

Approved by Decision # 6/16 of Central Election Commission of the Republic of Azerbaijan, dated 10 October 2007 and made amendments by Decision # 1/3 dated 24 February 2012, Decision # 2/5 dated 2 April 2013 and 6/57 dated 18 June 2013

REGULATION on Secretariat of the Constituency Election Commission

The Regulation has been prepared with the aim of determining the structure, personnel, rights and duties of the officials of Secretariat in comply with Article 34 of the Election Code of the Republic of Azerbaijan.

1. General provisions

1.1. The Secretariat of the Constituency Election Commission (hereafter referred to as - Secretariat) shall function in comply with Article 34 of the Election Code of the Republic of Azerbaijan (hereafter referred to as - Election Code). Secretariat of the Constituency Election Commission (Con.EC) shall ensure organizational methodic, financial, documentation, publication, material and technical supply of the Con.EC activity.

1.2. Election and Labor Codes of the Republic of Azerbaijan, other legislation acts, the Regulation, instructions, comments, rules and methodical aids adopted by Central Election Commission of the Republic of Azerbaijan (hereafter referred to as - Central Election Commission), decisions made by Central Election Commission and Con.ECs, orders by the Con.EC chairman shall be adopted as a basis by Secretariat.

1.3. Labor relations with the Secretariat officials shall be regulated by Labor Code of the Republic of Azerbaijan.

2. Authorities of Secretariat

2.1. Secretariat shall implement the following duties:

2.1.1. to take relevant measures for ensuring the activity of the Con.EC, as well as, its members' activity in the election commission;

2.1.2. to take part in the preparation of draft documents and materials put in the session of the Con.EC;

2.1.3. to compile the session minute of the Con.EC and if necessary, to keep shorthand and video and audio recording;

2.1.4. to compile the register of the applications and complaints received by the Secretariat, Con.EC decisions, orders by the commission chairman, as well as, other documents documentation of which is required;

2.1.5. to ensure the publication of the Con.EC decisions, as well as, to publicize other materials;

2.1.6. to take relevant activities within its competence for ensuring the implementation of the Con.EC decisions;

2.1.7. to conduct clerical works of Secretariat;

2.1.8. to organize reception of citizens and representatives of lower election commissions related to the election (referendum) related issues;

2.1.9. to implement the mutual activity with local state bodies, municipalities, other organizations and persons with the instruction of the commission chairman;

2.1.10. to participate in the organization of practice exchange with other Con.EC and PECs;

2.1.11. to ensure legal implementation of the tasks by the commission chairman;

2.1.12. to implement other duties defined by law with regard to carrying out the Con.EC activity.

2.2. Powers of the Con.EC chairman relating to the administration of the Con.EC Secretariat including to make presentation for the chairman of Central Election Commission on recruitment of the Secretariat officials, shall be determined within the limits implied by Article 19.17 of the Election Code.

3. Staff of Secretariat

3.1. Secretariat shall have the following staff:

3.1.1. chief advisor;

3.1.2. senior advisor (accountant);

3.1.3. leading advisor (computer specialist);

3.1.4. advisor;

3.1.5. maid;

3.1.6. guard.

4. Chief advisor

4.1. Chief advisor shall implement the following duties:

4.1.1. to ensure the activity of the Con.EC in the field of dealing with documents and clerical works;

4.1.2. to record the attendance of the Con.EC members at the sessions;

4.1.3. to ensure the compile of the Con.EC session minutes, the shorthand record of the sessions in necessary cases, as well as, keeping protocols and other relevant documents;

4.1.4. to receive the documents submitted to the Con.EC in a manner defined by legislation;

4.1.5. to organize delivering the documents prepared by the Con.EC;

4.1.6. to make the secretariat officials familiar with relevant documents and materials on the implementation of their service duties, as well as, with

the instructions, comments and rules of Central Election Commission;

4.1.7. to ensure the conduct of relevant works with the chairpersons of Precinct Election Commissions, as well as, the arrangement of seminars periodically with the aim of familiarizing them with the record, delivering and keeping the documents;

4.1.8. to organize keeping, filing away, or canceling of the documents and materials of the election commissions in relevant way;

4.1.9. to make official and record of service trips of the Con.EC members and Secretariat officials;

4.1.10. to collect data of the PEC members;

4.1.11. to record military registration of the Secretariat officials;

4.1.12. to organize broadcasting the information on the Con.EC activity via mass media;

4.1.13. to carry out the duties empowered by the Con.EC chairman and other duties related to the activity of Secretariat.

5. Senior advisor (accountant)

5.1. Senior advisor (accountant) shall implement the following duties:

5.1.1. to build his/her work on the Election Code, Law “On accounting record” of the Republic of Azerbaijan and other relevant normative-legal acts;

5.1.2. to ensure the implementation of financial supply of the Con.EC and PEC activity in a manner defined by law;

5.1.3. to ensure the implementation of expenditure bill by following financial order;

5.1.4. to ensure the compile and checking the accuracy of the relevant reports on the expenditure of the allocated funds, return of the unspent funds to budget in a manner and within the period defined by legislation after the election (referendum) ends;

5.1.5. to ensure to record timely the supplies and materials and other material values, to delete from record main means, supplies and materials morally and physically outdated, semiprecious and perishable goods in manner defined by legislation;

5.1.6. to conduct documentation on accounting operations;

5.1.7. to ensure qualified compile of monthly, quarterly and annual reports on financial activity and submission to Central Election Commission and relevant state bodies within the periods defined by legislation;

5.1.8. to control on the usage of the financial aids and other property entrusted to the PECs for following the financial order;

5.1.9. to conduct treasure-banking operations of the Con.EC;

5.1.10. to implement other duties related with the financial activity of the Secretariat;

5.2. senior advisor (accountant) shall be high-educated specialist in accounting.

6. Leading advisor (computer specialist)

6.1. Leading advisor (computer specialist) shall implement the following duties:

6.1.1. to ensure the activity of State Automated Information System at Con.ECs and PECs;

6.1.2. to implement the works on informational and communicational technologies at the Con.EC;

6.1.3. to implement works on computer software;

6.1.4. to assign and organize opportunities of application of ready-made software;

6.1.5. to ensure using local network systems;

6.1.6. to ensure transmission of relevant information;

6.1.7. to use State Automated Information System or its separate technical means while obtaining, transmitting and re-storing of the information on the registration of candidates and observers, compile and update of the voters' lists, determination of preliminary voting results and electoral returns, as well as, while implementing office and clerical works;

6.1.8. to implement other duties defined by law.

6.2. Leading advisor (computer specialist) shall undertake responsibility for accurately posting, transmitting, as well as, timely updating the above-mentioned information and other information to be posted on the official website of Central Election Commission.

7. Advisor

7.1. Advisor shall carry out the relevant activity in different fields defined by the Con.EC chairman for ensuring legitimate function of the Con.EC.

8. Maid

8.1. Maid shall ensure cleanness and tidy at the administrative building and subsidiary areas of the Con.EC, as well as, within the area which belongs to the building.

9. Guard

9.1. Guard shall safeguard the administrative building of the Con.EC and property of the commission.

10. Rights and duties of Secretariat officials

10.1. Rights and duties of Secretariat officials shall be determined by Labor Code of the Republic of Azerbaijan, the Regulation and other

normative acts.

10.2. Secretariat officials shall be recruited and dismissed, as well as, rewarded and applied administrative penalty by the chairman of Central Election Commission (recommendations by the Con.EC chairman or CEC Secretariat could be taken into account), as well as in the manner defined by legislation.

10.3. Secretariat officials shall have the rights and duties determined by Labor Code of the Republic of Azerbaijan and labor contracts.

10.4. Each official of Secretariat shall undertake individual responsibility for the implementation of empowered duties. Secretariat officials shall prevent any behavior offending the Con.EC activity defined by law, as well as, independent and impartial position of the commission in the organization and conduct of elections within the period of implementing their service duties. They shall not provoke the collection of signatures in support of a certain candidate, political party, bloc of political parties, referendum campaign group, as well as, to take part as a campaigner in pre-election campaign, to force voters to vote in favor of or against a certain candidate, or the issues put in referendum when implementing their service duties.

10.5. Secretariat officials shall be provided service cards signed by the Con.EC chairman after being recruited.