

TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM



Election Calendar
For a City's Election on November 7, 2017

This calendar indicates the dates for actions necessary in a general election of city officers to be held on November 7, 2017. It includes all major actions for which the Election Code prescribes a specific date or deadline for performance, but it does not include all actions (e.g., preparation of ballot boxes and other election equipment and of sets of precinct election forms) for which the beginning date for performance can vary from one city to another depending on local factors. Each city secretary should use the chart in M §9.02 of the *Texas Municipal Election Law Manual* in conjunction with this calendar to fill in those dates on the city secretary's personal election calendar created in accordance with local conditions [see M §9.03]. The city secretary's personal calendar should also reflect dates that the city secretary prefers in place of the discretionary dates recommended in this calendar.

Column 5 indicates the time interval between the date of the action and election day. For example, the notation "50th" in the entry for September 18 means that the first day for the city secretary's mandatory office hours is the 50th day before election day; the notation "+9" in the entry for November 16 means that last day for the EVBB to verify and count provisional ballots is the 9th 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
Jan 1	First day to apply for ballot by mail. The first day does not move even though this is a holiday, New Year's Day.	City Secretary	16.51(a)	309 th
Jun 22	LAST DAY to begin posting notice of the dates of the candidate filing period for the election.	City Secretary	11.05(f)	138 th (30 th day before 1 st day to file)

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ELECTION CALENDAR FOR NOVEMBER 7, 2017, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Jun 30	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	*130 th
Jun 30- Jul 28	Review recommendation for following steps listed in M §9.02 for possible needed or desired action: Steps 1 through 5 (revising election precincts; designating polling places; changing method of voting if equipment is available but not adopted for use or if acquisition of equipment by city is desired); Step 12 (establishing or changing terms of election judges).	City Secretary and City Council	9.02 14.03	*130 th thru *102 nd
Jul 17	LAST DAY for timely filing of semi-annual report of contributions and expenditures. July 15 is Sat, deadline is moved to July 17.	City Secretary	18.05	113 th (115 th)
Jul 21 - Aug 11	Recommended period for CALLING ELECTION AND POSTING NOTICE of ELECTION on bulletin board.	Mayor ^[1]	10.04 10.12	*109 th to *88 th
Jul 22	FIRST DAY FOR FILING APPLICATION for place on general election ballot. [30 th day before filing deadline on Mon, Aug 21.]	City Secretary	11.05(a)	108 th
Jul 22	FIRST DAY FOR FILING DECLARATION of write-in candidacy. [30 th day before filing deadline on Mon, Aug 21.] Note: The City Secretary's Office is not required to be open on Sat or Sun for either of these activities.	City Secretary	11.10(b)	108 th
Aug 11	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 th

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ELECTION CALENDAR FOR NOVEMBER 7, 2017, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Aug 18- Aug 24	Recommended period to POST 72 HOUR NOTICE OF DRAWING for order of names on ballot.	City Secretary	8.06	*81 st thru *75 th
Aug 18	Remove candidate's name from ballot in GENERAL election if the candidate dies on or before this date (3 rd day before filing deadline).	City Secretary	11.25(a)	81 st
Aug 21	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.	City Secretary	11.05(b) & (d) 11.06	78 th
Aug 21	STATUTORY LAST DAY FOR ORDERING GENERAL ELECTION. ^[2]	Mayor	10.04	78 th
Aug 24	Recommended last day to POST 72-HOUR NOTICE OF DRAWING for order of names on ballot.	City Secretary	8.06	*75 th
Aug 24 Thru Aug 28	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.	City Secretary	8.06	*75 th thru 71 st
Aug 24	Recommended beginning date for preliminary work on appointment of election judges.	City Secretary	4.08	*75 th
Aug 25	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.	City Secretary	11.10(b)	74 th

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ELECTION CALENDAR FOR NOVEMBER 7, 2017, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Aug 28	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 for the purpose of certification of an election cancellation, if it is submitted before the ballots are prepared. New for 2017.	City Secretary	8.05 11.22 11.23 11.24	71 st
Aug 28	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 11.22 11.23 11.24	71 st
Aug 28	LAST DAY for write-in candidates to <u>withdraw</u> (by 5 p.m.) in a GENERAL election and have the candidates removed from the list.	City Secretary	11.10(e) 11.22(b)(3)	71 st
Aug 28	Recommended last day to POST 72-HOUR NOTICE OF DRAWING for order of names on ballot in a GENERAL election	City Secretary		71 st
Aug 29	If a SPECIAL ELECTION TO FILL A VACANCY is held with the general election, this is the LAST DAY to order the special election so that the filing deadline is the 62 nd day.	City Council	13.06	70 th
Sep 1	Recommended last day to POST 72-HOUR NOTICE OF DRAWING for order of names on ballot in a SPECIAL ELECTION with a filing deadline of the 62 nd day. Mon, Sep 4 (64 th day) is Labor Day.	City Secretary	8.06	*67 th
Sep 6	If a SPECIAL ELECTION , was ordered on or before the 70 th day, this is the LAST DAY TO FILE AN APPLICATION FOR PLACE ON BALLOT in the SPECIAL ELECTION (must be received by 5 p.m.). City secretary's office should stay open until 5 p.m.	City Secretary	13.06(a)	62 nd

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ELECTION CALENDAR FOR NOVEMBER 7, 2017, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Sep 7	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 st
Sep 8	LAST DAY TO DELIVER NOTICE TO THE COUNTY CLERK AND VOTER REGISTRAR of each county in which the election will be held.	City Council (City Secretary)	10.16	60 th
Sep 11	LAST DAY for a candidate in a SPECIAL ELECTION called on or before the 70 th day, to <u>withdraw</u> or be declared <u>ineligible</u> and have name removed from the ballot. Deadline is not extended if it falls on a holiday. EXCEPTION: A withdrawal submitted after this date is valid for the purpose of certification of an election cancellation, if it is submitted before the ballots are prepared. New for 2017.	City Secretary	11.22(b)	57 th
Sep 11	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 21. (Must be received by 5 p.m.).	City Secretary	11.05	57 th
Sep 16-25	Recommended period for APPOINTING ELECTION JUDGES. ^[2] (Schedule for first council meeting after period if no meeting during period.) Notice to judges must be given by the 20 th day after appointment. (May be combined with notice to hold election, if both time periods are met.)	City Council ^[1]	4.03 4.04 4.05 10.15	*52 nd thru *43 rd
Sep 18	RECOMMENDED DATE TO PRINT BALLOTS which have been prepared earlier.	City Secretary	8.16	*50 th
Sep 18	Beginning date of period for mandatory office hours.	City Secretary	2.15	50 th
Sep 22	If a SPECIAL ELECTION to fill a vacancy is held with the general election, this is the LAST DAY to order the special election. The filing deadline is the 40 th day.	City Secretary	13.06(a)	46 th

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ELECTION CALENDAR FOR NOVEMBER 7, 2017, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Sep 23	<i>FIRST DAY TO MAIL EARLY BALLOTS, IF AVAILABLE. Note the roster of persons mailed ballots is not available to the public until the first business day after election day [See M §16.56(g)].</i>	City Secretary	16.57	45 th
Sep 28	If a SPECIAL ELECTION to fill a vacancy is held on the same day as the general election, and the special election was called after the 70 th day before election day, this is the LAST DAY TO FILE AN APPLICATION for a place on the ballot in the SPECIAL ELECTION. City secretary's office should stay open until 5 p.m.	City Secretary	13.06	40 th
Oct 2	<i>LAST DAY TO MAIL BALLOTING MATERIALS for early voting by mail, to persons whose applications were accepted 7 or more days before the 45th day. 38th day is on Sat, Sep 30. This action is extended to Mon, Oct 2 (36th day). In any case, ballots should be mailed as soon as possible. Note: 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.</i>	City Secretary	16.57	38 th (36 th)
Oct 3	LAST DAY for a candidate in a SPECIAL ELECTION with a filing deadline of the 40 th day, to <u>withdraw</u> or be declared <u>ineligible</u> and have name omitted from the ballot. This is the 5 th day after filing deadline. EXCEPTION: A withdrawal submitted after this date is valid for the purpose of certification of an election cancellation, if it is submitted before the ballots are prepared. New for 2017.	City Secretary	11.22(b)	35 th
Oct 4	<i>Last day to post notice of early voting at a residential care facility, if the voting is held on the 29th day. The notice is posted in the residential care facility at least 5 days before the voting is conducted. New for 2017</i>	City Secretary	16.551 New Sec.	34 th

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ELECTION CALENDAR FOR NOVEMBER 7, 2017, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Oct 8	Minimum 10th day to post continuous notice if signature verification committee meets Oct 18.	City Secretary	16.72	30 th
Oct 8-30	PERIOD FOR PUBLISHING NOTICE OF ELECTION. 10 th day before election day is Sat, Oct 28. This period is extended to Mon, Oct 30. 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.	Mayor ^[1]	10.12 20.04	30 th thru 10 th (8 th)
Oct 9	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 NOTE below.	City Secretary	18.06	30 th (29 th)
Oct 9	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 NOTE below.	Registrar	6.23(g) 6.25(b)	30 th (29 th)
Oct 9	Recommended last day to notify presiding judges of duty to hold election. See NOTE below.	Mayor	10.15	*30 th *(29 th)
Oct 9	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. See NOTE below. NOTE: 30 th day is on Sun, Oct 8. These actions are extended to Mon, Oct 9 (29 th day).	City Secretary	6.32 6.35 7.42	*30 th *(29 th)
Oct 9- Nov 3	<i>Period during which early voting may be conducted at a residential care facility. New for 2017. Notice must be posted in the residential care facility at least 5 days before the voting is conducted.</i>	City Secretary Election Judge for residential care facility	16.551 New Sec.	29 th - 4 th

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ELECTION CALENDAR FOR NOVEMBER 7, 2017, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Oct 16	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 nd
Oct 16-29	<i>Possible period for posting notice amending notice of branch early voting polling places.</i>	City Secretary	16.22(k)	22 nd thru 9 th
Oct 17	<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 date of test.)</i>	City Secretary	7.40(d)	21 st
Oct 17	<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 the test begins.)</i> NOTE: Both the above notices should be given no later than the 3 rd day before the day of the test to assure the timely 48-hour notice requirements.	City Secretary	7.38(d)	21 st
Oct 17	LAST DAY for POSTING NOTICE OF ELECTION on bulletin board used for posting notices of city council meetings.	City Secretary ^[1]	10.12(c)	21 st
Oct 18	<i>Last day to receive an FPCA from an unregistered voter.</i>	City Secretary	17.02(a) & (d)	20 th
Oct 18	<i>First day a signature verification committee may begin work.</i>	City Secretary	16.72	20 th
Oct 18	<i>Last day to begin posting of continuous notice of schedule for branch early voting polling places.</i>	City Secretary	16.22(k)	20 th
Oct 20	<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(c)	18 th

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ELECTION CALENDAR FOR NOVEMBER 7, 2017, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Oct 20	<i>If a defective early voting application is received on or before this date, the early voting clerk shall deliver a new application to the early voting applicant with an explanation of the defect. Applicants submitting defective applications after this date receive only notice of defect.</i>	City Secretary	16.53(c) (3) & (4)	18 th
Oct 20	<i>Last day for conducting first test of automatic tabulating equipment and DRE equipment to be used for early voting (at least 48 hours before voting begins).</i>	City Secretary	7.40(c) & (d)	18 th
Oct 23	FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE. 17 th day is Sat, Oct 21. This action is extended to Mon, Oct 23 (15 th day). <i>If voting will be conducted on Sat or Sun, Oct 28 or 29, notice of schedule must be posted at least 72 hours before first hour of the weekend voting.</i>	City Secretary	16.21 16.22(i)	17 th (15 th)
Oct 23	STATUTORY DEADLINE TO NOTIFY JUDGES OF DUTY TO HOLD THE ELECTION.	Mayor	10.15(a)	15 th
Oct 23	Last day to challenge form & content of write-in candidate for compliance.	City Secretary	11.10(i)	15 th
Oct 24	<i>Last day to post 72-hour notice of weekend early voting if it is held on Sat, Oct 28. Posting on this day assures compliance regardless of the time voting begins.</i>	City Secretary	16.22(k)	14 th
Oct 25	<i>If a city in a county with a population of 100,000 or more conducts the election jointly with the county, ballots voted by mail may be delivered to the EVBB beginning the end of this day until the close of the polls on election day. (9th day before last day of early voting by person appearance.) New beginning time as of 2015.</i>	City Secretary	16.74(a)	13 th thru close of polls on Election Day
Oct 25	<i>Last day to post 72-hour notice of weekend early voting if it is held on Sun, Oct 29. Posting on this day assures compliance regardless of the time voting begins.</i>	City Secretary	16.22(k)	13 th

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ELECTION CALENDAR FOR NOVEMBER 7, 2017, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Oct 26	<i>First day for new illness or disability allowing late application for late (emergency) early voting.</i>	Voter	17.16	12 th
Oct 27	<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. In 2015, this deadline was moved from 9th day to 11th day and now applies to FPCA. An FPCA received after the 20th day but by the 11th day is entitled to federal ballot only.</i>	City Secretary	16.51(b) 16.55(b) 17.02(a)	11 th
Oct 27	Last day for county to deliver final list of voters that submitted an annual application for ballot by mail.	City Secretary	16.523(a)(3)	11 th
Oct 30	LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION. 10 th day is Sat, Oct 28. This action is extended to Mon, Oct 30 (8 th day). It is better practice to publish no later than 10 th day.	Mayor ^[1]	10.12(b)	10 th (8 th)
Oct 30	<i>If early voting is conducted at a residential care facility on the 4th day before election day, this is the LAST DAY to post notice at the facility. The 5th day before the 4th day is the 9th day which is Sun., Oct 29. This deadline is extended to Mon, Oct 30, the 8th day.</i>	City Secretary	16.551 New Sec.	9 th (8 th)
Oct 30	Due date for filing second report of campaign contributions and expenditures by 5 p.m. or midnight if filed electronically.	City Secretary	18.06(c) 18.08(a) & (c)	8 th
Oct 30	<i>LAST DAY to designate times for early voting at a residential care facility. This is the 6th business day before election day.</i>	Election Judge for residential care facility	16.551 New Sec.	8 th
Oct 31	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 Oct 30. (48 hours before date of test.)	City Secretary	7.40(b) & (d)	*7 th

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ELECTION CALENDAR FOR NOVEMBER 7, 2017, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Oct 31	<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 Oct 30. (48 hours before the test begins.)</p> <p>NOTE: Both the above notices should be given no later than the 3rd day before the day of the test to assure the timely 48-hour notice requirements.</p>	City Secretary	7.38(d)	*7 th
Nov 2	<i>First day for death in family to qualify for late (emergency) early voting.</i>	City Secretary	17.31	5 th
Nov 3	LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE.	City Secretary	16.21(c)	4 th
Nov 3	<p>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 3rd 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 before date of test for automatic tabulating equipment and 48 hours before test begins for DREs.</p>	City Secretary	7.40(d) 7.38(d)	*4 th
Nov 3- Nov 7	<i>As soon as early voting is over, and until 7:00 p.m. Nov 3, 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 th thru close of polls on Election Day
Nov 3	<i>Last day to conduct early voting at a residential care facility.</i>	Election Judge for the residential care facility	16.551 New Sec.	4 th

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ELECTION CALENDAR FOR NOVEMBER 7, 2017, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 4	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. Assure that the counting equipment has been tested at least 48 hours before use.	Early Voting Ballot Board	16.74	3 rd
Nov 4	<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 rd
Nov 4- Nov 6	<i>Period to apply for late (emergency) early voting because of death in family Nov 2 or later.</i>	City Secretary	17.33	3 rd thru 1 st
Nov 4- Nov 6	<i>Prepare list of registered voters for EVBB if more than one early voting polling place.</i>	City Secretary	16.76	*3 rd thru 1 st
Nov 4- Nov 7	<i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Oct 26.</i>	City Secretary	17.17	3 rd thru Election Day, 5 p.m.
Nov 5	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 31 and Nov 3.	City Secretary	7.38(d) 7.40(d)	2 nd
Nov 6	<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 Nov 2 or later.</i>	City Secretary	17.33(b)	1 st
Nov 6	<i>Last day to deliver precinct early voting lists to presiding election judges. New as of 2015: Early voting clerk must mark this list with notation for each name of voter who voted early.</i>	City Secretary	7.47 16.83(j)	1 st
Nov 6	Recommended date for delivery of equipment to polling places (statutory deadline is 6 a.m. on election day).	City Secretary	7.48	*1 st

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ELECTION CALENDAR FOR NOVEMBER 7, 2017, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 7	ELECTION DAY. Polls are open 7 a.m. to 7 p.m. Voting by sick or disabled voters at main early voting place, 7 a.m. to 7 p.m., where voting machines are used at precinct polling place.	City Secretary	17.41	E Day
Nov 7	<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
Nov 7	<i>5 p.m. deadline for late applications for ballots from voters who became ill or disabled Oct 26 or later.</i>	City Secretary	17.16 17.17	E Day
Nov 7	<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 7	<i>7 pm 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) 16.58(a)	E Day
Nov 7	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
Nov 7	UNOFFICIAL TABULATION OF RESULTS.	City Secretary	9.35	E Day
Nov 8	<i>Last day to receive, by 5 pm, early voting mail ballots that were placed for delivery before election day and bear a cancellation mark indicating a time not later than 7 pm on election day. New for 2017.</i>	City Secretary	9.23	+1
Nov 8	<i>First day for public access to roster for mailed early voting ballot materials.</i>	City Secretary	16.56(g)	+1
Nov 8	Last day to deliver provisional ballots to Voter Registrar of each county in which the city is located.	City Secretary	9.41	+1

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ELECTION CALENDAR FOR NOVEMBER 7, 2017, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 9	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
Nov 10-16	<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 10-20	<i>Completion before canvass of report of early votes cast for each candidate or measure, by election precinct. 11th day after the election is Sat, Nov 18. This deadline is extended to Mon, Nov 20 (+13th day).</i>	City Secretary	16.87	+3 thru +11 (+13)
Nov 10-28	Partial manual count of electronically counted ballots if waiver not obtained from secretary of state. Must begin not later than 72 hours after polls close and be completed by the 21 st day. (Check the SOS website to determine if a blanket waiver has been issued.)	City Secretary	9.45	+3 thru +21
Nov 10-20	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 th day after the election is on Sat, Nov 18. This deadline is extended to Mon, Nov 20 (+13 th day). [Canvass may occur before 11 th day only if all FPCA ballots have been received and the ballot board has completed the count of provisional ballots.] NOTE: The provision for allowing the canvass on 3 rd day after election day in November is new for 2017.	City Council/ City Secretary	9.42 9.44	+3 thru +11 (+13)
Nov 10-20	AFTER CANVASS, ISSUE CERTIFICATE 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 +11 (+13)

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ELECTION CALENDAR FOR NOVEMBER 7, 2017, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 10-27	ORDERING OF RUNOFF ELECTION, if necessary, not later than 5 th day after canvass. If the 5 th day after canvass is Nov 23, Thanksgiving Day, the deadline is extended to Fri, Nov 24. If the 5 th day after canvas is Nov 25, a Sat, the deadline is extended to Nov 27, the 20 th day after the election.	City Council or Mayor ^[1]	14.04	+3 thru +18 (+20)
Nov 13	Type A elected officials may qualify and assume duties of office. [LGC §22.006] The statute states 5 th day after election, excluding Sundays. The resulting day is the 6 th day after 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 City Secretary	12.34	+6
Nov 13	<i>LAST DAY for receiving a mail ballot from outside the U.S. if placed for delivery by 7 pm on election day. The 5th day after the election is Sun, Nov 12. This action is extended to Mon, Nov 13, the 6th day after the election.</i>	City Secretary	16.58(b)	+5 (+6)
Nov 13	<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. New for 2017.</i>	City Secretary	16.58(b-1)	+6
Nov 13	Last day for provisional voter to present acceptable ID to the registrar or execute appropriate affidavit.	City Secretary	16.261(g)	+6
Nov 13	Last day for voter registrar to complete review of provisional ballots and for early voting clerk to retrieve provisional ballots.	City Secretary	9.41(d)	+6
Nov 14	Last day to obtain provisional ballots from county voter registrar.	Presiding Judge of the EVBB	9.41(d)	+7
Nov 16	<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 had been received earlier.</i>	Early Voting Ballot Board	16.74(f)	+9

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

ELECTION CALENDAR FOR NOVEMBER 7, 2017, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 16	Last day for EVBB to verify and count provisional ballots reviewed by the voter registrar.	Early Voting Ballot Board	9.41 16.77	+9
Nov 17	<i>Last day to mail to voters, notices of rejected mail ballots.</i>	Presiding Judge of EVBB	16.78	+10
Nov 20	LAST DAY for conducting the official canvass of the election. 11 th day after the election is on Sat, Nov 18. This deadline is extended to Mon, Nov 20 (+13 th day).	City Council/ City Secretary	9.42	+11 (+13)
Nov 25- Nov 30	Period during which notice of disposition of provisional ballots must be mailed to voters. If 10 th day is Sat or Sun, last day is extended to Mon.	Presiding Judge of EVBB	16.77	By 10 th day after canvass
Nov 28	Last day for mailing results of manual count to secretary of state, if no waiver is obtained.	City Secretary	9.45	+21
Nov 30- Jan 4	POSSIBLE PERIOD FOR RUNOFF ELECTION, depending on date of official canvass, unless a charter provides for a later date.	City Secretary/ City Council	14.03	+20 th -+45 th day after canvass
Dec 7	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
Dec 17	LAST DAY OF MANDATORY OFFICE HOURS.	City Secretary	2.15	+40
Jan 7	First day for transfer of voted ballots in the main election from the locked ballot box to another secure container.	City Secretary	9.50	+61
May 7, 2018	Last day of preservation period for ballots and other non-federal precinct election records of main election.	City Secretary	9.50(g)	+6 months

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

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.

NOTE ON CALENDAR FOR SPECIAL OR RUNOFF ELECTION

To prepare a calendar for a special election to fill a vacancy in office, see M §13.02; for a special election on a measure, see M §15.02; for a runoff election, see M §14.03.

NOTE ON CONTEXT

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

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