



**REPUBLIC OF ALBANIA
CENTRAL ELECTIONS COMMISSION**

**INSTRUCTION
No.2, Dated 29.01.2013**

(amended based on decision no.22, dated 01.02.2019 of the CEC)
(amended based on decision no.44, dated 17.02.2017 of the CEC)

**ON
ESTABLISHING THE RULES FOR FILING AND VERIFICATION OF THE CANDIDATES'
DOCUMENTATION AND DEADLINES FOR PUBLICATION OF THE LIST OF CANDIDATES**

The Central Election Commission, based on article 21, point 1, article 23, item 1, letter b, Article 67, Article 68, Article 69, Article 71, Article 72 and Article 73 of Law no. 10019, dated 29.12.2008 "Electoral Code of the Republic of Albania", as amended

INSTRUCTS:

**Part I
GENERAL PURPOSE AND SCOPE**

Article 1

The purpose of this instruction is to regulate procedures for filing, verifying and approving multi-member lists of political parties and registration documents of the candidates proposed by the Voters in the Central Election Commission and setting deadlines for the publication of candidates' lists for parliamentary elections.

**Article 2
Deadlines**

1. A political party registered with the CEC as an electoral subject for parliamentary elections shall deposit to the CEC the multi-member list of its candidates for each electoral zone along with the documentation specified in this instruction, not later than 50 days prior to the election date.
2. A political party, a member of a coalition, submits to the CEC the multi-member list of its candidates for each electoral zone, together with the candidacy documentations specified this instruction, not later than 50 days prior to the election date.



3. The initiating committee registered with the CEC must submit, no later than 50 days before the election, the application for registration and the documentation of the candidate proposed by the voters.

Article 3

Content of the multi-member list

1. The multi-name list of candidates of political parties to be submitted to the CEC must start with the ordinal number 1 and must be signed by the Chairman of the Party according to the template adopted by the CEC.
2. For each electoral zone, at least 30% of multi-name lists and one in three first names of the list must belong to each gender.
3. A candidate for MP, registered in a multi-name list in a electoral zone cannot be registered as candidate in another electoral zone, even if he represents another party or coalition or if he is proposed by a group of voters.
4. The number of candidates in the multi-name list for each electoral zone for a party registered as a separate election subject should not be not lower than the number of seats to be allocated in the respective electoral zone.
5. The number of candidates in the multi-name list for each electoral zone, of a party that is part of a coalition, should not be smaller than half of the seats elected in that electoral zone.

PART II

The candidates' documents

Article 4

Documentation accompanying the multi-name list of the party that has seats in Parliament

1. The multi-name lists of the political parties that have at least one seat in Parliament must have attached the following documentation:
 - a. Declaration of seats according to gender quota;
 - b. Declaration for each candidate in the list stating all elements specified in Article 72, paragraph 2, letter b and c of the Electoral Code;
 - c. A copy of ID document of each candidate on the list;
 - d. Where appropriate, a copy of the resignation from the positions provided for in Article 63, paragraph 4 of the Electoral Code, which is recorded and submitted to the respective institution.
 - e. Certificate from the Parliament that certifies that the political parties holds seats in Parliament.

Instruction no. 2

Instruction date 29.01.2013



On setting the criteria for filing and verification of candidates' documents and deadlines for publishing the lists of candidates, amended by decision no.22, dated 01.02.2019

2. The statements with the elements listed in item 1, letter b of this article shall be completed according to the data in the ID document of the candidate.

Article 5

The documentation that accompanies the multi-member lists of a political party, which is a coalition member and has seats in Parliament

Political parties, members of a coalition, in addition to the list of their candidates, file the documents specified in Article 4 of this Instruction; stating whether all members of the coalition parties jointly have a number of seats in Parliament which is not lower than the number of the parties, which are members of the coalition.

Article 6

Documentation accompanying the multi-name list of the political party which does not have seats in Parliament

The lists of political parties, which do not have any seats in Parliament, must have attached the following documentation:

- a. Declaration of seats according to gender quotas;
- b. Declaration for each candidate, by declaring all the elements specified in Article 72, paragraph and c of the Electoral Code;
- c. A copy of the identity document of each candidate on the list;
- d. Where appropriate, a copy of the statement of resignation from the tasks defined in Article 63, paragraph 4 of the Electoral Code, submitted and recorded in the protocol office of the respective institution.
- e. The list of voters who support the multi-member party list, with the names of not less than 5000 voters;
- f. Copy of valid ID card signed by the voter, for all voters, according to the respective form.

Article 7

Documentation accompanying the party list members in political coalitions that do not have a sufficient number of seats in Parliament

The multi-name lists of the political parties, member of a coalition, which do not have seats in Parliament or in total have fewer seats than the number of parties members of the coalition, must be have attached the following documents approved by the CEC:

- a) Declaration of seats according to gender quotas;
- b) Declaration for each candidate, which states all the elements specified in Article 72, paragraph b and c of the Electoral Code;
- c) A copy of the identity document of each candidate on the list
- d) Where appropriate, a copy of the resignation from the functions defined in Article 63, paragraph 4 of the Electoral Code, which is filed and recorded in the respective Institution.

Instruction no. 2

Instruction date 29.01.2013



On setting the criteria for filing and verification of candidates' documents and deadlines for publishing the lists of candidates, amended by decision no.22, dated 01.02.2019

- e) List of voters supporting the multi-name lists of parties which are members of the coalition as a whole, with the names of no less than 7000 voters;
- f) A copy of a valid identification card signed by the voter, for each voter, according to the respective form.

Article 8

Registration of candidates proposed by the voters

1. The Initiating Registration Committee of an MP candidate nominated by the voters, must be registered with the CEC no later than 70 days before the elections.
2. The proposal by the Initiating Committee for the registration of candidate who is proposed by voters as MP candidate, will have attached the following documentation:
 - a. The request of the initiating committee for registration of the candidate for MP;
 - b. The list with the names of not less than 1% of the list of voters of the respective electoral zone to support the candidate, but not more than 3,000 voters;
 - c. A copy of valid ID card signed by each voter according to the specimen.
 - d. Declaration of the candidate proposed by the voters, that he is not member of a party or coalition and is not supported, directly or indirectly by any other subject candidate;
 - e. A copy of the applicant's identity document.

The candidates proposed by the voters, who are MPs or have held the seat of MP at least in the last six months, are exempted from the obligation stated in point 3, letter b and c of this Article.

Article 8/1

Self-declaration form

(* amended with the decision 22, dated 01.02.2019)

1. For the candidates who are running for the parliamentary elections for the Albanian Parliament, the candidates for mayor and candidates for members in the municipal councils for the local government elections, the political party files in the Central Election Commission, in addition to the documentation specified in this instruction and the self-declaration form according to the model approved in Chapter III, point 5 of Decision No. 17/2016 of the Parliament, "On establishment of detailed rules on the Application of restrictions stipulated by the Law No.138 / 2015". For candidates nominated by voters, the self-declaration form is submitted to the CEC by the Initiating Committee or by the candidate.
2. In the local government elections, in addition to the self-declaration forms, the political party / electoral subject submits the list with the names of all candidates for mayor as well as the copies of the multi-name list of candidates for municipal councils in those municipalities where the electoral process is administered by a single CEAZ.
3. The self-declaration form must be clearly filled electronically, and must signed on each page by the candidate "

Instruction no. 2

Instruction date 29.01.2013



On setting the criteria for filing and verification of candidates' documents and deadlines for publishing the lists of candidates, amended by decision no.22, dated 01.02.2019

PART III

VERIFICATION OF CANDIDATES' DOCUMENTATION

Article 9

Verification of candidates' documentation

(* amended by decision no. 44, dated 17.02.2017)

(* amended by decision no. 22, dated 01.02.2019)

1. The CEC administration carries out verification of the candidates' documentation to see if they are compliant with the requirements of Articles 67, 68 and 72 of the Electoral Code and submits to the CEC the draft act together with the relevant report regarding the multi-name list.
2. In cases of verification of candidacy documentation of political parties that do not have mandate in the Parliament and of the candidacy documentation for the candidates proposed by the voters, the CEC administration, in addition to the verification specified in paragraph 1 of this Article, checks the list of the voters that support the candidate lists of the respective electoral subject.
3. The CEC administration randomly selects 5% of the voters, from the voters'list that support the respective electoral subject. The result of the verification of 5% of support list extends to the entire supporting list, according to the following procedure:
 - a. The number of regular signatures is divided by the number that represents 5 percent of all the signatures. The result from this division is multiplied by the number of submitted signatures.
 - b. The result of this calculation represents the number of regular signatures in the submitted list
4. The list is acceptable if the number of regular signatures is at least equal to the minimum number required for signatures, according to this Code.
5. In addition to the provisions of paragraphs 1, 2 and 3 of this Article, the CEC administration verifies the data in the self-declaration form of the candidates, according to the procedures stipulated in the law no.138 / 2015 "On guaranteeing the integrity of the persons elected , appointed or who exercise public functions "and Parliament's Decision No. 17/2016" On the Establishment of Detailed Rules on the applications of restrictions provided in Law No.138 / 2015 ".

5/1. As a rule, the Central Election Commission, within 72 hours from the filing of the self-declaration forms, records cases when it is refused the submission of self-declaration form or when it fails to be submitted. Refusal to submit a self-declaration form or failure to submit a self-declaration form constitutes grounds for rejection of the candidate by the Central Election Commission. The decision to not register the candidate by the Central Election Commission shall be immediately notified to the electoral subject, the Initiating

Instruction no. 2

Instruction date 29.01.2013



On setting the criteria for filing and verification of candidates' documents and deadlines for publishing the lists of candidates, amended by decision no.22, dated 01.02.2019

Committee or the candidate proposed by the voters. In local government elections, the decision to not register the candidate is immediately notified to the CEAZ, which administers alone the elections in a municipality, in order to continue the procedures for the registration of candidates. The Central Election Commission decision not to register the candidates, in the cases of candidates proposed by the electoral subjects, elaborates the reason on the right of the electoral subject to replace the candidate, no later than 42 days before the election date. (* added by decision 22, dated 01.02.2019)

Depending on the result of the verification of the self declaration forms, the administration shall present the respective draft act, to be approved by the CEC according to the provisions in article 10 of the law no.138/2015 (* amended by the decision no.44, dated 17.02.2017).

Article 10

Return for completion and approval of election documents

1. In case the report submitted by the administration, under Article 8 of this Instruction shows that there are irregularities or non-compliance with the Electoral Code and this Regulation, the CEC, no later than 45 days from the date of elections decides to return the documentation in order to address the irregularities found. The Electoral Subject must re-file the correct documentation no later than 42 days from the date of elections.
2. The CEC Administration, no later than 24 hours from the re-submission of documents, verifies if the documentation is complete and reports to the CEC report on verification findings. The CEC decides to approve or reject the nomination documentation, no later than 24 hours from submission of the CEC administration report.

Article 11

Application of Sanctions

If the multi-name list of candidates of a political party do not meet one of the provisions specified in Section 67 of the Electoral Code, the CEC can impose the sanctions provided for in Article 175 of the Electoral Code.

PART IV

Article 12

DEADLINES FOR PUBLICATION OF THE LIST OF CANDIDATES

At the end of the deadline for filing complaints to the Electoral College, the CEC publishes the full list of candidates in the two biggest-selling newspapers in the country, electronic media, and the official website on the Internet. A copy of the list for each electoral zone is sent to the Mayor, Council of the Region and the CEAZs. The Mayor and the Council of the Region publish multi-name list of the relevant electoral region in the local media with a wider coverage and signal in the region and publish it in public places in the electoral zone. After receiving the multi-name lists, the CEAZs immediately post it at the entrance of their offices.



Klement	ZGURI -	Chairman
Denar	BIBA -	Deputy Chairman
Bledar	SKËNDERI-	Member
Edlira	JORGAQI-	Member
Rezarta	BITRI-	Member

Instruction no. 2

Instruction date 29.01.2013



On setting the criteria for filing and verification of candidates' documents and deadlines for publishing the lists of candidates, amended by decision no.22, dated 01.02.2019