

Approved by Decision # 1/4 of Central Election Commission of the Republic of Azerbaijan, dated 24 February, 2012, Decision # 9/80, dated 15 May, 2015 and Decision # 4/17 dated 4 August 2022

REGULATION

on Secretariat of the Central Election Commission of the Republic of Azerbaijan

1. General provisions

- 1.1. Pursuant to Article 28.5 of the Election Code of the Republic of Azerbaijan, the Central Election Commission of the Republic of Azerbaijan (CEC) establishes its Secretariat (hereafter referred to as - Secretariat) to implement legal, organizational and methodical, analytic informational, financial, documentation, publication, technical, logistics and social support of its activity.
- 1.2. Election and Labor Codes of the Republic of Azerbaijan, Law of the Republic of Azerbaijan "On Civil Service", the Regulation, relevant normative acts adopted by CEC, other legislative acts, orders and decrees approved by the Chairman of the Central Election Commission (hereafter referred to as – CEC Chairman) shall be adopted as a basis by Secretariat.
- 1.3. The Regulation determines general structure of the Secretariat, activity directions and authorities of its structural units, as well as, rights and duties of the personnel.
- 1.4. The Secretariat has got an official blank form and round seal with the words "Central Election Commission of the Republic of Azerbaijan. SECRETARIAT" on it.

2. Powers of Secretariat

- 2.1. The Secretariat takes activities in the following fields within its competence to ensure the activity of CEC and its members as defined by legislation:
 - 2.1.1. implements the establishment of the election constituencies and precincts, arrangement of works on the voters' lists and other organizational activities;
 - 2.1.2. takes part in the preparation of normative acts and other document drafts and organizes their legal examination;
 - 2.1.3. ensures the implementation of mutual relations with the election bodies of foreign countries and exchange of practice with the international organizations functioning in the field of elections;
 - 2.1.4. implements informational and software support through the State Automated Information System (SAIS);
 - 2.1.5. organizes the work with documents and staff, implements the clerical activity;
 - 2.1.6. implements monitoring of general activity of lower election commissions;
 - 2.1.7. implements relationship with mass media and community, as well as, ensures analytic-informational support in this field;

- 2.1.8. renders practical assistance to ensure the implementation of publication and printing works;
- 2.1.9. ensures the publication of normative acts and other materials, as well as, timely delivery of the documents to be included in State Register of Legal acts to the relevant state bodies and implementation of decisions;
- 2.1.10. implements financial, technical and logistics support of the activity of
 - election commissions;
- 2.1.10.1. ensures the receive, review, summarize and publicize of annual financial reports of political parties,
- 2.1.11. organizes the works for ensuring the activity of the bodies under CEC (control-inspection service, Press group, Expert group considering the appeals and complaints) in a manner defined by election legislation;
- 2.1.12. arranges reception of citizens;
- 2.1.13. implements the orders of CEC Chairman and ensures mutual activity with other bodies upon Chairman's instructions.

3. Structural units of the Secretariat

- 3.1. Pursuant to Article 28.5 of the Election Code of the Republic of Azerbaijan, CEC determines the structure and personnel of the Secretariat within the limits of the funding allocated by the state budget for the Commission. Personnel positions are distributed among the structural units by the CEC Chairman.
- 3.2. The Secretariat led directly by the CEC Chairman is comprised of the following structural units functioning mutually:
 - 3.2.1. Organization department;
 - 3.2.2. Law department;
 - 3.2.3. International relations department:
 - 3.2.3.1. Training sector;
 - 3.2.4. Information Center (as department):
 - 3.2.4.1. Sector of Automation of Information systems;
 - 3.2.4.2. Sector of Control and Coordination of Information Network;
 - 3.2.4.3. Sector of Technical and system support
 - 3.2.5. General department:
 - 3.2.5.1. Sector of Office works;
 - 3.2.5.2. *Excluded.*
 - 3.2.5.2-1. Sector of Human Resources;
 - 3.2.6. *Excluded.*
 - 3.2.7. Media and Communication department;
 - 3.2.7-1. Department for Work with political parties and public organizations;
 - 3.2.7-1.1. Sector of Work with political parties in regard with elections (referendum);
 - 3.2.7-1.2. Sector of Work with financial reports of political parties;”.
 - 3.2.8. Editorial and publication department;
 - 3.2.9. Finance department;
 - 3.2.9.1. *Excluded.*
 - 3.2.10. Logistics department.

3.3. Centers and working groups may be created upon the order of the Commission Chairman in comply with the legislation.

4. Activity directions of the structural units of Secretariat

4.1. Organization Department

- 4.1.1. Implements organizational support of the CEC activity;
- 4.1.2. Summarizes the information on the number of voters and population on the administrative-territorial regions of the country which has been submitted by relevant executive authorities and prepares it for usage with the aim of preparation and conduct of elections (referendum);
- 4.1.3. Participates in the compile of organizational documents, materials and recommendations, CEC reports and other documents for methodical assistance to Constituency and Precinct Election Commissions (Con.ECs and PECs);
- 4.1.4. Implements the collection and summarize of the information on the establishment of the Con.ECs and PECs, organization of the works on voters' lists, nomination and registration of candidates;
- 4.1.5. Prepares analytical and operative information, opinions, references and letters of response upon ensuring the implementation of the inquiries, appeals and complaints sent by the Commission Chairman;
- 4.1.6. Prepares the schedules of seminars, conferences and other events related with the organizational support of the CEC activity and submits them to the Commission administration;
- 4.1.7. Renders methodical assistance to lower election commissions in their activities in an administrative manner;
- 4.1.8. Implements other duties within its competence.

4.2. Law Department

- 4.2.1. Implements law-based support of the CEC activity;
- 4.2.2. Participates in the preparation of normative acts, other document drafts and reports of CEC;
- 4.2.3. Organizes legal examination of normative acts, checks the legitimacy of the documents prepared by other structural units of the Secretariat and approves them officially, also provides advises on legal justification of practical activities, decision drafts and other documents;
- 4.2.4. Participates in the preparation of order drafts of the Commission Chairman and approves their legitimacy officially;
- 4.2.5. Participates in the preparation and conduct of professional courses on election right for lower election commissions, as well as, voters' educational programs;
- 4.2.6. Implements works with Con.ECs and PECs and controls abidance of legal requirements by them, organizes seminars in this field periodically and provides law-based advises;
- 4.2.7. By implementing inquiries, appeals, applications and complaints sent by the Commission Chairman to the department, prepares analytical and operative information, opinions, references and letters of response on them;
- 4.2.8. Participates as an authorized representative of CEC in courts and protects its interests in a manner defined by legislation;

- 4.2.9. Ensures the establishment of foundation for elections and law literature;
- 4.2.10. Renders assistance to lower election commissions in their activity in an administrative manner;
- 4.2.11. Implements other duties within its competence.
- 4.3. All the personnel of Law department except chief specialist shall be high-educated lawyers.

4.4. International Relations Department

- 4.4.1. Assists the development and reinforcement of CEC mutual relations with election bodies of foreign countries;
- 4.4.2. Studies election (referendum) legislation of foreign states and international election practice;
- 4.4.3. Prepares opinions and suggestions for the CEC administration regarding practice exchange with foreign countries, visit programs for the representatives of the election bodies of foreign states and international organizations;
- 4.4.4. Organizes the accreditation of international observers arrived in the Republic of Azerbaijan and provides necessary service to ensure their activity;
- 4.4.5. By implementing inquiries, appeals, applications and complaints sent by the Commission Chairman to the department, prepares analytical and operative information, opinions, references and letters of response on them;
- 4.4.6. Organizes interpretation during the meetings with the representatives of foreign countries and international organizations, records discourses and negotiations, if necessary, ensures translation of documents and materials, as well as, their delivery to the relevant bodies;
- 4.4.7. Participates in the compile of CEC reports and prepares information for mass media together with Media and Public relations department of the Secretariat;
- 4.4.8. Implements other duties within its competence.

4.5. Training sector

- 4.5.1. Organizes trainings within the relevant programs defined by CEC for awareness-raising and developing professional skills of the lower election commission members.

4.6. Information center (as department)

- 4.6.1. Implements informational and software support of the CEC activity through the State Automated Information System (SAIS);
- 4.6.2. Ensures timely collection, delivery and re-process of the information through SAIS (with regard to voters' registration, compile of voters' lists, determination of the voting results and election returns) in the elections (referendum) process;
- 4.6.3. Types and submits the relevant information entered to SAIS for inclusion in the protocol of the election commission;

4.6.4. Delivers the information to be included in SAIS to informational and communicational means in a manner defined by CEC and makes the election commissions familiar with this information timely and effectively;

4.6.5. Participates in the compile of CEC reports, other document drafts, materials and recommendations to render methodical assistance to Con.ECs and PECs;

4.6.6. By implementing inquiries, appeals, applications and complaints sent by the Commission Chairman to the Center, prepares analytical and operative information, opinions, references and letters of response on them;

4.6.7. Renders assistance to lower election commissions in their activity in an administrative manner;

4.6.8. Implements other duties within its competence.

4.7. The activity of the department directly depends on mutual and efficient activities of its structural sectors.

4.8. Sector of Automation of Information Systems

4.8.1. Ensures the preparation, application and implementation of informational technologies and new programs to ensure incessant and effective activity of SAIS;

4.8.2. Ensures the establishment of databases on elections (referendum), voters' lists, structures of election commissions and installation of relevant inquiry systems at SAIS.

4.9. Sector of Control and Coordination of Informational Network

4.9.1. Ensures internet access of computers of the structural units at Secretariat;

4.9.2. Controls SAIS and Secretariat network, also ensures the elimination of network problems;

4.9.3. Renders methodical and practical assistance to structural units of Secretariat in the usage of modern automated management tools;

4.9.4. Ensures the publication of voters' lists.

4.10. Sector of Technical and System Support

4.10.1. Checks technical condition of computers connected to SAIS;

4.10.2. Ensures the use of computers and informational technologies and the preparation of new programs in daily activity of the structural units of Secretariat;

4.10.3. Provides prophylactic and technical service of computers, copying devices and other electronic equipments.

4.11. General department

4.11.1. Ensures clerical activities and working with the documents and personal data of the CEC personnel;

4.11.2. Participates in the compile of CEC reports, as well as, documents and materials;

4.11.3. Ensures informing CEC members and the invited persons on the sessions, also records the attendance of the members;

4.11.4. Ensures the compile of CEC session minutes, if necessary, takes video and audio records of the sessions, as well as, preserves relevant documents;

4.11.5. Registers normative acts, orders and decrees by the Commission Chairman, as well as, inquiries, appeals, applications and complaints submitted to the Commission and establishes turnover of the submitted and delivered documents;

4.11.6. Ensures obtaining information on the implementation of CEC decisions and orders from the election commissions, state bodies, offices and organizations;

4.11.7. By implementing inquiries, appeals, applications and complaints sent by the Commission Chairman to the department, prepares analytical and operative information, opinions, references and letters of response on them;

4.11.8. Controls the abidance of clerical rules by the structural units of Secretariat and makes them familiar with relevant documents and materials to fulfill their duties;

4.11.9. Informs the Commission administration on the number, characteristics of written and verbal appeals of citizens, as well as, the results of the investigation;

4.11.10. Takes necessary activities for familiarizing the chairpersons of lower election commissions with the rules for the record, delivery and preservation of documents and therewith, ensures organization of periodical seminars for them;

4.11.11. Arranges preservation, filing and cancel, recording in numerical order of documents and materials of the election commissions in a manner defined by legislation;

4.11.12. Compiles the orders and decrees of the Commission Chairman and submits them for signature;

4.11.13. Officially registers and records official trips of CEC members and Secretariat officials;

4.11.14. Ensures the implementation of personnel personal data, official registration and preservation of labor cards of the staff of the election commission secretariats;

4.11.15. Records military registration of the personnel;

4.11.16. Implements other duties within its competence.

4.12. The department has got a round seal with the words "Central Election Commission of the Republic of Azerbaijan.General department" on it and rectangular elastic stamps with the words "Authentic" for the approval of the extracts from the CEC decisions and documents, "Received documents" and "For envelopes" for the registration of the submitted appeals, "Delivery" for the registration of the documents sent and "Confidential" for receiving and sending confidential documents.

4.13. Sector of Office Works

4.13.1. Controls the implementation of clerical works in the activity of Con.ECs;

4.13.2. Implements personnel personal data and records of the Con.EC members and secretariat staff;

4.13.3. Prepares the orders on the recruitment of the secretariat personnel of Con.ECs, registers labor cards officially and provides the commission members and secretariat personnel with relevant cards;

4.13.4. Records relevant notes in the warrants for an official trip provided to the Con.EC members and secretariat personnel who are on official trips.

4.14. Excluded.

4.14-1. Sector of Human Resources

- 4.14-1.1. ensures the conduct of the activity with personal data and relevant documents;
- 4.14-1.2. implements the compilation, record officially and maintenance of labor contracts;
- 4.14-1.3. ensures the preparation of relevant documents and references;
- 4.14-1.4. executes other instructions by the administration.

4.15. Excluded.

4.16. Media and Communication Department

4.16.1. Implements the coordination of the CEC activity with mass media and community, as well as, ensures analytic-informational support in this field;

4.16.2. Ensures the accreditation of domestic media representatives by CEC and invites them to the Commission sessions upon the agreement with the Commission Chairman;

4.16.3. Arranges dissemination of the information on general activity of CEC, preparation and conduct of elections (referendum) through media and telegraphic agencies, as well as, by broadcasting via the TV channels;

4.16.4. Reviews the materials on elections (referendum), as well as, pre-election campaign (press conferences, round tables, interviews, as well as, speeches of candidates for the elected bodies, campaign materials of political parties, the opinion polls conducted);

4.16.5. Focuses on the legitimate use of mass media by the persons entitled to hold pre-election campaign;

4.16.6. Takes activities in the establishment of photo and video records on the CEC activity;

4.16.7. Organizes activity of effective and purposeful communication;

4.16.8. Develops communicational means with the interests subjects and target groups;

4.16.9. Holds educational activities for productive communication;

4.16.10. Participates in the compile of CEC reports and other documents, also by implementing inquiries, appeals, applications and complaints sent by the Commission

Chairman to the department, prepares analytical and operative information, opinions, references and letters of response on them;

4.16.11 Implements other duties within its competence.

4.16-1. Department for Work with political parties and public organizations

4.16-1.1. Ensures building fruitful relationship with political parties and public organizations;

4.16-1.2. Prepares suggestions to develop the relations with political parties and public organizations;

4.16-1.3. Prepares suggestions to hold educational activities in the field of election right together with the relevant organizations;

4.16-1.4. Participates in the compile of the CEC reports;

4.16-1.5. Participates in the compilation of materials and recommendations to render methodical assistance to political parties and public organizations;

4.16-1.6. By implementing inquiries, appeals, applications and complaints sent by the Commission Chairman to the department, prepares analytical and operative information, opinions, references and letters of response on them;

4.16-1.7. Implements other duties within its competence.

4.16-2. Sector of Work with political parties in regard with elections (referendum)

4.16-2.1. Ensures building the relationship with political parties during elections (referendum);

4.16-2.2. Implements other duties within its competence.

4.16-3. Sector of financial reports of political parties

4.16-3.1. Receives and reviews annual financial reports of political parties;

4.16-3.2. Implements relevant activities to publicize annual financial reports of political parties;

4.16-3.3. Implements other duties within its competence.

4.17. Department of Edit and Publication

4.17.1. Organizes the implementation of publication and printing works in the CEC activity;

4.17.2. Participates in the compile of the CEC reports and other documents, also makes corrections to the documents and materials;

4.17.3. Ensures posting CEC normative acts on the website, preparing them for publication, as well as, compiling the materials to be included in a collection for publication;

4.17.4. If necessary, ensures typing of documents and materials;

4.17.5. Provides editing and publishing CEC "News" magazine;

4.17.6. Arranges preparation and publication of CEC official blank forms;

4.17.7. By implementing inquiries, appeals, applications and complaints sent by the Commission Chairman to the department, prepares analytical and operative information, opinions, references and letters of response on them;

4.17.8. Implements other duties within its competence.

4.17. Department of Finance

4.18.1. Implements financial support for the activity of the election commissions;

4.18.2. Compiles staff tables and drafts of price list of the election commissions and submits them for approval on destination in comply with the legislation;

4.18.3. Compiles the draft of price list for the preparation and conduct of elections (referendum) and makes it ready for the approval;

4.18.4. Ensures the distribution of the funding allocated for the preparation and conduct of elections (referendum) by state budget among the election commissions, transferring it to relevant bank accounts and therewith, ensures the implementation of the costs list upon abiding by the financial order;

4.18.5. After the elections (referendum), provides receiving and checking the accuracy of the relevant reports on the allocated funding which has been spent and controls returning of the unspent funding to the budget in a manner and within the period defined by law;

4.18.6. Implements documentation on accounting transactions and ensures control on taking financial and logistics activities;

4.18.7. Participates in the compile of CEC reports and other documents;

4.18.8. By implementing inquiries, appeals, applications and complaints sent by the Commission Chairman to the department, prepares analytical and operative information, opinions, references and letters of response on them;

4.18.9. Ensures timely registration of goods, materials and other valuable aids, also excludes main goods and materials which are morally and physically spoilt or destructible from the register;

4.18.10. Ensures the effective compile and submission of monthly, quarterly and annual reports on the financial activity to the relevant state bodies;

4.18.11. Implements activities with Con.ECs and PECs upon abiding by the financial order and ensures the organization of periodical seminars for them;

4.18.12. Implements other duties within its competence.

4.19. All the personnel of Finance department except chief specialist shall be high- educated economists.

4.20. Excluded.

4.21. Logistics department

4.21.1. Registers the property and equipment of the Secretariat, organizes accounting of goods, implements financial, technical and logistics support of the election commissions together with Finance department, in a manner defined by legislation;

4.21.2. Provides technical and logistics support to the structural units of the Secretariat for the preparation and conduct of the CEC sessions and other activities;

4.21.3. Ensures preserving and also keeping technical equipments, communicational and transportation means and other goods ready for use;

4.21.4. Provides lower election commissions with the election documents and methodical means prepared by CEC, as well as, the equipment and relevant materials useful for the E-Day regarding the preparation and conduct of elections (referendum);

4.21.5. Participates in the compile of CEC reports and other documents, also by implementing inquiries, appeals, applications and complaints sent by the Commission Chairman to the department, prepares analytical and operative information, opinions, references and letters of response on them;

4.21.6. Ensures abidance by the rules for occupational safety, technical security and fire protection of the Secretariat;

4.21.7. Implements works on the efficient usage of the administrative building and equipments;

4.21.8. Implements other duties within its competence.

5. Rights and duties of Secretariat staff

5.1. The Secretariat personnel including the personnel not mentioned in the Regulation, shall have the rights and duties implied in the normative acts regulating the rules and terms for the fulfillment of labor and service duties.

5.2. Secretariat officials shall be recruited and dismissed, as well as, rewarded and applied administrative penalty by the chairman of Central Election Commission.

5.3. Each official of Secretariat shall undertake individual responsibility for the implementation of empowered duties and is obliged to respect other persons' right and duties implied by legislation and fulfill other duties defined by law.

5.4. Secretariat personnel shall abide by ethic rules, devote their working hours to service duties, implement the instructions of the CEC administration, as well as, of the heads of the relevant structural units and defend the service equipments and goods under their disposal.

5.5. The offence of internal labor discipline, failing to fulfill the duties, the personnel is charged with due to his/her carelessness or fault, or inefficient implementation of the duties may lead to the application of administrative penalty or social impact, as well as, other measures implied by legislation.

5.6. Secretariat staff shall be provided service cards signed by the Commission Chairman after being recruited.

6. Authorities of Head, Deputy Head, Assistant Head and other staff of Secretariat

6.1. Head of Secretariat

6.1.1. Implements the instructions of the Commission Chairman;

6.1.2. Controls on the implementation of the instructions of the Commission administration by the Secretariat personnel;

6.1.3. Instructs the heads of structural units with the aim of legitimate execution of the activity of Secretariat;

6.1.4. Organizes general activity of the Secretariat structural units;

6.1.5. Controls on improvement of the working conditions for the staff, supply of the working places with necessary equipment, as well as, with technical aids and follow of the rules for labor protections (security techniques, sanitary rules and so on.).

6.1.6. Implements other duties within authority.

6.2. Head of Secretariat shall undertake individual responsibility for preserving and legitimate use of the Secretariat stamp.

6.3. Deputy Head of Secretariat

6.3.1. Implements instructions of the Commission Chairman;

6.3.2. Regulates reception hours of the Commission Chairman;

6.3.3. Organizes official meetings of the Commission Chairman;

6.3.4. Delivers the instructions of the Commission Chairman to Head of Secretariat or Heads of departments;

6.3.5. Regulates the submission of documents to the Commission Chairman;

6.3.6. Compiles a document for entry to the administrative building for citizens and other persons;

6.2.6. Implements other duties within authority.

6.4. Assistant Head of Secretariat

6.4.1. Implements the instructions of the Head of Secretariat for legitimate organization of the Secretariat activity;

6.4.2. Regulates of receptions and service meetings of the Head of Secretariat;

6.4.3. Implements other duties within authority.

6.5. Head of department

6.5.1. Leads the activity of the department directly and arranges the works;

6.5.2. Implements distribution of duties among the staff of the sectors and department;

6.5.3. Familiarizes the recently-recruited personnel of the department with the Regulation, their fixed duties, relevant instructions and documents which determine the working rules of Secretariat;

6.5.4. Makes suggestions to the Commission Chairman on selecting, positioning, awarding or punishing the staff in administrative manner;

6.5.5. Organizes the implementation of the documents sent to the department by the Commission Chairman and handles them to the department personnel upon giving instructions for them;

6.5.6. Checks and gives instructions on the documents prepared and implemented at the department;

6.5.7. Ensures the abidance by service and labor discipline, also, rules for labor protection by the staff;

6.5.8. Gives suggestions to the Commission Chairman on the supply of personnel with working places, communicational and other technical aids, also on the solution of their social-communal problems;

6.5.9. Implements instructions of the Commission Chairman and administration;

6.5.10. Participates at CEC sessions;

6.5.11. Implements other duties within authority.

6.6. Head of Sector

6.6.1. Leads the activity of the relevant sector and arranges the works;

6.6.2. Implements instructions of the head of department;

6.6.3. by implementing inquiries, appeals, applications and complaints charged with by the head of department in accordance with the activity directions of the sector led by him/her, prepares information, opinions, references and letters of response on them;

6.6.4. Implements distribution of duties among the staff of the sectors and department, familiarizes the recently-recruited personnel of the department with the Regulation, their fixed duties, relevant instructions and documents which determine the working rules of Secretariat;

6.6.5. Ensures the abidance by service and labor discipline, also, rules for labor protection by the staff;

6.6.6. Gives suggestions to the head of department on awarding or punishing the sector staff in administrative manner, also on the supply of personnel with working places, communicational and other technical aids, as well as, on the solution of their social-communal problems;

6.6.7. Implements other duties within authority.

6.7. Chief advisor

6.7.1. As the leading official of the department, acts on the distribution of duties:

6.7.2. Executes the instructions and requests of the head of department and the sector where belongs to;

6.7.3. prepares information, opinions, references and letters of response on inquiries, appeals, applications and complaints charged with;

6.7.4. Draws the attention of other personnel to the instructions of the heads of department and sector and controls on their execution;

6.7.5. Implements other undertaken duties.

6.8. Senior advisor, leading advisor and advisor

6.8.1. Acts on the distribution of duties at the department;

6.8.2. prepares information, opinions, references and letters of response on inquiries, appeals, applications and complaints charged with by the head of department;

6.8.3. Executes the instructions and requests of the head of department and the sector;

6.8.4. Implements other undertaken duties.

6.9. Chief specialist, senior specialist

6.9.1. Executes the instructions and requests of the head of department and the sector;

6.9.2. Carries out the clerical works of the department;

6.9.3. Implements other undertaken duties.

6.10. Housekeeper

6.10.1. Ensures cleaning works in service and subsidiary rooms;

6.10.2. Implements other instructions of head of department.

7. General provisions

7.1. Violation of the provisions enshrined in the Regulation shall cause liability defined in legislation.

7.2. The Regulation of Secretariat shall be adopted by the CEC decision.

7.3. The Regulation may be amended or changed only by the CEC decision.

