

*Approved by the decision # 13/98
of the Central Election Commission
of the Republic of Azerbaijan
dated August 29, 2015*

CALENDAR PLAN

ON BASIC ACTIVITIES AND MEASURES FOR PREPARATION AND CONDUCT OF THE FIFTH CALL ELECTIONS TO THE MILLI MAJLIS OF THE REPUBLIC OF AZERBAIJAN

By Order of President of the Republic of Azerbaijan, dated August 28, 2015,
the fifth call Elections to the Milli Majlis of the Republic of Azerbaijan have been appointed
to Sunday, November 1, 2015

#	Basic activities and measures	Executors	Timeframe	
			Established by the Election Code of the Republic of Azerbaijan	Recommended period
1	2	3	4	5
1	Nomination of candidates to single-mandate constituencies	Eligible citizens, voters' initiative groups, political parties, blocs of political parties	After the official publication of the Order of President of the Republic of Azerbaijan on the appointment of elections Articles: 3, 53, 54, 146	
2	Adoption of the substantiated decision on the approval or refusal from candidate nomination	Constituency Election Commission	Within 5 days after providing the election commission with relevant documents Articles: 53.6, 54.9	

3	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 Commission	Since the day of making a decision on nomination of a candidate Articles: 53.6, 54.9	
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1	2	3	4	5
4	Collection of voters signatures in support of candidates	The citizen of the Republic of Azerbaijan aged 18 who have active suffrage , candidate, political parties, political party blocs	After the adoption of a decision of Constituency Election Commission on the approval of candidate nomination Articles: 56 , 57, 147	
5	Appeal to the Central Election Commission to conduct observation within the whole territory of the Republic of Azerbaijan	On own initiative of a citizen of the Republic of Azerbaijan who has an active suffrage, or by the registered candidate, political party, political party bloc, as well as, non-governmental organization functioning in the field of elections; International (foreign) observers (with registration by the Central Election Commission upon arrival in the Republic of Azerbaijan in accordance with the relevant invitation in a manner defined by law)	10 days prior to the conduct of elections since the day of declaring elections Articles: 1.1.19, 1.1.20, 40.4 – 40.6, 44	Up to October 22, 2015

6	Submission of the applications on observation within the territory of the Con.EC to the relevant Constituency Election Commission	On own initiative of a citizen of the Republic of Azerbaijan who has an active suffrage, or by the registered candidate, political party, political party bloc, as well as, non-governmental organization functioning in the field of elections	5 days prior to the conduct of elections since the day of declaring elections Articles: 1.1.19, 40.4, 40.5, 40.7	Up to October 27, 2015
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1	2	3	4	5
7	Appeal to the Central Election Commission to get a specific permission to observe sessions of election commissions up to the voting day	On own initiative of a citizen of the Republic of Azerbaijan who has an active suffrage, or by the registered candidate, political party, political party bloc, as well as, non-governmental organization functioning in the field of elections	10 days prior to the conduct of elections since the day of declaring elections Articles: 1.1.19, 40.4, 40.5, 40.13,	Up to October 22, 2015
8	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 each application for observation is made by the Central Election Commission within 3 days after the submission of the application, and within 2 days by the Con.EC. Articles: 25.2.20, 40.6, 40.7, 44.4	

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1	2	3	4	5
9	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
10	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
11	Conduct of trainings for computer operators of Con.ECs	Information Centre of the CEC Secretariat	Article 25.2.10	Regular
12	Comments on election legislation on 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	Central Election Commission	Articles: 25.2.7, 25.2.10	Regular

	aids (video clips, posters, booklets and so on)			
13	Opening special election accounts for the formation of election fund	A candidate or his/her authorized representative, authorized representatives of political parties, blocs of political parties	Within 5 days after submission of notification on nomination of a candidate to the Constituency Election Commission, at least 24 hours prior to the collection of voters' signatures as necessary for the registration Articles: 91.1, 91.2, 157.1, 157.2	
1	2	3	4	5
14	Opening special election accounts to form the election fund of the political party, political party bloc that has nominated candidates in more than 60 single-mandate election constituencies and intends to establish single election fund	Authorized representatives of the political party, political party bloc that has nominated candidates in more than 60 single-mandate election constituencies	Within 5 days after the submission of the list of candidates nominated in more than 60 single-mandate election constituencies to the Central Election Commission Article 157.2	
15	Submission of the election documents necessary for the candidate registration	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 Article 58.1	From September 12, 2015 to 18.00, October 2, 2015

16	First preliminary financial report	A candidate or his/her authorized representative, Authorized representatives on financial issues of political parties, blocs of political parties	By attaching the documents necessary for registration Article 94.3.1	
17	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 candidate	Constituency Election Commission	Within 7 days after receipt of the documents Articles: 60, 148.1	

1	2	3	4	5
18	Registration of agents appointed by the candidate, political party or bloc of political parties and providing them with badges	Constituency Election Commission	Within 3 days after receipt of the candidate's written application on the appointment of agents, or submission of the presentation by political party, bloc of political parties, as well as application on consent of a citizen to be an agent Articles: 72.1, 72.2, 152	

19	Verification of the members with consultative rights to every election commission appointed by the political party, political party blocs which have nominated candidates in more than 60 single-mandate election constituencies or candidates of which have been registered and providing them with badges in a format defined by CEC	Central Election Commission, Constituency Election Commissions	Within 3 days after receipt of the presentation of political party, bloc of political parties which have nominated candidates in more than 60 single-mandate election constituencies Articles: 21, 148.6	
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20	Submission voters' lists to make voters familiar with and make updates	Precinct Election Commissions	At least 35 days prior to the voting day Article 48.1	Up to September 27, 2015
21	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	
22	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 September 17, 2015

23	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 cards shall be delivered from the Central Election Commission to the Constituency Election Commissions not later than 45 days prior to voting day; from Constituency Election Commissions to Precinct Election Commissions – 25 days prior to the voting day Articles: 101.1, 101.2	Up to September 17, 2015 Up to October 7, 2015
24	Providing a registered candidate with a registration card	Constituency Election Commissions	After the registration Article 60.7	
25	Publication of the registered candidates' list on election constituencies in periodicals	Central Election Commission	At least 20 days prior to the voting day Article 148.5	Up to October 12, 2015

1	2	3	4	5
26	Conduct of pre-election campaign	Registered candidates, their authorized representatives and agents, political parties, blocs of political parties that have registered candidates, 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 Article 75	Starts on October 9, 2015, ends at 8.00 a.m. on October 31, 2015

1	2	3	4	5
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 the contact numbers and locations (addresses) of the voting rooms and precinct election commissions	Constituency Election Commission	<p>At least 45 days prior to the voting day</p> <p>Article 35.7</p> <p>Information on election precincts established in exceptional cases indicated in Article 35.5 shall be published not later than 2 days after their establishment</p> <p>Article 35.7</p>	Up to September 17, 2015
31	Approval of the requirements for preparation, text, form and number of voting protocols of election commissions	Central Election Commission	<p>At latest 45 days prior to the voting day</p> <p>Articles: 100.1–100.6</p>	Up to September 17, 2015
32	Issuing of de-registration (voting) cards to the voter by relevant Constituency or Precinct Election Commission	<p>Constituency Election Commission</p> <p>Precinct Election Commission</p>	<p>45-25 days prior to the voting day</p> <p>24-3 days prior to the voting day</p> <p>Articles: 101.2 – 101.4</p>	<p>From September 17, 2015 to October 7, 2015</p> <p>From October 8, 2015 to October 29, 2015</p>

33	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 September 22, 2015
34	Approval of requirements on text and layout, number and requirements for preparation of ballot papers	Central Election Commission	At least 35 days prior to the voting day Articles: 99.1–99.4, 166	Up to September 27, 2015

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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 Commissions 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; Articles : 46.6, 46.9	Up to October 7, 2015 Up to October 12, 2015

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 October 12, 2015
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 October 22, 2015

1	2	3	4	5
38	Preparation of voting protocols	Relevant printing office based on the decision of the Central Election Commission	At latest 30 days prior to the voting day Article 100.6	Up to October 2, 2015
39	Informing the voters about the date and place of elections on E-day through mass media or notice boards	Precinct Election Commissions	At least 25 days prior to the voting day Article 104.1	Up to October 7, 2015

40	Providing the Constituency and Precinct Election Commissions with voting protocols, respectfully from the Central Election Commission to Constituency Election Commissions and from Constituency Election Commissions to Precinct Election Commissions	Central Election Commission Constituency Election Commissions	At least 20 days prior to the voting day Article 100.8 At least 4 days prior to the voting day Article 100.8	Up to October 12, 2015 Up to October 28, 2015
41	Submission of second preliminary financial report	Registered candidate or his/her authorized representative, authorized representative on financial issues of political parties, blocs of political parties the candidate of which has been registered	At earliest 20 and at latest 10 days prior to the voting day Article 94.3.2	From October 12, 2015 to October 22, 2015

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42	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 October 22, 2015
43	Distribution of notifications with the date, time and place (address of the precinct election commission) of the voting 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	Up to October 25, 2015

			Azerbaijan”	
44	Providing the Constituency Election Commissions with ballot papers by Central Election Commission and Precinct Election Commissions by Constituency Election Commissions	Central Election Commission Constituency Election Commissions	At least 5 days prior to the voting day Article 99.6 At least 3 days prior to the voting day Article 99.6	Up to October 27, 2015 Up to October 29, 2015
45	Conduct of voting: a) Starting the preparational works for the voting in the polling station on that day; b) Declaring the polling stations open and locking ballot boxes; c) Announcement of starting the voting; d) Announcement of ending the entrance of voters into the polling station	Precinct Election Commissions a) Precinct Election Commission b, c, d) – chairmen of the Precinct Election Commissions	 Articles : 104, 105, 167	November 1, 2015 a) As usual, at 7.30 a.m.; b) at 7.50 a.m. c) at 8.00 a.m.; d) 7.00 p.m.

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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		Election Day: 10.00 a.m. 12.00 a.m. 3.00 p.m. 5.00 p.m. 7.00 p.m.

			Articles : 110.5, 110.6	
47	Posting information included in Con.EC and PEC final voting results protocols as the preliminary information on the CEC website	Information Centre of CEC Secretariat	Articles: 110.5, 110.6	Election Day and afterwards
48	Sending the first copy of the PEC final voting results protocols together with the attached documents to the Con.EC	Precinct Election Commission	Immediately but not later than 24 hours after ending the vote counting Article 106.7	
49	Posting the third copy of the PEC final protocol on the voting results on notice board	Precinct Election Commission	After the compilation of the protocol (displaying for 5 days) Article 106.11	

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50	Determination of voting 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, 169	No later than November 3, 2015
51	Posting the third copy of the Con.EC final protocol on the voting results 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	

52	Publication of preliminary voting results in the form of a summarizing table on election constituencies and posting the information on the CEC website by the Central Election Commission	Central Election Commission	Immediately after the protocols on the voting results on election constituencies are submitted to CEC Article 109.1	
53	Submission of the PEC financial report on receiving and spending of the funding allocated by state budget to the Con.EC	Precinct Election Commission	Within 5 days after the voting day Article 96.6	Up to November 7, 2015
54	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 Commission	Within 10 days after the voting day Article 96.7	Up to November 12, 2015

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55	Examination of the election returns and voting results of the Elections to the Milli Majlis of the Republic of Azerbaijan	Central Election Commission	At latest 20 days after the voting day Article 171.2	Up to November 21, 2015
56	Submission of the election returns and voting results to the Constitutional Court of the Republic of Azerbaijan for the verification	Central Election Commission	Within 24 hours after examining the protocols Article 171.2	
57	Verification of the election returns and voting results of the Elections to the Milli Majlis of the Republic of Azerbaijan upon the examination	Constitutional Court of the Republic of Azerbaijan	Within 10 days after the Constitutional Court receives relevant documents (if the examination process requires, the period can be extended) Articles: 171.1, 171.3, 171.4	
58	Submission of the final financial report (attaching the preliminary financial documents that verify on receiving and spending of the allowances in the election fund)	Registered candidate or his/her authorized representative, authorized representative on financial issues of political parties, blocs of political parties	At latest 10 days after the official publication of election returns Article 94.3.3	

59	Providing the person elected deputy of the Milli Majlis of the Republic of Azerbaijan with a deputy card	Central Election Commission	After the official publication of general election returns Article 173.3	
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60	Full publication of the information included in Con.EC voting results protocols (the information can be posted on the CEC website)	Central Election Commission	Within 45 days after the voting day Articles : 109.2, 174	Up to December 17, 2015
61	Submission of the information on the usage of budget allowances 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 foregoing financial report and information on the official CEC press office	Central Election Commission Central Election Commission	Within 3 months after the official publication of general election returns Article 96.9 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 the CEC official edition	Central Election Commission	Within 6 months after the Election Day Article 109.5	Up to May 3, 2016
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