

*Approved by the decision 11/44  
of the Central Election Commission  
of the Republic of Azerbaijan  
dated July 27, 2016*

## CALENDAR PLAN

on basic activities and measures for preparation and conduct of the nationwide voting (referendum)  
appointed to September 26, 2016 to make changes to the Constitution of the Republic of Azerbaijan

Referendum is appointed by Order of President of the Republic of Azerbaijan, dated July 26, 2016 to  
September 26, 2016

#	Basic activities and measures	Executors	Timeframe	
			Established by the Election Code and other legal acts of the Republic of Azerbaijan	Recommended period
1	2	3	4	5
1	Ensuring the preparation and conduct of referendum	Central Election (Referendum) Commission ( <i>hereinafter referred to as – Central Election Commission</i> )	After the official publication of the Order of President of the Republic of Azerbaijan on the appointment of referendum Articles: 8.1, 26.1	
2	Establishment of a referendum initiative group	Citizens of the Republic of Azerbaijan who possess active suffrage ( <i>no less than 500 persons</i> )	After the official publication of the Order on the appointment of referendum  Articles: 1.1.16. 63.1-63.3	
3	Submission of a written notification on the establishment of a referendum campaign group to the relevant election (referendum)		After the official publication of decision on the appointment of referendum	

	<p>commission:</p> <p>a) To the Central Election Commission;</p> <p>b) To Constituency Election (Referendum) Commission (hereafter referred to as Constituency Election Commission)</p>	<p>The initiators no less than 2000 people;</p> <p>The initiators more than 500 and less than 2000 people.</p>	<p>Article 63.1</p> <p>Article 63.2</p>	
4	Submission of written confirmation of receipt of notification on the establishment of a referendum campaign group to the initiators	Central Election Commission, Constituency Election Commission	<p>Within 5 days after submission of the documents to the relevant election commission</p> <p>Article 63.4</p>	
5	Submission of signature sheets to the authorized representatives of the initiators establishing a referendum campaign group	Central Election Commission, Constituency Election Commission	<p>From the day of submission of written confirmation of receipt of notification by the relevant election commission</p> <p>Article 65</p>	
6	Collection of voters' signatures for establishment of a referendum campaign group	A citizen aged 18 of the Republic of Azerbaijan who possess an active suffrage, authorized representatives of initiators of establishing a referendum campaign group	<p>From the day of submission of written confirmation of receipt of notification by the relevant election commission</p> <p>Articles: 57, 65</p>	
7	Submission of the applications on observation within the whole territory of the Republic of Azerbaijan to the Central Election Commission	A citizen of the Republic of Azerbaijan who has an active suffrage ( <i>on own initiative, or by referendum campaign group, political party, political party bloc, as well as, non-governmental organization functioning in the field of elections</i> ); International (foreign) observers ( <i>upon the</i>	<p>10 days prior to the conduct of voting since the day of declaring referendum</p> <p>Articles: 1.1.19, 1.1.20, 40.4-40.6, 44</p>	Up to September 16, 2016

		<i>accreditation by the Central Election Commission)</i>		
8	Submission of the applications on observation within the whole territory of the election commission to the Constituency Election Commission	A citizen of the Republic of Azerbaijan who has an active suffrage ( <i>on own initiative, or by referendum campaign group, 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 voting since the day of Appointment of referendum  Articles: 1.1.19, 40.4, 40.5, 40.7	Up to September 21, 2016
9	Appeal to the Central Election Commission to get a specific permission to observe sessions of election commissions up to the voting day	Citizens of the Republic of Azerbaijan who has an active suffrage ( <i>on own initiative, or by referendum campaign group, 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 voting since the day of appointment of referendum  Articles: 1.1.19, 40.4, 40.5, 40.13,	Up to September 16, 2015
10	Registration of observers and providing them with badges in a format designed by the Central Election Commission	Central Election Commission  Constituency Election Commissions	Decision on the observation is made by the Central Election Commission within 3 days after the submission of the application  Within 2 days by the Con.EC  Articles: 25.2.20, 40.6, 40.7, 44	

11	Conduct of professional courses on election right for the election officials	Central Election Commission, Constituency Election Commissions	Pursuant to the item # 3.10 of "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 December 27, 2011	Regular
12	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
13	Conduct of trainings for computer operators who are engaged in the work of the State Automated Information System at Con.ECs	Information Centre of the CEC Secretariat	Article 25.2.10	Regular
14	Providing comments on the legislation on referendum via TV programs and other broadcast companies, ensure the increase of law-based awareness of voters (speeches, interviews, round tables), preparation and display of visual aids (video clips, posters, booklets and other)	Central Election Commission	Articles: 25.2.7, 26.1.7	Regular
15	Approval and update of a list of the relevant election constituency for inclusion of the voters on the voter lists based on the information on the number of voters permanently residing outside the Republic of Azerbaijan, or on long-term missions abroad and registered with the	The Central Election Commission <i>(on the basis of information presented by the Ministry of Foreign Affairs)</i>	At least 25 days prior to the voting day  Articles : 29.2, 46.1, 46.8	Up to September 1, 2016

	relevant diplomatic representations and consulates of the Republic of Azerbaijan			
16	Opening special election account to form the referendum fund	Authorized representative on financial issues of referendum campaign group	Within 5 days after the submission of the notification to establish a referendum campaign group to the Central Election Commission, at least 24 hours prior to the collection of necessary voter signatures for registration  Articles: 91.1, 91.2, 129	
17	Submission of necessary referendum documents for registration of a referendum campaign group to the relevant election commission	Authorized representative of initiators of a referendum campaign group	At least 35 days prior to the voting day by 18:00  Articles: 66.1, 66.2	Up to August 22, 2016 by 18:00
18	First initial financial report of initiators of referendum campaign group	Authorized representative of initiators of referendum campaign group	Alongside with necessary documents for registration, the information for the period of 2 days prior to the date indicated in the report shall be included  Articles : 66.2.3, 94.3.1	
19	Checking the accuracy of the information included in signature sheets and other documents submitted and the adoption of a decision on registration or refusal from registration of a referendum campaign group	Central Election Commission Constituency Election Commission	Within 7 days after receipt of the documents  Articles: 59, 67, 68	

20	Registration of agents appointed by the referendum campaign group and providing them with badges	Central Election Commission Constituency Election Commission	Within 3 days after receipt of the presentation of referendum campaign group on the appointment of agents, also the application on consent of a citizen to be an agent  Articles: 72.1, 72.2	
21	Making additional updates to voters' lists submitted for voters' familiarization	Precinct Election Commissions	At least 35 days prior to the voting day  Article 48.1	Up to August 22, 2016
22	Posting voters' lists on the CEC website	Central Election Commission	After the approval in a manner defined by the Central Election Commission  Article 46.1	
23	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 August 12, 2016
24	Delivery of de-registration (voting) cards from the Central Election Commission to Constituency Election Commissions and from Constituency Election Commissions to Precinct Election Commissions	Central Election Commission  Constituency Election Commissions	De-registration (voting) cards shall be delivered from the Central Election Commission to the Constituency Election Commissions no later than 45 days prior to voting day;	Up to August 12, 2016

			from Constituency Election Commissions to Precinct Election Commissions – at least 25 days prior to the voting day  Articles: 101.1, 101.2	Up to September 1, 2016
25	The approval of the requirements for the format, number and preparation of the notification on the place and date of the voting	Central Election Commission	At least 40 days prior to the voting day  Item # 2.1 of the “Rules for the distribution (delivery) of notifications on the place and date of the voting to voters in elections (referendum) of the Republic of Azerbaijan”	Up to August 17, 2016
26	Publicizing of information on registration of a referendum campaign group:  a) providing media with information on registration and publication in the form of a list;  b) Display of information on the notice boards in the rooms of election commissions and voting rooms	Central Election Commission  Constituency and Precinct Election Commissions	Within 24 hours after the registration  At least 15 days prior to the voting day  Articles: 68.6, 98.3	Up to September 11, 2016
27	Conduct of pre-referendum campaign	Registered referendum campaign groups	Starts 23 days prior to the voting day and ends not later than 24 hours prior to start of voting day  Article 75	Starts on September 3, 2016, ends at 8.00 a.m. on September 25, 2016

28	<p>Establishment of election precincts directly before the referendum:</p> <p>a) in military units located outside of residential settlements;</p> <p>b) in the same places in exceptional cases</p>	<p>Constituency Election Commissions <i>(relevant executive authorities in the areas settled by voters)</i> <i>(Ministry of Interior Affairs, Ministry of Justice of the Republic of Azerbaijan) and together with the heads of municipalities;</i></p> <p>Heads of relevant bodies in accordance with a decision of relevant Constituency Election Commission</p>	<p>At least 50 days prior to the voting day</p> <p>Articles: 35.2, 35.4, 35.5</p> <p>At least 5 days prior to the voting day</p> <p>Article 35.5</p>	<p>Up to August 7, 2016</p> <p>Up to September 21, 2016</p>
29	<p>Establishment of election precincts in ships sailing on the voting day, oil and gas platforms located in the Azerbaijani sector of the Caspian Sea (provided the number of voters is more than 50) and in facilities settled by voters temporarily (hospitals, sanatoriums and rest homes) in conformity with the rules defined by the Central Election Commission;</p> <p>establishment of election precincts in above-mentioned places in exceptional cases specified by the Central Election Commission</p>	<p>Relevant Constituency Election Commissions in conformity with the relevant executive authority and municipality</p>	<p>At least 50 days prior to the voting day</p> <p>Articles: 35. 2, 35.4</p> <p>At least 5 days prior to the voting day</p> <p>Article 35.4</p>	<p>Up to August 7, 2016</p> <p>Up to September 21, 2016</p>



30	Publication of the list of polling stations with numbers and boundaries indicated (if the polling station covers a part of the residence), the list of residences (if a polling station is established in several residences), as well as information on locations (addresses) of the voting rooms and the contact numbers of precinct election commissions	Constituency Election Commissions	At least 45 days prior to the voting day  Article 35.7	Up to August 12, 2016
31	Publication of information on election precincts established in exceptional cases indicated in Articles 35.4 and 35.5 of the Election Code	According to the rule defined by the Central Election Commission	At latest 2 days from the day of their establishment  Article 35.7	
32	Publication of information on election precincts established outside the territory of the Republic of Azerbaijan, indicated in Articles 35.7 and 109 of the Election Code of the Republic of Azerbaijan	Heads of relevant diplomatic representations or consulates of the Republic of Azerbaijan	After the establishment of election precincts and conduct of voting  Article 35.8	
33	Approval of requirements on text and layout, number and requirements for preparation of ballot papers of election commissions	Central Election Commission	At least 45 days prior to the voting day  Articles: 100.1-100.6	Up to August 12, 2016
34	Providing voters with de-registration (voting) cards by the relevant Constituency Election Commission or Precinct Election Commission	Constituency Election Commission  Precinct Election Commission	45-25 days prior to the voting day  24-3 days prior to the voting	From August 12, 2016 up to September 1, 2016  From September 2, 2016 up to

			day Articles: 101.2-101.4	September 23, 2016
35	Update of the verified voters' lists on every polling station;  a) Update of voters' lists for polling stations established in remote and distant places;  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)	Constituency and Precinct Election Commissions  Precinct Election Commission basing on the submitted information about voters  Precinct Election Commissions basing on the information about voters, submitted by the commanders of military units, heads of investigative isolators and detention places	At least 25 days prior to the voting day  In exceptional cases, 2 days after the establishment of the Precinct Election Commission Articles:46.1, 46.5  At least 20 days prior to the voting day; Article: 46.6	Up to September 1, 2016       Up to September 6, 2016
36	Receiving the accreditation documents submitted by the organizations that intend to conduct "exit-poll"	Central Election Commission	At least 20 days prior to the voting day  Item # 2.1 of the "Rules for the accreditation of the organizations conducting "exit-poll" in elections of the Republic of Azerbaijan	Up to September 6, 2016
37	Adoption of a decision on the accreditation of the organizations which have applied to conduct "exit-poll"	Central Election Commission	At least 10 days prior to the voting day  Item # 2.3 of the "Rules for the accreditation of the organizations conducting "exit-poll" in elections of the Republic of Azerbaijan	Up to September 16, 2016

38	Establishment of election precincts for voters who are in the foreign states and registered by consulates	Heads of diplomatic representations and consulates of the Republic of Azerbaijan in the area settled by voters	At least 30 days prior to the voting day  Article 35.6	Up to August 27, 2016
39	Approval of the requirements for preparation, the text and format and the number of referendum ballot papers	Central Election Commission	At least 35 days prior to the voting day  Articles : 99.1–99.4, 134	Up to August 22, 2016
40	Publishing draft referendum act and ensuring its distribution	Central Election Commission	At least 30 days prior to the voting day  Article 124.2	Up to August 27, 2016
41	Determination of relevant places for posting pre-referendum campaign materials on boards within the territory of each election precinct	Local executive authorities and municipalities with proposal of Constituency Election Commissions	At least 30 days prior to the voting day  Article 87.6	Up to August 27, 2016
42	Allocation of relevant venues for conduct of pre-referendum campaign	Local executive authorities and municipalities with proposal of Constituency Election Commissions	Articles : 11, 86.3	
43	Providing the Constituency Election Commission with voting protocols by the Central Election Commission	Central Election Commission	At least 20 days prior to the voting day  Article 100.8	Up to September 6, 2016
44	Providing the Precinct Election Commission with voting protocols by Constituency Election Commission	Constituency Election Commission	At least 4 days prior to the voting day  Article 100.8	Up to September 22, 2016

45	Informing the voters about the place and time of referendum through mass media and notice boards	Precinct Election Commissions	At least 25 days prior to the voting day  Article 104.1	Up to September 1, 2016
46	Submission of second preliminary financial report	Authorized representatives on financial issues of referendum campaign groups	At earliest 20 and at latest 10 days prior to the voting day  Article 94.3.2	From September 6, 2016 to September 16, 2016
47	Preparation of referendum 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 September 16, 2016
48	Distribution of notifications with the date, time and place (address) of the referendum to the voters	Precinct Election Commissions	7 days prior to the voting day  Item # 3.1 of the "Rules for the distribution (deliverance) of notifications on time and place of the voting to citizens in elections (referendum) conducted in the Republic of Azerbaijan"	Up to September 19, 2016
49	Providing the Constituency Election Commission with referendum ballot papers by Central Election Commission	Central Election Commission	At least 5 days prior to the voting day  Article 99.6	Up to September 21, 2016
50	Providing the Precinct Election Commission with referendum ballot papers by Constituency Election Commission	Constituency Election Commissions	At least 3 days prior to the voting day  Article 99.6	Up to September 23, 2016
51	Conduct of voting on referendum:  a) Starting the preparational works for the voting	Precinct Election Commissions	Articles : 104, 105, 135	As a rule,  a) at 7.30 a.m.;

	<p>in the polling station on that day;</p> <p>b) Declaring the polling stations open 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</p>	<p><i>a) precinct Election Commissions</i></p> <p><i>b, c, d) – chairmen of the Precinct Election Commissions</i></p>		<p>b) at 7.50 a.m.</p> <p>c) at 8.00 a.m.;</p> <p>d) 7.00 p.m.</p>
52	<p>Providing preliminary information on the voting process, voters' turnout (5 times during the day)</p>	<p>Precinct and Constituency Election Commissions, Information Centre of CEC Secretariat</p>	<p>Articles : 110.5, 110.6</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>
53	<p>Posting information included in Con.EC and PEC protocols of final voting results on referendum as the preliminary information on the website of Information Centre of the CEC Secretariat</p>	<p>Information Centre of CEC Secretariat</p>	<p>Articles: 110.5, 110.6</p>	<p>On September 26, 2016</p>
54	<p>Sending the first copy of the PEC protocols of final voting results on referendum together with the attached documents to the Constituency Election Commission</p>	<p>Precinct Election Commissions</p>	<p>Immediately but not later than 24 hours after ending the vote counting</p> <p>Article 106.5, 106.7</p>	
55	<p>Posting the third copy of the PEC protocol of the final voting results on referendum on notice board</p>	<p>Precinct Election Commission</p>	<p>After the compilation of the protocol (displaying for 5 days)</p> <p>Article 106.11</p>	

56	Determination of referendum results on the election constituency, compile of the Con.EC protocol and submission of the first copy of the protocol with the attached documents to the Central Election Commission	Constituency Election Commission	At latest 2 days since the voting day  Articles: 107.1–107.4	No later than September 28, 2016
57	Posting the third copy of the Con.EC final protocol and copies of the relevant PEC protocols on notice board	Constituency Election Commission	After the compilation of the protocol (displaying for 10 days) Article 107.7	
58	Publication of preliminary referendum results in the form of a summarizing table on election constituencies by the Central Election Commission and posting the information on the CEC website	Central Election Commission	Immediately after the protocol on the preliminary referendum results on election constituencies are submitted to CEC  Article 109.1	
59	Submission of the PEC financial report on receiving and spending of the funding allocated by state budget to the Con.EC	Precinct Election Commissions	Within 5 days after the voting day  Article 96.6	Up to October 2, 2016
60	Submission of the Con.EC financial report on receiving and spending of the funding allocated by state budget to the Central Election Commission	Constituency Election Commissions	Within 10 days after the voting day  Article 96.7	Up to October 7, 2016

61	Finalization of referendum and official announcement of the outcomes of referendum	Central Election Commission	Not later than 25 days since the voting day  Articles: 138.1, 138.4	Up to October 21, 2016
62	Publishing the decision adopted by referendum and the official announcement of the outcomes of referendum	Central Election Commission	At latest 30 after the voting day  Article 140	Up to October 26, 2016
63	Submission of the final financial report (attaching the preliminary financial documents that verify receipt and spending of the allowances in the referendum fund)	Authorized representative on financial issues of referendum campaign group	At latest 10 days since the official publication of referendum returns  Article 94.3.3	
64	Return of the allowances not spent from the referendum fund by unregistered referendum campaign group	A person who was an authorized representative on financial issues of the initiators of a referendum campaign group	Until the submission of final financial protocol  Article 131.2	
65	Return of the allowances not spent from the referendum fund by the registered referendum campaign group	Authorized representative on financial issues of referendum campaign group	Until the submission of final financial protocol  Articles : 131.1, 132	

66	Full publication of the information included in Con.EC protocols (the information can be posted on the CEC website)	Central Election Commission	Within 45 days after the voting day  Articles : 109.2	Up to November 11, 2016
67	Full publication of the information included in PEC and Con.EC protocols on the CEC official edition	Central Election Commission	Within 6 months after the Election Day Article 109.5	Up to March 27, 2017

---