completed.
5. Fill the vacuum resulting from the absence of the registration staff members'.
6. Submit periodic registration reports by the end of every registration week to the district electoral coordinator. The reports should indicate the number of completed registration forms, the number of canceled forms, and the number of rejected applicants, in addition to any other remarks related to the progress of the registration process.
7. Providing solutions to the problems the registration officers are confronted with and communicating with the registration center supervisor with respect to the difficult issues that need to be referred to the district office in order to be resolved.
8. Receiving observers, agents of political parties, journalists and media representatives and facilitating their tasks.
9. Assisting and directing registration applicants if necessary.
10. Attaining priority to people with special needs such as the elderly and pregnant women to be registered.
11. Controlling the queue inside and outside the registration hall and identifying the daily capacity of the center.
12. Ensuring that registrants leave the hall after they finish completing registration forms.

13. Ensuring that every completed registration form book has been packaged in a tamper evident bag, sealed and submitted to the supervisor, according to reception and delivery procedures. Subsequently, it will be sent to the District Electoral Office.
14. Securing a safe place to store the sensitive and non-sensitive materials and prevent their damage or loss.
15. Ensuring that individuals creating disturbances inside the registration center or intervening in the tasks of registration officers leave the center. The manager may demand the assistance of the police if necessary.
16. Completing the shipment advice forms.
17. Ensuring that the center is clean and neat.
18. Supervising the assembly and delivery of (sensitive and non-sensitive) registration materials to the district offices upon reaching the conclusion of the registration process.

B. Registration Officers

Reporting to the registration center manager, registration officers shall be vested with the following responsibilities:

1. Assisting in the preparation of registration centers to ensure they are fully operational at the assigned time.
2. Receiving registration applicants.
3. Ensuring that the applicants are eligible and that they provide all required documents before being registered.
4. Completing registration forms accurately.
5. Providing registrants with registration receipts.
6. Requesting that registrants' bring the receipts back on polling day and that they must vote in the center where they have been registered.
7. Completing the notice regarding the appeals procedure form and give it to the person whose registration application has been rejected informing the person of the possibility to appeal during the exhibition and challenge period.
8. Implementing the instructions issued by the center manager.
9. Referring to the registration center manager regarding outstanding issues.

Article 17

Recruitment of Registration Center Staff and Supervisors

1. Registration center staff members and supervisors shall be recruited in accordance with the procedures set forth by the CEC.
2. Registration center staff members and supervisors shall sign a statement according to which they pledge to maintain the secrecy of registration and impartiality of the CEC before they commence the performance of their tasks.
3. In coordination with the District Electoral Offices, the National Elections Office shall train the selected supervisors and registration staff members on the various aspects and procedures of registration.
4. Registration staff members must adhere to all of the administrative instructions issued by the National Elections Office.

CHAPTER FOUR Registration Centers

Article 18

Allocation and Specifications of Registration Centers

1. The National Elections Office shall define the specifications and requirements to be met by registration centers.
2. The National Elections Office shall identify the number of registration centers to be allocated to every geographical locality. The final locations of the centers are to be decided on by the district offices according to the CEC established standards.
3. Voters residing in small geographical localities with less than 300 eligible voters will refer to the registration center allocated for them in one of the nearby localities following a decision taken by the CEC.
4. Registration centers shall open throughout the registration period and close on the assigned time.
5. Registration centers may not suspend work unless special directives in this respect are issued by the respective district office.
6. The National Elections Office shall organize campaigns to inform the public of the registration requirements and locations of registration centers within the electoral districts.
7. Every registration center may register a maximum of 3,000 voters only.
8. Voters registered in one registration center shall be referred to a maximum of five polling stations. Each polling station shall have the capacity for a maximum of 600 voters.

CHAPTER FIVE

Persons Allowed Access into Registration Centers

Article 19

The following individuals and parties may have access to registration centers and oversee the registration process:

1. Registration staff, members of the electoral district commission and CEC staff.
2. Registration applicants.
3. Accredited agents of political parties.
4. Local and international accredited observers.
5. Accredited journalists and media representatives.
6. CEC special guests.
7. The police as established with the provisions set forth in this Bylaw.

Article 20

Restrictions on the Entry to Registration Centers

1. All kinds of weapons are banned from the registration center.
2. Distribution or posting of propaganda materials inside registration centers shall be banned. No political or propaganda debates shall be allowed inside the registration centers.

Article 21

Registration Applicants

1. Any person wishing to register his/her name on the voters' list may have access to the registration center.
2. Every registrant must leave the center as soon as he/she has completed registration procedures.
3. People with special needs, the elderly and the illiterate may demand assistance from the registration center manager or be accompanied by one person to help them in the registration process.
4. Registration applicants may not cause any problems or chaos during the registration process. Furthermore, applicants may not hinder the work of the registration officers and/or the other registration applicants.

Article 22

Agents of Political Parties

1. Agents of political parties shall be accredited in accordance with the Bylaws and procedures established by the CEC.
2. Prior to being accredited, the agents must sign a pledge regarding their respect for the Code of Conduct pertaining to the agents of political parties approved by the CEC.
3. The agents are entitled to attend and monitor the registration process.
4. Agents must wear the badges issued by the CEC during their presence in registration centers.
5. The agents shall have the right to free movement among registration centers in accordance with the accreditation procedures approved by the CEC.
6. Agents shall be entitled to follow up with all aspects of the registration process in the registration centers. They may also oversee the mechanism of form completion, provided that they do not hinder or intervene in the tasks of the registration staff members.
7. In the event that an agent of a political party violates the Code of Conduct, the registration center manager must bring the agent's attention to the offence so that he/she may stop it.
8. If the agent of a political party continues with his/her violation, the center manager is authorized to request that the observer leave the center. To achieve this end, the center manager may demand assistance from the police.

Article 23

Accredited Observers

1. Local and international observers shall be accredited in accordance with the procedures established by the CEC.
2. Prior to being accredited, the observers shall sign a pledge stating that they respect the Code of Conduct approved by the CEC.
3. The observers shall be entitled to attend and oversee the registration process.
4. During their presence in registration centers, the observers must wear the badges given to them by the CEC.
5. The observers shall be given the right to free movement among registration centers.
6. The observers may follow up with the registration steps including the mechanism of form completion, provided that they do not hinder or intervene in the tasks of the registration staff members.

7. If an observer violates the Code of Conduct, the registration center manager must bring the observer's attention to the offence so that he/she may stop it.
8. If the observer continues with his/her violation, the center manager is authorized to request that the observer leave the center. To achieve this end, the center manager may demand assistance from the police.

Article 24
Media Representatives

1. The registration center manager shall facilitate the tasks of the media representatives in his/her respective registration center.
2. The center manager shall verify the journalists' identity before allowing them into the registration center.
3. Media representatives and journalists may not conduct interviews inside the registration center.

Article 25
CEC Guests

1. Guests holding special cards issued by the CEC shall have the right to enter the registration centers.
2. The CEC guests shall adhere to the Code of Conduct followed by the electoral observers that has been approved by the CEC.

Article 26
The Police

1. In cooperation with the Palestinian police headquarters, the CEC shall set forth the security arrangements necessary for the registration process.
2. The police members may not enter into the registration center unless they are requested to do so by the center manager. In addition, they must leave the center once their mission has ended.

CHAPTER SIX
Registration Forms

Article 27
Form Completion

1. Personal data, address and information related to the identification documents shall be filled out accurately and honestly in the registration form attached to this Bylaw.
2. Prior to completing the form, the registration officer must verify the identity and eligibility of the registrant and ensure that the registrant is a resident within the borders of the geographical locality where the respective registration center is located.
3. The receipt attached to the application form must be filled out, detached and given to the registration applicant.
4. Every form shall be comprised of two copies: an original and carbon.
5. The registration officer and the registrant must sign the form as to indicate that all the information filled out in the form is correct and accurate.
6. In the event that a woman wearing a veil applies to be registered, one of the female staff members at the registration center shall verify her identity. If the

registration staff is all male, one of the women present in the center may be requested to verify the identity of the applicant. If not, the veiled woman shall be requested to uncover her face for a short time in order to verify her identity. Alternatively, the woman wearing the veil may come back to register at a later time.

Article 28 Numbering of Registration Forms

1. Registration forms must be numbered serially in advance.
2. Every form shall be given a unique number that is different from other forms.
3. The number must consist of eight digits as follows:
 - Four digits for the code of the registration center.
 - One digit for the polling station.
 - Three digits for the registrant voter's code.

Article 29 Registration Form Books

1. Registration forms shall be printed and compiled in books of 100 forms each.
2. The number of the book shall be printed on the registration form book cover.
3. Books shall be assembled in batches of six books each.
4. The number of books assigned to each registration center is dependent upon the capacity of the respective center. The number of batches should not exceed five.
5. Each registration center may not receive more than 3000 registration applicants.
6. Every registration center shall be provided with one additional batch of registration books.

CHAPTER SEVEN Registration Process

Article 30 The Day Preceding the Commencement of Registration

1. Registration staff members shall be present at registration centers on the day preceding the commencement of registration.
2. The registration staff shall prepare the registration room, develop a plan to organize the inflow and outflow of registrants and prepare seats for the observers and agents of political parties.
3. The supervisor shall deliver the registration material kit to the registration center manager in the presence of the two registration officers.
4. The registration center manager shall check the registration kit to ensure that the books in the batches are the ones designated for his/her respective center. The manager shall also double check the serial numbers pre-printed on the registration books for accuracy. In addition, the manager shall ensure that all the supplies, stationery and forms, listed in the Tables 1, 2 and 3 below, are present in the registration kit.
5. Having received the materials and verifying that they are complete, the registration center manager shall sign the registration kit contents checklist available with the supervisor.
6. The center manager shall keep the registration materials in a safe place.

Article 31
Commencement of each Registration Day

At the beginning of each registration day and before applicants are received, the registration center manager shall perform the following tasks:

1. Check the sensitive and non-sensitive materials in the registration box to ensure that they are safe and have not been tampered with.
2. Distribute registration form books to registration officers serially.
3. Open registration centers and receive applicants at 8:00 a.m. until 4:00 p.m.
4. Organize applicants in the queue according to the plan developed in advance to ensure that the inflow and outflow from the registration center is accomplished smoothly.

Article 32
Steps of the Registration of Applicants and Form Completion

1. Registration applicants must approach the registration center manager who shall initially check their identification documents to ensure that they are accurate and complete, subsequently referring them to the registration officers.
2. Registration officers shall, in turn, perform the following tasks:
 - A. Ensure that the applicant is eligible (with respect to nationality and age) to vote prior to filling out the forms.
 - B. Verify the applicant's identity and check his/her documents.
 - C. Check the place of residence of the applicant verifying residency within the borders of the geographical locality where the registration center is located.
 - D. Ensure that all the information that the applicant provides is correct and consistent with the information recorded on the documents.
 - E. If the information that the applicant gives is not consistent with the information indicated on the documents, other documents shall be requested to verify his/her claim in accordance with Articles 6 and 7 under Chapter Two above.
 - F. Complete the registration form accurately.
 - G. Complete the receipt attached to the form.
 - H. In the event the registration officer proves the applicant is a resident in a geographical locality outside the territory covered by the registration center, the officer shall direct the applicant concerned to register at the center located in the applicant's respective locality taking into account Article (18/3) above.
3. Thereafter, the registration officer shall perform the following:
 - A. Detach the receipt, give it to the applicant and inform him/her to bring it back and show it on polling day.
 - B. Detach the carbon copy of the form from the form book and keep it in a special file.
 - C. Maintain the original copy of the completed form in the book in order to be sent to the data entry center after it is completed.
 - D. Inform the registrant of the following:
 - i. The goal of the exhibition and challenge process and the duration of that process.

- ii. That the exhibition and challenge shall take place in the same registration center.
- iii. That the polling shall take place in the same registration center.
- iv. That he/she must bring the registration receipt back, as well as an identification document during the exhibition and challenge period and on polling day.

Article 33
Distribution of Form Book Batches

1. The registration center manager shall submit the first book of the batch to the first registration officer, and submit the second book of the same batch to the second officer.
2. As the registration officer fills out the book, he/she shall proceed to the next book in the same batch serially. The officer shall continue filling out the registration form books until all books in the batch assigned to the station are filled out.
3. The two registration officers shall then move on to fill out the registration forms in the second batch (the batch of the second station) serially.
4. The registration forms shall be completed in accordance with Article 32 above.

Article 34
Errors in the Completion of Forms

1. Forms must be completed accurately and in legible handwriting. Any scratches, omissions, insertions or additions are forbidden.
2. In the event of mistakes in the completion of forms, the registration officer must draw two parallel lines on the form and write the word "CANCELLED" in between them.
3. The carbon copy shall be detached and placed in a special file. The original copy of the cancelled form may not be detached from the book.
4. The registration officer shall then move on to fill out the next form in the required sequence.

Article 35
Cases of the Rejection of Registration

1. In case an applicant is denied registration due to faulty or missing documents, he/she will be requested to provide the missing documents or correct the mistakes in the faulty documents provided.
2. If an applicant is denied registration due to missing documents proving registration eligibility (age or nationality), the applicant shall be requested to provide the missing documents or to correct the mistakes in the faulty ones. In the event that the applicant does not comply, the registration officer shall fill in a notice regarding the appeals procedure form.
3. The registration applicant shall be given the original copy of the notice regarding the appeals procedure form informing the individual that he/she may challenge the decision of the rejection during the exhibition and challenge period.
4. The carbon copy of the notice regarding the appeals procedure form shall be kept in a special file.

5. If the registration of an applicant is rejected due to the inability to prove the place of residence within the borders of the locality where the center is located, the applicant may not be given a notice regarding the appeals procedures form, nevertheless, the applicant shall be required to verify his/her place of residence in accordance with Article 7 of Chapter Two above, or register in a center located within the borders of the locality where he/she is a resident.

Article 36
End of Registration Day Activities

1. At the end of the registration day, the registration center manager shall fill in the section assigned for that day in the periodic registration report form and keep the form in a special file inside the registration center.
2. The registration center manager shall keep every completed form book in a tamper evident bag.
3. The details of the completed form book shall be filled out on the shipment advice of each tamper evident bag.
4. In accordance with Article 39 below, the registration center manager shall submit the tamper evident bag containing the completed form books to the supervisor, when he/she visits the center.
5. The center manager shall be responsible for ensuring that the sensitive materials are kept safe. The manager shall also double check the security measures including the arrangement of such materials, safe-guarding them in a secure place. If necessary, the manager may keep such materials at his/her own residence.
6. Prior to leaving the registration center, the center manager shall lock the door of the center.

Article 37
End of Registration Week Activities

1. At the end of every registration week, the registration center manager shall submit the periodic registration report form to the supervisor. The report shall stipulate the number of registrant voters, the number of rejected applicants and the number of forms cancelled during the week.
2. A carbon copy of the periodic registration form shall be maintained in the registration center while the original copy shall be sent to the District Electoral Office by the supervisor.

Article 38
Maximum Number of Applicants

1. After all the books sent to the registration center from the district office have been completed, registration must stop unless the district office coordinator indicates otherwise.
2. The registration staff members shall remain in their center until registration in all centers has been accomplished, unless other directions have been issued by the district office.
3. Additional registration form books may be sent to the registration centers, on condition that they do not exceed the maximum capacity of the center which will be decided upon in advance by the National Elections Office.

4. The citizens wishing to register in a center that is unable to register more applicants shall be referred to other registration centers within the same geographical locality. Citizens would also be provided with an explanation as to why they have not been registered in that particular center.

Article 39

Assembly of the Completed Forms

1. The registration center manager shall prepare the tamper evident bag containing the complete registration form books and attach it with the shipment advice form.
2. The supervisor shall make a visit to the registration center every day or every other day according to the schedule set forth in advance.
3. After the supervisor arrives in the registration center, the center manager shall hand him/her the complete form books. The supervisor shall verify these books, place them in the tamper evident bag and seal it in the presence of the registration center manager.
4. The supervisor shall then sign the shipment advice form after the center manager signs it. The manager shall keep a carbon copy of the aforementioned form in a special file.

Article 40

Shipment of Tamper Evident Bags to the District Electoral Offices

1. The supervisor shall transport the complete form books to the District Electoral Office and submit them to the deputy district electoral coordinator. The deputy district electoral coordinator shall sign the shipment advice form.
2. The deputy district electoral coordinator shall complete the district consolidated shipment form in the district office.
3. The deputy coordinator shall assemble the bags and keep them in a safe place inside the district office.

Article 41

Shipment of Tamper Evident Bags from District Electoral Offices to the Data Entry Center

1. The deputy district electoral coordinator shall gather all the tamper evident bags sent from the registration centers to the respective district office.
2. A shipment of the complete bags shall be transported daily from the district office to the data entry center unless other indications are issued by the National Elections Office.

Article 42

Receiving the Shipment of Tamper Evident Bags at the Data Entry Center

1. The shipment of the tamper evident bags shall be handed to the presiding officer at the data entry center.
2. The presiding officer shall sign the shipment advice form of each tamper evident bag.
3. The data entry officer shall keep a copy of every shipment advice form.
4. The district officer, responsible for the shipment of the bags, shall remit the final copy of the shipment form to the District Electoral Office where it shall be kept in a special file.

5. The district officer shall make sure that the copies have been kept in the assigned special files.
6. The deputy district electoral coordinator in the district office shall mark the district consolidated shipment form to indicate that the form has been delivered to the data entry center.

Article 43
The End of the Registration Process

At the end of the last registration day, the registration staff shall carry out the following tasks:

1. Compile all the incomplete registration books to deliver them to the District Electoral Office according to the shipment instructions issued by the National Elections Office.
2. Assemble the completed registration books, whether completed wholly or partly, and cross through the incomplete registration forms in the book, if any, by drawing two lines across each incomplete form.
3. Transport the registration form books, wholly or partly completed, in accordance with the shipment instructions outlined in this Bylaw.
4. Assemble all the files containing the carbon copies of the registration forms, approval of residency forms, forms of periodic registration reports, forms of notices regarding appeals procedure, as well as the forms that have not been completed. Place the supplies in a box in order to be remitted to the District Electoral Office.

Article 44
The Preliminary Voters' List

1. At the conclusion of the voter registration process, the data entry center shall publish the preliminary voters' list on the basis of the data that has been collected through the completed registration forms.
2. The preliminary voters' list shall be exhibited at the registration center in order to enable the registrant voters to view and challenge it, provided that the exhibition and challenge process is conducted during the period of time assigned and in accordance with the *Bylaw Regarding the Exhibition and Challenge Process*.

CHAPTER EIGHT
Conclusive Provisions

Article 45

With respect to the registration of the holders of Jerusalemite ID blue cards, the CEC shall set forth the relevant necessary Bylaws and procedures.

Article 46

Taking into account the Electoral Law and ensuring the transparency and correct standards of the voter registration process, the CEC shall be empowered to take exceptional measures necessary to implement some of the registration cases.

Article 47

The voter registration form and approval of residency forms, annexed to this Bylaw, shall be an indispensable part of it and shall be read in conjunction with it.

Article 48

This Bylaw shall enter into force starting from the day following its publication in the Palestinian Official Gazette.

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