

# Election Calendar

## For a City's General Election on May 4, 2019

This calendar indicates the dates for actions necessary in a general election of city officers to be held on May 4, 2019. 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* together 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 50<sup>th</sup> in the entry for March 15 means that the day for beginning mandatory office hours is the 50<sup>th</sup> day before election day; the notation "+10" in the entry for May 14 means that the last day for the presiding judge of the early voting ballot board to mail to voters notices of rejected mail ballots is the 10<sup>th</sup> 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
Mon Dec 17	LAST DAY to begin posting on bulletin board the notice of the dates of the filing period for the general election. (30 days before first day to file application for a place on the ballot). SOS has ruled that notice must contain location where applications will be received.	City Secretary	11.05(f)	138 <sup>th</sup>
Tues Jan 1	<i>First day voters may submit an application for a ballot by mail (ABBM), for an Annual ABBM, or for a Federal Postcard Application (FPCA).</i>	City Secretary	16.51	123 <sup>rd</sup>
Wed Jan 2	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	*122 <sup>nd</sup>
Jan 2-25	Review recommendation for following steps listed in M §9.02 for possible needed or desired action: 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).	City Secretary and City Council	9.02	*122 <sup>nd</sup> thru *99 <sup>th</sup>

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

<b>Date</b>	<b>Action</b>	<b>By or With Whom Taken</b>	<b>Manual Ref. §</b>	<b>Column 5</b>
Tue Jan 15	Last day for timely filing of semi-annual report of contributions and expenditures.	City Secretary	18.05	Jan 15
Wed Jan 16	<b>GENERAL ELECTION</b> FIRST DAY FOR FILING APPLICATION for place on ballot. This is the 30 <sup>th</sup> day before filing deadline.	City Secretary	11.05	108 <sup>th</sup>
Jan 16	FIRST DAY FOR FILING DECLARATION OF WRITE-IN CANDIDACY.	City Secretary	11.10	108 <sup>th</sup>
Mon Jan 21- Feb 15	Recommended period for CALLING ELECTION AND POSTING NOTICE OF ELECTION on bulletin board.	Mayor <sup>[1]</sup>	10.02 10.03 10.04 10.12	*103 <sup>rd</sup> thru 78 <sup>th</sup>
Mon Feb 4	LAST DAY for small city in small county to provide secretary of state notice of intent to use exception to accessibility requirements or show undue burden, if required. 90 <sup>th</sup> day is on Sun. This action is extended to Mon, Feb 4 (89 <sup>th</sup> day).	City Secretary	7.07(d),(e), (f)	90 <sup>th</sup> (89 <sup>th</sup> )
Tue Feb 12	Remove candidate's name from ballot if the candidate dies on or before Feb 12 (day before the 2 <sup>nd</sup> day before filing deadline, in other words, the 3 <sup>rd</sup> day before the filing deadline).	City Secretary	11.25(a)	81 <sup>st</sup>
Fri Feb 15	<b>GENERAL ELECTION</b> STATUTORY LAST DAY FOR ORDERING ELECTION. <sup>[2]</sup>	Mayor <sup>[1]</sup>	10.04	78 <sup>th</sup>
Feb 15	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.	City Secretary	11.05(a) 11.06	78 <sup>th</sup>
Feb 15	Recommended LAST DAY FOR NOTICE DESIGNATING ELECTION PRECINCTS AND POLLING PLACES.	City Council	3.07	*78 <sup>th</sup>
Mon Feb 18	Recommended beginning date for preliminary work on appointment of election judges.	City Secretary	4.08	*75 <sup>th</sup>
Feb 18	Recommended last day to POST 72 HOUR NOTICE OF DRAWING for order of names on ballot. Must be posted at least 72 hours preceding the time of the drawing.  <b>NOTE:</b> Feb 18 is Presidents' Day, a state holiday. If the city is open for business, these recommended actions may be taken.	City Secretary	8.06	*75 <sup>th</sup>
Tue Feb 19	LAST DAY FOR A WRITE-IN CANDIDATE to declare candidacy in the GENERAL election.	City Secretary	11.10	74 <sup>th</sup>
Wed Feb 20	If no candidate has an opponent in an election considered to be a separate election, deliver the certification of unopposed candidates to the city council.	City Secretary	10.23	73 <sup>rd</sup>

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Thur Feb 21-25	Recommended period to CONDUCT DRAWING FOR ORDER OF NAMES ON BALLOT. Prepare ballot format and send it to printer.	City Secretary	8.06	*72 <sup>nd</sup> thru *68 <sup>th</sup>
Fri Feb 22	LAST DAY for a ballot candidate in <b>general</b> election to withdraw and have name omitted from the ballot (withdrawal request must be received by 5 p.m.). See M §11.22(f) for an exception applicable to untimely withdrawal.	City Secretary	8.05(b) 11.22(b)	71 <sup>st</sup>
Feb 22	LAST DAY for a write-in candidate to withdraw in <b>general</b> election and have name omitted from write-in list. The statute does not state a time, but the SOS considers 5 p.m. the deadline.	City Secretary	11.22(b)	71 <sup>st</sup>
Feb 22	LAST DAY that a declaration of ineligibility causes omission of candidate's name from ballot in the general election. City secretary's office should stay open until 5 p.m.	City Secretary	11.23 11.24	71 <sup>st</sup>
Sat Feb 23	LAST DAY to order a <b>SPECIAL ELECTION</b> to fill a vacancy so that the filing deadline will be the 62 <sup>nd</sup> day before election day. This date remains on Sat because it is not the last day to order a special election.	City Council City Secretary	13.06	70 <sup>th</sup>
Mon Mar 4	If a <b>SPECIAL ELECTION</b> to fill a vacancy is held together with the general election, and the <b>SPECIAL ELECTION</b> was ordered on or before the 70 <sup>th</sup> day before the election, <b>this is the LAST DAY to file an application for a place on the ballot and the LAST DAY to file a declaration of write-in candidacy in the SPECIAL ELECTION.</b>  62 <sup>nd</sup> day is on Sunday. This action is extended to Mon, Mar 4, the 61 <sup>st</sup> day.	City Secretary	13.06	62 <sup>nd</sup> (61 <sup>st</sup> )
Tue Mar 5	LAST DAY TO DELIVER NOTICE OF THE ELECTION TO THE COUNTY CLERK AND VOTER REGISTRAR of each county in which the election will be held.	City Council (City Secretary)	10.16	60 <sup>th</sup>
Mar 5	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 <sup>th</sup>
Mar 5	<i>Recommended day to contact the county clerk or elections administrator concerning availability of the initial list of voters who have submitted <b>annual</b> applications for ballot by mail (ABBM).</i>	City Secretary	16.523	*60 <sup>th</sup>
Fri Mar 8	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 Feb 15 (must be received by 5 p.m.).	City Secretary	11.05	57 <sup>th</sup>

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Fri Mar 8	<p>If a <b>SPECIAL ELECTION</b> to fill a vacancy is held together with the general election, and the <b>SPECIAL ELECTION</b> was called on or before the 70<sup>th</sup> day before the election <b>this is the:</b></p> <p>1. <b>LAST DAY</b> for a candidate in the <b>special</b> election to withdraw (withdrawal request must be received by 5 p.m.); and</p> <p>2. <b>LAST DAY</b> that a declaration of ineligibility; causes omission of candidate's name from the ballot.</p> <p><b>NOTE:</b> See M §11.22(f) for exception applicable to untimely withdrawal.</p>	City Secretary	8.05(b) 11.22 11.24	57 <sup>th</sup>
Mon Mar 11- 22	Recommended period for APPOINTING ELECTION JUDGES. <sup>[2]</sup> (Schedule for first council meeting after period if no meeting during period.) See M §10.15 on giving notice to election judges of their duties.	City Council <sup>[1]</sup>	4.03 4.04 4.05(b)	*54 <sup>th</sup> thru *43 <sup>rd</sup>
Thur Mar 14	RECOMMENDED DATE TO PRINT BALLOTS which have been prepared earlier.	City Secretary	8.16	*51 <sup>st</sup>
Fri Mar 15	Beginning date of period for mandatory office hours. City Secretary must keep office open for at least 3 hours a day during regular office hours on regular business days.	City Secretary	2.15	50 <sup>th</sup>
Tue Mar 19	Last day to order a <b>SPECIAL ELECTION</b> to fill a vacancy unless a law outside the EC provides for an earlier date.	City Secretary	13.06	46 <sup>th</sup>
Mar 19	Last day for a challenge of a candidate application if the first ballots by mail are placed in the mail on Mar 20.	City Secretary	11.07(d)	46 <sup>th</sup>
Wed Mar 20	<p><i>FIRST DAY TO MAIL EARLY VOTING BALLOTS, IF AVAILABLE. In addition, this day is the DEADLINE for mailing ballots to FPCA voters and other voters who are eligible for early voting because they are voting from outside the United States. If it is not possible to mail these ballots by this deadline, the city secretary must notify the secretary of state within 24 hours of knowing the deadline will not be met.</i></p> <p><i>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></p>	City Secretary	16.57	45 <sup>th</sup>
Mon Mar 25	If a <b>SPECIAL ELECTION</b> to fill a vacancy is held together with the general election, and the <b>SPECIAL ELECTION</b> was ordered after the 70 <sup>th</sup> day before the election, this is the <b>LAST DAY</b> For filing an application for a place on the ballot or file a declaration of write-in candidacy in the <b>SPECIAL ELECTION</b> .	City Council	13.06(a)(2)	40 <sup>th</sup>

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Sat Mar 30	LAST DAY for a candidate in a <b>SPECIAL ELECTION</b> with a filing deadline of the 40 <sup>th</sup> day, to withdraw or be declared ineligible and have name omitted from the ballot. The 35 <sup>th</sup> day is Sat, Mar 30. EC §1.006 does not apply to this deadline, and this deadline is not moved.  <b>NOTE:</b> See M §11.22(f) for exception applicable to untimely withdrawal.	City Secretary	11.22(b) 11.24(b)	35 <sup>th</sup>
Thur Apr 4	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 <sup>th</sup>
Apr 4	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 <sup>th</sup>
Apr 4- 24	PERIOD FOR PUBLISHING NOTICE OF ELECTION. Must be published at least once in a newspaper during this period.	Mayor <sup>[1]</sup>	10.12 20.04	30 <sup>th</sup> thru 10 <sup>th</sup>
Apr 4	Minimum 10 <sup>th</sup> day to begin posting continuous notice if signature verification committee meets Apr 14.	City Secretary	16.72	30 <sup>th</sup>
Apr 4	Recommended last day to notify presiding judges of duty to hold election.	Mayor	10.15	*30 <sup>th</sup>
Apr 4	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.	City Secretary	6.32(d) 6.35 7.42	*30 <sup>th</sup>
Apr 4	Recommended day to begin posting the Notice of Voting Order Priority for voters with mobility issues on the city's website if the city maintains one.	City Secretary	9.221(d)	*30 <sup>th</sup>
Fri Apr 12	Recommended last day to request waiver of partial manual recount of electronically counted ballots if the secretary of state has not already issued a waiver.	City Secretary	9.45	*22 <sup>nd</sup>
Apr 12-25	<i>Possible period for posting notice <b>amending</b> notice of branch early voting polling places.</i>	City Secretary	16.22(k)	22 <sup>nd</sup> thru 9 <sup>th</sup>
Sat Apr 13 (Apr 12 Recommended)	LAST DAY for POSTING NOTICE OF ELECTION on bulletin board for posting notices of city council meetings. The 21 <sup>st</sup> day is on Sat. Technically, the notice can be delayed until Mon, Apr 15, but it is better practice to post no later than Fri, Apr 12, which is the 22 <sup>nd</sup> day before the election.	City Secretary <sup>[1]</sup>	10.12(c)	21 <sup>st</sup>
Sun Apr 14	<i>First day a signature verification committee may begin work.</i>	City Secretary	16.72	20 <sup>th</sup>

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Apr 15	<i>Last day for unregistered applicant to submit a federal postcard application and be eligible to vote a full ballot.. (The 20<sup>th</sup> day before the election is Sun, Apr 14. The deadline is extended so that if the application is placed in the mail by Mon, Apr 15, it is timely.)</i>	City Secretary	17.02(a) & (d)	20 <sup>th</sup> (19 <sup>th</sup> )
Tue Apr 16	<i>Recommended last day for publication of notice of the test of automatic tabulating and DRE equipment to be used in early voting if the test is on Apr 19. (Notice for tabulating equipment must be 48 hours before <b>date</b> of test. Notice for DRE equipment must be 48 hours before <b>test begins</b>.)</i>	City Secretary	7.38(d) 7.40	18 <sup>th</sup>
Apr 16	<i>Last day early voting clerk, upon receipt of defective early voting application, must mail 2<sup>nd</sup> application with explanation of defects and instructions.</i>	City Secretary	16.53(c)	18 <sup>th</sup>
Wed Apr 17	<i>Last day to begin posting continuous notice of schedule for branch early voting polling places. (5<sup>th</sup> day before beginning of early voting by personal appearance.)</i>	City Secretary	16.22(k)	17 <sup>th</sup>
Fri Apr 19	<i>Last day to receive application from voter delivered 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(e)(5)	15 <sup>th</sup>
Apr 19	<i>Last day to accept an FPCA without a postmark to prove mailing date and mail the voter a full ballot if the voter is not permanently registered.</i>	City Secretary	17.02(d)	15 <sup>th</sup>
Apr 19	<i>Last day for conducting first test of automatic tabulating and DRE equipment to be used for early voting (at least 48 hours before it is used).</i>	City Secretary	7.40(c) & (d)	15 <sup>th</sup>
Apr 19	STATUTORY DEADLINE FOR NOTIFYING JUDGES OF DUTY TO HOLD THE ELECTION.	Mayor	10.15(a)	15 <sup>th</sup>
Apr 19	Last day to challenge write-in candidate for compliance.	City Secretary	11.10(h)	15 <sup>th</sup>
Sun Apr 21	<i>First day cities holding joint election with county having population of 100,000 or more may convene the early voting ballot board to process mail ballots. 24-hour notice must be posted for each delivery of voting materials made before election day. If notice requirements have been followed, the board may process the materials but may not count the ballots until after the end of the period of early voting by personal appearance. (9<sup>th</sup> day before end of early voting by personal appearance.)</i>	City Secretary	16.74(a)	13 <sup>th</sup>
Mon Apr 22	<i>FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE. If voting will be conducted on Sat or Sun, Apr 27 or 28, notice of schedule must be posted at least 72 hours before first hour of the weekend voting. (The city council must designate 2 weekdays that early voting will be conducted for 12 hours.)</i>	City Secretary	16.21 16.22(d) & (i)	12 <sup>th</sup>
Apr 22	<i>First day for new illness or disability allowing late application for late (emergency) early voting.</i>	Voter	17.16	12 <sup>th</sup>

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Tue Apr 23	<i>Last day to accept application by mail for a ballot to be voted by mail, by 12 noon or close of business, whichever is later.</i>	City Secretary	16.51(d)	11 <sup>th</sup>
Apr 23	<i>Last day to accept an FPCA from a registered voter.</i>	City Secretary	17.02(b)	11 <sup>th</sup>
Apr 23	<i>Last day for county clerk or election administrator to deliver final list of voters that submitted an annual ABBM.</i>	City Secretary	16.523(a)	11 <sup>th</sup>
Wed Apr 24	LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION.	Mayor <sup>(1)</sup>	10.12	10 <sup>th</sup>
Apr 24	<i>Last day to post notice if early voting will be conducted on Sat, Apr 27.</i>	City Secretary	16.22(k)	10 <sup>th</sup>
Thur Apr 25	<i>Last day to post notice if early voting will be conducted on Sun, Apr 28.</i>	City Secretary	16.22(k)	9 <sup>th</sup>
Fri Apr 26	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 <sup>th</sup>
Sun Apr 28	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 2. (48 hours before <b>date</b> of test.)	City Secretary	7.40(d)	6 <sup>th</sup>
Apr 28	Last day for publication of notice of first test of DRE equipment to be used at a <u>polling place</u> if the first test is on May 2. Notice must be published at least 48 hours before <b>test begins</b> for DRE's. To assure 48 hours before test begins, notice should be published by 3 <sup>rd</sup> day before date of test.  <b>NOTE:</b> Even though Apr 28 is a Sun, these deadlines are not moved because these notices are contingent on testing being conducted on May 2. Ideally, these notices and tests would have occurred before this date.	City Secretary	7.38(d)	6 <sup>th</sup>
Mon Apr 29	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 3. (48 hours before <b>date</b> of test.)	City Secretary	7.40(b) & (d)	5 <sup>th</sup>
Apr 29	<i>First day for death in family to qualify for late (emergency) early voting.</i>	City Secretary	17.31	5 <sup>th</sup>
Tue Apr 30	LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE.	City Secretary	16.21(c)	4 <sup>th</sup>
Apr 30	Recommended day for first test of automatic tabulating equipment to be used at a polling place or central counting station and DRE equipment to be used at a polling place. If tests are conducted on this recommended day, make sure all notices have been published. See entries for Apr 28 and 29 for deadlines for notice publication.	City Secretary	7.40(d)	*4 <sup>th</sup>

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Apr 30- May 4	<i>As soon as early voting is over, and until 7:00 p.m. May 4, early voting materials may be delivered to the early voting ballot board if notice requirements have been followed. The board may process the materials but may not count the ballots until polls open on election day; unless the election is held jointly with a county with population of 100,000 or more, in which case, ballots may be counted.</i>	City Secretary	16.74(a) & (c)	4 <sup>th</sup> thru close of polls
Wed May 1	<i>Last day to receive an application to cancel mail ballot by a person who does not return the ballot.</i>	City Secretary	16.59(a)	3 <sup>rd</sup>
May 1	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 <sup>rd</sup> day. Notice must be published at least 48 hours before <b>date</b> of test.	City Secretary	7.40(c) & (d)	3 <sup>rd</sup>
May 1	Last day for conducting first test of DRE equipment to be used at a <u>polling place</u> or central counting station (at least 48 hours before voting begins on election day). To assure 48 hours before 7 am of election day, test must be by 3 <sup>rd</sup> day. Notice must be published at least 48 hours before <b>test begins</b> for DREs.	City Secretary	7.38(d)(1) & (2)	3 <sup>rd</sup>
May 1-3	<i>Period to apply for late (emergency) early voting because of death in family Apr 29 or later. Requires absence from county on election day.</i>	City Secretary	17.33	3 <sup>rd</sup> thru 1 <sup>st</sup>
May 1-3	Recommended time to prepare list of registered voters for early voting ballot board if more than one early voting polling place. The early voting clerk must mark the names on the list of registered voters of persons who voted early, before this list is delivered to the precinct election judges.	City Secretary	16.76 16.83(a)	*3 <sup>rd</sup> thru 1 <sup>st</sup>
May 1-4	<i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Apr 23.</i>	City Secretary	17.17	3 <sup>rd</sup> thru Election Day, 5 p.m.
Thur May 2	Last day for first test of automatic tabulating equipment to be used at a <u>central counting station</u> . The equipment must be tested at least 48 hours before it is used to count votes. Notice must be published at least 48 hours before <b>date</b> of test.	Presiding Judge	7.40(b) & (c)	2 <sup>nd</sup>
Fri May 3	<i>Last day to deliver precinct list of registered voters, with the early voting voters marked, to presiding judges and recommended date for delivery of supplies to presiding judges.</i>	City Secretary	7.47(b) 16.83(j)	1 <sup>st</sup>
May 3	Recommended date for delivery of equipment to polling places (statutory deadline is 6 a.m. on election day).	City Secretary	7.48	*1 <sup>st</sup>
May 3	RECOMMENDED DAY TO POST NOTICE OF COUNCIL MEETING to canvass the returns if canvass will be on 3 <sup>rd</sup> day after election. Notice must be posted at least 72 hours before time of meeting.	City Secretary	9.42(b)	*1 <sup>st</sup>

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Fri May 3	<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 Apr 29 or later.</i>	City Secretary	17.33(b)	1 <sup>st</sup>
Sat May 4	<b>ELECTION DAY.</b> 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 electronic voting systems are used at precinct polling place.	City Secretary	17.41	E Day
May 4	<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 4	<i>5 p.m. deadline for late applications for ballots from voters who became ill or disabled Apr 22 or later.</i>	City Secretary	17.16 17.17	E Day
May 4	<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 4	<i>7 pm deadline for receiving ballots from voters who became ill or disabled Apr 22 or later.</i>	City Secretary	17.17	E Day
May 4	<i>7 pm first deadline for receiving early voting mail ballots. After regular mail delivery, check mail box for early voting mail ballots.</i>	City Secretary	9.23(c) 16.58(a)	E Day
May 4	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 4	UNOFFICIAL TABULATION OF RESULTS.	City Secretary	9.35	E Day
Mon May 6	Second deadline for receiving mail ballots if the delivery envelop arrives before 5 pm and has a cancellation mark indicating it was placed for delivery at or before 7 p.m. at the location of the election on election day. This second deadline occurs the day after the election. The day after the election is Sun. This deadline is extended to Mon, May 6.	City Secretary	16.58(a)	+1 (+2)
May 6	<i>First day for public access to early voting by mail roster and applications and for mailed early voting ballot materials, including those for annual ABBMs.</i>	City Secretary	9.49(d) 16.56(g) 16.522(f)	( +2)
May 6	<i>Last day to deliver provisional ballots to Voter Registrar of each county in which city is located.</i>	City Secretary	9.41(a)	( +2)
Tue May 7	Provide Official STATEMENT OF ELECTED OFFICER NOT APPOINTED BY THE GOVERNOR and OATH OF OFFICE to candidates who appear to have won, or may win. <b>These are now Secretary of State Forms 2201 and 2204.</b> These are provided at this time for information. They must be signed after the canvass.	City Secretary	12.32(d)	+3
May 7-13	<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(f)(1)	+3 thru +9

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 7-15	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 <sup>th</sup> day only if all FPCA ballots have been received and the EVBB has completed the count of provisional ballots.]	City Council/ City Secretary	9.42(b) 9.44	+3 thru +11
May 7-15	<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 7-15	AFTER CANVASS, ISSUE CERTIFICATES OF ELECTION.	Mayor	12.23	+3 thru +11
May 7- May 28	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 <sup>st</sup> day. +21 <sup>st</sup> day is Sat, May 25. The date is extended to Tue, May 28 (+24 <sup>th</sup> day), because Mon, May 27 is Memorial Day.	City Secretary	9.45	+3 thru +21 (+24)
Thur May 9	<i>Last day to receive a ballot from outside the United States, other than certain FPCA ballots. If received between election day and this day, it must contain a cancellation or receipt mark indicating that it was placed for delivery before the time the polls were required to close on election day.</i>	City Secretary	16.58(b)	+5
Fri May 10	<i>Last day to receive an FPCA ballot from a member of the U.S. Armed Services or Merchant Marines or a spouse or dependent of a member. No cancellation or receipt mark is required.</i>	City Secretary	16.58(b)	+6
May 10	Last day for provisional voter to present ID to voter registrar or execute required affidavit.	Voter Registrar	16.261(g)	+6
May 10	<i>Early voting ballot board (EVBB) convenes to count early voting ballots received by Thur, May 9, 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 also be processed at this time.)</i>	Early Voting Ballot Board	16.74(f)	+6
May 10	Last day for voter registrar to complete the review of provisional ballots.	Voter Registrar	9.41(d)	+6
May 10	Last day for general custodian of election records or presiding judge of the early voting ballot board to retrieve the provisional ballots from the voter registrar.	City Secretary	9.41(d)	+6
May 10	Type A elected officials may qualify and assume duties of office [LGC §22.006]. The statute states 5 <sup>th</sup> day after election, excluding Sundays. The resulting day is the 6 <sup>th</sup> day after. Officials may not take office until the canvass is complete unless the election was cancelled.	Candidate with City Secretary	12.34	+6
Sun May 12-20	ORDERING OF RUNOFF ELECTION, if necessary, not later than 5 <sup>th</sup> day after canvass.	City Council or Mayor <sup>[1]</sup>	14.04	+8 thru +16

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

<b>Date</b>	<b>Action</b>	<b>By or With Whom Taken</b>	<b>Manual Ref. §</b>	<b>Column 5</b>
Mon May 13	Last day for Voter Registrar to designate a time of delivery of provisional ballots to the general custodian of election records or presiding judge of the EVBB. Time must be before the convening of the EVBB. The +7 day is May 11, a Sat. This deadline is extended to Mon, May 13 (+9 <sup>th</sup> day).		9.41(c) TAC §81.175(d)(3)	+7 (+9)
May 13	Last day for the EVBB to convene for counting the provisional ballots or any FPCA ballots from members of the U.S. armed forces or merchant marines or the spouse or dependent of a member.	Early Voting Ballot Board	16.77(b) 16.58(b)	+9
Tue May 14	Last day for presiding judge of EVBB to mail notices of rejected mail ballots to voters.	Presiding Judge of EVBB	16.78	+10
Wed May 15	LAST DAY for conducting the official canvass of the election.	City Council	9.42(b)	+11
Fri May 17- May 28	Period during which notice of disposition of provisional ballots must be mailed to voters. If 10 <sup>th</sup> day is Sat or Sun (May 18-19), last day is Mon, May 20. If 10 <sup>th</sup> day is Sat, May 25, last day is Tue, May 28, because Mon, May 27 is Memorial Day.	Presiding Judge of EVBB	16.77(e)	By 10 <sup>th</sup> day after canvass
Mon May 27- July 1	POSSIBLE PERIOD FOR RUNOFF ELECTION, depending on date of official canvass, unless a charter provides for a later date. If Mon, May 27 (Memorial Day) is the first possible day, it does not move, since it is not the last day for holding the runoff. If 45 <sup>th</sup> day is Sat, Jun 29, the deadline moves to Mon, Jul 1.	City Secretary/ City Council	14.03	20 <sup>th</sup> -45 <sup>th</sup> day after canvass
Tue May 28	Last day for mailing results of manual count to secretary of state, if no waiver is obtained. +21 <sup>st</sup> day is Sat. The deadline is extended to Tue, May 28 (+24 <sup>th</sup> day) because Mon, May 27, is Memorial Day.	City Secretary	9.45	+21 (+24)
Mon Jun 3	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
Thur Jun 13	LAST DAY OF MANDATORY OFFICE HOURS.	City Secretary	2.15	+40
Thur July 4	First day for transfer of voted ballots from the locked ballot box to another secure container. This action is not moved, because it is the first day, not the last day for this action.	City Secretary	9.49(g)	+61
Mon July 15	Last day for timely filing of semiannual report of contributions and expenditures.	City Secretary	18.05	July 15
Mar 5, 2021	Last day of preservation period for ballots and other precinct election records of city election.	City Secretary	9.49(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.

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