

Approved by Decision # 28/107 dated June 7, 2006, amended by Decisions #23-10 dated August 24, 2009 and 1/7 dated May 29, 2014 of the Central Election Commission of the Republic of Azerbaijan

INSTRUCTION

on the rules for the nomination of candidates by political parties and political party blocs in Municipal Elections

The rule for nominating a candidate or candidates to municipality membership by political party or political party blocs in the Republic of Azerbaijan shall be regulated by Articles 54, 212 and 214 of Election Code of the Republic of Azerbaijan (hereafter referred to as - Election Code) and the Instruction.

1. General provisions

1.1. Candidates to municipality membership shall be nominated after the official publication of a decision on election appointment.

1.2. Political parties and political party blocs can nominate citizens having passive voting rights and who meet requirements of Article 212 of the Election Code to municipality membership with their own consent in a manner defined by legislation

2. The rules for a candidate nomination by political parties and political party blocs

2.1. The political party shall adopt decision on the nomination of a candidate or candidates in the collegial form by voting pursuant to its charter.

2.2. A candidate or candidates nominated by political party bloc shall be approved by each political party that enter bloc. Decision on the nomination of a candidate or candidates by the political party bloc shall be adopted at the session of political party representatives (in conferences, conventions, session of leading body). These authorized representatives of political parties shall be determined at the conference of parties (conference, session of the leading body).

2.3. Decision of political parties, the political party bloc on nomination of the candidate shall be made official by the protocol. This protocol should contain:

2.3.1. the number of participants registered for participating at session (conference, convention, session of the leading body);

2.3.2. the number of participants necessary for the adoption of the decision considered by the agreement on the establishment of the political party bloc;

2.3.3. decision on the candidate nomination and voting results on this decision;

2.3.4. date of adoption of the decision.

2.4. Political parties, the political party bloc can nominate persons who are not the members of the parties that enter the bloc.

3. While nominating candidate or candidates by political parties, the following documents shall be submitted to the relevant Constituency Election Commission together with the name of the candidate by authorized representative of political parties:

3.1. copy of the certification on the registration of political parties approved in the notary order;

3.2. copy of the charter in force of the political party approved in the notary order;

3.3. decision of the conference (conference, session of the leading body) of the political party on candidate nomination and relevant session minutes;

3.4. notification separately compiled on the nomination of each candidate (Appendix #1 made to Instruction). *(The copy of this notification shall be provided to the relevant authorized representative by being approved by the Con.EC pursuant to Article 226.3 of Election Code).*

3.5. Application on commitment of a candidate to municipality membership (Appendix #2 made to the Instruction) (it shall contain the data on surname, name, patronymic, date of birth, address of residence, education, serial number of ID card or its substitute document, main place of work or occupation, position (otherwise, type of occupation), also information on citizenship and commitment before other countries, as well as, a commitment on termination of the activity which is not suitable with this post if elected a member of municipality).

3.6. decision of the convention (conference, session of the leading body) of the political party on the appointment of authorized representatives;

3.7. powers of attorney of authorized representatives of political parties made official by the Civil Code of the Republic of Azerbaijan (Appendix #4 made to the Instruction and Appendix 3 "c" made to Instruction mentioned in the Note);

3.8. list of authorized representatives of political parties (Appendix #5 made to the Instruction and Appendix #2 made to Instruction mentioned in the Note);

3.9. When authorized body of political parties terminates the authority of the authorized representative, then the copy of the decision on it shall be submitted to Central Election Commission and Constituency Election Commission.

3.10. The authorized representative shall be provided with the written reference on getting documents submitted to the Constituency Election Commission (Appendix #3 made to Instruction).

4. Central Election Commission shall be provided with the following documents by political parties:

4.1. lists of authorized representatives, as well as authorized representatives on financial issues of political parties (Appendices #5 and 5 "a" made to Instruction and Appendices #2 and 2 "a" made to Instruction mentioned in the Note);

4.2. letters on consent of authorized representatives as well as authorized representatives on financial issues of political parties (Appendices #6 and 6 "a" made to Instruction and Appendices #1 and 1 "a" made to Instruction mentioned in the Note).

4.3. If authorized representative and authorized representative on financial issues are appointed when registered at Central Election Commission, as well as after being registered, then political party bloc shall also submit relevant documents to Central Election Commission.

5. The candidate or candidates shall be nominated by the political party bloc in the case the relevant Constituency Election Commission is provided with the following documents together with the name of the candidate by the authorized representative of the political party bloc:

5.1. session minutes of the relevant meetings held by political parties that enter bloc together with decisions of conventions (conferences, session of the leading body) on candidate nomination.

5.2. decision of the session (convention, conference) of representatives of political parties that enter bloc on candidate nomination in the name of the political party bloc and relevant session minutes.

5.3. powers of attorney of authorized representatives of the political party bloc made official in the manner specified by Civil Code of the Republic of Azerbaijan and in notary order (Appendices # 7, 7 "a", 7 "b", 7 "c" and Appendices #3 "d", 3 "e", 3 "f", 3 "g" made to Instruction mentioned in the Note).

5.4. lists of authorized representatives of the political party bloc (Appendix #5, 5 "a" and Appendices #2 and 2 "a" made to Instruction mentioned in the Note).

5.5. Written letters on consent of the authorized representatives of political party blocs to be an authorized representative (Appendices #6 and 6 "a" and Appendices #1 and 1 "a" made to Instruction mentioned in the Note).

5.6. Application on consent of a candidate to municipality membership (Appendix # 2 made to the Instruction) (the application should contain surname, name, patronymic, date of birth, address of residence, education, serial number of ID card or its substitute document of a candidate to municipality membership, place of main work or service, the occupied position (in its absence - type of activity), information on imprisonment, citizenship and commitment before other countries, as well as, the commitment on terminating the activity which can be incoherent with the position of a municipality membership if elected).

5.7. Notification separately compiled on the nomination of each candidate (Appendix #1 made to Instruction). *(The copy of this notification shall be provided to the relevant*

authorized representative by being approved by the Con.EC pursuant to Article 226.3 of Election Code).

5.8. The authorized representative shall be provided with the written reference on getting documents submitted to the Constituency Election Commission (Appendix #3 made to Instruction).

Note: *Instruction "On status of authorized representatives of a candidate, political parties, political party blocs and referendum campaign groups in elections (referendum) in the Republic of Azerbaijan", approved by Decision # 7/27-2 dated July 18, 2008 of the Central Election Commission of the Republic of Azerbaijan*

NOTIFICATION

on the nomination of a candidate to municipality membership in Municipal Elections

Pursuant to Articles 54, 212 and 214 of Election Code of the Republic of Azerbaijan, citizen of

the Republic of Azerbaijan _____
(candidate's surname, name and patronymic,

date of birth, address of residence, serial number of ID card or its substitute document, main place of work or

service, position, if not main work or position then occupation)

is nominated to municipality membership by _____
(political party, political party bloc)

in Municipal Elections _____ appointed on _____.
(name of municipality) (date of elections)

The application on commitment shall be attached to the notification.

Authorized representative _____
of political party, *(signature)* *(initial and surname)*
political party bloc

“ _____ ” _____ 20____
(date of issue of notification)

For the _____ Con.EC#

by _____
(name of political party, political party bloc)

on consent for the nomination of the
candidate to municipality membership

APPLICATION ON CONSENT

I, _____
(surname, name, patronymic, date of birth, address of residence, education,

serial number of ID card or its substitute document, main place of work or service,

if not main work or service, the type of activity, party affiliation with candidate`s own consent)

consent to be nominated as a candidate to municipality membership by

_____ (name of the political party, political party bloc)

I do not have a sentence which is not served or cancelled.

_____ (if he/she has a sentence which is not served or cancelled,

then the name and number of the relevant Article of Criminal Code of the Republic of Azerbaijan,

if he/she has committed an action abroad, which imposes a criminal liability and is sentenced by a court decision,

_____ which entered into force, and if the same action imposes liability established by the Criminal Code of the Republic of Azerbaijan,

_____ the application should contain the name of the relevant law of the foreign country

I am citizen of the Republic of Azerbaijan, have the right to participate in elections, do not have dual citizenship and commitment before other countries.

_____ (has / has not)

In the case of dual citizenship or commitment before other countries:

(name of that country and subject of the commitment)

I declare that of my candidacy to municipality membership in Municipal elections on _____ is being nominated due to my willpower
(date of elections)

and in the case of elected a municipality member, I undertake to terminate my activity which is incoherent with this position.

I am a member of _____,
(name and abbreviation of the represented political party)

in the case of registering my candidacy to municipality membership, my party affiliation on the ballot paper _____
(information on whether indicating or not)

(signature)

(surname, name and patronymic)

“ _____ ” _____ 20

Note: 2 photos at 3x4 size of the candidate shall be attached to the application in order to meet the requirements of Article 40.15 of Election Code.

REFERENCE

“ _____ ” _____ 20 _____

At _____

Provided to

(surname, name and patronymic of the person who has submitted documents)

because he/she _____
(surname, name and patronymic of the candidate)

has really submitted the following documents to the _____ Con.EC #
_____ for the nomination of the candidate to municipality membership.
(name of the Con.EC)

- 1.
- 2.
- 3.
- 5.
- 6.

occupation of the person who receives the document (sign)

P.S.

Person who submits documents (sign)

Note: Relevant Con.EC shall be provided with documents authorized representative of political parties, political party blocs.

This reference shall be compiled in 2 copies, one copy shall remain in the Con.EC, another one shall be submitted to the person who provides with these documents.

POWERS OF ATTORNEY

Commissioned to execute the rights and duties of authorized representative defined by legislation appointed by

(name of political party)

in Municipal Elections of the Republic of Azerbaijan appointed to “____” _____ 20

according to the decision # ____ dated on “____” _____ 20__ by the convention

(conference, session of the leading body).

(surname, name, patronymic of the authorized representative, serial number and date of issue of ID card or its substitute document)

(address of residence)

(surname, name and patronymic of the chair of political party or another person authorized by the charter)

(signature)

Note: 1) The powers of attorney shall be approved in the manner specified by the Civil Code of the Republic of Azerbaijan.

2) The authorities of the authorized representative shall be determined by the person who empowered with such authority. In this case, this occasion should be indicated in the powers of attorney.

3) This Appendix is an Appendix # 3'c' made to the Instruction “On status of authorized representatives of a candidate, political parties, political party blocs in elections (referendum) in the Republic of Azerbaijan”.

By the authorized representative of a political party, bloc of political parties, referendum campaign group

(surname, name and patronymic)

of _____
(political party, political party bloc)

that has nominated candidate to municipality membership

LETTER ON CONSENT

I consent to be appointed as an authorized representative by the above-mentioned political party (political party bloc) in the Municipal Elections appointed on _____
(date of the Election Day)

Inform you that I was born in “ _____ ” _____,
(date of birth) (serial number of ID card or its

substitute document, date of issue, address of residence,

main place of work or service (in absence type of activity), phone number)

(signature)

(authorized representative`s surname and initial)

“ _____ ” _____ 20 _____

Note: 1. The application should be attached 2 colored photos at 3X4.

2. Upon the attachment to the lists of authorized representatives of political party, political party blocs, referendum campaign groups, the applications on consent sent to CEC shall not be attached any photos.

3. This Appendix is an Appendix # 1 made to the Instruction “On status of authorized representatives of a candidate, political parties, political party blocs in elections (referendum) in the Republic of Azerbaijan”.

By the authorized representative on financial issues of a political party, bloc of political parties, referendum campaign group

(surname, name and patronymic)

of _____
(political party, political party bloc)

that has nominated candidate to municipality membership

LETTER ON CONSENT

I consent to be appointed as an authorized representative on financial issues by the above-mentioned political party (political party bloc) in the Municipal Elections appointed on

(date of the Election Day)

Inform you that I was born in “ _____ ” _____,
(date of birth) (serial number of ID card or its

substitute document, date of issue, address of residence,

main place of work or service, if not these, then type of activity, phone number)

(signature)

(authorized representative`s surname and initial)

“ _____ ” _____ 20 ____

Note: 1. The application should be attached 2 colored photos at 3X4.

2. Upon the attachment to the lists of authorized representatives of political party, political party blocs, referendum campaign groups, the applications on consent sent to CEC shall not be attached any photos.

3. This Appendix is an Appendix # 1A made to the Instruction “On status of authorized representatives of a candidate, political parties, political party blocs in elections (referendum) in the Republic of Azerbaijan”.

POWERS OF ATTORNEY

Commissioned to execute the rights and duties of authorized representative defined by legislation appointed by

(name of political party bloc)

in Municipal Elections of the Republic of Azerbaijan appointed to “____” _____ 20

according to the decision # ____ dated on “____” _____ 20__ by the convention

(conference, session of the leading body).

(surname, name, patronymic of the authorized representative, serial number and date of issue of ID card or its substitute document)

(address of residence)

Chairpersons of the political parties which enter the bloc

1. _____
(surname, name and patronymic of the party chairperson (or of another person authorized by the charter))

2. _____
(surname, name and patronymic of the party chairperson (or of another person authorized by the charter))

3. _____
(surname, name and patronymic of the party chairperson (or of another person authorized by the charter))

.
. .

(surname, name and patronymic of the party chairperson (or of another person authorized by the charter))

Note: 1) The powers of attorney shall be approved in the manner specified by the Civil Code of the Republic of Azerbaijan.

2) The authorities of the authorized representative shall be determined by the person who empowered with such authority. In this case, this occasion should be indicated in the powers of attorney.

3) This Appendix is an Appendix # 3'd made to the Instruction “On status of authorized representatives of a candidate, political parties, political party blocs in elections (referendum) in the Republic of Azerbaijan”.

POWERS OF ATTORNEY

Commissioned to execute the rights and duties of authorized representative on financial issues defined by legislation appointed by

(name of political party bloc)

in Municipal Elections of the Republic of Azerbaijan appointed to “_____” _____ 20

according to the decision # _____ dated on “_____” _____ 20__ by the convention

(conference, session of the leading body).

(surname, name, patronymic of the authorized representative, serial number and date of issue of ID card or its substitute document)

(address of residence)

Chairpersons of the political parties which enter the bloc

1. _____
(surname, name and patronymic of the party chairperson (or of another person authorized by the charter)

2. _____
(surname, name and patronymic of the party chairperson (or of another person authorized by the charter)

3. _____
(surname, name and patronymic of the party chairperson (or of another person authorized by the charter)

.
. .

(surname, name and patronymic of the party chairperson (or of another person authorized by the charter)

Note: 1) The powers of attorney shall be approved in the manner specified by the Civil Code of the Republic of Azerbaijan.

2) The authorities of the authorized representative shall be determined by the person who empowered with such authority. In this case, this occasion should be indicated in the powers of attorney.

3) This Appendix is an Appendix # 3'e' made to the Instruction “On status of authorized representatives of a candidate, political parties, political party blocs in elections (referendum) in the Republic of Azerbaijan”.

POWERS OF ATTORNEY

Commissioned to execute the rights and duties of authorized representative defined by legislation appointed by

(name of political party bloc)

in Municipal Elections of the Republic of Azerbaijan appointed to “____” _____ 20

according to the decision # ____ dated on “____” _____ 20__ by the convention

(conference, session of the leading body).

(surname, name, patronymic of the authorized representative, serial number and date of issue of ID card or its substitute document)

(address of residence)

(signature) _____ (surname, name and patronymic of the representative commissioned with making the powers of attorney official in notary order)

Note:1. The powers of attorney shall be verified in notary order.

2) The authorities of the authorized representative shall be determined by the person who empowered with such authority. In this case, this occasion should be indicated in the powers of attorney.

3. This Appendix is an Appendix # 3'f made to the Instruction “On status of authorized representatives of a candidate, political parties, political party blocs in elections (referendum) in the Republic of Azerbaijan”.

POWERS OF ATTORNEY

Commissioned to execute the rights and duties of authorized representative on financial issues defined by legislation appointed by

(name of political party bloc)

in Municipal Elections of the Republic of Azerbaijan appointed to “____” _____ 20

according to the decision # ____ dated on “____” _____ 20__ by the convention

(conference, session of the leading body).

(surname, name, patronymic of the authorized representative, serial number and date of issue of ID card or its substitute document)

(address of residence)

(signature)

(surname, name and patronymic of the representative commissioned with making the powers of attorney official in notary order)

Note: 1. The powers of attorney shall be verified in notary order.

2) The authorities of the authorized representative shall be determined by the person who empowered with such authority. In this case, this occasion should be indicated in the powers of attorney.

3. This Appendix is an Appendix # 3'g' made to the Instruction “On status of authorized representatives of a candidate, political parties, political party blocs in elections (referendum) in the Republic of Azerbaijan”.