



Election Calendar

For a City's General Election on November 8, 2016

This calendar indicates the dates for actions necessary in a general election of city officers to be held on November 8, 2016. 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 19 means that the first day for the city secretary's mandatory office hours is the 50th day before election day; the notation "+ 5" in the entry for November 13 means that the last day for receiving a ballot from outside the United States is the 5th day after election day. In this case it is extended to the 6th day after the election because the 5th day is on Sunday.

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
Jun 23	LAST DAY to begin posting on bulletin board, the notice of the dates of the filing period for the general election.	City Secretary	11.05(f)	138 th (30 th day before 1 st day to file)
Jul 1	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

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ELECTION CALENDAR FOR NOVEMBER 8, 2016, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Jul1- Jul 29	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 20.06 14.03	* 130 th thru * 102 nd
Jul 15	LAST DAY for timely filing of semi-annual report of contributions and expenditures.	City Secretary	18.05	116 th
Jul 22 - Aug 12	Recommended period for CALLING ELECTION AND POSTING NOTICE of ELECTION on bulletin board.	Mayor ⁽¹⁾	10.04 10.12	* 109 th thru * 88 th
Jul 23	FIRST DAY FOR FILING APPLICATION for place on ballot. [30 th day before filing deadline on Mon, Aug 22.] See Note below.	City Secretary	11.05(a)	108 th
Jul 23	FIRST DAY FOR FILING DECLARATION OF WRITE-IN CANDIDACY. [30 th day before regular filing deadline.] See Note below. 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	108 th
Aug 12	Recommended LAST DAY FOR ORDER DESIGNATING ELECTION PRECINCTS AND POLLING PLACES. In Nov election, city uses county precincts and polling places.	City Council	3.07	* 88 th
Aug 19- Aug 25	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 19	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	81 st
Aug 22	LAST DAY FOR FILING APPLICATION FOR PLACE ON BALLOT in the general election (must be received by 5 p.m.). City secretary's office should stay open until 5 p.m. This deadline is NOT extended for a city office having a 4-year term if no candidate files, as in a May election.]	City Secretary	11.05(b) & (d) 11.06	78 th
Aug 22	STATUTORY LAST DAY FOR ORDERING ELECTION, either the GENERAL or a SPECIAL election. ^[2]	Mayor ⁽¹⁾	10.03	78 th
Aug 22	Remove candidate's name from ballot in SPECIAL election if the candidate dies on or before this date (3 rd day before filing deadline).	City Secretary	11.25	78 th

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ELECTION CALENDAR FOR NOVEMBER 8, 2016, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Aug 25-29	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.	City Secretary	8.06	*75th thru *71 st
Aug 25	If a SPECIAL ELECTION to fill a vacancy is held in conjunction with the general election, this is the LAST DAY FOR FILING AN APPLICATION for a place on the ballot in the SPECIAL ELECTION. The deadline is midnight.	City Secretary	13.06	75 th
Aug 25	Recommended beginning date for preliminary work on appointment of election judges.	City Secretary	4.08	*75 th
Aug 26	LAST DAY FOR A WRITE-IN CANDIDATE in GENERAL or SPECIAL election to declare candidacy by 5 p.m. City secretary's office should stay open until 5 p.m.	City Secretary	11.10	74 th
Aug 29	LAST DAY for ballot candidate to withdraw in a GENERAL or SPECIAL election and have candidate's name removed from the ballot (withdrawal request must be received by 5 p.m.).	City Secretary	8.05 11.22 11.23 11.24	71 st
Aug 29	LAST DAY that a declaration of ineligibility causes omission of candidate's name from ballot in a GENERAL or SPECIAL election. It must occur by 5 p.m. City secretary's office should stay open until 5 p.m. for these contingencies.	City Secretary	8.05 11.22 11.23 11.24	71 st
Aug 29	LAST DAY for write-in candidates to withdraw (by 5 p.m.) in both GENERAL and SPECIAL elections and have the candidates removed from the ballot.	City Secretary	11.10(f) 11.22(b)(4)	71 ^s
Sep 8	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 9	LAST DAY TO DELIVER NOTICE TO THE COUNTY ELECTION OFFICIAL AND VOTER REGISTRAR of each county in which the election will be held.	City Council (City Secretary)	10.16	60 th
Sep 9	First day of the period Texas Ethics Commission will defer investigation until after election (or runoff) if an allegation is filed.	City Secretary/ Texas Ethics Commission	18.01	60 th

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ELECTION CALENDAR FOR NOVEMBER 8, 2016, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Sep 15-26	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	* 54 th thru * 43 rd
Sep 19	RECOMMENDED DATE TO PRINT BALLOTS which have been prepared earlier.	City Secretary	8.16	* 50 th
Sep 19	Beginning date of period for mandatory office hours.	City Secretary	2.15	50 th
Sep 24	<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
Oct 3	<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, Oct 1. This action is extended to Mon, Oct 3 (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 9	<i>Minimum 10th day to post continuous notice if signature verification committee meets Oct 19.</i>	City Secretary	16.72	30 th
Oct 9- Oct 31	PERIOD FOR PUBLISHING NOTICE OF ELECTION. 10 th day before election day is Sat, Oct 29. This period is extended to Mon, Oct 31. New as of 2015: 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	30 th thru 10 th (8 th)
Oct 11	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. 30 th day is on Sun, Oct 9. Mon Oct 10 is Columbus Day. This action is extended to Oct 11 (28 th day).	Registrar	6.23(g) 6.25(b)	30 th (28 th)

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ELECTION CALENDAR FOR NOVEMBER 8, 2016, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Oct 11	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. 30 th day is on Sun, Oct 9. Mon Oct 10 is Columbus Day. This action is extended to Oct 11 (28 th day).	City Secretary	18.06	30 th (28 th)
Oct 11	Recommended last day to notify presiding judges of duty to hold election.	Mayor	10.15	* 28 th
Oct 11	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 6.35 7.42	* 28 th
Oct 17	Recommended last day to request waiver of partial manual recount of electronically counted ballots unless the Secretary of State has already issued a blanket waiver. Look at the SOS website to see if a blanket waiver has been issued. The waiver requirement does not apply to cities that use DRE equipment.	City Secretary	9.45	* 22 nd
Oct 17- Oct 30	<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 18	LAST DAY for POSTING NOTICE OF ELECTION on bulletin board for posting notices of city council meetings.	City Secretary ⁽¹⁾	10.12(c)	21 st
Oct 18	<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 21 (48 hours before date of test.)</i>	City Secretary	7.40(d)	21 st
Oct 18	<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 21. (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 timeliness of the 48 hour notice requirements.	City Secretary	7.38(d)	21 st
Oct 19	<i>Last day for unregistered applicant to submit a federal postcard application to qualify for full ballot.</i>	City Secretary	17.02(a) & (d)	20 th
Oct 19	<i>First day a signature verification committee may begin work.</i>	City Secretary	16.72	20 th

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ELECTION CALENDAR FOR NOVEMBER 8, 2016, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Oct 19	<i>Last day to post continuous notice of schedule for branch early voting polling places. Any amendment to the schedule must be posted by the 5th day before voting begins at the amended location.</i>	City Secretary	16.22(k)	20 th
Oct 21	<i>Last day for conducting first test of DRE equipment to be used for early voting (at least 48 hours before voting begins).</i>	City Secretary	7.38(d)	18 th
Oct 21	<i>Last day for conducting the test of automatic tabulating equipment to be used in early voting (48 hours before date of test.)</i>	City Secretary	7.40(d)	18 th
Oct 21	<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. New timing as of 2015.</i>	City Secretary	16.53(c) (3) & (4)	18 th
Oct 21	Last day to challenge the form and content of a ballot candidate's application.	City Secretary	11.09(d)	18 th
Oct 21	<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
Oct 24	<i>FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE. If voting will be conducted on Sat or Sun, Oct 29 or 30, notice of schedule must be posted at least 72 hours before first hour of the weekend voting. 17th day is Sat, Oct 22. This action is extended to Mon, Oct 24 (15th day).</i>	City Secretary	16.21 16.22(i)	17 th (15 th)
Oct 24	STATUTORY DEADLINE FOR NOTIFYING JUDGES OF DUTY TO HOLD THE ELECTION.	Mayor	10.15(a)	15 th
Oct 24	Last day to challenge form & content of write-in candidate's declaration.	City Secretary	11.10(i)	15 th
Oct 25	<i>Last day to post 72-hour notice of early voting if it is held on Sat, Oct 29. Posting on this day assures compliance regardless of the time voting begins.</i>	City Secretary	16.22(k)	14 th

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ELECTION CALENDAR FOR NOVEMBER 8, 2016, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Oct 26	<i>If a city in a county with a population of 100,000 or more, conducts the election jointly with the county, ballots <u>voted by mail</u> may be delivered to the EVBB beginning <u>the end of this day</u> until the close of the polls on election day. (9th day before last day of early voting by person appearance.)</i>	City Secretary	16.74(a)	13 th thru close of polls on Election Day
Oct 26	<i>Last day to post 72-hour notice of early voting if it is held on Sun, Oct 30. Posting on this day assures compliance regardless of the time voting begins.</i>	City Secretary	16.22(k)	13 th
Oct 27	<i>First day for new illness or disability allowing late application for late (emergency) early voting.</i>	Voter	17.16	12 th
Oct 28	<i>Last day to <u>receive</u> a regular application or an FPCA by mail for a ballot to be voted by mail, by 12 noon or close of business, whichever is later. New as of 2015: This deadline was moved from 9th day to 11th day and this deadline now also 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(d) 16.55(b) 17.02(a)	11 th
Oct 28	Last day for county to deliver final list of voters that submitted an annual application for ballot by mail.	City Secretary	16.522(a)(3)	11 th
Oct 31	LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION. 10 th day is Sat, Oct 29. This action is extended to Mon, Oct 31 (8 th day).	Mayor ⁽¹⁾	10.12(b)	10 th (8 th)
Oct 31	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
Nov 1	Recommended last day for publication of notice of first test of automatic tabulating equipment to be used at a <u>polling place</u> or <u>central counting station</u> if the first test is on Nov 4. (48 hours before date of test.)	City Secretary	7.40(d)	*7 th
Nov 1	Recommended last day for publication of notice of the test of <u>DRE equipment</u> to be used at a <u>polling place</u> if the first test is on Nov 4. (48 hours before the test begins .)	City Secretary	7.40(d)	*7 th
Nov 3	<i>First day for death in family to qualify for late (emergency) early voting.</i>	City Secretary	17.31	5 th

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ELECTION CALENDAR FOR NOVEMBER 8, 2016, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 4	<i>LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE.</i>	City Secretary	16.21(c)	4 th
Nov 4	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 rd 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.	City Secretary	7.40(d) 7.38(d)	*4 th
Nov 4- Nov 8	<i>As soon as early voting is over, and until 7:00 p.m. Nov 8, early voting ballots may be delivered to the early voting ballot board for qualifying purposes if notice requirements have been followed. (They may not be counted until election day, except if election is held jointly with a county in counties of 100,000 or more. See entry below for Nov 5.) 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 5	<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. Assure that the counting equipment has been tested at least 48 hours before use.</i>	Early Voting Ballot Board	16.74(d)	3 rd
Nov 5	<i>Last day to receive an application to cancel mail ballot that has not arrived at the address on the carrier envelope.</i>	City Secretary	16.59(a)	3 rd
Nov 5	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 am of election day, test must be conducted by 3 rd day. Notice must be published at least 48 hours before date of test. (Test recommended for Nov 4)	City Secretary	7.40(c) & (d)	3 rd

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ELECTION CALENDAR FOR NOVEMBER 8, 2016, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 5- Nov 7	<i>Period to apply for late (emergency) early voting because of death in family Nov 3 or later. Requires absence from county on election day.</i>	City Secretary	17.33	3 rd thru 1 st
Nov 5- Nov 7	<i>Prepare list of registered voters for early voting ballot board if more than one early voting polling place.</i>	City Secretary	16.76	*3 rd thru 1 st
Nov 5- Nov 8	<i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Oct 27.</i>	City Secretary	17.17	3 rd thru Election Day, 5 p.m.
Nov 6	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 Nov 1 and Nov 4.	City Secretary	7.38(d) 7.40(d)	2 nd
Nov 7	<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 3 or later.</i>	City Secretary	17.33(b)	1 st
Nov 7	<i>Last day to deliver precinct early voting lists to presiding election judges. Supplies may be delivered at same time. 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 7	Recommended date for delivery of equipment to polling places (statutory deadline is 6 a.m. on election day).	City Secretary	7.48	*1 st
Nov 8	ELECTION DAY. Polls are open 7 a.m. to 7 p.m. Voting by sick or disabled voters at main early voting place, 7 a.m. to 7 p.m., where electronic voting systems are used at precinct polling place.	City Secretary	17.41	E Day
Nov 8	<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 8	<i>5 p.m. deadline for late applications for ballots from voters who became ill or disabled Oct 27 or later.</i>	City Secretary	17.16 17.17	E Day
Nov 8	<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

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ELECTION CALENDAR FOR NOVEMBER 8, 2016, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 8	<i>After regular mail delivery, check mail box for early voting mail ballots.</i>	City Secretary	9.23(c)(4) 16.58(a)	E Day
Nov 8	<i>7 pm deadline for receiving ballots from voters who became ill or disabled Oct 27 or later.</i>	City Secretary	17.17	E Day
Nov 8	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 8	UNOFFICIAL TABULATION OF RESULTS.	City Secretary	9.35	E Day
Nov 9	<i>First day for public access to roster for mailed early voting ballot materials.</i>	City Secretary	16.56(g)	+ 1
Nov 9	Last day to deliver provisional ballots to Voter Registrar of each county in which the city is located.	City Secretary	9.41	+ 1
Nov 10	Recommended time 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. These are not signed until after the canvass.	City Secretary	12.32(d)	* + 2
Nov 11-21	<i>Period during which early voting ballot board may meet to count provisional ballots and ballots received from outside the United States. The early voting clerk must certify that all ballots mailed from outside the United States have been received if the board counts FPCA ballots before Nov 21, the +13th day.</i>	Early Voting Ballot Board	16.74(f)	+ 3 thru + 13
Nov 11-29	Partial manual count of electronically counted ballots if waiver not obtained from secretary of state. Must begin not later than 72 hours after polls close and be completed by the 21 st day.	City Secretary	9.45	+ 3 thru + 21
Nov 14	<i>Last day for receiving a ballot from outside the U.S. 5th day is on Sun, Nov 13. This deadline is extended to Mon, Nov 14, the + 6th day.</i>	City Secretary	16.58(b)	+ 5 (+ 6)
Nov 14	Last day for provisional voter to present ID to voter registrar or execute required affidavit.	Voter Registrar	16.261(g)	+ 6
Nov 15	Last day for Voter Registrar to complete review of provisional ballots.	Voter Registrar	9.41(d)	+ 7
Nov 15	Last day for presiding judge of the early voting ballot board to retrieve the provisional ballots from the Voter Registrar.	Presiding Judge of EVBB	9.41(d) 9.42(b)(3) 1 TAC §81.175	+ 7

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ELECTION CALENDAR FOR NOVEMBER 8, 2016, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 16-22	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 14 th day only if all FPCA ballots have been received and the ballot board has completed the count of provisional ballots.]	City Council/ City Secretary	9.42 9.44	+ 8 thru + 14
Nov 16-22	Completion, before canvass, of report of early votes cast for each candidate or measure, by election precinct.	City Secretary	16.87	+ 8 thru + 14
Nov 16-22	AFTER CANVASS, ISSUE CERTIFICATES OF ELECTION and have officeholders sign Statement and Oath. Exception: if a recount has been requested, the certificate in that race may not be issued until after the recount. (See entry at Nov 10.) This is also the time when certificates are issued to officeholders if the election was cancelled because candidates were unopposed.	Mayor	12.23	+ 8 thru + 14
Nov 16-28	ORDERING OF RUNOFF ELECTION, if necessary, not later than 5 th day after canvass. If the 5 th day is Sat or Sun, the deadline is extended to the next business day. The + 19 th day is Sun, Nov 27. This deadline is extended to Mon, Nov 28. A runoff candidate has until 5 pm of the 3 rd day after the canvass to withdraw from the runoff election.	City Council or Mayor ⁽¹⁾	14.04	+ 8 thru + 19 (+ 8 thru + 20)
Nov 18- Dec 2	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 Mon. If 10 th day is Nov 24 or 25 (Thanksgiving holidays), last day is extended to Mon, Nov 28.	Presiding Judge of EVBB	16.77	By 10 th day after canvass unless Sat, Sun or holiday
Nov 18	<i>Last day to mail notices of rejected mail ballots to voters.</i>	Presiding Judge of EVBB	16.78	+10
Nov 21	<i>Early voting ballot board 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)	+13
Nov 21	Last day for early voting ballot board to verify and count provisional ballots.	Early Voting Ballot Board	9.41 16.77	+ 13
Nov 22	Last day for conducting the official canvass.	City Council	9.42	+ 14
Nov 29	Last day for mailing results of manual count to secretary of state, if no waiver is obtained.	City Secretary	9.45	+21

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ELECTION CALENDAR FOR NOVEMBER 8, 2016, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Dec 6- Jan 6	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 8	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 19	LAST DAY OF MANDATORY OFFICE HOURS. The +40 th day is Sun, Dec 18. This deadline is extended to Mon, Dec 19.	City Secretary	2.15	+ 40 (+41)
Jan 8	First day for transfer of voted ballots from the locked ballot box to another secure container	City Secretary	9.50	+ 61
May 9, 2017	Last day of preservation period for ballots and other precinct election records of main election.	City Secretary	9.50(g)	+ 6 months

Endnotes

- [1] Follow home-rule city's charter provision, if any.
- [2] The city's governing body may choose to conduct a mock student election under EC §276.007. The major steps taken for a general election should be taken for a student election. The student election may be held on the first day before the election, but results must not be published until after the polls close on election day.

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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