

*Approved by the Decision # 7/25
of the Central Election Commission
of the Republic of Azerbaijan
dated on October 18, 2019*

CALENDAR PLAN

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

ELECTIONS ARE APPOINTED TO DECEMBER 23, 2019

#	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 on the appointment of the Municipal Elections of the Central Election Commission (hereinafter referred to as – Central Election Commission)	Central Election Commission	At least 60 days prior to the voting day Articles: 8.1, 213.1, 213.2	Up to October 24, 2019

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: 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 making 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 parties	After adoption of the decision of Constituency Election Commission on the approval of candidate nomination Articles: 56,57, 215	

6	Appeal to CEC to get a specific permission to observe the sessions of election commissions up to the voting day	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>)	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, 40.4, 40.5, 40.13	Up to December 13, 2019
7	Submission of the applications on observation within the whole territory of the country to CEC	A citizen of the Republic of Azerbaijan who has an active suffrage (<i>on own initiative of, 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 December 13, 2019
8	Submission of the applications on observation within the territory of certain election constituency to the Con.EC	A citizen of the Republic of Azerbaijan who has an active suffrage (<i>on own initiative of, 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: 1.1.9, 40.4, 40.5, 40.7	Up to December 18, 2019

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 computer operators 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 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: 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 November 3, 2019 till 18.00, November 22, 2019
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: 60, 216.1-216.3	
17	Registration of agents appointed by candidate, political party or bloc of political parties 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 Con.ECs and providing them with badges	Central Election Commission	Within 3 days after receipt of the presentation by political parties, political party blocs which have nominated candidates in more than the half of municipalities within the republic Articles: 21, 223	
		Constituency Election Commissions	Within 3 days after receipt of the presentation by political parties, political party blocs which have nominated candidates in more than the half of municipalities within the election constituency Articles: 21, 223	
19	Posting voters' lists on bill boards to make voters familiar with and make additional updates	Precinct Election Commissions	At least 35 days prior to the voting day Article 48.1	Up to November 18, 2019

20	Posting voters' lists on the CEC website	Central Election Commission	After the approval in the form defined by CEC Article 46.1	Regular
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 November 8, 2019
22	Deliverance of de-registration (voting) cards from the Central Election Commission to Constituency Election Commissions	Central Election Commission	De-registration cards shall be delivered from the Central Election Commission to the Con.EC not later than 45 days prior to voting day	Up to November 8, 2019
23	Deliverance of de-registration (voting) cards from the Constituency Election Commissions to Precinct Election Commissions	Constituency Election Commissions	De-registration cards shall be delivered from the Con.ECs to PECs not later than 25 days prior to voting day Articles: 101.1, 101.2	Up to November 28, 2019
24	Conduct of pre-election campaign	Registered candidates, political parties, blocs of political parties, the candidates of which have been registered, agents, authorized representatives	Starts 23 days prior to the voting day and ends not later than 24 hours prior to start of voting day Articles: 72.3, 74.15, 75.2	Starts on November 30, 2019, ends at 8.00 a.m. on December 22, 2019

	information on locations (addresses) of precinct election commissions, voting rooms and contact numbers			
27	Publication of the information on polling stations established in exceptional cases	Within in a manner defined by CEC Constituency Election Commissions	At latest within 2 days after the establishment of election precincts within the period implied in Article 35.5 of the Election Code Article 35.7	
28	Approval of the requirements for preparation, number 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 November 8, 2019
29	Issuing of de-registration (voting) cards to the voter by relevant Constituency or Precinct Election Commission	Constituency Election Commissions	45-25 days prior to the voting day	From November 8 to November 28, 2019
		Precinct Election Commissions	24-3 days prior to the voting day Articles: 101.2-101.4	From November 29, 2019 up to December 20, 2019

30	<p>Update of the lists approved on every polling station</p> <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>Constituency and Precinct Election Commissions</p> <p>Precinct Election Commissions</p> <p>Precinct Election Commissions</p> <p><i>(basing on the information on voters submitted by the commanders of military units, heads of investigative isolators, detention places)</i></p>	<p>At least 25 days prior to the voting day</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><i>(In the case if a polling station has not been established within the military unit, investigative isolators, detention places, then heads of these bodies shall collect and update of voters' data in a manner defined by CEC and shall submit to the relevant PEC at least 35 days prior to the voting day if not any other rule is considered by the Election Code)</i></p> <p>Articles: 46.9</p>	<p>Up to November 28, 2019</p> <p>Up to November 28, 2019</p> <p>Up to December 3, 2019</p> <p>Up to November 18, 2019</p>
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31	Receipt of the documents submitted for accreditation by the organizations intending to hold "exit-poll"	Central Election Commission	At least 20 days up to the voting day Article: 25.2.23 Item 2.1 of the "Rules for the accreditation of the organizations that hold "exit-poll" in the Republic of Azerbaijan"	Up to December 3, 2019
32	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 December 13, 2019
33	Approval of requirements on 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, 235	Up to November 18, 2019
34	Determination of relevant locations for the placement of pre-election campaign materials 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 November 23, 2019

35	Allocation of relevant venues for the conduct of pre-election campaign	Local executive authorities and municipalities upon proposals of Constituency Election Commissions	23 days prior to the voting day Articles 11, 75.2, 86.3, 86.7	Up to November 30, 2019
36	Preparation of voting protocols	Relevant printing offices based on the decision of Central Election Commission	At latest 30 days prior to the voting day Article 100.6	Up to November 23, 2019
37	Informing the voters about the place and time 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 November 28, 2019
38	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 December 3, 2019
39	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 December 19, 2019

40	Submission of second initial financial report	Registered candidate or his/her authorized representative, authorized representative on financial issues of political parties, blocs of political parties	No earlier than 20, no later than 10 days prior to the voting day Article 94.3.2.	From December 3, 2019 to December 13, 2019
41	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 December 13, 2019
42	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 December 16, 2019
43	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 December 18, 2019
44	Providing the Precinct Election Commissions with ballot papers by Constituency Election Commissions	Constituency Election Commissions	At least 3 days prior to the voting day Article 99.6	Up to December 20, 2019

45	<p>Conduct of voting:</p> <p>a) starting preparation works for 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>Precinct Election Commissions</p> <p><i>a) Precinct Election Commissions</i></p> <p><i>,b,c, d) – chairpersons of Precinct Election Commissions</i></p>	Articles 104, 105, 236	<p>On December 23, 2019</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>
46	Providing preliminary information on the voting process, voters' turnout (5 times during the day)	Precinct and Constituency Election Commissions, Information Centre of CEC Secretariat	Articles: 110.5, 10.6	<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>
47	Posting information on election results included in final protocols of Constituency Election Commissions and Precinct Election Commissions on the website of the Information Centre of the CEC Secretariat as preliminary information	Information Centre of CEC Secretariat	Articles: 110.5, 110.6	Election Day and proceeding period

48	Sending the first copy of the PEC voting results protocols together with the attached documents to the Con.EC	Precinct Election Commissions	Immediately after ending the vote count, but not later than 24 hours Articles 106.5, 106.7	
49	Posting the third copy of the PEC final protocol on the voting results on bill board	Precinct Election Commissions	Within 5 days by posting the protocol on bill board immediately after compiling it Article 106.11	
50	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	Up to December 26, 2019
51	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	Within 10 days by posting the protocol on bill board immediately after compiling it Article 107.7	

52	Publication of preliminary voting results on municipalities in the form of a table	Central Election Commission	Immediately after the protocol on the preliminary voting results on municipalities is submitted to CEC Article 109.1	
53	Official publication of the information included in the PEC voting results protocols	Constituency Election Commissions	Within 5 days after the voting day <i>(in the mass media outlets indicated in Articles 77.3 and 77.4 of the Election Code)</i> Article 109.4	Up to December 29, 2019
54	Official publication of the information included in the Con.EC voting results protocols	Constituency Election Commissions	Within 10 days after the voting day <i>(in the mass media outlets indicated in Articles 77.3 and 77.4 of the Election Code)</i> Article 109.4	Up to January 3, 2020
55	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 December 29, 2019

56	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 January 3, 2020
57	Checking and verification of the election results	Central Election Commission	At latest 20 days since the voting day Articles 108.2, 239	Up to January 12, 2020
58	Declaration of ending the elections	Central Election Commission	At latest within 25 days since the voting day Article 241	Up to January 17, 2020
59	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	
60	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 <i>(in the mass media outlets indicated in Article 77.2 of the Election Code)</i>	Up to February 7, 2020

			Articles 109.2, 246	
61	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 mass media, Publication of the above-mentioned financial report and information on the official printing office of CEC	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 reports and information to President of the Republic of Azerbaijan and Milli Majlis of the Republic of Azerbaijan Article 96.9	
62	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 June 24, 2020