

INSTRUCTION
on rules for providing members of
Constituency and Precinct Election Commissions with salary

Rules for paying salary to the members of lower election commissions and not-on-staff personnel involved in the election process shall be regulated by Articles 33, 38, 89, 96 of the Election Code of the Republic of Azerbaijan (hereafter referred to as - Election Code) and the Instruction.

1. Paying salary to the members and non-on-staff personnel of
Constituency and Precinct Election Commissions

1.1. Members of lower election commissions shall be paid salary by state budget within their term of office in a manner and within the period defined by law.

1.2. Chairperson and secretaries of the constituency election commission shall receive salaries from the state budget during his/her/their term of office.

1.3. Members of the constituency election commission and chairpersons of precinct election commission shall receive compensation from the State budget for the period starting from the day of publication of the authorized state body's decision to hold elections (referendum) (hereinafter referred as elections) till the day of publication of the election results, as well as during the compilation of voters' lists.

1.4. The salary of members elected to the relevant election commissions and serving in the establishments, organizations or institutions funded by either the state or local budget, shall receive wages from their place of employment within the manner implied in legislation.

1.5. Non-on-staff personnel involved in the activity of Constituency and Precinct Election Commissions upon civic code including the officials of the apparatus of relevant election commissions shall also paid salary. In this case, labor legislation of the Republic of Azerbaijan and requirements of labor contracts shall be complied with.

1.6. Form and period of paying salary shall be implemented in a manner defined by legislation.

2. Financial support and accounting rules of expenditure on salary

2.1. Expenditures made in the preparation and conduct of elections and the activities of election commissions during their term of office, shall be paid from the state budget. Such expenses shall be considered by the state budget in accordance with the budget division of the Republic of Azerbaijan.

2.2. The Central Election Commission of the Republic of Azerbaijan (hereinafter referred as Central Election Commission) shall transfer funds required for preparation and conduct of elections to the constituency election commissions at least 35 days prior to voting day, and the constituency election commissions shall distribute the received funds among precinct election commissions at least 10 days prior to Voting Day.

2.3. In case of by-elections where funds have not been transferred in time or transferred incompletely, election commissions shall distribute and transfer funds upon their receipt.

2.4. The chairpersons of election commissions shall give orders on how the above-mentioned allocated funds for preparation and conduct of elections are to be used, and shall be responsible for ensuring that financial statements conform to the decisions of the election commission, and that financial statements on expenses are submitted according to the rules and period defined by Election Code.

2.5. Providing members of election commission and officials of commission secretariat, employees involved to work in the commission on civic contract with salary must also be stated in the reports on expenditure and entering of the allocated funding submitted to the Central Election Commission by election commissions.

2.6. The Financial report on the receipt and expenditure of election funds allocated from the state budget shall submit by precinct election commission to the constituency election commission within 5 days of after voting day, but within 10 days after voting day shall submit by Constituency Election Commission to the Central Election Commission.

3. Reimbursement of other expenditures

3.1. A constituency election commission member's public transportation expenses (excluding the use of taxis and arranged journeys) within the territory of the constituency during elections shall be reimbursed, upon the presentation of the travel documents, from the funds allocated by the Constituency Election Commission.

3.2. Transportation expenses (including transportation expenses in remote places with impassable roads), expenses of official trips related with the conduct of elections, as well as, other expenses of implementing the duties of election commissions shall be paid by the funding allocated for ensuring the activity of election commissions.

4. Final provisions

4.1. Since the enforcement of the Instruction, the “Instruction on rules for providing members of constituency and precinct election commissions with salary” approved by Decision # 4/28 dated June 27, 2003 of the Central Election Commission shall be considered invalid.