

Approved by Decision 5/25 dated on June 05, 2013 of Central Election Commission of the Republic of Azerbaijan and amended by Decision # 1/2, dated 15 March 2019 and Decision # 3/8 dated 3 September 2021

Regulation on the control-inspection service of the Constituency Election Commission

Determination of the rules for establishment of control-inspection service, legal state, duties and function shall be regulated by Article 97 of Election Code of the Republic of Azerbaijan (hereafter referred to as - Election Code) and this Regulation.

1. General provisions

1.1. Control-inspection service shall be established by Constituency Election Commission to ensure the activity defined by Election Code and this Regulation.

1.2. Control and inspection service shall be formed in term of office of the constituency election commission.

1.3. Control-inspection service shall include 3 members of Constituency Election Commission (on the representation of the forces created the commissions), representatives of the relevant state institutions upon the agreement of Con.EC Chairman (representatives of district offices of the Ministry of Finance of the Republic of Azerbaijan, State Tax Service under the Ministry of Economy of the Republic of Azerbaijan, district offices of State Real Estate Register Service under State Committee for Property Issues of the Republic of Azerbaijan) and relevant banks.

1.4. One of the members of Constituency Election Commission included in the control-inspection service shall be appointed the head of the service.

1.5. Organizational, legal and logistical support to the control and inspection service shall be provided by constituency election commission.

1.6. In its activity control and inspection service takes as a basic Election Code, this Regulation and other legislative acts adopted by Central Election Commission (hereinafter referred as Central Election Commission) of the Republic of Azerbaijan.

1.7. For official correspondence of the control and inspection service application forms of the constituency election commission shall be used.

2. Rules of formation of control and inspection service

2.1. Head of control and inspection service and representatives of constituency election commission shall be appointed and dismissed by the decision of the Commission.

2.2. The members of the control-inspection service shall be included in the service by the Chairman of Constituency Election Commission upon the agreement of the heads of the relevant state institutions.

2.3. Upon the official publication of the decision (order) on elections appointment, relevant institutions shall send specialists to the authority of Constituency Election Commission to be included in the control-inspection service prior to the required period.

2.4. Members control and inspection service are temporarily released from their employment, their salaries and other payment will be preserved in their permanent working place and they are paid additional salary in accordance rules and amount defined by the Central Election Commission

2.5. Specialist included in the composition of control and inspection service shall be send on the basic of the head of control and inspection service with the order of chairman of the constituency election commission by the allocation of relevant election commission to the business trip.

3. Duties of control and inspection service

3.1. Control-inspection service shall implement the following duties upon the instruction of Constituency Election Commission:

3.1.1. Inspects financial reports of constituency and precinct election commission;

3.1.2. Inspects financial reports of candidates, registered candidates, political parties and blocs of political parties, campaign group on referendum;

3.1.3. Obtains necessary information on issues concerning control and inspection service and finance of elections from the executive authorities, municipalities, organizations - regardless their property and citizens;

3.1.4. Prepares documents on financial violation occurred during the finance of election in precinct election commissions;

3.1.5. Involves experts for preparation expert opinions and conduct of inspection;

3.1.6. Inspects other issues related finance of elections according to the legislation;

3.1.7. Compiles an act and reference on results of inspection and submit it to the chairperson of the constituency election commission;

3.1.8. To set a task before relevant election commissions on implementation of measures of accountability for the violation occurred during finance of election by physical and legal entities, candidates, registered candidates, political parties and blocks of political parties and referendum campaign groups.

4. Rights of control and inspection service

- 4.1. Control and inspection service shall have following rights:
- 4.1.1. To require information and reference related to their authority from the relevant subjects;
 - 4.1.2. to reply to the appeals within 10 days, 5 days prior to the voting day and immediately on the voting day;
 - 4.1.3. to ensure the control of inspection of funding allocated to election commissions for purposeful expenditure;
 - 4.1.4. to ensure control the receipt of funding to the election funds of candidates, registered candidates, political parties and blocs of political parties and referendum campaign groups, the registration of these funds and their purposeful expenditure;

Note: Requests of the control and inspection service should be answered by the executive authorities, municipalities, legal and physical entities within 10 days, or immediately if 5 days prior to or on voting day.

5. Duties and responsibilities of head of control and inspection service

- 5.1. Head of control and inspection service shall have following rights:
- 5.1.1. To make inquiry with relevant institutions and organizations and receive information;
 - 5.1.2. to instruct the persons included in the service and the specialists (experts) involved in the activity of this service.
- 5.2. Head of control-inspection service shall implement the following duties:
- 5.2.1. Organizes activity of control and inspection service and make report about activity to the constituency election commission;
 - 5.2.2. Distributes responsibilities between persons included in the composition and specialists (experts) involved in the activity service, gives instructions to them and controls their fulfillment;
 - 5.2.3. Upon the instruction of Constituency Election Commission, experts shall be involved to hold inspections and prepare expert opinions.

6. Final provisions

- 6.1. Since the enforcement of this Regulation, the “Regulation on the control-inspection service of the Constituency election commission” approved by Decision # 29/228 dated September 8, 2003 of the Central Election Commission shall be considered invalid.