

TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM



Election Calendar
For a City's General Election on May 8, 2010

This calendar indicates the dates for actions necessary in a general election of city officers to be held on May 8, 2010. It includes all major actions for which the Election Code prescribes a specific date or deadline for performance, but it does not include all actions (e.g., preparation of ballot boxes and other election equipment and of sets of precinct election forms) for which the beginning date for performance can vary from one city to another depending on local factors. Each city secretary should use the chart in M §9.02 of the *Texas Municipal Election Law Manual* in conjunction with this calendar to fill in those dates on the city secretary's personal election calendar created in accordance with local conditions [see M §9.03]. The city secretary's personal calendar should also reflect dates that the city secretary prefers in place of the discretionary dates recommended in this calendar.

Column 5 indicates the time interval between the date of the action and election day. For example, the notation "53rd" in the entry for March 16 means that the last day for a candidate to withdraw is the 53rd day before election day; the notation "+ 5" in the entry for May 13 means that the last day for receiving a ballot from outside the United States is the 5th day after election day.

When there is a statutory provision prescribing the **last day** for the performance of an act, the number in Column 5 reflects that day. If the statutory day must be moved because of a Saturday, Sunday, or state or national holiday, the resulting date is designated in Columns 1 and 2 and Column 5 indicates, in parentheses and italics, the actual number of days measured from election day.

In preparing a personal calendar, the city secretary should remember the rule in EC §1.006 that if the last day for performance of an action falls on a Saturday, Sunday, or a state or national holiday, the deadline date is usually extended to the next regular business day whether the day is a city holiday or not [see M §2.16(a)]. When a deadline is extended for this reason, the extended date is used for determining other dates that are calculated in relation to the event of the extended date. Exceptions are noted in this calendar.

Major steps are in ALL CAPS. Steps for early voting are in *ITALICS*.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Jan 4	Obtain a supply of the following forms: candidate's application for place on ballot; appointment of campaign treasurer (candidate and specific-purpose committee); report of contributions and expenditures (candidate-officeholder and specific-purpose committee); application for mail ballot, and a set of administrative forms if ordered from a supply house. (Set up schedule for ordering precinct sets and other forms if they are to be ordered later.)	City Secretary	7.11 et seq. 18.10	*124 th

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Jan 4-29	Review recommendation for following steps listed in M §9.02 for possible needed or desired action and submission for preclearance under federal Voting Rights Act: Steps 1 through 5 (revising election precincts; designating polling places; changing method of voting if equipment is available but not adopted for use or if acquisition of equipment by city is desired); Step 12 (establishing or changing terms of election judges); also, any other action already taken by council for which preclearance is required but not yet submitted, including new single-member districts.	City Secretary and City Council	9.02 20.06 14.03	* 124 th thru * 99 th
Jan 7 NEW	Last day to begin posting on bulletin board the notice of the dates of the filing period for the general election. (SOS has ruled that notice must contain location where applications will be received.)	City Secretary	11.05(f)	121 st
Jan 15	Last day for timely filing of semi-annual report of contributions and expenditures.	City Secretary	18.05	Jan 15
Jan 25- Feb 9	Recommended period for CALLING ELECTION AND POSTING NOTICE OF ELECTION on bulletin board.	Mayor ^[1]	10.03 10.12	* 103 rd to * 88 th
Jan 25- Feb 12	Recommended period to submit requests for PRECLEARANCE for any required matters.	City Secretary	20.06	* 103 rd to * 85 th
Feb 6	FIRST DAY FOR FILING APPLICATION for place on ballot. 30 th day before filing deadline is Sat, Feb 6.	City Secretary	11.05	92 nd (91 st)
Feb 6	FIRST DAY FOR FILING DECLARATION OF WRITE-IN CANDIDACY. NOTES: (1) Since a person may not file earlier than the 30 th day before the deadline, and the deadline is extended to the 61 st day, the 91 st day rather than the 92 nd day becomes the first day for both of these actions. (2) The city secretary's office is not required to be open on Sat or Sun for either of these activities.	City Secretary	11.10	92 nd (91 st)

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Feb 9	Recommended LAST DAY FOR ORDER DESIGNATING ELECTION PRECINCTS AND POLLING PLACES. (Preclearance may be needed.)	City Council	3.07	* 88 th
Feb 22	Recommended beginning date for preliminary work on appointment of election judges.	City Secretary	4.08	* 75 th
Mar 5	Recommended last day to POST 72 HOUR NOTICE OF DRAWING for order of names on ballot. Since 72 hours before the day after the filing deadline is Sat, post on Fri.	City Secretary	8.06	* 64 th
Mar 6	Remove candidate's name from ballot if the candidate dies on or before Mar 6. This date occurs on the 63 rd day rather than the 64 th day because the deadline for filing is extended to the 61 st day.	City Secretary	11.25	64 th (63 rd)
Mar 8	STATUTORY LAST DAY FOR ORDERING ELECTION. ^[2] 62 nd day is on Sunday, Mar 7. This action is extended to Mar 8 (61 st day).	Mayor ^[1]	10.03	62 nd (61 st)
Mar 8	LAST DAY FOR FILING APPLICATION FOR PLACE ON BALLOT (must be received by 5 p.m.). City Secretary's office should stay open until 5 p.m. 62 nd day is on Sunday, Mar 7. This action is extended to Mar 8 (61 st day). [In a city office having a 4-year term, if no candidate files, this deadline is extended to 5:00 p.m., Mar 12 (57 th day).]	City Secretary	11.05 11.06	62 nd (61 st)
Mar 8	If a SPECIAL ELECTION to fill a vacancy is held in conjunction with the general election, and the SPECIAL ELECTION was called before the 70 th day before the election, this is the LAST DAY FOR FILING AN APPLICATION for a place on the ballot in the SPECIAL ELECTION.	City Secretary	13.06	62 nd (61 st)
Mar 9	LAST DAY TO DELIVER NOTICE TO THE COUNTY CLERK AND VOTER REGISTRAR of each county in which the election will be held.	City Council (City Secretary)	10.16	60 th
Mar 9	FIRST DAY TO ACCEPT APPLICATIONS FOR VOTING BY MAIL BALLOT.	City Secretary	16.51 et seq. 17.02 17.03	60 th

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mar 9	First day of the period Texas Ethics Commission will defer investigation until after election (or runoff) if an allegation is filed.	City Secretary/ Texas Ethics Commission	18.01	60 th
Mar 10-12	Recommended period to CONDUCT DRAWING FOR ORDER OF NAMES ON BALLOT. Prepare ballot format and send it to printer.	City Secretary	8.06	* 59 th thru * 57 th
Mar 12	Extended deadline to file for a place on the ballot in a city office having a 4-year term if no one has filed by 5 p.m. on Mar 8 (must be received by 5 p.m.).	City Secretary	11.05	57 th
Mar 15	LAST DAY FOR A WRITE-IN CANDIDATE TO DECLARE CANDIDACY by 5 p.m. City secretary's office should stay open until 5 p.m. (The 5 th day after the filing deadline is Sat, Mar 13. The date is moved to Mon, Mar 15.)	City Secretary	11.10	56 th (54 th)
Mar 15	If Mar 8 is the deadline for filing for a place on the ballot in a SPECIAL ELECTION , this is the deadline for write-in candidate declaration for the SPECIAL ELECTION . 5 th day after ballot application deadline is Sun, Mar 14. This date is extended to Mar 15.	City Secretary	13.06(e)	56 th (54 th)
Mar 15-26	Recommended period for APPOINTING ELECTION JUDGES. ^[2] (Schedule for first council meeting after period if no meeting during period.) See M §10.15 on giving notice to election judges.	City Council ^[1]	4.03 4.04 4.05	* 54 th thru * 43 rd
Mar 16	LAST DAY for candidate to withdraw (withdrawal request must be received by 5 p.m.). LAST DAY that a declaration of ineligibility causes omission of candidate's name from ballot. City secretary's office should stay open until 5 p.m.	City Secretary	8.05 11.22 11.23 11.24	53 rd
Mar 18	RECOMMENDED DATE TO PRINT BALLOTS which have been prepared earlier.	City Secretary	8.16	* 51 st
Mar 19	Beginning date of period for mandatory office hours.	City Secretary	2.15	50 th

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mar 24	<i>FIRST DAY TO MAIL EARLY BALLOTS, IF AVAILABLE. Note the roster of persons mailed ballots is not available to the public until the first business day after election day [See M §16.56(g)].</i>	City Secretary	16.57	45 th
Mar 31	Last day to mail balloting materials for early voting by mail, to persons who applied 8 days or more before the 45 th day.	City Secretary	16.57	38 th
Apr 2	Last day to order a special election to fill a vacancy so that the filing deadline is Apr 8.	City Council	13.06(a)	36 th
Apr 7	If a SPECIAL ELECTION to fill a vacancy is held in conjunction with the general election, under most circumstances (election ordered after 70 th day and not later than 36 th day), this is the LAST DAY FOR FILING AN APPLICATION for a place on the ballot in the SPECIAL ELECTION .	City Secretary	13.06	31 st
Apr 8	Due date for filing first report of campaign contributions and expenditures by opposed candidates and specific-purpose committees supporting or opposing opposed candidates by 5 p.m. or midnight if filed electronically. City secretary's office should stay open until 5 p.m.	City Secretary	18.06	30 th
Apr 8	Last day to order a SPECIAL ELECTION to fill a vacancy except under special circumstances.	Mayor ^[1]	13.04(f)	30 th
Apr 8	Last day for submitting voter registration application in time to vote at the election or for requesting transfer of registration in time to vote in new precinct not in the same county and territory.	Registrar	6.23(g) 6.25(b)	30 th
Apr 8	Recommended last day to notify presiding judges of duty to hold election.	Mayor	10.15	* 30 th
Apr 8	Minimum 10 th day to begin posting continuous notice if signature verification committee meets Apr 18.	City Secretary	16.72	30 th

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Apr 8 Apr 8-28	Recommended last day to request voter registrar to prepare lists of registered voters and furnish statement of residence forms to be used in conducting the election. PERIOD FOR PUBLISHING NOTICE OF ELECTION. Must be published at least once in a newspaper during this period.	City Secretary Mayor ^[1]	6.32 6.35 7.42 10.12 20.04	* 30 th 30 th thru 10 th
Apr 12	If a SPECIAL ELECTION to fill a vacancy is held in conjunction with the general election, this is the last day (by 5 p.m.) for a write-in candidate to declare candidacy for SPECIAL ELECTION , if Apr 7 was filing deadline. City secretary's office should stay open until 5 p.m.	City Secretary	13.06	26 th
Apr 16 Apr 16-29	Recommended last day to request waiver of partial manual recount of electronically counted ballots. <i>Possible period for posting notice amending notice of branch early voting polling places.</i>	City Secretary City Secretary	9.45 16.22(k)	* 22 nd 22 nd thru 9 th
Apr 17 (Apr 16 Recommended)	LAST DAY for POSTING NOTICE OF ELECTION on bulletin board for posting notices of city council meetings. The 21 st day is on Sat. Technically, the notice can be delayed until Mon, Apr 19, but it is better practice to post no later than Fri, Apr 16, which is the 22 nd day before the election.	City Secretary ^[1]	10.12(c)	21 st
Apr 18	<i>First day a signature verification committee may begin work.</i>	City Secretary	16.72	20 th
Apr 18	<i>First day jail authority can deliver ballots in person.</i>	City Secretary	16.51(a)	20 th
Apr 19	Last day for unregistered applicant to submit a federal postcard application. (The 20 th day before the election is Sun, Apr 20. The deadline is extended so that if the application is placed in the mail by Mon, Apr 19, it is timely.)	City Secretary	17.02(a) & (d)	20 th (19 th)
Apr 21	<i>Last day to begin posting continuous notice of schedule for branch early voting polling places.</i>	City Secretary	16.22(k)	17 th

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Apr 23	<i>Last day to receive application from voter in person for a ballot to be voted by mail (by close of business). This is the last business day before the beginning of early voting by personal appearance.</i>	City Secretary	16.51(c)	15 th
Apr 23	STATUTORY DEADLINE FOR NOTIFYING JUDGES OF DUTY TO HOLD THE ELECTION.	Mayor	10.15(a)	15 th
Apr 23	Last day to challenge write-in candidate for compliance.	City Secretary	11.10(i)	15 th
Apr 24	Last day candidate may withdraw and have name removed from ballot if the filing deadline was later than the 61 st day before election day. This deadline applies to SPECIAL ELECTIONS and remains on Sat.	City Secretary	11.22	14 th
Apr 26	<i>FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE. If voting will be conducted on Sat or Sun, May 1 or 2, notice of schedule must be posted at least 72 hours before first hour of the weekend voting.</i>	City Secretary	16.21 16.22(i)	12 th
Apr 28	LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION.	Mayor ^[1]	10.12	10 th
Apr 29	<i>First day for new illness or disability allowing late application for late (emergency) early voting.</i>	Voter	17.16	9 th
Apr 30	Due date for filing second report of campaign contributions and expenditures by 5 p.m. or midnight if filed electronically.	City Secretary	18.06(c) 18.08(a) & (c)	8 th
Apr 30	<i>Last day to receive application by mail for a ballot to be voted by mail, by 12 noon or close of business, whichever is later. 7th day is on a Sat. Move date to Fri, Apr 30 (8th day) (exception to general rule).</i>	City Secretary	16.51(b) 16.55(b)	7 th (8 th)
May 2	Last day for publication of notice of first test of automatic tabulating equipment to be used at a <u>polling place</u> if the first test is on May 5. (48 hours before date of test.)	City Secretary	7.40(d)	6 th
May 3	<i>First day for death in family to qualify for late (emergency) early voting.</i>	City Secretary	17.31	5 th

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 3	Last day for publication of notice of first test of automatic tabulating equipment to be used at a <u>central counting station</u> if the first test is on May 6. (48 hours before <u>date</u> of test.)	City Secretary	7.40(b) & (d)	5 th
May 4	<i>LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE.</i>	City Secretary	16.21(c)	4 th
May 4-8	<i>As soon as early voting is over, and until 7:00 p.m. May 8, early voting ballots may be delivered to the early voting ballot board if notice requirements have been followed.</i>	City Secretary	16.74(a)	4 th thru close of polls
May 5	<i>Last day to receive an application to cancel mail ballot.</i>	City Secretary	16.59(a)	3 rd
May 5	Last day for conducting first test of automatic tabulating equipment to be used at a <u>polling place</u> (at least 48 hours before used for counting on election day). To assure 48 hours before 7 a.m. of election day, test must be by 3 rd day. Notice must be published at least 48 hours before <u>date</u> of test.	City Secretary	7.40(c) & (d)	3 rd
May 5-7	<i>Period to apply for late (emergency) early voting because of death in family May 3 or later.</i>	City Secretary	17.33	3 rd thru 1 st
May 5-7	<i>Prepare list of registered voters for early voting ballot board if more than one early voting polling place.</i>	City Secretary	16.76	*3 rd thru 1 st
May 5-8	<i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Apr 29.</i>	City Secretary	17.17	3 rd thru Election Day, 5 p.m.
May 6	Last day for first test of automatic tabulating equipment to be used at a <u>central counting station</u> . Notice must be published at least 48 hours before date of test.	Presiding Judge	7.40(b)	2 nd
May 7	<i>Last day to deliver precinct early voting lists to presiding judges and recommended date for delivery of supplies to presiding judges.</i>	City Secretary	7.47 16.83(j)	1 st
May 7	Recommended date for delivery of equipment to polling places (statutory deadline is 6 a.m. on election day).	City Secretary	7.48	*1 st

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 7	RECOMMENDED DAY TO POST NOTICE OF COUNCIL MEETING to canvass the returns if canvass will be on 3 rd day after election. Notice must be posted at least 72 hours before time of meeting.	City Secretary	9.42	*1 st
May 7	<i>Last day to submit an application (by close of business) for and vote a ballot by personal appearance due to death in immediate family that occurred May 3 or later.</i>	City Secretary	17.33(b)	1 st
May 8	ELECTION DAY. Polls are open 7 a.m. to 7 p.m. Voting by sick or disabled voters at main early voting place, 7 a.m. to 7 p.m., where voting machines are used at precinct polling place.	City Secretary	17.41	E Day
May 8	<i>7 a.m. to 7 p.m. early voting clerk's office must remain open for early voting activities.</i>	City Secretary	9.23	E Day
May 8	<i>5 p.m. deadline for late applications for ballots from voters who became ill or disabled Apr 29th or later.</i>	City Secretary	17.16 17.17	E Day
May 8	<i>Deliver early voting ballots, etc., to early voting ballot board. Second key to ballot box is delivered by chief of police or marshal.</i>	City Secretary	16.73(a)	E Day
May 8	7 pm deadline for receiving ballots from voters who became ill or disable Apr 29 or later.	City Secretary	17.17	E Day
May 8	<i>7 pm deadline for receiving early voting mail ballots. After regular mail delivery, check mail box for early voting mail ballots.</i>	City Secretary	9.23(b) 16.58(a)	E Day
May 8	Receive precinct records, voted ballots, etc. (Chief of police or marshal receives keys to ballot boxes containing voted ballots.)	City Secretary Mayor	9.33(d) 9.34	E Day
May 8	UNOFFICIAL TABULATION OF RESULTS.	City Secretary	9.35	E Day
May 10	<i>First day for public access to roster for mailed early voting ballot materials.</i>	City Secretary	16.56(g)	+2
May 10	<i>Last day to deliver provisional ballots to Voter Registrar.</i>	City Secretary	9.41	+2
May 11	PROVIDE OFFICIAL OATH AND STATEMENT OF ELECTED OFFICIALS to candidates who appear to have won, or may win.	City Secretary	12.32(d)	*+3

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 11-13	<i>Period during which early voting ballot board may meet to count ballots received from outside the United States if the early voting clerk certifies that all ballots mailed from outside the United States have been received.</i>	Early Voting Ballot Board	16.74(e)	+3 thru +5
May 11-19	PERIOD FOR OFFICIAL CANVASS. Mayor sets exact day and hour. City secretary records results in election register as soon as practicable after canvass. [Canvass may occur before 11 th day only if all FPCA ballots have been received and the ballot board has completed the count of provisional ballots.]	City Council/ City Secretary	9.42 9.44	+3 thru +11
May 11-19	<i>Completion before canvass of report of early votes cast for each candidate or measure, by election precinct.</i>	City Secretary	16.87	+3 thru +11
May 11-19	AFTER CANVASS, ISSUE CERTIFICATE OF ELECTION.	Mayor	12.23	+3 thru +11
May 11- Jun 1	Partial manual count of electronically counted ballots if waiver not obtained from secretary of state, must begin not later than 72 hours after polls close and be completed by the 21 st day. +21 st day is Sat. Mon is Memorial Day. Move the date to Tue, Jun 1 (+24 th day).	City Secretary	9.45	+3 thru +21 (+24)
May 13	<i>Last day for receiving a ballot from outside the United States.</i>	City Secretary	16.58(b)	+5
May 14	<i>Early voting ballot board meets to count ballots received from outside the United States, if the early voting clerk did not certify that all ballots mailed from outside the United States had been received earlier. (Provisional ballots may be processed at this time if they have been received.)</i>	Early Voting Ballot Board	16.74(e)	+6
May 14	Type A elected officials may qualify and assume duties of office [LGC §22.006]. The statute states 5 th day after election, excluding Sundays. The resulting day is the 6 th day after. Officials may not take office until the canvass is complete unless the election was cancelled.	Candidate with City Secretary	12.34	+6
May 16-24	ORDERING OF RUNOFF ELECTION, if necessary, not later than 5 th day after canvass.	City Council or Mayor ^[1]	14.04	+8 thru +16

*An asterisk in Column 5 indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 17	<i>Last day for early voting ballot board to verify and count provisional ballots. (The 7th day after the election is Sat, May 15. The date is moved to Mon, May 17.) The secretary of state recommends counting provisional ballots on the 6th day after the election, Fri, May 14, if possible.</i>	Early Voting Ballot Board	9.41 16.77	+7 (+9)
May 18	Last day for presiding judge of EVBB to mail notices of rejected mail ballots to voters.	Presiding Judge of EVBB	16.78	+10
May 21- Jun 1	Period during which notice of disposition of provisional ballots must be mailed to voters. If 10 th day is Sat, Sun, or Memorial Day, last day is Tue, Jun 1.	Presiding Judge of EVBB	16.77	By 10 th day after canvass
May 31- July 3	POSSIBLE PERIOD FOR RUNOFF ELECTION, depending on date of official canvass, unless a charter provides for a later date.	City Secretary/ City Council	14.03	20 th -45 th day after canvass
Jun 1	Last day for mailing results of manual count to secretary of state, if no waiver is obtained. +21 st day is Sat, Mon is Memorial Day. Move to Tue, Jun 1 (+24 th day).	City Secretary	9.45	+21 (+24)
Jun 7	Last day to transmit election results by city precinct in electronic form to secretary of state.	Mayor (Presiding Officer of the Canvassing Committee)	9.44	+30
Jun 17	LAST DAY OF MANDATORY OFFICE HOURS.	City Secretary	2.15	+40
July 8	First day for transfer of voted ballots from the locked ballot box to another secure container.	City Secretary	9.50	+61
July 15	Last day for timely filing of semiannual report of contributions and expenditures.	City Secretary	18.05	July 15
Mar 8, 2012	Last day of preservation period for ballots and other precinct election records of main election.	City Secretary	9.50(g)	+ 22 months

Endnotes

- [1] Follow home-rule city's charter provision, if any.
- [2] The city's governing body may choose to conduct a mock student election under EC §276.007. The major steps taken for a general election should be taken for a student election. The student election may be held on the first day before the election, but results must not be published until after the polls close on election day.

*An asterisk in Column 5 indicates the time stated is not required by statute.

NOTE ON CALENDAR FOR SPECIAL OR RUNOFF ELECTION

To prepare a calendar for a special election to fill a vacancy in office, see M §13.02; for a special election on a measure, see M §15.02; for a runoff election, see M §14.03.

NOTE ON CONTEXT

When reading a section of the Election Code, remember to read the chapter and subchapter titles to determine if the section you are reading applies to cities.

*An asterisk in Column 5 indicates the time stated is not required by statute.