

# Election Calendar

## For a City's General Election on

### May 1, 2021

This calendar indicates the dates for actions necessary in a general election of city officers to be held on May 1, 2021. It includes all major actions for which the Election Code prescribes a specific date or deadline for performance, but it does not include all actions (e.g., preparation of ballot boxes and other election equipment and of sets of precinct election forms) for which the beginning date for performance can vary from one city to another depending on local factors. Each city secretary should use the chart in M §9.02 of the *Texas Municipal Election Law Manual* together with this calendar to fill in those dates on the city secretary's personal election calendar created in accordance with local conditions [see M §9.03]. The city secretary's personal calendar should also reflect dates that the city secretary prefers in place of the discretionary dates recommended in this calendar.

Column 5 indicates the time interval between the date of the action and election day. For example, the notation 50<sup>th</sup> in the entry for March 12 means that the day for beginning mandatory office hours is the 50<sup>th</sup> day before election day; the notation "+10" in the entry for May 11 means that the last day for the presiding judge of the early voting ballot board to mail to voters notices of rejected mail ballots is the 10<sup>th</sup> day after election day.

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

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

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Dec 14	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>
Thu Dec 31	Obtain a supply of the following forms: candidate's application for place on ballot; appointment of campaign treasurer (candidate and specific-purpose committee); report of contributions and expenditures (candidate-officeholder and specific-purpose committee); application for mail ballot, and a set of administrative forms if ordered from a supply house. (Set up schedule for ordering precinct sets and other forms if they are to be ordered later.)	City Secretary	7.11 et seq. 18.10	*121 <sup>st</sup>
Dec 31- Jan 22	Review recommendation for following steps listed in M §9.02 for possible needed or desired action: Steps 1 through 5 (revising election precincts; designating polling places; changing method of voting if equipment is available but not adopted for use or if acquisition of equipment by city is desired); Step 12 (establishing or changing terms of election judges).	City Secretary and City Council	9.02	*121 <sup>st</sup> thru *99 <sup>th</sup>

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Fri Jan 1	<i>First day voters may submit an application for a ballot by mail (ABBM), for an Annual ABBM, or for a Federal Postcard Application (FPCA).</i>	City Secretary	16.51	120 <sup>th</sup>
Wed Jan 13	<b>GENERAL ELECTION</b> FIRST DAY FOR FILING APPLICATION for place on ballot. This is the 30 <sup>th</sup> day before filing deadline.	City Secretary	11.05	108 <sup>th</sup>
Jan 13	FIRST DAY FOR FILING DECLARATION OF WRITE-IN CANDIDACY.	City Secretary	11.10	108 <sup>th</sup>
Fri Jan 15	Last day for timely filing of semi-annual report of contributions and expenditures.	City Secretary	18.05	106 <sup>th</sup>
Mon Jan 18- Feb 12	Recommended period for CALLING ELECTION AND POSTING NOTICE OF ELECTION on bulletin board.	Mayor <sup>[1]</sup>	10.02 10.03 10.04 10.12	*103 <sup>rd</sup> thru 78 <sup>th</sup>
Mon Feb 1	LAST DAY for small city in small county to provide secretary of state notice of intent to use exception to accessibility requirements or show undue burden, if required. 90 <sup>th</sup> day is on Sun. This action is extended to Mon, Feb 1 (89 <sup>th</sup> day).	City Secretary	7.07(d), (e), (f)	90 <sup>th</sup> (89 <sup>th</sup> )
Tue Feb 9	If the candidate dies on or before Feb 9 (day before the 2 <sup>nd</sup> day before filing deadline, in other words, the 3 <sup>rd</sup> day before the filing deadline), the City Secretary MUST remove candidate's name from ballot.  NOTE - 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.	City Secretary	11.25(a)	81 <sup>st</sup>
Fri Feb 12	<b>GENERAL ELECTION</b> STATUTORY LAST DAY FOR ORDERING ELECTION. <sup>[2]</sup>	Mayor <sup>[1]</sup>	10.04	78 <sup>th</sup>
Feb 12	LAST DAY FOR FILING APPLICATION FOR PLACE ON BALLOT (must be received by 5 p.m.). City Secretary's office should stay open until 5 p.m.  NOTE - If a candidate dies after February 9 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.	City Secretary	11.05(a) 11.06  11.05(b)	78 <sup>th</sup>
Feb 12	Recommended LAST DAY FOR NOTICE DESIGNATING ELECTION PRECINCTS AND POLLING PLACES.	City Council	3.07	*78 <sup>th</sup>
Mon Feb 15	Recommended beginning date for preliminary work on appointment of election judges.	City Secretary	4.08	*75 <sup>th</sup>

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Feb 15	Recommended last day to POST 72 HOUR NOTICE OF DRAWING for order of names on ballot. Must be posted at least 72 hours preceding the time of the drawing.  <b>NOTE:</b> Feb 15 is Presidents' Day, a state holiday. If the city is open for business, these recommended actions may be taken.	City Secretary	8.06	*75 <sup>th</sup>
Tue Feb 16	LAST DAY FOR A WRITE-IN CANDIDATE to declare candidacy in the GENERAL election.	City Secretary	11.10	74 <sup>th</sup>
Wed Feb 17	If no candidate has an opponent in an election considered to be a separate election, deliver the certification of unopposed candidates to the city council.	City Secretary	10.23	73 <sup>rd</sup>
Feb 17	LAST DAY FOR FILING APPLICATION FOR PLACE ON THE BALLOT, If a candidate died after February 11 but on or before the filing deadline, and the City Secretary chose to remove the candidate's name from the ballot (see Feb 12 entry).	City Secretary	11.05(b)	73 <sup>rd</sup> (5 <sup>th</sup> day after filing deadline)
Feb 18-22	Recommended period to CONDUCT DRAWING FOR ORDER OF NAMES ON BALLOT. Prepare ballot format and send it to printer.	City Secretary	8.06	*72 <sup>nd</sup> thru *68 <sup>th</sup>
Fri Feb 19	LAST DAY for a ballot candidate in <b>general</b> election to withdraw and have name omitted from the ballot (withdrawal request must be received by 5 p.m.). <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	8.05(b) 11.22(b)	71 <sup>st</sup>
Feb 19	LAST DAY for a write-in candidate to withdraw in <b>general</b> election and have name omitted from write-in list. The statute does not state a time, but the SOS considers 5 p.m. the deadline.	City Secretary	11.22(b)	71 <sup>st</sup>
Fri Feb 19	LAST DAY that a declaration of ineligibility causes omission of candidate's name from ballot in the general election. City secretary's office should stay open until 5 p.m.	City Secretary	11.23 11.24	71 <sup>st</sup>
Sat Feb 20	LAST DAY to order a <b>SPECIAL ELECTION</b> to fill a vacancy so that the filing deadline will be the 62 <sup>nd</sup> day before election day. This date remains on Sat because it is not the last day to order a special election.	City Council City Secretary	13.06	70 <sup>th</sup>
Mon Feb 22	LAST DAY to withdraw from GENERAL election IF filing deadline was extended due to removal of deceased candidate's name from the ballot. <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	11.05(b)	68 <sup>th</sup>

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Mar 1	<p>If a <b>SPECIAL ELECTION</b> to fill a vacancy was ordered on or before the 70<sup>th</sup> day before the election, <b>this is the LAST DAY to file an application for a place on the ballot and the LAST DAY to file a declaration of write-in candidacy in the SPECIAL ELECTION.</b> 62<sup>nd</sup> day is on Sunday. This action is extended to Mon, Mar 1, the 61<sup>st</sup> day.</p> <p>NOTE; For information on 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	62 <sup>nd</sup> (61 <sup>st</sup> )
Tue Mar 2	<p>LAST DAY TO DELIVER NOTICE OF THE ELECTION TO THE COUNTY CLERK AND VOTER REGISTRAR of each county in which the election will be held.</p> <p><b>NOTE:</b> 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>	City Council (City Secretary)	10.16	60 <sup>th</sup>
Mar 2	First day of the period Texas Ethics Commission will defer investigation until after election (or runoff) if an allegation is filed.	City Secy/ Texas Ethics Commission	18.01	60 <sup>th</sup>
Mar 2	<i>Recommended day to contact the county clerk or elections administrator concerning availability of the initial list of voters who have submitted <b>annual</b> applications for ballot by mail (ABBM).</i>	City Secretary	16.523	*60 <sup>th</sup>
Fri Mar 5	Extended deadline to file for a place on the ballot in a city office having a 4-year term if no one has filed by 5 p.m. on Feb 12 (must be received by 5 p.m.).	City Secretary	11.05	57 <sup>th</sup>
Fri Mar 5	<p>If a <b>SPECIAL ELECTION</b> to fill a vacancy 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 causes omission of candidate's name from the ballot.</li> </ol> <p><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.</p> <p><b>NOTE:</b> For information on removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, please see endnotes.</p>	City Secretary	8.05(b) 11.22 11.24	57 <sup>th</sup>

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Mar 8- 19	Recommended period for APPOINTING ELECTION JUDGES. <sup>[2]</sup> (Schedule for first council meeting after period if no meeting during period.) See M §10.15 on giving notice to election judges of their duties.	City Council <sup>[1]</sup>	4.03 4.04 4.05(b)	*54 <sup>th</sup> thru *43 <sup>rd</sup>
Thur Mar 11	RECOMMENDED DATE TO PRINT BALLOTS which have been prepared earlier.	City Secretary	8.16	*51 <sup>st</sup>
Fri Mar 12	Beginning date of period for mandatory office hours. City Secretary must keep office open for at least 3 hours a day during regular office hours on regular business days.	City Secretary	2.15	50 <sup>th</sup>
Tue Mar 16  Mar 16	Last day to order a <b>SPECIAL ELECTION</b> to fill a vacancy.  Last day for a challenge of a candidate application based on form, content, procedure, if the first ballots by mail are placed in the mail on Mar 17.	City Secretary  City Secretary	13.06  11.07(d)	46 <sup>th</sup>  46 <sup>th</sup>
Wed Mar 17	<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>  <b>NOTE:</b> Information on the roster for a person who votes early voting 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 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.	City Secretary  City Secretary	16.57  16.82(b)	45 <sup>th</sup>
Mon Mar 22	If a <b>SPECIAL ELECTION</b> to fill a vacancy was ordered after the 70 <sup>th</sup> day before the election but on or before the 46 <sup>th</sup> day before election day, this is the LAST DAY for filing an application for a place on the ballot OR to file a declaration of write-in candidacy in the <b>SPECIAL ELECTION</b> . <b>NOTE:</b> For information on removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, please see endnotes.	City Council	13.06(a)(2)	40 <sup>th</sup>

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Sat Mar 27	<p>LAST DAY for a candidate in a <b>SPECIAL ELECTION</b> with a filing deadline of the 40<sup>th</sup> day, to withdraw or be declared ineligible and have name omitted from the ballot. The 35<sup>th</sup> day is Sat, Mar 27. EC §1.006 does not apply to this deadline, and this deadline is not moved.</p> <p><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.</p> <p><b>NOTE:</b>For information on 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) 11.24(b)	35 <sup>th</sup>
Thur Apr 1	Due date for filing first report of campaign contributions and expenditures by opposed candidates and specific-purpose committees supporting or opposing opposed candidates by 5 p.m. or midnight if filed electronically. City secretary's office should stay open until 5 p.m.	City Secretary	18.06	30 <sup>th</sup>
Apr 1	Last day for submitting voter registration application in time to vote at the election or for requesting transfer of registration in time to vote in new precinct not in the same county and territory.	Registrar	6.23(g) 6.25(b)	30 <sup>th</sup>
Apr 1	LAST DAY TO MAIL BALLOTING MATERIALS for early voting by mail to persons whose applications were accepted before the 37 <sup>th</sup> day. 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.	City Secretary	16.57	30 <sup>th</sup>
Apr 1- 21	PERIOD FOR PUBLISHING NOTICE OF ELECTION. Must be published at least once in a newspaper during this period. NOTE: April 21 is San Jacinto Day, but it is highly recommended that the notice be published no later than April 21.	Mayor <sup>[1]</sup>	10.12 20.04	30 <sup>th</sup> thru 10 <sup>th</sup>
Apr 1	Minimum 10 <sup>th</sup> day to begin posting continuous notice if signature verification committee meets Apr 11.	City Secretary	16.72	30 <sup>th</sup>
Apr 1	Recommended last day to notify presiding judges of duty to hold election.	Mayor	10.15	*30 <sup>th</sup>
Apr 1	Recommended last day to request voter registrar to prepare lists of registered voters and furnish statement of residence forms to be used in conducting the election.	City Secretary	6.32(d) 6.35 7.42	*30 <sup>th</sup>
Apr 1	Recommended day to begin posting the Notice of Voting Order Priority for voters with mobility issues on the city's website if the city maintains one.	City Secretary	9.221(d)	*30 <sup>th</sup>

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Fri Apr 9	Recommended last day to request waiver of partial manual recount of electronically counted ballots if the secretary of state has not already issued a waiver. NOTE: It is highly unlikely the secretary of state's office will issue a blanket waiver.	City Secretary	9.45	*22 <sup>nd</sup>
Apr 9- 22	<i>Possible period for posting notice <b>amending</b> notice of branch early voting polling places.</i>	City Secretary	16.22(k)	22 <sup>nd</sup> thru 9 <sup>th</sup>
Sat Apr 10 (Apr 9 Recom- mended)	LAST DAY for POSTING NOTICE OF ELECTION on bulletin board for posting notices of city council meetings. NOTE: The 21 <sup>st</sup> day is on Sat. Technically, the notice can be delayed until Mon, Apr 12, but it is better practice to post no later than Fri, Apr 9, which is the 22 <sup>nd</sup> day before the election.	City Secretary <sup>[1]</sup>	10.12(c)	21 <sup>st</sup>
Apr 10 - May 1	For City with at least 250 registered voters that maintains an internet website, period to post on website new bond election voter information pamphlet. See NOTE above re: recommended first day to post.	City Secretary		21 <sup>st</sup> thru Election Day
Sun Apr 11	<i>First day a signature verification committee may begin work.</i>	City Secretary	16.72	20 <sup>th</sup>
Mon Apr 12	<i>Last day for unregistered applicant to submit a federal postcard application and be eligible to vote a full ballot.. (The 20<sup>th</sup> day before the election is Sun, Apr 11. The deadline is extended so that if the application is placed in the mail by Mon, Apr 12, it is timely.)</i>	City Secretary	17.02(a) & (d)	20 <sup>th</sup> (19 <sup>th</sup> )
Tue Apr 13	<i>Recommended last day for publication of notice of the test of automatic tabulating and DRE equipment to be used in early voting if the test is on Apr 16. (Notice for tabulating equipment must be 48 hours before <b>date</b> of test. Notice for DRE equipment must be 48 hours before <b>test begins</b>.)</i>	City Secretary	7.38(d) 7.40	18 <sup>th</sup>
Apr 13	<i>Last day early voting clerk, upon receipt of defective early voting application, must mail 2<sup>nd</sup> application with explanation of defects and instructions.</i>	City Secretary	16.53(c)	18 <sup>th</sup>
Wed Apr 14	<i>Last day to begin posting continuous notice of schedule for branch early voting polling places. (5<sup>th</sup> day before beginning of early voting by personal appearance.)</i>	City Secretary	16.22(k)	17 <sup>th</sup>
Fri Apr 16	<i>Last day to receive application from voter delivered in person for a ballot to be voted by mail (by close of business). This is the last business day before the beginning of early voting by personal appearance.</i>	City Secretary	16.51(e)(5)	15 <sup>th</sup>
Apr 16	<i>Last day to accept an FPCA without a postmark to prove mailing date and mail the voter a full ballot if the voter is not permanently registered but meets the requirements to be registered under EC Title 2.</i>	City Secretary	17.02(d)	15 <sup>th</sup>

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Apr 16	<i>Last day for conducting first test of automatic tabulating and DRE equipment to be used for early voting (at least 48 hours before it is used).</i>	City Secretary	7.40(c) & (d)	15 <sup>th</sup>
Apr 16	STATUTORY DEADLINE FOR NOTIFYING JUDGES OF DUTY TO HOLD THE ELECTION.	Mayor	10.15(a)	15 <sup>th</sup>
Apr 16	Last day to challenge write-in candidate for form, content, and procedure.	City Secretary	11.10(h)	15 <sup>th</sup>
Sun Apr 18	<i>First day cities holding joint election with county having population of 100,000 or more may convene the early voting ballot board to process mail ballots. 24-hour notice must be posted for each delivery of voting materials made before election day. If notice requirements have been followed, the board may process the materials but may not count the ballots until after the end of the period of early voting by personal appearance. (9<sup>th</sup> day before end of early voting by personal appearance.)</i>	City Secretary	16.74(a)	13 <sup>th</sup>
Mon Apr 19	<i>FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE. If voting will be conducted on Sat or Sun, Apr 24 or 25, notice of schedule must be posted at least 72 hours before first hour of the weekend voting. (The city council must designate 2 weekdays that early voting will be conducted for 12 hours.)</i>	City Secretary	16.21 16.22(d) & (i)	12 <sup>th</sup>
Apr 19	<i>First day for new illness or disability allowing late application for late (emergency) early voting.</i>	Voter	17.16	12 <sup>th</sup>
Apr 19	Last day for applicant to hand deliver their ABBM.	Voter	16.51(e)	12 <sup>th</sup>
Tue Apr 20	<i>Last day to accept application by mail for a ballot to be voted by mail, by 12 noon or close of business, whichever is later.</i>	City Secretary	16.51(d)	11 <sup>th</sup>
Apr 20	<i>Last day to accept an FPCA from a registered voter.</i>	City Secretary	17.02(b)	11 <sup>th</sup>
Apr 20	<i>Last day for county clerk or election administrator to deliver final list of voters that submitted an annual ABBM.</i>	City Secretary	16.523(a)	11 <sup>th</sup>
Wed Apr 21	LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION.  NOTE: April 21 is San Jacinto Day, but it is highly recommended that the notice be published no later than the 10 <sup>th</sup> day before election day.	Mayor <sup>[1]</sup>	10.12	10 <sup>th</sup>
Apr 21	<i>Last day to post notice if early voting will be conducted on Sat, Apr 24.</i>	City Secretary	16.22(k)	10 <sup>th</sup>
Thur Apr 22	<i>Last day to post notice if early voting will be conducted on Sun, Apr 25.</i>	City Secretary	16.22(k)	9 <sup>th</sup>
Fri Apr 23	Due date for filing second report of campaign contributions and expenditures by 5 p.m. or midnight if filed electronically.	City Secretary	18.06(c) 18.08(a) & (c)	8 <sup>th</sup>

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Apr 26	Last day for publication of notice of first test of automatic tabulating equipment to be used at a <u>polling place</u> if the first test is on April 28. (48 hours before test begins.) Note that testing must occur 48 hours before equipment is to be used (starting at 7:00 am on Election Day).	City Secretary	7.40(d)	*5 <sup>th</sup>
Apr 26	Last day for publication of notice of first test of DRE equipment to be used at a <u>polling place</u> if the first test is on April 28. Notice must be published at least 48 hours before <b>test begins</b> for DRE's.	City Secretary	7.38(d)	*5 <sup>th</sup>
Apr 26	Last day for publication of notice of first test of automatic tabulating equipment to be used at a central counting station if the first test is on April 28 (48 hours before test begins).	City Secretary	7.40(b) & (d)	5 <sup>th</sup>
Apr 26	<i>Last day for early voting clerk to receive mailed ABBM when voter submitted ABBM via email or fax on Tues April 20.</i>	City Secretary	16.51(e)	5 <sup>th</sup>
Apr 26	<i>First day for death in family to qualify for late (emergency) early voting.</i>	City Secretary	17.31	5 <sup>th</sup>
Tue Apr 27	<b>LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE.</b>	City Secretary	16.21(c)	4 <sup>th</sup>
Apr 27- May 1	<i>As soon as early voting is over, and until 7:00 p.m. May 1, early voting materials may be delivered to the early voting ballot board for qualifying purposes (may not be counted until election day, except if election is held jointly with a county of 100,000 or more. See below.) Post notice of delivery continuously 24 hours before each delivery.</i>	City Secretary	16.74(a) & (c)	4 <sup>th</sup> thru close of polls
Apr 27	<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 (or when polls closed that day). Assure that the counting equipment has been tested at least 48 hours before tabulation begins.</i>	Early Voting Ballot Board	16.74	4 <sup>th</sup> at close of polls
Wed Apr 28	LAST DAY for first test of automatic tabulating equipment to be used at a polling place or central counting station and DRE equipment to be used at a polling place. If tests are conducted on this day, make sure all notices have been published. See entries for Apr 26 for deadlines for notice publication.	City Secretary	7.40(d)	3 <sup>rd</sup>
Apr 28	<i>Last day to receive an application to cancel mail ballot that has not arrived at the early voting clerk's address as listed on the carrier envelope.</i>	City Secretary	16.59(a)	3 <sup>rd</sup>
Apr 28	Last day for conducting first test of automatic tabulating equipment to be used at a <u>polling place</u> (at least 48 hours before used for counting on election day). To assure 48 hours before 7 a.m. of election day, test must be by 3 <sup>rd</sup> day. Notice must be published at least 48 hours before <b>date</b> of test.	City Secretary	7.40(c) & (d)	3 <sup>rd</sup>

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Apr 28	Last day for conducting first test of DRE equipment to be used at a <u>polling place</u> or central counting station (at least 48 hours before voting begins on election day). To assure 48 hours before 7 am of election day, test must be by 3 <sup>rd</sup> day. Notice must be published at least 48 hours before <b>test begins</b> for DREs.	City Secretary	7.38(d)(1) & (2)	3 <sup>rd</sup>
Apr 28 - 30	<i>Period to apply for late (emergency) early voting because of death in family Apr 26 or later. Requires absence from county on election day.</i>	City Secretary	17.33	3 <sup>rd</sup> thru 1 <sup>st</sup>
Apr 28 - 30	Recommended time to prepare list of registered voters for early voting ballot board if more than one early voting polling place. The early voting clerk must mark the names on the list of registered voters of persons who voted early, before this list is delivered to the precinct election judges.	City Secretary	16.76 16.83(a)	*3 <sup>rd</sup> thru 1 <sup>st</sup>
Apr 28 - May 1	<i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Apr 19.</i>	City Secretary	17.17	3 <sup>rd</sup> thru Election Day, 5 p.m.
Thur Apr 29	Last day for first test of automatic tabulating equipment to be used at a <u>central counting station</u> . The equipment must be tested at least 48 hours before it is used to count votes. Notice must be published at least 48 hours before <b>date</b> of test.	Presiding Judge	7.40(b) & (c)	2 <sup>nd</sup>
Fri Apr 30	<i>Last day to deliver precinct list of registered voters, with the early voting voters marked, to presiding judges and recommended date for delivery of supplies to presiding judges.</i>	City Secretary	7.47(b) 16.83(j)	1 <sup>st</sup>
Apr 30	Recommended date for delivery of equipment to polling places (statutory deadline is 6 a.m. on election day).	City Secretary	7.48	*1 <sup>st</sup>
Apr 30	RECOMMENDED DAY TO POST NOTICE OF COUNCIL MEETING to canvass the returns if canvass will be on 3 <sup>rd</sup> day after election. Notice must be posted at least 72 hours before time of meeting.	City Secretary	9.42(b)	*1 <sup>st</sup>
Apr 30	<i>Last day to submit an application (by close of business) for and vote a ballot by personal appearance due to death in immediate family that occurred Apr 26 or later.</i>	City Secretary	17.33(b)	1 <sup>st</sup>
Sat May 1	<b>ELECTION DAY.</b> Polls are open 7 a.m. to 7 p.m. Voting by sick or disabled voters at main early voting place, 7 a.m. to 7 p.m., where electronic voting systems are used at precinct polling place.	City Secretary	17.41	E Day
May 1	<i>7 a.m. to 7 p.m. early voting clerk's office must remain open for early voting activities.</i>	City Secretary	9.23	E Day
May 1	<i>5 p.m. deadline for late applications for ballots from voters who became ill or disabled Apr 19 or later.</i>	City Secretary	17.16 17.17	E Day

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 1	<i>Deliver early voting ballots, etc., to early voting ballot board. Second key to ballot box is delivered by chief of police or marshal.</i>	City Secretary	16.73(a)	E Day
May 1	7 pm deadline for receiving ballots from voters who became ill or disabled Apr 19 or later.	City Secretary	17.17	E Day
May 1	<i>7 pm first deadline for receiving early voting mail ballots, except overseas and armed forces ballots and certain ballots place for delivery before this 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) 16.58(a)	E Day
May 1	Receive precinct records, voted ballots, etc. (Chief of police or marshal receives keys to ballot boxes containing voted ballots.)	City Secretary Mayor	9.33(d) 9.34	E Day
May 1	PREPARE UNOFFICIAL TABULATION OF RESULTS.	City Secretary	9.35	E Day
Mon May 3	<i>Second deadline for receiving mail ballots if the delivery envelope arrives before 5 pm and has a cancellation mark indicating it was placed for delivery at or before 7 p.m. at the location of the election on election day. This second deadline occurs the day after the election. The day after the election is Sun. This deadline is extended to Mon, May 3.</i>  <i>NOTE: 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>	City Secretary	16.58(a)	+1 (+2)
May 3	<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>  <i>NOTE: 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 or City's website (or bulletin board if there is no website) when information on voters voting in person is entered on the roster or when ballots by mail are received. See entry for Wed Mar 17.</i>	City Secretary	9.49(d) 16.56(g) 16.522(f)	(+2)
May 3	<i>Last day to deliver provisional ballots to Voter Registrar of each county in which city is located.</i>	City Secretary	9.41(a)	(+2)
Tue May 4	Recommended day to provide Official STATEMENT OF ELECTED OFFICER NOT APPOINTED BY THE GOVERNOR and OATH OF OFFICE to candidates who appear to have won, or may win. <b>These are now Secretary of State Forms 2201 and 2204.</b> These are provided at this time for information. They must be signed after the canvass.	City Secretary	12.32(d)	+3

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 4-10	<i>Period during which early voting ballot board may meet to count ballots received from outside the United States if the early voting clerk certifies that all ballots mailed from outside the United States have been received.</i>	Early Voting Ballot Board	16.74(f)(1)	+3 thru +9
May 4 -12	PERIOD FOR OFFICIAL CANVASS. Mayor sets exact day and hour. City secretary records results in election register as soon as practicable after canvass. [Canvass may occur before 11 <sup>th</sup> day only if all FPCA ballots have been received and the EVBB has completed the count of provisional ballots.]	City Council/ City Secretary	9.42(b) 9.44	+3 thru +11
May 4 -12	<i>Completion before canvass of report of early votes cast for each candidate or measure, by election precinct.</i>	City Secretary	16.87	+3 thru +11
May 4 -12	AFTER CANVASS, ISSUE CERTIFICATES OF ELECTION, except that if a recount has been requested, the certificate of election for that office may not be issued until after the recount.	Mayor	12.23	+3 thru +11
May 4 - 24	Partial manual count of electronically counted ballots must begin not later than 72 hours after polls close and be completed by the +21 <sup>st</sup> day. +21 <sup>st</sup> day is Sat, May 22. The date is extended to Mon, May 24.	City Secretary	9.45	+3 thru +21 (+23)
Thur May 6	<i>Last day to receive a ballot from <u>outside</u> the United States, from a <u>non-military voter</u>, IF cancellation or receipt mark indicates ballot was placed for delivery by 7 pm on election day.</i>	City Secretary	16.58(b)	+5
Fri May 7	<i>Last day to receive an FPCA ballot from a member of the U.S. Armed Services or Merchant Marines or a spouse or dependent of a member. <u>NO</u> cancellation or receipt mark showing date placed for delivery is required on these ballots.</i>	City Secretary	16.58(b)	+6
May 7	Last day for provisional voter to present ID to voter registrar or execute required affidavit.	Voter Registrar	16.261(g)	+6
May 7	Last day for voter registrar to complete the review of provisional ballots.	Voter Registrar	9.41(d)	+6
May 7	Type A elected officials may qualify and assume duties of office [LGC §22.006]. The statute states 5 <sup>th</sup> day after election, excluding Sundays. The resulting day is the 6 <sup>th</sup> day after. Officials may not take office until the canvass is complete unless the election was cancelled.	Candidate with City Secretary	12.34	+6
May 7, 2022	NOTE for <b>May 7, 2022</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. NOTE: See Endnotes for additional information that must be posted on the website.	City Secretary	N/A	365th

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Sun May 9-17	ORDERING OF RUNOFF ELECTION, if necessary, not later than 5 <sup>th</sup> day after canvass.	City Council or Mayor <sup>[1]</sup>	14.04	+8 thru +16
Mon May 10	Last day for Voter Registrar to designate a time of delivery of provisional ballots to the general custodian of election records or presiding judge of the EVBB. Time must be before the convening of the EVBB. The +7 day is May 8, a Sat. This deadline is extended to Mon, May 10 (+9 <sup>th</sup> day).		9.41(c) TAC §81.175(d)(3 )	+7 (+9)
May 10	Last day for general custodian of election records or presiding judge of the early voting ballot board to retrieve the provisional ballots from the voter registrar.	City Secretary or Judge of EVBB	9.41(d)	+9
May 10	Last day for the EVBB to convene for counting the provisional ballots or any by mail ballots timely and properly received after election day. See entries for May 3, 6, and 7.	Early Voting Ballot Board	16.77(b) 16.58(b)	+9
Tue May 11	Last day for presiding judge of EVBB to mail notices of rejected mail ballots to voters.	Presiding Judge of EVBB	16.78	+10
Wed May 12	LAST DAY for conducting the official canvass of the election.	City Council	9.42(b)	+11
Fri May 14- May 24	Period during which notice of disposition of provisional ballots must be mailed to voters. If 10 <sup>th</sup> day is Sat or Sun (May 15-16), last day is Mon, May 17. If 10 <sup>th</sup> day is Sat, May 22, last day is Mon, May 24.	Presiding Judge of EVBB	16.77(e)	By 10 <sup>th</sup> day after canvass
Mon May 17	Election records must be available in an electronic format no later than this day, for a fee of not more than \$50.00. The deadline is the 15 <sup>th</sup> day, which is a Sunday, and moves to Mon May 17,	City Secretary	9.48(e) 9.5	+15 (+16)
Mon May 24- Jun 28	POSSIBLE PERIOD FOR RUNOFF ELECTION, depending on date of official canvass, unless a charter provides for a later date. If 45 <sup>th</sup> day is Sat, Jun 26, the deadline moves to Mon, Jun 28.  <b>NOTE:</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.	City Secretary/ City Council	14.03  8.06(g) 14.07	20 <sup>th</sup> -45 <sup>th</sup> (47 <sup>th</sup> ) day after canvass
May 24	Last day for mailing results of manual count to secretary of state. +21 <sup>st</sup> day is Sat. The deadline is extended to Mon, May 24.	City Secretary	9.45	+21 (+23)
Mon May 31	Last day to transmit election results by city precinct in electronic form to secretary of state.	Mayor (Presiding Officer of the Canvassing Committee)	9.44	+30
May 31	Last day Type A elected officials may qualify and assume duties of office; if they fail to qualify by this day, the office is considered vacant	Candidate with City Secretary	12.34	+30

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Thur Jun 10	LAST DAY OF MANDATORY OFFICE HOURS.	City Secretary	2.15	+40
Thur July 1	First day for transfer of voted ballots from the locked ballot box to another secure container.	City Secretary	9.49(g)	+61
Thur July 15	Last day for timely filing of semiannual report of contributions and expenditures.	City Secretary	18.05	July 15
Mar 2, 2023	Last day of preservation period for ballots and other precinct election records of city election, except for candidate applications.	City Secretary	9.49(g)	+22 months
May 2, 2023	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] 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 Monday, March 1 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, March 8, and the withdrawal deadline for that extended deadline would be Saturday, March 13 (the withdrawal deadline does NOT move to the next business day). The Monday, March 22 filing deadline for a special election to fill a vacancy ordered after the 70<sup>th</sup> day but on or before the 46<sup>th</sup> day before election day would be extended to Monday, March 29, and the withdrawal deadline for that extended deadline would be Saturday, April 3 (the withdrawal deadline does NOT move to the next business day).
- [4] The following information must be posted on a city's website, if the city maintains a website: (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 next election (posted one year prior to the date of that 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

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.

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

**NOTE ON CONTEXT**

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

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

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