

*Approved by the decision #4/26  
of the Central Election Commission  
of the Republic of Azerbaijan  
dated on October 21, 2014*

## 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, 2014

#	Basic activities and measures	Executors	Timeframe	
			Established by the Election Code of the Republic of Azerbaijan	Recommended period
1	Nomination of candidates to municipality membership	Citizens of the Republic of Azerbaijan who live permanently in the election constituency and have an active (passive) election right, voters' initiative groups, political parties, blocs of political parties	After the official publication of the decision on appointment of elections  Article 214	
2	Adoption of the decision on the approval or refusal from candidate nomination	Constituency Election Commission	Within 5 days after providing the election commission with documents  Articles: 53.6, 53.7, 54.9, 54.10	
3	Submission of signature sheets to a candidate or his/her authorized representative, as	Constituency Election Commission	From the day of making a decision on nomination of a candidate in relevant Constituency	

	well as to authorized representatives of political parties and blocs of political parties		Election Commission  Articles: 53.6, 54.9	
4	Collection of voters signatures in support of a candidate	Citizen of the Republic of Azerbaijan aged 18 who have active suffrage	After adoption of the decision of Constituency Election Commission on the approval of candidate nomination  Articles: 56,57,215	
5	Appeal to CEC to get a specific permission upon the registration to conduct observation 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: 1.1.9, 40.4-40.6, 40.13	Up to December 13, 2014
6	Submission of the applications on observation within the whole territory of the Republic of Azerbaijan to CEC	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)	10 days prior to the conduct of elections since the day of declaring elections  Articles: 40.4-40.6, 44	Up to December 13, 2014

		observers (with registration by CEC upon arrival in the Republic of Azerbaijan according to the relevant invitation in a manner defined by law)		
7	Submission of the applications on observation within the whole territory of the Con.EC	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: 40.4, 40.5, 40.7	Up to December 18, 2014
8	Registration of observers  Submission of badges to observers 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 CEC within 3 days after submission of such application, and within 2 days by the Con.EC.  After decision on implementing the application on observation is made.  Articles: 25.2.20, 40.6, 40.7, 44.4	
9	Conduct of professional courses for election officials	Central Election Commission  Constituency Election Commissions	Item # 3.10 of "National Activity Program on the increase of efficiency of protecting human	Regular

			rights and freedoms in the Republic of Azerbaijan” by President of the Republic of Azerbaijan, dated December 27, 2011	
10	Organization of trainings for the awareness-raising of Con.EC 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 by TV programs and other broadcasting organizations, ensure the increase of law-based knowledge of election actors (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
13	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 notification on nomination of a candidate to constituency election commission, at least 24 hours prior to the collection of voters' signatures in the necessary amount Articles: 91.1, 91.2, 226.1, 226.2	

14	Submission of the election documents for candidate registration and preliminary financial report 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	Since November 3, 2014 till 18.00, November 22, 2014
15	Checking accuracy of signature sheets and information submitted in other documents; adoption of a decision on registration or refusing from registration of a candidate	Constituency Election Commission	Within 7 days after receipt of signature sheets and other documents necessary for registration of a candidate  Articles: 60, 216	
16	Registration of agents appointed by candidate, political party or bloc of political parties and providing them with badges in the format defined by CEC	Constituency Election Commission	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	
17	Verification of the members with consultative rights to CEC or Con.ECs appointed by the political party, political party blocs which nominated	Central Election Commission  Constituency 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	

	<p>candidates in more than the half of municipalities within the republic and which nominated candidates in more than the half of municipalities within the territory of the Con.EC</p>		<p>municipalities within the republic</p> <p>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</p>	
18	<p>Submission voters' lists to make voters familiar with and make specifications</p>	<p>Precinct Election Commissions</p>	<p>At least 35 days prior to the voting day</p> <p>Article 48.1</p>	<p>Up to November 18, 2014</p>
19	<p>Posting voters' lists on the CEC website</p>	<p>Central Election Commission</p>	<p>After the approval in the form defined by CEC</p> <p>Article 46.1</p> <p>Relevant CEC Instruction</p>	<p>Regular</p>
20	<p>Approval of requirements for preparation rules and number of de-registration cards for voting</p>	<p>Central Election Commission</p>	<p>At least 45 days to the voting day</p> <p>Article 101.1</p>	<p>Up to November 8, 2014</p>
21	<p>Transfer of de-registration (voting) cards from the Central Election Commission to Constituency Election Commissions and</p>	<p>Central Election Commission</p> <p>Constituency Election Commissions</p>	<p>De-registration cards shall be transferred from the Central Election commission to the ConEC not later than 45 days prior to voting day; from ConEC to PEC – 25</p>	<p>Since November 8, 2014 up to November 28, 2014</p>

	from Constituency Election commissions to Precinct Election Commissions		days prior to voting day  Articles: 101.1, 101.2	
22	Conduct of pre-election campaign	Registered candidates, political parties, blocs of political parties that have registered candidates	Starts 23 days prior to the voting day and ends not later than 24 hours prior to start of voting day  Article 75.2	Starts on November 30, 2014, ends at 8.00 a.m. on December 22, 2014
23	Establishment of election precincts immediately before the elections: a) in military units located outside of residential settlements  b) in those places in exceptional cases	Constituency Election Commissions agreed with relevant executive authorities (Ministry of Interior Affairs, Ministry of Justice of the Republic of Azerbaijan) and municipalities in the areas settled by voters;  Commanders of military units in accordance with a decision of relevant Constituency Election Commission	At least 50 days prior to the voting day  Articles: 35.2, 35.5  At least 5 days prior to the voting day  Article 35.5	Since November 3, 2014  Up to December 18, 2014
24	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),	Constituency Election Commission	At least 45 days prior to the voting day  Article 35.7  Information on election precincts indicated in Article 35.5 which are established in exceptional cases shall be published not later than 2 days	Up to November 8, 2014

	as well as, information on precinct election commissions, their contact numbers, and locations (addresses) of voting rooms		after their establishment  Article 35.7	
25	Approval of the requirements for preparation and number of voting protocols of election commissions	Central Election Commission	At latest 45 days prior to the voting day  Article 100.1	Up to November 8, 2014
26	Issuing of de-registration (voting) cards to the voter by relevant Constituency 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 day  Articles: 101.2-101.4	Since November 8 to November 28, 2014 up to November 28, 2014  Since November 29, 2014 up to December 20, 2014
27	Update of the 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	Constituency and Precinct Election Commissions	At least 25 days prior to the voting day  Article 46.1  At least 25 days prior to the voting day, in exceptional cases 2 days after the formation of the Precinct Election Commission Article 46.5  At least 20 days prior to the voting day  Article 46.6  In the case if the	Up to November 28, 2014  Up to November 28, 2014-10-23  Up to December 3, 2014-10-23  Up to November 18, 2014



	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)		polling station lacks within the military unit, then heads of isolator and detention places 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  Articles: 46.6, 46.9	
28	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, 2014
29	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, 2014
30	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	Up to November 30, 2014
31	Preparation of voting protocols	Relevant printing offices based on the decision of Central	At latest 30 days prior to the voting day	Up to November 23, 2014

		Election Commission	Article 100.6	
32	Informing the voters about the place and time of elections through mass media or notice boards	Precinct Election Commissions	At least 25 days prior to the voting day  Article 104.1	Up to November 28, 2014
33	Providing the Constituency and Precinct Election Commissions with voting protocols, respectfully from Central Election Commission to Constituency Election Commissions and from Constituency Election Commissions to Precinct Election Commissions	Central Election Commission  Constituency Election Commission	At least 20 days prior to the voting day Article 100.8  At least 4 days prior to the voting day Article 100.8	Since December 3, 2014  Up to December 19, 2014
34	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.	Since December 3, 2014  Up to December 13, 2014
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 December 13, 2014
36	Distribution of notifications with the date, time and place (address of the precinct election	Precinct Election Commissions	7 days prior to the voting day based on the relevant CEC instruction	Up to December 16, 2014

	commission) of elections to the voters			
37	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 December 18, 2014  Up to December 20, 2014
38	Conduct of voting:  a) Announcement of opening of polling stations and locking ballot boxes;  b) Announcement of starting the voting;  c) Announcement of ending the entrance of voters into the polling station	Precinct Election Commission , a,b,c) – chairperson of precinct election commission	Articles 104, 105, 236	a) Election Day – at 7.50 a.m.; b) Election Day– at 8.00 a.m.; c) Election Day - 7.00 p.m.
39	Providing preliminary information on the voting process, voters' turnout (5 times during the day)	Precinct and Constituency Election Commissions, Information Centre of CEC Secretariat	Article 110.5	Election Day: 10.00 a.m. 12.00 a.m. 3.00 p.m. 5.00 p.m. 7.00 p.m.
40	Posting information on election results included in final protocols of Precinct Election Commissions on the	Information Centre of CEC Secretariat	Articles 110.5, 110.6	Election Day

	CEC website			
41	Sending the first copy of the PEC voting results protocols together with the attached documents to the Con.EC	Precinct Election Commissions	PEC protocol immediately after ending the vote count, but not later than 24 hours after the voting ends  Articles 106.5, 106.7	
42	Posting the third copy of the PEC final protocol on the voting results on notice board	Precinct Election Commissions	After the PEC protocol is compiled, its third copy is posted on notice board and kept for 5 days  Article 106.11	
43	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 107.1-107.6, 238	Up to December 26, 2014
44	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 Commissions	After the Con.EC protocol is compiled, its third copy and copies of the relevant PEC protocols are posted on notice board and kept for 10 days  Article 107.7	

45	Publication of preliminary voting results in the form of a table on election constituencies (municipalities)	Central Election Commission	Preliminary voting results immediately after the protocol on the voting results of election constituencies is submitted to CEC  Article 109.1	
46	Publication of the information included in the PEC voting results protocols on the mass media implied by Articles 77.3 and 77.4 of the Election Code	Constituency Election Commissions, relevant mass media	Not later than 5 days after the conduct of elections  Article 109.4	Since December 28, 2014
47	Publication of the information included in the Con.EC voting results protocols on the mass media implied by Articles 77.3 and 77.4 of the Election Code	Constituency Election Commissions	Not later than 10 days after the conduct of elections  Article 109.4	Up to January 2, 2014
48	Submission of the PEC financial report on receiving and spending of the funding allocated by state budget	Precinct Election Commissions	Within 5 days after the voting day  Article 96.6	Up to December 28, 2014
49	Submission of the Con.EC financial report on receiving and spending of the funding allocated by state budget	Constituency Election Commissions	Within 10 days after the voting day  Article 96.7	Up to January 2, 2014
50	Checking and verification of the	Central Election Commission	Within 20 days since the voting day	Up to January 12, 2014

	election results		Articles 108.2, 239	
51	Declaration of ending the elections	Central Election Commission	At latest within 25 days since the voting day  Article 241	Up to January 17, 2014
52	Submission of final financial report on election funds to Con.ECs	Registered candidate, political party, political party bloc	At latest within 10days since the day of official publication of election results  Article 94.3.3	
53	Publication of the information included in the Con.EC protocols on the results of Municipal elections and voting results on the mass media implied in Article 77.2 of the Election Code and posting them on the CEC website	Central Election Commission	Within 45 days since the voting day  Articles 109.2, 246	Up to February 7, 2014
54	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	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 and mass media		Azerbaijan Article 96.9	
55	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	Up to June 24, 2015

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