

**INSTRUCTION**  
**on the rules for conduct of first meeting of constituency**  
**and precinct election commissions**

Rules for the conduct of the first session of Constituency and Precinct Election Commissions shall be regulated by Articles 19.3, 23, 30.2, 34.4, 36, 39.4 of Election Code of the Republic of Azerbaijan (hereafter referred to as – Election Code), “Regulation of Secretariat of Constituency Election Commissions” and this Instruction.

**1. General provisions**

- 1.1. The term of an election commissions’ authority shall be 5 years. If the election commission is dismissed and re-organized in the cases defined by Election code, the term of office of the re-organized election commission shall be limited with the term of office of the dismissed election commission. Term of office of the relevant election commission member shall start upon the enforcement of the decision on his/her appointment and end upon expiration of the term of office of the commission.
- 1.2. A Constituency Election Commission shall consist of 9 members. Members of the Constituency Election Commission are appointed by the Central Election Commission.
- 1.3. A meeting of constituency election commission shall be considered valid upon attendance of two thirds of the members with decisive voting right.
- 1.4. A Precinct Election Commission shall consist of 9 members. Members of the Precinct Election Commission are appointed by the Constituency Election Commission.
- 1.5. A meeting of precinct election commission shall be considered valid upon attendance of two thirds of the members with decisive voting right.
- 1.6. The relevant election commission shall be assembled for its first meeting no later than 5 days after the appointment of its members with decisive voting rights.
- 1.7. Immediately after the first meeting of election commissions on the first session, Central Election Commission shall be informed in written form, if the session failed, then it should be acted as required by the regulation of the relevant commissions.

## **2. General requirements for the conduct of the first session and adopting decisions of Constituency Election Commissions**

2.1. Organization of conducting the first session of the commission shall be implemented on the initiative of the appointed commission members or by Secretariat of Central Election Commission. The process should be controlled by Central Election Commission.

2.2. All the commission members shall be informed on the place and time of the session at least 24 hours prior to the session. Commission members are obliged to assemble to conduct the first session. The session should be conducted at the apartment of the Constituency Election Commission. The session of the election commission shall be considered valid with the participation of at least 2/3 members having decisive rights of the commission formed in a competent structure.

2.3. The oldest member of the election commission shall chair its first meeting until the Chairperson of the commission is elected. The Chairman of the election commission shall represent the political party of which the deputies are in majority in the Milli Majlis, and the Secretaries shall each respectively represent the political parties of which the deputies are in minority in the Milli Majlis and the independent deputies shall be elected through open voting in the first meeting of the election commission.

2.4. Decisions of the Constituency Election Commission shall be adopted during the meeting of the Constituency Election Commission as follows:

- by majority of votes of at least 6 members if the meeting is attended by 9 members;
- by majority of votes of at least 5 members if the meeting is attended by 8 or 7 members;
- by majority of votes of at least 4 members if the meeting is attended by 6 members.

2.5. Chief consultant of the Secretariat shall implement all necessary documentation works for the conduct of the session.

2.6. The session proceedings shall be made official by a protocol, according to the agenda, a decision shall be made and after being made official in a relevant manner, it shall be published. The decision of the Constituency Election Commission shall be published by being displayed on the information board within 24 hours. After the enforcement of the decision, chairman and secretaries of the Constituency Election Commission shall be considered to have been elected.

### **3. General requirements for the conduct of the first session and adopting decisions of Precinct Election Commissions**

3.1. Conduct of the first session of the Precinct Election Commission shall be implemented by the chairman of the Constituency Election Commission. Members of Constituency Election Commissions having decisive rights may also participate at these sessions.

3.2. Secretariat of the Constituency Election Commission shall ensure informing the members of Precinct Election Commission on the place and time of the first session of the Precinct Election Commission at least 24 hours prior to the session.

3.3. The oldest member of the election commission shall chair its first meeting until the Chairperson of the commission is elected. The Chairman of the election commission shall represent the political party of which the deputies are in majority in the Milli Majlis, and the Secretaries shall each respectively represent the political parties of which the deputies are in minority in the Milli Majlis and the independent deputies shall be elected.

3.4. Decisions of the Precinct Election Commission shall be adopted during the commission's meeting as follows:

- by a majority of 4 votes, if attended by 6 or 5 members;
- by a majority of 3 votes, if attended by 4 members.

3.5. Session minute of the first session of the Precinct Election Commission shall be compiled by one of the commission members with the request of the chairman of the commission. Decision of the Precinct Election Commission shall be published by being displayed on the information board at latest within 12 hours. After the enforcement of the decision, chairman and secretaries of the Precinct Election Commission shall be considered to have been elected.

### **4. Final provisions**

4.1. Since the enforcement of this Instruction, the "Instruction on the rules for conduct of first meeting of constituency and precinct election commissions" approved by Decision # 11/64 dated July 12, 2003 of the Central Election Commission shall be considered invalid.