

TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM



Election Calendar

For a City's General Election on November 8, 2022

(last updated June 8, 2022)

This calendar includes all major actions for which the Election Code prescribes a specific deadline, but this calendar does not include actions that can vary from one city to another (for example, preparation of voting equipment and forms). Each city secretary should use the chart in §1.62 of the *Texas Municipal Election Law Manual* (6th edition) [abbreviated as M] together with this calendar to fill in those dates on the city secretary's personal election calendar. Always verify the latest version of the calendar on the TMCA's website (under resources).

Dates in column 1 are 2022 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 *Texas Municipal Election Law Manual* (6th edition).

"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 19 means mandatory office hours begin the 50th day before election day; the notation "+10" in the entry for November 18 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.

To prepare a calendar for a runoff election, see M §§12.01-.02; for a special election to fill a vacancy in office, see M §12.03; for a special election on a measure, see generally M §12.12. 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.

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Sat. Jan. 1, 2022	<i>FIRST DAY for application for ballot by mail (ABBM) or Federal Postcard Application (FPCA). Note: The date does not move despite the New Year's Day holiday.</i>	City Secretary Voter	9.44(a) 9.45	311th	
Thur. June 23	LAST DAY to post notice on bulletin board of the filing period for the general election (SOS Form 1-20).	City Secretary	2.13(d)	138th 30 days b/4 1st day to file	
Fri. July 1	Obtain a supply of the following forms: candidate's application for a place on the 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. Note: Set up schedule for ordering precinct forms.	City Secretary	5.31	*130th	
July 1 to Fri. July 29	Review M §1.62 for possible needed or desired action: Steps 1 through 5 (revising election precincts, designation polling places, changing method of voting if equipment is available but not adopted for use or if acquisition of equipment by city is desired, and contracting, if any) and Step 12 (establishing or changing terms of election judges).	City Secretary and City Council	1.62 5.42 5.21 5.11 7.42	*130th thru *102nd	
Fri. July 15	LAST DAY for timely filing of semi-annual report of contributions and expenditures.	City Secretary	3.12(b) 3.16	July 15	
Sat. July 23	FIRST DAY for filing application for place on general election ballot. Note: Filing for a general election may occur before the election is ordered (as opposed to a special election). Periods ends at 5:00 p.m., E Day -78 days, Mon., Aug. 22.	City Secretary	2.13(a)	108th 30 days b/4 filing deadline	
July 23	FIRST DAY for filing declaration of write-in candidacy. Note: Period ends at 5:00 p.m. E Day – 74, Fri., Aug. 22.	City Secretary	2.18(b)	108th	

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Date	Action	By or With Whom Taken	M §	ED Interval	✓
Thur. July 28 to Mon. Aug. 22	Recommended period and statutory deadline for ordering a general election. Note: Sometimes the phrase “calling election” is used. The deadline may be different for a special election on a measure. Home-rule cities see endnote 3. Cities contracting should informally notify their contracting partners.	Mayor	6.03	*103rd thru 78th	
Wed. Aug. 10	LAST DAY for small city in small county to provide secretary of state notice of intent to use exception to accessibility requirements or show undue burden if required (SOS Form 13-4).	City Secretary	5.25(c)(3)	90th	
Fri. Aug. 19 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 day b/4 the 2nd day b/4 filing deadline (3rd day)	
Mon. Aug. 22	LAST DAY for ordering a general or special election to fill a vacancy on the Nov. uniform date in an even-numbered year. Note: See endnote 2 for mock student elections. Home-rule cities see endnote 3.	Mayor	6.03 12.03(e)(2)	78th	
Aug. 22 5:00 p.m.	LAST DAY for filing application for place on a general election ballot. Note: City Secretary’s office should stay open until 5:00 p.m. Mailed applications are filed on receipt. For deceased candidates, see endnote 4. If no candidate has filed by this deadline, it is not extended in Nov. of even-numbered years.	City Secretary	2.13(b) 2.14 6.23(c)	78th	
Aug. 22	Recommended last day for notice designating election precincts and polling places.	City Council	5.42(d)	*78th	

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Aug. 22	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 3-2) 72 hours before date of drawing.	City Secretary	6.22(a)(2)	*78th	
Thur. Aug. 25 6:00 p.m.	LAST DAY to file an application for place on the ballot in a special election to fill a vacancy. Note: This deadline only applies to a Nov. election in an even-numbered year. City Secretary's office should stay open until 6:00 p.m. Mailed applications are filed upon receipt. For deceased candidates, see endnote 4.	City Secretary	12.03(f)	75th	
Aug. 25	Recommended first day for preliminary work to appoint election judges.	City Secretary	7.01	*75th	
Aug. 25	Recommended first day to post public's 72-hour notice of drawing for order of names on ballot (SOS Form 3-2).	City Secretary	6.22(a)(1)	*75th	
Fri. Aug. 26 5:00 p.m.	LAST DAY for a write-in candidate to declare candidacy in a general or special election on uniform date. Note: Must be received by 5:00 p.m. Mailed applications are filed upon receipt. For deceased candidates, see endnote 4.	City Secretary	2.18(b) 2.18(c)	74th	
Sat. Aug. 27	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 12-1). Note: EC §1.006 does not apply to recommended deadlines.	City Secretary	6.12	*73rd	
Sun. Aug. 28 to Thur. Sept. 1	Recommended period to conduct drawing for order of names on ballot, prepare ballot format, and send it to the printer. Note: EC §1.006 does not apply to recommended deadlines.	City Secretary	6.22(b) 6.25 6.26	*72nd thru *68th	

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Date	Action	By or With Whom Taken	M §	ED Interval	✓
Mon. Aug. 29	Recommended first day to cancel (SOS Form 12-2). Note: Unopposed races must be cancelled.	City Council	6.13	*71st	
Aug. 29 5:00 p.m.	LAST DAY for filing application for place on ballot if a candidate died after Aug. 19 but on or before the Aug. 22 filing deadline and the City Secretary chose to remove the candidate's name from the ballot. Note: See endnote 4. Because the deadline falls on Sat., it moves to Mon.	City Secretary	2.32	73rd (71st) 5th day after filing deadline	
Aug. 29 5:00 p.m.	LAST DAY for a ballot or write-in candidate in the general election to submit a certificate of withdrawal (SOS Form 2-33) and have name omitted from the ballot. Note: City Secretary's office should stay open until 5:00 p.m. A mailed certificate is filed when received. EXCEPTION: A withdrawal submitted after this date is valid if it is submitted before the ballots are prepared AND if the public notice of the logic and accuracy test has not been published. EC §1.006 does not apply to withdrawal deadlines.	City Secretary	2.31(b) 2.31(c)	71st	
Aug. 29 5:00 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	

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Fri. Sept. 9 to Tues. Nov. 8	Period the Texas Ethics Commission will defer an investigation related to the Nov. election.	City Secretary TEC	3.01(b)(2)	60th thru E Day	
Sept. 9	LAST DAY to deliver notice of the election to the county clerk/elections administrator and voter registrar of each county where the city is located. Note: The notice must identify the main early voting place as such and include the early voting clerk's mailing address, physical address if different, fax, phone, email, and website. This notice is not applicable if no election is ordered or the election is cancelled. This is not the publication deadline or posting deadline.	City Council (City Secretary)	6.54(a)	60th	
Sept. 9	Recommended day to contact the county clerk or elections administrator concerning availability of the initial list of voters who have submitted annual applications for ballot by mail (ABBM).	City Secretary	9.43	*60th	
Thur. Sept. 15 to Mon. Sept. 26	Recommended period for appointing election judges plus members of the early voting ballot board and signature verification committee, if any. Note: Home-rule cities see endnote 3.	Mayor City Council	7.42(a)(2) 7.23-.24 7.33-.34	*54th thru *43rd	
Sun. Sept. 18	Recommended date to print ballots that have been prepared earlier. Note: EC §1.006 does not apply to recommended deadlines.	City Secretary	6.25	*51st	
Mon. Sept. 19	FIRST DAY for mandatory office hours. Note: City Secretary must keep office open for at least 3 hours a day during regular office hours on regular business days. Period ends E Day +40 days.	City Secretary	6.80(a)	50th	
Sept. 19	LAST DAY for a challenge of a candidate application based on form, content, and procedure.	City Secretary	2.16(d)	50th	

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Sat. Sept. 24	<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.</i> 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. Rosters must be posted by 11:00 a.m. on the day after the early voting clerk receives the ballot.	City Secretary	9.49(b) 9.81	45th (44th)	
Sun. Oct. 9 to Mon. Oct. 31	Period for publishing notice of election in a newspaper. Note: Must be published at least once. SOS does not apply EC §1.006 to publication deadlines. Publication before Sat., Oct. 29 is recommended. Home-rule cities see endnote 3.	Mayor	6.52(a)	30th thru 10th (+8)	
Oct. 9	Minimum 10th day to begin posting continuous notice if signature verification committee meets on first available date, Oct. 19. Note: EC §1.006 does not apply. The city council makes the appointments not later than 5 days after the City Secretary calls for appointment (SOS Forms 5-52 & 5-53). Post notice of appointment (SOS Form 5-55).	City Secretary	6.70(a) 7.33 7.34	30th	
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. Note: EC §1.006 does not apply to recommended deadlines.	City Secretary	4.34(a)	*30th	
Oct. 9	Recommended day to begin posting the notice of voting order priority on the city's website (SOS Form 7-33). Note: EC §1.006 does not apply to recommended deadlines.	City Secretary	10.23(c)	*30th	

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Tues. Oct. 11 5:00 p.m. or midnight	LAST DAY for filing first report of campaign contributions and expenditures by opposed candidates and specific-purpose committees supporting or opposing opposed candidates by 5:00 p.m. or midnight if filed electronically. Note: City Secretary's office should stay open until 5:00 p.m. See endnote 5 for current threshold dollar amounts. Because the deadline falls on Sun., it moves to Tues.	City Secretary	3.13(b)	30th (28th)	
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. Note: Because the deadline falls on Sun. and Mon. is the Columbus Day holiday, it moves to Tues.	Registrar	4.07(f)	30th (28th)	
Oct. 11	<i>LAST DAY to mail balloting materials for early voting by mail to persons whose applications were accepted before the 37th day.</i> Note: If the application is received the 37th day or after, the ballot should be mailed within 7 days. In any case, ballots should be mailed as soon as possible. Because the deadline falls on Sun. and Mon. is a holiday, it moves to Tues. Rosters must be posted by 11:00 a.m. on the day after the early voting clerk receives the ballot.	City Secretary	9.44(a) 9.81	30th (28th)	
Tues. Oct. 18 to Tues. Nov. 8	LAST DAY for posting on the city's website (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 ballot. Home-rule cities see endnote 3.	City Secretary	6.52(b)	21st thru E Day	
Oct. 18 to Tues. Nov. 8	For cities conducting bond elections, additional posting requirements are due. Note: Additional publishing requirements also apply. Consult bond counsel.	City Secretary	12.15(e)	21st thru E Day	

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Wed. Oct. 19	In Type B cities, LAST DAY to post notice of election in 3 public places. Note: EC §1.006 does not apply to this LGC deadline.	City Secretary	6.52(b)(3)	20th	
Oct. 19	<i>FIRST DAY a signature verification committee (SVC) may begin work. Note: EC §1.006 does not apply to the starting date. See Oct. 9 for required posting. EC §87.0271 requires SVC to inform voters of certain defects in the carrier envelope within 2 days of identification.</i>	City Secretary	6.70(a) 6.72	20th	
Oct. 19	<i>LAST DAY for unregistered applicant to submit a federal postcard application and be eligible to vote a full ballot.</i>	City Secretary	9.61(b) 9.68(a)	20th	
Oct. 19	<i>LAST DAY to begin posting continuous notice of schedule for branch early voting polling places (SOS Form 5-49).</i>	City Secretary	9.14(c)	20th 5th day before EV in person starts	
Fri. Oct. 21	<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: Notice for tabulating equipment must be published 48 hours before date of test. Notice for DRE equipment must be published 48 hours before test begins. Earlier testing of all equipment is recommended.</i>	City Secretary	6.63(d)(1) 6.63(d)(2) 6.64(c)	18th	
Oct. 21	<i>LAST DAY early voting clerk, upon receipt of defective early voting application, to mail 2nd application with explanation of defects and instructions.</i>	City Secretary	9.46(b)	18th	

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Oct. 24	<i>FIRST DAY for early voting by personal appearance.</i> Note: Because the deadline falls on Sat., it moves to Mon. Rosters must be posted by 11:00 a.m. on the day after voting. Period ends E Day – 4 days. If voting will be conducted on a Sat. or Sun., notice of same must be posted at least 72 hours before such voting begins.	City Secretary	9.14	17th (15th)	
Oct. 24	<i>LAST DAY for conducting first test of automatic tabulating and DRE equipment to be used for early voting.</i> Notice for tabulating equipment must be published 48 hours before date of test. Notice for DRE equipment must be published 48 hours before test begins.	City Secretary	6.63(d) 6.64(c)	15th	
Oct. 24	<i>LAST DAY for notifying judges of duty to hold the election.</i>	Mayor	7.44(a)	15th	
Oct. 24	LAST DAY to challenge write-in candidate for form, content, and procedure.	City Secretary	2.18(f)	15th	
Wed. Oct. 26	<i>FIRST DAY a city holding a joint election with a county with a population of 100,000 or more may convene the EVBB to process mail ballots.</i> Note: 24-hour notice must be posted for each delivery of voting materials made before election day. 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.	City Secretary Early Voting Ballot Board	9.57(a)(2) 10.03	13th 9th day b/4 end of early voting in person	
Thur. Oct. 27	<i>FIRST DAY for new illness or disability to qualify for allowing application for late (emergency) early voting.</i> 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.	Voter	9.72(a)	12th	

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Oct. 27 to Mon. Oct. 31	<i>Possible period for posting notice amending notice of branch early voting polling places after early voting by personal appearance starts. Note: Because the deadline falls on Sun., it moves to Mon.</i>	City Secretary	9.14(d)	12th thru 9th (8th)	
Fri. Oct. 28 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. 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).</i>	City Secretary	9.44(b)(1) 9.68(a)	11th	
Oct. 28	<i>LAST DAY to accept an FPCA from a registered voter.</i>	City Secretary	9.61 9.68(a, c)	11th	
Mon. Oct. 31	<i>LAST DAY for publication of notice of election. Note: SOS does not apply EC §1.006 to publication deadlines. Publication before Sat., Oct. 29 is recommended. Home-rule cities see endnote 3.</i>	Mayor	6.52(a)	10th	
Oct. 31	<i>LAST DAY for filing second report of campaign contributions and expenditures by 5:00 p.m. or midnight if filing electronically. Note: See endnote 5.</i>	City Secretary	3.13(c)	8th	
Oct. 31	<i>LAST DAY for early voting clerk to receive mailed ABBM when voter submitted ABBM via email or fax on the deadline of Oct. 28 (11 days before election day).</i>	City Secretary	9.45(c) 9.68(a)	8th	
Thur. Nov. 3	<i>FIRST DAY for death in family to qualify for late (emergency) early voting. 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.</i>	City Secretary	9.73(a)	5th	

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Date	Action	By or With Whom Taken	M §	ED Interval	✓
Fri. Nov. 4	<i>LAST DAY of regular early voting by personal appearance.</i>	City Secretary	9.11(b)	4th	
Nov. 4 to Tues. Nov. 8	<i>Once early voting by personal appearance is over until 7:00 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. 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 thru close of polls	
Nov. 4	<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.</i>	Early Voting Ballot Board	9.57(a)(2) 9.57(f)(1)	4th	
Sat. Nov. 5	<i>LAST DAY to receive in the mail an application to cancel mail ballot. Note: SOS does not apply EC §1.006.</i>	City Secretary	9.54(a)(1)	3rd	
Nov. 5	<i>LAST DAY for conducting first test of automatic tabulating or DRE equipment to be used at a polling place (at least 48 hours before used for counting on election day). Note: To assure 48 hours before 7:00 a.m. of election day, test must be by 3rd day. Notice for tabulating equipment must be published 48 hours before date of test. Notice for DRE equipment must be published 48 hours before test begins.</i>	City Secretary	6.64(b, c) 6.63(d)	3rd	
Nov. 5 to Mon. Nov. 7	<i>Period to apply for late (emergency) early voting because of death in family Nov. 3 or later. Note: Requires absence from county on election day. Period ends the day before election day.</i>	City Secretary	9.73(a)	3rd to 1st	

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Nov. 5 to Tues. Nov. 8 5:00 p.m.	<i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Oct. 27. Note: Application deadline ends at 5:00 p.m., but ballot can be returned until 7:00 p.m.</i>	City Secretary	9.72(b)	3rd thru E Day 5:00 p.m.	
Sun. Nov. 6	LAST DAY for first test of automatic tabulating equipment or DRE to be used on election day. Note: The equipment must be tested at least 48 hours before it is used to count votes. Notice of the test must be published at least 48 hours before the test. SOS does not apply EC §1.006 to this deadline. Earlier testing is recommended.	City Secretary	6.63(d)(2) 6.64(b) 6.64(c)	2nd	
Mon. Nov. 7	<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. 7	<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 Nov. 3 or later.</i>	City Secretary	9.73(b)	1st	
Nov. 7	One-year deadline to post certain information on the city's website for the next general election to be held on Nov. 7, 2023. Note: See endnote 1.	City Secretary	2.13(d)(2)	next Nov. election – 365 days	
Nov. 7	Recommended date for delivery of equipment to polling places. Note: The statutory deadline is 6:00 a.m. on election day.	City Secretary	6.65(b)	*1st	
Nov. 7	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 time of meeting.	City Secretary	11.13	*1st	

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Tues. Nov. 8	ELECTION DAY. Note: Polls are open 7:00 a.m. to 7:00 p.m.	City Secretary	ch 10	E Day	
Nov. 8	<i>7:00 a.m. to 7:00 p.m. early voting clerk's office must remain open for early voting activities.</i>	City Secretary	10.13(c)	E Day	
Nov. 8	<i>7:00 a.m. to 7:00 p.m., voting by sick or disabled voters at main early voting place (SOS Forms 5-38 & 5-27).</i>	City Secretary	9.71	E Day	
Nov. 8	<i>During the day, at a time set by the presiding judge of the EVBB, deliver early voting ballots, etc., to early voting ballot board. Note: The second key to ballot box is delivered by chief of police or marshal.</i>	City Secretary	9.57(a) 10.13(c)(1)	E Day	
Nov. 8	<i>5:00 p.m. deadline for late applications for ballots from voters who became ill or disabled Thur., Oct. 27 or later.</i>	City Secretary	9.72(b)	E Day	
Nov. 8	<i>7:00 p.m. deadline for receiving ballots from voters who became ill or disabled Thur., Oct. 27 or later.</i>	City Secretary	9.72(b)	E Day	
Nov. 8	<i>7:00 p.m. first deadline for receiving early voting mail ballots, except overseas and armed forces ballots and certain ballots placed for delivery before this deadline. Note: After regular mail delivery, check mailbox for early voting mail ballots. See additional deadline on E Day +1 day.</i>	City Secretary	9.50(a) 9.68	E Day	
Nov. 8	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)	E Day	
Nov. 8	PREPARE UNOFFICIAL TABULATION OF RESULTS. Note: Presiding judge must notify city secretary if counting will not be complete by 2:00 a.m.	City Secretary	10.34 10.32(b)	E Day	

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Wed. Nov. 9	<i>Second deadline for receiving mail ballots if the delivery envelope arrives before 5:00 p.m. and has a cancellation mark indicating it was placed for delivery at or before 7:00 p.m. (local time for the place of election). Note: This applies to voters who applied for a ballot by mail and cast a by-mail ballot from within the United States.</i>	City Secretary	9.50(a) 9.68	+1	
Nov. 9	<i>FIRST DAY for public access to early voting by mail applications and for mailed early voting ballot materials, including those for annual ABBMs. Note: Information on the roster for a person who votes early voting in person or who votes early by mail to be available for public inspection and on the County or City’s website (or bulletin board if there is no website) when information on voters voting in person is entered on the roster or when ballots by mail are received.</i>	City Secretary	11.70(d)(2)	+1	
Nov. 9	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. 11	Recommended day to provide official statement of elected officer (SOS Form 10-3) and oath of office (SOS Form 10-2) to candidates who appear to have won or may win. Note: These are provided at this time for information. They must be signed after the canvass.	City Secretary	11.20 11.21	*+3	
Nov. 11 to Mon. Nov. 21	<i>Period during which EVBB may meet to count ballots received from outside the United States if the early voting clerk certifies that all ballots mailed from outside the United States have been received.</i>	Early Voting Ballot Board	11.03 9.50	+3 thru +13	

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Nov. 11 to Tues. Nov. 22	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 in May and Nov. of odd years is E Day +3 to +11.	Mayor (sets time) City Secretary (records results) City Council (takes action)	11.12 6.72	+3 thru +14	
Nov. 11 to Tues. Nov. 22	Recommended period to complete report of early votes cast for each candidate or measure, by election precinct. Note: Must occur before the canvass.	City Secretary	11.04(b)	*+3 thru *+14	
Nov. 11 to Tues. Nov. 22	After canvass, recommended period to issue certificates of election, except that if a recount has been requested, the certificate of election for that office may not be issued until after the recount.	Mayor	11.20	*+3 thru *+14	
Nov. 11 to Tues. Nov. 29	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 E Day +21.	City Secretary	11.31	+3 thru +21	
Mon. Nov. 14	<i>LAST DAY to receive a 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.</i> Note: Because the deadline falls on Sun., it moves to Mon. EC §86.007(d-1).	City Secretary	9.50(b)(1) 9.68 11.02	+5 (+6)	
Nov. 14	<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.</i> Note: NO cancellation or receipt mark showing date placed for delivery is required on these ballots.	City Secretary	9.50(b)(2) 9.68 11.02	+6	
Nov. 14	LAST DAY for provisional voter to present ID to voter registrar or execute required affidavit.	Voter	11.01(d) 6.21(f) 9.26	+6	

*An asterisk in column 5 "ED Interval" indicates the time stated is not required by statute.

Date	Action	By or With Whom Taken	M §	ED Interval	✓
Nov. 14	<i>LAST DAY for a vote-by-mail voter to cure certain deficiencies in the carrier envelope.</i>	Voter	6.72	+6	
Nov. 14	Type A elected officials may qualify and assume duties of office. Note: LGC §22.006 states the 5th day after election, excluding 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. 15	LAST DAY for voter registrar to complete the review of provisional ballots.	Voter Register	10.30(d)	+7	
Nov. 15	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	
Wed. Nov. 16 to Mon. Nov. 28	Period to order a runoff election, if necessary. Note: This must occur no later than the 5th day after the canvass. Because the deadline falls on Sun., it moves to Mon. Home-rule cities see endnote 3.	City Council or Mayor	12.01(c)(2)	+8 thru +19 (+20)	
Fri. Nov. 18	LAST DAY for presiding judge of EVBB to mail notices of rejected mail ballots to voters (SOS Form 5-42).	Judge of EVBB	11.03(a)	+10	
Nov. 18 to Fri. Dec. 2	Period during which notice of disposition of provisional ballots (SOS form 8-17) 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	11.01(f)	varies by 10th day after canvass	
Mon. Nov. 21	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 applies only to November of even-numbered years.	Early Voting Ballot Board	11.01(b)	+13	
Tues. Nov. 22	LAST DAY for conducting the official canvass of a Nov. election in even-numbered years.	City Council	11.12	+14	

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Date	Action	By or With Whom Taken	M §	ED Interval	✓
Wed. Nov. 23	Election records must be available in an electronic format no later than this day, for a fee of not more than \$50.00. Note: Because the deadline falls on Sat., it moves to Mon.	City Secretary	11.70(c)	+15 (+16)	
Tues. Nov. 29	LAST DAY for mailing results of manual count to secretary of state.	City Secretary	11.31(c)	+21	
Thur. Dec. 1 to Fri. Jan. 6	Possible period for runoff election depending on date of official canvass. Note: The order of the names on the runoff ballot appears in the same order as the general election ballot, so no ballot drawing is required for the runoff ballot. A home-rule charter may provide for a different date when there is no tie.	City Secretary City Council	12.01(d) 12.02(e)	20th-45th day after canvass	
Fri. Dec. 2	LAST DAY for EVBB to mail notice of outcome of provisional voter for canvasses on the LAST DAY of period.	Early Voting Ballot Board	11.01(f)	10th day after canvass deadline	
Thur. Dec. 8	LAST DAY Type A elected officials may qualify and assume duties of office; if they fail to qualify by this day, the office is considered vacant.	Candidate with City Secretary	11.23(a)	+30	
Mon. Dec. 19	LAST DAY of mandatory office hours. Note: Because the deadline falls on Sun., it moves to Mon.	City Secretary	6.80(a)	+40 (+41)	
Sun. Jan. 8, 2023	FIRST DAY for transfer of voted ballots from the locked ballot box to another secure container. Note: It is recommended not to move this weekend deadline.	City Secretary	11.70(e)	+61	
Mon. Jan. 16, 2023	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, 2024	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	

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Date	Action	By or With Whom Taken	M §	ED Interval	✓
Sat. Nov. 9, 2024	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 taken for a general election should be taken for a student election. The student election may be held on the first day before the election, but results must not be published until after the polls close on election day.
3. 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 2022 threshold reporting dollar amounts. The following is a summary of the most common ones [M Ch. 3]:

Election Code §	Threshold Description	Original Amount	2021 Amount	2022 Amount
253.031(b)	<i>PAC</i> : amount of contributions or expenditures permitted before appointment of treasurer is required.	\$500	\$910	\$920
254.036	<i>Electronic Filing Exemption</i> : amount at or below which a filer may qualify.	\$20,000	\$28,420	\$28,800
254.095	<i>Local officeholders, contributions</i> : amount over which reporting is required.	\$500	\$930	\$940
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	\$930	\$940

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6. Legal holidays in the November 2022 election cycle:

Emancipation Day/Juneteenth	June 19
Independence Day	July 4
Lyndon Baines Johnson Day	August 27
Labor Day	September 5
Columbus Day	October 10
Veterans Day	November 11
Thanksgiving Day	November 24
Friday after Thanksgiving	November 25
Christmas Day	December 25

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