

*Approved by the Decision # 49/239
of the Central Election Commission
of the Republic of Azerbaijan
dated on November 27, 2024*

CALENDAR PLAN

ON BASIC ACTIVITIES AND MEASURES FOR PREPARATION AND CONDUCT OF MUNICIPAL ELECTIONS IN THE REPUBLIC OF AZERBAIJAN

By Decision # 49/238 dated 27 November, 2024 of the Central Election Commission of the Republic of Azerbaijan,
the Municipal Elections are appointed to January 29, 2025

#	Basic activities and measures	Executors	Timeframe	
			Established by the Election Code and other legal documents of the Republic of Azerbaijan	Recommended period
1	The adoption and publication of the Decision of the Central Election Commission (hereinafter referred to as – Central Election Commission) on the appointment of the	Central Election Commission	At least 60 days prior to the voting day Articles: 8.1, 213.1, 213.2	Up to November 30, 2024

	Municipal Elections			
2	Nomination of candidates to municipality membership	Citizens of the Republic of Azerbaijan who live permanently in the election constituency and have passive election right, voters' initiative groups, political parties, blocs of political parties	After the official publication of the decision on appointment of elections Articles: 13, 53, 54, 214.1, 214.4, 214.5	
3	Adoption of the substantiated decision on the approval or refusal from candidate nomination	Constituency Election Commissions	Within 5 days after providing the election commission with documents Articles: 53.6, 53.7, 54.9, 54.10	
4	Submission of signature sheets to a candidate or his/her authorized representative, as well as to authorized representatives of political parties and blocs of political parties	Constituency Election Commissions	From the day of adopting a decision on nomination of a candidate Articles: 53.6, 54.9	
5	Collection of voters' signatures in support of a candidate	Citizen of the Republic of Azerbaijan aged 18 who have active suffrage, candidate, political party, bloc of political	After the adoption of the decision of Constituency Election Commission on the approval of candidate nomination	

		parties	Articles: 56,57, 215	
6	Submission of the applications on observation within the territory of the election constituencies where elections are held to the Central Election Commission	A citizen of the Republic of Azerbaijan who has an active suffrage (<i>on own initiative or by the registered candidate, political party, political party bloc, as well as, non-governmental organization functioning in the field of elections</i> international (foreign) observers (<i>with registration by CEC in a manner defined by law</i>))	10 days prior to the conduct of elections since the day of officially publication of the decision on the appointment of elections Articles: 1.1.9, 1.1.20, 40.4, 40.5, 40.6, 44	Up to January 19, 2025
7	Submission of the applications on observation within the borders of the election constituency to the relevant Con.EC	A citizen of the Republic of Azerbaijan who has an active suffrage (<i>on own initiative or by the registered candidate, political party, political party bloc, as well as, non-governmental organization functioning in the field of elections</i>),	5 days prior to the conduct of elections since the day of officially publication of the decision on the appointment of elections Articles: 1.1.19, 40.4, 40.5, 40.7	Up to January 24, 2025
8	Appeal to CEC to get a specific permission to observe the sessions of election commissions up to the voting	A citizen of the Republic of Azerbaijan who has an active suffrage (<i>on own initiative , or by the registered candidate, political</i>	10 days prior to the conduct of elections since the day of officially publication of the decision on the appointment of	Up to January 19, 2025

	day	<i>party, political party bloc, as well as, non-governmental organization functioning in the field of elections)</i>	elections Articles: 1.1.9, 40.4, 40.5, 40.13	
9	Registration of observers and submission of badges to them in a format designed by the Central Election Commission	Central Election Commission	Decision on the application for observation is adopted within 3 days after submission of such application to the Commission Articles: 25.2.20, 40.6, 44	
		Constituency Election Commissions	Decision on the application for observation is adopted within 2 days after submission of such application to the commission Article: 40.7	
10	Conduct of educational activities on election right for election officials	Central Election Commission, Constituency Election Commissions	“National Activity Program on the increase of efficiency of protecting human rights and freedoms in the Republic of Azerbaijan”, approved by the Order of President of the Republic of Azerbaijan, dated	Regular

			December 27, 2011	
11	Organization of trainings for the awareness-raising of Con.EC and PEC members and implementation of other programs to increase their professional skills	CEC Training Groups	Article 25.2.7	Regular
12	Conduct of trainings for IT specialists who deal with the work of the State Automated Information System at Con.ECs	Information Centre of the CEC Secretariat	Article 25.2.10	Regular
13	Comments on election legislation by TV and radio programs and other broadcasting organizations, ensure the increase of law-based knowledge of election stakeholders (speeches, interviews, round tables), preparation and display of visual aids (video clips, posters, booklets and so on)	Central Election Commission	Articles: 20, 25.2.7, 26.2.10	Regular
14	Opening special election account for formation of election fund	A candidate or his/her authorized representative, authorized representatives on financial issues of political parties, blocs of political parties	Within 5 days after submission of the documents on nomination of a candidate to Constituency Election Commission, at least 24 hours prior to the collection of voters' signatures necessary	

			for the registration Articles: 91.1, 91.2, 226.1, 226.2	
15	Submission of the election documents for candidate registration to the Con.EC	A candidate or his/her authorized representative, authorized representatives of political parties, blocs of political parties	At most 50 and at least 30 days, till 18.00 prior to the voting day Articles: 58.1, 94.3.1	From December 10, 2024 till 18.00 on December 30, 2024
16	Checking accuracy of information included in signature sheets and other documents submitted; adoption of a decision on registration or refusing from registration of a candidate	Constituency Election Commission	Within 7 days after receipt of the documents Articles: 59, 60, 216.1, 216.2, 216.3	
17	Registration of agents appointed by registered candidate, political party or bloc of political parties with registered candidate and providing them with badges	Constituency Election Commissions	Within 3 days after receipt of written application of the candidate on appointment of agents or submission of presentations by political party, bloc of political parties, as well as application on consent of a citizen on becoming an agent Articles: 72.1, 72.2, 220.1	
18	Verification of the members with consultative rights to CEC and	Central Election Commission	Within 3 days after the Commission receives the	

	Con.ECs and providing them with badges	Constituency Election Commissions	<p>presentation by political parties, political party blocs which have nominated candidates in more than the half of municipalities within the country</p> <p>Articles: 21, 223</p> <p>Within 3 days after the commission receives the presentation by political parties, political party blocs which have nominated candidates in more than the half of municipalities within the election constituency</p> <p>Articles: 21, 223</p>	
19	Posting voters' lists on bill boards to make voters familiar with and make additional updates	Precinct Election Commissions	<p>At least 35 days prior to the voting day</p> <p>Article 48.1</p>	Up to December 25, 2024
20	Posting voters' lists on the CEC website	Central Election Commission	After the approval in the form defined by CEC	Regular

			Article 46.1	
21	Approval of requirements for preparation rules and number of de-registration (voting) cards for voting	Central Election Commission	At least 45 days to the voting day Article 101.1	Up to December 15, 2024
22	Deliverance of de-registration (voting) cards from the Central Election Commission to Constituency Election Commissions	Central Election Commission	At least 45 days prior to voting day Articles: 101.1	Up to December 15, 2024
23	Deliverance of de-registration (voting) cards from the Constituency Election Commissions to Precinct Election Commissions	Constituency Election Commissions	At least 25 days prior to voting day Articles: 101.1, 101.2	Up to January 4, 2025
24	Issuing of de-registration (voting) cards to the voter by relevant Constituency or Precinct Election Commission	Constituency Election Commissions Precinct Election Commissions	45-25 days prior to the voting day 24-3 days prior to the voting day Articles: 101.2-101.4	From December 15, 2024 to January 4, 2025 From January 5, 2025 up to January 26, 2025

25	Conduct of pre-election campaign	Registered candidates, their authorized representatives and agents, political parties, blocs of political parties, the candidates of which have been registered, their authorized representatives and agents	Starts 23 days prior to the voting day and ends not later than 24 hours prior to start of voting day Articles: 72.3, 74.1.5, 74.1.7, 75.2	Starts on January 6, 2025, ends at 8.00 a.m. on January 28, 2025
26	Determination of relevant locations for the placement of pre-election campaign materials on boards within the territory of polling stations	Local executive authorities and municipalities upon proposals of Constituency Election Commissions	At least 30 days prior to the voting day Article 87.6	Up to December 30, 2024
27	Allocation of relevant venues for the conduct of pre-election campaign	Local executive authorities and municipalities upon proposals of Constituency Election Commissions	Article 86.3	
28	Establishment of election precincts immediately before the elections in military units, detention places and confinement isolations a) in general manner;	Constituency Election Commissions <i>(relevant executive authority in the territories settled by voters (Ministry of Defence, Ministry of Interior Affairs, Ministry of Justice of the Republic of Azerbaijan) and together with the heads of municipalities;</i>	At least 50 days prior to the voting day Articles: 35.2, 35.5	Up to December 10, 2024

	b) in exceptional cases	Commanders of military units in accordance with a decision of relevant Constituency Election Commission	At least 5 days prior to the voting day Article 35.5	January 24, 2025
29	Publication of the list of polling stations with indicated numbers and boundaries (if the polling station covers part of a residence), the list of residences (if a polling station is established in several residences), as well as, information on locations (addresses) and contact numbers of precinct election commissions, voting rooms	Constituency Election Commissions	At least 45 days prior to the voting day Article 35.7	Up to December 15, 2024
30	Publication of the information on polling stations established in exceptional cases	Within in a manner defined by CEC	At latest within 2 days after the establishment of election precincts Article 35.7	
31	Update of the lists approved on every polling station	Constituency and Precinct Election Commissions	At least 25 days prior to the voting day	Up to January 4, 2025

	<p>a) Update of voters' lists for polling stations established in remote and distant places</p> <p>b) Update of voters' lists on the polling stations established within the military units, investigative isolators, detention places (lists of military personnel of military units, family members of military personnel residing within the territory of the military unit, accused persons detained in investigative facilities, inmates in penitentiary establishments and other voters)</p>	<p>Precinct Election Commissions <i>(basing on the information on voters submitted by the relevant executive authority and municipalities)</i></p> <p>Precinct Election Commissions <i>(basing on the information on voters submitted by the commanders of military units, heads of investigative isolators, detention places)</i></p>	<p>Article 46.1</p> <p>At least 25 days prior to the voting day, in exceptional cases 2 days after the formation of the Precinct Election Commission</p> <p>Article 46.5</p> <p>At least 20 days prior to the voting day</p> <p>Article 46.6</p>	<p>Up to January 4, 2025</p> <p>Up to January 9, 2025</p>
32	Receipt of the documents submitted for accreditation by the organizations intending to hold "exit-poll"	Central Election Commission	<p>At least 20 days up to the voting day</p> <p>Article: 25.2.23</p> <p>Item 2.1 of the "Rules for the accreditation of the organizations that hold "exit-poll" in the Republic of Azerbaijan"</p>	Up to January 9, 2025

33	Adoption of the decision on the accreditation of the organizations which applied to hold "exit-poll"	Central Election Commission	At least 10 days up to the voting day Article: 25.2.23 Item 2.3 of the "Rules for the accreditation of the organizations that hold "exit-poll" in the Republic of Azerbaijan"	Up to January 19, 2025
34	Approval of requirements on the rules, text and layout, quantity and requirements for preparation of ballot papers	Central Election Commission	At least 35 days prior to the voting day Articles: 99.1-99.4, 235	Up to January 19, 2025
35	Preparation of ballot papers	Relevant printing house based on the decision of the Central Election Commission	At least 10 days prior to the voting day Article 99.4	Up to January 19, 2025
36	Providing the Constituency Election Commissions with ballot papers by Central Election Commission	Central Election Commission	At least 5 days prior to the voting day Article 99.6	Up to January 24, 2025
37	Providing the Precinct Election Commissions with ballot papers by Constituency Election	Constituency Election Commissions	At least 3 days prior to the voting day	Up to January 26, 2025

	Commissions		Article 99.6	
38	Approval of the requirements for preparation, number, text and format of voting protocols of election commissions	Central Election Commission	At least 45 days prior to the voting day Article 100.1- 100.6	Up to December 15, 2024
39	Preparation of voting protocols	Relevant printing office based on the decision of Central Election Commission	At latest 30 days prior to the voting day Article 100.6	Up to December 30, 2024
40	Providing the Constituency Election Commissions with voting protocols by Central Election Commission	Central Election Commission	At least 20 days prior to the voting day Article 100.8	Up to January 9, 2025
41	Providing the Precinct Election Commissions with voting protocols by Constituency Election Commissions	Constituency Election Commissions	At least 4 days prior to the voting day Article 100.8	Up to January 25, 2025
42	Submission of second initial	Registered candidate or his/her authorized representative,	No earlier than 20, no later than	From January 9, 2025 to

	financial report	authorized representative on financial issues of political parties, blocs of political parties	10 days prior to the voting day Article 94.3.2.	January 19, 2025
43	Informing the voters about the place and date of elections through mass media or bill boards	Precinct Election Commissions	At least 25 days prior to the voting day Article 104.1	Up to January 4, 2025
44	Approval of the requirements for the form, number and preparation of notifications on the place and date of the voting	Central Election Commission	40 days prior to the voting day Item # 2.1 of the “Rules for the distribution (deliverance) of the notification on the date and place of the voting to voters in elections (referendum) in the Republic of Azerbaijan”	Up to December 20, 2024
45	Distribution of notifications with the date, time and place (address of the precinct election commission) of elections to the voters	Precinct Election Commissions	7 days prior to the voting day Item # 3.1 of the “Rules for the distribution (deliverance) of the notification on the date and time of the voting to voters in elections (referendum) in the Republic of Azerbaijan”	Up to January 22, 2025
46	Conduct of voting: a) starting preparation works for	Precinct Election Commissions	Articles 104, 105, 236	On January 29, 2025

	<p>the voting in the polling station on that day;</p> <p>b) announcement of opening of polling stations and locking ballot boxes;</p> <p>c) announcement of starting the voting;</p> <p>d) announcement of ending the entrance of voters into the polling station to vote</p>	<p>a) <i>Precinct Election Commissions</i></p> <p>b, c, d) – <i>chairpersons of Precinct Election Commissions</i></p>		<p>As a rule:</p> <p>a) at 7.30 a.m.;</p> <p>b) at 7.50 a.m.</p> <p>c) at 8.00 a.m.;</p> <p>d) 7.00 p.m.</p>
47	<p>Providing preliminary information on the voting process, voters' turnout (<i>5 times during the day</i>)</p>	<p>Precinct and Constituency Election Commissions, Information Centre of CEC Secretariat</p>	<p>Articles: 110.5, 10.6</p>	<p>Election Day:</p> <p>10.00 a.m.</p> <p>12.00 a.m.</p> <p>3.00 p.m.</p> <p>5.00 p.m.</p> <p>7.00 p.m.</p>
48	<p>Posting information on election results included in final protocols of Constituency Election Commissions and Precinct Election Commissions on the CEC website as preliminary information</p>	<p>Information Centre of CEC Secretariat</p>	<p>Articles: 110.5, 110.6</p>	<p>Election Day and proceeding period</p>
49	<p>Sending the first copy of the PEC voting results protocols</p>	<p>Precinct Election Commissions</p>	<p>Immediately after ending the vote count, but not later than 24</p>	

	together with the attached documents to the Con.EC		hours Articles 106.5, 106.7	
50	Posting the third copy of the PEC final protocol on the voting results on bill board	Precinct Election Commissions	After compiling the protocol <i>(by posting within 5 days)</i> Article 106.11	
51	Determination of voting results on municipalities within a constituency, compile of the Con.EC protocol based on the information included in all the PEC protocols and submission of the first copy of the protocol with the attached documents to CEC	Constituency Election Commissions	At latest 2 days after the voting day Articles 107.1-107.4, 107.6, 238	Not later than January 31, 2025
52	Posting the third copy of the Con.EC final protocol on the voting results and copies of the relevant PEC protocols on bill board	Constituency Election Commissions	After compiling the protocol <i>(by posting within 10 days)</i> Article 107.7	
53	Publication of preliminary voting results on municipalities in the form of a summarizing table	Central Election Commission	Immediately after the protocol on the preliminary voting results on municipalities is submitted to CEC	

			Article 109.1	
54	Official publication of the information included in the PEC voting results protocols	Constituency Election Commissions	Within 5 days after the voting day Article 109.4	
55	Official publication of the information included in the Con.EC voting results protocols	Constituency Election Commissions	Within 10 days after the voting day Article 109.4	
56	Submission of the PEC financial report on receiving and spending of the funding allocated by state budget to the Con.ECs	Precinct Election Commissions	Within 5 days after the voting day Article 96.6	Up to February 4, 2025
57	Submission of the Con.EC financial report on receiving and spending of the funding allocated by state budget to CEC	Constituency Election Commissions	Within 10 days after the voting day Article 96.7	Up to February 9, 2025
58	Checking and verification of the election results	Central Election Commission	At latest 20 days since the voting day Articles 108.2, 239	Up to February 18, 2025

59	Declaration of ending the elections	Central Election Commission	At latest within 25 days since the voting day Article 241	Up to February 23, 2025
60	Submission of final financial report on election funds to Con.ECs	Registered candidate, political party, political party bloc	At latest within 10 days since the day of official publication of election results Article 94.3.3	
61	Full publication of the information included in the Con.EC protocols on the results of Municipal elections and voting results and posting them on the CEC website	Central Election Commission	Within 45 days since the voting day Articles 109.2, 246	Up to March 16, 2025
62	Submission of the information on the usage of budget funding and spending of the election funds of candidates, registered candidates and funding of political parties, political party blocs to President of the Republic of Azerbaijan, Milli Majlis of the Republic of Azerbaijan and media outlets	Central Election Commission Central Election Commission	Within 3 months after the official publication of general election returns Within a month since the submission of the report and information to President of the Republic of Azerbaijan and Milli Majlis of the Republic of	

	Publication of the above-mentioned financial report and information on the official press office of CEC		Azerbaijan Article 96.9	
63	Full publication of the information included in PEC and Con.EC voting results protocols on official editions of CEC	Central Election Commission	Within 6 months after the Election Day Articles: 109.5, 246	Up to July 31, 2025