

## **Instruction**

### **on the formation of referendum initiative groups to establish referendum campaign groups**

Establishment of referendum campaign group shall be regulated in the manner implied by electoral legislation and this Instruction.

Citizens of the Republic of Azerbaijan having active suffrage in the number specified by Election Code of the Republic of Azerbaijan may establish referendum campaign group. To establish referendum campaign group it is necessary primary to form referendum initiative group (hereafter referred to as initiative group).

#### **1. The rule for establishing initiative group**

1.1. Establishment of initiative group is possible directly at the session of the voters numbered as implied by election legislation (more than 500, less than 2000 or more than 2000) or at the session of the representatives defined by the voters not less than this number.

1.2. Every citizen or citizens having suffrage may establish primary initiative group consisting of the voters not less than 50 persons in order to define their representatives for the establishment of initiative group. The number of the representatives shall be defined by one person against to every 10 persons of the participants. In every case, general number of the voters included in primary initiative groups established for defining representatives should not be less than the relevant numbers implied by item # 1.1. of this Instruction to form initiative groups. They shall conduct their own sessions in this aim.

1.3. The fact that the members of initiative groups live different territorial units should not prevent them to become member of initiative groups. The voters intending to establish initiative groups may apply in written form to the administration of municipality, local representative of district executive authority or the other subjects having possibility to this on the allocation of space in order to conduct meeting. The session of voters' initiative groups for determining representatives may be conducted on voters' residences in areas and apartments of executive and municipal authorities, as well as of legal entities. After allocation of the relevant space the voters intending to establish initiative groups by determining representatives shall be informed on the allocated space and time.

1.4. The following issues shall be discussed at the session:

1.4.1. Establishment of primary initiative groups;

1.4.2. Determining of representatives to be represented in initiative groups.

1.5. At the session, decision shall be adopted on the discussed issue and session minute shall be compiled. The session minute shall be signed by the chairman and secretary of the session. It is also possible to verify the session minute by the seals of the above-mentioned bodies as well as legal entities to which the space where the session is conducted belongs to.

1.6. Initiators of the initiative group (representatives or directly voters in the number implied by item # 1.1. of Instruction) shall conduct session to submit the required documents to the relevant election commission. In this aim, the rules implied by item #

1.2 of this Instruction shall be adopted as a basis.

1.7. The following issues shall be discussed at the session:

1.7.1. Formation and naming of referendum initiative group in order to establish referendum campaign group;

1.7.2. Appointment of authorized representatives and authorized representatives on financial issues of the initiative group

**Note:** *After the registration of referendum campaign group, authorized representatives and authorized representatives on financial issues may keep their authorities as authorized representatives and authorized representatives on financial issues of this group according to the decision of referendum campaign group.*

1.7.3. Entitlement of the authorized representative (representatives) of the initiative group to sign the powers of attorney approved in notary order in the name the initiative group;

1.7.4. To apply to the relevant election commission with notification on the establishment of initiative group.

1.8. At the session, decision shall be adopted on every discussed issue and session minute shall be compiled. The session minute shall be signed by the chairman and secretary of the session. It is also possible to verify the session minute by the seals of the above-mentioned bodies as well as legal entities to which the space where the session is conducted belongs to.

## **2. The documents submitted to the relevant election commission by the initiative group**

2.1. To Central Election Commission by voters' initiative group the number of which are not less than 2000:

2.1.1. Notification on the initiation of establishing campaign group (Appendix # 3 made to Instruction);

2.1.2. List of authorized representatives and authorized representatives on financial issues of the initiative group (Appendices # 4 and 4a made to Instruction);

2.1.3. Session minute of the initiative group (Appendix # 2 made to Instruction);

2.1.4. Session minutes of the meetings conducted for establishing primary referendum initiative groups and determining representatives of the referendum initiative groups (Appendix # 1 made to Instruction) (if the initiative group has been established by the representatives).

2.2. To the relevant Constituency Election Commission by the initiative groups of the voters the number of who is more than 500 and less than 2000:

2.2.1. Notification on the initiation of establishing campaign group (Appendix # 3 made to Instruction);

2.2.2. List of authorized representatives and authorized representatives on financial issues of the initiative group (Appendices # 4 and 4a made to Instruction);

2.2.3. Session minute of the initiative group (Appendix # 2 made to Instruction);

2.2.4. session minutes of the meetings conducted for establishing primary referendum initiative groups and determining representatives of the initiative groups on referendum (Appendix # 1 made to Instruction) (if the initiative group has been established by the representatives).

2.3. The relevant election commission shall inform in written form the initiators on receiving the notification within 5 days (Appendix # 5 made to Instruction).

**PROTOCOL**  
**of the session on establishment of primary referendum initiative group and determination of the representatives to be represented in referendum initiative group**

\_\_\_\_\_ “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_\_\_  
place of the session – city, country, village, settlement

Participants of the session \_\_\_\_\_ persons  
(in figures)

Issue on electing chair and secretary of session was considered,

Chair of the session \_\_\_\_\_ and  
surname, name and patronymic

Secretary of the session \_\_\_\_\_ were elected and agenda  
was  
surname, name and patronymic

approved.

**AGENDA:**

1. Establishment of primary referendum initiative group.
2. Determination of the representatives to be represented in initiative groups (by appointing a representative for 10 session participants).

By informing the session participants about the issues included in the agenda, the chair of the session gives floor to those who make report on these issues.

Speakers:

1. \_\_\_\_\_  
surname, name, patronymic of the speaker and briefing of the speech

\_\_\_\_\_

2. \_\_\_\_\_  
surname, name, patronymic of the speaker and briefing of the speech

\_\_\_\_\_

3. \_\_\_\_\_  
surname, name, patronymic of the speaker and briefing of the speech

\_\_\_\_\_

Voting results:

For \_\_\_\_\_  
in figures \_\_\_\_\_ in words

Against \_\_\_\_\_  
in figures \_\_\_\_\_ in words

None \_\_\_\_\_  
in figures \_\_\_\_\_ in words

Decided that:

1. Primary referendum initiative group in the following composition shall be established:

#	Surname, name and patronymic of the initiator	Date of birth	Address of residence	Serial number of ID card or its substitute document	Sign	Date
1						
2						
3						
...						

2. Representatives shall be elected in the following composition to be represented in the referendum initiative group \_\_\_\_\_:  
(name of the initiative group)

#	Surname, name and patronymic of the representative	Date of birth	Address of residence	Serial number of ID card or its substitute document	Main place of working or service, occupation (if not any – type of activity)	Phone
1						
2						
3						
...						

**Session Chairman** \_\_\_\_\_  
(signature) (surname, name, patronymic)

**Session Secretary** \_\_\_\_\_  
(signature) (surname, name, patronymic)

**Note:** If the session of the referendum initiative group is held in some institution, office or organization, then the protocol of the session shall be approved by the stamp of these organizations or institutions, or if the session is held in voters settlement, then it is sealed by the stamp of the public utilities services or the relevant municipalities.

**PROTOCOL**  
**of the session on establishment of referendum initiative group**

\_\_\_\_\_ “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_\_\_\_

place of the session – city, country, village, settlement

Participants of the session \_\_\_\_\_ persons  
(in figures)

Issue on electing chair and secretary of session was considered,

Chair of the session \_\_\_\_\_ and  
surname, name and patronymic

Secretary of the session \_\_\_\_\_ were elected and agenda  
was  
surname, name and patronymic

approved.

**AGENDA:**

1. Formation and naming of the referendum initiative group for the establishment of referendum campaign group.
1. Appointment of the authorized representative and authorized representatives on financial issues.
3. Entitlement of the authorized representative (representatives) of the initiative group to sign the powers of attorney approved in notary order in the name the initiative group;
4. To apply to the relevant election commission with notification on the establishment of initiative group

By informing the session participants about the issues included in the agenda, the chair of the session gives floor to those who make report on these issues.

Speakers:

1. \_\_\_\_\_  
surname, name, patronymic of the speaker and briefing of the speech

\_\_\_\_\_

2. \_\_\_\_\_  
surname, name, patronymic of the speaker and briefing of the speech

\_\_\_\_\_

3. \_\_\_\_\_  
 surname, name, patronymic of the speaker and briefing of the speech

Voting results:

For \_\_\_\_\_  
 in figures \_\_\_\_\_ in words

Against \_\_\_\_\_  
 in figures \_\_\_\_\_ in words

None \_\_\_\_\_  
 in figures \_\_\_\_\_ in words

Decided that:

1. Referendum initiative group in the following composition shall be established and this group shall be named as \_\_\_\_\_:

#	Surname, name and patronymic of the initiator	Date of birth	Address of residence	Serial number of ID card or its substitute document	Sign	Date
1						
2						
3						
...						

2. Authorized representatives of the referendum initiative group shall be appointed in the following:

#	Surname, name and patronymic of the authorized representative	Date of birth	Address of residence	Serial number of ID card or its substitute document	Main place of working or service, occupation (if not any – type of activity)	Phone
1						
2						
3						
...						

3. Authorized representatives on financial issues of the referendum initiative group shall be appointed in the following:

#	Surname, name and patronymic of	Date of birth	Address of residence	Serial number of ID card or	Main place of	Phone

	the authorized representative			its substitute document	working or service, occupation (if not any – type of activity)	
1						
2						
3						
...						

4. The following authorized representative (representatives) of the initiative group, other authorized representatives shall be entitled to sign the powers of attorney approved in notary order in the name the initiative group:

#	Surname, name and patronymic of the authorized representative	Date of birth	Address of residence	Serial number of ID card or its substitute document	Main place of working or service, occupation (if not any – type of activity)	Phone
1						
2						
3						
...						

5. \_\_\_\_\_ shall be applied with the notification on the  
 (name of election commission)  
 Establishment of the initiative group.

**Session Chairman** \_\_\_\_\_  
 (signature) (surname, name, patronymic)

**Session Secretary** \_\_\_\_\_  
 (signature) (surname, name, patronymic)

**Note:** If the session of the referendum initiative group is held in some institution, office or organization, then the protocol of the session shall be approved by the stamp of these organizations or institutions, or if the session is held in voters settlement, then it is sealed by the stamp of the public utilities services or the relevant municipalities.

**NOTIFICATION**  
**on the initiative to establish referendum campaign group**

We- following members of referendum initiative group  
\_\_\_\_\_ (name of the initiative group on  
referendum)

initiate to establish referendum campaign group in referendum appointed to \_\_\_\_\_  
\_\_\_\_\_ 20 \_\_\_\_ according to Article 63 of Election Code of the Republic of \_\_\_\_\_  
(date of the conduct of referendum)  
Azerbaijan.

#	Surname, name and patronymic of the initiator	Date of birth	Address of residence	Serial number of ID card or its substitute document	Main place of working or service, occupation (if not any – type of activity)
1					
2					
...					

**Authorized representative** \_\_\_\_\_  
(surname, name, patronymic) (sign)

List of the authorized representatives and session minutes of the sessions on the formation of the initiative group shall be attached o the notification.

“ \_\_\_\_\_ ” \_\_\_\_\_ 200  
(date of issue of notification)



\_\_\_\_\_  
(name of election commission)

**LIST  
of authorized representatives of initiative group on referenda**

\_\_\_\_\_  
(name of initiative group on referenda)

#	Surname, name and patronymic	Date of birth (also date of month and day of the person aged 18)	Serial number and date of issue of ID card or its substitute document	Address of residence	Main place of work or service (if not any, type of activity)	Phone number

\_\_\_\_\_


**Authorized representative** Appendix # 4 made to Instruction\*

\_\_\_\_\_ (name of election commission)

**LIST  
of authorized representatives of initiative group on referenda**

\_\_\_\_\_ (name of initiative group on referenda)

#	Surname, name and patronymic	Date of birth (also date of month and day of the person aged 18)	Serial number and date of issue of ID card or its substitute document	Address of residence	Main place of work or service (if not any, type of activity)	Phone number

**Authorized representative** \_\_\_\_\_ (signature) \_\_\_\_\_ (initial and surname)

\_\_\_\_\_

\_\_\_\_\_ (name of election commission)

**LIST  
of authorized representatives of initiative group on referenda**

\_\_\_\_\_ (name of initiative group on referenda)

#	Surname, name and patronymic	Date of birth (also date of month and day of the person aged 18)	Serial number and date of issue of ID card or its substitute document	Address of residence	Main place of work or service (if not any, type of activity)	Phone number

**Authorized representative** \_\_\_\_\_ (signature) \_\_\_\_\_ (initial and surname)

\_\_\_\_\_

---

(name of election commission)

**LIST  
of authorized representatives of referendum initiative group**

---

(name of referendum initiative group)

#	Surname, name and patronymic	Date of birth (also date of month and day of the person aged 18)	Serial number and date of issue of ID card or its substitute document	Address of residence	Main place of work or service (if not any, type of activity)	Phone number

Authorized representative \_\_\_\_\_ (signature) \_\_\_\_\_ (initial and surname)

\_\_\_\_\_

\_\_\_\_\_ (name of election commission)

**LIST  
of authorized representatives on financial issues of referendum initiative group**

\_\_\_\_\_ (name of referendum initiative group)

#	Surname, name and patronymic	Date of birth (also date of month and day of the person aged 18)	Serial number and date of issue of ID card or its substitute document	Address of residence	Main place of work or service (if not any, type of activity)	Phone number

Authorized representative \_\_\_\_\_ (signature) \_\_\_\_\_ (initial and surname)



**REFERENCE**

At \_\_\_\_\_

Provided to

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

because he has really submitted the following documents to the

\_\_\_\_\_ for the establishment of referendum initiative group \_  
(name of election commission)

\_\_\_\_\_  
(name of referendum initiative group):

- 1.
- 2.
- 3.
- 4.

**Representative of election commission** \_\_\_\_\_ (sign) \_\_\_\_\_ (surname,name and patronymic)