



Election Calendar

For a City's General Election on November 6, 2018

This calendar indicates the dates for actions necessary in a general election of city officers to be held on November 6, 2018. 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 17 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 12 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
Thu Jun 21	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)
Mon Jun 25	LAST DAY to begin posting on bulletin board, the notice of the dates of the filing period for a SPECIAL election. The 135 th day is on Sun, Jun 24. This deadline is extended to Mon, Jun 25 (134 th day).	City Secretary	11.05(d)&(f)	135 th (134 th)
Fri Jun 29	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-officerholder 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 6, 2018, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Fri Jun 29 - Fri Jul 27	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
Mon Jul 16	LAST DAY for timely filing of semi-annual report of contributions and expenditures. Jul 15 is a Sun. This deadline is extended to Mon, Jul 16.	City Secretary	18.05	113 th
Fri Jul 20 - Fri Aug 10	Recommended period for CALLING ELECTION AND POSTING NOTICE of ELECTION on bulletin board.	Mayor ^[1]	10.04 10.12	* 109 th thru * 88 th
Sat Jul 21 Jul 21	FIRST DAY FOR FILING APPLICATION for place on ballot in the GENERAL election. [30 th day before filing deadline on Mon, Aug 20.] See Note below. FIRST DAY FOR FILING DECLARATION OF WRITE-IN CANDIDACY for GENERAL or SPECIAL election. [30 th day before regular filing deadline on Mon, Aug 20.] 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 City Secretary	11.05(a) 11.10(b)	108 th 108 th
Tue Jul 24	FIRST DAY FOR FILING APPLICATION for place on ballot in a SPECIAL election. [30 th day before filing deadline on Thu, Aug 23.]	City Secretary	11.05(d)	105 th
Fri Aug 10	Recommended LAST DAY FOR ORDER DESIGNATING ELECTION PRECINCTS AND POLLING PLACES. Without exception, in this Nov election city uses county precincts and polling places.	City Council	3.07 3.01(c)	* 88 th
Fri Aug 17- Thu Aug 23 Aug 17	Recommended period to POST 72 HOUR NOTICE OF DRAWING for order of names on the ballot. 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 City Secretary	8.06 11.25(a)	* 81 st thru * 75 th 81 st
Mon Aug 20	LAST DAY FOR FILING APPLICATION FOR PLACE ON BALLOT in a 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

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ELECTION CALENDAR FOR NOVEMBER 6, 2018, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Aug 20	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(a)	78 th
Aug 20	STATUTORY LAST DAY FOR ORDERING ELECTION, either in a GENERAL or a SPECIAL election. ^[2]	Mayor ^[1]	10.04	78 th
Thu Aug 23 - Mon Aug 27	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	* 75 th thru * 71 st
Aug 23	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 6 pm . The city secretary's office should stay open until 6 pm. 6 pm deadline is new law for Nov of even-numbered years.	City Secretary	13.06	75 th
Aug 23	Recommended beginning date for preliminary work on appointment of election judges.	City Secretary	4.08	* 75 th
Fri Aug 24	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. Note: See M §11.10(c)(3) on conflict of EC sections concerning this deadline. Consult the SOS if you have this issue. The deadline could be interpreted to be on the 75 th day.	City Secretary	11.10(b)&(c)	74 th
Tues Aug 28	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 28	LAST DAY for write-in candidates to withdraw (by 5 p.m.) in both GENERAL and SPECIAL elections and have the candidates' names removed from the list of write-in candidates.	City Secretary	11.10(e) 11.22(b)(3)	71 ^s
Aug 28	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. See note below. NOTE: Mon, Aug 27 is LBJ day. These actions are extended to Tue, Aug 28, the 70 th day. 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

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ELECTION CALENDAR FOR NOVEMBER 6, 2018, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Thu Sep 6	Recommended date to order the lists of registered voters to be used in early voting by mail, from the county voter registrar .	City Secretary	6.32	*61 st
Fri Sep 7	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 7	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
Thu Sep 13 - Mon Sep 24	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
Mon Sep 17	RECOMMENDED DATE TO PRINT BALLOTS which have been prepared earlier.	City Secretary	8.16	*50 th
Sep 17	Beginning date of period for mandatory office hours.	City Secretary	2.15	50 th
Sat Sep 22	<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 22	<i>DEADLINE TO MAIL BALLOTING MATERIALS for early voting by mail, to persons whose applications indicate they are voting outside the U.S. and whose applications were <u>accepted before the 45th day</u>. Even though this is Sat, the deadline is not extended. These ballots must be mailed on or before the 45th day.</i> <i>Note: For voters who will be voting from outside the U.S., if balloting materials cannot be mailed by the 45th day, the early voting clerk must notify the secretary of state of the delay.</i>	City Secretary	16.57(b) (as revised)	
Sun Oct 7	<i>Minimum 10th day to post continuous notice if signature verification committee meets Wed, Oct 17.</i>	City Secretary	16.72	30 th

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ELECTION CALENDAR FOR NOVEMBER 6, 2018, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Oct 7	<i>LAST DAY TO MAIL BALLOTING MATERIALS for early voting by mail to persons inside the U.S. whose applications were accepted 7 or more days before the 45th day. Even though the 30th day is Sun, according to the SOS this action is not extended. These ballots must be mailed on or before the 30th day.</i>	City Secretary	16.57(a)	30 th
Oct 7 - Mon Oct 27	PERIOD FOR PUBLISHING NOTICE OF ELECTION.	Mayor ⁽¹⁾	10.12	30 th thru 10 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. 30 th day is Sun, Oct 7. Mon, Oct 8 is Columbus Day. This action is extended to Tue, Oct 9 (28 th day).	Registrar	6.23(g) 6.25(b)	30 th (28 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 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 Tue, Oct 9 (28 th day).	City Secretary	18.06	30 th (28 th)
Oct 9	Recommended last day to notify presiding judges of duty to hold election.	Mayor	10.15	* 28 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.	City Secretary	6.32 6.35 7.42	* 28 th
Mon Oct 15	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 15 - Sun Oct 28	<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
Tue Oct 16	<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 19 (48 hours before date of test.)</i>	City Secretary	7.40(d)	21 st

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ELECTION CALENDAR FOR NOVEMBER 6, 2018, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Oct 16	<p><i>Last day for publication of notice of the test of DRE equipment to be used in early voting if the test is on Oct 19. (48 hours before the test begins.)</i></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 timeliness of the 48 hour notice requirements.</p>	City Secretary	7.38(d)	21 st
Oct 16	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
Wed Oct 17	<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 17	<i>First day a signature verification committee may begin work.</i>	City Secretary	16.72	20 th
Oct 17	<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 early voting begins at the amended location.</i>	City Secretary	16.22(k)	20 th
Fri Oct 19	<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 19	<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 19	<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 19	Last day to challenge the form and content of a ballot candidate's application.	City Secretary	11.09(d)	18 th
Oct 19	<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 6, 2018, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
<p>Mon Oct 22</p>	<p><i>FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE. If voting will be conducted on Sat or Sun, Oct 27 or 28, notice of schedule must be posted at least 72 hours before first hour of the weekend voting. 17th day is Sat, Oct 20. This action is extended to Mon, Oct 22 (15th day).</i></p>	<p>City Secretary</p>	<p>16.21 16.22(i)</p>	<p>17th (15th)</p>
<p>Oct 22</p>	<p>STATUTORY DEADLINE FOR NOTIFYING JUDGES OF DUTY TO HOLD THE ELECTION.</p>	<p>Mayor</p>	<p>10.15(a)</p>	<p>15th</p>
<p>Oct 22</p>	<p>Last day to challenge form & content of write-in candidate's declaration.</p>	<p>City Secretary</p>	<p>11.10(h)</p>	<p>15th</p>
<p>Tue Oct 23</p>	<p><i>Last day to post 72-hour notice of early voting if it is held on Sat, Oct 27. Posting on this day assures compliance regardless of the time voting begins.</i></p>	<p>City Secretary</p>	<p>16.22(k)</p>	<p>14th</p>
<p>Wed Oct 24</p>	<p><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></p>	<p>City Secretary</p>	<p>16.74(a)</p>	<p>13th thru close of polls on Election Day</p>
<p>Oct 24</p>	<p>Last day to post 72-hour notice of early voting if it is held on Sun, Oct 28. Posting on this day assures compliance regardless of the time voting begins.</p>	<p>City Secretary</p>	<p>16.22(k)</p>	<p>13th</p>
<p>Thu Oct 25</p>	<p><i>First day for new illness or disability allowing late application for late (emergency) early voting.</i></p>	<p>Voter</p>	<p>17.16</p>	<p>12th</p>
<p>Fri Oct 26</p>	<p><i>Last day to <u>receive</u> a regular application or an FPCA by mail for a ballot to be voted by mail, must be received by 12 noon or close of business, whichever is later. An FPCA received after the 20th day but by the 11th day is entitled to federal ballot only.</i></p>	<p>City Secretary</p>	<p>16.51(d) 16.55(b) 17.02(a)</p>	<p>11th</p>
<p>Oct 26</p>	<p>Last day for county to deliver final list of voters that submitted an annual application for ballot by mail.</p>	<p>City Secretary</p>	<p>16.523(a)(3)</p>	<p>11th</p>
<p>Sat Oct 27</p>	<p>LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION. Even though the 10th day is Sat, according to the SOS, this deadline is not extended.</p>	<p>Mayor ⁽¹⁾</p>	<p>10.12(b)</p>	<p>10th</p>
<p>Mon Oct 29</p>	<p>Due date for filing second report of campaign contributions and expenditures by 5 p.m., or midnight if filed electronically.</p>	<p>City Secretary</p>	<p>18.06(c) 18.08(a) & (c)</p>	<p>8th</p>

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ELECTION CALENDAR FOR NOVEMBER 6, 2018, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Tue Oct 30	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 2. (48 hours before date of test.)	City Secretary	7.40(d)	* 7 th
Oct 30	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 2. (48 hours before the test begins .)	City Secretary	7.40(d)	* 7 th
Thu Nov 1	<i>First day for death in family to qualify for late (emergency) early voting.</i>	City Secretary	17.31	5 th
Fri Nov 2	LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE.	City Secretary	16.21(c)	4 th
Nov 2	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 2- Nov 6	<i>As soon as early voting is over, and until 7:00 p.m. Nov 6, the early voting clerk may deliver early voting ballots 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
Sat Nov 3	<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 3	<i>Last day to receive an application to cancel mail ballot that has not arrived at the address on the Ocarrier envelope.</i>	City Secretary	16.59(a)	3 rd

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ELECTION CALENDAR FOR NOVEMBER 6, 2018, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 3	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 2)	City Secretary	7.40(c) & (d)	3 rd
Nov 3- Nov 5	<i>Period to apply for late (emergency) early voting because of death in family Nov 1 or later. Requires absence from county on election day.</i>	City Secretary	17.33	3 rd thru 1 st
Nov 3- Nov 5	<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 3- Nov 6	<i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Oct 25.</i>	City Secretary	17.17	3 rd thru Election Day, 5 p.m.
Sun Nov 4	The secretary of state has stated that this is the last day to conduct test of voting equipment because of the extended dates of deadlines. It would be unwise to wait until this date. See entries for Nov 2 and Nov 3.	City Secretary	7.38(d) 7.40(d)	2 nd
Mon Nov 5	<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 5	<i>Last day to deliver precinct early voting lists to presiding election judges. Supplies may be delivered at same time. 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 5	Recommended date for delivery of equipment to polling places (statutory deadline is 6 a.m. on election day).	City Secretary	7.48	* 1 st
Tue Nov 6	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 6	<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 6	<i>5 p.m. deadline for late applications for ballots from voters who became ill or disabled Oct 25 or later.</i>	City Secretary	17.16 17.17	E Day

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ELECTION CALENDAR FOR NOVEMBER 6, 2018, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 6	<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
Nov 6	<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 6	<i>7 pm deadline for receiving voted ballots from voters who became ill or disabled Oct 25 or later.</i>	City Secretary	17.17	E Day
Nov 6	<i>7 pm deadline for receiving voted ballots voted by mail. See exceptions for certain ballots voted by mail, listed as entries for Nov 7 and</i>	City Secretary	16.58(a)	
Nov 6	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 6	UNOFFICIAL TABULATION OF RESULTS.	City Secretary	9.35	E Day
Wed Nov 7	<i>First day for public access to roster for mailed early voting ballot materials.</i>	City Secretary	16.56(g)	+ 1
Nov 7	5 pm deadline for receiving mail voted ballots sent from inside the U.S., if the carrier envelope was placed for delivery before election day and has a cancellation mark indicating a time not later than 7 pm at the location of the election on election day.	City Secretary	16.58(a)	+ 1
Nov 7	Last day to deliver provisional ballots to Voter Registrar of each county in which the city is located.	City Secretary	9.41	+ 1
Thu Nov 8	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
Fri Nov 9 - Mon Nov 19	<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 19, the +13th day.</i>	Early Voting Ballot Board	16.74(f)	+ 3 thru + 13
Nov 9 - Tue Nov 20	<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 + 14

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ELECTION CALENDAR FOR NOVEMBER 6, 2018, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 9-20	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	+ 3 thru + 14
Nov 9-20	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 8.) This is also the time when certificates are issued to officeholders if the election was cancelled because candidates were unopposed.	Mayor	12.23	+ 3 thru + 14
Fri Nov 9 - Mon Nov 26	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 25. This deadline is extended to Mon, Nov 26. 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	+ 3 thru + 19 thru + 20)
Nov 9 - Tue Nov 27	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
Mon Nov 12	<i>Last day for receiving a ballot from outside the U.S. 5th day is on Sun, Nov 11. This deadline is extended to Mon, Nov 12, the +6th day.</i>	City Secretary	16.58(b)(1)	+ 5 (+ 6)
Nov 12	<i>Last day for receiving a ballot from a member of the armed forces or merchant marines or the spouse or dependent of a member.</i>	City Secretary	16.58(b)(2) 16.74(f)(2)	+ 6
Nov 12	Last day for provisional voter to present ID to voter registrar or execute required affidavit.	Voter Registrar	16.261(g)	+ 6
Tue Nov 13	Last day for Voter Registrar to complete review of provisional ballots.	Voter Registrar	9.41(d)	+ 7
Nov 13	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
Thur Nov 16 - Fri 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 Mon. If 10 th day is Nov 22 or 23 (Thanksgiving holidays), last day is extended to Mon, Nov 26.	Presiding Judge of EVBB	16.77	By + 10 th day after canvass unless Sat,Sun or holiday

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ELECTION CALENDAR FOR NOVEMBER 6, 2018, Continued

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 16	<i>Last day to mail notices of rejected mail ballots to voters.</i>	Presiding Judge of EVBB	16.78	+10
Mon Nov 19	<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 19	Last day for early voting ballot board to verify and count provisional ballots.	Early Voting Ballot Board	9.41 16.77	+ 13
Tue Nov 20	Last day for conducting the official canvass.	City Council	9.42(b)(2)	+ 14
Tue Nov 27	Last day for mailing results of manual count to secretary of state, if no waiver is obtained.	City Secretary	9.45	+21
Thur Nov 29 - Fri 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
Thur Dec 6	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
Mon Dec 17	LAST DAY OF MANDATORY OFFICE HOURS. The +40 th day is Sun, Dec 16. This deadline is extended to Mon, Dec 17.	City Secretary	2.15	+ 40 (+41)
Sun Jan 6	First day for transfer of voted ballots from the locked ballot box to another secure container	City Secretary	9.49(g)	+ 61
Mon Sep 7, 2020	Last day of preservation period for ballots and other precinct election records of main election.	City Secretary	9.49(g)	+ 22 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.

*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.