

*Approved by the decision # 15/60
of the Central Election Commission
of the Republic of Azerbaijan
dated December 7, 2019*

CALENDAR PLAN

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

**By Order of President of the Republic of Azerbaijan, dated December 5, 2019,
the Early Elections to the Milli Majlis of the Republic of Azerbaijan have been appointed
to February 9, 2020**

#	Basic activities and measures	Executors	Timeframe	
			Established by the Election Code of the Republic of Azerbaijan and other legal documents	Recommended period
1	2	3	4	5
1	Nomination of candidates to single-mandate constituencies	Citizens with passive election right on their own initiatives, 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: 8.1, 146.1, 146.4	
2	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 relevant documents Articles: 53.6, 53.7, 54.9, 54.10	

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 Commissions	Since the day of making a decision on nomination of a candidate Articles: 53.6, 54.9	
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	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>accredited 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 order on the appointment of elections Articles: 1.1.19, 1.1.20, 40.4 – 40.6, 44	Up to January 30, 2020
6	Submission of the applications to the relevant Constituency Election Commission on observation within the territory of a certain 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 order on the appointment of elections Articles: 1.1.19, 40.4, 40.5, 40.7	Up to February 4, 2020
7	Appeal to the Central Election Commission to get a specific permission to observe sessions of election commissions up to the voting day	A citizen of the Republic of Azerbaijan who has an active suffrage (<i>on own</i>	10 days prior to the conduct of elections since the day of officially publication of the order	Up to January 30, 2020

		<i>initiative , or by the registered candidate, political party, political party bloc, as well as, non-governmental organization functioning in the field of elections)</i>	on the appointment of elections Articles: 1.1.19, 40.4, 40.5, 40.13,	
8	Accreditation of observers and providing them with badges in a format designed by the Central Election Commission	Central Election Commission Constituency Election Commissions	Within 3 days after the submission of the application to the Commission Articles: 25.2.20, 40.6, 44.4 Within 2 days after the submission of the application to the commission Article: 40.7	
9	Conduct of educational programs 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 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
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 aids (video clips, posters, booklets and so on)	Central Election Commission	Articles: 20, 25.2.7, 25.2.10	Regular
13	Opening special election accounts for the 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, 157.1, 157.2	
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 on the financial issues of the political party, political party bloc	Within 5 days after the submission of the list of the nominees to the Central Election Commission Article 157.2	
15	Submission of the election documents necessary for the candidate registration to the	A candidate or his/her authorized representative,	At most 50 and at least 30 days, till 18.00 prior to the	From December 12, 2019 to 18.00, on

	Con.EC	authorized representatives of political parties, blocs of political parties	voting day Article 58.1, 94.3.1	January 10, 2020
16	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 Commissions	Within 7 days after receipt of the documents Articles: 59, 60, 148.1-148.3	
17	Registration of agents appointed by the candidate, political party or bloc of political parties and providing them with badges	Constituency Election Commissions	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	
18	Verification of the members with consultative rights to every election commission appointed by the political party, political party blocs, the candidates of which have been registered in more than 60 single-mandate election constituencies and providing them with badges in a format defined by CEC	Central Election Commission	Within 3 days after receipt of the presentation of political party, bloc of political parties Articles: 21, 148.6	

19	Verification of the members with consultative rights to the relevant Con.EC and every PEC located within the election constituency appointed by the candidate registered in single-mandate election constituency and providing them with badges in a format defined by CEC	Constituency Election Commissions	Within 3 days after receipt of the application of the registered candidate Articles: 21, 148.6	
20	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 26, 2019
21	Delivery 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 26, 2019
22	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 15, 2020
23	Issue of de-registration (voting) cards to the voter by the relevant Constituency Election Commission or Precinct Election Commission	Constituency Election Commissions Precinct Election Commissions	At least 45-25 days prior to voting day Articles: 101.2 – 101.4 24 - 3 days prior to voting day Articles: 101.2 – 101.4	From December 26, 2019 up to January 15, 2020 From January 16, 2020 up to February 6, 2020
24	Providing a registered candidate with a registration card	Constituency Election Commissions	After the registration Article 60.7	

25	Publicizing of the registered candidates' list on election constituencies	Central Election Commission	At least 20 days prior to the voting day Article 26.2.5, 148.5	Up to January 20, 2020
26	Publication of the list of the TV and radio broadcasting companies and periodical editorial offices that allocate space to hold free pre-election campaign in mass media by the political parties, blocs of political parties the candidates of which have been registered in more than 60 single-mandate election constituencies	Central Election Commission <i>(according to the presentation of the relevant executive authority)</i>	Not later than 20 days after the official publication of the order on the appointment of elections Article: 77.2	Up to December 26, 2019
27	Conduct of pre-election campaign	Registered candidates, political parties, blocs of political parties that have registered candidates, the 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, 74.1.2, 74.1.4, 75.2	Starts on January 17, 2020, ends at 8.00 a.m. on February 8, 2020
28	Determination of relevant areas to locate campaign materials within the polling stations	Local executive authority and municipalities upon the offer of the Con.EC	At least 30 days prior to the voting day Article 87.6	Up to January 10, 2020
29	Allocation of relevant areas to conduct pre-election campaign	Local executive authority and municipalities upon the order of the Con.EC	Article : 86.3	
30	Establishment of election precincts immediately before the elections in military units, detention places and confinement isolations:	Constituency Election Commissions <i>(relevant executive authorities in the territories settled by voters (Ministry of Defence, Ministry of</i>	At least 50 days prior to the voting day Articles: 35.2, 35.5	Up to December 21, 2019

	<p>a) in general manner;</p> <p>b) in exceptional cases</p>	<p><i>Interior Affairs, Ministry of Justice of the Republic of Azerbaijan) and together with the heads of municipalities;</i></p> <p>Commanders of military units in accordance with a decision of relevant Constituency Election Commission</p>	<p>At least 5 days prior to the voting day</p> <p>Article 35.5</p>	<p>Up to February 4, 2020</p>
31	<p>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</p>	<p>Constituency Election Commissions</p>	<p>At least 45 days prior to the voting day</p> <p>Article 35.7</p>	<p>Up to December 26, 2019</p>
32	<p>Publication of the information on polling stations established in exceptional cases</p>	<p>Within in a manner defined by CEC</p>	<p>At latest within 2 days after the establishment of election precincts within the period implied in Article 35.5 of the Election Code</p> <p>Article 35.7</p>	
33	<p>Display of the voters' lists for voters on bill boards to get familiar and make additional updates</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 January 5, 2020</p>

34	<p>Update of the verified voters' lists 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 <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 about voters, submitted by the commanders of military units, heads of investigative isolators and detention places)</i></p>	<p>At least 25 days prior to the voting day 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 Article 46.5</p> <p>At least 20 days prior to the voting day; Articles : 46.6</p>	<p>Up to January 15, 2020</p> <p>Up to January 20, 2020</p>
35	Posting voters' lists on the CEC website	Central Election Commission	After the approval in the form defined by CEC Article 46.1	
36	Approval of requirements on text and layout, quantity and requirements for preparation of voting protocols	Central Election Commission	At least 45 days prior to the voting day Articles: 100.1-100.6	Up to December 26, 2019

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37	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 January 10, 2020
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 January 20, 2020
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 February 5, 2020
40	Approval of requirements on text and layout, quantity and preparation of the notifications on the date and place of voting	Central Election Commission	At least 40 days prior to the voting day Item # 2.1 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 December 31, 2019

41	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 Azerbaijan”	Up to February 2, 2020
42	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: 99.1- 99.4, 166	Up to January 5, 2020
43	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 30, 2020
44	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 February 4, 2020
45	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 February 6, 2020
46	Receipt of the documents submitted for accreditation by the organizations intending to hold “exit-poll”	Central Election Commission	Article: 25.2.23 At least 20 days up to the voting day Item 2.1 of the “Rules for the	Up to January 20, 2020

			accreditation of the organizations that hold “exit-poll” in the Republic of Azerbaijan”	
47	Adoption of the decision on the accreditation of the organizations which applied to hold “exit-poll”	Central Election Commission	Article: 25.2.23 At least 10 days up to the voting day Item 2.3 of the “Rules for the accreditation of the organizations that hold “exit-poll” in the Republic of Azerbaijan”	Up to January 30, 2020
48	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, the candidate of which has been registered	No earlier than 20, no later than 10 days prior to the voting day Article 94.3.2.	From January 20, 2020 to January 30, 2020
49	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 January 15, 2020
50	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 opening polling	Precinct Election Commissions <i>a) Precinct Election Commission</i> <i>b, c, d) – chairmen of the</i>	Articles : 104, 105, 167	As a rule, on February 9, 2020 a) at 7.30 a.m.; b) at 7.50 a.m. c) at 8.00 a.m.;

	stations for voting; d) Announcement of ending the entrance of voters into the polling station	<i>Precinct Election Commissions</i>		d) 7.00 p.m.
51	Providing preliminary information on the voting process, voters' turnout (<i>5 times during the day</i>)	Precinct and Constituency Election Commissions, Information Centre of CEC Secretariat	Articles : 110.5, 110.6	Election Day: 10.00 a.m. 12.00 a.m. 3.00 p.m. 5.00 p.m. 7.00 p.m.
52	Posting information included in Con.EC and PEC final voting results protocols as the preliminary information on the website of the Information Centre of the CEC Secretariat	Information Centre of CEC Secretariat	Articles: 110.5, 110.6	Election Day and afterwards
53	Sending the first copy of the PEC final voting results protocols together with the attached documents to the Con.EC	Precinct Election Commissions	Immediately but not later than 24 hours after ending the vote counting Article 106.7, 168	
54	Posting the third copy of the PEC final protocol on the voting results on bill board	Precinct Election Commissions	Immediately after the compilation of the protocol by displaying for 5 days Article 106.11	
55	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	Constituency Election Commissions	At latest 2 days since the voting day Articles: 107.1–107.4, 169	Up to February 12, 2020

	Election Commission			
56	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 Commission	Immediately after the compilation of the protocol by displaying for 10 days Article 107.7	
57	Publication of preliminary voting results in the form of a summarizing table on election constituencies 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	
58	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 February 15, 2020
59	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 February 20, 2020

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60	Examination of the election returns 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 February 29, 2020
61	Submission of the relevant documents to the Constitutional Court of the Republic of Azerbaijan for the verification of election returns and voting results	Central Election Commission	Within 24 hours after compiling the CEC protocols on general election results Article 171.2	
62	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	
63	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	

64	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	
65	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 March 26, 2020
66	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	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	
67	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 August 10, 2020
