

*Approved by Decision 5/30 dated on June 05, 2013 of Central Election Commission of the Republic of Azerbaijan.*

## **I N S T R U C T I O N**

### **on the rules for the preparation and submission of ballot papers (ballot papers on referenda), voting protocols of Constituency and Precinct Election Commissions (Con.ECs and PECs), de-registration cards for voting to relevant election commissions in Elections of the Republic of Azerbaijan**

The rules for the preparation of ballot papers (ballot papers on referendum), voting protocols of Constituency and Precinct Election Commissions

The rules for the preparation of ballot papers (ballot papers on referendum), voting protocols of Constituency and Precinct election Commissions and de-registration (voting) card for voting and issuing them to the relevant election commissions in elections (referendum) of the Republic of Azerbaijan shall be regulated by Articles 99, 100, 101, 134, 166, 199 and 235 of Election Code of the Republic of Azerbaijan (hereafter referred to as – Election Code) and this Instruction.

### **1. General provisions**

1.1. Before preparing ballot papers (ballot papers on referenda) (hereafter referred to as ballot papers), voting protocols of election commissions (hereafter referred to as protocols), de-registration cards for voting (hereafter referred to as voting card), their text and format, rule of preparation and number shall be determined by Central Election (Referenda) Commission of the Republic of Azerbaijan (hereafter referred to as CEC) according to Articles 99, 100 and 101. While approving the samples of ballot papers, protocols and voting cards, requirements of Articles 99.2, 99.3, 100.2-100.5 and 101.1 of Election Code shall be followed.

1.2. After performing the activities mentioned by the item #1.1 of this Instruction, CEC adopts decision on the preparation of ballot papers, protocols and voting cards.

## **2. Preparation of ballot papers, protocols and voting cards**

2.1. For the preparation of ballot papers, protocols and voting cards, CEC submits the following documents separately to the publishing house:

2.1.1. the letter addressed to the publishing house according to CEC decision reflecting the information on the number of the ballot papers to be prepared (provided that their number doesn't exceed more than 3 %of the number of the registered voters), Con.EC and PEC protocols and voting cards;

2.1.2. samples of ballot papers and envelopes approved by CEC.

2.2. According to Election Code, at least 10 days prior to the voting day, ballot papers and at least 45 days prior to the voting day, voting cards shall be prepared.

2.3. Ballot papers, protocols and voting cards shall be prepared by following Articles 99.4 and 100.6 of Election Code. At this time, the participation of CEC representatives should be ensured and the persons having right should be informed on this.

2.4. According to Article 100.11 of Election Code, the publishing house should prepare the unnumbered copies of the protocols with 30 copies for each election commissions together with the numbered protocols.

## **3. After removing the useless ones of the ballot papers, protocols and voting cards, handing them to Central Election Commission**

3.1. The ballot papers, protocols and voting cards inappropriate with the sample determined by CEC from the view of text and format shall be considered invalid.

3.2. After the preparation of ballot papers, protocols and voting cards, the officials of the publishing house shall select the invalid ones out of the prepared ballot papers, protocols and voting cards.

3.3. After selecting invalid ballot papers, protocols and voting cards, if the number of ballot papers, protocols and voting cards is found out to be less than the required number, then their number shall be appropriate with the ordered number. Afterwards, valid ballot papers, protocols and voting cards shall be grouped on relevant constituencies.

3.4. After preparing valid ballot papers, protocols and voting cards at the defined number, they shall be turned over CEC by the publishing house. Relevant acts should be compiled on turning over these ballot papers, protocols and voting cards. Text and format of the acts shall be compiled according to the Appendixes #1, 2 and 3 made to Instruction.

3.5. After turning over the ballot papers, protocols and voting cards according to order, the publishing house shall destroy invalid and already published ballot papers, protocols and voting cards. An act should be compiled on this by being signed by all participants (Appendixes # 4, 4a and 4b made to Instruction).

3.6. Turning over the valid ballot papers and destroying the ballot papers, protocols and voting cards already published and considered invalid can be observed by the members of lower election commissions having decisive and consultative rights, registered candidates or their authorized representatives or agents, authorized representatives, agents of political parties, political party blocs nominated candidates, authorized representatives of campaign group on referenda, local and international (foreign) observers. These persons should be beforehand informed on the place and time of turning over and destroying processes by CEC.

3.7. Destroying and turning over processes should be organized so as not to infringe these processes, their normal observation and normal working regime of the publishing house. But in any case, the right to observation should be ensured.

#### **4. Arrangement of distributing and handing of ballot papers, protocols and voting cards to lower-level election commissions**

4.1. As to Articles 99.6, 100.8 and 101.2 of Election Code, after CEC receives ballot papers from the publishing house, shall organize their distribution at least 5 days prior to the voting day, by considering the number of the precincts, distribution of the protocols at least 20 days prior to the voting day and voting cards at least 45 days prior to the voting day.

4.2. Turning over process shall be implemented by compiling special acts with the participation of the Con.EC chairman and secretaries (Appendixes # 5, 6 and 7 made to Instruction).

4.3. The number of ballot papers provided to each PEC by the Con.EC shall be determined by the Con.EC decision. This number should not be less than 90 % and more than 0,5 % of the number of voters included in the voters' list on the precinct up to the day of providing with ballot papers.

4.4. After turning over the ballot papers, protocols and voting cards, the Con.EC shall turn over ballot papers to the PECs at latest 3 days prior to the

voting day, protocols at latest 4 days and voting cards at least 25 days prior to the voting day. During turning over special acts are compiled (Appendixes # 8, 9 and 10 made to Instruction).

4.5. After turning over the ballot papers, the following actions shall be implemented related on this:

4.5.1. ballot papers shall be counted and the result approved by the commission's decision. If incompatibility between the number of the ballot papers to be provided and received is found out, then the Con.EC should be informed on this;

4.5.2. upper right corner on the front side of each ballot paper shall be approved by the commission's stamp;

4.5.3. the ballot papers, protocols and voting cards are ensured to be kept in the building of precinct and closely protected place.

## **5. Ensuring security of ballot papers, protocols and voting cards**

5.1. for keeping the ballot papers, protocols and voting cards, since turning over till distributing among Con.ECs CEC, since turning over from CEC till distributing among PECs Con.EC chairman, since turning over from the Con.EC till turning over to the Con.EC together with all other election documents mentioned by Article 106.7 of Election Code after the voting the PEC chairman shall carry liability.

5.2. After turning over the ballot papers, protocols and voting cards to relevant election commissions, during their providence on the appointment all necessary measures of security should be taken.

## **6. Final provisions**

6.1. Since the enforcement of this Instruction, the "Instruction on the rules for the preparation and submission of ballot papers (ballot papers on referenda), voting protocols of Constituency and Precinct Election Commissions (Con.ECs and PECs), de-registration cards for voting to relevant election commissions in elections (referendum) in the Republic of Azerbaijan" approved by Decision # 7/27-5 dated July 18, 2008 of the Central Election Commission shall be considered invalid.

**ACT**  
**on turning over the ballot papers (ballot papers on referenda) prepared on**  
\_\_\_\_\_ **held in**  
*(name of elections (referenda))*

**the Republic of Azerbaijan to Central Election Commission of the Republic of Azerbaijan by the publishing house**

Baku city \_\_\_\_\_ " \_\_\_\_\_ " \_\_\_\_\_ 200 \_\_\_\_\_  
year

At hour \_\_\_\_\_

In accordance with Articles 99.4-99.5 of Election Code of the Republic of Azerbaijan,  
\_\_\_\_\_ ballot papers (ballot papers on  
*(in words)* \_\_\_\_\_ *(in figures)*  
referenda)

from the number \_\_\_\_\_ up to \_\_\_\_\_ were turned over to the

Commission's authorized representative by being prepared by  
\_\_\_\_\_  
*(name of the publishing house)*  
by CEC order, adopting the general number of voters \_\_\_\_\_  
*(in words)*  
\_\_\_\_\_ *(in figures)*

\_\_\_\_\_ registered Con.EC # \_\_\_\_\_ within the republic

and by exceeding 3 % \_\_\_\_\_ *(in words)* \_\_\_\_\_ *(in figures)* of this

number.

**Authorized representative of the publishing house**

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

**P.S.**

**CEC Secretary**

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

**CEC Commissioner**

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

**P.S.**

**Note:**When conducting referenda, election commissions should be indicted as referenda commissions in this sample of document.

**ACT**  
**on turning over the Con.EC and PEC protocols on voting prepared on**  
\_\_\_\_\_ held in  
*(name of elections (referenda))*

**the Republic of Azerbaijan to Central Election Commission of the Republic of Azerbaijan by the publishing house**

Baku city \_\_\_\_\_ “ \_\_\_\_\_ ” \_\_\_\_\_ 200 \_\_\_\_\_  
year

At hour \_\_\_\_\_

In accordance with Article 100.7 of Election Code of the Republic of Azerbaijan,

\_\_\_\_\_ Con.EC voting protocols numbered and  
*(in words)* *(in figures)*

consisting

of 3 copies, each of them being in different colors and \_\_\_\_\_  
*(in figures)* *(in words)*

unnumbered copies by being 30 copies of these protocols for each Con.EC, as well as

\_\_\_\_\_ numbered voting protocols of PECs by being  
*(in words)* *(in figures)*

published in the same manner, \_\_\_\_\_  
unnumbered copies *(in words)* *(in figures)*

of these protocols by being 30 copies for each PEC turned over to the CEC after being prepared

by the \_\_\_\_\_  
*(name of the publishing house)*

by CEC order.

**Authorized representative  
of the publishing house**

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

**P.S.**

**CEC Secretary**

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

**CEC Commissioner**

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

**CEC Commissioner**

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(initial and surname)

**P.S.**

***Note:**When conducting referenda, election commissions should be indicated as referenda commissions in this sample of document.*

**ACT**  
**on turning over the de-registration (voting) cards prepared on**  
\_\_\_\_\_ **held in**  
*(name of elections (referenda))*

**the Republic of Azerbaijan to Central Election Commission of the Republic of Azerbaijan by the publishing house**

Baku city \_\_\_\_\_ “ \_\_\_\_\_ ” \_\_\_\_\_ 200 \_\_\_\_\_  
year

At hour \_\_\_\_\_

In accordance with Article 101.1 of Election Code of the Republic of Azerbaijan,

\_\_\_\_\_ de-registration cards for voting  
*(in words)* \_\_\_\_\_ *(in figures)*

from the number \_\_\_\_\_ up to \_\_\_\_\_ were turned over to the  
*(in words)* \_\_\_\_\_ *(in figures)*

Commission’s authorized representative by being prepared by \_\_\_\_\_  
*(name of the publishing house)*  
by CEC order.

**Authorized representative  
of the publishing house**

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

**P.S.**

**CEC Secretary**

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

**CEC Commissioner**

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

**P.S.**

**Note:**When conducting referenda, election commissions should be indicted as referenda commissions in this sample of document.



**ACT**  
**on destroying the spoilt and already published ballot papers (ballot papers on referenda)**

after being prepared for \_\_\_\_\_  
*(name of elections (referenda))*

held in the Republic of Azerbaijan

Baku city " \_\_\_\_\_ " \_\_\_\_\_ 200 \_\_\_\_\_  
year

At hour \_\_\_\_\_

In accordance with Article 99.5 of Election Code of the Republic of Azerbaijan,

\_\_\_\_\_ spoilt ballot papers (ballot papers on  
*(in words)* *(in figures)*

referenda) and \_\_\_\_\_ already published  
*(in words)* *(in figures)*

(ballot papers on referenda) were destroyed at the publishing house with the participation of the following persons after being prepared by \_\_\_\_\_  
*(name of the publishing house)*

**Authorized representative  
of the publishing house**

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

**P.S.**

**CEC Secretary**

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

**CEC Commissioner**

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

**CEC Commissioner**

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

**P.S.**

**Note:** When conducting referenda, election commissions should be indicted as referenda commissions in this sample of document.

**ACT**  
**on destroying the spoilt and already published protocols of election commissions**  
**after being prepared for** \_\_\_\_\_  
*(name of elections (referenda))*  
**held in the Republic of Azerbaijan**

Baku city “ \_\_\_\_\_ ” \_\_\_\_\_ 20\_\_\_\_ year

At hour \_\_\_\_\_

In accordance with Article 100.7 of Election Code of the Republic of Azerbaijan,

\_\_\_\_\_ spoilt voting protocols of Con.ECs and  
*(in words) (in figures)*

PECs and \_\_\_\_\_ already published voting  
*(in words) (in figures)*

voting protocols of Con.ECs and PECs were destroyed at the publishing house with the participation of the following persons after being prepared by \_\_\_\_\_.  
*(name of the publishing house)*

**Authorized representative  
of the publishing house**

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

**P.S.**

**CEC Secretary**

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

**CEC Commissioner**

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

**CEC Commissioner**

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

**P.S.**

**Note:** When conducting referenda, election commissions should be indicted as referenda commissions in this sample of document.

**ACT**  
**on destroying the spoilt and already published de-registration cards for voting**  
**after being prepared for** \_\_\_\_\_  
*(name of elections (referenda))*  
**held in the Republic of Azerbaijan**

Baku city " \_\_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_ year  
At hour \_\_\_\_\_

In accordance with Article 101.1 of Election Code of the Republic of Azerbaijan,  
\_\_\_\_\_ spoilt de-registration cards for voting  
*(in words)* *(in figures)*  
and \_\_\_\_\_ already published  
*(in words)* *(in figures)*  
de-registration cards for voting were destroyed at the publishing house with the  
participation of the following persons after being prepared by  
\_\_\_\_\_.  
*(name of the publishing house)*

**Authorized representative** \_\_\_\_\_  
**of the publishing house** *(signature)* *(initial and surname)*

**P.S.**

**CEC Secretary** \_\_\_\_\_  
*(signature)* *(initial and surname)*

**CEC Commissioner** \_\_\_\_\_  
*(signature)* *(initial and surname)*

**CEC Commissioner** \_\_\_\_\_  
*(signature)* *(initial and surname)*

**P.S.**

**Note:** When conducting referenda, election commissions should be indicted as referenda commissions in this sample of document.

**ACT**  
**on providing the Con.EC with ballot papers (ballot papers on referenda) on**  
\_\_\_\_\_ **held in**  
*(name of elections (referenda))*

**the Republic of Azerbaijan by Central Election Commission  
of the Republic of Azerbaijan**

Baku city " \_\_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_ year  
At hour \_\_\_\_\_

In accordance with Article 99.6 of Election Code of the Republic of Azerbaijan,

\_\_\_\_\_ ballot papers (ballot papers on referenda)  
*(in words)* *(in figures)*

from the number \_\_\_\_\_ up to \_\_\_\_\_ were provided to the  
\_\_\_\_\_ Con.EC # \_\_\_\_\_ by CEC according to  
*(name of the constituency)*

the general number of voters included in voters' lists on the precincts within this constituency,

by exceeding 3 % \_\_\_\_\_ of this number.  
*(in words)* *(in figures)*

**CEC Secretary**

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

**CEC Commissioner**

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

**P.S.**

**Head of CEC Secretariat**

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

**P.S.**

**Con.EC Chairman**

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

**Con.EC Secretary**

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(initial and surname)*

**Con.EC Secretary**

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(initial and surname)*

**P.S.**

**Note:** *When conducting referenda, election commissions should be indicted as referenda commissions in this sample of document.*

**ACT**  
**on providing the Con.EC with voting protocols of election commissions on**  
\_\_\_\_\_ **held in**  
*(name of elections (referenda))*

**the Republic of Azerbaijan by Central Election Commission  
of the Republic of Azerbaijan**

Baku city " \_\_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_ year

At hour \_\_\_\_\_

In accordance with Article 100.7 of Election Code of the Republic of Azerbaijan,

\_\_\_\_\_ Con.EC # \_\_\_\_\_ shall be provided with the  
*(name of the constituency)*

followings by CEC:

1) a copy of Con.EC protocol on voting numbered and consisting of 3 copies, each of them being in different colors, as well as 30 unnumbered copies of this protocol;

2) \_\_\_\_\_ voting protocols of PECs numbered  
*(in words) (in figures)*

from \_\_\_\_\_ till \_\_\_\_\_ and consisting of 3 copies, each of them

being in different colors and \_\_\_\_\_ unnumbered copies  
*(in words) (in figures)*

of this protocol by being 30 copies for each commission were provided to the precincts within the constituency.

**CEC Secretary**

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(initial and surname)*

**CEC Commissioner**

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(initial and surname)*

**Head of CEC Secretariat**

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(initial and surname)*

**P.S.**

**Con.EC Chairman**

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(initial and surname)*

**Con.EC Secretary**

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(initial and surname)*

**Con.EC Secretary**

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(initial and surname)*

**P.S.**

**Note:** *When conducting referenda, election commissions should be indicated as referenda commissions in this sample of document.*

**ACT**  
**on the issue of blank forms of de-registration (voting) cards to Constituency**  
**Election Commissions by Central Election Commission in**

---

(name of elections (referendum))

**of the Republic of Azerbaijan**

Baku

" \_\_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_\_

At \_\_\_\_\_

Pursuant to Article 101.1 of Election Code of the Republic of Azerbaijan, Central Election Commission of the Republic of Azerbaijan has issued from \_\_\_\_\_

(in words)

\_\_\_\_\_ up to \_\_\_\_\_

(in figures)

(in words)

(in figures)

blank forms of de-registration (voting) cards to \_\_\_\_\_

(name of the constituency)

Con.EC \_\_\_\_\_.

**CEC Secretary**

\_\_\_\_\_

(signature)

\_\_\_\_\_

(initial and surname)

**CEC Commissioner**

\_\_\_\_\_

(signature)

\_\_\_\_\_

(initial and surname)

**CEC Commissioner**

\_\_\_\_\_

(signature)

\_\_\_\_\_

(initial and surname)

P.S.

**Con.EC Chairman**

\_\_\_\_\_

\_\_\_\_\_

(initial and surname)

(signature)

**Con.EC Secretary**

\_\_\_\_\_

\_\_\_\_\_

(initial and surname)

(signature)

**Con.EC Secretary**

\_\_\_\_\_

\_\_\_\_\_

(initial and surname)

(signature)

P.S.

*Note: When conducting referenda, election commissions should be indicated as referenda commissions in this sample of document.*



**ACT**  
**on providing the PEC with ballot papers (ballot papers on referendum)**  
\_\_\_\_\_ held in  
*(name of elections (referenda))*

**on the Republic of Azerbaijan by the Con.EC**

Baku city " \_\_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_ year

At hour \_\_\_\_\_

In accordance with Article 99.6 of Election Code of the Republic of Azerbaijan,

in correlation with the general number of voters included in voters' lists on the precinct# \_\_\_\_\_

within \_\_\_\_\_ Con.EC # \_\_\_\_\_,  
*(name of the constituency)*

\_\_\_\_\_ ballot papers (ballot papers on  
*(in words)*                      *(in figures)*

referendum) from the number \_\_\_\_\_ up to \_\_\_\_\_  
were provided to the relevant PEC by this Con.EC with being less than 90 % and more than 0,5 % of this number.

**Con.EC Chairman**

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(initial and surname)*

P.S.

**PEC Chairman**

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(initial and surname)*

**PEC Secretary**

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(initial and surname)*

**PEC Secretary**

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(initial and surname)*

P.S.

**Note:** When conducting referenda, election commissions should be indicted as referenda commissions in this sample of document.

**ACT**  
**on providing the PEC with voting protocols of PECs**

\_\_\_\_\_ held in  
*(name of elections (referenda))*

**on the Republic of Azerbaijan by Con.ECs**

Baku city “ \_\_\_\_\_ ” \_\_\_\_\_ 20 \_\_\_\_ year

At hour \_\_\_\_\_

In accordance with Article 100.8 of Election Code of the Republic of Azerbaijan,  
one voting protocol at number \_\_\_\_\_ consisting of 3 copies,  
each of them being in different colors, as well as 30 unnumbered copies of this protocol  
to the precinct#

\_\_\_\_\_ within \_\_\_\_\_ Con.EC # \_\_\_\_\_ by this Con.EC.

**Con.EC Chairman**

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

P.S.

**PEC Chairman**

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

**PEC Secretary**

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

**PEC Secretary**

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

P.S.

**Note:** When conducting referenda, election commissions should be indicted as referenda commissions in this sample of document.

**ACT**  
**on providing the PEC with de-registration (voting) card forms**

\_\_\_\_\_ held in  
*(name of elections (referenda))*

**on the Republic of Azerbaijan by Con.ECs**

Baku city " \_\_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_ year

At hour \_\_\_\_\_

In accordance with Article 101.1 of Election Code of the Republic of Azerbaijan,

\_\_\_\_\_ de-registration (voting) card forms  
*(in words)* \_\_\_\_\_ *(in figures)*

from the number \_\_\_\_\_ up to \_\_\_\_\_ were provided to

\_\_\_\_\_ PEC # \_\_\_\_\_ of \_\_\_\_\_  
*(name of the constituency)*

Con.EC # \_\_\_\_\_ by this Con.EC.

**Con.EC Chairman**

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

P.S.

**PEC Chairman**

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

**PEC Secretary**

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

**PEC Secretary**

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

P.S.

**Note:** When conducting referenda, election commissions should be indicted as referenda commissions in this sample of document.