

**CALENDAR PLAN**

**FOR MAIN MEASURES AND ACTIVITIES ON PREPARATION AND CONDUCT OF POPULAR VOTE  
 (REFERENDA) TO BE CONDUCTED ON MARCH 18, 2009 TO MAKE AMENDMENTS AND CHANGES TO THE  
 CONSTITUTION OF THE REPUBLIC OF AZERBAIJAN**

**Referenda is appointed by Decision 746-IIIQR  
 Dated December 26, 2008 of the Milli Majlis  
 Of the Republic of Azerbaijan**

#	Main activities and measures	Implementer	Timeframe	
			Established by the Election Code of the Republic of Azerbaijan	Recommended period
1	2	3	4	5
1(2)	Establishment of a referenda initiative group	Citizens of the Republic of Azerbaijan who possess active suffrage rights (numbering no less than 500 people)	After official publication of decision on announcement of Referenda  Articles: 63.1–63.3	
2(3)	Submission of written notification on creation of a Referenda campaign group to the relevant election (referenda) commission:  a) To the Central Election (Referenda) Commission (hereafter referred to as Central Election Commission);  b) To constituency election (referenda) commission (hereafter referred to as constituency election commission)	The initiators numbering no less than 2000 people; The initiators numbering more than 500 and less than 2000 people.	After official publication of decision on announcement of Referenda  Article 63.1  Article 63.2	
3(4)	Submission of written confirmation of receipt of notification on creation of a Referenda campaign group to the initiators	Central Election Commission, Constituency Election Commission	Within 5 days after submission of the documents to the relevant election commission  Article 63.4	
4(5)	Submission of signature sheets to the authorized representatives by the initiators establishing a referenda campaign group	Central Election Commission, Constituency Election Commission	From the day of submission of written confirmation of receipt of notification by the relevant election commission  Article 65	

5(6)	Collection of voters' signatures for establishment of a referenda campaign group	Initiators of establishing a referenda campaign group	From the day of submission of written confirmation of receipt of notification by the relevant election commission  Article 65	
6(10)	Registration of the persons authorized to observe referenda and issuing them badges prepared in the form established by the Central Election Commission	Central Election commission, Constituency Election Commissions	Decision on each application for observation should be made by the Central Election Commission within 3 days and by the constituency election commission within 2 days from the date of submission  After a decision on permission to observe is made.  Articles: 40.6, 40.7, 44	
7(15)	Opening of special account to form a referenda fund	Initiators of establishing a referenda campaign group	Within 5 days upon submission to the relevant election commission notification on establishment of a referenda campaign group, at least 24 hours before collecting of voters' signatures necessary for registration  Articles: 91.1, 91.2, 129	
8(17)	First initial financial report	Authorized representative of initiators of establishing a referenda campaign group	Necessary documents for registration along with data/information that covers the period until two days prior to the date indicated in the report  Articles : 66.2.3, 94.3.1, 128	
9(18)	Checking the correctness of information in signature sheets and other documents and making decision on registration or non registration of a referenda campaign group	Central Election Commission, Constituency Election Commission	Within 10 days from the moment of receiving of documents  Articles: 59, 67, 68	
10(19)	Registration of the agents appointed by a referenda campaign group and issuing them badges	Central Election Commission, Constituency Election Commission	Within 3 days of receipt of a notification on appointment of an agent by a referenda campaign group and a written application of consent of	

			the agent Articles: 72.1, 72.2	
11(29)	Publication of information on election precincts created under exceptional cases indicated in Article 35.4 and 35.5 of Election Code of the republic of Azerbaijan	According to the rules defined by the Central Election Commission	At latest 2 days from the day of their creation  Article 35.7	
12(30)	Publication of information on election precincts created outside the territory of the Republic of Azerbaijan , indicated in Article 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 abroad	After the creation of election precinct and conduct of voting  Article 35.8	
13(49)	Completion of the precinct election commission's protocol on voting results of referenda and submission of the first copy of protocol, together with the attached documents, to the constituency election commission	Precinct Election Commission	Immediately but not later than 24 hours from the moment when the votes count is finished Articles: 106.5, 106.7	
14(50)	Display of the third copy of the protocol of the precinct election commission on the notice board	Precinct Election Commission	Within 5 days from the moment when the protocol is compiled  article 106.11	
15(52)	Display of the third copy of the protocol of constituency election commission and copies of protocols of relevant precinct election commissions on the notice board	Constituency Election Commission	Within 10 days from the moment when the protocol is compiled  Article 107.7	
16(53)	Publication of unified table on preliminary results of election constituencies by the Central Election commission and placing it on the internet site of the Central Election Commission	Central Election Commission	Immediately after the Constituency Election commission submits the protocols on voting results to the Central Election Commission  Article 109.1	
17(58)	Submission of final financial report (with attached first initial financial report ensuring income and expenditure of the means from referenda fund)	Authorized representative on financial issues of a referenda campaign group	At latest 10 days after final results of referenda are officially published  Article 94.3.3	
18(59)	Returning unused funds from the referenda fund by unregistered referenda campaign group	A person who was an authorized representative on financial issues of initiators to establish referenda campaign group	Until submission of final financial protocol  Article 131.2	

19(60)	Returning unused funds from the referenda fund by the registered referenda campaign group	Authorized representative on financial issues of referenda campaign group	Until submission of final financial protocol Articles : 131.1, 132	
20(11)	Training courses on election rights for election officials	Central Election Commission, Constituency Election Commissions	Paragraph 30 of Decree of the President of the Republic of Azerbaijan on "Approval of the National Action Plan on Protection of Human Rights dated December 28, 2006	Regularly
21(12)	Organization of trainings for members of constituency and precinct election commissions; conduct of other capacity building programs	Training groups of the CEC together with IFES ( International Foundation for Electoral Systems) Baku office	Article 25.2.7	Regularly
22(13)	Trainings for Constituency Election Commission's computer operators working with State Computerized Information System	"Elections" Information Center of the Central Election Commission	Article 25.2.10	Regularly
23(21)	Posting of voters' lists on the internet site of Election Information Center of the Central Election Commission	Election Information Center of the CEC	After approval by the CEC Article 46.1	Regularly
24(36)	Ensuring explanation of election legislation, and increasing legal awareness of voters (speeches, interviews, roundtable discussions) through television and radio and other broadcasting bodies; preparation and demonstration of visual aids (videos, posters, leaflets, etc.)	Central Election Commission	Article: 25.2.7, 26.1.7	Regularly

**(January)**

1	2	3	4	5
25(22)	Approval of requirements for design, preparation rules, number of de-registration (voting) cards, design and preparation of issuance register	Central Election Commission	Central Election Commission	Until January 22, 2009
26(23)	Transfer of de-registration (voting) cards from the Central Election Commission to Constituency Election Commission, from Constituency Election Commission to Precinct Election Commission	Central Election Commission, Constituency Election Commission	De-registration cards shall be transferred from the Central Election Commission to the ConEC at least 50 days prior to Voting Day; from ConEC to PEC – 25 days prior to	Until January 27, 2009  Until February 21, 2009

			Voting Day Articles: 101.1, 101.2	
27(26)	Establishment of election precincts immediately before referenda:  a) in military units located outside the residential settlements;  b) in same places under exceptional cases	Relevant executive authority bodies (Ministry of Internal Affairs and Ministry of Justice of the Republic of Azerbaijan , together with the chairpersons of municipalities), Constituency Election Commissions in the area where voters live;  Heads of relevant units, according to the decision of relevant constituency commission	At least 50 days prior Voting Day Articles: 35.2, 35.4, 35.5  At least 5 days prior to Voting Day  Article 35.5	Until January 27, 2009  Until March 13, 2009
28(27)	a) Creation of election precincts on oil and gas production platforms located in the Azerbaijani sector of the Caspian Sea, ships at sea on Voting Day (provided the number of voters is no less than 50), and in facilities where voters are temporarily present (hospitals, sanatoriums and rest homes) in conformity with the rules defined by the Central Election Commission;	Relevant constituency election commissions in conformity with the relevant body of executive power and municipality.	At least 50 days prior to Voting Day Articles: 35. 2, 35.4	Until January 27, 2009
	b) Creation of election precincts in above-mentioned places under exceptional cases specified by the Central Election Commission		At least 5 days prior to Voting Day  Article 35.4	Until March 13, 2009

**(February)**

1	2	3	4	5
29(14)	Approval and specification 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 relevant diplomatic representations and consulates of the Republic of Azerbaijan	The Central Election Commission on the basis of information presented by the Ministry of Foreign Affairs	At least 25 days prior to Voting Day  articles : 29.2, 46.1	Until February 21, 2009

30(16)	Submission of election documents necessary for registration of a referenda campaign group to the relevant election commission	Authorized representative of initiators establishing a referenda campaign group	At least 45 days prior to Voting Day by 18:00  Articles: 66.1, 66.2	February 1, 2009 by 18:00
31(20)	Display of voters' list for voters to become familiar with it and to make it more accurate	Precinct Election Commission	At least 35 days prior to Voting Day  Article 48.1	Until February 11, 2009
32(23)	Transfer of de-registration (voting) cards from the Central Election Commission to Constituency Election Commission, from Constituency Election Commission to Precinct Election Commission	Central Election Commission, Constituency Election Commission	De-registration cards shall be transferred from the Central Election Commission to the ConEC at least 50 days prior to Voting Day; from ConEC to PEC – 25 days prior to Voting Day Articles: 101.1, 101.2	Until January 27, 2009  Until February 21, 2009
33(25)	Conduct of pre-referenda campaign	Registered referenda campaign group	Commences 28 days prior to Voting Day and finishes 24 hours prior to the start of Voting Day.  Article 75	Starts on February 18, 2009,  Finishes on March 17, 2009 at 8:00
34(28)	Publication of the list of election precincts with clearly indicated numbers and boundaries (if the election precinct covers a part of a settlement), list of settlements (if the election precinct covers several settlements), as well as, information on locations (addresses) of the precinct election commissions and voting rooms and contact numbers of the precinct election commissions	Constituency Election Commission	At least 45 days prior to Voting Day Article 35.7	Until February 1, 2009
35(31)	Approval of requirements on text and layout, quantity and requirements for preparation of voting protocols of the election commissions	Central Election Commission	At latest 45 days prior to Voting Day  Article: 100.1–100.6	Until February 1, 2009
36(32)	Issuing of de-registration (voting) card for the voter by relevant constituency and precinct election commissions	Constituency Election Commission  Precinct Election Commission	45-25 days prior to Voting Day;  24–3 days prior to Voting Day  Articles: 101.2 – 101.4	From February 1 to February 21, 2009  From February 22 to March 15, 2009
37(33)	Update of voters' list approved for every election precinct:  a) Update of voter list for election	Relevant executive authority bodies (Ministry of Internal affairs of	At least 25 days prior to Voting Day; Article 46.6	Until February 21, 2009

	precincts created in remote and almost impassable distant places;  b) Update of voter list (military personnel of military unit, 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) for election precincts created within the territory of military units, investigative facilities and penitentiary establishments	the Republic of Azerbaijan , Ministry of Justice of the Republic of Azerbaijan , together with the chairpersons of municipalities)  Precinct election commissions on the basis of information on voters provided by the commander of military unit, heads of investigative facilities and penitentiary establishments	If election precinct is not established in military unit, the commander of military unit, heads of investigative facilities and penitentiary establishments shall collect and update information on voters according to the rules defined by the Central Election Commission and if other rules are not established by the Election Code to submit this information to the relevant precinct election commission at least 35 days before Voting Day.  Articles : 46.6, 46.9	Until February 11, 2009
38(34)	Creation of election precincts for voters who on Voting Day are in the foreign states and registered by consulates	Heads of diplomatic representations and consulates in the area where voters live	At least 30 days prior to Voting Day  Article 35.6	Until February 16, 2009
39(35)	Approval of the rules and requirements for preparation of ballot papers, the text and format of election ballot papers, and the number to be produced.	Central Election Commission	At least 35 days prior to Voting Day  Articles : 99.1–99.4, 134	Until February 11, 2009
40(37)	Publishing draft referenda act and ensuring its dissemination	Central Election Commission	At least 30 days prior to Voting Day  Article 124.2	Until February 16, 2009
41(38)	Determination of relevant places for posting pre-referenda campaign materials on boards within the territory of each election precinct	Local executive offices and municipalities under proposal of constituency election commission	At least 30 days prior to Voting Day  Article 87.6	Until February 16, 2009
42(39)	Allocation of places for conduct of pre-referenda campaign	Local executive offices and municipalities under proposal of constituency election commission	28 days prior to Voting Day Articles : 11, 75.2, 86.3, 86.7	Until February 18, 2009
43(40)	Transfer of protocols of voting results from Central Election Commission to constituency election commission, and from constituency election commission to precinct election commission	Central Election Commission  Constituency	At least 20 days prior to Voting day Article: 100.8  at least 4 days prior to	Until February 26, 2009

		Election commission	voting Day Article: 100.8	Until March 14, 2009
44(41)	Informing the voters about the place and time of referenda through mass media and notice boards	Precinct Election Commission	At least 25 days prior to Voting Day Article 104.1	Until February 21, 2009
45(42)	Submission of second initial financial report	Authorized representative on financial issues of a referenda campaign group	At earliest 20 days and at latest 10 days prior to Voting Day Article 94.3.2	From February 26 to March 8, 2009

**(March)**

1	2	3	4	5
46(1)	Ensuring preparation and conduct of Referenda	Central Election Commission	At least 75 days prior to voting day Articles: 8.1, 26.1	Until March 18, 2009
47(7)	Submission of applications on observation within the entire territory of the Republic of Azerbaijan to the Central Election Commission	A citizen of the Republic of Azerbaijan with active suffrage on his/her own initiative, or on the initiative of a referenda campaign group political party, bloc of political parties, non-governmental organization that functions in the field of elections;  International (foreign) observers (having been accredited by the Central Election Commission upon arrival in the Republic of Azerbaijan at the relevant invitation made in accordance with the rules defined by legislation)	Upon announcement of Referenda until 10 days prior to Voting Day  Articles : 1.1.19, 40.5, 40.6, 44	Until March 8, 2009
48(8)	Submission of applications on observation within a constituency to	A citizen of the Republic of	Upon announcement of Referenda until 5 days prior	Until March 13, 2009

	the constituency election commission of relevant constituency.	Azerbaijan with active suffrage on his/her own initiative, or on the initiative of a referenda campaign group, political party, bloc of political parties, non-governmental organization that functions in the field of elections	to Voting Day Articles: 1.1.19, 40.5, 40.7	
49(9)	Application to the Central Election Commission for special permission to observe commission meetings until voting day by being accredited by the Central Election Commission	A citizen of the Republic of Azerbaijan with active suffrage on his/her own initiative, or on the initiative of a referenda campaign group political party, bloc of political parties, non-governmental organization that functions in the field of elections;  International (foreign) observers (having been accredited by the Central Election Commission upon arrival in the Republic of Azerbaijan at the relevant invitation made in accordance with the rules defined by legislation)	Upon announcement of Referenda until 10 days prior to Voting Day  Articles : 1.1.19, 40.4, 40.5, 40.13, 44	Until March 8, 2009
50(24)	Publicizing of information on registration of a referenda campaign group:  a) providing media with information on registration; publication in the form of the 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 48 hours from the moment of registration  At least 15 days prior to Voting Day  Articles: 68.6, 98.3	Until March 3, 2009

51(25)	Conduct of pre-referenda campaign	Registered referenda campaign group	Commences 28 days prior to Voting Day and finishes 24 hours prior to the start of Voting Day. Article 75	Starts on February 18, 2009, Finishes on March 17, 2009 at 8:00
52(26)	Establishment of election precincts immediately before referenda:  a) in military units located outside the residential settlements;  b) in same places under exceptional cases	Relevant executive authority bodies (Ministry of Internal Affairs and Ministry of Justice of the Republic of Azerbaijan , together with the chairpersons of municipalities), Constituency Election Commissions in the area where voters live;  Heads of relevant units, according to the decision of relevant constituency commission	At least 50 days prior to Voting Day Articles: 35.2, 35.4, 35.5  At least 5 days prior to Voting Day Article 35.5	Until January 27, 2009  Until March 13, 2009
53(32)	Issuing of de-registration (voting) card for the voter by relevant constituency and precinct election commissions	Constituency Election Commission  Precinct Election Commission	45-25 days prior to Voting Day;  24-3 days prior to Voting Day  Articles: 101.2 – 101.4	From February 1 to February 21, 2009  From February 22 to March 15, 2009
54(40)	Transfer of protocols of voting results from Central Election Commission to constituency election commission, and from constituency election commission to precinct election commission	Central Election Commission  Constituency Election commission	At least 20 days prior to Voting day Article: 100.8  at least 4 days prior to voting Day Article: 100.8	Until February 26, 2009  Until March 14, 2009
55(41)	Informing the voters about the place and time of referenda through mass media and notice boards	Precinct Election Commission	At least 25 days prior to Voting Day Article 104.1	Until February 21, 2009
56(42)	Submission of second initial financial report	Authorized representative on financial issues of a referenda campaign group	At earliest 20 days and at latest 10 days prior to Voting Day Article 94.3.2	From February 26 to March 8, 2009

57(43)	Preparation of referenda ballot papers	Central Election Commission	At least 10 days prior to Voting Day Article 99.4	Until March 8, 2009
58(44)	Distribution of notifications containing date, time, and place (address) of voting for referenda to voters	Precinct Election Commission	5 days prior to Voting Day	Until March 13, 2009
59(45)	Transfer of referenda ballot papers from Central Election Commission to constituency election commissions, and from constituency election commissions to the precinct election commissions	Central election Commission	At least 5 days prior to voting Day article 99.6	Until March 13, 2009
		Constituency election Commission	At least 3 days prior to Voting Day article 99.6	Until March 15, 2009
60(46)	Conduct of voting for referenda: a) Announcement of opening of election precincts; b) Announcement of start of voting; c) Announcement of closure of the election precincts	Precinct election Commission  a,b,c), chairman of precinct election commission	a) voting day – 7.50 hrs; b) voting day – 8.00 hrs; c) voting day after the expiration of voting time – 19.00 hrs.  Articles: 104–105, 135	On March 18, 2009
61(47)	Provision of initial information on referenda process and participation of voters (5 times during a day)	Precinct and Constituency election commissions, Election Information Center within the Central election Commission	The State Computerized system shall be used for observing the voting process and its results by the relevant election commissions based on information transferred by subordinate election commissions to the superior election commission, from the time voting commences including until protocols on election results and voting results are signed.  Articles: 110.5, 110.6	Voting day: at 10.00; at 12.00; at 15.00; at 17.00; at 19.00.
62(48)	Placing information from final protocols on voting results of referenda of precinct and constituency election commissions on internet site of Election Information Center , established within Central Election Commission	Election Information center established within Central Election Commission	Articles : 110.5, 110.6	Election Day and after it
63(51)	Determination of the results of referenda in the election constituencies, completion of the constituency election commission's protocol and submission of the first copy of protocol, together with the attached documents, to the Central Election Commission	Constituency Election Commission	At latest 2 days after Voting Day  Articles: 107.1–107.4	Until March 20, 2009

64(54)	Submission of precinct election commissions' financial report on transfer and expenditure of the funds allocated from the state budget to the constituency election commission	Precinct Election Commission	Within 5 days after Voting Day Article 96.6	Until March 23, 2009
65(55)	Submission of constituency election commissions' financial report on transfer and expenditure of the funds allocated from the state budget to the Central Election Commission	Constituency Election Commission	Within 10 days after Voting Day Article 96.7	Until March 28, 2009

**(April)**

1	2	3	4	5
66(56)	Finalization of referenda and official announcement of the outcomes of referenda as a notification	Central Election Commission	Not later than 25 days after the referenda Articles: 138.1, 138.4	Until April 11, 2009
67(57)	Publishing the decision adopted by referenda and the official announcement of the outcomes of referenda	Central Election Commission	Not later that 20 days after referenda Article 140	Until April 6, 2009

**(May)**

1	2	3	4	5
68(61)	Publishing information contained in the protocols of Constituency Election Commission (the same information may be placed on the internet site of the Central Election Commission)	Central Election Commission	Within 45 days after Voting Day Article 109.2	Until May 2, 2009

**(September)**

1	2	3	4	5
69(62)	Publishing information contained in protocols of Constituency and Precinct election commissions in official publication of the Central Election Commission	Central Election commission	Within 6 months after Voting Day Article 109.5	Until September 18, 2009