

TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM



**Election Calendar**  
For a City's Election on November 5, 2019

This calendar indicates the dates for actions necessary in a general election of city officers to be held on November 5, 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* 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 "50<sup>th</sup>" in the entry for September 16 means that the first day for the city secretary's mandatory office hours is the 50<sup>th</sup> day before election day; the notation "+9" in the entry for November 14 means that last day for the EVBB to verify and count provisional ballots is the 9<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.

**NOTE:** References in this calendar to House or Senate bills are for those passed in the recent 86<sup>th</sup> legislative session (2019).

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

| Date         | Action                                                                                                                                                                                                                      | By or With Whom Taken | Manual Ref. § | Column 5          |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------|-------------------|
| Tue<br>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). The first day does not move even though this is a holiday, New Year's Day.</i> | City Secretary        | 16.51(a)      | 308 <sup>th</sup> |

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

ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date                                   | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | By or With Whom Taken                                    | Manual Ref. §                        | Column 5                                                                   |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------|
| Thur<br>Jun 20                         | 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>                                                          |
| Fri<br>Jun 28<br><br>Jun 28-<br>Jul 26 | 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.)<br><br>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<br><br>City Secretary and<br>City Council | 7.11<br>et seq.<br>18.10<br><br>9.02 | *130 <sup>th</sup><br><br>*130 <sup>th</sup><br>thru<br>*102 <sup>nd</sup> |
| Mon<br>Jul 15                          | LAST DAY for timely filing of semi-annual report of contributions and expenditures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | City Secretary                                           | 18.05                                | Jul 15                                                                     |
| Fri<br>Jul 19 -<br>Aug 9               | Recommended period for CALLING ELECTION AND POSTING NOTICE of ELECTION on bulletin board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Mayor <sup>[1]</sup>                                     | 10.02<br>10.03<br>10.04<br>10.12     | *109 <sup>th</sup><br>to<br>*88 <sup>th</sup>                              |
| Sat<br>Jul 20                          | <b>GENERAL ELECTION</b><br><br>FIRST DAY FOR FILING APPLICATION for place on general election ballot. [30 <sup>th</sup> day before filing deadline on Mon, Aug 19.]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | City Secretary                                           | 11.05(a)                             | 108 <sup>th</sup>                                                          |

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ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date                                    | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | By or With Whom Taken                       | Manual Ref. §               | Column 5                                                             |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------|----------------------------------------------------------------------|
| Jul 20                                  | <p>FIRST DAY FOR FILING DECLARATION of write-in candidacy. [30<sup>th</sup> day before filing deadline on Mon, Aug 19.]</p> <p><b>Note:</b> The City Secretary's Office is not required to be open on Sat or Sun for either of these activities.</p>                                                                                                                                                                                                                                                                                                                                                                                           | City Secretary                              | 11.10(b)                    | 108 <sup>th</sup>                                                    |
| Wed Aug 7                               | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | City Secretary                              | 7.07(d),(e),(f)             | 90 <sup>th</sup>                                                     |
| Fri Aug 9                               | Recommended LAST DAY FOR ORDER DESIGNATING ELECTION PRECINCTS AND POLLING PLACES. <u>In Nov election, city uses county precincts and polling places.</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | City Council                                | 3.02(g)                     | *88 <sup>th</sup>                                                    |
| <p>Fri Aug 16- Aug 22</p> <p>Aug 16</p> | <p>Recommended period to POST 72 HOUR NOTICE OF DRAWING for order of names on ballot.</p> <p>Remove candidate's name from ballot in GENERAL election if the candidate dies on or before this date (day before the 2<sup>nd</sup> day before filing deadline, in other words, the 3<sup>rd</sup> day before the filing deadline).</p> <p><b>NOTE: NEW LAW (HB 1067),</b> if a candidate dies after this date but on or before the filing deadline, the City Secretary MAY choose to remove the candidate's name from the ballot, in which case the filing deadline is extended to the 5<sup>th</sup> day after the regular filing deadline.</p> | <p>City Secretary</p> <p>City Secretary</p> | <p>8.06</p> <p>11.25(a)</p> | <p>*81<sup>st</sup> thru *75<sup>th</sup></p> <p>81<sup>st</sup></p> |

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ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date                              | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | By or With Whom Taken | Manual Ref. §                       | Column 5                                             |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------------------------|------------------------------------------------------|
| <p>Mon<br/>Aug 19</p>             | <p><b>GENERAL ELECTION</b></p> <p>LAST DAY FOR FILING APPLICATION FOR PLACE ON BALLOT in the general election unless extended for a city office having a 4-year term if no candidate files. (must be received by 5 p.m.). City secretary's office should stay open until 5 p.m.</p> <p><b>NOTE: NEW LAW (HB 1067),</b> if a candidate dies on or before the filing deadline, the City Secretary MAY choose to remove the candidate's name from the ballot, in which case the filing deadline is extended to the 5<sup>th</sup> day after the regular filing deadline.</p> | <p>City Secretary</p> | <p>11.05(b) &amp; (d)<br/>11.06</p> | <p>78<sup>th</sup></p>                               |
| <p>Aug 19</p>                     | <p>STATUTORY LAST DAY FOR ORDERING GENERAL ELECTION.<sup>[2]</sup></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Mayor</p>          | <p>10.04</p>                        | <p>78<sup>th</sup></p>                               |
| <p>Aug 19</p>                     | <p>Recommended LAST DAY FOR NOTICE DESIGNATING ELECTION PRECINCTS AND POLLING PLACES.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>City Council</p>   | <p>3.07</p>                         | <p>*78<sup>th</sup></p>                              |
| <p>Thu<br/>Aug 22</p>             | <p>Recommended last day to POST 72-HOUR NOTICE OF DRAWING for order of names on ballot.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>City Secretary</p> | <p>8.06</p>                         | <p>*75<sup>th</sup></p>                              |
| <p>Aug 22<br/>Thru<br/>Aug 26</p> | <p>Recommended period to CONDUCT DRAWING FOR ORDER OF NAMES ON BALLOT. (If candidate submits stamped self-addressed envelope requesting mail notice of drawing, City Secretary must provide it.) Prepare ballot format and send it to printer in preparation for printing.</p>                                                                                                                                                                                                                                                                                            | <p>City Secretary</p> | <p>8.06</p>                         | <p>*75<sup>th</sup><br/>thru<br/>71<sup>st</sup></p> |
| <p>Aug 22</p>                     | <p>Recommended beginning date for preliminary work on appointment of election judges.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>City Secretary</p> | <p>4.08</p>                         | <p>*75<sup>th</sup></p>                              |
| <p>Fri<br/>Aug 23</p>             | <p>LAST DAY FOR A WRITE-IN CANDIDATE in GENERAL election to declare candidacy by 5 p.m. City secretary's office should stay open until 5 p.m.</p>                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>City Secretary</p> | <p>11.10(b)</p>                     | <p>74<sup>th</sup></p>                               |

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ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date          | Action                                                                                                                                                                                                                                                                                                                                                                                                                  | By or With Whom Taken | Manual Ref. §                   | Column 5                             |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------|--------------------------------------|
| Mon<br>Aug 26 | LAST DAY for ballot candidate to <u>withdraw</u> in a GENERAL election and have candidate's name removed from the ballot (withdrawal request must be received by 5 p.m.). EXCEPTION: A withdrawal submitted after this date is valid if it is submitted before the ballots are prepared.                                                                                                                                | City Secretary        | 8.05<br>11.22<br>11.23<br>11.24 | 71 <sup>st</sup>                     |
| Aug 26        | LAST DAY that a declaration of <u>ineligibility</u> causes omission of candidate's name from ballot in a GENERAL election. It must occur by 5 p.m.                                                                                                                                                                                                                                                                      | City Secretary        | 8.05<br>11.22<br>11.23<br>11.24 | 71 <sup>st</sup>                     |
| Aug 26        | LAST DAY for write-in candidates to <u>withdraw</u> (by 5 p.m.) in a GENERAL election and have the candidate's name removed from the list.                                                                                                                                                                                                                                                                              | City Secretary        | 11.10(e)<br>11.22(b)(3)         | 71 <sup>st</sup>                     |
| Aug 26        | Recommended last day to POST 72-HOUR NOTICE OF DRAWING for order of names on ballot in a GENERAL election                                                                                                                                                                                                                                                                                                               | City Secretary        | 8.06                            | *71 <sup>st</sup>                    |
| Aug 26        | 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                           | 71 <sup>st</sup>                     |
| Aug 26        | <p><b>NEW LAW (HB 1067) - LAST DAY FOR FILING APPLICATION FOR PLACE ON BALLOT, IF a candidate died on or before the regular filing deadline, and City Secretary chose to remove that candidate's name from the ballot (See Aug 19 entry).</b></p> <p><b>NOTE:</b> New filing deadline is the 5<sup>th</sup> day after the regular filing deadline, which falls on Saturday, Aug 24, and is extended to Mon, Aug 26.</p> | City Secretary        | N/A (to be updated)             | 73 <sup>rd</sup> (71 <sup>st</sup> ) |

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ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date          | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                       | By or With Whom Taken | Manual Ref. §       | Column 5                                |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------|-----------------------------------------|
| Wed<br>Aug 28 | If a <b>SPECIAL ELECTION TO FILL A VACANCY</b> is held with the general election, this is the LAST DAY to order the special election so that the filing deadline is the 62 <sup>nd</sup> day. <i>70<sup>th</sup> day is on Tue, Aug 27, LBJ Day, a state holiday. This action is extended to Wed, Aug 28 (69<sup>th</sup> day).</i>                                                                                                                          | City Council          | 13.06               | 70 <sup>th</sup><br>(69 <sup>th</sup> ) |
| Fri<br>Aug 30 | Recommended last day to POST 72-HOUR NOTICE OF DRAWING for order of names on ballot in a <b>SPECIAL ELECTION</b> with a filing deadline of the 62 <sup>nd</sup> day.                                                                                                                                                                                                                                                                                         | City Secretary        | 8.06                | *67 <sup>th</sup>                       |
| Sat<br>Aug 31 | <b>NEW LAW (HB 1067, HB 4129) - LAST DAY</b> to withdraw from GENERAL election if filing deadline was extended due to removal of deceased candidate's name from the ballot (deadline does not move to next business day). <b>EXCEPTION:</b> A withdrawal submitted after this date is valid if it is submitted before the ballots are prepared AND if the public notice of the logic and accuracy test has not been published.                               | City Secretary        | N/A (to be updated) | 66 <sup>th</sup>                        |
| Wed<br>Sep 4  | If a <b>SPECIAL ELECTION</b> , was ordered on or before the 70 <sup>th</sup> day, this is the LAST DAY TO FILE AN APPLICATION FOR PLACE ON BALLOT in the <b>SPECIAL ELECTION</b> (must be received by 5 p.m.). City secretary's office should stay open until 5 p.m.<br><br><b>NOTE:</b> for impact of HB 1067, re removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, please see endnotes. | City Secretary        | 13.06(a)            | 62 <sup>nd</sup>                        |
| Thu<br>Sep 5  | Recommended date to order the lists of registered voters from the county voter registrar to be used in early voting by mail.                                                                                                                                                                                                                                                                                                                                 | City Secretary        | 6.32                | *61 <sup>st</sup>                       |

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ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date                              | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | By or With Whom Taken                                          | Manual Ref. §                      | Column 5                                      |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------|-----------------------------------------------|
| <p>Fri<br/>Sep 6</p> <p>Sep 6</p> | <p>LAST DAY TO DELIVER NOTICE TO THE COUNTY CLERK AND VOTER REGISTRAR of each county in which the election will be held.</p> <p><b>NOTE: NEW LAW (HB 933, HB 1241):</b><br/>The Notice must now include the location of each polling place, including the building name, if any, and the street address, including suite or room number, if any.</p> <p><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></p>                                                                                                                                                                                                                                                                                                                                                                                                  | <p>City Council<br/>(City Secretary)</p> <p>City Secretary</p> | <p>10.16</p> <p>16.523</p>         | <p>60<sup>th</sup></p> <p>60<sup>th</sup></p> |
| <p>Mon<br/>Sep 9</p>              | <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> <ol style="list-style-type: none"> <li>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</li> <li>2. <b>LAST DAY</b> that a declaration of ineligibility;</li> </ol> <p>causes omission of candidate's name from the ballot.</p> <p><b>NOTE: NEW LAW (HB 4129) - EXCEPTION:</b> A withdrawal submitted after this date is valid if it is submitted before the ballots are prepared AND if the public notice of the logic and accuracy test has not been published.</p> <p><b>NOTE:</b> for impact of HB 1067, re removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, please see endnotes.</p> | <p>City Secretary</p>                                          | <p>8.05(b)<br/>11.22<br/>11.24</p> | <p>57<sup>th</sup></p>                        |

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ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date                | Action                                                                                                                                                                                                                                                                                                       | By or With Whom Taken       | Manual Ref. §                 | Column 5                                       |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------|------------------------------------------------|
| Sep 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 Aug 19. (Must be received by 5 p.m.).                                                                                                                                             | City Secretary              | 11.05(b)                      | 57 <sup>th</sup>                               |
| Fri<br>Sep<br>13-23 | Recommended period for APPOINTING ELECTION JUDGES. <sup>[2]</sup> (Schedule for first council meeting after period if no meeting during period.) Notice to judges must be given by the 20 <sup>th</sup> day after appointment. (May be combined with notice to hold election, if both time periods are met.) | City Council <sup>[1]</sup> | 4.03<br>4.04<br>4.05<br>10.15 | *53 <sup>rd</sup><br>thru<br>*43 <sup>rd</sup> |
| Mon<br>Sep 16       | RECOMMENDED DATE TO PRINT BALLOTS which have been prepared earlier.                                                                                                                                                                                                                                          | City Secretary              | 8.16                          | *50 <sup>th</sup>                              |
| Sep 16              | Beginning date of period for mandatory office hours.                                                                                                                                                                                                                                                         | City Secretary              | 2.15                          | 50 <sup>th</sup>                               |
| Fri<br>Sep 20       | If a <b>SPECIAL ELECTION</b> to fill a vacancy is held with the general election, this is the LAST DAY to order the special election unless a law outside the EC provides for an earlier date. The filing deadline is the 40 <sup>th</sup> day.                                                              | City Secretary              | 13.06(a)                      | 46 <sup>th</sup>                               |
| Sep 20              | Last day for a challenge of a candidate application if the first ballots by mail are placed in the mail on Sep 21.                                                                                                                                                                                           | City Secretary              | 11.07(d)                      | 46 <sup>th</sup>                               |

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ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date          | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | By or With Whom Taken | Manual Ref. § | Column 5         |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------|------------------|
| Sat<br>Sep 21 | <p><i>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><b>NOTE: NEW LAW (HB 1850, SB 902) -</b> Information on the roster for a person who votes early in person or who votes early by mail must be available for public inspection and on the County's website if the County Clerk or EA is the early voting clerk or on the City's website if the City Secretary is the early voting clerk by 11:00 am on the day after the information is entered on the roster (for voters voting in person) or by 11:00 am on the day after the early voting clerk receives the ballot (for voters voting by mail). If the entity does not maintain a website, the information must be on the bulletin board used for posting notices.</p> | City Secretary        | 16.57         | 45 <sup>th</sup> |
| Thu<br>Sep 26 | <p>If a <b>SPECIAL ELECTION</b> to fill a vacancy is held on the same day as the general election, and the special election was called after the 70<sup>th</sup> day before election day, <b>this is the LAST DAY TO FILE AN APPLICATION for a place on the ballot in the SPECIAL ELECTION.</b> City secretary's office should stay open until 5 p.m.</p> <p><b>NOTE:</b> for impact of HB 1067, re removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, please see endnotes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | City Secretary        | 13.06         | 40 <sup>th</sup> |

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ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date                  | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | By or With Whom Taken                      | Manual Ref. §                          | Column 5                                                                                   |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------|--------------------------------------------------------------------------------------------|
| Tue<br>Oct 1          | <p>LAST DAY for a candidate in a <b>SPECIAL ELECTION</b> with a filing deadline of the 40<sup>th</sup> day, to <u>withdraw</u> or be declared <u>ineligible</u> and have name omitted from the ballot. This is the 5<sup>th</sup> day after filing deadline. EXCEPTION: A withdrawal submitted after this date is valid if it is submitted before the ballots are prepared <b>AND (NEW LAW - HB 4129)</b> if the public notice of the logic and accuracy test has not been published.</p> <p><b>NOTE:</b> for impact of HB 1067, re removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, please see endnotes.</p>                                                           | City Secretary                             | 11.22(b)                               | 35 <sup>th</sup>                                                                           |
| Oct 6<br><br>Oct 6-28 | <p>Minimum 10<sup>th</sup> day to begin posting continuous notice if signature verification committee meets Oct 16.</p> <p>PERIOD FOR PUBLISHING NOTICE OF ELECTION. 10<sup>th</sup> day before election day is Sat, Oct 26. This period is extended to Mon, Oct 28. Notices containing times and places for early voting by personal appearance must be posted on the city's website, if the city has a website.</p>                                                                                                                                                                                                                                                                                                                       | City Secretary<br><br>Mayor <sup>[1]</sup> | 16.72<br><br>10.12<br>20.04(c)&<br>(d) | 30 <sup>th</sup><br><br>30 <sup>th</sup><br>thru<br>10 <sup>th</sup><br>(8 <sup>th</sup> ) |
| Mon<br>Oct 7          | <p><i>LAST DAY TO MAIL BALLOTING MATERIALS for early voting by mail, to persons whose applications were accepted before the 37<sup>th</sup> day. <b>NEW LAW - HB 273</b> provides that the clerk must mail ballots out to voters by the 30<sup>th</sup> day before election day if the clerk accepted the application by the 37<sup>th</sup> day before election day (old law was the 45<sup>th</sup> day). In any case, ballots should be mailed as soon as possible.</i></p> <p><b>NOTE:</b> For voters who will be voting from outside the U.S. (Including FPCA), if balloting materials cannot be mailed by the applicable deadline, the early voting clerk must notify the secretary of state of the delay. See <b>NOTE</b> below.</p> | City Secretary                             | 16.57                                  | 30 <sup>th</sup><br>(29 <sup>th</sup> )                                                    |

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ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date       | Action                                                                                                                                                                                                                                                                                                                                                     | By or With Whom Taken | Manual Ref. §        | Column 5                                  |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|-------------------------------------------|
| Oct 7      | 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, if filed electronically, midnight. City secretary's office should stay open until 5 p.m. See <b>NOTE</b> below.                                                 | City Secretary        | 18.06                | 30 <sup>th</sup><br>(29 <sup>th</sup> )   |
| Oct 7      | 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. See <b>NOTE</b> below.<br><br><b>NOTE:</b> 30 <sup>th</sup> day is on Sun, Oct 6. These actions are extended to Mon, Oct 7 (29 <sup>th</sup> day). | Registrar             | 6.23(g)<br>6.25(b)   | 30 <sup>th</sup><br>(29 <sup>th</sup> )   |
| Oct 7      | Recommended last day to notify presiding judges of duty to hold election.                                                                                                                                                                                                                                                                                  | Mayor                 | 10.15                | *30 <sup>th</sup><br>*(29 <sup>th</sup> ) |
| Oct 7      | 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<br>6.35<br>7.42 | *29 <sup>th</sup>                         |
| Oct 7      | 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)             | *29 <sup>th</sup>                         |
| Mon Oct 14 | Recommended last day to request waiver of partial manual recount of electronically counted ballots. Look at the SOS website to see if a blanket waiver has been issued. The manual count does not apply to cities that use DRE equipment.                                                                                                                  | City Secretary        | 9.45                 | *22 <sup>nd</sup>                         |
| Oct 14-27  | <i>Possible period for posting notice amending notice of branch early voting polling places.</i>                                                                                                                                                                                                                                                           | City Secretary        | 16.22(k)             | 22 <sup>nd</sup><br>thru 9 <sup>th</sup>  |

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ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date          | Action                                                                                                                                                                                                                                                                                                                                                    | By or With Whom Taken         | Manual Ref. §         | Column 5         |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------|------------------|
| Tue<br>Oct 15 | <i>Last day for publication of notice of the test of automatic tabulating equipment to be used in early voting if the test is on Oct 16 (48 hours before <b>date</b> of test.)</i>                                                                                                                                                                        | City Secretary                | 7.40(d)               | 21 <sup>st</sup> |
| Oct 15        | <p><i>Last day for publication of notice of the test of DRE equipment to be used in early voting if the test is on Oct 16. (48 hours before <b>the test begins</b>.)</i></p> <p><b>NOTE:</b> Both the above notices should be given no later than the 3<sup>rd</sup> day before the day of the test to assure the timely 48 hour notice requirements.</p> | City Secretary                | 7.38(d)               | 21 <sup>st</sup> |
| Oct 15        | LAST DAY for POSTING NOTICE OF ELECTION on bulletin board used for posting notices of city council meetings.                                                                                                                                                                                                                                              | City Secretary <sup>(1)</sup> | 10.12(c)              | 21 <sup>st</sup> |
| Wed<br>Oct 16 | <i>Last day to receive an FPCA from an unregistered voter and allow the voter, if qualified to be registered, to receive a full ballot.</i>                                                                                                                                                                                                               | City Secretary                | 17.02(a) & (d)        | 20 <sup>th</sup> |
| Oct 16        | <i>First day a signature verification committee may begin work.</i>                                                                                                                                                                                                                                                                                       | City Secretary                | 16.72                 | 20 <sup>th</sup> |
| Oct 16        | <i>Last day to begin posting of continuous notice of schedule for branch early voting polling places.</i>                                                                                                                                                                                                                                                 | City Secretary                | 16.22(k)              | 20 <sup>th</sup> |
| Fri<br>Oct 18 | <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(e)<br>16.53(b)  | 18 <sup>th</sup> |
| Oct 18        | <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)<br>(3) & (4) | 18 <sup>th</sup> |
| Oct 18        | <i>Last day for conducting first test of automatic tabulating equipment and DRE equipment to be used for <u>early voting</u> (at least 48 hours before voting begins).</i>                                                                                                                                                                                | City Secretary                | 7.40(c) & (d)         | 18 <sup>th</sup> |

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

ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date          | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | By or With Whom Taken | Manual Ref. §     | Column 5                                                            |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------|---------------------------------------------------------------------|
| Mon<br>Oct 21 | <i>FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE. 17<sup>th</sup> day is Sat, Oct 19. This action is extended to Mon, Oct 21 (15<sup>th</sup> day). If voting will be conducted on Sat or Sun, Oct 26 or 27, notice of schedule must be posted at least <b>72 hours</b> before first hour of the weekend voting.</i>                                                                                                                                                                                                        | City Secretary        | 16.21<br>16.22(i) | 17 <sup>th</sup><br>(15 <sup>th</sup> )                             |
| Oct 21        | STATUTORY DEADLINE TO NOTIFY JUDGES OF DUTY TO HOLD THE ELECTION.                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Mayor                 | 10.15(a)          | 15 <sup>th</sup>                                                    |
| Oct 21        | Last day to challenge form & content of write-in candidate for compliance.                                                                                                                                                                                                                                                                                                                                                                                                                                                      | City Secretary        | 11.10(h)          | 15 <sup>th</sup>                                                    |
| Tue<br>Oct 22 | <i>Last day to post 72-hour notice of weekend early voting if it is held on Sat, Oct 26. Posting on this day assures compliance regardless of the time voting begins.</i>                                                                                                                                                                                                                                                                                                                                                       | City Secretary        | 16.22(k)          | 14 <sup>th</sup>                                                    |
| Wed<br>Oct 23 | <i>Last day to post 72-hour notice of weekend early voting if it is held on Sun, Oct 27. Posting on this day assures compliance regardless of the time voting begins.</i>                                                                                                                                                                                                                                                                                                                                                       | City Secretary        | 16.22(k)          | 13 <sup>th</sup>                                                    |
| Thu<br>Oct 24 | <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)          | 12 <sup>th</sup><br>thru close<br>of polls<br>on<br>Election<br>Day |
| Oct 24        | <i>First day for new illness or disability allowing late application for late (emergency) early voting.</i>                                                                                                                                                                                                                                                                                                                                                                                                                     | Voter                 | 17.16             | 12 <sup>th</sup>                                                    |

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

ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date                  | Action                                                                                                                                                                                                                                                                                                                                                                 | By or With Whom Taken       | Manual Ref. §                              | Column 5                                    |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------|---------------------------------------------|
| <p>Fri<br/>Oct 25</p> | <p><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. Also applies to FPCA. An FPCA received from an unregistered voter after the 20<sup>th</sup> day but by the 11<sup>th</sup> day is entitled to federal ballot only.</i></p>                                                        | <p>City Secretary</p>       | <p>16.51(d)<br/>16.55(b)<br/>17.02(b)</p>  | <p>11<sup>th</sup></p>                      |
| <p>Oct 25</p>         | <p>Last day for county to deliver final list of voters that submitted an annual application for ballot by mail (ABBM).</p>                                                                                                                                                                                                                                             | <p>City Secretary</p>       | <p>16.523(a)<br/>(3)</p>                   | <p>11<sup>th</sup></p>                      |
| <p>Mon<br/>Oct 28</p> | <p>LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION. 10<sup>th</sup> day is Sat, Oct 26. This action is extended to Mon, Oct 28 (8<sup>th</sup> day). It is better practice to publish no later than 10<sup>th</sup> day. See M 10.12(b)(3).</p>                                                                                                                         | <p>Mayor <sup>[1]</sup></p> | <p>10.12(b)</p>                            | <p>10<sup>th</sup><br/>(8<sup>th</sup>)</p> |
| <p>Oct 28</p>         | <p>Due date for filing second report of campaign contributions and expenditures by 5 p.m. or midnight if filed electronically.</p>                                                                                                                                                                                                                                     | <p>City Secretary</p>       | <p>18.06(c)<br/>18.08(a)<br/>&amp; (c)</p> | <p>8<sup>th</sup></p>                       |
| <p>Tue<br/>Oct 29</p> | <p>Recommended last day for publication of notice of first test of automatic tabulating equipment to be used at a <u>central counting station and a polling place</u> if the first test is on Nov 1. (48 hours before <b>date</b> of test.)</p>                                                                                                                        | <p>City Secretary</p>       | <p>7.40(b) &amp;<br/>(d)</p>               | <p>*7<sup>th</sup></p>                      |
| <p>Oct 29</p>         | <p>Recommended last day for publication of notice of the test of DRE equipment to be used at a <u>polling place</u> if the first test is on Nov 1. (48 hours before the test begins.)</p> <p><b>NOTE:</b> Both the above notices should be given no later than the 3<sup>rd</sup> day before the day of the test to assure the timely 48 hour notice requirements.</p> | <p>City Secretary</p>       | <p>7.38(d)</p>                             | <p>*7<sup>th</sup></p>                      |
| <p>Thu<br/>Oct 31</p> | <p><i>First day for death in family to qualify for late (emergency) early voting.</i></p>                                                                                                                                                                                                                                                                              | <p>City Secretary</p>       | <p>17.31</p>                               | <p>5<sup>th</sup></p>                       |
| <p>Fri<br/>Nov 1</p>  | <p><b>LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE.</b></p>                                                                                                                                                                                                                                                                                                 | <p>City Secretary</p>       | <p>16.21(c)</p>                            | <p>4<sup>th</sup></p>                       |

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

ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date            | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | By or With Whom Taken     | Manual Ref. §      | Column 5                                                              |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------|-----------------------------------------------------------------------|
| Nov 1           | Recommended last day for conducting first test of automatic tabulating equipment to be used at a <u>polling place</u> or <u>central counting station</u> (at least 48 hours before used for counting on election day) and <u>DRE equipment</u> to be used at a polling place. To assure 48 hours before 7 am of election day, test must be by 3 <sup>rd</sup> day which is Sat. The secretary of state has extended this deadline to Mon, but it is inadvisable to wait that long to conduct tests. Notice must be published at least 48 hours <u>before date</u> of test for automatic tabulating equipment and 48 hours <u>before test begins</u> for DREs. | City Secretary            | 7.40(d)<br>7.38(d) | *4 <sup>th</sup>                                                      |
| Nov 1-<br>Nov 4 | <i>As soon as early voting is over, and until 7:00 p.m. Nov 4, early voting ballots may be delivered to the EVBB for qualifying purposes (may not be counted until election day, except if election is held jointly with a county in counties of 100,000 or more. See below.) Post notice of delivery continuously 24 hours before each delivery.</i>                                                                                                                                                                                                                                                                                                         | City Secretary            | 16.74(a)           | 4 <sup>th</sup> thru close of polls on Election Day                   |
| Nov 1           | <i>In election held jointly with a county having a population of 100,000 or more, this is the first day that the EVBB may begin counting early ballots voted by mail starting at 7:00 pm. Assure that the counting equipment has been tested at least 48 hours before use.</i>                                                                                                                                                                                                                                                                                                                                                                                | Early Voting Ballot Board | 16.74              | 4 <sup>th</sup> at 7:00 pm, or whenever early voting ends on that day |
| Sat<br>Nov 2    | <i>Last day to receive an application to cancel mail ballot that has not arrived at the address on the carrier envelope. This deadline is not extended because there are other procedures for canceling a mail ballot.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                    | City Secretary            | 16.59(a)           | 3 <sup>rd</sup>                                                       |
| Nov 2-<br>Nov 4 | <i>Period to apply for late (emergency) early voting because of death in family Oct 31 or later.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | City Secretary            | 17.33              | 3 <sup>rd</sup> thru 1 <sup>st</sup>                                  |
| Nov 2-<br>Nov 4 | <i>Prepare list of registered voters for EVBB if more than one early voting polling place.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | City Secretary            | 16.76              | *3 <sup>rd</sup> thru 1 <sup>st</sup>                                 |

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ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date                                   | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | By or With Whom Taken                                      | Manual Ref. §                                 | Column 5                                                       |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------|
| Nov 2-<br>Nov 5                        | <i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Oct 24.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                  | City Secretary                                             | 17.17                                         | 3 <sup>rd</sup> thru Election Day, 5 p.m.                      |
| Sun<br>Nov 3<br><br>Nov 3              | The secretary of state has stated that this is the last day to conduct test of voting equipment because of the extended date of the deadlines. It would be unwise to wait until this date. See entries for Oct 29 and Nov 1.<br><br><b>NEW LAW (HB 305):</b> IF City maintains a website, deadline to post on website the requirements and deadline for filing for candidacy of each elected office of the political subdivision <u>for the November 2020 election</u> . NOTE: See Endnotes for additional information that must be posted on the website. | City Secretary<br><br>City Secretary                       | 7.38(d)<br>7.40(d)<br><br>N/A (to be updates) | 2 <sup>nd</sup><br><br>365 <sup>th</sup>                       |
| Mon<br>Nov 4<br><br>Nov 4<br><br>Nov 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 Oct 31 or later.</i><br><br><i>Last day to deliver precinct early voting lists to presiding election judges. Early voting clerk must mark this list with notation for each name of voter who voted early.</i><br><br>Recommended date for delivery of equipment to polling places (statutory deadline is 6 a.m. on election day).                                                                 | City Secretary<br><br>City Secretary<br><br>City Secretary | 17.33(b)<br><br>7.47<br>16.83(j)<br><br>7.48  | 1 <sup>st</sup><br><br>1 <sup>st</sup><br><br>*1 <sup>st</sup> |
| Tue<br>Nov 5<br><br>Nov 5              | <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 voting machines are used at precinct polling place.<br><br><i>7 a.m. to 7 p.m. early voting clerk's office must remain open for early voting activities.</i>                                                                                                                                                                                                                                                    | City Secretary<br><br>City Secretary                       | 17.41<br><br>9.23                             | E Day<br><br>E Day                                             |

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



ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date         | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                           | By or With Whom Taken   | Manual Ref. §          | Column 5 |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------|----------|
| Nov 5        | <i>5 p.m. deadline for late applications for ballots from voters who became ill or disabled Oct 24 or later.</i>                                                                                                                                                                                                                                                                                                                                                 | City Secretary          | 17.16<br>17.17         | E Day    |
| Nov 5        | <i>7 p.m. deadline for receiving ballots from voters who became ill or disabled Oct 24 or later.</i>                                                                                                                                                                                                                                                                                                                                                             | City Secretary          | 17.17                  | E Day    |
| Nov 5        | <i>Deliver early voting ballots, etc., to EVBB. Second key to ballot box is delivered by chief of police or marshal.</i>                                                                                                                                                                                                                                                                                                                                         | City Secretary          | 16.73(a)               | E Day    |
| Nov 5        | <i>7 p.m. first deadline for receiving early voting mail ballots, except overseas and armed forces ballots and certain ballots placed for delivery before deadline. After regular mail delivery, check mail box for early voting mail ballots. See additional deadline on +1 day.</i>                                                                                                                                                                            | City Secretary          | 9.23(c)(4)<br>16.58(a) | E Day    |
| Nov 5        | Receive precinct records, voted ballots, etc. (Chief of police or marshal receives keys to ballot boxes containing voted ballots.)                                                                                                                                                                                                                                                                                                                               | City Secretary<br>Mayor | 9.33(d)<br>9.34        | E Day    |
| Nov 5        | PREPARE UNOFFICIAL TABULATION OF RESULTS.                                                                                                                                                                                                                                                                                                                                                                                                                        | City Secretary          | 9.35                   | E Day    |
| Wed<br>Nov 6 | <p><i>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.</i></p> <p><b>Note:</b> <i>This applies to voters who submitted an application for a ballot by mail and cast a by-mail ballot from within the United States.</i></p> | City Secretary          | 16.58(a)               | +1       |

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

ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date         | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | By or With Whom Taken     | Manual Ref. § | Column 5          |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------|-------------------|
| Nov 6        | <p><i>First day for public access to early voting by mail applications and for mailed early voting ballot materials, including those for annual ABBMs.</i></p> <p><b>NOTE: NEW LAW (HB 1850, SB 902)</b> requires information on the roster for a person who votes early voting in person or who votes early by mail to be available for public inspection and on the County's or City's websites (or bulletin board if there is not website) when information on voters voting in person is entered on the roster or when ballots by mail are received. See entry for Sat Sep 21.</p> | City Secretary            | 16.56(g)      | +1                |
| Nov 6        | Last day to deliver provisional ballots to Voter Registrar of each county in which the city is located.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | City Secretary            | 9.41          | +1                |
| Thu Nov 7    | Recommended day to PROVIDE OFFICIAL OATH AND STATEMENT OF ELECTED OFFICIALS to candidates who appear to have won, or may win. These are provided for information only. The oaths are taken after the canvass.                                                                                                                                                                                                                                                                                                                                                                          | City Secretary            | 12.32(d)      | *+2               |
| Fri Nov 8-14 | <i>Period during which EVBB 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)      | +3 thru +9        |
| Nov 8-18     | <i>Completion before canvass of report of early votes cast for each candidate or measure, by election precinct. 11<sup>th</sup> day after the election is Sat, Nov 16. This deadline is extended to Mon, Nov 18 (+13<sup>th</sup> day).</i>                                                                                                                                                                                                                                                                                                                                            | City Secretary            | 16.87         | +3 thru +11 (+13) |

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ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date       | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                         | By or With Whom Taken                      | Manual Ref. § | Column 5                |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------|-------------------------|
| Nov 8-18   | PERIOD FOR OFFICIAL CANVASS. The city council sets exact day and hour. City Secretary records results in election register as soon as practicable after canvass. 11 <sup>th</sup> day after the election is on Sat, Nov 16. This deadline is extended to Mon, Nov 18 (+13 <sup>th</sup> day). [Canvass may occur before 11 <sup>th</sup> day only if all FPCA ballots have been received and the ballot board has completed the count of provisional ballots.] | City Council/<br>City Secretary            | 9.42<br>9.44  | +3 thru<br>+11<br>(+13) |
| Nov 8-18   | AFTER CANVASS, ISSUE CERTIFICATES OF ELECTION, except that; if a recount has been requested, the certificate in that race may not be issued until after the recount.                                                                                                                                                                                                                                                                                           | Mayor                                      | 12.23         | +3 thru<br>+11<br>(+13) |
| Nov 8-25   | ORDERING OF RUNOFF ELECTION, if necessary, not later than 5 <sup>th</sup> day after canvass. If the 5 <sup>th</sup> day after canvass is Nov 23, a Sat, the deadline is extended to Mon, Nov 25, the 20 <sup>th</sup> day after the election.                                                                                                                                                                                                                  | City Council<br>or<br>Mayor <sup>[1]</sup> | 14.04         | +3 thru<br>+18<br>(+20) |
| Nov 8-26   | 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. (Check the SOS website to determine if a blanket waiver has been issued.)                                                                                                                                                                           | City Secretary                             | 9.45          | +3 thru<br>+21          |
| Mon Nov 11 | 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 the election. Since this a first day, it is not affected by the Veterans Day holiday. Officials may not take office until the canvass is complete unless the election was cancelled.                                                              | Candidate with<br>City Secretary           | 12.34         | +6                      |

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

ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date          | Action                                                                                                                                                                                                                                                                                                                                           | By or With Whom Taken                         | Manual Ref. §                    | Column 5   |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------|------------|
| Tue<br>Nov 12 | <i>LAST DAY for receiving a mail ballot from outside the U.S. from a non-military voter, if postmark indicates ballot placed for delivery by 7 pm on election day. The 5<sup>th</sup> day after the election is Sun, Nov 10. Mon, Nov 11 is Veterans Day. This action is extended to Tue, Nov 12, the 7<sup>th</sup> day after the election.</i> | City Secretary                                | 16.58(b)                         | +5<br>(+7) |
| Nov 12        | <i>LAST DAY to receive an FPCA ballot voted by a member of the armed forces of the U.S. or a spouse or dependent of a member, including the merchant marines. NO postmark showing date placed for delivery is required on these ballots. See Note below.</i>                                                                                     | City Secretary                                | 16.58(b-1)                       | +6<br>(+7) |
| Nov 12        | Last day for provisional voter to present acceptable ID to the registrar or execute appropriate affidavit. See Note below.<br><br><b>Note:</b> The +6 day is Nov 11, Veterans Day. These actions are extended to Tue, Nov 12, the 7 <sup>th</sup> day after the election.                                                                        | City Secretary                                | 16.261(g)                        | +6<br>(+7) |
| Nov 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.                                                                                                                                  | City Secretary or Presiding Judge of the EVBB | 9.41<br>TAC<br>§81.175(d)<br>(3) | +7         |
| Thu<br>Nov 14 | <i>Last day the EVBB 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 and any FPCA ballots from members of the U.S. armed forces or merchant marines or the spouse or dependent of a member had been received earlier.</i>       | Early Voting Ballot Board                     | 16.74(f)                         | +9         |
| Nov 14        | Last day for EVBB to verify and count provisional ballots reviewed by the voter registrar.                                                                                                                                                                                                                                                       | Early Voting Ballot Board                     | 9.41<br>16.77                    | +9         |
| Fri<br>Nov 15 | <i>Last day to mail to voters, notices of rejected mail ballots.</i>                                                                                                                                                                                                                                                                             | Presiding Judge of EVBB                       | 16.78                            | +10        |

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ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date                     | Action                                                                                                                                                                                                                                                                                                                                               | By or With Whom Taken                                             | Manual Ref. §       | Column 5                                                         |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------|------------------------------------------------------------------|
| Mon<br>Nov 18            | LAST DAY for conducting the official canvass of the election. 11 <sup>th</sup> day after the election is on Sat, Nov 16. This deadline is extended to Mon, Nov 18 (+13 <sup>th</sup> day).                                                                                                                                                           | City Council/<br>City Secretary                                   | 9.42                | +11<br>(+13)                                                     |
| Nov 18-<br>Nov 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, the last day is extended to Mon. If the 10 <sup>th</sup> day is Thanksgiving Day or Fri, Nov 29, both state holidays, the deadline is extended to Mon, Dec 2.                                                      | Presiding<br>Judge of<br>EVBB                                     | 16.77               | By 10 <sup>th</sup><br>day after<br>canvass                      |
| Nov 20                   | <b>NEW LAW (SB 902):</b> Election records must be available in an electronic format no later than this day, for a fee of not more than \$50.00.                                                                                                                                                                                                      | City Secretary                                                    | N/A (to be updated) | +15                                                              |
| Tue<br>Nov 26            | Last day for mailing results of manual count to secretary of state, if no waiver is obtained.                                                                                                                                                                                                                                                        | City Secretary                                                    | 9.45                | +21                                                              |
| Thur<br>Nov 28-<br>Jan 2 | <p>POSSIBLE PERIOD FOR RUNOFF ELECTION, depending on date of official canvass, unless a charter provides for a later date.</p> <p><b>NOTE: NEW LAW (HB 88):</b> The order of the names on the runoff ballot should be in the same order as they appeared on the general election ballot, so no ballot drawing is required for the runoff ballot.</p> | City Secretary/<br>City Council                                   | 14.03               | +20 <sup>th</sup> -<br>+45 <sup>th</sup><br>day after<br>canvass |
| Thur<br>Dec 5            | Last day to transmit election results by city precinct in electronic form to secretary of state.                                                                                                                                                                                                                                                     | Mayor<br>(Presiding Officer<br>of the<br>Canvassing<br>Committee) | 9.44                | +30                                                              |
| Sun<br>Dec 15            | LAST DAY OF MANDATORY OFFICE HOURS.                                                                                                                                                                                                                                                                                                                  | City Secretary                                                    | 2.15                | +40                                                              |
| Sun<br>Jan 5             | First day for transfer of voted ballots in the main election from the locked ballot box to another secure container.                                                                                                                                                                                                                                 | City Secretary                                                    | 9.49                | +61                                                              |

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ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

| Date        | Action                                                                                                                                           | By or With Whom Taken | Manual Ref. § | Column 5   |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------|------------|
| Sep 5, 2021 | Last day of preservation period for ballots and other non-federal precinct election records of main election, except for candidate applications. | City Secretary        | 9.49(g)       | +22 months |
| Nov 5, 2021 | Last day of preservation period for candidate applications.                                                                                      | City Secretary        | 11.02(f)      | +2 years   |

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.
- [3] HB 1067 provides that if a candidate on the ballot dies on or before the filing deadline, the City Secretary MAY choose to remove the candidate from the ballot, in which case, the filing deadline is extended 5 days. If that extended filing deadline falls on a weekend or holiday, it is extended to the next business day. Withdrawal deadlines after the extended filing deadlines will also be impacted. The Wednesday, September 4 filing deadline for a special election to fill a vacancy ordered on or before the 70<sup>th</sup> day before election day would be extended to Monday, September 9, and the withdrawal deadline for that extended deadline would be Saturday, September 14 (the withdrawal deadline does NOT move to the next business day). The Thursday, September 26 filing deadline for a special election to fill a vacancy ordered after the 70<sup>th</sup> day before election day would be extended to Tuesday, October 1, and the withdrawal deadline for that extended deadline would be Sunday, October 6 (the withdrawal deadline does NOT move to the next business day).
- [4] HB 305 is effective 9/1/19, and it provides that certain information must be posted on a city's website, if the city maintains a website. Our *recommendation* is to post the information listed below as it becomes available, beginning on than that date: (1) the political subdivision's contact information, including a mailing address, telephone number, and e-mail address; (2) each elected officer of the political subdivision; (3) the date and location of the next election for officers of the political subdivision; (4) the requirements and deadline for filing for candidacy of each elected office of the political subdivision for the May 2020 election. (5) each notice of a meeting of the political subdivision's governing body under Subchapter C, Chapter 551; and (6) each record of a meeting of the political subdivision's governing body under Section 551.021. Note that a City with population of less than 5,000 located in a county with population of less than 25,000 does not have to post (5) and (6) on its website.

NOTE ON CALENDAR FOR SPECIAL OR RUNOFF ELECTION

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

## ELECTION CALENDAR FOR NOVEMBER 5, 2019, Continued

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