

Election Calendar

For a City's General Election on May 5, 2018

This calendar indicates the dates for actions necessary in a general election of city officers to be held on May 5, 2018. 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 50th in the entry for March 16 means that the day for beginning mandatory office hours is the 50th day before election day; the notation "+10" in the entry for May 15 means that the last day for the presiding judge of the early voting ballot board to mail notices of rejected mail ballots to voters is the 10th 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 18 | 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 th |
| Mon Jan 1 | <i>First day to apply for a ballot by mail. Even though Jan 1 is a holiday, the beginning date for the action does not change.</i> | City Secretary | 16.51 | 124 |
| Tue 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 | *123 rd |

*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 2-26 | 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 14.03 | *123 rd thru *99 th |
| Tue Jan 16 | Last day for timely filing of semi-annual report of contributions and expenditures. Mon, Jan 15, is a holiday. This action is extended to Jan 16. | City Secretary | 18.05 | 110 th (109 th) |
| Wed Jan 17 | GENERAL ELECTION FIRST DAY FOR FILING APPLICATION for place on ballot. This is the 30 th day before filing deadline. | City Secretary | 11.05 | 108 th |
| Jan 17 | FIRST DAY FOR FILING DECLARATION OF WRITE-IN CANDIDACY. | City Secretary | 11.10 | 108 th |
| Mon Jan 22- Feb 6 | Recommended period for CALLING ELECTION AND POSTING NOTICE OF ELECTION on bulletin board. | Mayor ^[1] | 10.02 10.03 10.12 | *103 rd thru *88 th |
| Mon Feb 5 | 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 th day is on Sun. This action is extended to Mon, Feb 5 (89 th day). | City Secretary | 7.07(d),(e), (f) | 90 th (89 th) |
| Tue Feb 6 | Recommended LAST DAY FOR ORDER DESIGNATING ELECTION PRECINCTS AND POLLING PLACES. | City Council | 3.07 | *88 th |
| Tue Feb 13 | Remove candidate's name from ballot if the candidate dies on or before Feb 13 (day before the 2 nd day before filing deadline). | City Secretary | 11.25(a) | 81 st |
| Fri Feb 16 | GENERAL ELECTION STATUTORY LAST DAY FOR ORDERING ELECTION. ^[2] | Mayor ^[1] | 10.04 | 78 th |
| Feb 16 | 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 th |
| Mon Feb 19 | Recommended beginning date for preliminary work on appointment of election judges. | City Secretary | 4.08 | *75 th |
| Feb 19 | 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. | City Secretary | 8.06 | *75 th |
| Tue Feb 20 | LAST DAY FOR A WRITE-IN CANDIDATE to declare candidacy in the GENERAL or SPECIAL election. (If a special election has not been called by this date, and a write-in declaration is received for a special election, contact the secretary of state for advice.) | City Secretary | 11.10(b) | 74 th |

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| Date | Action | By or With Whom Taken | Manual Ref. § | Column 5 |
|----------------------|---|---|------------------------------------|--|
| Wed Feb 21 | LAST DAY for a ballot candidate in general election 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. (These deadlines occur on the 5 th day after the filing deadline.) City secretary's office should stay open until 5 p.m. New Law: See M §11.22(f) for cancellation exception for untimely withdrawal. | City Secretary | 8.05(b) 11.22 11.23 11.24 | 73 rd |
| Thur Feb 22-26 | Recommended period to CONDUCT DRAWING FOR ORDER OF NAMES ON BALLOT. Prepare ballot format and send it to printer. | City Secretary | 8.06 | *72 nd thru *68 th |
| Fri Feb 23 | LAST DAY for a write-in candidate to withdraw in general election and have name removed from write-in list. The statute does not state a time, but the SOS considers 5:00 p.m. the deadline. | City Secretary | 11.22(b) | 71 st |
| Sat Feb 24 | LAST DAY to order a SPECIAL ELECTION to fill a vacancy so that the filing deadline will be the 62 nd 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 th |
| Mon Mar 5 | If a SPECIAL ELECTION to fill a vacancy is held in conjunction with the general election, and the SPECIAL ELECTION was ordered on or 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. 62 nd day is on Sunday. This action is extended to Mon, Mar 5, the 61 st day. | City Secretary | 13.06 | 62 nd (61 st) |
| Tue Mar 6 | 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 6 | 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 |
| Fri Mar 9 | 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 16 (must be received by 5 p.m.). | City Secretary | 11.05 | 57 th |
| Mar 9 | If a SPECIAL ELECTION to fill a vacancy is held in conjunction with the general election, and the SPECIAL ELECTION was called on or before the 70 th day before the election, this is the LAST DAY for a candidate in the special election to withdraw (withdrawal request must be received by 5 p.m.). New Law: See M §11.22(f) for cancellation exception for untimely withdrawal. LAST DAY that a declaration of ineligibility causes omission of candidate's name from ballot. | City Secretary | 8.05(b) 11.22 11.24 | 57 th |
| Mon Mar 12- 23 | 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 of their duties. | City Council ^[1] | 4.03 4.04 4.05(b) | *54 th thru *43 rd |
| Thur Mar 15 | RECOMMENDED DATE TO PRINT BALLOTS which have been prepared earlier. | City Secretary | 8.16 | *51 st |

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| Date | Action | By or With Whom Taken | Manual Ref. § | Column 5 |
|---------------|---|-----------------------|-------------------------|--|
| Fri Mar 16 | 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 th |
| Tue Mar 20 | Last day to order a SPECIAL ELECTION to fill a vacancy unless a law outside the EC provides for an earlier date. | City Secretary | 13.06 | 46 th |
| Mar 20 | Last day for a challenge of a candidate application if the first ballots by mail are placed in the mail on Mar 21. New Law. | City Secretary | 11.07(d) | 46 th |
| Wed Mar 21 | <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 |
| Mon Mar 26 | If a SPECIAL ELECTION to fill a vacancy is held in conjunction with the general election, and the SPECIAL ELECTION was ordered after 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 Council | 13.06(a)(2) | 40 th |
| Mon Apr 2 | LAST DAY for a candidate in a SPECIAL ELECTION with a filing deadline of the 40 th day, to withdraw or be declared ineligible and have name removed from the ballot. The 35 th day is Sat, Mar 31. The deadline is moved to Mon, Apr 2, the 33 rd day. New Law: See M §11.22(f) for cancellation exception for untimely withdrawal. | City Secretary | 11.24(b) | 35 th (33 rd) |
| Thur Apr 5 | <i>Last day to mail balloting materials for early voting by mail, to persons whose applications were accepted 7 days or more before the 45th day.</i> | City Secretary | 16.57 | 30 th |
| Thur Apr 5 | 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 5 | 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 5- 25 | PERIOD FOR PUBLISHING NOTICE OF ELECTION. Must be published at least once in a newspaper during this period. | Mayor ⁽¹⁾ | 10.12 20.04 | 30 th thru 10 th |
| Apr 5 | Minimum 10 th day to begin posting continuous notice if signature verification committee meets Apr 15. | City Secretary | 16.72 | 30 th |
| Apr 5 | Recommended last day to notify presiding judges of duty to hold election. | Mayor | 10.15 | *30 th |
| Apr 5 | 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 th |

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| Date | Action | By or With Whom Taken | Manual Ref. § | Column 5 |
|---------------------------------------|---|-------------------------------|----------------|---|
| Fri Apr 13 | 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 nd |
| Apr 13-26 | <i>Possible period for posting notice amending notice of branch early voting polling places.</i> | City Secretary | 16.22(k) | 22 nd thru 9 th |
| Sat Apr 14 (Apr 13 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 13, which is the 22 nd day before the election. | City Secretary ^[1] | 10.12(c) | 21 st |
| Sun Apr 15 | <i>First day a signature verification committee may begin work.</i> | City Secretary | 16.72 | 20 th |
| Mon Apr 16 | <i>Last day for unregistered applicant to submit a federal postcard application and be eligible to vote a full ballot.. (The 20th day before the election is Sun, Apr 15. The deadline is extended so that if the application is placed in the mail by Mon, Apr 16, it is timely.)</i> | City Secretary | 17.02(a) & (d) | 20 th (19 th) |
| Tue Apr 17 | <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 20. (Notice for tabulating equipment must be 48 hours before date of test. Notice for DRE equipment must be 48 hours before test begins.)</i> | City Secretary | 7.40 | 18 th |
| Apr 17 | <i>Last day early voting clerk, upon receipt of defective early voting application, must mail 2nd application with explanation of defects and instructions.</i> | City Secretary | 16.53(c) | 18 th |
| Wed Apr 18 | <i>Last day to begin posting continuous notice of schedule for branch early voting polling places. (5th day before beginning of early voting by personal appearance.)</i> | City Secretary | 16.22(k) | 17 th |
| Fri Apr 20 | <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 th |
| Apr 20 | <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 th |
| Apr 20 | STATUTORY DEADLINE FOR NOTIFYING JUDGES OF DUTY TO HOLD THE ELECTION. | Mayor | 10.15(a) | 15 th |
| Apr 20 | Last day to challenge write-in candidate for compliance. | City Secretary | 11.10(i) | 15 th |

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| Date | Action | By or With Whom Taken | Manual Ref. § | Column 5 |
|---------------|---|-----------------------|-------------------------------|------------------|
| Sun Apr 22 | <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. (9th day before end of early voting by personal appearance.)</i> | City Secretary | 16.74(a) | 13 th |
| Mon Apr 23 | FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE. <i>If voting will be conducted on Sat or Sun, Apr 28 or 29, 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 th |
| Apr 23 | <i>First day for new illness or disability allowing late application for late (emergency) early voting.</i> | Voter | 17.16 | 12 th |
| Tue Apr 24 | <i>Last day to receive application by mail for a ballot to be voted by mail, including an FPCA, by 12 noon or close of business, whichever is later.</i> | City Secretary | 16.51(d) 17.02(b) | 11 th |
| Wed Apr 25 | LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION. | Mayor ^[1] | 10.12 | 10 th |
| Fri Apr 27 | 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 |
| Sun Apr 29 | 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 date of test.) | City Secretary | 7.40(d) | 6 th |
| Apr 29 | 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 test begins for DRE's. To assure 48 hours before test begins, notice should be published by 3 rd day before date of test. NOTE: Even though Apr 29 is a Sun, these deadlines are not moved because these notices are contingent on testing being conducted on May 3. Ideally, these notices and tests would have occurred before this date. | City Secretary | 7.38(d) | 6 th |
| Mon Apr 30 | 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 date of test.) | City Secretary | 7.40(b) & (d) | 5 th |
| Apr 30 | <i>First day for death in family to qualify for late (emergency) early voting.</i> | City Secretary | 17.31 | 5 th |
| Tue May 1 | LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE. | City Secretary | 16.21(c) | 4 th |

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| Date | Action | By or With Whom Taken | Manual Ref. § | Column 5 |
|---------------|--|-----------------------|---------------------|---|
| May 1 | 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 29 and 30 for deadlines for notice publication. | City Secretary | 7.40(d) | *4 th |
| May 1-5 | As soon as early voting is over, and until 7:00 p.m. May 5, 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. | City Secretary | 16.74(a) & (c) | 4 th thru close of polls |
| Wed May 2 | Last day to receive an application to cancel mail ballot by a person who does not return the ballot. | City Secretary | 16.59(a) | 3 rd |
| May 2 | Last day for conducting first test of automatic tabulating equipment to be used at a polling place (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 date of test. | City Secretary | 7.40(c) & (d) | 3 rd |
| May 2 | 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 rd day. Notice must be published at least 48 hours before test begins for DREs. | City Secretary | 7.38(d)(1) & (2) | 3 rd |
| May 2-4 | <i>Period to apply for late (emergency) early voting because of death in family Apr 30 or later. Requires absence from county on election day.</i> | City Secretary | 17.33 | 3 rd thru 1 st |
| May 2-4 | 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 rd thru 1 st |
| May 2-5 | <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 rd thru Election Day, 5 p.m. |
| Thur May 3 | 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 |
| Fri May 4 | <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 st |
| May 4 | Recommended date for delivery of equipment to polling places (statutory deadline is 6 a.m. on election day). | City Secretary | 7.48 | *1 st |

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| Date | Action | By or With Whom Taken | Manual Ref. § | Column 5 |
|--------------|---|-------------------------|----------------------------------|------------------|
| May 4 | 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(b) | *1 st |
| May 4 | <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 30 or later.</i> | City Secretary | 17.33(b) | 1 st |
| Sat May 5 | 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 electronic voting systems are used at precinct polling place. | City Secretary | 17.41 | E Day |
| May 5 | <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 5 | <i>5 p.m. deadline for late applications for ballots from voters who became ill or disabled Apr 23 or later.</i> | City Secretary | 17.16 17.17 | E Day |
| May 5 | <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 5 | <i>7 pm deadline for receiving ballots from voters who became ill or disabled Apr 23 or later.</i> | City Secretary | 17.17 | E Day |
| May 5 | <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 5 | 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 5 | UNOFFICIAL TABULATION OF RESULTS. | City Secretary | 9.35 | E Day |
| Mon May 7 | 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. New Law. This second deadline occurs the day after the election. The day after the election is Sun. This deadline is extended to Mon, May 7. | City Secretary | 16.58(a) | +1 (+2) |
| May 7 | <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 7 | <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 8 | 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. These are now Secretary of State Forms 2201 and 2204. These are provided at this time for information. They must be signed after the canvass. | City Secretary | 12.32(d) | *+3 |

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| Date | Action | By or With Whom Taken | Manual Ref. § | Column 5 |
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| May 8-14 | <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 |
| May 8-16 | 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 EVVB has completed the count of provisional ballots.] | City Council/ City Secretary | 9.42(b) 9.44 | +3 thru +11 |
| May 8-16 | <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 8-16 | AFTER CANVASS, ISSUE CERTIFICATE OF ELECTION. | Mayor | 12.23 | +3 thru +11 |
| May 8- May 29 | 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, May 26. The date is extended to Tue, May 29 (+24 th day), because Mon, May 28 is Memorial Day. | City Secretary | 9.45 | +3 thru +21 (+24) |
| Thur May 10 | <i>Last day to receive a ballot from outside the United States other than certain FPCA ballots.</i> | City Secretary | 16.58(b) | +5 |
| Fri May 11 | <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. New Law.</i> | City Secretary | 16.58(b) | +6 |
| May 11 | Last day for provisional voter to present ID to voter registrar or execute required affidavit. | Voter Registrar | 16.261(g) | +6 |
| May 11 | <i>Early voting ballot board (EVBB) convenes to count early voting ballots received by Thur, May 10, 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.)</i> | Early Voting Ballot Board | 16.74(f) | +6 |
| May 11 | Last day for voter registrar to complete the review of provisional ballots. | Voter Registrar | 9.41(c) | +6 |
| May 11 | 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 unless the voter registrar designates a time on the +7 day. | City Secretary | 9.41(c) TAC §81.175 (d)(3) | +6 |
| May 11 | 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 |

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|---------------------------|---|---|------------------------------|--|
| Sat May 12 | 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. May 12 is a Sat, but this deadline is not extended. | | 9.41(c) TAC §81.175(d) | +7 |
| Sun May 13-21 | ORDERING OF RUNOFF ELECTION, if necessary, not later than 5 th day after canvass. | City Council or Mayor ^[1] | 14.04 | +8 thru +16 |
| Mon May 14 | 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 15 | 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 16 | LAST DAY for conducting the official canvass of the election. | City Council | 9.42(b) | +11 |
| Fri May 18- May 31 | Period during which notice of disposition of provisional ballots must be mailed to voters. If 10 th day is Sat or Sun (May 19-20), last day is Mon, May 21. If 10 th day is Sat, May 26, last day is Tue, May 29, because Mon, May 28 is Memorial Day. | Presiding Judge of EVBB | 16.77(e) | By 10 th day after canvass |
| Thur May 28- Jun 30 | POSSIBLE PERIOD FOR RUNOFF ELECTION, depending on date of official canvass, unless a charter provides for a later date. If the 20 th day is May 28, the date does not move, because this is the first day of the period. If 45 th day is Sat, Jun 30, the deadline moves to Mon, Jul 2. | City Secretary/ City Council | 14.03 | 20 th -45 th day after canvass |
| Tue May 29 | Last day for mailing results of manual count to secretary of state, if no waiver is obtained. +21 st day is Sat. The deadline is extended to Tue, May 29 (+24 th day) because Mon, May 28, is Memorial Day. | City Secretary | 9.45 | +21 (+24) |
| Mon Jun 4 | 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 14 | LAST DAY OF MANDATORY OFFICE HOURS. | City Secretary | 2.15 | +40 |
| Thur July 5 | First day for transfer of voted ballots from the locked ballot box to another secure container. | City Secretary | 9.50(g) | +61 |
| Mon July 16 | Last day for timely filing of semiannual report of contributions and expenditures. July 15 is Sun. The deadline is extended to Mon, July 16. | City Secretary | 18.05 | July 15 (July 16) |
| Mar 5, 2020 | Last day of preservation period for ballots and other precinct election records of city 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.