

TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM



**Election Calendar**

For a City’s General Election on November 7, 2023  
For a City’s Runoff Election on December 9, 2023

(last updated September 27, 2023; subject to third called session)

Abbreviations in the calendar are the same as those in the *Texas Municipal Election Law Manual* (6th edition) [M]. This most recent edition has a green cover.

***This calendar does not apply to all elections.*** For example, to prepare a calendar for a special election to fill a vacancy in office (even one on a uniform election date), see M §12.03; for a special election on a measure, see generally M §12.12. This calendar omits actions that vary from one city to another (for example, preparation of voting equipment). Each city secretary should use the chart at M §1.62 to create a personal election calendar. Always verify the latest version of this calendar on the TMCA’s website (under “publications”).

Dates in column 1 are 2023 unless noted otherwise. Actions in column 2 relate to general elections (those in *italics pertain to early voting*), but some notes for special elections have been included. The actions are typically taken by the city secretary, but deviations appear in column 3. Column 4 is a cross reference to the Elections Manual.

“ED Interval” in column 5 indicates the time between the date of the action and election day. For example, the notation “50th” in the entry for September 18 means mandatory office hours begin the 50th day before election day; the notation “+10” in the entry for November 17 means that the LAST DAY for the presiding judge of the early voting ballot board to mail voters notices of rejected mail ballots is the 10th day after election day. An asterisk (\*) in this column indicates the time stated is not required by statute.

When a statutory provision prescribes the LAST DAY for the performance of an act, the number in column 5 reflects that day. If the statutory date is moved because of a Saturday, Sunday, or state or national holiday [M §1.52(b); endnote 6], the resulting date is designated in column 1, and column 5 indicates, in parentheses and italics, the actual number of days measured from election day. When a deadline is extended for this reason, the extended date is used for determining other due dates. Not all due dates revolve around election day and are so noted.

The last column has been reserved to show completion of the event in column 2. A dashed line in the table between entries indicates separate events that fall on the same day.

When reading the Election Code, the city secretary should remember to read the chapter and subchapter titles to determine if the section applies to cities.

<b>Date</b>	<b>Action</b>	<b>By or With Whom Taken</b>	<b>M §</b>	<b>ED Interval</b>	<b>✓</b>
Sun. Jan. 1, 2023	<i>FIRST DAY for application for ballot by mail (ABBM) or Federal Postcard Application (FPCA). Note: The first day does not move despite the New Year's holiday. See ED -11 days for the end of the period.</i>	City Secretary Voter	9.44(a) 9.45	310th	
Thur. June 22	LAST DAY to post notice on bulletin board of the filing period for the general election (SOS Form 2-1).	City Secretary	2.13(d)	138th (30 days before 1st day to file)	
July 9 to Mon. July 31	Review M §1.62 for possible action: Steps 1-5 (revising election precincts, designating polling places, changing method of voting, and contracting, if any) and Step 12 (establishing or changing terms of election judges).	City Secretary and City Council	1.62	*121st thru *99th	
Mon. July 17	LAST DAY for timely filing of semi-annual report of contributions and expenditures. Note: Because the deadline falls on Sat., it moves to Mon. per TEC.	City Secretary	3.12(b) 3.16	July 15	
Sat. July 22	FIRST DAY for filing application for place on general election ballot (SOS Form 2-49). Note: Filing for a general election may occur before the election is ordered (as opposed to a special election). Period ends at 5 p.m. ED -78 days.	City Secretary	2.13(a) 2.14(a)	108th (30 days before filing deadline)	
July 22	FIRST DAY for filing declaration of write-in candidacy (SOS Form 2-55). Note: Period ends at 5 p.m. ED - 74 days.	City Secretary	2.18(b)	108th	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Thur. July 27	Recommended* date for ordering a general election (SOS Form 1-2). Note: Sometimes the phrase “calling election” is used. The deadline may be different for a special election. See endnote 2 for mock student elections. Home-rule cities see endnote 3. Cities contracting should informally notify their contracting partners. See ED -78 days for deadline.	Mayor	6.03	*103rd	
Wed. Aug. 9	LAST DAY for a small city in a small county to apply for an exception to accessibility requirements (SOS Form 16-1).	City Secretary	5.25(c)	90th	
Fri. Aug. 18 midnight	Death and ballot preparation: If a candidate dies on or before this date, the City Secretary MUST remove the candidate’s name from ballot. Note: If a candidate dies after this date but on or before the filing deadline, see endnote 4.	City Secretary	6.23(c)	81st (3rd day before filing deadline)	
Mon. Aug. 21	LAST DAY for ordering a general or special election on the Nov. uniform date (SOS Form 1-2). Note: See endnote 2 for mock student elections. Home-rule cities see endnote 3. For special elections to fill a vacancy, see M Table 12.03.	Mayor	6.03 12.03(e)(2)	78th	
Aug. 21 5 p.m.	LAST DAY for filing application for place on a general election ballot (SOS Form 2-49). Note: City Secretary’s office should stay open until 5 p.m. Mailed applications are filed on receipt. For deceased candidates, see endnote 4. For cities with 4-year terms, if no candidate has filed by this deadline, the deadline is extended to ED – 57 except in Nov. of <i>even</i> -numbered years when the extension does not apply.	City Secretary	2.13(b) 2.14 6.23(c)	78th	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Aug. 21	Recommended* last day for notice designating election precincts and polling places. Note: These are likely to match the county's locations in a November election.	City Council	5.42(d)	*78th	
Aug. 21	Recommended* first day to provide 4-day notice of drawing to candidate. Note: Only written notice by mail is required 4 days before the drawing, but phone or email notice should follow the same timeline. Public notice must be posted (SOS Form 3-1) 72 hours before date of drawing.	City Secretary	6.22(a)(2)	*78th	
Thur. Aug. 24	Recommended* first day for preliminary work to appoint election judges.	City Secretary	7.01	*75th	
Aug. 24	Recommended* first day to post public's 72-hour notice of drawing for order of names on ballot (SOS Form 3-1).	City Secretary	6.22(a)(1)	*75th	
Fri. Aug. 25 5 p.m.	LAST DAY for a write-in candidate to declare candidacy in the general election (SOS Form 2-55). Note: City secretary's office should stay open until 5 p.m. Mailed applications are filed when received. For deceased candidates, see endnote 4.	City Secretary	2.18(b) 2.18(c)	74th	
Sat. Aug. 26	Recommended* date to deliver the certification of unopposed candidates to city council if a candidate does not have an opponent in an election considered to be a separate election (SOS Form 13-1).	City Secretary	6.12	*73rd	
Sun. Aug. 27 to Thur. Aug. 31	Recommended* period to conduct drawing for order of names on ballot, prepare ballot format, and send information to the printer. Note: Notice of drawing (SOS Form 3-1) must be posted 72 hours before drawing.	City Secretary	6.22(b) 6.25 6.26	*72nd thru *68th	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Mon. Aug. 28 5 p.m.	LAST DAY for a ballot or write-in candidate in the general election to submit a certificate of withdrawal (SOS Form 2-66) and have name omitted from the ballot. Note: City Secretary's office should stay open until 5 p.m. A mailed certificate is filed when received. A withdrawal 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. Per EC §145.092(e), EC §1.006 does not apply to withdrawal deadlines.	City Secretary	2.31(b) 2.31(c)	71st	
Aug. 28 5 p.m.	LAST DAY that a declaration of ineligibility causes omission of candidate's name from ballot in general election. Note: City Secretary's office should stay open until 5:00 p.m.	City Secretary	2.33(d)	71st	
Aug. 28	Recommended* first day to cancel (SOS Form 13-2). Note: Unopposed races must be cancelled if no opposed at-large race is on the ballot.	City Council	6.13	*71st	
Fri. Sept. 1	NEW LAW effective date for most bills passed in the 88th Legislature. Note: Under SB 1599, the early voting clerk has two days to notify voters of certain defects in the application by mail.	-	-	per applicable bill	
Fri. Sept. 8 to Tues. Nov. 7	Period the Texas Ethics Commission will defer an investigation until after the election.	City Secretary TEC	3.01(b)(2)	60th thru ED	

<b>Date</b>	<b>Action</b>	<b>By or With Whom Taken</b>	<b>M §</b>	<b>ED Interval</b>	<b>✓</b>
Sept. 8	LAST DAY to deliver notice of the election to the county clerk and voter registrar of each county where the city is located. Note: This is not the publication deadline or posting deadline. For counties with election administrators, notice goes to them.	City Council (City Secretary)	6.54(a)	60th	
Sept. 8	Recommended* day to contact the county concerning availability of the initial list of voters who have submitted annual applications for ballot by mail (ABBM).	City Secretary	9.43	*60th	
Mon. Sept. 11 5 p.m.	Extended candidate filing deadline in cities with 4-year terms if no candidate files by ED – 78. Note: Extension not applicable in Nov. of <i>even</i> -numbered years.	City Secretary	2.13(b)	57th	
Thur. Sept. 14 to Mon. Sept. 25	Recommended* period for appointing election judges (SOS Forms 4-14, 4-16, 4-17) plus members of the EVBB (SOS Form 4-19) and any SVC (SOS Forms 10-13 & 10-14). Note: Home-rule cities see endnote 3. The SVC cannot meet until ED -20. The EVBB can meet any time after ballots are returned and no later than ED - 9.	City Council	7.42(a)(2) 7.23-.24 7.33-.34	*54th thru *43rd	
Sun. Sept. 17	Recommended* date to print ballots that have been prepared earlier.	City Secretary	6.25	*51st	
Mon. Sept. 18	FIRST DAY for mandatory office hours. Note: City Secretary must be open for at least 3 hours a day during regular office hours on regular business days. Period ends ED +40 days. See endnote 6.	City Secretary	6.80(a)	50th	
Sept. 18	LAST DAY for a challenge of a candidate application based on form, content, and procedure.	City Secretary	2.16(d)	50th	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Sat. Sept. 23	<i>LAST DAY to mail ballots to FCPA voters and other voters who are eligible for early voting because they are voting from outside the United States. Note: If it is not possible to mail these ballots by this deadline, the City Secretary must notify SOS within 24 hours. SOS does not apply EC §1.006 to this deadline. Respond to FCPA applications received after this date within 7 days (the same as non-FCPA applications). Rosters must be posted to website by 11 a.m. the following day (SOS Form 5-7 and 6-55)</i>	City Secretary	9.49(b) 9.81	45th	
Fri. Oct. 6	<i>Recommended* day for EVC to issue order calling for appointment of SVC (SOS Form 10-12).</i>	City Secretary	7.33 7.34	*32nd	
Sun. Oct. 8	Minimum 10th day to begin posting continuous notice if SVC meets on first available date, Oct. 18 (ED – 20 days). Note: EC §1.006 does not apply. The city council appoints (SOS Form 10-13) not later than 5 days after the City Secretary calls for appointment (SOS Form 10-12).	City Secretary City Council	6.70(a) 7.33 7.34	30th	
Oct. 8	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	4.34(a)	*30th	
Oct. 8	Recommended* day to begin posting the notice of voting order priority on the city’s website (SOS Form 7-38).	City Secretary	10.23(c)	*30th	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Tues. Oct. 10 5 p.m. or midnight	LAST DAY for filing first report of campaign contributions and expenditures by opposed candidates and specific-purpose committees by 5 p.m. or midnight if filed electronically. Note: City Secretary's office should stay open until 5 p.m. See endnote 5 for current threshold dollar amounts. Because the day falls on Sun., and Mon. is Columbus Day, the deadline moves to Tues. NEW LAW effective Sept. 1, 2023 (HB 2626, RS) requires the city secretary to post the report on the city's website no later than 10 business days after receipt.	City Secretary	3.13(b)	30th (28th)	
Tues. Oct. 10 to Mon. Oct. 30	Period for publishing notice of election. Note: Must be published once; perhaps more for a special election on a measure. The deadline falls on Sat., Oct. 28. SOS does not apply EC §1.006 to publication deadlines. Publication before Sat., Oct. 28 is recommended. Home-rule cities see endnote 3.	Mayor	6.52(a)	30th thru 10th (+8)	
Oct. 10	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. Note: Because the deadline falls on Sun. and Mon. is the Columbus Day holiday, it moves to Tues.	Voter Registrar	4.07(f) 4.07(g)	30th (28th)	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Tues. Oct. 17 to Tues. Nov. 7	LAST DAY for posting (SOS Form 1-14) (1) notice of election on bulletin board used for posting notices of city council meetings, and (2) date, location of each polling place, and each candidate and measure on the city's website. Home-rule cities see endnote 3. For cities conducting bond elections, additional posting and publication requirements are due.	City Secretary	6.52(b) 12.15(e)	21st thru ED	
Wed. Oct. 18	Type B cities: LAST DAY to post notice of election in 3 public places (SOS Form 1-14). Note: EC §1.006 does not apply to this LGC deadline.	City Secretary	6.52(b)(3)	20th	
Oct. 18	<i>FIRST DAY SVC may begin work.</i> Note: EC §87.0271 requires SVC to inform voters of certain defects in the carrier envelope within 2 days of identification (SOS Forms 10-29 to 10-32).	City Secretary	6.70(a) 6.72	20th	
Oct. 18	<i>LAST DAY for unregistered applicant to submit a postmarked FPCA and be eligible to vote a full ballot.</i>	City Secretary	9.61(b) 9.68(a)	20th	
Sat. Oct. 20	<i>LAST DAY for conducting first test of automatic tabulating and DRE equipment to be used for early voting.</i> Note: Notice for tabulating equipment must be published 48 hours before test date. Notice for DRE equipment must be published 48 hours before test begins. DREs cannot be used after Sept. 1, 2026 except by disabled voters.	City Secretary	6.63(d) 6.64(c)	2 days before early voting starts	
Oct. 20	<i>LAST DAY early voting clerk, upon receipt of defective early voting application, must mail 2nd application with explanation of defects and instructions (SOS Forms 6-2 &amp; 6-3).</i>	City Secretary	9.46(b)	18th	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Oct. 20	<i>Recommended* last day for publishing notice of the test of automatic tabulating and DRE equipment to be used in early voting if the test is on Oct. 24. Note: See SOS Forms 15-1 to 15-8. Notice for tabulating equipment must be published 48 hours before test date. Notice for DRE equipment must be published 48 hours before test begins. DREs cannot be used after Sept. 1, 2026 except by disabled voters.</i>	City Secretary	6.63(d)(1) 6.63(d)(2) 6.64(c)	*18th	
Mon. Oct. 23	<i>FIRST DAY for early voting by personal appearance. Note: Because the deadline falls on Sat., it moves to Mon. Rosters (SOS Form 5-6) must be posted by 11 a.m. on the day after voting. Period ends ED – 4 days. If voting is conducted on a Sat. or Sun., notice of same must be posted at least 72 hours before such voting begins (SOS Form 5-15). The EV period is shorter in May.</i>	City Secretary	9.14	17th (15th)	
Oct. 23	LAST DAY for notifying judges of duty to hold the election (SOS Form 4-17).	Mayor	7.44(a)	15th	
Oct. 23	LAST DAY to receive an FCPA without a postmark and mail the voter a full ballot. Note: The voter gets a federal ballot only if intent to return or return is uncertain.	City Secretary	9.61	15th	
Oct. 23	LAST DAY to challenge write-in candidate for form, content, and procedure.	City Secretary	2.18(f)	15th	
Thur. Oct. 26	<i>FIRST DAY for new illness or disability allowing application for late (emergency) early voting (SOS Forms 5-32 &amp; 5-33). Note: While the illness or disability occurs on or after this date, the application cannot be submitted until the day after early voting by personal appearance ends.</i>	Voter	9.72	12th	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Fri. Oct. 27 later of noon or close of business	<i>LAST DAY to accept application for a ballot to be voted by mail, by 12 noon or close of business, whichever is later.</i> Note: If the deadline falls on a Sat., Sun., or legal holiday, then personal delivery must be the first regular business day preceding that day. Originals are due 4 days after fax or email (except emailed FCPA).	City Secretary	9.44(b)(1) 9.68(a) 9.45(b-c)	11th	
Oct. 27	<i>LAST DAY to accept an FPCA from a registered voter.</i> Note: If the voter is not registered or marked return uncertain, then the voter gets a federal ballot. For a city-run election, the voter gets no ballot.	City Secretary	9.61 9.68(a, c)	11th	
Oct. 27	<i>LAST DAY for county clerk or election administrator to deliver final list of voters that submitted an ABBM.</i>	City Secretary	9.43(a)(2)	11th	
Sun. Oct. 29	<i>If the EVBB has not yet met, it must do so by this date.</i> Note: 24-hour notice must be posted for each delivery of voting materials made before election day (SOS Forms 10-3 & 10-4). The board may process the materials but may not count ballots until after the end of early voting by personal appearance. The board must provide notice of opportunity to cure certain defects in the carrier envelope within 2 days of identifying the deficiency (SOS Form 10-32).	Early Voting Ballot Board	9.57(a)(2) 10.03	9th	
Mon. Oct. 30 (Oct. 28 recommended)	LAST DAY to publish notice of election (SOS Form 1-14). Note: SOS does not apply EC §1.006 to publication deadlines. Publication before Sat., Oct. 28 is recommended. Home-rule cities see endnote 3.	Mayor	6.52(a)	10th (8th)	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Oct. 30 5 p.m. or midnight	LAST DAY for filing second report of campaign contributions and expenditures by 5 p.m. or midnight if filing electronically. Note: See endnote 5 for current monetary thresholds. NEW LAW effective Sept. 1, 2023 (HB 2626, RS) requires the city secretary to post the report on the city's website no later than 10 business days after receipt.	City Secretary	3.13(c)	8th	
Thur. Nov. 2	<i>FIRST DAY for death in family to qualify for late (emergency) early voting (SOS Forms 5-28 &amp; 5-29).</i> Note: While the death occurs on or after the day before the last day of early voting by personal appearance, the application cannot be submitted until the day after early voting by personal appearance ends. Voting by this method ends close of business the day before election day.	City Secretary	9.73(a)	5th	
Fri. Nov. 3	LAST DAY to publish notice to test automatic tabulating equipment or DRE. Note: Testing must occur 48 hours before equipment is used (ED at 7 a.m.). Notice for tabulating equipment must be published 48 hours before test date. Notice for DRe must be published 48 hours before test begins (SOS Form 15-6).	City Secretary	6.64(c)	4th	
Nov. 3	<i>LAST DAY of "regular" early voting by personal appearance (versus special forms of early voting).</i>	City Secretary	9.11(b)	4th	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Nov. 3 to Tues. Nov. 7	<i>Once early voting by personal appearance is over until 7 p.m. on election day, early voting materials may be delivered to the EVBB for qualifying purposes if paper ballots are used or if automatically tabulated ballots are used at a central counting station. Note: Ballots may not be counted until election day unless the election is held jointly with a county of 100,000 or more. Post notice of delivery continuously 24 hours before each delivery (SOS Forms 10-3 and 10-4). Ensure that the counting equipment has been tested at least 48 hours before tabulation begins.</i>	City Secretary Early Voting Ballot Board	9.57(a)(1) 9.57(a)(3)	4th through close of polls	
Sat. Nov. 4	<i>LAST DAY to receive in the mail an application to cancel mail ballot (SOS Form 5-17). Note: SOS does not apply EC §1.006.</i>	City Secretary	9.54(a)(1)	3rd	
Nov. 4 to Nov. 7	<i>FIRST DAY the EVBB may begin counting ballots in an election held jointly with a county having a population of 100,000 or more. Note: Ensure that counting equipment has been tested at least 48 hours before.</i>	Early Voting Ballot Board	9.57(a)(2) 9.57(f)(1)	3rd through close of polls	
Nov. 4	LAST DAY for conducting first test of automatic tabulating or DRE equipment to be used at a polling place (at least 48 hours before 7 a.m. on election day). Note: If tests are conducted on this day, make sure all notices have been published. SOS does not apply EC §1.006 to this deadline. Earlier testing is recommended.	City Secretary	6.64(b, c) 6.63(d)	3rd	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Nov. 4 to Mon. Nov. 6	<i>Period to apply for late (emergency) early voting because of death in family on or after the day before the last day of early voting by personal appearance, Nov. 2 (SOS Form 5-28). Note: Requires absence from county on election day. Period ends the day before election day.</i>	City Secretary	9.73(a)	3rd to 1st	
Nov. 4 to Tues. Nov. 7 5 p.m.	<i>Period to apply for late (emergency) early voting because of illness or disability originating on or after ED – 12 days, Oct. 26 (SOS Form 5-32). Note: Application deadline ends at 5 p.m., but ballot can be returned until 7 p.m.</i>	City Secretary	9.72(b)	3rd thru ED 5 p.m.	
Mon. Nov. 6	<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	9.82(e)	1st	
Nov. 6	<i>LAST DAY to apply (by close of business) for and vote a ballot by personal appearance due to death in immediate family that occurred after the day before the last day of early voting by personal appearance, Nov. 2 (SOS Form 5-28).</i>	City Secretary	9.73(b)	1st	
Nov. 6	One-year deadline to post certain information on the city’s website for the next general election to be held on Nov. 5, 2024. Note: See endnote 1.	City Secretary	2.13(d)(2)	next Nov. election – 365 days	
Nov. 6	Recommended* date for delivery of equipment to polling places. Note: The statutory deadline is 6 a.m. election day.	City Secretary	6.65(b)	*1st	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Nov. 6	Recommended* day to post notice of council meeting to canvass the returns if canvass will be on 3rd day after election. Note: Notice must be posted at least 72 hours before the time of meeting. Due to late ballots that can be counted, a later canvass may be likely.	City Secretary	11.13	*1st	
Tues. Nov. 7 7 a.m. to 7 p.m.	ELECTION DAY. Note: Polls are open. When electronic voting systems are used at precinct polling places, voting by sick or disabled voters occurs at main early voting place (SOS Forms 5-32 & 5-33). <i>Early voting clerk's office must remain open for early voting activities.</i>	City Secretary	9.71 10.13(c)	ED	
Nov. 7	<i>Deliver early voting ballots, etc., to EVBB.</i> Note: Second key to ballot box is delivered by chief of police or marshal.	City Secretary Time set by presiding judge of EVBB	9.57(a) 10.13(c)(1)	ED	
Nov. 7 5 p.m.	<i>LAST HOUR for late applications for ballots from voters who became ill or disabled on or after ED – 12 days, Oct. 26 (SOS Form 5-32).</i>	City Secretary	9.72(b)	ED	
Nov. 7 7 p.m.	<i>LAST HOUR for receiving ballots from voters who became ill or disabled on or after ED – 12 days, Oct. 26.</i>	City Secretary	9.72(b)	ED	
Nov. 7 7 p.m.	<i>LAST HOUR to receive mailed ballots with no postmark, except overseas and armed forces ballots and certain ballots placed for delivery before this deadline.</i> Note: Check mailbox at 7 p.m. regardless of regular delivery schedule. See additional deadline on ED +1 day.	City Secretary	9.50(a) 9.68	ED	
Nov. 7	Receive precinct records, voted ballots, etc. Note: Chief of police or marshal receives keys to ballot boxes containing voted ballots.	City Secretary Mayor	10.13(c) 10.32(d)	ED	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Nov. 7	Prepare unofficial tabulation of results. Note: Presiding judge must notify city secretary if counting will not be complete by 2 a.m.	City Secretary	10.34 10.32(b)	ED	
Nov. 7	If a runoff is anticipated because no candidate received a majority vote, consult the calendar after the endnotes.	City Secretary	12.01	-	
Wed. Nov. 8 5 p.m.	<i>LAST DAY TO receive mailed ballots if the carrier envelope arrives before 5:00 p.m. and has a postmark indicating it was placed for delivery at or before 7 p.m. (local time for the place of election).</i> Note: This deadline applies to voters who applied for a ballot by mail and cast a by-mail ballot from within the United States. Check your mailbox at 5 p.m.	City Secretary	9.50(a) 9.68	+1	
Nov. 8	<i>FIRST DAY for public access to early voting by mail applications, ballot materials, and annual ABBMs.</i>	City Secretary	11.70(d)(2)	+1	
Nov. 8	LAST DAY to deliver provisional ballots to voter registrar of each county in which city is located.	City Secretary	10.30(a)(2)	+1	
Fri. Nov. 10	Recommended* day to provide official statement of elected officer (SOS Form 23-3) and oath of office (SOS Form 23-2). Note: Provided now for information; they must be signed after the canvass.	City Secretary	11.20 11.21	*+3	
Nov. 10 to Thur. Nov. 16	<i>Period during which EVBB may meet to count ballots received from outside the U.S. if the early voting clerk certifies that all ballots mailed from outside the U.S. have been received.</i> Note: The ED interval is +13 in Nov. of even numbered years.	Early Voting Ballot Board	11.03 9.50	+3 thru +9	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Nov. 10 to Mon. Nov. 20	<p>Period for official canvass. Note: Canvass may occur only if all FPCA ballots have been received, the EVBB has completed the count of provisional ballots, and there are no deficiencies in mailed ballot carrier envelopes (certain deficiencies can be cured up to 6th day after election day). The period is 11 days except in Nov. of even-numbered years, when it is 14 days. Because the deadline falls on Sat., it moves to Mon. QUORUM to canvass is 2. RECOUNTS: Petition is due 2 p.m. 1st day (expedited) or 5 p.m. 3rd day after canvass. NEW LAW (HB 5180, RS): Images of voted ballots or cast vote records must be made publicly available the day after the canvass. IF A RUNOFF (not a tie) is needed, canvass as soon as possible to avoid remaining open on Thanksgiving. Consider canvassing and ordering the runoff at the same time (regular quorum).</p>	<p>Mayor (sets time)</p> <p>City Secretary (records results)</p> <p>City Council (takes action)</p>	11.12 6.72	+3 thru +11 (+13)	
Nov. 10 to Sat. Nov. 18	<p><i>Recommended* period to complete report of early votes cast for each candidate or measure, by election precinct.</i> Note: Must occur before the canvass.</p>	City Secretary	11.04(b)	*+3 thru *+11	
Nov. 10 to Sat. Nov. 18	<p>After canvass, recommended* period to issue certificates of election (SOS Form 23-1), official statement of elected officer (SOS Form 23-3), and oath of office (SOS Form 23-2). Note: If a recount is requested documents are not issued until after the recount.</p>	Mayor	11.20	*+3 thru *+11	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Nov. 10 to Tues. Nov. 28	Period for partial manual count of electronically counted ballots. Note: This must begin no later than 72 hours after the polls close on election day and be completed by ED +21.	City Secretary	11.31	+3 thru +21	
Mon. Nov. 13	<i>LAST DAY to receive ABBM ballot from outside the United States, from a non-military voter, IF cancellation or receipt mark indicates ballot was placed for delivery by 7:00 p.m. on election day. Note: Because the deadline falls on Sun., it moves to Mon. EC §86.007(d-1).</i>	City Secretary	9.50(b)(1) 9.68 11.02	+5 (+6)	
Nov. 13	<i>LAST DAY to receive an FPCA ballot from a member of the U.S. Armed Services, Merchant Marines, or a spouse or dependent of a member. Note: NO cancellation or receipt mark showing date placed for delivery is required on these ballots.</i>	City Secretary	9.50(b)(2) 9.68 11.02	+6	
Nov. 13	LAST DAY for provisional voter to present ID to voter registrar or execute required affidavit (SOS Form 9-5).	Voter	11.01(d) 6.21(f) 9.26(d)(3)	+6	
Nov. 13	LAST DAY for voter registrar to complete the review of provisional ballots. Note: The period is one day longer for election in Nov. of even-numbered years.	Voter Register	10.30(d)	+6	
Nov. 13	<i>LAST DAY for a vote-by-mail voter to cure certain deficiencies in the carrier envelope.</i>	Voter	6.72	+6	

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Nov. 13	Type A cities: FIRST DAY elected officials may qualify and assume duties of office. Note: LGC §22.006 states the 5th day after election not counting Sundays. Because the 5th day after a Tues. election is always a Sun., the resulting day is the 6th day after election day. Officials may not take office until the canvass is complete unless the election was cancelled.	Candidate with City Secretary	11.23(a)	+6	
Tues. Nov. 14	FIRST DAY a mailed ballot can be rejected if the carrier envelope was not properly executed, the signatures do not match, or is missing a statement of residence.	Early Voting Ballot Board	6.72	+7	
Thurs. Nov. 16	LAST DAY for the EVBB to convene for counting the provisional ballots or any mail ballots timely and properly received after election day. Note: This deadline is the 13th day for elections in Nov. of even-numbered years.	Early Voting Ballot Board	11.01(b)	+9	
Fri. Nov. 17	LAST DAY for presiding judge of EVBB to mail notices of rejected mail ballots to voters (SOS Form 6-2).	Judge of EVBB	11.03(a)	+10	
Nov. 17 to Thur. Nov. 30	Period during which notice of outcome of provisional ballots (SOS form 9-9) must be mailed to voters. Note: EC §1.006 arguably does not apply to a timeframe set by rule, 1 TAC 81.176(e).	Judge of EVBB or City Secretary	11.01(f)	by 10th day after canvass	
Mon. Nov. 20	LAST DAY for conducting the official canvass of the election. Note: Because the deadline falls on Sat., it moves to Mon. The deadline in Nov. of even-numbered years is ED+14 days. NEW LAW effective Sept. 1, 2023 (HB 5180, RS): Images of voted ballots or cast vote records must be made publicly available the day after the canvass.	City Council	11.12	+11 (+13)	

<b>Date</b>	<b>Action</b>	<b>By or With Whom Taken</b>	<b>M §</b>	<b>ED Interval</b>	<b>✓</b>
Wed. Nov. 22	LAST DAY to make election records available in an electronic format for a fee of not more than \$50.00. Note: NEW LAW effective Sept. 1, 2023 (HB 5180, RS) addresses ballot records. See canvass entry and ED + 61 days.	City Secretary	11.70(c)	+15	
Tues. Nov. 28	LAST DAY for mailing results of manual count to SOS.	City Secretary	11.31(c)	+21	
Thur. Nov. 30	LAST DAY for EVBB to mail notice of outcome of provisional voter for canvasses on the LAST DAY of period (SOS Form 9-9).	Early Voting Ballot Board	11.01(f)	10th day after canvass deadline	
Thur. Dec. 7	Type A Cities: LAST DAY elected officials may qualify and assume duties of office; if they fail to qualify by this day, the office is vacant.	Candidate with City Secretary	11.23(a)	+30	
Sat Dec. 9	Uniform runoff election. Note: NEW LAW effective Sept. 1, 2023 (HB 357, RS). See calendar below.	SOS	12.01(c)(2)	+30 thru +45	
Sun. Dec. 17	LAST DAY of mandatory office hours. Note: SOS does not apply EC §1.006.	City Secretary	6.80(a)	+40	
Sun. Jan. 7, 2024	FIRST DAY for transfer of voted ballots from the locked ballot box to another secure container and to make original voted ballots available. Note: NEW LAW effective Sept. 1, 2023 (HB 5180, RS). SOS does not apply EC §1.006.	City Secretary	11.70(e)	+61	
Mon. Jan. 15, 2024	LAST DAY for timely filing of semiannual report of contributions and expenditures. Note: Because the deadline is Sun., it moves to Mon.	City Secretary	3.12(b)	Jan. 15	
Mon. Sept. 8, 2025	LAST DAY of preservation period for ballots and other precinct election records of city election, except for candidate applications.	City Secretary	11.71(c)	day after +22 months	
Sat. Nov. 8, 2025	LAST DAY of preservation period for candidate applications and certain petitions.	City Secretary	11.71(d)	day after +2 years	

## Endnotes

1. The following information must be posted on a city’s website [M §2.13(d)(2)], if the city maintains a website [M §1.53]: (1) the city’s contact information, including a mailing address, telephone number, and e-mail address; (2) each elected officer of the city; (3) the date and location of the next election for officers of the city; (4) the requirements and deadline for filing for candidacy of each elected office of the city for the next election (posted one year prior to the date of that election); (5) notice of city council meetings; and (6) minutes of city council meetings. 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) [GC §2051.201].
2. The city’s governing body may choose to conduct a mock student election under EC §276.007. The major steps for a general election should be taken for a student election. The results must not be published until after the polls close on election day.
3. Follow home-rule city’s charter provision, if any.
4. 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 for filing falls on a weekend or holiday, it moves to the next business day. Withdrawal deadlines after the extended filing deadlines will be impacted.
5. See Texas Ethics Commission rules [1 TAC §18.31] for the full list of 2023 threshold reporting dollar amounts. The following is a summary of the most common amounts [M Ch. 3]:

EC §	Description	Original	2022	2023
253.031(b)	<i>PAC</i> : amount of contributions or expenditures permitted before appointment of treasurer is required.	\$500	\$920	\$980
254.036	<i>Electronic Filing Exemption</i> : amount at or below which a filer may qualify.	\$20,000	\$28,800	\$30,820
254.095	<i>Local officeholders, contributions</i> : amount over which reporting is required.	\$500	\$940	\$1,010
254.181 254.182 254.183	<i>Candidate or specific-purpose PAC, modified reporting</i> : contribution or expenditure amount at or below which filers may avoid pre-election reports.	\$500	\$430	\$1,010

6. Election Code holidays unless noted otherwise in italics:

Holidays in 2023	Date
Emancipation Day/Juneteenth	June 19, 2023
Independence Day	July 4, 2023
Lyndon Baines Johnson Day	August 27, 2023
Labor Day (1st Monday in September)	September 4, 2023
<i>Yom Kippur</i>	<i>September 24, 2023</i>
Columbus Day/Indigenous Peoples Day (2d Monday in October)	October 9, 2023

Veterans Day	November 11, 2023
Thanksgiving Day (4th Thursday in November)	November 23, 2023
Friday after Thanksgiving	November 24, 2023
<i>Day before Christmas (not an Election Code holiday)</i>	<i>December 24, 2023</i>
Christmas Day	December 25, 2023
<i>Day after Christmas (not an Election Code holiday)</i>	<i>December 26, 2023</i>
<b>Holidays in 2024</b>	<b>Date</b>
New Year's Day	January 1, 2024
Martin Luther King Jr. Day. (3rd Monday in January)	January 15, 2024
Confederate Heroes Day	January 19, 2024
Presidents' Day/Washington's Birthday (3rd Monday in February)	February 19, 2024
Texas Independence Day	March 2, 2024
<i>Good Friday</i>	<i>March 29, 2024</i>
<i>Cesar Chavez Day</i>	<i>March 31, 2024</i>
San Jacinto Day	April 21, 2024
Memorial Day (last Monday in May)	May 27, 2024
Emancipation Day/Juneteenth	June 19, 2024
Independence Day	July 4, 2024
Lyndon Bains Johnson Day	August 27, 2024
Labor Day (1st Monday in September)	September 2, 2024
<i>National Voter Registration Day</i>	<i>September 17, 2024</i>
<i>Yom Kippur</i>	<i>October 11, 2024</i>
Columbus Day/Indigenous Peoples Day (2d Monday in October)	October 14, 2024
Veteran's Day	November 11, 2024
Thanksgiving Day (4th Thursday in November)	November 28, 2024
Friday after Thanksgiving	November 29, 2024
<i>Day before Christmas (not an Election Code holiday)</i>	<i>December 24, 2024</i>
Christmas Day	December 25, 2024
<i>Day after Christmas (not an Election Code holiday)</i>	<i>December 26, 2024</i>

## December 9, 2023 Runoff (Not a Tie Vote)

HB 357 (2023, R.S.) requires the SOS to set a runoff date for all runoff elections. The purpose of the following calendar is to provide highlights of pertinent dates. Feedback on the level of detail is always welcome on the TMCA Discussion Group (under “elections”).

Date	Action	By or With Whom Taken	M §	✓
varies	Order the runoff not later than 5 days after the canvass. Note: It is recommended that the runoff be ordered and notice issued at the canvass meeting (which would require a normal quorum).	City Council	12.01(c)(2)	
varies 5 p.m.	LAST DAY to withdraw is 5 p.m. 3rd day after canvas. Note: If you canvass on the last day, Nov. 20, then your office will be open Nov. 23 (Thanksgiving).	Candidate	12.01(b)(3)	
Thur. Nov. 9	LAST DAY to register to vote.	Voter Registrar	4.07(f) 4.07(g)	
Nov. 9 to Wed. Thur. 29	Period for publishing notice of election. Note: The runoff must be ordered first.	City Secretary	6.52(a)	
Mon. Nov. 20	FIRST DAY signature verification committee can start meeting. Note: EVBB can start to meet once ballots arrive.	EVBB SVC		
Wed. Nov. 22	LAST DAY to conduct logic and accuracy testing. Note: Notice for tabulating equipment must be published 48 hours before test date. Notice for DRE must be published 48 hours before test begins (SOS Form 15-6).	Candidate		
Thur. Nov. 23	LAST DAY for a candidate to withdraw, despite the Thanksgiving holiday, if the main election was canvassed on the last day, Nov. 20. Note: It is not yet known what action SOS will require. At a minimum, candidates should be told how to respond so as to maintain the city holiday.			
Mon. Nov. 27 (Wed. Nov. 23)	LAST DAY to post notice to website/bulletin board is 15th day before runoff. Note: SOS does not apply EC §1.006. Posting before Thanksgiving is recommended.	City Secretary	12.01(c)(4)	

<b>Date</b>	<b>Action</b>	<b>By or With Whom Taken</b>	<b>M §</b>	<b>✓</b>
Mon. Nov. 27	FIRST DAY for early voting by personal appearance. Note: The 17th day before the runoff is Nov. 22, but EV cannot contain a holiday so the date moves to Mon. under EC §85.001(d). Period ends Dec. 5.	Voter	9.11	
Tues. Nov. 28	LAST DAY to receive an application for mail ballot.	City Secretary	9.44	
Wed. Nov. 29	LAST DAY to publish notice of election.			
Thur. Nov. 30	EVBB must meet if it has not already.	EVBB		
Tues. Dec. 5	Last day of early voting. Note: EVBB in counties of 100,000 or more may begin counting but cannot release results until after the polls close ED.	Voter	9.11	
Sat. Dec. 9 7 a.m. - 7 p.m.	ELECTION DAY.	Voter	12.01(d)	
Mon. Dec. 11 5 p.m.	LAST DAY to receive returned ballot by mail with postmark on or before Dec. 9. Note: Check your mailbox at 5 p.m.	City Secretary	9.49 9.50	
Tues. Dec. 12	FIRST DAY for official canvass. Note: NEW LAW (HB 5180, RS): Images of voted ballots or cast vote records must be made publicly available the day after the canvass.	City Council		
Tues. Dec. 19	LAST DAY presiding judge of EVBB mails notice of rejected ballot (SOS Form 6-2).	Judge of EVBB	11.03(a)	
Wed. Dec. 20	LAST DAY for official canvass. Note: NEW LAW (HB 5180, RS): Images of voted ballots or cast vote records must be made publicly available the day after the canvass.	City Council	11.12	