

RULES OF PROCEDURE
OF THE CONSTITUTIONAL COURT OF UKRAINE

**APPROVED AT THE SPECIAL PLENARY SESSION
OF THE CONSTITUTIONAL COURT OF UKRAINE
ON FEBRUARY 22, 2018 № 1-PS/2018**

Section I. General provisions

§ 1 The abbreviations used in the Rules of Procedure of the Constitutional Court of Ukraine

The abbreviations used in the Rules of Procedure of the Constitutional Court of Ukraine:

the Grand Chamber of the Constitutional Court of Ukraine – the Grand Chamber;

the Chairman of the Constitutional Court of Ukraine – the Chairman;

the Law of Ukraine “On the Constitutional Court of Ukraine” – the Law;

the bodies and officials, witnesses, experts, specialists, translators/interpreters and other persons involved in the consideration of the case by the Constitutional Court of Ukraine, whose participation is necessary in order to ensure objective and comprehensive consideration of the case - participants involved into the constitutional proceedings;

the Deputy Chairman of the Constitutional Court of Ukraine – the Deputy Chairman;

the Board of Judges of the Constitutional Court of Ukraine – the Board;

constitutional petition, constitutional appeal, constitutional complaint – application to the Court;

the Constitutional Court of Ukraine – the Constitutional Court or the Court;

official website of the Constitutional Court of Ukraine – the website;

the Rules of Procedure of the Constitutional Court of Ukraine – the Rules of Procedure;

the Secretariat of the Constitutional Court of Ukraine – the Secretariat;

the Senate of the Constitutional Court of Ukraine – the Senate;

the subject of the right to a constitutional petition, a constitutional appeal, a constitutional complaint (an authorised person acting on his/her behalf) and an authority or official who has adopted an act that is subject of consideration by the Court – participant to the constitutional proceedings;

the Judge of the Constitutional Court of Ukraine – the Judge.

Chapter I. Issues related to the Status of the Judge

§ 2. The procedure of swearing oath by the Judge

1. A Judge shall swear an oath at a special plenary session of the Court, to be held no later than the fifth working day after appointment of the Judge.

2. The solemn ceremony of taking oath by the Judge shall take place in the Courtroom in the presence of the Judges of the Constitutional Court. The requirement of the first sentence of paragraph three of Article 39 of the Law on the

competence of the special plenary session of the Court does not apply to a special plenary session of the Court, when newly appointed Constitutional Court Judges swear an oath.

3. The President of Ukraine, the Chairman of the Verkhovna Rada of Ukraine, and the Chairman of the Supreme Court shall be invited to the solemn ceremony of swearing oath by a Judge.

Former Judges of the Constitutional Court, representatives of state authorities, bodies of local self-government and the media may attend solemn ceremony of swearing oath by a Judge.

4. The Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall send an invitation to the persons referred to in clause 3 of this paragraph on the next working day after the day of appointment of a Judge to the office.

5. The solemn ceremony of swearing oath by a Judge shall begin with the of the State Anthem of Ukraine.

6. The Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court invites a newly appointed Judge (Judges Constitutional Court) to swear an oath.

7. Each Judge swearing an oath, personally, standing at the tribune, shall read out the text of the oath stipulated in paragraph one of Article 17 of the Law.

8. The Judge signs the text of the oath indicating the date of its taking.

The text of the oath signed by the Judge shall be kept in his or her personal records. A record of a Judge's swearing of an oath shall be entered into his or her employment record.

§ 3. The identity card of the Judge and the former Judges

1. The Judge and former Judge's identity card shall be in the form of a booklet of 186 by 65 mm.

2. The outer side of the identity card is made of leather of burgundy color.

On the right side of the outer part at the centre of the identity card of a Judge there is hot gold foil printing inscription in capital letters: "THE CONSTITUTIONAL COURT OF UKRAINE".

On the right side of the outer part at the centre of the identity card of a former Judge there is hot gold foil printing inscription in capital letters: "THE IDENTITY CARD".

3. The inner side of the identity card is made of solid paper in the form of two rectangles of 85 by 60 mm.

The solid paper has a yellow-blue colour which flows from top to bottom from blue to yellow, and a background grid with a text: "The Constitutional Court of Ukraine".

4. On the right side of the inner side at the top centre of the identity card there is an inscription in capital letters: "THE CONSTITUTIONAL COURT OF UKRAINE". Under the inscription, the surname, name and patronymic in the nominal case, lower - the inscription "THE JUDGE OF THE CONSTITUTIONAL

COURT OF UKRAINE", "THE FORMER JUDGE OF THE CONSTITUTIONAL COURT OF UKRAINE", shall be indicated. The lower left corner of the identity card indicates the position of the person authorised to sign it, and in the right one - the surname and initials of this person. The signature of such person is certified by a seal.

Under the title of the person who signs the identity card, the number of this identity card and the date of its signing are placed.

5. The left side of the inner part of identity card of the Judge, the former Judge includes:

on the top right – a colour photo against a light background of a Judge or former Judge, of 30 by 40 mm, sealed on the lower left edge;

on the top left - the Small State Emblem of Ukraine;

on the bottom left - the number of the identity card, the term of its validity (the term of validity is not indicated on the identity card of the former Judge).

6. A sample of the identity card of the Judge, the former Judge is attached to the Rules of Procedure and is an integral part of it.

§ 4. Description of the robe and the badge of the Judge

1. Judge's robe is made of cherry-coloured fabric.

Silhouette of the robe is trapezoidal, collar – "stable".

Sleeves are sewn with wide cuffs.

The robe should be of such length that the distance from the floor to the lower edge of the robe is 19 centimeters.

Details of the robe (cut, characteristics of the fabric) are determined by a resolution of the Court.

2. The Judge's badge has the form of a circle of 70 mm in diameter, with the ancient Greek goddess of justice Themis with a ribbon-bound eyes as a symbol of the impartiality of the Court with scales in her hands in the centre.

The oak leaves, an ancient Ukrainian symbol of the power of the Ukrainian people run around the Judge's badge. At the top of the Judge's badge there is the Small State Emblem of Ukraine. At the bottom part of the Judge's badge, on the unfolded ribbons there are the words "The Constitutional Court of Ukraine" and the year of its establishment. On the back side of the Judge's badge the name and initials of the Judge and the date of his or her taking into office are engraved.

The Judge's badge is produced of silver with blue hot enamel and gilding.

The Judge's badge is worn over the robe on the chain.

§ 5. Termination of powers of a Judge upon expiry of his or her term of office

1. The powers of the Judge shall be terminated upon expiry of his or her term of office. The last day of a Judge's mandate is the day that marks the ninth anniversary of the Judge's taking the office.

2. The Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall issue an order to terminate the employment relationship with the Judge on the last day of the Judge's authority.

3. The Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall notify the authority which appointed the Judge of the need to conduct a competition to select candidates for the position of the Judge not later than four months before the day of the termination of the term of office of the Judge.

§ 6. Termination of powers of a Judge upon attainment of the age of seventy

1. The powers of the Judge shall be terminated from the day following the day when he or she attains the age of seventy.

2. The Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall issue an order to terminate the employment relationship with the Judge on the last day of the Judge's authority.

3. The Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall notify the body which appointed the Judge of the need to conduct a contest for the selection of candidates for the position of the Judge not later than four months before the day of attainment of the limit age to occupy the office by the Judge.

§ 7. Termination of powers of a Judge in case of termination of citizenship of Ukraine or acquisition of citizenship of another state

1. The powers of the Judge shall be terminated in case of termination of citizenship of Ukraine or acquisition of citizenship of another state as prescribed in the manner established by the law.

2. Upon receipt of documents confirming the fact of termination of citizenship of Ukraine by the Judge or acquisition of citizenship of another state, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall issue an order to terminate the employment relationship with the Judge in view of the termination of powers of the Judge.

§ 8. Termination of powers of a Judge in case of entering into force of a court judgment which declares him or her missing or deceased, incapable or partially capable

1. The powers of a Judge shall be terminated upon entering into force of a court judgment that declares him or her missing or deceased, incapable or partially capable from the date of entry into force of such a judgment.

2. Upon receipt of a copy of the court's judgment declaring the Judge missing or deceased, incapable or partially capable, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall issue an order to terminate employment relationship with the Judge in view of the termination of the powers of the Judge.

A copy of the court judgment declaring a Judge missing or deceased, incapable or partially capable must be certified in the prescribed manner by the court which ruled it.

§ 9. Termination of powers of a Judge in case of entering into force of a guilty verdict against him or her for a committed crime

1. The powers of a Judge shall be terminated based on a guilty verdict against him or her for a committed crime from the day of the entry into force of such a verdict.

2. Upon receipt of a copy of the guilty verdict, which has become legally valid, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall issue an order to terminate the employment relationship with the Judge in view of the termination of the Judge's authority.

A copy of the guilty verdict must be certified in the prescribed manner by the court that ruled it.

§ 10. Termination of powers of a Judge in case of death

1. The powers of a Judge shall be terminated from the day of his or her death.

2. Upon receipt of a copy of the document confirming the fact of the death of the Judge, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall issue an order to terminate the employment relationship with the Judge in view of the termination Judge's authority.

A copy of the document confirming the fact of the Judge's death must be certified in the manner prescribed by the law.

3. The court participates in the organisation of the burial of the Judge, the former Judge in accordance in the manner approved by the Court's resolution.

§ 11. Dismissal of a Judge in case of inability to exercise his or her powers for health reasons

1. In the case when the Judge for health reasons does not exercise his or her powers for four months or more, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court applies to a central executive authority which ensures formation and

implements state policy in the field of healthcare for the establishment of a medical commission and providing, within a month period, a medical report on the ability of the Judge to perform their powers.

2. Not later than on the seventh working day from the day of receipt of a medical report which confirms inability of a Judge to exercise powers for health reasons, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court convenes a special plenary session of the Court to consider the issue of dismissal of a Judge from office on the basis of clause 1 of paragraph two of Article 149¹ of the Constitution of Ukraine.

3. The judge in respect to whom the medical commission has provided a report, at the session of the Court has the right to give explanation on the given issue, and in case of impossibility to attend the session of the Court - the right to provide it in writing.

4. After examining the medical report and recognising that the Judge is incapable to perform his or her powers given the health reasons, the Court shall, by at least two thirds of its constitutional composition, adopt a decision on the dismissal of the Judge from office.

§ 12. Dismissal of a Judge in case of his or her violation of incompatibility requirements

1. In case of an application to the Court on the violation of the incompatibility requirements by a Judge, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall refer such application to the Standing Committee on the Rules of Procedure and Ethics of the Court.

2. In order to verify the circumstances indicating the violation of the incompatibility requirements by the Judge, the Standing Committee on the Rules of Procedure and Ethics of the Court suggests that the Judges provide oral or written explanations. The Standing Committee on the Rules of Procedure and Ethics of the Court also has the right to submit requests to state bodies, enterprises, institutions and organisations which can confirm or refute the information regarding the violation of the incompatibility requirements by the Judge.

Based on the results of the consideration of the information received, the Standing Committee on the Rules of Procedure and Ethics of the Court drafts a conclusion stating availability or absence of the grounds for dismissing the Judge from office, and submits it to the Chairman of the Court, or, in his or her absence, to the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court for consideration at a special plenary session of the Court.

Not later than on the seventh working day after receipt of the conclusion of the Standing Committee on the Rules of Procedure and Ethics of the Court, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall convene a special plenary session of the Court.

3. The Chairman of the Standing Committee on the Rules of Procedure and Ethics of the Court at the special plenary session of the Court announces the conclusion of the Standing Committee on the Rules of Procedure and Ethics of the Court. A Judge in respect to whom violation of the incompatibility requirements is addressed has the right to provide the Court with an explanation of the information contained in this conclusion and, in general, with respect to the violation of the incompatibility requirements.

4. In the event the Court declares the circumstances set forth in the conclusion of the Standing Committee on the Rules and Ethics of the Court to confirm the violation by the Judge of the incompatibility requirements, the Court, by a majority of the Constitutional Court Judges participating in a special plenary session of the Court, warns the Judge of the need to eliminate circumstances indicating a violation of the incompatibility requirements. The time limit for the Judge to eliminate these circumstances shall be determined by the Court.

5. The Judge informs the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court on elimination of the circumstances which indicate violation of the incompatibility requirements by the Judge within the time limit specified by the Court and provides documents confirming elimination of such circumstances. The Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall convene a special plenary session of the Court not later than on the seventh working day to review the mentioned documents and resolve the issue of elimination of the circumstances indicating a violation of the incompatibility requirements by the Judge.

6. In case, within the term determined by the Court, the Judge fails to report the elimination of the circumstances indicating a violation of the incompatibility requirements or has failed to provide documents confirming the elimination of such circumstances, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court on the next working day after the termination of the time limit specified by the Court, informs the judges of the Constitutional Court thereon and, not later than on the seventh working day convenes a special plenary meeting of the Court to resolve the issue on the dismissal of the Judge for violation of the incompatibility requirements.

Decision to dismiss a Constitutional Court Judge shall be approved by the Court by at least two thirds of its constitutional composition.

§ 13. Dismissal of a Judge in case of committing substantial disciplinary offence, gross or systematic neglect of his or her duties, incompatible with the status of a Judge or in case of his or her incompatibility with the position occupied

1. In the case of an application to the Court on committing substantial disciplinary offence by a Judge, gross or systematic neglect of his or her duties,

incompatible with the status of a Constitutional Court Judge or in case of his or her incompatibility with the position occupied the Court shall, at a special plenary session adopt a resolution to consider this application by the Standing Commission on the Rules of Procedure and Ethics of the Court.

The Standing Committee on Rules and Ethics of the Court has the right to make inquiries to state bodies, enterprises, institutions and organisations which can provide information on committing substantial disciplinary offence by a Judge, gross or systematic neglect of his or her duties, which is incompatible with the status of a Constitutional Court Judge or in case of his or her incompatibility with the position occupied.

2. The judge in relation to whom the issue of dismissal from office is raised shall provide the Standing Committee on the Rules of Procedure and Ethics of the Court oral and written explanations regarding the application on substantial disciplinary offence committed by him or her, gross or systematic neglect of his or her duties, incompatible with the status of a Constitutional Court Judge or his or her incompatibility with the position occupied.

3. Following the results of examination of the application, the Standing Committee on the Rules of Procedure and Ethics of the Court, within the term specified by the Court, shall prepare a conclusion stating availability of absence of the grounds for dismissal of the Judge from office and forward it to the Chairman of the Court, or, in his or her absence, to the Deputy Chairman of the Court, or to a Judge acting as the Chairman of the Court for consideration at a special plenary session of the Court.

Not later than the seventh working day following receipt of the conclusion, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall convene a special plenary session of the Court.

4. The Chairman of the Standing Committee on the Rules of Procedure and Ethics of the Court at a special plenary session of the Court announces the conclusion of the Standing Committee on the Rules of Procedure and Ethics of the Court. The Judge in respect to whom the issue of dismissal from office is considered has the right to provide explanation to the Court regarding the information contained in this conclusion.

5. In case the Court finds that the actions of the Judge include substantial disciplinary offence, gross or systematic neglect of his or her duties, incompatible with the status of a Constitutional Court Judge or his or her incompatibility with the position occupied, the Court, by at least two thirds of its constitutional composition, shall adopt a decision on the dismissal of the Judge from office.

§ 14. Dismissal of a Judge in case of statement of resignation or on voluntary dismissal submitted by a Judge

1. A Judge shall be entitled to submit his or her statement of resignation after at least four years of service in the position of a Constitutional Court Judge.

A Judge appointed to office prior to the entry into force of the Law has the right to resign according to the legislation in force on the day of his or her appointment. In this case, the length of service which gives the judge the right to resign and the right to payment of the dismissal allowance shall include the length of service of other practical, scientific, pedagogical work and length of civil service.

A Judge shall be entitled to submit his or her statement of resignation for health reasons, irrespective of years of service.

2. A Judge is entitled to apply for dismissal at any time at his or her own discretion regardless of grounds.

3. The application for resignation or dismissal on a voluntary basis shall be submitted to the Court.

4. No later than the seventh working day from the date of submission of the application for resignation or dismissal by the Judge at his or her own discretion, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall convene a special plenary session of the Court.

5. The Court, at a special plenary session, by at least two thirds of its constitutional composition, shall adopt a decision on the dismissal of the Judge from office within one month from the date of receipt of the relevant application.

§ 15. Procedure for granting consent to detention, custody or arrest of a Judge

1. The court shall consider the submission of the Prosecutor General or the person exercising his or her powers on consent to the detention, custody or arrest of a Judge at a special plenary session no later than the tenth working day from the day of its receipt. The relevant submission should relate either to detention, custody or to the arrest of a Judge.

Not later than the seventh working day, the Standing Committee on the Rules of Procedure and Ethics of the Court shall examine the submission regarding the existence of evidence that the Judge has been involved in the commission of a socially dangerous act provided for by the Criminal Code of Ukraine, their sufficiency and reasonableness. If necessary, the Standing Committee on the Rules and Ethics of the Court requests the Supreme Prosecutor or the person exercising his or her powers to provide supplementary documents and materials.

2. The special plenary session of the Court shall be held with the participation of the Prosecutor General or the person exercising his or her powers, the Judge in relation to whom the submission has been filed and / or the representative of that Judge.

3. A lawyer may represent the Judge at the special plenary session of the Court, during which the consent of the Court on detention, custody or arrested is examined.

4. Failure of the Judge in relation to whom the petition is filed and / or of his or her representative without a valid reason to attend the special plenary session of the Court shall not prevent the consideration of the submission.

5. Upon the opening of a special plenary session of the Court, the floor shall be given to the Prosecutor General or to the person exercising his or her powers in order to substantiate the need for the detention, custody or arrest of the Judge and the submission of evidence-based facts of his or her involvement in the commission of a socially dangerous act provided for in the Criminal Code of Ukraine.

6. After the statement of the General Prosecutor or the person exercising his or her authority, the Judges of the Constitutional Court have the right to ask him or her questions concerning the submission.

7. The floor for explanations shall be given to the Judge in relation to whom a submission has been made, and or his or her representative. After explanations, the Judge in relation to whom the submission has been filed, and / or his or her representative, the Constitutional Court Judges shall have the right to ask them questions. The Judge has the right to refuse to provide explanation and answer the questions.

8. If the Court declares the submission of the Prosecutor General or the person exercising his or her authority to be substantiated and such that contains sufficient evidence-based facts of the involvement of the Judge in the commission of a socially dangerous act provided for in the Criminal Code of Ukraine, and the need for the detention, custody or arrest of a Judge - justified, the Court shall adopt a decision to grant consent to detention, custody or arrest of the Judge respectively.

The decision is adopted at the in-camera part of the special plenary session of the Court by a majority of the Judges of the Constitutional Court, participating in it, in the form of a resolution.

9. The decision to grant consent for detention, custody or arrest of the Judge is promulgated at a special plenary session to those attending it. The relevant resolution is forwarded to the General Prosecutor or the person exercising his or her powers.

10. In case the submission is declared to be unjustified due to the absence of proper evidence of the involvement of the Judge in committing a socially dangerous act provided for in the Criminal Code of Ukraine or the ungrounded need for the detention, custody or arrest of a Judge, the Court shall notify the Prosecutor General or the person exercising his or her powers that it does not grant consent to detention, custody or arrest of a Judge respectively.

11. In the event of notification of the Court on Judge's detention, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall have the right to request explanations from law enforcement authorities as to the reasons for his or her detention.

In the event of notification of the Court on the detention of the Chairman of the Court, the Deputy Chairman of the Court, or a Judge acting as the Chairman of

the Court shall have the right to request the law enforcement authorities to explain the reasons for his or her detention.

Chapter 2. Organisation of the Court's activities

§ 16. Election of Chairman of the Court

1. The Chairman of the Court shall be elected by secret ballot at a special plenary session of the Court from the composition of the Judges of the Constitutional Court. The election of the Chairman of the Court shall be held not later than one month from the day when the position of Chairman of the Court becomes vacant.

2. The special plenary session of the Court shall be presided over by the Deputy Chairman of the Court, or, in his or her absence, by a Judge acting as the Chairman of the Court.

If the Deputy Chairman of the Court or a Judge acting as the Chairman of the Court has been nominated to the list of candidates for the position of Chairman of the Court, the elder Judge who was not nominated shall preside at the special plenary session of the Court.

3. A special plenary session of the Court shall be considered competent provided at least twelve judges of the Constitutional Court are present.

4. At a special plenary session, the Court shall, by open ballot, approve the ballot paper for the election of the Chairman of the Court and the form of the voting protocol.

5. The Chairperson at the special plenary session of the Court makes a proposal to nominate candidates for the position of the Chairman of the Court.

6. Any number of candidates who agreed to run for the office of Chairman of the Court shall be included in the list of candidates for the position of Chairman of the Court.

At the special plenary session of the Court, candidates for the office of Chairman of the Court make speeches.

After the candidates for the position of the Chairman of the Court completed their speeches, the Judges of the Constitutional Court have the right to ask them questions. Judges of the Constitutional Court are given time to discuss candidates for the position of Chairman of the Court.

7. The list of candidates for the position of Chairman of the Court shall be approved by an open ballot of the majority of the Constitutional Court judges participating in the special plenary session of the Court. A protocol shall be drawn up thereupon which is signed by the Chairperson of the session.

8. For the election of the Chairman of the Court at a special plenary session of the Court, a commission consisting of three judges of the Constitutional Court who do not run for the position of the Chairman of the Court shall be set up.

Candidates of the members of the commission are offered by the Judges of the Constitutional Court, including by way of self-nomination.

The members of the commission are elected by open vote by a majority of the Constitutional Court Judges who participate in the special plenary session of the Court.

The Chairperson of the special plenary session of the Court cannot be a member of the commission.

9. The Commission at a session shall elect from its members by an open vote the Chairman of the commission. A protocol thereon shall be drawn up.

10. The Commission shall ensure the production of ballot papers for secret ballot. On the back of the ballot paper there is the signature of the Chairperson at the special plenary session of the Court and the imprint of the seal of the Constitutional Court.

Ballot papers without signature of the Chairperson at the special plenary session and the seal of the Constitutional Court are invalid.

11. The commission shall enter in alphabetical order the names of the candidates for the position of Chairman of the Court for the secret ballot into the ballot paper.

Judges of the Constitutional Court sign up upon the receipt of the ballot papers on a separate list. The remaining ballot papers shall be cancelled.

The ballot paper is filled in a room specially equipped for secret ballot.

12. When voting a judge shall leave the name of one candidate to the position of Chairman of the Court in a ballot paper for a secret ballot, crossing out the names of the other candidates.

Ballot papers in which the names of two or more candidates are left shall be invalid.

Ballot papers in which the names of all candidates are deleted shall be valid.

13. The Commission shall ensure the secrecy of voting. After holding a secret ballot, the commission checks the validity of ballot papers, counts votes "for" and "against" each candidate, and drafts a secret ballot protocol signed by the Chairman and members of the commission.

The secret ballot protocol is announced by the Chairman of the commission at a special plenary session of the Court.

14. The Chairman of the Court shall be deemed elected if at least ten judges of the Constitutional Court have voted for him or her.

15. If none of the candidates for the position of the Chairman of the Court receives the required number of votes, a second ballot shall be held at the decision of the commission in respect of the two candidates who received the biggest number of votes.

16. The new election of the Chairman of the Court shall be held not later than one month from the date of the previous election of the Chairman of the Court in the event that:

- at the second ballot, the Chairman of the Court was not elected;
- no more than two candidates were proposed and the Chairman of the Court was not elected.

17. The special plenary session of the Court shall be recorded. The minutes of the special plenary session of the Court shall be signed by the Chairperson presiding at this session.

18. The Chairperson at the special plenary session shall transmit the materials of this session to the Head of the Secretariat. The Head of the Secretariat seals these materials in the presence of the Chairperson at the special plenary session of the Court and the elected Chairman of the Court and shall transmits them to the Archives of the Court for retention under an act.

The minutes of the special plenary session of the Court shall be attached to the materials of the special plenary session of the Court, forwarded to the Archive of the Court.

§ 17. Election of Deputy Chairman of the Court

1. The Deputy Chairman of the Court shall be elected at the special plenary session of the Court by secret ballot upon the proposal of the Chairman of the Court. The election of the Deputy Chairman of the Court shall be held no later than one month from the day when the position of Deputy Chairman of the Court became vacant.

2. The Chairman of the Court shall preside at the special plenary session of the Court.

3. The special plenary session of the Court shall be considered competent if at least twelve judges of the Constitutional Court are present.

4. The Court at the special plenary session by an open vote shall approve the form of the ballot paper for voting in the elections of the Deputy Chairman of the Court and the form of the voting protocol.

5. The Chairman of the Court shall nominate a Deputy Chairman of the Court for election at the special plenary session of the Court.

6. At the special plenary session of the Court, the candidate for the position of Deputy Chairman of the Court shall deliver a speech.

After presentation by the candidate for the position of Deputy Chairman of the Court, the Judges of the Constitutional Court have the right to ask him or her questions. Judges of the Constitutional Court are given time to discuss the candidature for the position of Deputy Chairman of the Court.

7. For the election of the Deputy Chairman of the Court at a special plenary session of the Court, a commission consisting of three Judges of the Constitutional Court shall be set up.

Candidatures of members of the commission are offered by Judges of the Constitutional Court, including by way of self-nomination.

The members of the commission are elected by open vote by a majority of the Constitutional Court Judges who participate in the special plenary session of the Court.

The Chairman of the Court and the candidate for the position of Deputy Chairman of the Court may not be a member of the commission.

8. The commission at the session shall elect the Chairman of the commission from among its members by an open vote. The protocol shall be drawn up thereupon.

9. The Commission shall ensure the production of ballot papers for secret ballot. On the back of the ballot paper there is the signature of the Chairperson at the special plenary session of the Court and the imprint of the seal of the Constitutional Court.

Ballot papers without signature of the Chairperson at the special plenary session and the seal of the Constitutional Court are invalid.

10. The commission shall enter the full name of the candidate for the position of Deputy Chairman of the Court in the ballot paper for the secret ballot.

Judges of the Constitutional Court put their signature to receive ballot papers on a separate list. The remaining ballot papers shall be cancelled.

The ballot paper shall be filled in a specially equipped room for secret ballot.

11. A Judge shall, at voting time, leave the name of a candidate's for the office of the Deputy Chairman in the ballot paper for secret vote, if he or she supports candidate, or crosses out the name of the candidate if he or she does not support the candidate.

12. The commission shall ensure the secrecy of voting. After the secret ballot, the commission checks the validity of the ballot papers, calculates the votes "for" and "against" the candidate for the office of the Deputy Chairman of the Court, and draws up a protocol of secret ballot signed by the chairman and members of the commission.

The protocol of secret ballot is announced by the Chairman of the commission at a special plenary session of the Court.

13. The Deputy Chairman of the Court shall be deemed elected if at least ten judges of the Constitutional Court have voted for him or her.

14. If the candidate for the position of Deputy Chairman of the Court did not receive the required number of votes, the Chairman of the Court shall nominate another candidate not later than one month from the date of the previous election of the Deputy Chairman of the Court.

15. The special plenary session of the Court shall be recorded. The minutes of the special plenary session of the Court shall be signed by the Chairman of this meeting.

16. The materials of the special plenary session of the Court shall be forwarded by the Chairman of the Court to the Head of the Secretariat. The Head of the Secretariat shall seal these materials in the presence of the Chairman of the Court and the elected Deputy Chairman of the Court and shall transmit them to the Archives of the Court for retention under an act.

The minutes of the special plenary session of the Court shall be attached to the materials of the special plenary session of the Court, transmitted to the Archives of the Court.

§ 18. The procedure for the temporal performance of the duties of the Chairman of the Court by a Judge

1. In case of absence of the Chairman of the Court, his duties shall be performed by the Deputy Chairman of the Court without issuing an order.

2. In case of absence of the Chairman of the Court and the Deputy Chairman of the Court, a senior judge shall serve as the Acting Chairman of the Court. The Chairman of the Court issues an order on the temporary performance of the duties of the Chairman of the Court by a senior Judge.

3. If the Chairman of the Court, for objective reasons, is not in a position to issue an order imposing the duties of the Chairman of the Court on a senior Judge, then the senior Judge shall issue an order on the performance of the duties of the Chairman of the Court.

§ 19. Pre-term dismissal, termination of powers of the Chairman of the Court and Deputy Chairman of the Court

1. The Chairman of the Court, the Deputy Chairman of the Court shall be dismissed from the office upon their statements.

2. The Chairman of the Court shall convene a session of the Court within five working days for consideration of the statement of resignation from the office of the Chairman of the Court, the Deputy Chairman of the Court.

In the case of early dismissal of the Deputy Chairman of the Court in the absence of the Chairman of the Court, the Deputy Chairman of the Court shall convene a session.

At the session of the Court hearing the statement of resignation of the Chairman of the Court, the Deputy Chairman of the Court, the Chairman of the Court, the Deputy Chairman of the Court, cannot preside accordingly.

3. The decision on pre-term dismissal of the Chairman of the Court, the Deputy Chairman of the Court shall be deemed adopted if the majority of the Judges from the constitutional composition of the Constitutional Court have voted for it. Such decision is drawn up in the form of a resolution of the Court.

4. Dismissal of a Judge from office or the termination of his/her powers, as well as the expiry of the term for which the Judge was elected to the office of the Chairman of the Court or the Deputy Chairman of the Court, is termination of his/her authority in the corresponding administrative position.

§ 20. The procedure for formation of the composition of the Senates of the Constitutional Court

1. The Court's composition shall include two Senates of the Constitutional Court – the First Senate and the Second Senate.

The composition of the Constitutional Court Senates is formed at a special plenary session of the Court by drawing lots.

2. In order to draw lots at the special plenary session of the Court, eight closed balls are produced, inside which there are indicators with numbers "1" and "2" in accordance with the numbering of the Constitutional Court Senates.

If, on the day of drawing lots, less than eighteen judges of the Constitutional Court form the composition of the Court, the number of balls shall be made in accordance with the number of Constitutional Court Judges who take part in drawing lots.

If an odd number of Judges of the Constitutional Court participates in drawing lots, there shall be produced one ball more than the number of Judges of the Constitutional Court participating in it.

The number of balls with the numbers “1” and “2” must be the same.

3. The Court administrator puts balls with numbers in the box.

Judges of the Constitutional Court select one ball in the alphabetical order. The secretary of the Court session shall record in a protocol the number of the Senate indicated within each of the selected balls. The Chairman of the Court and the Deputy Chairman of the Court do not take part in drawing lots.

4. The Chairman of the Court is a member of the First Senate and presides at its sessions. The Deputy Chairman of the Court is a member of the Second Senate and presides at its sessions.

5. The personal composition of the Senates of the Constitutional Court shall be approved by a Court resolution according to the numbers of the Senates of the Constitutional Court, selected by the Judges of the Constitutional Court by drawing lots.

6. In case of the appointment of new Judges of the Constitutional Court on the next working day after taking the oath, drawing lots shall be held among them in accordance with the procedure specified in clause 3 of this paragraph. Balls shall be produced for drawing lots according to the number of the newly appointed Judges of the Constitutional Court and the number of vacancies in the Senate of the Constitutional Court.

If vacant positions are within one Senate, drawing lots shall not be carried out.

7. In the event of the expiration of the term of office of the Chairman of the Court or the Deputy Chairman of the Court or pre-term dismissal of the Chairman of the Court or the Deputy Chairman of the Court drawing lots between the Judges of the Constitutional Court who held those positions, no draw shall be carried out. The Chairman of the Court, the Deputy Chairman of the Court, whose powers in administrative positions are terminated, remain within the Senate of which they are a member.

If the Judge who was elected as the Chairman of the Court or the Deputy Chairman of the Court, before the election to an administrative position, was not a member of the Senate in which he is to preside, he shall substitute the Judge who occupied the corresponding administrative position before him in this Senate.

§ 21. The procedure for the formation of Boards of Judges of the Constitutional Court

1. Within the Senates of the Constitutional Court six Boards of Judges of the Constitutional Court – three Boards of Judges of the Constitutional Court within

each Senate – are established. Boards of Judges of the Constitutional Court are formed at a special plenary session of the Court by drawing lots.

2. The draw is made separately in respect of each Senate. For drawing lots at the special plenary session of the Court, three closed balls are produced, inside which there are indications with the numbers "1", "2", "3" according to the numbering of the boards of Judges of the Constitutional Court in each Senate.

If on the day of drawing lots the Senate includes seven or eight judges of the Constitutional Court, three closed balls are made, inside which there are indications with the numbers "1", "2", as well as, respectively, one or two closed balls, inside which there are indications with number "3".

If on the day of drawing lots the Senate includes six Judges of the Constitutional Court, balls with number "3" are not produced; the distribution of Judges of the Constitutional Court is conducted between the First and Second Boards of the Constitutional Court Judges.

3. Court administrator puts balls with numbers in the box.

Judges of the Constitutional Court of each Senate select one of the balls in the alphabetical order. The secretary of the Court session shall record in the minutes, which Board of Judges each Judge selected.

4. The personal composition of the Boards of Judges of the Constitutional Court, indicating which Senate they are members of, shall be approved by a Court resolution according to the numbers of the Boards of Judges of the Constitutional Court, selected by the Judges of the Constitutional Court by drawing lots.

5. If, as a result of drawing lots, a Board has been formed which is incompetent, a Judge from another Board shall be temporarily involved into its composition in accordance with the procedure established in § 23 of the Rules of Procedure. The surname of such Judge shall not be included into the personal membership of the Board.

§ 22. The procedure for the election of the Secretary of the Board of Judges and the performance of his or her duties

1. At the meeting of the Board of Judges from among the Judges of the Constitutional Court, who are its members, the Secretary of the Board shall be elected.

The Chairman of the Court, the Deputy Chairman of the Court, a Judge temporarily involved into the incompetent Board may not be elected the Secretary of the Board.

2. The Secretary of the Board of Judges shall be elected by open vote by a majority of the Judges of the Constitutional Court who are members of this Board.

3. A protocol shall be drawn up on the election of the Board Secretary. It shall be forwarded to the Secretariat.

4. In the absence of the Secretary of the Board, his or her duties shall be performed by an elder Judge who is a member of the Board.

A Judge who is temporarily involved into the incompetent Board cannot perform the duties of the Secretary of the Board.

§ 23. The procedure of temporary involvement of a Judge into the composition of the incompetent Board

1. If the Board is incompetent, a Judge from another Board of the same Senate is temporarily involved in its membership.

The secretary of the incompetent Board, and in his absence, the older Judge who is a member of the Board, informs in writing the Chairperson of the relevant Senate about the necessity of temporary involvement of a Judge from another Board into the composition of the incompetent Board. Not later than the fifth working day from the day of receipt of such notice, the Chairperson of the relevant Senate convenes a Senate meeting to resolve the issue of temporary involvement into the incompetent Board of a Judge from another Board.

2. The Judge who will be temporarily involved in the incompetent Board shall be determined by drawing lots at the meeting of the relevant Senate. The protocol shall be drawn up thereupon.

3. A Judge who has been temporarily involved in the composition of the incompetent Board shall not participate in the subsequent draw when resolving the issue of temporary involvement of a Judge into the incompetent Board.

§ 24. Introducing changes to the personal composition of the Senate and the Board

1. Changes to the personal composition of the Senate and the Board shall be introduced in the event of the appointment of new Judges of the Constitutional Court.

2. If one of the Boards is incompetent, the Judge appointed to the position shall be included to the personal composition of this Board and in the personal composition of the relevant Senate. For this purpose, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall, not later than the fifth working day after the day on which Judge obtained the powers, convene a special plenary session of the Court to amend the resolutions of the Court, which approved the personal composition of the relevant Senate and Board.

3. If there are several incompetent Boards of Judges of the Constitutional Court and they belong to different Senates of the Constitutional Court, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court, not later than on the fifth working day from the day when a Judge (Judges of the Constitutional Court) acquire(s) the powers convenes a special plenary session of the Court to draw lots for the inclusion of the Judge (Judges of the Constitutional Court) into the respective Senate and Board.

If the incompetent Boards of Judges of the Constitutional Court belong to the same Senate, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court, not later

than the fifth working day after the day on which the Judge acquires the powers, convenes a special plenary session of the Court for drawing lots for the inclusion of a Judge (judges of the Constitutional Court) into the respective Board.

After drawing lots, the Court amends the Court's resolutions, which have approved the personal composition of the Senates of the Constitutional Court and the Boards of Judges of the Constitutional Court.

4. If necessary, the Court shall, at a special plenary session, decide on the changes in the composition of the Constitutional Court Senates and the Boards of Judges of the Constitutional Court in accordance with the procedure established by the Rules of Procedure.

§ 25. Standing commissions of the Court

1. The Court at its session shall establish standing commissions of the Court from among the Judges of the Constitutional Court and approve Regulations thereon.

2. The Court, by open ballot, shall establish such standing commissions of the Court:

- 1) on the rules of procedure and ethics;
- 2) on budget and personnel;
- 3) on scientific support;
- 4) on international relations.

If necessary, the Court may establish other standing commissions of the Court, abolish or reorganise the previously established commissions, change their quantitative and personal composition.

3. The Court shall determine the quantitative composition of the standing commissions of the Court.

Candidates of Judges of the Constitutional Court for election to the Standing commissions of the Court shall be offered by the Judges of the Constitutional Court, including by way of self-nomination. Controversial issues related to the membership in the standing commissions of the Court shall be decided by the Court.

4. The Chairman of the standing commission of the Court is elected by a majority of the Constitutional Court Judges who are members of this commission.

The Chairman of the standing commission of the Court organises the activities of the commission and conducts its meeting.

5. The standing commission of the Court is competent, provided that more than half of its members are present at its meeting.

6. The standing commission of the Court shall adopt decisions by a majority of the Judges of the Constitutional Court who are its members on the matters addressed at a meeting,

§ 26. Procedure for convening the Assembly of Judges of the Constitutional Court

1. The Assembly of Judges of the Constitutional Court is an organisational form of judicial self-government, the Assembly resolves issues that are not directly related to the implementation of constitutional proceedings and do not belong to issues resolved by the Court at its meetings.

2. At the request of no less than three judges of the Constitutional Court, the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall convene the assembly of the Constitutional Court Judges no later than on the seventh working day from the date of receipt of the relevant written request. The date of the convocation and the agenda of the assembly of judges of the Constitutional Court shall be informed to the Judges of the Constitutional Court in a timely manner by the Secretariat.

3. The Assembly of Judges of the Constitutional Court shall be competent if at least twelve Judges of the Constitutional Court are present.

Former Constitutional Court Judges, employees of the Secretariat, and other persons may be invited to the assembly of the Constitutional Court Judges.

4. The Assembly of Judges of the Constitutional Court may apply to the bodies of state power and local self-government with proposals regarding the activities of the Court.

5. The Assembly of Judges of the Constitutional Court shall adopt decisions by a majority of those present at the assembly of the Constitutional Court Judges by open vote, unless a decision is made on secret ballot.

§ 27. Special plenary sessions of the Court, Court sessions related to organisational activities

1. Special plenary sessions of the Court shall be convened on the grounds determined by the Law and in the manner established by the Rules of Procedure.

2. At the special plenary sessions of the Court, the following shall be carried out:

1) the election of the Chairman of the Court, the Deputy Chairman of the Court;

2) taking oath by the newly appointed Judges of the Constitutional Court;

3) adoption of a decision to grant consent to the detention, custody or arrest of the Judge;

4) warning the Judge of the need to eliminate the circumstances testifying that he or she has violated the incompatibility requirements;

5) adoption of a decision to dismiss the Judge from office pursuant to Article 21 of the Law;

6) adoption of the Rules of Procedure and amendments thereto;

7) approval of the personal composition of the Constitutional Court Senates;

8) formation of Boards of Judges of the Constitutional Court, approval of their personal composition.

3. The session of the Court shall be convened on the initiative of the Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court, at the request of the

standing commission of the Court, or at least three judges of the Constitutional Court no later than on the seventh working day from the date of the receipt of the initiative on its convocation.

4. At the sessions, the Court shall:

1) adopt a decision on pre-term dismissal of the Chairman of the Court, the Deputy Chairman of the Court;

2) adopt a resolution on the personal composition of the delegations of the Court and their leaders, on the participation of Constitutional Court Judges in scientific and practical conferences, symposiums, professional national, international and other events;

3) determine the details of the judge's robe;

4) establish standing commissions of the Court and approve the Regulations thereof;

5) approve the composition of the Scientific Advisory Board and the Regulations thereof;

6) approve the composition of the editorial board of the "Bulletin of the Constitutional Court of Ukraine";

7) approve the structure and staffing of the Secretariat;

8) approve the Regulations on the Secretariat, the Archives of the Court, the Library of the Court, amend and supplement them;

9) appoint and dismiss the Head of the Secretariat, the First Deputy and Deputy Heads of the Secretariat;

10) consider proposals regarding the amount of financing of the Court, approve the budget estimate for each fiscal year;

11) hear the information of the Chairman of the Court, or, in his or her absence the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court, on the efficiency of the use of the budget funds by the Secretariat for the maintenance and support of the Court;

12) approve the procedure for the burial of the judges of the Constitutional Court, former Judges of the Constitutional Court;

13) approve the text of the annual information report of the Court;

14) approve the procedure for ensuring online broadcasting of an open part of the plenary sessions of the Senate, the Grand Chamber;

15) resolve other issues of the internal activity of the Court, which are not related to the constitutional proceedings.

5. The Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court, or a Judge acting as the Chairman of the Court shall propose the agenda for the Court session, which shall be approved at the relevant session of the Court.

6. The staff of the Secretariat and other persons are invited to attend the Court session, if necessary.

The date of the convocation and the agenda of the Court's session shall be brought to the attention of the Constitutional Court Judges and the invited persons in a timely manner by the Secretariat.

7. Special plenary sessions of the Court, sessions of the Court are recorded by technical means and by means of keeping records in which the textual reflection of the audio recording of the relevant session is carried out.

8. The Secretariat shall ensure recording of special plenary session of the Court, sessions of the Court by technical means and by means of keeping records in which the textual reflection of the audio recordings of the relevant sessions is carried out. The minutes of the special plenary session of the Court, the Court session shall be signed by an authorised representative of the Secretariat who has drawn it up.

The materials and protocols of the special plenary sessions of the Court, the sessions of the Court shall be transmitted to the Archives of the Court in accordance with the established procedure.

§ 28. Working schedule of the Constitutional Court's bodies

1. Under ordinary circumstances, the sessions and plenary sessions of the Senates of the Constitutional Court are held every Tuesday and Wednesday, sessions and plenary sessions of the Grand Chamber – every Thursday.

The sessions of the Boards of Judges of the Constitutional Court may be held on any working day at the time when sessions, plenary sessions of the Senates or of the Grand Chamber of the Constitutional Court are not held.

2. The sessions of the Boards of Judges, sessions and plenary sessions of the Senates or of the Grand Chamber may be postponed, if necessary, including in the event of the incompetency of the Board of Judges, the Senate, the Grand Chamber, or if the participant of the constitutional proceedings, who was invited to the relevant session, for a valid reason, failed to appear.

3. Special plenary sessions, sessions of the Court are usually held on days free from sessions and plenary sessions of the Senates, the Grand Chamber.

Special plenary sessions at which newly appointed judges of the Constitutional Court take oath may take place on any working day, with observance of the requirements of paragraph 2 of Article 17 of the Law.

§ 29. Extrajudicial activity of Judges of the Constitutional Court

1. A Judge may take part in research and practical conferences, symposia, professional national, international and other events which constitutes his/her professional duties.

2. Extrajudicial activity of a Judge is not a ground for his/her absence at Board sessions, sessions and plenary sessions of the Senate, the Grand Chamber, special plenary sessions of the Court, sessions of the Court related to organisational activities, assembly of judges of the Constitutional Court, except when Judge's participation in research and practical conferences, symposia, professional national, international, other events is carried out on the basis of the decision of the Court.

The Chairman of the Court, and in his absence - the Deputy Chairman of the Court or the Judge acting as the Chairman of the Court, shall issue an order on the organisational support of research and practical conferences, symposia, professional national, international, other events that are held by the Court or in which the Court participates.

The Court at its session shall adopt a resolution on the participation of judges of the Constitutional Court in research and practical conferences, symposia, professional national, international, other events organised by the Court or held with its participation.

§ 30. International relations of the Court

1. The court supports cooperation with bodies of constitutional jurisdiction of other states, international courts and international organisations by concluding agreements on cooperation, mutual exchange of delegations, organisation of joint research and practical events, internships, exchange of decisions and other data, etc.

2. For the purpose of participating in an international event, the Court at its session shall determine the personal composition of the delegation of the Court and its head. When determining the composition of a delegation of the Court for participation in an international event, the issue of delegation the powers to sign agreements, memoranda, cooperation agreements, etc., as well as the allocation of funds for their implementation can be solved simultaneously.

§ 31. Annual information report of the Court

1. Annual information report of the Court is an analytical document and shall contain the following information for the previous year:

1) indications on the quantity of:

a) applications to the Court;

b) decisions, opinions, rulings of the Court;

c) acts declared by the Court as unconstitutional, according to their types in compliance with Article 150.1.1 of the Constitution of Ukraine;

d) reports to the subjects of the right to constitutional complaint on the necessity to eliminate inadequacies in drawing up constitutional complaints;

2) analysis of the content of applications to the Court in the following aspects:

a) what issues were most frequently raised;

b) the norms of which acts were most often contested;

3) analysis of the content of the acts adopted by the Court in the following aspects:

a) the norms of which acts were declared unconstitutional;

b) what constitutional rights were violated by acts declared unconstitutional by the Court;

c) what public authorities were obliged by the Court to ensure control over the execution of the decision, observance of the opinion;

4) information as to whether all the acts adopted by the Court during this period were executed;

5) information on the cooperation of the Court with bodies of constitutional jurisdiction of other states, international courts and international organisations, on the participation of Constitutional Court judges in research and practice conferences, symposia, professional national, international and other events;

6) proposals for strategic planning of the Court's activities and budget expenditures hereto.

Annual information report of the Court may contain other information on the Court's activities and its financial support in the previous year.

2. The Chairman of the Court, or, in his or her absence, the Deputy Chairman of the Court or the Judge, acting as the Chairman of the Court, shall ensure the preparation of the draft text of the Annual information report of the Court.

The draft text of the Annual information report of the Court shall be distributed to the Constitutional Court Judges five working days before consideration of the issue on approval of the Annual information report of the Court at the Court session.

3. The Chairman of the Court, and in his or her absence, the Deputy Chairman of the Court or the Judge, acting as the Chairman of the Court shall convene the Court session to approve the text of the Annual information report of the Court.

Judges of the Constitutional Court may make suggestions on the content of the Annual information report of the Court.

4. The Annual information report of the Court shall be approved at the Court session and made public on the website by March 31 of the current year.

Simultaneously with the promulgation on the website, the Chairman of the Court, or, in his/her absence, the Deputy Chairman of the Court or the Judge acting as the Chairman of the Court, shall send Annual information report of the Court to the subjects specified in Article 43.4 of the Law.

§ 32. Website

1. The website shall publish information that is deemed mandatory for promulgation by the Law or other laws of Ukraine.

Other information may be published on the website in compliance with the requirements of the laws of Ukraine regarding the publication of public information with limited access and the protection of personal data.

2. Information on the website shall be published in Ukrainian and English.

3. The procedure for uploading information (materials) to be published on the website is determined by the Regulations on the website.

4. Records of video broadcasts of the public part of the plenary sessions of the Senate, the Grand Chamber no later than the next working day after the day of these sessions shall be promulgated on the website.

5. The website shall provide for a live broadcast of the public part of the plenary session of the Senate, the Grand Chamber.

The procedure for providing the live broadcast of the public part of the plenary sessions of the Senate, the Grand Chamber, shall be approved by a resolution of the Court.

§ 33. Financial support of the Court

1. Draft budget request shall be drafted by the Secretariat in accordance with the requirements of the budget request preparation instruction and approved by the Standing Commission on Budget and Personnel of the Court.

2. The draft budget of the Court shall be drafted by the Secretariat on the basis of the Law of Ukraine on the State Budget of Ukraine for the current year and shall be submitted to the Chairman of the Court, or in case of his/her absence, to the Deputy Chairman of the Court or the Judge acting as the Chairman of the Court.

3. The Chairman of the Court, or in case of his/her absence, the Deputy Chairman or the Judge acting as the Chairman of the Court shall forward the draft budget of the Court to the Standing Commission on Budget and Personnel of the Court for its preliminary consideration and, upon availability of the opinion of respective Commission, shall convene the session of the Court for its consideration.

4. The Court shall approve the budget of the Court no later than one month after the day of entry into force of the Law of Ukraine on the State Budget of Ukraine for the current year.

The budget of the Court is deemed approved if it has been voted for by the majority of the judges of the Constitutional Court participating in the Court's session.

5. The budget of the Court determines, in a separate line, the means necessary to ensure the judicial process.

6. The Court shall provide organisational assistance in ensuring activities of the associations of former judges of the Constitutional Court.

§ 34. Documentation management in the Court

1. Documentation management in the Court shall be performed in the state language in accordance with the Constitution of Ukraine, the Law, other normative-legal acts, and state standards which regulate the rules of drawing up, processing and storage of documents.

2. The rules of work with documents shall be determined in the Instruction on documentation management in the Constitutional Court, which is approved by the Order of the Chairman of the Court.

Chapter 3. Organisation of the Secretariat's activities

§ 35. Procedure for appointment to the office and dismissal from the office of the Head of the Secretariat

1. The Head of the Secretariat shall be appointed to the office and dismissed from the office by the Court at its session.

2. The Chairman of the Court, or, in his/her absence, the Deputy Chairman of the Court or the Judge acting as Chairman of the Court shall nominate the candidate for the office of the Head of the Secretariat with account of the proposals given by the Standing Commission on Budget and Personnel of the Court. The candidate for the office of the Head of the Secretariat shall meet the qualification requirements stipulated by the Law of Ukraine "On Civil Service" imposed on the applicants for the office of civil service Category "A" and the Law.

3. The resolution of the Court on the appointment to the office or dismissal from the office of the Head of the Secretariat shall be adopted by open vote by no less than ten judges of the Constitutional Court.

4. Consideration of the appointment to the office of the Head of the Secretariat is carried out with the participation of a candidate for this office. When considering the dismissal from the office of the Head of the Secretariat, the person in charge of this office shall be invited to the Court session. The person in respect of whom consideration on the appointment to the office or dismissal from the office of the Head of the Secretariat is carried out shall be given time to deliver a speech and respond to questions on the part of the Judges of the Constitutional Court.

5. The resolution of the Court on the appointment to the office of the Head of the Secretariat shall be made public on the website no later than the next working day after its adoption.

6. The Head of the Secretariat may be dismissed from the office in accordance with the procedure established by the laws on civil service and labour.

7. The authority of the Head of the Secretariat shall be determined by the Regulations on the Secretariat, approved by the Court's resolution.

§ 36. Procedure for appointment to the office and dismissal from the office of the First Deputy, Deputy Heads of the Secretariat

1. The First Deputy, Deputy Heads of the Secretariat shall be appointed to the office and dismissed from the office by the Court at its session.

2. The candidates for the office of the First Deputy, Deputy Heads of the Secretariat shall be nominated by the Chairman of the Court or, in his/her absence, by the Deputy Chairman of the Court or the Judge acting as Chairman of the Court, with account of the proposals of the Standing Commission on Budget and Personnel of the Court and the Head of the Secretariat. Candidates for the office of the First Deputy and Deputy Heads of the Secretariat shall meet the qualification

requirements stipulated by the Law of Ukraine "On Civil Service" for persons applying for the office of civil service of Category "A".

3. The resolution of the Court on the appointment to the office or dismissal from the office of the First Deputy Head, Deputy Heads of the Secretariat shall be adopted by open vote by no less than ten judges of the Constitutional Court.

4. Consideration of the appointment to the office of the First Deputy, Deputy Heads of the Secretariat is carried out with the participation of candidates for these offices. When considering the dismissal from the office of the First Deputy, Deputy Heads of the Secretariat, persons in charge of these offices, shall be invited to the Court session. Persons in respect of whom the appointment to the office of the First Deputy, Deputy Heads of the Secretariat or dismissal from the office of the First Deputy, Deputy Heads of the Secretariat is considered, shall be given time to deliver a speech and respond to questions on the part of the judges of the Constitutional Court.

5. The resolution of the Court on the appointment to the office of the First Deputy, Deputy Heads of the Secretariat shall be made public on the website no later than the next working day after its adoption.

6. The First Deputy, Deputy Heads of the Secretariat may be dismissed from the office in accordance with the procedure established by the laws on civil service and labour.

7. The authority of the First Deputy, Deputy Heads of the Secretariat shall be determined by the Head of the Secretariat in accordance with the Regulations on the Secretariat, approved by the Court's resolution.

§ 37. Procedure for performing civil service in the Secretariat

1. The Secretariat shall perform the tasks and functions specified by the Law, the Rules of Procedure and the Regulations on the Secretariat.

2. Formation of the Secretariat shall be carried out in accordance with the Law, the Law of Ukraine "On Civil Service", the Rules of Procedure and the Regulations on the Secretariat.

The Regulations on the Secretariat, its structure and staff table shall be approved at the Court session upon the submission of the Head of the Secretariat.

3. There shall be a trade union organisation in the Secretariat.

A collective agreement between the administration, represented by the Head of the Secretariat and the trade union organisation, represented by the head of the trade union committee, shall be signed. The effect of this agreement applies to all staff of the Secretariat.

4. The mode of operation of the Secretariat staff shall be determined by the Regulations on the Secretariat, the Regulations on its structural units, the Rules of Internal Service Schedule in the Constitutional Court and the Rules of the Internal Labour Schedule in the Constitutional Court.

The Regulations on the structural units of the Secretariat shall be approved by the Head of the Secretariat.

The Rules of Internal Service Schedule in the Constitutional Court shall be approved in accordance with the procedure established by the Law of Ukraine "On Civil Service".

The Rules of the Internal Labour Schedule in the Constitutional Court shall be submitted by the Head of the Secretariat and approved by the labour collective in accordance with the procedure established by the laws on labour.

§ 38. Patronage offices of Judges of the Constitutional Court

1. The legal status of research consultants and assistants of the Judges of the Constitutional Court, their appointment to the office and dismissal from the office, duties and other issues of work in patronage offices of Judges of the Constitutional Court shall be determined by the Law, the Law of Ukraine "On Civil Service", the Rules of Procedure and Regulations on patronage offices approved by the Court.

Section II. Constitutional proceedings

Chapter 4. The procedure for admitting applications to the Court

§ 39. Admissibility, registration and preliminary examination of applications to the Court

1. Applications to the Court from the subjects of the right to such applications, determined by Articles 52, 54, 56 of the Law, shall be admitted for consideration by the Court.

2. Constitutional petitions in their form and content shall meet the requirements established by Articles 51, 52, and Article 74.1 of the Law.

3. Constitutional appeals in their form and content shall meet the requirements established by Articles 53, 54, and Article 74.1 of the Law.

Constitutional appeals regarding the compliance of questions to be put forward to an all-Ukrainian referendum on a popular initiative with the Constitution of Ukraine (constitutionality) shall be submitted within the term specified in Article 79 of the Law.

4. Constitutional complaints in their form and content shall meet the requirements established by Articles 55, 56, and Article 74.1 of the Law, and shall be considered admissible under the conditions specified in Article 77 of the Law.

5. Applications to the Court shall be forwarded by post or submitted to the Secretariat directly.

6. Application to the Court regardless of the form shall be registered without delay by the Secretariat by entering data about them into the automated system "Documentation management of the Constitutional Court of Ukraine", and fixing the automatically generated unique registration index, date and time of receipt.

7. The information on the applications to the Court, indicating the date of receipt and the registration number of each of them, shall be posted on the website.

8. The Secretariat shall examine constitutional complaints as to their compliance in form with the requirements of the Law within one working day from the date of their registration.

9. A constitutional petition, a constitutional appeal, as well as a constitutional complaint in case of its compliance in form with the requirements of the Law after a preliminary review, but not later than the next working day from the date of registration, shall be submitted to the Judge-Rapporteur according to the distribution.

§ 40. Return of constitutional complaints

1. If the constitutional complaint in the form does not meet the requirements of the Law, the Head of the Secretariat shall return it to the subject of the right to constitutional complaint, indicating what requirements of the Law are not met.

2. The constitutional complaint concerning the case, in which the final judicial decision came into force before September 30, 2016, shall be returned by the Head of the Secretariat to the subject of the right to a constitutional complaint.

3. A repeated constitutional complaint shall be registered and processed in accordance with the procedure specified in § 39, § 41 of the Rules of Procedure.

§ 41. Determination of Judge-Rapporteur in a case

1. Judge-Rapporteur in the case shall be determined by allocation of applications to the Court among the judges of the Constitutional Court alternately, in alphabetical order, taking into account the name, surname and patronymic, by the date of receipt and the registration number irrespective of the form of application to the Court. The distribution of applications to the Court shall be made no later than the next working day from the date of registration.

2. Applications to the Court after their distribution shall be immediately forwarded to the Judge-Rapporteurs in cases.

Constitutional complaints, which in form do not meet the requirements of the Law and are returned to the subjects of the right to a constitutional complaint by the Head of the Secretariat, shall not be distributed among the judges of the Constitutional Court.

§ 42. Preparation of a preliminary opinion on the availability of grounds for initiation of constitutional proceedings in the case or for rejection to initiate constitutional proceedings in the case

1. The Secretariat shall prepare a preliminary opinion on the availability of grounds for initiation of constitutional proceedings in the case or for rejection to initiate constitutional proceedings in a case upon the constitutional complaints which meet the requirements of the Law in form, as well as upon constitutional petitions and constitutional appeals.

2. Preparation of the preliminary opinion shall be carried out within seven working days.

§ 43. Examination of application to the Court by a Judge-Rapporteur in a case

1. Judge-Rapporteur in the case shall:

1) examine the issues raised in the application to the Court and prepare the materials for consideration by the Board, the Senate, the Grand Chamber;

2) demand documents, materials, and other data related to the case from the subjects specified Article 59.4.2 of the Law;

3) receive a preliminary opinion from the Secretariat on the availability of grounds for initiation of the constitutional proceedings in the case or for rejection to initiate constitutional proceedings in the case no later than the seventh working day after his receipt of the application lodged with the Court;

4) issue instructions to the relevant units of the Secretariat to prepare analytical, reference, informational and other materials on constitutional proceedings;

5) engage specialists for the purpose of consultation on specific issues and for studying the documents related to the case;

6) may apply to academic institutions and higher educational establishments in order to clarify the position, academic approaches to issues emerging in the frame of the constitutional proceedings;

7) prepare draft rulings for expert examination in the case, engagement of specialists to the constitutional proceedings, summoning of officials, experts, specialists, witnesses, authorised persons acting on behalf of the subject of the right to apply to the Court, as well as citizens, whose participation may contribute to the unbiased and complete consideration of the case, and submit them to the Senate, the Grand Chamber;

8) exercise other powers specified by the Law and the Rules of Procedure.

2. The terms of fulfillment of orders by the units of the Secretariat shall be established by the Judge-Rapporteur in the case in accordance with the Instruction on Document management in the Constitutional Court.

3. The Judge-Rapporteur in the case shall examine the application to the Court within twenty days from the date of his/her appointment as the Judge-Rapporteur in the case. During the specified period, the Judge-Rapporteur in the case must submit to the Board a draft ruling on the initiation of constitutional proceedings in the case or rejection to initiate constitutional proceedings in the case.

4. The Judge-Rapporteur in the case shall decide on forwarding copies of applications to the Court, other documents to the head of the body, an official, which adopted, signed or made public the challenged act or the act comprising the contested provisions, with the proposal to present their substantiated explanations regarding the issues raised in the relevant application to the Court.

5. The Judge-Rapporteur in the case shall prepare the case materials for consideration, in particular, by issuing instructions, sending requests, demanding documents, materials, other data necessary to ensure the completeness of the consideration of the case and the adoption of the decision, the provision of the opinion. The Judge-Rapporteur in the case shall inform the Chairman of the Court or the Deputy Chairman of the Court on completing the preparation of the case materials for consideration,

§ 44. Conflict of Interests and Recusal (Self-Recusal) of a Judge

1. A Constitutional Court Judge may not take part in the preparation, consideration and decision-making, exercise other powers in matters in which he or she has an actual or potential conflict of interest.

2. An actual conflict of interests is the contradiction between the private interest of the Judge and his/her official powers, which affects the objectivity or impartiality of the decision-making process or execution or non-execution of actions in exercising these powers.

A potential conflict of interests is the existence of a private interest of the Judge in the area in which he/she carries out his/her official powers, which may affect the objectivity or impartiality of his/her decision-making or execution or non-execution of actions in exercising these powers.

3. Recusal (self-recusal) shall be applied, in particular, if:

1) a Judge is interested in the outcome of the case either directly or indirectly;

2) a Judge is a member of the family or a close relative of the persons participating in the case;

3) any other circumstances exist that cast a doubt over objectivity and impartiality of a Judge.

4. For the same reasons, the recusal of a Judge may be effected against him or her by persons who are parties to constitutional proceedings.

5. A statement of recusal (self-recusal) shall be submitted to the Court in writing.

6. A statement of recusal of a Judge shall be submitted before the beginning of consideration of the case at the plenary session of the Senate, the Grand Chamber.

7. If a Judge has an actual or potential conflict of interests, he/she must inform the Court in writing within one working day and declare self-recusal.

A Judge may submit a statement on self-withdrawal at any stage of the constitutional proceedings.

8. Failure to notify the Court by the Judge of the existence of an actual conflict of interests, execution of actions or making decisions by him/her provided there is an actual conflict of interests entails liability in accordance with the legislation.

9. A statement of recusal (self-recusal) of a Judge submitted after the ruling on the initiation of constitutional proceedings in the case, but before the

consideration of the case at the plenary session of the Senate, the Grand Chamber, shall be considered by the Court at a session of the Senate, the Grand Chamber.

If the statement of recusal (self-recusal) of the Judge is submitted during the consideration of the case by the Board, the Secretary of the Board shall inform immediately the presiding judge in the relevant Senate about the necessity of convening a session of a Senate or the Grand Chamber to decide on the satisfaction of the statement of recusal (self-recusal) of the Judge.

In case of satisfaction of the statement of recusal (self-recusal) of a Judge, the Senate, the Grand Chamber at its session shall consider the issue of temporary involvement of another Judge in the respective Board.

10. In order to consider the statement of recusal (self-recusal) of a Judge, submitted after the beginning of consideration of the case at the plenary session, the Senate or the Grand Chamber shall announce a break in the plenary session and decide on the satisfaction or dissatisfaction of the statement at the session of the Senate, the Grand Chamber.

The statement of recusal (self-recusal) of the Judge and the ruling taken on the results of its consideration shall be announced at the plenary session of the Senate, the Grand Chamber, after which the issue on the competence of the relevant plenary session shall be considered.

11. The explanations of the Judge in respect to whom the recusal is declared or who has submitted a statement of self-recusal shall be heard at the session of the Senate, the Grand Chamber, if he/she wishes to provide them.

12. A ruling on recusal (self-recusal) of a Judge shall be adopted by the Senate, the Grand Chamber without participation of the Judge in respect to whom a recusal has been declared (who has declared self-recusal).

13. In case of satisfaction of the statement of recusal (self-recusal) of the Judge-Rapporteur in the case, the respective application to the Court shall be distributed in accordance with the procedure specified in § 41 of the Rules of Procedure.

Chapter 5. Initiation of constitutional proceedings in the case

§ 45. Ruling on initiation, rejection to initiate constitutional proceedings in the case

1. Upon the results of consideration of applications to the Court, a ruling on the initiation of constitutional proceedings in the case or the rejection to initiate it shall be delivered at a meeting of the Board or, in the cases provided for by Articles 61.2.2, 61.3.2 of the Law, at a session of the Grand Chamber, the Senate respectively.

The ruling shall include:

1) the name of the body that delivered the ruling, the date of delivering the ruling, registration number;

2) the surnames of the judges of the Constitutional Court who participated in the session, with the indication of the Judge presiding at the session and the Judge-Rapporteur in the case;

- 3) the application to the Court which was considered;
- 4) the essence of the application to the Court;
- 5) the reasons for delivering the ruling;
- 6) the operative part.

2. The ruling on the initiation of constitutional proceedings in a case upon application to the Court shall be delivered by the Board by a majority of votes from its membership.

If the Board by a majority from its membership delivers a ruling on the rejection to initiate the constitutional proceedings in a case upon a constitutional petition, a constitutional appeal, the Secretary of the Board shall forward the constitutional petition, the constitutional appeal for consideration to the Grand Chamber to decide on the initiation of constitutional proceedings in the case.

The ruling on the rejection to initiate the constitutional proceedings in a case upon the constitutional complaint, delivered by the Board unanimously, shall be final.

If the Board has delivered a ruling on the rejection to initiate constitutional proceedings in a case upon a constitutional complaint not unanimously, the Secretary of the Board shall submit the constitutional complaint to the Senate for resolution of the issue on initiating constitutional proceedings in the case.

3. The ruling on the initiation of the constitutional proceedings in a case or rejection to initiate it, which is considered by the Senate, the Grand Chamber, shall be delivered if it has been voted by the majority of the Constitutional Court Judges participating in the session of the Senate, the Grand Chamber.

4. The subject of application to the Court shall be notified on the initiation of constitutional proceedings in the case within ten days from delivering a ruling to initiate the constitutional proceedings in the case.

5. After delivering the ruling on the initiation of the constitutional proceedings in the case, the materials of the case shall be filed by the Secretariat.

6. After the completion of the filing of the case, upon the proposal of the Judge-Rapporteur in the case, the Chairman of the Court or the Deputy Chairman of the Court shall forward it for consideration at the session of the Senate, the Grand Chamber, in order to decide on the form, terms of constitutional proceedings and other organisational matters.

§ 46. Measures to secure constitutional complaint

1. In exceptional cases, in order to prevent irreversible consequences that may arise with regard to the execution of a final judicial decision, the Grand Chamber may take measures to secure a constitutional complaint by issuing an interim order imposing a temporary prohibition on certain actions.

2. The interim order shall state:

- 1) the title and date of issuance of the interim order;
- 2) the name of the body that issued the interim order;

3) the surnames of the Judges of the Constitutional Court who participated in the session;

4) the name, the surname, patronymic or the full name of the subject of the right to a constitutional complaint, place of his/her residence (stay) or location;

5) reference to the provisions of the Law according to which an interim order has been issued;

6) an operative part providing for interim measures;

7) the body, official, on whom the implementation of the interim order shall be entrusted;

8) the signatures of the Constitutional Court Judges who voted for and against the issuance of an interim order.

3. The interim order after its signing shall be immediately forwarded to the body, the official in charge of its implementation, and the subject of the right to constitutional complaint.

4. The Secretariat shall monitor the implementation of the interim order. The Secretariat shall immediately notify the Chairman of the Court, and in his/her absence the Deputy Chairman of the Court or the Judge who acts as the Chairman of the Court, and Judge-Rapporteur in the case of the fact that the interim order has not been implemented in order to submit this issue for discussion at the Court session as well as decide on the response in accordance with the laws.

§ 47. Declaring the constitutional proceedings in the case as urgent

1. The issue of declaring the constitutional proceedings in the case as urgent shall be considered at a session of the Senate, the Grand Chamber, simultaneously with the consideration of the form of the constitutional proceedings in the case upon the proposal of the Judge-Rapporteur in the case.

2. At a session of the Senate, the Grand Chamber there shall be delivered a ruling on declaring the constitutional proceedings in the case as urgent.

§ 48. Termination of consideration of applications to the Court, closure of constitutional proceedings in cases

1. The Senate, the Grand Chamber shall deliver a ruling on the closure of constitutional proceedings in the case:

1) if the application to the Court, irrespective of its form, was withdrawn by a written submission of the subject of the application to the Court at any time after the initiation of the constitutional proceedings in the case, but before the Court proceeds to the in-camera part of the plenary session of the Senate, the Grand Chamber to adopt a decision or provide an opinion;

2) if during the plenary session of the Senate, the Grand Chamber grounds are found for rejection to initiate the constitutional proceedings provided for in Article 62 of the Law.

2. If the subject of the right to constitutional complaint applied to the Court with a written submission on the withdrawal of the constitutional complaint, but

the Senate or the Grand Chamber finds that the issues raised therein are of particular social importance for the protection of human rights, the Senate or the Grand Chamber shall deliver a ruling on the rejection to terminate the consideration of such complaint.

3. The constitutional proceedings in a case on the observance of the constitutional procedure for investigating and considering a case concerning the removal of the President of Ukraine from office through impeachment shall be closed by the Grand Chamber after voluntary resignation at the session of the Verkhovna Rada of Ukraine made by the President of Ukraine in person.

4. The examination of an application to the Court irrespective of its form shall be terminated if, before the decision on the initiation of the constitutional proceedings in a case, the subject of the application to the Court in a written submission has withdrawn his/her application to the Court.

If the submission on withdrawal of the application to the Court has been received by the Court during its preliminary examination by the Secretariat, the Head of the Secretariat shall send a notification to the subject of application to the Court on termination of the consideration of the application to the Court.

If such a submission has been received by the Court during the examination of the application to the Court by the Judge-Rapporteur in the case, the relevant Board shall deliver a ruling to terminate consideration of the application to the Court.

5. Ruling on closure of the constitutional proceedings in the case or rejection to terminate the consideration of the constitutional complaint no later than the next working day after its delivering shall be sent by the Head of the Secretariat to the participants in the constitutional proceedings, and the ruling on termination of the consideration of the application to the Court – to the subject of the application to the Court.

Chapter 6. Consideration of the case in the Court

§ 49. Forms of constitutional proceedings

1. The Senate, the Grand Chamber shall consider cases in which the constitutional proceedings have been initiated under a written or oral procedure.

2. The form of constitutional proceedings shall be determined by the Senate, the Grand Chamber, by a ruling in which other issues with regard to the organisational support of the plenary session of the Senate, the Grand Chamber can be also resolved.

3. Written procedure is the basic form of proceedings in cases before the Court.

4. Oral procedure may be held in cases where the Court finds that in order to ensure the completeness of the consideration of a case at a plenary session, it is necessary to hear directly the participants in the constitutional proceedings and/or external participants in the constitutional proceedings.

Under the ruling of the Senate, the Grand Chamber in a case pending in the written procedure, certain issues may be considered in the oral procedure.

5. Consideration of cases at the plenary sessions of the Grand Chamber, the Senate shall be public, except for the in-camera part of these sessions, when a decision is adopted, an opinion is provided, a ruling of the Court is delivered.

In-camera plenary session is allowed, if consideration of the case at a public plenary session may lead to the disclosure of state secrets and/or other information protected by law.

The organisation, holding of in-camera plenary sessions of the Senate, the Grand Chamber, during which cases related to the state secret are considered, and the processing of relevant materials shall be carried out in accordance with the Order of organisation and ensuring secrecy regime in state bodies, local self-government bodies, enterprises, institutions and organisations approved by the Cabinet of Ministers of Ukraine, and the Rules of the internal regime in the Constitutional Court, approved by the order of the Chairman of the Court.

The organisation, holding of in-camera plenary sessions of the Senate, the Grand Chamber, during which cases related to other information protected by law are considered, and the processing of the relevant materials are carried out in accordance with the Rules of the internal regime in the Constitutional Court, approved by the order of the Chairman of the Court.

The ruling on hearing a case at an in-camera plenary session shall be delivered by the Senate or the Grand Chamber.

§ 50. Joining of constitutional proceedings in cases

1. Where the Court receives several applications concerning the same issue or interrelated issues, and where constitutional proceedings with regard to these applications have been initiated, the Senate or the Grand Chamber shall deliver a ruling to join such cases into joint constitutional proceedings.

Where the constitutional proceedings upon constitutional complaints concerning the same issue or interrelated issues and are in the constitutional proceedings pending before one Senate, the relevant Senate shall merge them into joint constitutional proceedings by its ruling.

2. The joining of constitutional proceedings upon constitutional complaints concerning the same issue or interrelated issues and are in constitutional proceedings pending before different Senates of the Constitutional Court or the Senate and the Grand Chamber and the consideration of cases shall be carried out in accordance with the procedure specified in the sub-paragraphs 2, 3 of Article 76.1 of the Law.

3. The joining of constitutional proceedings shall be carried out upon writing submission of the Judge.

In case of joining the constitutional proceedings at the plenary session of the Senate or the Grand Chamber, the issue of determination of Judge-Rapporteur or Judges-Co-Rapporteurs in the case shall be resolved.

4. The subjects of applications to the Court shall be informed on the joining of constitutional proceedings.

5. Information on joining of constitutional proceedings shall be published on the website not later than the next working day after the delivering of the relevant ruling.

§ 51. Separation of constitutional proceedings in cases

1. The Senate or the Grand Chamber, where necessary, may, at its plenary session deliver a ruling on the division of constitutional proceedings into separate constitutional proceedings.

2. In the case of division of constitutional proceedings, the Senate or the Grand Chamber shall, at its plenary session, decide which of the separated constitutional proceedings shall remain for the determined Judge-Rapporteur in the case, and for which one the Judge-Rapporteur shall be determined under the procedure established in § 41 of the Rules of Procedure.

3. The subject of application to the Court shall be informed on the division of constitutional proceedings.

4. Information on the division of the constitutional proceedings shall be published on the website no later than the next working day after the relevant ruling was delivered.

§ 52. Sessions of the Grand Chamber

1. At the sessions of the Grand Chamber, the following issues are resolved:

1) the initiation or rejection to initiate the constitutional proceedings in a case upon a constitutional petition, a constitutional appeal in the event of delivering a ruling by the Board to reject to initiate the constitutional proceedings in a case;

2) issuing an interim order;

3) satisfaction or dissatisfaction with the recusal (self-recusal) of the Judge;

4) prolongation of the term for delivering a ruling by the Board to initiate or to reject to initiate the constitutional proceedings in a case;

5) declaring constitutional proceedings in a case as urgent;

6) determination of the form of constitutional proceedings in the case;

7) consideration of the case at an in-camera plenary session;

8) request from the Verkhovna Rada of Ukraine, the President of Ukraine, the Cabinet of Ministers of Ukraine, the Prosecutor General, the courts, other bodies of state power, bodies of power of the Autonomous Republic of Crimea, local self-government bodies, officials, enterprises, institutions, organisations of all forms of property, political parties, public associations to provide for copies of documents, materials, as well as data related to the case;

9) ordering expertise in the case, involvement in the constitutional proceedings of the specialists, summons to the sessions, plenary session of the

Grand Chamber of the participants of constitutional proceedings, external participants in constitutional proceedings;

10) response of the Court to cases of non-execution of decisions, failure to comply with the Court's opinions as a result of responses to requests made to officials of state power and local self-government bodies.

Other issues related to the initiation, rejection to initiate or closure of constitutional proceedings in the case, other procedural acts, petitions, and procedure for consideration of cases that are not considered by the Board, the Senate shall be resolved at the sessions of the Grand Chamber.

2. The Grand Chamber session shall be convened by the Chairman of the Court and, in his/her absence, by the Deputy Chairman of the Court or the Judge who shall act as Chairman of the Court:

1) in the case of receipt of the submission for the recusal (self-recusal) of the Judge - within three working days from the day of receipt of the submission;

2) upon the proposal of the Secretary of the Board, with the consent of the Judge-Rapporteur in the case to resolve issues regarding the consideration of the case - within two weeks from the day of receipt of the proposal;

3) in the case of receipt of a written submission of the Judge-Rapporteur in the case or the chairperson of the Senate to extend the deadline for the delivering a ruling by the Board on the initiation of constitutional proceedings in a case or rejection to initiate the constitutional proceedings in a case - in the one-month period specified by Article 61.4 of the Law;

4) upon the initiative of the Chairman of the Court, the Deputy Chairman of the Court and other judges of the Constitutional Court to resolve the issue of the Court's response to the facts of non-execution of decisions, failure to comply with the Court's opinions - within a week from the date of receipt of the initiative.

The date of the session of the Grand Chamber shall be determined by the Chairman of the Court, and in his/her absence, by the Deputy Chairman of the Court or the Judge acting as Chairman of the Court.

3. The Secretariat shall inform the judges of the Constitutional Court and, if necessary, the participants in constitutional proceedings, the external participants in the constitutional proceedings, on the date of convocation and agenda of the Grand Chamber session.

4. The Chairperson at the session of the Grand Chamber shall:

1) declare the agenda of the session, formed with account of the proposals of the Judges of the Constitutional Court, for approval by the Grand Chamber;

2) establish the competence of the session;

3) check, if necessary, the presence of the participants in the constitutional proceedings and the external participants in the constitutional proceedings;

4) announce the opening of the session;

5) give the floor for speeches, questions and answers to the Judge-Rapporteur in the case, Judges of the Constitutional Court;

6) put to the vote the proposals of the Judge-Rapporteur in the case, the judges of the Constitutional Court on the procedure for consideration of the case and announce the results of the voting;

7) upon the results of consideration of the issues specified in sub-paragraph 1 of this paragraph, put to the vote draft rulings or interim orders and shall announce the results of voting;

8) perform other procedural actions necessary for the session.

5. The Judge-Rapporteur in the case shall set out the content of the application to the Court and the proposals for resolving the issues referred to in sub-paragraph 1 of this paragraph (except for issues related to satisfaction or dissatisfaction with the recusal (self-recusal) of the Judge and the response of the Court to instances of non-execution of decisions, failure to comply with the Court's opinions).

6. If the participants in the constitutional proceedings and the external participants in the constitutional proceedings are invited to a Grand Chamber session, the Chairperson at the session of the Grand Chamber shall invite them to the Courtroom to provide information, explanations, answers to questions, etc.

7. Upon the results of the consideration of the issues referred to in sub-paragraph 1 of this paragraph (except for the issuance of an interim order and response by the Court to cases of non-execution of decisions, failure to comply with the Court's opinions), the Grand Chamber shall deliver a ruling in the manner, established by Article 66 of the Law, by the majority of the Constitutional Court Judges attending its session.

§ 53. Plenary sessions of the Grand Chamber

1. The Grand Chamber at its plenary sessions shall consider the cases in which proceedings have been initiated upon a constitutional petition, a constitutional appeal, as well as the cases, in which the proceedings have been initiated upon a constitutional complaint, but where the Senate has relinquished its jurisdiction in favour of the Grand Chamber.

2. The plenary session of the Grand Chamber shall be convened by the Chairman of the Court, and in his/her absence, by the Deputy Chairman of the Court or the Judge acting as Chairman of the Court, upon the proposal of the Judge-Rapporteur in the case with observance of the time limits specified in Article 75 of the Law.

The date of the plenary session of the Grand Chamber shall be determined by the Chairman of the Court, and in his/her absence, by the Deputy Chairman of the Court or the Judge acting as Chairman of the Court.

3. The Secretariat shall inform the Constitutional Court Judges in advance on the date of the convocation and the agenda of the plenary session of the Grand Chamber, and in the event of a plenary session of the Grand Chamber in the form of oral proceedings - the participants in constitutional proceedings and, if necessary, the external participants in the constitutional proceedings.

4. The Chairperson at the plenary session of the Grand Chamber:

1) shall declare the agenda of the session, formed with account if the proposals of the Judges of the Constitutional Court, for approval by the Grand Chamber;

- 2) shall establish the competence of the plenary session;
- 3) in the event of a plenary session in the form of oral proceedings, shall check the presence of participants in the constitutional proceedings and the external participants in the constitutional proceedings, explain their rights and duties, inform on the liability;
- 4) shall announce the opening of a plenary session;
- 5) shall give the floor to the Judge-Rapporteur in the case for the speech and answers to the clarifying questions of the Constitutional Court Judges, and in the event of holding a plenary session in the form of oral proceedings - also for questions to the participants in the constitutional proceedings and the external participants in the constitutional proceedings;
- 6) shall give the floor to the Judges of the Constitutional Court for clarifying questions to the Judge-Rapporteur in the case, and in the event of holding a plenary session in the form of oral proceedings - also for questions to the participants in constitutional proceedings and those involved in the constitutional proceedings;
- 7) in the event of holding a plenary session in the form of oral proceedings, shall give the floor to the participants in the constitutional proceedings and the external participants in the constitutional proceedings for the speeches and answers to the questions of the Judge-Rapporteur in the case, the Judges of the Constitutional Court;
- 8) shall put to the vote the proposal of the Judge-Rapporteur in the case, the Constitutional Court Judges on the procedure for consideration of the case and announce the results of voting;
- 9) shall perform other procedural actions necessary to ensure the holding of a plenary session.

5. At the public part of the plenary session of the Grand Chamber, Judge-Rapporteur in the case shall outline the content of the application to the Court and the grounds for initiation of the constitutional proceedings in the case.

6. The Grand Chamber shall adopt a decision, provide an opinion, deliver a ruling at the in-camera part of the plenary session in the order determined by Articles 66, 88 of the Law.

The decision shall be deemed adopted, the opinion - provided and the ruling on the closure of the constitutional proceedings in the case - delivered, if at least ten judges of the Constitutional Court voted for it.

7. At the in-camera part of the plenary session of the Grand Chamber, Judge-Rapporteur in the case shall table questions for discussion or draft of the operative part of the Court's act, or a draft act of the Court as a whole, which is provided for familiarisation to the Judges of the Constitutional Court not later than three working days before the plenary session.

8. At the in-camera part of the plenary session of the Grand Chamber, the Constitutional Court Judges shall freely express their thoughts on the issues under discussion, make proposals, amendments to the draft act of the Court.

Duration and number of speeches of judges of the Constitutional Court at the in-camera part of the plenary session of the Grand Chamber are not limited.

9. Judges shall be given a period, usually not less than three working days, to familiarise with the draft act of the Court and to submit proposals and amendments to it. Proposals and formulated amendments of the Constitutional Court Judges to the draft act of the Court shall be made, as a rule, in writing. Voting for each proposal and amendment shall be carried out separately.

Judges may table alternative draft acts of the Court, which in essence differ from the one proposed by the Judge-Rapporteur.

At any stage of the discussion of a draft act of the Court, the judge may withdraw his/her proposal or amendment.

10. The draft act of the Court, prepared with account of the proposals and amendments that have received the necessary number of votes of Judges of the Constitutional Court, necessary for the decision-making, shall be put to the vote as the basis. Voting for an alternative draft act of the Court shall be held after voting on a draft act of the Court prepared by the Judge-Rapporteur if the latter has not receive the required number of votes.

The draft act of the Court approved as the basis should be processed by the relevant units of the Secretariat within three working days.

11. The draft act of the Court, processed by the Secretariat, is provided for review by the judges of the Constitutional Court, and not earlier than the next day, the case is submitted for consideration for the adoption of the decision. Voting for a decision or opinion of the Court is carried out by name by questioning the judges of the Constitutional Court.

§ 54. Sessions of the Senate

1. At the sessions of the Senate, the following issues are resolved:

1) the initiation or rejection to initiate constitutional proceedings in a case upon constitutional complaint, where a Board has not been unanimous in delivering a ruling rejecting to initiate constitutional proceedings;

2) temporary involvement of the Judge into the non-competent Board;

3) satisfaction or dissatisfaction with the recusal (self-recusal) of the Judge;

4) declaring constitutional proceedings in the case as urgent;

5) determination of the form of constitutional proceedings in the case;

6) consideration of the case at in-camera plenary session;

7) a request from the Verkhovna Rada of Ukraine, the President of Ukraine, the Cabinet of Ministers of Ukraine, the Prosecutor General, the courts, other bodies of state power, authorities of the Autonomous Republic of Crimea, local self-government bodies, officials, enterprises, institutions, organisations of all forms of property, political parties, public associations to provide for copies of documents, materials, as well as data related to the case;

8) assignment of expertise in the case, involvement in the constitutional proceedings of specialists, summons to the sessions, plenary session of the Senate of participants in constitutional proceedings, external participants in constitutional proceedings.

Other issues related to the initiation, rejection to initiate or closure of the constitutional proceedings in the case, other procedural actions, applications, and procedure for consideration of cases that are not considered at the session of the Board, the Grand Chamber, are resolved at the sessions of the Senate.

2. The Chairman of the Court, the Deputy Chairman of the Court shall convene a session of the relevant Senate on the proposal of the Judge-Rapporteur in the case or in the event of receipt of a statement of recusal (self-recusal) of the Judge.

3. The Secretariat shall inform in advance the Constitutional Court Judges who are members of the relevant Senate and, if necessary, the participants in constitutional proceedings, the external participants in the constitutional proceedings about the date of the convocation and the agenda of the session of the Senate.

4. Chairperson at the session of the Senate shall:

1) declare the agenda of the session, formed with account of the proposals of the Judges of the Constitutional Court, for approval by the Senate;

2) establish the competence of the session;

3) check, if necessary, the presence of the participants in the constitutional proceedings and the external participants in the constitutional proceedings;

4) announce the opening of the session;

5) give the floor for speeches, questions and answers to the Judge-Rapporteur in the case, Judges of the Constitutional Court;

6) put to vote the proposals of the Judge-Rapporteur in the case, the Judges of the Constitutional Court on the procedure for consideration of the case and shall announce the results of the voting;

7) upon the results of consideration of the issues specified in sub-paragraph 1 of this paragraph, put to the vote draft ruling and shall announce the results of voting;

8) perform other procedural actions necessary for the session of the Senate.

5. The Judge-Rapporteur in the case shall outline the content of the constitutional complaint and proposals for resolving the issues referred to in sub-paragraph 1 of this paragraph.

6. If the participants in the constitutional proceedings and the external participants in the constitutional proceedings have been invited to the session of the Senate, the Chairperson at the session of the Senate shall invite them to the Courtroom to provide information, explanations, answers to questions, etc.

7. Upon the results of the consideration of the issues specified in sub-paragraph 1 of this paragraph, the Senate shall deliver a ruling in accordance with the procedure established by Article 67 of the Law.

§ 55. Plenary sessions of the Senate

1. At the plenary sessions, the Senate examines cases upon the constitutional complaints, the proceedings in which have been initiated.

2. The Chairman of the Court, the Deputy Chairman of the Court shall convene a plenary session of the relevant Senate on the proposal of the Judge-Rapporteur in the case in compliance with the terms set forth in Article 75 of the Law.

3. The Secretariat shall inform in advance the Constitutional Court Judges of the relevant Senate on the date of the convocation and the agenda of the plenary session of the Senate, and in the event of a plenary session of the Senate in the form of oral proceedings, - also the participants in the constitutional proceedings and, if necessary, the external participants in the constitutional proceedings.

4. Chairperson at the plenary session of the Senate shall:

1) declare the agenda of the session, formed with account of the proposals of the Judges of the Constitutional Court, for approval by the Senate;

2) establish the competence of the session;

3) in the event of a plenary session in the form of oral proceedings, check the presence of the participants in the constitutional proceedings and the external participants in the constitutional proceedings, explain their rights and duties, inform on the liability;

4) announce the opening of a plenary session;

5) give the floor to the Judge-Rapporteur in the case for the speech and answers to the clarifying questions of the Constitutional Court Judges, and in the event of a plenary session in the form of oral proceedings - also for questions to the participants in the constitutional proceedings and those involved in the constitutional proceedings;

6) give the floor to the Judges of the Constitutional Court for clarifying questions to the Judge-Rapporteur, and in the event of holding a plenary session in the form of oral proceedings - also for questions to the participants in the constitutional proceedings and the external participants in the constitutional proceedings;

7) in the event of a plenary session in the form of oral proceedings, give the floor to the participants in the constitutional proceedings and the external participants in the constitutional proceedings for the speeches and answers to the questions of the Judge-Rapporteur in the case, the judges of the Constitutional Court;

8) put to vote the proposal of the Judge-Rapporteur in the case, the Constitutional Court Judges on the procedure for consideration of the case and announce the results of the voting;

9) perform other procedural actions necessary to ensure the holding of a plenary session.

5. At the public part of the plenary session of the Senate, the Judge-Rapporteur in the case shall report the content of the constitutional complaint and the grounds for initiation of the constitutional proceedings in the case.

6. The Senate shall adopt a decision, deliver a ruling at the in-camera part of the plenary session in the manner prescribed by Articles 67, 88 of the Law.

The decision in the case upon the constitutional complaint is adopted, and the ruling on the closure of the constitutional proceedings in the case is delivered,

if at least two thirds of the judges of the Constitutional Court considering the case in the Senate have voted for it.

7. At the in-camera part of the plenary session of the Senate, the Judge-Rapporteur in the case shall table questions for discussion or a draft of the operative part of the Court's act, or the draft act of the Court as a whole.

8. At the in-camera part of the plenary session of the Senate, the Constitutional Court Judges freely express their views on the issues discussed, make proposals, amendments to the draft act of the Court.

The duration and number of speeches of Judges of the Constitutional Court at the in-camera part of the plenary session of the Senate are not limited.

9. Judges are given a period, usually not less than three working days, to familiarise with the draft act of the Court and make proposals and amendments to it. Proposals and formulated amendments of the Constitutional Court Judges to the draft act of the Court shall be made, as a rule, in writing. Voting for each proposal and amendment shall be carried out separately.

Judges may make alternative draft acts of the Court, which in essence differ from the draft proposed by the Judge-Rapporteur.

At any stage of the discussion of a draft act of the Court, the judge may withdraw his/her proposal or amendment.

10. The draft act of the Court, prepared with account of the proposals and amendments that have received the necessary number of votes of Judges of the Constitutional Court, necessary for the decision-making, shall be put to vote as the basis. Voting for an alternative draft act of the Court shall be held after voting on a draft act of the Court prepared by the Judge-Rapporteur if the latter did not obtain the required number of votes.

The draft act of the Court approved as the basis shall be processed by the relevant units of the Secretariat within three working days.

11. The draft act of the Court, processed by the Secretariat, is provided for review by the judges of the Constitutional Court, and not earlier than the next day, the case is submitted for consideration for the adoption of the decision. Voting for a decision or opinion of the Court is carried out by name by questioning the Judges of the Constitutional Court.

§ 56. Board Session

1. The Board session shall be convened by the Secretary of the Board.

The Secretariat shall inform the Constitutional Court Judges who are members of the Board in due time of the date, time and agenda of the Board session determined by the Secretary of the Board.

2. At the session of the Board, the following issues are resolved:

- 1) the election of the Board Secretary;
- 2) initiating or rejecting constitutional proceedings in the cases upon constitutional petition, constitutional appeal, constitutional complaint;
- 3) replacement of the Judge-rapporteur in the case, if he/she is unable for valid reasons (illness, business travel, vacation, etc.) within three months to

exercise preparation of case files for consideration, or if his or her application for self-recusal or recusal has been approved;

4) involvement of authorities and officials, witnesses, experts, specialists, interpreters or other persons for participation in the session of the Board;

5) claiming from the Verkhovna Rada of Ukraine, the President of Ukraine, the Cabinet of Ministers of Ukraine, the Prosecutor General, judges, and other government authorities, authorities of the Autonomous Republic of Crimea, local self-government bodies, officials, enterprises, institutions, organisations of any types of ownership, political parties or civil groups copies of documents, materials or other information relevant to the case;

6) summon to sessions of the Board of participants in constitutional proceedings (their representatives), officials, experts, specialists, witnesses, citizens whose participation is necessary to ensure unbiased and complete consideration of the case;

7) return of the application to the Court, if the subject of the application to the Court by a written statement has withdrawn the application during its examination by Judge-rapporteur in the case.

Other issues related to the initiating or rejecting constitutional proceedings in the case, other procedural actions, petitions, and procedure of consideration of cases not related to the consideration at the session of the Senate, the Grand Chamber, are resolved at the Board session.

3. The Secretary of the Board shall preside over the Board session.

4. If participants in constitutional proceedings (their representatives), officials, experts, specialists, witnesses, citizens whose participation is necessary to ensure unbiased and complete consideration of the case, are invited to the Board session, the Secretary of the Board invites them to the Courtroom to provide information, clarifications, answers to questions, etc. The Secretary of the Board at the Board session explains their rights and obligations to participants in constitutional proceedings.

The Board session may be postponed if the participant in constitutional proceedings for valid reason has failed to arrive at the relevant session, and in case of his/her repeated absence at the Board session for valid reasons, the Board may deliver a ruling on consideration of the case in his or her absence.

In case of failure to arrive of the participant in constitutional proceedings, who was duly notified of the date, time, and place of the hearing of a case, without a valid reason, the Board deliver a ruling on consideration of a case in his or her absence.

5. Secretary of the Board at its session shall:

1) announce the agenda of the session, formed with account of the proposals of the Judges of the Constitutional Court, for approval by the Board;

2) establish the competence of the session;

3) verify, if necessary, the presence of the participants in the constitutional proceedings and the external participants in constitutional proceedings;

4) announce the opening of the session;

5) give the floor for speeches and discussions to the Judges of the Constitutional Court;

6) put to vote the proposals of the Judge-rapporteur in the case, Judges of the Constitutional Court and announce the results of the voting;

7) upon the results of consideration of the issues specified in clause 2 of this paragraph, put to vote draft resolutions and announce the results of voting;

8) perform other procedural actions necessary to ensure the holding of the session.

6. The Judge-rapporteur in the case shall set out the content of the application to the Court and proposals for resolving the issues referred to in clause 2 of this paragraph.

7. Upon the results of the consideration of the issues specified in clause 2 of this paragraph, the Board shall deliver a ruling.

8. At the Board session, the minutes shall be kept.

§ 57. Procedure for examination of materials of the case which is considered in the form of oral proceedings

1. The examination of the case materials, which is considered in the public part of the plenary session of the Senate or the Grand Chamber in the form of oral proceedings, begins with the speech of the Judge-rapporteur in the case.

2. The Judge-rapporteur in the case shall report to the Senate or the Grand Chamber the grounds for the adoption of the case for consideration and briefly outline the contents of the case materials.

3. In his/her speech, the Judge-rapporteur in the case does not have the right to analyse the arguments set forth in the application to the Court and to give an assessment.

4. In the public part of the plenary session of the Senate or the Grand Chamber, which is conducted in the form of oral proceedings, the Presiding Judge gives the floor for speeches firstly to participants in constitutional proceedings, and after their speeches to the external participants in constitutional proceedings.

The length of speeches of the participants in constitutional proceedings and external participants in constitutional proceedings is determined by the Court upon the proposal of the Judge-rapporteur in the case.

If the subject of the application to the Court is represented by several persons, they have the right to independently determine the sequence and duration of their speeches within the time specified by the Court or to give the floor to one of them. This procedure also applies to the representatives of the body or official who has adopted the act which is the subject of review by the Court.

During the speeches, the subjects of application to the Court give explanation of the substance of the case materials, providing additional arguments or the information other than that contained in the relevant application.

If a participant in constitutional proceedings or an external participant in the constitutional proceedings in his/her speech exceeds the limits of the matter under consideration, the Presiding Judge of the plenary session of the Senate, the Grand

Chamber has the right to interrupt the speech with a request to return to the subject matter of consideration.

Participants in constitutional proceedings, external participants in constitutional proceedings, in case they use quotations in their speeches, shall inform the Court of their source.

If necessary, the Senate or the Grand Chamber may change the procedure for examination of the case materials, the procedure and duration of the speeches of participants in constitutional proceedings and external participants of constitutional proceedings.

5. After explanations made by each participant in the constitutional proceedings, external participant of constitutional proceedings at the public part of plenary session of the Senate or the Grand Chamber, which is conducted in the form of oral proceedings, questions shall be asked by:

- 1) Judges of the Constitutional Court;
- 2) participants in constitutional proceedings;
- 3) if necessary, and with the permission of the Presiding Judge at the plenary session of the Senate or the Grand Chamber – expert, specialist.

In replying, the participants in constitutional proceedings, external participants in constitutional proceedings, shall appeal to the Court.

6. At the plenary session of the Senate or the Grand Chamber, upon the initiative of the Judges of the Constitutional Court or at the request of the participants in constitutional proceedings, the documents submitted by them may be announced.

The examined documents shall be attached to the case materials.

7. The participants in constitutional proceedings shall be given the floor for the final speech. The subject of application to the Court shall be the last one to take the floor.

Participants in constitutional proceedings do not have the right to refer in the final speech to the documents and circumstances which have not been investigated at the plenary session of the Senate or the Grand Chamber.

8. The Senate or the Grand Chamber after the final speeches of the participants in constitutional proceedings in the public part of the relevant plenary session, which is conducted in the form of oral proceedings, may declare it to be needed to clarify additional circumstances that are essential for the resolution of the case or investigation of new evidence. In this case, the Senate or the Grand Chamber decides to reinitiate the consideration of the case.

After clarifying additional circumstances and examining the new evidence, participants in the constitutional proceedings have the right to additional final speeches.

9. Upon the Senate or the Grand Chamber declares the end of examination of the case materials at the public part of plenary session, the Presiding Judge of the session declares the transition to the in-camera part of the plenary session of the Senate or the Grand Chamber.

§ 58. Fixing Sessions of the Senate, the Grand Chamber

1. Sessions of the Senate, the Grand Chamber shall be recorded by technical means and taking minutes with the text display of the audio recordings of the relevant sessions.

2. The minutes of sessions of the Senate, the Grand Chamber shall indicate:

- 1) place, date, time of the beginning and end of the session;
- 2) surname, name, patronymic of the Presiding Judge of the session, present, absent judges of the Constitutional Court at the plenary session;
- 3) information about the participants in constitutional proceedings and external participants in constitutional proceedings in case of their invitation;
- 4) the agenda;
- 5) report of the Judge-rapporteur in the case upon the case materials;
- 6) explanations of the participants in constitutional proceedings and external participants in constitutional proceedings in case of their invitation;
- 7) consistent statement of the actions of the Court;
- 8) proposals submitted for voting by the Senate, the Grand Chamber, and the results of voting;
- 9) the adopted decision.

3. The Secretariat shall fix the sessions of the Senate, the Grand Chamber by means of technical means, and taking minutes with the text display of the audio recordings of the relevant sessions. The minutes of the session of the Senate or the Grand Chamber shall be signed by the authorised representative of the Secretariat who drafted it.

§ 59. Fixing Plenary Sessions of the Senate, the Grand Chamber

1. The public parts of the plenary session of the Senate, the Grand Chamber shall be fixed by means of technical means, and taking minutes with the text display of the audio recordings of the relevant sessions.

2. The minutes of the public part of plenary sessions of the Senate, the Grand Chamber shall indicate:

- 1) place, date, time of the beginning and end of the session;
- 2) surname, name, patronymic of the Presiding Judge of the session, present, absent Judges of the Constitutional Court at the plenary session;
- 3) information about the participants in constitutional proceedings and external participants in constitutional proceedings in case of their invitation;
- 4) the agenda;
- 5) report of the Judge-rapporteur in the case on the materials of the case;
- 6) an explanation of participants in constitutional proceeding and involved participants in constitutional proceedings in case of their invitation;
- 7) consistent statement of the actions of the Court;

- 8) the proposals submitted for voting and the results of voting;
 - 9) the adopted decision.
3. Recordings of video broadcasts of public parts of plenary sessions of the Senate, the Grand Chamber, regardless of the forms of constitutional proceedings, shall be published on the Web-site.
 4. The minutes of the in-camera parts of plenary sessions of the Senate, the Grand Chamber shall indicate:
 - 1) place, date, time of the beginning and end of the session;
 - 2) surname, name, patronymic of the Presiding Judge of the session, present, absent Judges of the Constitutional Court at the plenary session;
 - 3) consistent statement of the actions of the Court;
 - 4) the proposals submitted for voting and the results of voting;
 - 5) the adopted decision on the issues of the agenda.
 5. Speeches made by the Constitutional Court Judges during the in-camera part of a plenary session of the Senate shall be kept out of minutes.
 6. The Secretariat shall ensure the fixing of plenary sessions of the Senate, the Grand Chamber by technical means and taking minutes with the text display of the audio recordings of the relevant sessions, promulgating the video recordings of the public part of plenary session of the Senate, the Grand Chamber. The minutes of the session of the Senate or the Grand Chamber shall be signed by the authorised representative of the Secretariat who drafted it.

§ 60. Storage of minutes, audio and video recordings of Sessions, Plenary Sessions of the Senate, the Grand Chamber, their transmission to the Archives of the Court

1. After the termination of the constitutional proceedings, the case materials, minutes of the sessions, plenary sessions of the Senate, the Grand Chamber shall be transmitted to the Archives of the Court in accordance with the established procedure.

The minutes of the in-camera parts of plenary sessions of the Senate, the Grand Chamber shall be kept separately from the case materials.

Audio and video recordings of the sessions, plenary sessions of the Senate, the Grand Chamber shall be kept on electronic media in the Secretariat in accordance with the procedure approved by the order of the Chairman of the Court.

§ 61. Relinquishment of jurisdiction by the Senate in favour of the Grand Chamber

1. If the Judge-rapporteur in the case considers, that in the case, in which the constitutional proceedings upon the constitutional complaint have been opened, there are grounds specified in Article 68 of the Law to transfer it to the Grand Chamber, he/she shall submit for the consideration of the Senate a draft ruling of the Senate's relinquishment of jurisdiction for consideration of the Grand Chamber.

Where a case pending before the Senate raises a need to interpret the Constitution of Ukraine, or where the resolution of the issue before the Senate might result in inconsistency with the legal positions previously approved by the Court, the Senate may, at any time before the adoption of the decision, to relinquish its jurisdiction in favour of the Grand Chamber.

2. The case submitted to the Grand Chamber shall be considered in the procedure established by the Law and the Rules of Procedure for consideration of cases upon constitutional petitions.

§ 62. Measures aimed at ensuring complete consideration of a case

1. The Board, the Senate, or the Grand Chamber, when preparing a case for consideration or during constitutional proceedings in a case, may demand from the Verkhovna Rada of Ukraine, the President of Ukraine, the Cabinet of Ministers of Ukraine, the Prosecutor General, judges, and other government authorities, authorities of the Autonomous Republic of Crimea, local self-government bodies, officials, enterprises, institutions, organisations of any types of ownership, political parties or civil groups the copies of documents, materials or other information relevant to the case.

The term for providing corresponding copies shall be established by a ruling of the Board, the Senate, the Grand Chamber respectively.

2. In case of failure to provide information or providing deliberately false documents, materials and other false information upon the requests of Judge, Board, the Senate, the Grand Chamber the authorised persons of the Secretariat shall make a protocol on administrative offense under Article 188⁴⁹, Article 255.1.9⁵ of the Code of Ukraine on Administrative Offenses.

3. A ruling on assignment of expert examination to clarify the circumstances relevant to the case, which require special knowledge shall be delivered by the Board, the Senate, the Grand Chamber.

A ruling shall specify the experts and the issues on which they should provide a conclusion.

4. A ruling on the involvement of authorities and officials, witnesses, experts, specialists, interpreters or other persons in a session of the Board, session or a plenary session of the Senate or of the Grand Chamber shall be delivered by the Board, the Senate, or the Grand Chamber, respectively.

5. Where necessary to ensure objective and complete review of the case upon the rulings of the Board, the Senate, or the Grand Chamber officials, experts, specialists, witnesses, representatives of the subjects of application and other citizens shall be summoned to the session of the Board, session or a plenary session of the Senate or of the Grand Chamber.

A ruling on assignment of expert examination, on the involvement into a session of the Board, session or a plenary session of the Senate or of the Grand Chamber, on summoning to the appropriate session shall be sent by the Secretariat to the subjects specified in the ruling.

6. An expert, specialist, translator, witness in the constitutional proceedings in a case cannot be the persons who:

1) are subjects of application to the Court in the case under consideration, or members of the family or close relatives of these subjects;

2) participated in the adoption of the disputed act or are members of the family or close relatives of the persons who participated in the adoption of the disputed act;

3) are members of the family or close relatives of the Judge, unless he or she made a statement of recusal and it has been satisfied.

§ 63. Expert

1. The expert shall be a person who has the necessary special knowledge and who was instructed to provide an opinion on issues arising during the consideration of the case which concern the special knowledge of this person in accordance with the procedure established by the Law and the Rules of Procedure.

2. The expert shall be obligated to conduct a full study and to provide a substantiated and objective written opinion on the questions posed to him/her, if necessary - to attend the Board session, session or a plenary session of the Senate or of the Grand Chamber, to provide an opinion or to explain it to the Court.

3. The expert shall immediately notify the Board, the Senate, the Grand Chamber of the impossibility of conducting an examination by him/her due to lack of necessary knowledge or without the involvement of other experts.

4. In the event of doubt as to the content and scope of the assignment, the expert shall promptly file a request to the Court regarding the clarification of such assignment or inform the Court of the impossibility of conducting an expert examination on the specified issues.

5. The expert has the right to:

1) get acquainted with the case materials which concern the subject of the study;

2) present in the opinion of the examination the findings revealed during its conduct which are relevant to the case and as to which no questions have been posed to him/her;

3) with the permission of the Presiding Judge at the plenary session of the Senate, the Grand Chamber, pose questions to the participants of the constitutional proceedings, external participants in constitutional proceedings;

4) refuse to provide an opinion if the materials for performing the duties assigned to him/her are insufficient or if he/she does not possess the necessary knowledge for performing the assigned duties.

6. At a session of the Board, session or a plenary session of the Senate or that of the Grand Chamber questions can be posed to the expert concerning: the techniques and theoretical developments applied; sufficiency of information on the basis which the opinion has been drafted; scientific substantiation and methods by which the expert came to the conclusion; other questions concerning the authenticity of the opinion.

7. The Secretary of the Board at a session of the Board, Presiding Judge at a session or plenary session of the Senate, the Grand Chamber, shall warn the expert against the liability prescribed by the law for failure to comply with the lawful requirements of the Judge, the Board, the Senate, the Grand Chamber, the refusal, without valid reason, to provide an opinion.

If the Board, the Senate, the Grand Chamber in its ruling assigns the expert to provide a written opinion on issues arising during consideration of the case, the liability for a knowingly false opinion shall be indicated in the relevant ruling.

§ 64. Expertise Opinion

1. The expertise opinion should contain data on the person, persons who conducted the expertise (specialty, degree, academic rank), the name of the case in which the expertise was conducted, the questions posed to the expert and the answers to them. The expertise opinion must be certified by an expert (experts) signature.

2. If an expert, during an examination, reveals facts relevant to the case, but with regard to which he/she has not been asked questions, he/she may express his/her opinion on these facts in the expertise opinion.

3. If the expert examination was carried out by a group of experts, the opinion agreed among them shall be signed by all experts.

4. Additional or repeat expertise may be assigned, if necessary, to the same or other experts.

§ 65. Specialist

1. In the course of examination of the case materials, the Court may use oral consultations or written clarifications (opinions) of specialists.

2. A specialist may be a person who possesses special knowledge and skills in using technical means and can provide consultation during the examination of the case materials.

3. The specialist, upon the invitation, is obliged to appear at the session of the Board, a session or plenary session of the Senate or the Grand Chamber, answer questions, give oral consultation and written clarifications, draw attention to the characteristic features of the materials being studied, if necessary provide technical assistance.

4. The specialist may be asked questions on the merits of oral consultation or written clarifications.

5. The written clarifications signed by the expert shall be attached to the case materials.

6. The specialist may:

1) get acquainted with the case materials concerning the subject matter of the examination;

2) with the permission of the Presiding Judge at the plenary session of the Senate, the Grand Chamber, pose questions to the participants of the constitutional proceedings, external participants of the constitutional proceedings;

3) refuse to provide oral consultations or written clarifications (conclusions) if he/she does not possess the necessary knowledge and skills.

7. The Secretary of the Board at a session of the Board, Presiding Judge of a session or plenary session of the Senate or the Grand Chamber, shall warn the specialist against the liability prescribed by the law for failure to comply with the lawful requirements of the Judge, the Board, the Senate, the Grand Chamber respectively.

§ 66. Translator

1. An interpreter may be a person who has a fluent command of a state language and another language which knowledge is necessary for oral or written translation from one language to another, as well as a person who has the technique of communicating with deaf, dumb or deaf-mute people.

2. Participants in constitutional proceedings who have no command of the state language shall timely submit a motion to engage an interpreter to the case. An interpreter may be suggested for the Court by such participants in constitutional proceedings through submission of documents that evidence professional skills of such interpreter.

3. An interpreter shall be allowed to participate in constitutional proceedings by a ruling of the Senate or Grand Chamber issued before the commencement of consideration of a case upon application of a participant to constitutional proceedings who does not speak the state language or has hearing or speech impairment.

4. The translator has the right:

1) to ask a question in order to clarify the translation;

2) to refuse to participate in constitutional proceedings, if he does not have sufficient knowledge of the language or technique of communication with the deaf, dumb or deaf-mute, necessary for translation.

5. The translator must appear at the invitation of the Court to the session of the Board, a session or a plenary session of the Senate or the Grand Chamber, to carry out the complete and correct translation, to certify the correctness of the translation by his/her signature in the procedural documents that are provided to the participants of the constitutional proceedings in the translation into their mother tongue or in the language they have the command of.

6. For deliberate mistranslation or for refusal to perform obligations imposed on him or her without valid reasons, the interpreter shall bear criminal responsibility, and for non-fulfilment of other obligations – he or she shall be held liable under the law.

7. The Secretary of the Board at a session of the Board, Presiding Judge of a session or plenary session of the Senate or the Grand Chamber, shall warn the translator of liability stipulated by law for failure to comply with the lawful

requirements of the Judge, the Board, the Senate, the Grand Chamber respectively, failure of the interpreter without compelling reasons to fulfil the obligations assigned to him/her.

§ 67. Witness

1. To review the compliance with the procedure established by the Constitution of Ukraine for the consideration, adoption by the Verkhovna Rada of Ukraine of laws of Ukraine and other acts or their entry into force, as well as for establishing the violation by the Verkhovna Rada of the Autonomous Republic of Crimea of the Constitution of Ukraine or laws of Ukraine, witnesses may be questioned.

2. A witness is a person who participated in the constitutional procedure of consideration, adoption by the Verkhovna Rada of Ukraine of laws of Ukraine, other acts or their entry into force, or who can confirm or refute the violation by the Verkhovna Rada of the Autonomous Republic of Crimea of the Constitution of Ukraine or laws of Ukraine.

3. The application for the involvement of witnesses may be filed by the participants of the constitutional proceedings.

4. A ruling on the involvement of a person as a witness shall be delivered by the Grand Chamber.

5. A ruling on the involvement of a person as a witness shall be delivered by the Senate if the subject of the right to constitutional complaint considers that the law of Ukraine applied in the final court decision in his/her case does not comply with the Constitution of Ukraine in view of the violation of the procedure for its consideration, adoption or entry into force established by the Constitution of Ukraine.

6. The Secretary of the Board at a session of the Board, Presiding Judge of a session or plenary session of the Senate or the Grand Chamber, shall warn the witness of the liability stipulated by law for failure to comply with the lawful requirements of the Judge, Board, Senate, Grand Chamber respectively, for knowingly false testimony, refusal, without a valid reason, from giving testimony.

§ 68. Procedure for admission to the Court premises and Courtroom

1. General rules for admission to the Court premises of officials and officials of state bodies, local authorities, enterprises, institutions, organisations, citizens of Ukraine, foreigners, stateless persons shall be established by the Procedure for admission to the objects of the Constitutional Court, approved by the order of the Chairman of the Court.

2. Participants in constitutional proceedings, external participants in constitutional proceedings, representatives of the media, other persons wishing to attend the public part of the plenary session of the Senate or the Grand Chamber shall be admitted to the premises of the Court according to the lists that are submitted to the Court Security Unit in accordance with the Procedure for

admission to the objects of the Constitutional Court after presentation of the passport, and representatives of the mass media – of the passports and journalists' identification certificates. The said persons have the right to be present at the Court premises and courtroom sessions with cinema, photo, audio and video equipment, laptops, tablets, and mobile phones with autonomous power.

3. Persons in the Court premises are obliged to adhere to the Internal workplace regulations at the Constitutional Court.

4. In the premises of the Court there shall not be allowed:

1) persons who evade control over safety;

2) persons with weapons, except for persons specified in the Procedure for admission to the objects of the Constitutional Court;

3) visitors with the means of individual communication, cinema, photo, audio and video equipment, computer equipment, as well as suitcases, household bundles, portfolios, folders of large sizes not specified in the pass order;

4) visitors with substances (objects) that have a sharp smell, are explosive or flammable;

5) visitors with obvious signs of mental illness, alcohol or narcotic intoxication, with animals.

5. Persons wishing to be present at the public part of the plenary session of the Senate or the Grand Chamber shall be admitted to the Courtroom before the beginning of the session or during a break.

§ 69. Conducting video and still photography, audio recording of the public part of the Plenary Session of the Senate, the Grand Chamber by the representatives of mass media

Representatives of mass media accredited at the Court shall be entitled to conduct video and still photography, audio recording of the public part of plenary sessions of the Senate or the Grand Chamber from designated places.

§ 70. Conducting audio and video recordings by participants in constitutional proceedings and other persons

1. Participants in constitutional proceedings and other persons present in the Courtroom may conduct audio and video recordings of the public part of the plenary session of the Senate or the Grand Chamber by means of portable equipment with autonomous power from the designated places.

The use of stationary equipment for audio and video recording by the participants in constitutional proceedings and other persons present in the Courtroom shall not be allowed.

§ 71. Ensuring order in the Courtroom

1. The public part of the plenary session of the Senate or the Grand Chamber shall be held in a solemn atmosphere.

2. When the Judges of the Constitutional Court enter and leave the Courtroom, all those present shall stand up.

Participants in constitutional proceedings, external participants in constitutional proceedings shall give clarifications, answers to questions and ask questions standing up only after a floor has been given to them by the Presiding Judge at a session or plenary session of the Senate or the Grand Chamber.

With the permission of the Presiding Judge of a session or plenary session of the Senate or the Grand Chamber, participants in constitutional proceeding, external participants in constitutional proceedings may be given the opportunity to speak, ask questions, and answer them sitting.

Documents, materials and other items shall be passed to the Presiding Judge of a session or a plenary session of the Senate or the Grand Chamber through the court administrator.

3. The forms of appeal to the Court, Presiding Judge at a session or plenary session of the Senate, the Grand Chamber, and Judges of the Constitutional Court shall be respectively the words: "High Court", "Your Honour", " Esteemed Chairman", "Esteemed Judge".

4. When appealing to the participants in constitutional proceedings, external participants in constitutional proceedings, as well as when referring to these persons in the speeches, there shall be used the words: "esteemed participant in constitutional proceedings", "esteemed representative", "esteemed witness", "esteemed expert", "esteemed Mr./Ms. ... ", "esteemed ...". The appeal may include the name or patronymic of the participant in constitutional proceedings, external participant in constitutional proceedings.

5. Participants in constitutional proceedings, external participants in constitutional proceedings, representatives of the mass media, other persons present in the Courtroom are obliged to:

1) treat with respect the Court, participants in constitutional proceedings, external participants in constitutional proceedings and each other;

2) fulfil the instructions of the Presiding Judge and instructions of the court administrator regarding observance of the order during the relevant session;

3) not allow during the plenary session of movement in the Courtroom, conversations, replicas in any form;

4) not create any other obstacles for the normal course of the session.

6. In the Courtroom, participants in constitutional proceedings, external participants in constitutional proceedings, shall not have the right to use their speeches for any political statements, declarations, etc., and shall not allow abusive and incorrect statements, comparisons, replicas with respect to the participants in constitutional proceedings, external participants in constitutional proceedings and other persons present at the plenary session of the Senate or the Grand Chamber. Offenders shall be deprived of the floor by Presiding Judge at the session or plenary session of the Senate or the Grand Chamber.

7. In case of disregard to the Court or impeding the holding of a session, plenary session, the measures provided for by law shall be applied to the offender.

8. Compliance with the order in the Courtroom shall be provided by the office of court administrators.

§ 72. Office of Court Administrators

1. For the organisation of sessions, plenary sessions of the Senate, the Grand Chamber, special plenary sessions and sessions of the Court, as well as to ensure the observance of the established procedure in the Courtroom, in the course of their holding, the office of court administrators, which acts within the Secretariat, shall be established.

2. The court administrator during the sessions, plenary sessions of the Senate, the Grand Chamber, special plenary sessions and sessions of the Court shall execute the orders of the Presiding Judge at the relevant session and the Judges of the Constitutional Court.

3. At sessions, plenary sessions of the Senate, the Grand Chamber, the court administrator shall:

1) determine the places for participants in constitutional proceedings and other persons;

2) declare the necessity to stand up when the Judges of the Constitutional Court enter and leave the Courtroom;

3) report on the appearance or reasons for non-appearance of participants in constitutional proceedings, external participants in constitutional proceedings;

4) accept from participants in constitutional proceedings, external participants in constitutional proceedings documents and other materials related to the consideration of the case, and pass them to the Presiding Judge of the session or plenary session of the Senate or the Grand Chamber;

5) have the right to make remarks to the persons present in the Courtroom, to demand that they observe the established procedure;

6) remove the offender from the Courtroom under the ruling by the Senate or the Grand Chamber;

7) upon the ruling of the Senate or the Grand Chamber, draw up a protocol on administrative violation –disregard of the Constitutional Court of Ukraine on the part of the participants in constitutional proceedings, interpreter, witness, specialist, expert, or other participants in constitutional proceedings, engaged by the Court to participate in the case, which has manifested in malicious evasion of appearance to the session, a plenary session of the Senate or the Grand Chamber, or in non-compliance by these and other persons with the orders issued by the Presiding Judge at the session or plenary session of the Senate or the Grand Chamber, or in breach of order during such hearings, or commission by any person, present at the plenary session, of any actions that evidence clear disregard of the Court.

4. All instructions of the court administrators in ensuring the order during the sessions, plenary sessions of the Senate, the Grand Chamber are binding for execution.

§ 73. Official promulgation of the Court's Acts

1. Acts of the Court upon the results of constitutional proceedings shall be officially promulgated not later than the next working day after their adoption.

2. Acts of the Court upon the results of the constitutional proceedings shall be published on the website.

In specific cases, by the ruling of the Court, acts of the Court upon the results of the constitutional proceedings shall be officially promulgated in the Courtroom by reading them by Presiding Judge at the plenary session of the Senate or the Grand Chamber.

The issue of the official promulgation of an act of the Court upon the results of the constitutional proceedings in the Courtroom shall be decided at the in-camera part of the plenary session of the Senate or the Grand Chamber after the adoption of the relevant decision, providing an opinion.

In case of the official promulgation of an act of the Court upon the results of constitutional proceedings in the Courtroom, it shall be uploaded on the website after such promulgation.

3. The text of the dissenting opinion of a Judge shall be placed after the text of the act of the Court following the results of the constitutional proceedings.

4. Plenary session of the Senate, at which the act of the Court is officially promulgated upon the results of the constitutional proceedings, shall be competent when attended by at least six Judges of the Constitutional Court of the constitutional composition of this Senate.

The Plenary session of the Grand Chamber, at which the act of the Court is officially promulgated upon to the results of the constitutional proceedings, shall be competent when attended by at least twelve Constitutional Court Judges

5. The plenary session of the Senate or the Grand Chamber, at which the act of the Court is officially promulgated upon the results of the constitutional proceedings shall be held solemnly. Participants in constitutional proceedings, representatives of mass media, and other persons shall be invited to attend such a plenary session.

The Presiding Judge of the plenary session of the Senate or the Grand Chamber reads out the text of the act of the Court based on the results of the constitutional proceedings, and all present shall hear it standing.

6. After reading the act of the Court upon the results of the constitutional proceedings, the Presiding Judge in the plenary session of the Senate or the Grand Chamber informs the present about availability of dissenting opinions of the Judges of the Constitutional Court attached to the document of the Court.

§ 74. Dissenting Opinion of a Judge

1. A Judge who signed a decision, opinion or ruling to reject initiation of constitutional proceedings in the case or to terminate constitutional proceedings in the case may state in writing his or her dissenting opinion within twelve working

days from the day of the adoption of the decision, providing the opinion, delivering the ruling.

2. A Judge shall state his or her dissenting opinion in writing. The dissenting opinion shall be attached to the relevant act of the Court and without delay published on the official website of the Court.

§ 75. Publication, distribution and storage of decisions, opinions, rulings and other Court's acts

1. The act of the Court upon the results of the constitutional proceedings, together with the dissenting opinion of the Judge (if available) shall be published in "The Bulletin of the Constitutional Court of Ukraine" and other official printed publications of Ukraine.

2. The decisions, opinions, rulings and other acts signed by the Judges of the Constitutional Court shall be kept in the Archives of the Court in accordance with the established procedure.

3. The decisions and opinions of the Court without the signatures of the Judges of the Constitutional Court certified with the seal "Secretariat of the Constitutional Court of Ukraine № 1" shall be forwarded under Article 88.6 of the Law, to the participants in constitutional proceedings, as well as under Article 44.2.5 of the Law, to the central executive authority, which implements the state legal policy for inclusion in the Single State Register of Statutory Acts and publication in the Official Bulletin of Ukraine not later than the next working day after adoption of the decision or providing the opinion.

4. Dissenting opinions of the Judges of the Constitutional Court shall be forwarded for official publication in the official printed editions of Ukraine not earlier than they have been officially published on the Website.

5. Rulings of the Board, the Senate, the Grand Chamber without the signatures of the Judges of the Constitutional Court, certified by the seal "Secretariat of the Constitutional Court of Ukraine № 1", shall be sent to the participants of the constitutional proceedings.

6. The Secretariat carries out the certification of the acts of the Court by the seal, their distribution and organisation of publication.

§ 76. Elimination of Clerical Errors in the Text of an Act of the Court and Clarification of the Procedure for Execution of the Court's Acts

1. The Court, upon official promulgation of an act of the Court following the results of the constitutional proceedings, may, on its own initiative or upon submission of a participant in constitutional proceedings, who participated in the case, eliminate clerical errors (inaccuracies, editorial or technical flaws that do not affect the content of the act) in the respective act.

2. The Court, upon a motion by a participant in constitutional proceedings who participated in the case, may clarify the procedure for executing a decision or an opinion of the Court.

3. The application, the motion referred to in clauses 1, 2 of this paragraph, shall be transmitted to the Judge-Rapporteur in the case in which the relevant act was adopted.

4. The Judge-Rapporteur in the case within one month prepares the issue for consideration and forwards the materials to the Presiding Judge of the Grand Chamber, the Senate, which have adopted such act. The relevant Senate, the Grand Chamber, shall consider the materials immediately at the next plenary session.

5. The ruling on the elimination of clerical errors or on clarification of the procedure for execution of the decision, the opinion of the Court shall be delivered at a plenary session of the Senate or the Grand Chamber in the manner prescribed by § 53.6, § 55.6 of the Rules of Procedure.

6. The ruling on the elimination of clerical errors or on clarification of the procedure for execution of the decision, the opinion of the Court shall be a part of the relevant decision, the opinion of the Court, and promulgated on the Website and forwarded in the same manner in which the relevant act of the Court was forwarded.

Chapter 7. Execution of decisions and compliance with opinions of the Court

§ 77. Monitoring of the state of execution of decisions and compliance with opinions of the Court

1. The Court shall monitor the state of execution of decisions and compliance with opinions of the Court.

2. The collection of information on the state of execution of decisions and compliance with opinions of the Court, the generalisation of the practice of execution of acts of the Court upon the results of constitutional proceedings shall be carried out by the Secretariat in accordance with the procedure established by the order of the Chairman of the Court.

§ 78. Addressing issues related to failure to execute decisions or comply with opinions of the Court

1. The Court at its session shall decide on addressing issues related to failure to execute decisions or to comply with opinions of the Court, upon the results of the monitoring of the state of execution of judgments and compliance with opinions of the Court.

2. The Court may apply to the government authorities, local self-government bodies, their officials for the purpose of obtaining information, answers to questions or clarifications about actions (measures) aimed at the execution of

decisions and compliance with opinions of the Court. The request shall specify the time period for the response.

3. If information provided by government authorities, local self-government bodies and their officials on written request of the Court indicates failure to execute decisions or to comply with opinions of the Court, as well as if according to the results of the monitoring of the state of execution of decisions and compliance with opinions of the Court there is information on failure to execute decisions or to comply with opinions of the Court, the Court at its session shall decide on taking measures to bring officials to criminal liability for the intentional failure to execute Court decisions or intentional non-compliance with the opinions of the Court, as well as the inclusion of the relevant information in the Court's annual information report.

The Court shall deliver a ruling on taking the necessary measures.

Section III. Amendments to the Rules of Procedure

1. The Judge, the Board, the Senate shall have the right to raise the issue of amending the Rules of Procedure.

2. Proposals for amendments to the Rules of Procedure shall be submitted to the Chairman of the Court, who shall forward them to the Standing Commission on the Rules of Procedure and the Ethics of the Court.

The Standing Commission on the Rules of Procedure and Ethics of the Court shall consider the submitted proposals at its session and initiate consideration of these proposals at the special plenary session of the Court before the Chairman of the Court, and in his/her absence, the Deputy Chairman of the Court or the Judge acting as Chairman of the Court.

3. The decision regarding proposals for amending the Rules of Procedure shall be adopted by the Court within a month from the date of their submission to the Standing Committee on the Rules of Procedure and Ethics of the Court.

The Court shall adopt a decision with respect to each proposal. A decision shall be deemed adopted if at least two thirds of the constitutional composition of the Court has voted for it. The final decision shall be made in the form of a resolution.

4. Amendments to the Rules of Procedure shall be published on the Web-site on the next working day after their adoption, indicating the date of their entry into force.

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