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PROGRAMME

**OF TRAINING SEMINARS
FOR VOTERS AND ELECTION
ADMINISTRATORS
DURING PREPARATION
AND CONDUCT OF ELECTIONS
OF DEPUTIES OF THE PARLIAMENT
AND MASLIKHATS
OF THE REPUBLIC OF KAZAKHSTAN
IN 1999**

PROGRAMME

**of Training Seminars for Voters and Election Administrators during
Preparation and Conduct of Elections of Deputies of the Parliament
and Maslikhats of the Republic of Kazakhstan in 1999**

(unofficial translation)

F Clifton White Resource Center 9/99
International Foundation for Election Systems

F O R E W O R D

The programme of training seminars for voters and election administrators during preparation and conduct of elections of deputies of the Parliament and maslikhats of the Republic of Kazakhstan (RK) has the aim to create the uniform continuous system of legal education and enlightenment of citizens, to develop voters' public activity, their civil responsibility and to improve professional level of the persons providing preparation and conduct of elections.

The tasks of increase of voters' legal culture follow from the Constitution of Republic of Kazakhstan, which guarantees the citizens right to vote and to be elected to state bodies of power and bodies of local self-administration.

For creation of uniform system of legal education participants of election campaigns, it is necessary:

- to form knowledge of the Constitution of the RK, the existing Constitutional Law of the RK On Elections in the Republic of Kazakhstan;
- to increase voters' activity in electoral process, and that everyone should be aware of his/her participation in economic and public development of the state and personal interest in election results;
- to increase the level of professional qualification of election campaign administrators;
- to render assistance to candidates for deputies, their representatives, members of organizing bodies, representatives of political parties and public associations in acquiring organizational skills, ability to work with voters, competitors, mass media;
- to provide consultation for observers from international organizations and foreign states, observers from political parties and public associations of the RK, mass media representatives.

Legal base of the training program are the Constitution of the RK, Constitutional Law of the RK On Elections in the Republic of Kazakhstan, Constitutional Law of the RK On the Parliament of the Republic of Kazakhstan and the Status of Its Deputies, the law of the RK On local representative and executive bodies, as well as normative-and-legal acts of the Central Election Commission (CEC) of the RK.

The corresponding election commissions should develop the programmes of the seminar, which acts permanently, on the basis of approximate subjects of topics

proposed for discussion at the seminars for members of territorial, district and precinct election commissions.

Realization of the present training programme may be reached as a result of joint purposeful work of state bodies, organizations, local bodies of representative and executive authority, election commissions, political parties, public associations, educational and information bodies. During working on legal enlightenment of population and voter education, it is recommended to use the topics, given in the present brochure.

The Central Election Commission of the Republic of Kazakhstan

Organizational-and-Methodical Maintenance of Realization of the Programme of Training Seminars

State bodies, organizations, local bodies of representative and executive authority, election commissions, political parties, public associations, educational and information bodies participate in maintenance of realization of the programme of training seminars for voters and election administrators during preparation and conduct of elections of deputies of the Parliament of the RK and maslikhats.

Coordination of election commissions' activity is assigned to the CEC of the RK.

Consulting councils on realization of the programme of training seminars should be established under the CEC of the RK, oblast, and city (city of republican significance and the capital of the Republic) election commissions. Composition of the councils shall be published in mass media.

The organizational measures directed to general legal education of voters consist of explanation and propaganda of the acts of election legislation, publication of information-and-reference and methodical materials, making of radio and telecasts, holding of lectures, conversations, issue of thematic films and video, etc.

The programme includes preparation, publication and distribution of information-and-reference and methodical materials on the suffrage for mass educational work.

The CEC prepares, issues and provides in necessary volume the following brochures:

- The Constitution of the RK;
- The Constitutional Law of the RK On Elections in the Republic of Kazakhstan;
- What a Candidate for Election to the Senate of the Parliament of the Republic of Kazakhstan, Presenting Them Persons and the Members of Organizing Bodies Should Know about Elections;
- What a Candidate for Election to the Majilis of the Parliament of the Republic of Kazakhstan, Presenting Them Persons and the Members of Organizing Bodies Should Know about Elections;
- What Political Parties Which Has Nominated Their Party Lists Should Know for Electing Of Deputies on the Entire Nationwide District;
- What a Candidate for Election to the Maslikhat, Presenting Them Persons and the Members of Organizing Bodies Should Know about Elections;
- Information about Elections in the Republic of Kazakhstan to Voters;
- Programme of the Training Seminars of the for Representatives of Political Parties on Organizing and Conducting of Elections of Deputies of the Majilis of the Parliament of the Republic of Kazakhstan;
- Collection of the Normative-and-Legal Acts of the Central Election Commission of the Republic of Kazakhstan.

Participation of Mass Media in Implementation of the Programme of Training Seminars

It is recommended to open headings in periodicals explaining the election legislation in force, and practice of application of law.

Central, territorial and district election commissions should organize show on republican and local radio and TV channels programmes explaining the basic provisions of the Constitution of the RK and the Constitutional law of the RK On Elections in the Republic of Kazakhstan, normative-and-legal acts of the CEC of the RK. The special attention should be paid on matters reflecting system of voter registration, voting procedure, and guarantee of freedom of elections. In these purposes, videos should be prepared on the relevant subjects and shown regularly on republican and local TV channels.

Mass media should provide regular publication and show of materials about activity of election commissions at all levels.

Central, territorial and district election commissions should hold some «round table» meetings, press conferences, meeting with mass media representatives.

Mass media should practise questioning of election participants on increase of their legal culture, and on problems of the suffrage and electoral process.

The state printed editions of the supreme state bodies of the Republic, as well as editions of maslikhats and local executive bodies are obliged to publish information of election commissions, data of candidates participating in elections in procedure and volume, determined by the CEC of the RK.

Mass media representatives should take part in all events, held by election commissions, and cover any activity of election administrators and the course of election campaign.

**Approximate Topics of the Proposed Programme
for Legal Education and Increasing of Legal Culture of Voters,
Representatives of Political Parties and Public Associations,
Candidates for Election to the Parliament of the RK,
Maslikhats, Representatives,
Organizing Bodies Members and Observers.**

1. The Constitution of the RK - the fundamental law of the state.
2. Types of democracy (parliamentary, presidential, mixed). Democratic elections (competitive, periodical, representative and final).
3. Basic human rights (freedom of speech, freedom to express one's thoughts, religious freedom, freedom of meetings and associations, the right for the equal protection of law, the right for compliance with legality and fair judicial proceeding).
4. International pacts, securing global standards of human rights (Universal Declaration of Human Rights, International Pact on Civil and Political Rights, Convention on Political Rights of Women).

5. The role of mass media during conduct of election campaign.
6. Constitutional guarantees of electoral rights of RK citizens (the suffrage and the right to be elected to bodies of the state authorities and bodies of local self-administration).
7. Types and peculiarities of electoral systems of the present (plurality-majority, proportional representation, semi-proportional systems)
8. Concept of suffrage, types and basic principles of suffrage in the RK.
9. The Parliament of the RK - the supreme body of the representative power.
10. Ensuring of the electoral rights of citizens by election commissions of the RK.
11. Formation, status and organization of activity of the CEC, territorial, district and precinct election commissions.
12. State and non-state financing of elections.
13. Rights and duties of observers from international organizations and foreign states, political parties and public associations of the RK, media representatives.
14. Terms of conduct of election campaign, the right of citizens, political parties, public associations, candidates for deputies, representatives and members of organizing bodies to conduct of unimpeded conduct of election campaign in favour of and against one or another candidate.
15. Election of deputies of the Senate of the Parliament of the RK.
16. Election of deputies of the Majilis of the Parliament of the RK.
17. Election of deputies of maslikhats of the RK.
18. Maintenance of functioning of state system of registration of voters (electors). Realization of the right of a citizen (an elector) to appeal non-entry, incorrect entry on or exclusion from the list, as well as inaccuracies in the list in the data about a voter (an elector).

19. Requirements set for candidates for election to the Parliament and maslikhats of the RK, procedure of their nomination and registration.
20. Practice of legislative regulation and using of candidate's withdrawal, annulment of decision on nomination of a candidate for deputies.
21. Rights and duties, as well as registration of representatives, members of organizing bodies of candidates for election to the Parliament and maslikhats of the RK
22. Forming of election funds of candidates for election to the Majilis of the Parliament of the RK and political parties. Participation of RK citizens in forming of the funds.
23. Ballot paper (form, procedure of its manufacturing and delivery to election commissions, filling in of the ballot paper.)
- 24 Requirements set for equipping of the premises for voting. Time and place for voting. Opening of voting.
25. Organizing of voting (voting at a place of stay of a voter, by voting certificate, and voting in advance).
26. Procedure of voting (every voter votes personally, documents presented during voting, filling in of the ballot, etc.). Procedure of counting in a polling station. Determination of vote results.
27. Carrying out of control over compliance of electoral rights during preparation and conduct of elections, consideration of complaints of citizens, terms of appeal of decisions and actions in the course of election campaign.

Approximate Topics Proposed for Discussion at the Seminars for Members of Territorial, District and Precinct Election Commissions

1. The Constitution of the RK - the basis for forming new electoral policy and electoral system of the country.

2. Peculiarities of procedure of forming of electoral legislation in the RK.
3. Determination of the common strategy and priority directions of state policy while reforming of electoral system of the RK.
4. Electoral system of the RK and its role in formation of multi-party system and in strengthening of democratic basis of the statehood.
5. Increasing of legal culture of electoral process participants - necessary condition of legal maintenance of electoral system in the RK.
6. Electoral bodies of the RK, their system and powers.
7. Organizing of activity of election commissions, and status of an election commission member.
8. Election districts and their system.
9. Election precincts, polling stations. Formation of election precincts on the vessels belonging to the RK and being at navigation on election day, in military units, in outlying and difficult-of-access areas, sites of pasture livestock raising, in rest homes, sanatoria, inpatient treatment-and-prevention establishments, in investigation isolators and isolators for temporary detention, as well as under missions of the RK in foreign states.
10. Maintenance of functioning of state system of registration of voters (electors). Voters' (electors') lists.
11. Informing of voters about the course of preparation to election.
12. Forms and methods of conduct of election campaign.
13. Agitation printed materials, pre-election programmes of candidates for election to the Parliament and maslikhats of the RK.
14. State and non-state financing of elections. Distribution of funds allocated from republican budget, control over its use.
15. Forms and specimens of election documents for election to the Parliament and maslikhats of the RK. Ballot paper.

16. Nomination and registration of candidates for election to the Parliament and maslikhats of the RK.
17. Representatives and organizing bodies of candidates for election to the Parliament and maslikhats of the RK.
18. Election fee of candidates for election to the Parliament of the RK and political parties, as well as election fund of candidates for election to the Majilis of the Parliament.
19. Status of observers from foreign states and international organizations, political parties, public association of the RK and media representatives, their registration.
20. Practice of legislative regulation and using of candidate's withdrawal, annulment of decision on nomination of a candidate for deputies.
21. Guarantees for the Activities of Candidates in the Course of Election Campaign.
22. Interaction with state bodies, courts, political parties, public associations, and mass media.
23. Carrying out of control over compliance of electoral rights during preparation and conduct of elections, consideration of complaints of citizens, terms of appeal of decisions and actions in the course of election campaign.
24. Responsibility for violation of electoral legislation.
25. Procedure of conduct of joint session of electors for election to the Senate of the Parliament of the RK.
26. Opening of voting. Organizing of voting (voting at a place of stay of a voter, by voting certificate, and voting in advance).
27. Procedure of voting and counting in a polling station (polling-place).
28. Second round voting and runoff election of deputies of maslikhats of the RK.

29. Determination and publication of the election results. Distribution of deputy mandates as a result of voting on party lists.
30. Determination and publication of results of the elections of deputies of the Parliament and maslikhats of the RK, registration of elected deputies.
31. Organizing of office work, rules of keeping of documents, transfer to archives and annihilation of documents, related with preparation and conduct of elections of deputies of the Parliament and maslikhats of the RK.

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Notes Brochure provides information on training seminars for voters and election administrators during preparation for Parliamentary elections

