

*Approved by Decision # 29/111 dated on
June 14, 2006, amended by Decisions #23-96
dated August 24, 2009, #6/15 dated on August 23,
2011, # 1/9 dated on May 29, 2014 and # 48/235
dated 26 November 2024 of Central Election
Commission of the Republic of Azerbaijan*

INSTRUCTION

on the rules for collection of voters signatures in support of the candidate to municipality membership and submitting signature sheets and the documents to be attached to them to the Constituency Election Commission in Municipal Elections

The rules for the collection of voter signatures in support of the candidate to municipality membership (hereafter referred to as - candidate) and submitting them to the Constituency Election Commission (Con.EC) in Municipal Elections shall be regulated by Articles 56-58 and 215 of Election Code of the Republic of Azerbaijan (hereafter referred to as - Election Code) and the Instruction.

I. Collection of voter signatures in support of the candidate in Municipal Elections

1.1. The collection of voter signatures in support of the candidates nominated on their own initiatives, by voters initiative groups, political parties or political party blocs shall commence since the day of adopting the decision that approves the nomination of the candidacy by relevant election commission.

1.2. On the constituency, which the candidate was nominated on in his/her support:

1.2.1. at least - 150 voter signatures in the area where the number of the population is more than 99.999 (from 100.000 up to 299.999) and the election of 19 municipality members is under consideration;

1.2.2. at least - 100 voter signatures in the area where the number of the population is more than 49.999 (from 50.000 up to 99.999) and the election of 17 municipality members is under consideration;

1.2.3. at least - 75 voter signatures in the area where the number of the population is more than 19.999 (from 20.000 up to 49.999) and the election of 15 municipality members is under consideration;

1.2.4. at least - 50 voter signatures in the area where the number of the population is more than 9.999 (from 10.000 up to 19.999) and the election of 13 municipality members is under consideration;

1.2.5. at least - 30 voter signatures in the area where the number of the population is more than 4.999 (from 5.000 up to 9.999) and the election of 11 municipality members is under consideration;

1.2.6. at least - 15 voter signatures in the area where the number of the population is less

than 4.999 and the election of 9, 7 and 5 municipality members is under consideration, shall be collected.

1.3. State bodies, municipalities, legal entities notwithstanding their property form, are prevented from participation in the collection of signatures. To sign in support of the candidate shall be voluntary. It shall be prohibited to make the voters to sign, prevent them from signing or award them for this in any way in the process of the collection of signatures. If the relevant court approves violation of this prohibition, then this may become basis for considering the collected signatures invalid and refusal from the registration of the candidate, at the same time, such actions can cause liability implied by Criminal Code of the Republic of Azerbaijan.

1.4. Every citizen of the Republic of Azerbaijan, having active suffrage and aged 18 on the voting day (including this day) shall have the right to sign in the signature sheet in support of the candidate. The voter can sign in support of several candidates nominated within the constituency where the voter lives.

1.5. Voter signatures can be collected by the citizen of the Republic of Azerbaijan, having active suffrage and aged 18. The candidate, political party, political party bloc can sign treaty with the person collecting voter signatures on the collection of voter signatures. The salary for this work can be paid from only election fund of the candidate, political party, political party bloc.

1.6. While signing in the signature sheet, the voter shall indicate his/her surname, name, patronymic, date of birth, address of residence, series, number, date of issue and expiry date of ID card or its substitute document, date of its issue and date of sign. The information about the voter in the signature sheet can be completed by the person collecting signatures on the voter's consent (excluding signature). The right to sign shall belong only to the voter. The mentioned information shall be written by hand and it shall be ensured not to disseminate them.

1.7. *Has been excluded.*

1.8. All information about the voter in the signature sheet shall be indicated in relevant columns.

1.9. Voter signatures can be collected in educational institutes, in residential places, as well as in other places where the conduct of pre-election campaign is not prohibited.

1.10. After the collection of signatures, the signature sheet shall be signed by the person collecting signatures and the candidate. Before putting his/her sign in the signature sheet, the person collecting signatures shall indicate his/her surname, name, patronymic, series, number, date of issue and expiry date of ID card or its substitute document and the candidate shall indicate his/her surname, name, patronymic and date of sign.

1.11. If the candidate is nominated by political party, political party bloc, then after the collection of signatures, the signature sheet shall be signed by the candidate, the person collecting signatures and the authorized representative of political party or political party bloc. Before putting his/her sign in the signature sheet, the person collecting signatures shall indicate his/her surname, name, patronymic, address of residence, series, number, date of issue and expiry date of ID card or its substitute document and date of issue; the candidate shall indicate his/her surname, name, patronymic and date of sign and the

relevant authorized representative shall indicate his/her surname, name, patronymic and date of sign.

1.12. The initiators of nominating the candidate, authorized representatives of the candidate, political party or political party bloc shall count the voter signatures collected in support of the nominated candidate, compile final protocol (Appendix #1 made to Instruction) and sign it.

1.13. The signature sheets provided to Con.ECs shall be numbered in sequence and if the number of signature sheets exceeds one, then they shall be numbered like a folder.

2. Submission of election documents for candidate registration

2.1. For the registration of the candidate, the authorized representative of the candidate or candidates, political party, political party bloc shall submit the following election documents to the Con.EC at most 50 days and at least 30 days up to the voting day, till 18.00:

2.1.1. signature sheets containing voter signatures in support of the candidate;

2.1.2. two copies of final protocol attached to the Instruction on the collection of voter signatures;

2.1.3. notification on the changes made in the information about the candidate in the candidate's application on commitment (Articles 53.3 and 54.8 of Election Code);

2.1.4. information on the amount and sources of the candidate's income which covers a year-period before the day of appointment of elections;

2.1.5. reference on annual sum of this income by the organizations which provided with the information on the income;

2.1.6. information on the property belonging to the candidate, compiled in the form pursuant to Appendix #5 made to Election Code;

2.1.7. candidate's preliminary financial report, by indicating the information on the allocations spent for the collection of voter signatures.

2.2. Relevant Con.EC shall receive signature sheets and the document to be attached to them in period defined by item # 2.1 of the Instruction. Signature sheets and the document to be attached to them, submitted after that time, don't form the legal result which is formed by relevant documents submitted in the period defined by law. The Con.EC shall make official this case by its decision.

2.3. While receiving election documents, the Con.EC shall approve each folder containing signature sheets by stamp, shall check the number of submitted signature sheets with the protocol on the results of collecting voter signatures, then shall provide with written reference (Appendix #2 made to Instruction) on receipt of the documents by indicating the number of the received election documents, as well as signature sheets and signatures in signature sheets. The reference shall be signed by chairman and one of the members of the Con.EC, as well as by the person submitting documents and shall be approved by the Con.EC stamp. One copy of the reference shall be provided to the person submitting election documents.

FINAL PROTOCOL

on the collection of voters signatures in support of the candidate to municipality membership _____
(surname, name and patronymic of the candidate)

nominated by _____
(on own initiative, voters initiative group, political party, blocs of political party)

in Municipal Elections of the Republic of Azerbaijan

We who signed below, compiled the Protocol on the result of collection of voters signatures in support of the candidate in Municipal Elections in the Republic of Azerbaijan.

In accordance with the requirements of the Election Code of the Republic of Azerbaijan _____ signatures have been collected within the territory of the _____
(the number)

_____ Con.EC # _____

Number of signature sheets _____
(in figures) (in words)

Number of voters signatures in signature sheets _____
(in figures) (in words)

While collecting signatures, requirements of the Election Code of the Republic of Azerbaijan were met.

Signature sheets have been numbered and made up as a folder*.

Candidate or his/her _____
authorized representative (signature) (surname, name and patronymic)

or Member of initiative group _____
or his/her representative (signature) (surname, name and patronymic)

or Authorized representative _____
of political party, political party (signature) (surname, name and patronymic)

bloc
“ _____ ” _____ 20

*If signature sheet is more than one.

REFERENCE

Provided to

(surname, name and patronymic of the authorized representative of the candidate, representative of the initiative group, political party, political party bloc*)

because he/she has really submitted the following documents to the

_____ Con.EC # _____ for the registration of the candidate

(name of the Con.EC)

to municipality membership _____

(candidate`s surname, name and patronymic)

in Municipal Elections in the Republic of Azerbaijan:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Chairman of the Con.EC _____

(sign) (surname, name and patronymic)

P.S.

Con.EC member _____

(sign) (surname, name and patronymic)

Person who submits documents _____

(sign) (surname, name and patronymic)

* The word under the line defining the name of the person who submitted relevant documents should be underlined.