

Approved by [Decision 31/141-3](#) dated on December 30, 2008 and amended by decision # 10/38, dated July 26, 2016 of the Central Election Commission of the Republic of Azerbaijan

INSTRUCTION

on rules for collecting voters' signatures for the registration of referendum campaign groups and submitting relevant documents to the relevant election commission

Rules for collecting voters' signatures for the registration of referendum campaign groups and submitting relevant documents to the election commission shall be regulated by Articles 57, 65, 66 and 68 of the Election Code of the Republic of Azerbaijan (here after referred to as Election Code) and this Instruction.

1. Collecting voters' signatures for the establishment of referendum campaign groups

1.1. Collecting voters' signatures for the registration of referendum campaign groups could start since the day the relevant election commission submits written information on receiving the notification on the establishment of referendum campaign group to this group.

1.2. When the initiators of referendum campaign group intend to conduct pre-referendum campaign within the whole territory of the Republic of Azerbaijan, they shall collect at least 40 thousand voters' signatures on the consent to the membership of referendum campaign group within the territories of at least 60 constituencies. In this case, the number of potential members of referendum campaign group from each election constituency should not exceed 100.

1.3. When the initiators of referendum campaign group intend to conduct pre-referendum campaign in a part of the territory of the Republic of Azerbaijan, they shall collect at least 100 voters' signatures on the membership of referendum campaign group within the territory of each constituency where pre-referendum campaign is considered to be conducted.

1.4. State bodies, municipalities and legal entities regardless their property form are not allowed to participate in collection of signatures. To make voters sign, to prevent to sign, or to reward them in the process of collecting signatures shall be prohibited. If non-compliance with this ban is approved by the court, this can be a ground for regarding the collected signatures invalid and refusal from registration of the campaign group.

1.5. Voters' signatures can be collected by each citizen aged 18 of the Republic of Azerbaijan who possesses equal suffrage, initiators of referendum campaign group, authorized representatives. The authorized representatives of referendum initiative group are entitled to sign an agreement on collecting signatures with the person collecting voters' signatures. The payment for this can be paid only from election fund of the referendum initiative group.

1.6. Voters' signatures can be collected in educational institutions, residential settlements, as well as other places where the conduct of pre-referendum campaign is not prohibited by the law.

1.7. A voter shall have the right to sign only once on the membership of referendum campaign group.

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

1.9. When putting his signature on the signature sheet a voter indicates his surname, name, patronymic, date of birth, address of residence, serial number of ID card or document that substitutes it, its date of submission, date of signature. The person collecting signatures can complete the information about the voter on the signature sheet instead of him/her only by his/her consent (excluding signature). The right to sign shall be vested only in the voter. The above-mentioned information should be handwritten and ensured not to be disseminated.

Note: *The list of the documents that approve the identity of the voters who signed on the membership of referendum campaign group is indicated in the relevant list approved by the Central Election Commission.*

1.10. To put signature on the establishment of referendum campaign group is voluntary. To make the voter sign by any means (using physical or psychological force, to make voters to sign by using such force, to prevent them from voting or reward them in any form for this and so on) shall be strictly prohibited and such behavior imposes liability specified by the Criminal Code of the Republic of Azerbaijan.

1.11. Name and number of the constituency (election area) where voters' signatures are collected must be indicated on upper left side of each signature sheet by the person collecting signatures.

1.12. After collecting signatures, signature sheet shall be signed by the person collecting signatures and the authorized representative of the referendum initiative group. Before signing the signature sheet the person collecting signatures indicates surname, name, patronymic name, and address of residence, serial number of ID card or document that substitutes it, date of issue and date of signature.

1.13. The authorized representative of the referendum initiative group shall count the number of voters signatures collected for the establishment of referendum campaign group, compile the final protocol (Appendix # 1 made to Instruction) on the results of collecting voters' signatures and sign it.

1.14. Signature sheets submitted to relevant election commissions shall be successively numbered and made a folder.

2. Submission of election documents for the registration of referendum campaign group to the relevant election (referendum) commission

2.1. When the initiators of referendum campaign group intend to conduct pre-referendum campaign in a part of the territory of the Republic of Azerbaijan, they shall collect at least 100 voters signatures on the membership of referendum campaign group within the territory of each constituency pre-referendum campaign is considered to be conducted in and submit the documents required for the registration of the group to the

Relevant Constituency Election Commission in the territory of which the majority of signatures have been collected.

2.2. When the initiators of referendum campaign group intend to conduct pre-referendum campaign within the whole territory of the Republic of Azerbaijan, they shall collect at least 40.000 voters signatures on the membership of referendum campaign group within the territory of at least 60 constituencies providing that the number of potential members is not less than 100 persons in every constituency and submit the documents required for the registration of the group to Central Election (Referendum) Commission (hereafter referred to as CEC).

2.3. The authorized representative of referendum campaign group shall submit the following election documents for the registration of this group to the relevant election commission at least 35 days by 18.00 prior to the voting day:

2.3.1. Signature sheets containing collected voters' signatures;

2.3.2. 2 copies of the final protocol on the results of the collection of voters signatures (*Appendix# 1 made to Instruction*);

2.3.3. preliminary financial report of the initiators of referendum campaign group (by indicating the information on the funding spent for the organization of collecting voters' signatures);

2.3.4. letters on consent of the authorized representatives and authorized representatives on financial issues (*Appendices # 2, 2a made to Instruction and Appendices # 1, 1a made to "Instruction on the status of the authorized representatives of the candidate, political parties, blocs of political parties and referendum campaign group in elections (referendum) conducted in the Republic of Azerbaijan"*);

2.3.5. list of the authorized representatives of the initiators of referendum campaign group (*Appendices # 3, 3a made to Instruction and Appendices # 2, 2a made to "Instruction on the status of the authorized representatives of the candidate, political parties, blocs of political parties and referendum campaign group in elections (referendum) conducted in the Republic of Azerbaijan"*).

2.4. Relevant election commission receives signature sheets during the period implied by the item# 2.1 of this Instruction from 9.00 a.m. to 7.00 p.m. Signature sheets and the documents attached to them submitted after this period do not carry the same legal force as the relevant documents submitted in the time period defined by law. Relevant election commission shall make this case official by its decision.

2.5. When receiving election documents, the relevant election commission shall approve each folder containing signature sheets with stamp, checks if the number of the submitted signature sheets matches with the number recorded in the protocol on the result of collection of signatures, then having recorded the number of the received election documents, as well as of signature sheets and signatures in signature sheets, submits a written reference on the receipt of documents (*Appendices # 4 and 4a made to Instruction*). The reference shall be signed by the representative of the secretariat of the relevant election commission, the person who submitted signature sheets and other election documents to this election commission, sealed by the stamp of the commission and one copy shall be submitted to the person who submitted election documents.

3. Registration of the referendum campaign group by relevant election commissions

3.1. The relevant election commission shall adopt a grounded decision on registration or refusal from the registration of the referendum campaign group within 7 days after receiving signature sheets and other documents necessary for the registration of referendum campaign group and inform authorized representatives of referendum campaign group within a day since the day of adopting the decision.

3.2. Each authorized representative of referendum campaign group shall be provided with a registration card.

3.3. Information on registered referendum campaign groups shall be submitted by the CEC to mass media within 24 hours after the registration. Constituency Election Commissions shall post the information on referendum campaign groups on notice boards in the rooms of the election commission at least 15 days prior to the voting day.

FINAL PROTOCOL
on the collection of voters' signatures for the registration of referendum campaign group

(name of referendum campaign group)

As an authorized representative of the referendum initiative group, I compiled this protocol according to Election Code of the Republic of Azerbaijan, because _____
(in figures)

_____ signatures have been collected within the constituency _____
(in words)

(the number of the constituencies shall be written in figures and words).

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

Number of voters' signatures included in signature sheets _____
(in figures)

(in words)

Abiding by requirements of Election Code of the Republic of Azerbaijan while collecting signatures _____
(information on whether the requirements were abided by or not)

Signature sheets were numbered/not numbered*[†] and made up/or not into pages as a folder.[‡]

Authorized representative of the referendum initiative group

(name of the referendum initiative group)

(signature)

(surname, name and patronymic)

“ _____ ” _____ 20_____

* The list of the relevant constituencies' territories of which signatures have been collected in.

† The relevant word should be underlined.

(name of the referendum campaign group, the political party, loc of political parties)

LETTER ON CONSENT

By the authorized representative
appointed by the referendum campaign
group, political party, bloc of political
parties in elections (referendum)

(name of elections (referendum))
conducted in the Republic of
Azerbaijan

I _____
(surname name and patronymic)

consent to be appointed as an authorized representative by

(name of political party, political party bloc, referendum campaign group)

the candidate of which has been registered in _____
(name of elections (referendum))
of the Republic of Azerbaijan.

Inform you that I was born in “ _____ ” _____,
(date of birth) (serial number of ID card or its

substitute document, date of issue, address of residence,

main place of work or service, if not these, then type of activity, phone number)

(signature)

(authorized representative's surname and initial)

“ _____ ” _____ 200
(date of submitting application)

Note: The application should be attached 2 colored photos at size 3X4.

(name of the referendum campaign group, the political party, loc of political parties)

LETTER ON CONSENT

By the authorized representative on
financial issues appointed by the
referendum campaign group, political
party, bloc of political parties in
elections (referendum)

(name of elections (referendum))
conducted in the Republic of
Azerbaijan

I _____
(surname name and patronymic)

consent to be appointed as an authorized representative on financial issues by

(name of political party, political party bloc, referendum campaign group)

the candidate of which has been registered in _____
(name of elections (referendum))
of the Republic of Azerbaijan.

Inform you that I was born in “ _____ ” _____,
(date of birth) (serial number of ID card or its

substitute document, date of issue, address of residence,

main place of work or service, if not these, then type of activity, phone number)

(signature) (surname and initial of authorized representative on financial issues)

“ _____ ” _____ 200
(date of submitting application)

Note: The application should be attached 2 colored photos at size 3X4.

Appendix # 4 made to the
Instruction

“ _____ ” _____ 20__

At _____

REFERENCE

Provided to

(surname, name and patronymic of the authorized representative of the referendum initiative group)

because he/she really submitted the following documents to Central Election Commission of the Republic of Azerbaijan for the registration of the referendum campaign group

_____:

(name of the referendum campaign group)

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

Representative of CEC Secretariat

(sign) (surname, name and patronymic)

P.S.

Authorized representative

of the referendum initiative group _____

(sign) (surname, name and patronymic)

