

**CANDIDATES' CALENDAR FOR THE 2005 REGULAR AND RUNOFF MUNICIPAL ELECTIONS**

*Revised: 05/05/05*

*All section numbers are sections of the New Mexico Statutes Annotated, 1978 unless otherwise designated.*

<b>Date</b>	<b>(Days before or after the Election)</b>	<b>Activity</b>
<b>June 1</b>		<b>First day to hand out petitions for City Council and Mayoral candidates. The number of registered voters shall be determined as of the date petitions (for Mayor and Councilors) may begin to be circulated, Charter Article II, § 3. Possible date: June 1, Wednesday, distribute petitions to council and mayoral candidates. There is no date set by law for this distribution.</b>
June 6		First hearing by Council on election resolutions.
June 14	(112)	First day for City Council to adopt the election resolution (§3-8-26A)
July 5		If the election resolutions are passed on June 20, then July 5 is the last day for the following: within 15 days of passage, the election resolution shall be published, a copy mailed to the county clerk and secretary of state, and (§3-8-26A) and the City Clerk shall request the voter lists and signature rosters from the County Clerk (§3-8-7B) and order voting machines (§3-8-14.A).
July 12	(84)	Last day for City Council to adopt the election resolution (§3-8-26A). City Clerk to post resolution within 24 hours.
<b>July 14</b>	<b>(82)</b>	<b>First day to file petitions (City Ordinance §2-4-13B).</b>
<b>July 15</b>		<b>First campaign disclosure statement due</b> [Charter Article XII, §4 (c) 1. D] requires report to be filed on Friday of the 12 <sup>th</sup> week before the election.
<b>July 29</b>	(67)	Friday- <b>Last day to file petitions</b> (City Ordinance §2-4-13B ROA 1994)
August 1		Last council meeting to introduce resolution for City Council approval of precinct board members.

- August 5 (60) Last day to publish second notice of election resolution (§3-8-26A).
- First day to publish election resolution for special elections (bond questions, referendums, charter amendments or other questions on the ballot) once a week for four weeks [§3-8-35]. The resolution for a special election has to be posted within 24 hours after it is adopted (§3-8-35) even though publication can be later.
- First day for non-resident municipal electors to file certificates of eligibility, §3-30-3.
- First day political signs can be displayed** under §14-16-3-4 (B) (3) ROA 1994. (Page 214)- six square feet for residential zone, 32 square feet for non-residential zone.
- August 9 (56)** Tuesday- **Declaration of Candidacy** has to be filed (§3-8-27A).
- After August 9: Board of Ethics and Campaign Practices Rule 2 (e) requires that the Board hold an orientation session for candidates. The exact time will be announced to Candidates and Measure Finance Committees by City Clerk.
- August 10 (55) City Clerk certifies valid declarations of candidacy (§3-8-27G).
- August 11 (54)** Post notice by 9 am of those **certified as candidates** (§3-8-27H) and **draw order of candidates for ballot** (§3-8-29A) in presence of the candidates, etc. Candidates shall appear for certification (§3-8-27D5).
- Candidates file a disclosure statement** with Ethics and Campaign Practices Board, City Charter Article XIII, §3, two days after filing declaration. Filing is at the City Clerk's office.
- August 16 (49) Tuesday-- Last day to withdraw candidacy, §3-8-27I.
- August 23 (42) Tuesday - Last day for filing as write in candidate, §3-8-27 L (1)(2).
- August 24 (41) Wednesday - Certify write in candidates, §3-8-27 L 3.
- August 25 (40) Thursday -Post names of certified write in candidates by 9 am, § 3-8-27 L 4.
- August 30 (35) Last day for city council to appoint a precinct board members and

translators (§3-8-22 I) for each polling place (§3-8-19C) Clerk posts lists.

First day for clerk to mail absentee ballots to federal qualified electors whose application have been accepted (§3-9-4 M.) and first day for clerk to mail out absentee ballots to voters whose applications have been approved. (§3-9-4-N). Last day to deliver absentee ballots, etc. (§3-8-18 C).

September 2/4 (30) Last day to provide Secretary of State with list of election translators (§1-2-19 D). This deadline is 30 days before the election, which runs on Sunday, September 4. Send the list in on Friday, September 2.

**September 6 (28)** Tuesday - Last day for write in candidate to withdraw candidacy (3-8-27 L)

**Voter registration closes, §1-4-8C.**

**September 7 (27)** Wednesday - **First day to cast absentee ballots in person** (§3-9-4K) at the City Clerk's office. This is the first day for those voters who have received their absentee ballots in the mail and wish to cast them in person.

**September 9 (25)** **Second financial disclosure statement due** Charter Article XIII, §4(c)1.D. (Friday of the 4th week before the election).

**September 14 (20)** **First day for absent voters to cast paper ballot or vote on electronic voting machine** (§3-9-4 K) in person at the City Clerk's office.

September 19 (15) Last day for non-resident municipal electors to file a certificate of eligibility (§3-30-3).

September 22 (12) Mail notice of election school to each precinct board member (§3-8-21B). This notice must go out no less than 7 days prior to the school and school must be held no less than 5 days before election That makes September 22 the last possible date the notice can go out but it may need to go out earlier if school is held more than 5 days before election.

September 27 (7) Last day to inspect and certify voting machines (§3-8-14E); and County Clerk’s deadline to furnish voter list and signature roster (§3-8-7B). The last day to object to use of a particular voting machine is 2 days after the machine has been certified. (§3-8-14 I).

September 29 (5) Last day to hold election school (§3-8-21A) and first day to deliver voting machines (§3-8-14J).

First day to deliver voting machines (§3-8-14 J).  
Last day to place list of certificates of eligibility filed by non-resident municipal electors in registration book. Section §3-30-4 B.

**September 30 (4)** Friday - **Last day for City Clerk to mail absentee ballots** (§3-9-4N) and last day to cast absentee ballots in person (3-9-4K). Last day to airmail absentee ballots to Federal voters (§3-9-4M) and last day to vote absentee on electronic machine or paper ballot at City Clerk’s office (§3-9-4 K)

Friday of the week before the election- **third financial disclosure statement due**, Charter Article XIII, §4(c)1.D.

5:00 p.m. is the deadline for candidates to file petition appointing challengers and watchers. (§3-8-31 B).

**Candidates appear before Ethics Board between noon Friday before the election and the election day. This is a mandatory meeting** and is usually scheduled for late Friday afternoon, Charter Article XIII, §4 (I) 3.

**October 3 (1)** Last day to deliver voting machines by noon (§3-8-14J).  
3:00 pm deadline to prepare ID badges for challengers and watchers (§3-8-31C). Last day for City Council to appoint observers (§3-8-31K).

Noon - earliest to swear in presiding judges (but no later than 1 hour before polls open (§3-8-38A).

**Fourth financial disclosure statement due** (Charter Article XIII, §4 c 1.D) at the City Clerk’s office by noon.

**October 4** **Election day:** not later than 6 am, presiding judge to deliver election materials, etc (§3-8-38B); polls open 7 a.m. to 7 p.m. (§3-8-38D).

Other Election Day requirements:

Deliver the absentee ballots received prior to Election Day to voter precinct board after 7 a.m. Deliver prior to 7 p.m. the absentee ballots received on Election Day, §3-9-10.

Publicly destroy all unused ballots (§3-8-51).

Precinct board to arrive at 6 am (§3-8-38).

7 pm: last time to accept completed absentee ballots (§3-9-8). 7 pm: Execute a certificate of un-received absentee ballots (§3-9-8D).

- October 5 (-1) Destroy election records two years old (§3-8-71C). By 7 p.m. ascertain whether ballot box, returns and materials have been returned (§3-8-47 D.)
- October 6 (-2) Determine within 48 hours after close of election that no absentee Ballots were received from voter that executed affidavit of non-receipt and was allowed to vote (§3-8-13.1).
- October 7 (-3) Certify Election.** By Noon, open the returns (§3-8-52 A) and by 5 pm, perform the remainder of the requirements in §3-8-53 B, canvassing board- certificate of canvass, etc. (§3-8-53 C). Recount request within 6 days after canvass is completed (§3-8-69).
- County Clerk to take custody of voting machines (§3-8-61D).
- October 10 (-6) **Voter registration reopens, §1-4-8 A (2).**
- prepare After canvass and not later than 5 pm on 6th day after election, certificate of election etc, §3-8-33A.
- Not later than 7 pm, 6th day after election, post certificate of election, Administer oath of office, etc., §3-8-33B.
- First day for organizational meeting of new council (§3-8-33 H). This would only apply if there were no runoff elections for council.
- October 11 (-7) **Fifth financial disclosure statement due** (Charter Article XIII, § 4 c. d) for the regular election.

- October 11
- First day for clerk to mail absentee ballots to federal qualified electors whose application have been accepted (§3-9-4 M) and first day for clerk to mail out absentee ballots to voters whose applications have been approved. (§3-9-4-N). Last day to deliver absentee ballots, etc. (§3-18-18 C). 35 days before runoff election.
- Last day for absentee ballots, sample ballots, etc to be delivered to clerk (§3-8-18 C). 35 days before runoff election.
- Last day for City Council to appoint a precinct board for each polling place (§3-8-19C. Clerk posts lists 35 days before election.
- October 14 (-10)**
- Affidavit due on why candidate was unable to appear on sixth day to receive certificate of election (§3-8-33C) for regular election.
- Last day to take down political signs** (except for runoff candidates) City Ordinance Section 14-16-3-4 (B) (3) ROA 1994. (Page 214).
- October 18**
- Voter registration closes** (§1-4-8C) for runoff election. 28 days before election. City Clerk forwards list of all individual voting in regular election to county clerk (§3-8-7).
- Earliest date to publish names of candidates and polling places for two consecutive weeks (§3-8-30).
- October 19**
- Wednesday - **First day to cast absentee ballots in person** (§3-9-4K) - 27 days before runoff election. This section applies to voters who have received their absentee ballots in the mail and wish to cast them in person at the clerk's office.
- October 21**
- Runoff Financial disclosure statement due**, Charter Article XIII, § 4(c)1.D. 2 (Friday of the 4th week before the election) for the November 15 runoff election.
- October 25 (-21)
- Last day for new council organizational meeting (§3-8-33 H). This would only apply if there were no runoff elections for the City Council.
- November 3 (-30)
- Deadline for candidates who filed affidavit of nonappearance shall file receipt and qualification statement and take oath by 5 pm (§3-8-33C).

- November 3 Contest of election may be filed in district court (§3-8-63 C, §3-8-62, and §3-8-61. District court may destroy ballots, county clerk may clear voting machines 30 days after issuance of certificate of election.
- November 8 Last day to publish notice of runoff election [publish once, at least 7 days before election] Charter Article II, § 7 (b) for election on November 15. Combine with the publication of candidates and polling places.
- November 8 Last day to inspect and certify voting machines (§3-8-14E); and county clerk’s deadline to furnish voter list and signature roster (§3-8-7B). The last day to object to use of a particular voting machine is 2 days after the machine has been certified. (§3-8-14 I).
- November 10 Last day to hold election school (§3-8-21A) and first day to deliver voting machines (§3-8-14J) (5 days before runoff election). Applies only to officials who did not work in the October 4 election.
- The Thursday before election, clerk shall record number of unused absentee ballots, destroy, etc (§3-9-8C).
- Last day to place list of certificates of eligibility filed by non-resident municipal electors in registration book, §3-30-4 B.
- November 11** Friday of the week before the election- **Runoff financial disclosure statement due** (Charter XIII, §4(c)1.D) for runoff election. Also a **mandatory Board of Ethics meeting for runoff and candidates is scheduled which is usually on Friday afternoon** (Charter XIII, §4 (i) 3.) for the November 15 election.
- Friday - Last day for clerk to mail absentee ballots (§3-9-4N) and last day to cast absentee ballots in person (§3-9-4K) last day to airmail absentee ballots to Federal voters (§3-9-4M) and last day to vote absentee on electronic machine or paper ballot at clerk’s office (§3-9-4 K)
- 5:00 pm is deadline for candidates to file petition appointing challengers and watchers. (§3-8-31 B).**
- November 13 Last day to publish notice of candidates and polling places (§ 3-8-30).
- November 14 Last day to deliver voting machines by noon (§3-8-14J).

3:00 pm deadline to prepare ID badges for challengers and watchers (§3-8-31C). Same deadline for City Council to appoint observers (§3-8-31K for runoff election).

Noon- earliest to swear in presiding judges (but no later than 1 hour Before polls open (§3-8-38A).

**Runoff Financial disclosure statement due** (Charter Article XIII, §4 c 1.D) at City Clerk’s office by noon for runoff election.

**November 15**

**ELECTION DAY.** This date for the election runoff is not officially the date until the City Council designates this date in the Election Resolution that will be presented to the Council in June 2005. The Council may choose a different date. November 15 is the only Tuesday to hold runoff election. Due to absentee voting requirements, the earliest date for the runoff election is November 11 and the last date is November 21- Charter Section 7 (a) that requires the runoff be held 45 days after the certification of the results of the regular election. All other runoff election dates in this calendar are based on the runoff election begin held on November 15. Note that there can be no non-resident electors for the runoff election. The Runoff Election is held only if no candidate for an office receives 40%. The two candidates with the most votes are in the runoff.

Election day: not later than 6 am, presiding judge to deliver election materials, etc (§3-8-38B); polls open 7 a.m. to 7 p.m. (§3-8-38D).

Delivery of absentee ballots to voter precinct board after 7 AM and deliver prior to 7 p.m. absentee ballots received on Election Day (§3-9-10 NMSA 1978). Publicly destroy all unused ballots, §3-8-51.

Precinct board to arrive at 6 a.m., §3-8-38.

7 pm: last time to accept completed absentee ballots, §3-9-8.

7 pm: Execute a certificate of un-received absentee ballots, §3-9-8D.

November 17

Determine within 48 hours after close of election that no absentee ballots were received from voter that executed affidavit of non-receipt and was allowed to vote, §3-8-13.1.

**November 18**

**Certify Election.** By Noon, open the returns (§3-8-52 A) and by 5 p.m., perform the remainder of the requirements in §3-8-53 B, canvassing board- certificate of canvass, etc. (3-8-53 C). Recount



	request within 6 days after canvass is completed (§3-8-69).
<b>November 18</b> (-45)	<b>Last day to file sixth (final) disclosure statement</b> (Charter Art XIII, §4 c1D) for regular election.
<b>November 21</b> (-48)	After canvass and not later than 5:00 p.m. on 6th day after election, prepare certificate of election etc., §3-8-33A.  Not later than 7 pm, 6th day after election, post certificate of election, <b>Administer oath of office</b> , etc., §3-8-33B.  First day for organizational meeting of new council, §3-8-33 H. This would apply if there were a runoff election for a council position.  Voter registration reopens after runoff election, §1-4-8 A (2). Mail certificate of election to County Clerk and Secretary of State within 5 days of administering oath of office (§3-8-33).
<b>November 22</b>	<b>Runoff Financial disclosure statement due</b> (Charter Article XIII, §4 c. 1. D) for runoff election
<b>November 25</b>	<b>Last day to take down political signs for runoff election</b> , §14-16-3-4 (B) (3) ROA 1994. (Page 214).
November 30	Deadline to forward to County Clerk a listing of all individuals voting in the municipal runoff election, §3-8-7A 7.
<b>December 1</b>	<b>Candidates certified as elected are sworn in and take office</b> , Charter Art IV, §4 and Article V, §2.
December 6	Last day for new council organizational meeting (§3-8-33 H). This would only apply if there were a runoff election for a council position.
December 15	Deadline for candidates in runoff election who filed affidavit of nonappearance shall file receipt and qualification statement and take oath by 5 pm (§3-8-33C).  Contest of election may be filed in district court (§3-8-63 C, §3-8-62, §3-8-61). District court may destroy ballots, county clerk may clear voting machines.
December 18	City Council receipt of certificate of canvass.

**December 30**

**Last day to file final disclosure statement** (Charter Article XIII, §4 c1D) for runoff election.