

June 9, 2020

All Potential Candidates

RE: Applications for City Council Office

Dear Candidate:

The City of Woodville is calling a General Election to be held on Tuesday, November 3rd, 2020 for the purpose of electing a Mayor and two (2) Council Members for a two-year term each. The positions up for election are Mayor1, Alderman Position 2, and Alderman Position 4. These positions ***must*** be declared on your Application.

It is the duty of the candidate to become familiar with state and local laws applicable to campaigns for office. While candidates may expect the City Secretary to be able to advise them when reports are due, the duty of the City Secretary is limited to accepting and filing the various applications, affidavits and statements, and noting the date and time of receipt thereon. The City Secretary should not be expected to judge or comment upon the timeliness or sufficiency of reports filed. It should be noted that these documents are public record and are open for inspection by any person.

During the course of your campaign, you will probably have many questions regarding the election process in general and the candidate's responsibilities. Please feel free to contact this office if you have questions. If I am unable to answer your questions or concerns, you may contact the Elections Division of the Secretary of State's Office at 1-800-252-8683 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, or via the internet at elections@sos.state.tx.us. The forms required by the Texas Ethics Commission can be downloaded from the Texas Ethics Commission's website at <http://www.ethics.state.tx.us> on the internet. For specific questions regarding the reporting procedures and filing requirements, you may contact the Texas Ethics Commission at 1-800-325-8506.

The following documents are enclosed for your use in applying for a place on the ballot and in complying with all state laws:

1. Application (***must be completed and returned to the City Secretary***)
2. Texas Ethics Commission Code of Fair Campaign Practices (Form CFCP) (***this form must be completed and file with your application***)
3. Texas Ethics Commission Appointment of a Campaign Treasurer (Form CTA) (***this form must be completed and file with your application***)
4. Terms, Qualifications and Vacancies

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5. Important 2020 Election Dates (Dates for the Nov 3, 2020 Election)

We appreciate your interest in the City of Woodville and again, if I can be of assistance, please do not hesitate to contact me. The hours for the City Office are Monday thru Friday 8:00 a.m. – 12:00 p.m. and 12:30 p.m. to 4:30 p.m.; except for the dates of filing deadlines when we are required to be open until 5:00 p.m.

Sincerely,

Terri Bible
City Secretary

/tb
Enclosures

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED OPTIONAL

APPLICATION FOR A PLACE ON THE City of Woodville GENERAL ELECTION BALLOT

TO: City Secretary/Secretary of Board

I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.

OFFICE SOUGHT (Include any place number or other distinguishing number, if any.)	INDICATE TERM <input type="checkbox"/> FULL <input type="checkbox"/> UNEXPIRED
--	--

FULL NAME (First, Middle, Last)	PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT ¹
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PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe the address at which you receive personal mail and location of residence.)	PUBLIC MAILING ADDRESS (Campaign mailing address, if available.)
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CITY	STATE	ZIP	CITY	STATE	ZIP
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PUBLIC EMAIL ADDRESS (If available)	OCCUPATION (Do not leave blank)	DATE OF BIRTH / /	VOTER REGISTRATION VOID NUMBER (Optional) ²
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TELEPHONE CONTACT INFORMATION (Optional) Home: Work: Cell:	LENGTH OF CONTINUOUS RESIDENCE AS OF DATE APPLICATION SWORN	
	IN STATE	IN TERRITORY FROM WHICH THE OFFICE SOUGHT IS ELECTED ³
	____ year (s) ____ month(s)	____ year (s) ____ month(s)

If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election.

Before me, the undersigned authority, on this day personally appeared (name) _____, who being by me here and now duly sworn, upon oath says:

"I, (name) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been finally convicted of a felony for which I have not been pardoned or had my full rights of citizenship restored by other official action. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code.

I further swear that the foregoing statements included in my application are in all things true and correct."

X _____
 SIGNATURE OF CANDIDATE

Sworn to and subscribed before me at _____, this the _____ day of _____, _____.

SEAL

Signature of Officer Administering Oath⁴ _____ Title of Officer Administering Oath _____

TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:
 (See Section 1.007)

 Date Received

 Signature of Secretary

Voter Registration Status Verified

INSTRUCTIONS

An application to have the name of a candidate placed on the ballot for any general election may not be filed earlier than 30 days before the deadline prescribed by this code for filing the application. An application filed before that day is void. All fields **must** be completed unless specifically marked optional.

The general election filing deadline is 5:00 p.m. 78 days prior to election day for any uniform election date.

If you have questions about the application, please contact the Secretary of State's Elections Division at 800-252-8683.

NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to himself, or to any other member of the governing body or court on which he serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

Examples of relatives within the third degree of consanguinity are as follows:

- (1) First degree: parent, child;
- (2) Second degree: brother, sister, grandparent, grandchild;
- (3) Third degree: great-grandparent, great-grandchild, uncle, aunt, nephew, niece.

These include relatives by blood, half-blood, and legal adoption. Examples of relatives within the second degree of affinity are as follows:

- (1) First degree: spouse, spouse's parent, son-in-law, daughter-in-law;
- (2) Second degree: brother's spouse, sister's spouse, spouse's brother, spouse's sister, spouse's grandparent.

Persons related by affinity (marriage) include spouses of relatives by consanguinity, and, if married, the spouse and the spouse's relatives by consanguinity. These examples are not all inclusive.

FOOTNOTES

¹For rules concerning the form of a candidate's name or nickname on the ballot, see Subchapter B, Chapter 52 of the Texas Election Code.

²Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information. <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³This refers to the length of residence inside the district or territory from which the office is elected. For example, length of residence in a school district, for a school trustee office elected at large. This field **MUST BE COMPLETED**.

⁴All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary (for a city office), and the Secretary of State of Texas.

DEBE PROPORCIONARSE LA INFORMACIÓN REQUERIDA A MENOS QUE SE INDIQUE QUE ES OPCIONAL

SOLICITUD PARA FIGURAR EN LA BOLETA DE City of Woodruff ELECCIÓN GENERAL

A: Secretario(a) de la Ciudad/ Secretario del Consejo

Solicito que mi nombre figure en la boleta oficial indicada más arriba como candidato/a al cargo a continuación.

PUESTO OFICIAL SOLICITADO (Incluya cualquier número de cargo u otro número distintivo, si el cargo lo tiene.)	INDIQUE TÉRMINO <input type="checkbox"/> TÉRMINO COMPLETO <input type="checkbox"/> TÉRMINO INCOMPLETO
--	--

NOMBRE COMPLETO (Primer nombre, segundo nombre, apellido)	ESCRIBA SU NOMBRE COMO DESEA QUE FIGURE EN LA BOLETA¹
--	---

DIRECCIÓN RESIDENCIAL PERMANENTE (No incluya una casilla postal o una ruta rural. Si usted no tiene una dirección residencial, describa el lugar en que recibe correspondencia personal y la ubicación de su residencia.)	DIRECCIÓN POSTAL PÚBLICA (Dirección en la que recibirá correspondencia relacionada a su campaña, si es disponible.)
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CIUDAD	ESTADO	CÓDIGO POSTAL	CIUDAD	ESTADO	CÓDIGO POSTAL
---------------	---------------	----------------------	---------------	---------------	----------------------

CORREO ELECTRÓNICO PÚBLICO (Si está disponible.)	EMPLEO (No deje este espacio en blanco.)	FECHA DE NACIMIENTO / /	VIDUID – NÚMERO UNICO DE IDENTIFICACION DE VOTANTE (Opcional) ²
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INFORMACIÓN DE CONTACTO (Opcional) Tel. residencial: _____ Tel. laboral: _____ Tel. celular: _____	DURACIÓN DE RESIDENCIA CONTINUA AL MOMENTO DE JURAMENTAR ESTA SOLICITUD	
	EN EL ESTADO ____ año(s) ____ mes(es)	EN EL TERRITORIO POR EL CUAL SERIA ELECTO/A³ ____ año(s) ____ mes(es)

En caso de usar un apodo como parte de su nombre en la boleta, usted también firma y jura lo siguiente: Asimismo, juro que mi apodo no constituye un lema político ni tampoco es una indicación de mis creencias o afiliaciones políticas, económicas, sociales o religiosas. Se me ha conocido por este apodo durante al menos tres años antes de esta elección.

Ante mí, la autoridad suscrita, compareció (nombre) _____, quien frente a mí y bajo juramento debido, declara:

“Yo, (nombre) _____, del condado de _____, Texas, siendo candidato para el cargo oficial de _____, juro solemnemente que apoyaré y defenderé la Constitución y las leyes de los Estados Unidos y del Estado de Texas. Soy ciudadano de los Estados Unidos elegible para ocupar tal cargo oficial bajo la Constitución y las leyes de este Estado. No se me ha condenado por un delito mayor por el cual no haya sido absuelto o por el cual no se me hayan restituido enteramente mis derechos de ciudadanía por medio de otra acción oficial. No existe un fallo final de un tribunal testamentario que me declare total o parcialmente incapacitado mentalmente sin derecho a votar. Yo tengo conocimiento de la ley sobre el nepotismo según el Capítulo 573 del Código de Gobierno.

Además, juro que las declaraciones anteriores que incluyo en mi solicitud son verdaderas y correctas”.

X

 FIRMA DEL CANDIDATO

Jurado y suscrito ante mí en _____, este día ____ de _____, _____.

SELLO

 Firma del oficial que administra el juramento⁴ Título del oficial que administra el juramento

TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:

(See Section 1.007)

 Date Received

 Signature of Secretary

Voter Registration Status Verified

APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM CTA
PG 1

See CTA Instruction Guide for detailed instructions.		1 Total pages filed:	
2 CANDIDATE NAME	MS / MRS / MR	FIRST	MI
	NICKNAME	LAST	SUFFIX
3 CANDIDATE MAILING ADDRESS	ADDRESS / PO BOX:	APT / SUITE #:	CITY: STATE: ZIP CODE
	Date Hand-delivered or Postmarked		
4 CANDIDATE PHONE	AREA CODE	PHONE NUMBER	EXTENSION
	()		Receipt # Amount \$
5 OFFICE HELD (if any)			Date Processed
			Date Imaged
6 OFFICE SOUGHT (if known)			
7 CAMPAIGN TREASURER NAME	MS/MRS/MR	FIRST	MI NICKNAME LAST SUFFIX
	STREET ADDRESS (NO PO BOX PLEASE): APT / SUITE #: CITY: STATE: ZIP CODE		
8 CAMPAIGN TREASURER STREET ADDRESS (residence or business)			
9 CAMPAIGN TREASURER PHONE	AREA CODE	PHONE NUMBER	EXTENSION
	()		
10 CANDIDATE SIGNATURE	I am aware of the Nepotism Law, Chapter 573 of the Texas Government Code.		
	I am aware of my responsibility to file timely reports as required by title 15 of the Election Code.		
		I am aware of the restrictions in title 15 of the Election Code on contributions from corporations and labor organizations.	
_____ Signature of Candidate		_____ Date Signed	

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**CANDIDATE MODIFIED
REPORTING DECLARATION**

**FORM CTA
PG 2**

11 CANDIDATE
NAME

12 MODIFIED
REPORTING
DECLARATION

**COMPLETE THIS SECTION ONLY IF YOU ARE
CHOOSING MODIFIED REPORTING**

**•• This declaration must be filed no later than the 30th day before
the first election to which the declaration applies. ••**

•• The modified reporting option is valid for one election cycle only. ••
(An election cycle includes a primary election, a general election, and any related runoffs.)

**•• Candidates for the office of state chair of a political party
may NOT choose modified reporting. ••**

I do not intend to accept more than \$900 in political contributions or
make more than \$900 in political expenditures (excluding filing fees)
in connection with any future election within the election cycle.
I understand that if either one of those limits is exceeded, I will be
required to file pre-election reports and, if necessary, a runoff
report.

Year of election(s) or election cycle to
which declaration applies

Signature of Candidate

This appointment is effective on the date it is filed with the appropriate filing authority.

TEC Filers may send this form to the TEC electronically at treasappoint@ethics.state.tx.us
or mail to
Texas Ethics Commission
P.O. Box 12070
Austin, TX 78711-2070

Non-TEC Filers must file this form with the local filing authority
DO NOT SEND TO TEC

For more information about where to file go to:
<https://www.ethics.state.tx.us/filinginfo/QuickFileAReport.php>

CODE OF FAIR CAMPAIGN PRACTICES

FORM CFCP COVER SHEET

Pursuant to chapter 258 of the Election Code, every candidate and political committee is encouraged to subscribe to the Code of Fair Campaign Practices. The Code may be filed with the proper filing authority upon submission of a campaign treasurer appointment form. Candidates or political committees that already have a current campaign treasurer appointment on file as of September 1, 1997, may subscribe to the code at any time.

Subscription to the Code of Fair Campaign Practices is voluntary.

OFFICE USE ONLY

Date Received

Date Hand-delivered or Postmarked

Date Processed

Date Imaged

1 ACCOUNT NUMBER (Ethics Commission Filers)	2 TYPE OF FILER CANDIDATE <input type="checkbox"/> POLITICAL COMMITTEE <input type="checkbox"/> <i>If filing as a candidate, complete boxes 3 - 6, then read and sign page 2.</i> <i>If filing for a political committee, complete boxes 7 and 8, then read and sign page 2.</i>	
3 NAME OF CANDIDATE (PLEASE TYPE OR PRINT)	TITLE (Dr., Mr., Ms., etc.) FIRST MI NICKNAME LAST SUFFIX (SR., JR., III, etc.)	
4 TELEPHONE NUMBER OF CANDIDATE (PLEASE TYPE OR PRINT)	AREA CODE PHONE NUMBER EXTENSION ()	
5 ADDRESS OF CANDIDATE (PLEASE TYPE OR PRINT)	STREET / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE	
6 OFFICE SOUGHT BY CANDIDATE (PLEASE TYPE OR PRINT)		
7 NAME OF COMMITTEE (PLEASE TYPE OR PRINT)		
8 NAME OF CAMPAIGN TREASURER (PLEASE TYPE OR PRINT)	TITLE (Dr., Mr., Ms., etc.) FIRST MI NICKNAME LAST SUFFIX (SR., JR., III, etc.)	

GO TO PAGE 2

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play that every candidate and political committee in this state has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional rights to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I will conduct the campaign openly and publicly and limit attacks on my opponent to legitimate challenges to my opponent's record and stated positions on issues.
- (2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or the candidate's personal or family life.
- (3) I will not use or permit any appeal to negative prejudice based on race, sex, religion, or national origin.
- (4) I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opponent.
- (5) I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our system of free elections or that hampers or prevents the full and free expression of the will of the voters, including any activity aimed at intimidating voters or discouraging them from voting.
- (6) I will defend and uphold the right of every qualified voter to full and equal participation in the electoral process, and will not engage in any activity aimed at intimidating voters or discouraging them from voting.
- (7) I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Texas or campaign treasurer of a political committee, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct the campaign in accordance with the above principles and practices.

Signature

Date

INSTRUCCIONES

La solicitud para que el nombre de un candidato figure en la boleta para cualquier elección general no deberá registrarse antes de los treinta (30) días previos a la fecha límite para registrar la solicitud, según lo prescribe este código. Cualquier solicitud registrada antes de esa fecha se declarará inválida. Todos los campos **deben ser completados** a menos que se indique específicamente marcados como opcional.

El último día para registrarse es a las 5 de la tarde setenta y ocho (78) días antes del día de la elección en el caso de elecciones uniformes.

Si tiene alguna pregunta sobre la solicitud, por favor póngase en contacto con la división de elecciones del Secretario de Estado al 800-252-8683.

LEY SOBRE EL NEPOTISMO

El candidato deberá firmar esta declaración para indicar que tiene conocimiento sobre la ley sobre el nepotismo. A continuación figuran las prohibiciones del nepotismo según el capítulo 573 de Código Gobierno:

Ningún funcionario podrá nombrar, votar por o confirmar el nombramiento o empleo de ninguno de sus parientes en segundo grado por afinidad (matrimonio) o en tercer grado por consanguinidad (sangre), o de los parientes de cualquier otro integrante del cuerpo directivo o tribunal en que el funcionario celebre sesión cuando la compensación para esa persona se pague con fondos públicos u honorarios de su puesto oficial. Sin embargo, la ley no prohíbe el nombramiento, el votar por o la confirmación de ninguna persona que haya trabajado en la oficina de manera continua o el empleo para el siguiente período antes de la elección o el nombramiento del funcionario o miembro emparentado con el empleado en el grado prohibido: seis meses, si el funcionario o miembro se elige en una elección general de funcionarios de estado y condado.

Ningún candidato podrá influir sobre un empleado relacionado al puesto oficial al cual el candidato aspira o un empleado o funcionario del cuerpo fiscal al cual el candidato aspira respecto del nombramiento o el empleo de un pariente del candidato en un grado prohibido según se indica arriba. Esta restricción no se dirige a las acciones de un candidato respecto de una clase o categoría de empleados o posibles empleados de buena fe.

Los ejemplos de parentesco en tercer grado por consanguinidad son los siguientes:

- (1) Primer grado: padre, madre, hijo(a);
- (2) Segundo grado: hermano(a), abuelo(a), nieto(a);
- (3) Tercer grado: bisabuelo(a), bisnieto(a), tío(a), sobrino(a).

Los siguientes incluyen parentescos de consanguinidad, medios hermanos y adopción legal. Los ejemplos de parentescos en segundo grado por afinidad son los siguientes:

- (1) Primer grado: cónyuge, suegro(a), yerno, nuera;
- (2) Segundo grado: cuñado(a), abuelo(a) del cónyuge.

Las personas que están emparentadas por afinidad (matrimonio) incluyen los cónyuges de parientes emparentados por consanguinidad, y, si casados, el cónyuge y los parientes del cónyuge por consanguinidad. No todos estos ejemplos son inclusivos.

NOTAS

¹Para reglas sobre la forma del nombre de un candidato o apodo en la boleta electoral, vea el subcapítulo B, Capítulo 52 del Código Electoral de Texas.

²La inclusión del número único de identificación de votante (VUID, por sus siglas en Inglés) es opcional. Sin embargo, para muchos candidatos, es un requisito estar registrados como votantes en el territorio por el cual serían electos a partir de la fecha límite de la solicitud. Puede encontrar información adicional sobre el requisito de registro de votante en nuestra página: <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³Esto se refiere a la duración de la residencia dentro del distrito o territorio de que se elige la oficina. Por ejemplo, la duración de residencia en un distrito escolar, para una oficina del consejero escolar elegida en general. Este campo **DEBE SER COMPLETADO**.

⁴Los juramentos, las declaraciones juradas o las afirmaciones que se efectúen dentro de este Estado podrán ser administradas por un juez, escribano o comisionado de alguna corte de registro, por un notario público, un juez de paz, un secretario de la ciudad o el Secretario de Estado de Texas, quienes cuentan con la capacidad de proporcionar un certificado del hecho.

First Steps for Candidates Running for a City Office

This quick-start guide for candidates seeking a city office is not intended to provide comprehensive information. For more details, including information on political advertising requirements, fundraising rules, and filing schedules, see the Texas Ethics Commission's (TEC) website at www.ethics.state.tx.us.

1. All candidates must file a Campaign Treasurer Appointment (Form CTA).

All candidates must file Form CTA even if you do not intend to raise or spend any money. Form CTA is required to be filed before you file an application for a place on the ballot, raise or spend any money for your campaign, or announce your candidacy. File Form CTA with the city clerk or city secretary, as applicable.

2. Opposed Candidates: Will you accept or spend more than \$900 for the election?

- **YES:**

- You do not qualify to file on the modified reporting schedule.
- You are **required** to file pre-election campaign finance reports using Form C/OH if you have an opponent on the ballot. Find Form C/OH and its instructions on our "Local Filers Non-Judicial Candidate/Officeholder" webpage.
- Pre-election reports are due 30 days and 8 days prior to each election. To be timely filed, pre-election reports must be **received** by the city clerk or city secretary no later than the due date.

- **NO:**

- You can elect to file on the modified reporting schedule by completing the *Modified Reporting Declaration* on page two of Form CTA. File Form CTA with the city clerk or city secretary.
- If you elect to file on the modified reporting schedule, you do not have to file pre-election campaign finance reports due 30 days and 8 days prior to the election.

- **Exceed \$900:** If you elect to file on the modified reporting schedule but later exceed \$900 in either contributions or expenditures, what reports you will be required to file depends upon when you exceed \$900.

- If you exceed \$900 **on or before** the 30th day before the election, you are **required** to file pre-election campaign finance reports due 30 days and 8 days prior to an election using Form C/OH. To be timely filed, pre-election reports must be **received** by the city clerk or city secretary no later than the due date. Find Form C/OH and its instructions on our "Local Filers Non-Judicial Candidate/Officeholder" webpage.
- If you exceed \$900 **after** the 30th day before the election, you are **required** to file an Exceeded Modified Reporting Limit report using Form C/OH. To be timely filed, this report must be filed with the city clerk or city secretary within 48 hours of exceeding \$900. You must also file the pre-election report due 8 days prior to an election. Find Form C/OH and its instructions on our "Local Filers Non-Judicial Candidate/Officeholder" webpage.

- If you exceed \$900 on or before the 8th day before the election, you are **required** to file a pre-election campaign finance report due 8 days prior to an election using Form C/OH. To be timely filed, the pre-election report must be **received** by the city clerk or city secretary no later than the due date. Find Form C/OH and its instructions on our “Local Filers Non-Judicial Candidate/Officeholder” webpage.

3. Unopposed Candidates.

If you do not have an opponent whose name will appear on the ballot in the election, you are an unopposed candidate and are not required to file pre-election campaign finance reports prior to that election.

4. All candidates must file semiannual campaign finance reports (Form C/OH).

All candidates are **required** to file semiannual reports using Form C/OH even if you have no campaign activity or were unsuccessful in the election. Semiannual reports are due on January 15th and July 15th and must be filed with the city clerk or city secretary. To end your filing obligations, you must cease campaign activity and file a Final report using Form C/OH and attaching Form C/OH-FR (Designation of Final Report). Form C/OH-FR is found on the last page of Form C/OH. Find Form C/OH and its instructions on our “Local Filers Non-Judicial Candidate/Officeholder” webpage. For more information, see “Ending Your Campaign” for local filers.

5. All candidates can use the TEC’s Filing Application to prepare campaign finance reports (Form C/OH).

You can use the TEC’s Filing Application to prepare a PDF version of your campaign finance report (Form C/OH). Select “Local Authority” and follow the steps to set up an account and login to the application. Once you have completed your report, print out a copy, add your treasurer information, get it notarized, and file it with the city clerk or city secretary by the appropriate deadline.

6. Need More Information?

See the Campaign Finance Guide for Candidates and Officeholders Who File With Local Filing Authorities, forms, instructions, examples on how to disclose contributions and expenditures, political advertising and fundraising guides, and other information you may find useful on our website at www.ethics.state.tx.us under the “Resources” and “Forms/Instructions” main menu items.

TEXAS SECRETARY OF STATE

CARLOS H. CASCOS

Election Outlook: [Voter information](#) | [Election Night Returns](#) | Don't have a photo ID for voting? [Election Identification Certificates](#) are available from [DPS offices](#).

Note - Navigational menus along with other non-content related elements have been removed for your convenience. Thank you for visiting us online.

Terms, Qualifications, and Vacancies

General Information

A city is home rule if it has a charter. It is Type C (general law) if it is governed by a mayor and two commissioners. If the city is not home rule or Type C, it is either Type A or Type B. Type A and Type B general law cities have five aldermen and a mayor. The only way to determine which type a city is, is to obtain a copy of the records of the incorporation election from the county clerk or the city secretary. If a general law city with an alderman form of government has a population of over 600, it is probably (but not absolutely) a Type A City.

The general rule for residence and age requirements is section 141.001(a)(2),(5) of the Election Code.

Any city, whether home rule or general law, that has increased its terms of office to 3 years or 4 years must fill vacancies by a majority vote at a special election within 120 days after the vacancy or vacancies occur; except that a home-rule municipality may provide by charter or charter amendment the procedure for filling a vacancy occurring on its governing body for an unexpired term of 12 months or less. See Art. XI, Sec.11 (as amended) for details.

Filling Vacancies

Type A City (Local Gov't Code, Section 22.010)

- Term of office -- 2 years/can opt for up to 4 (Local Gov't Code, Section 22.035)
*
- Population -- at least 600 (Local Gov't Code, Section 6.001)
- One vacancy -- city council may fill vacancy by appointment (majority of remaining members, excluding the mayor, make the appointment) until the next regular city election (at which time office will go on ballot for unexpired term, if any) or call a special election to fill the vacancy for the remainder of the unexpired term.*

- Two vacancies at same time – city council must order a special election to fill the vacancies for the remainder of the unexpired term.*
- A special election ordered to fill these vacancies is governed by Title 12 of Election Code.
- *A 3-year or 4-year term requires adoption by election (Art. XI, Sec.11, Tex.Const.); once adopted, vacancies must be filled by special election. See Art. XI, Sec.11 for details.

Type B City (Local Gov't Code, Section 23.002)

- Term of office -- 1 year/can opt for up to 4 (Local Gov't Code, Section 23.026)*
- Population -- 200 - 9,999 (Local Gov't Code, Section 7.001)
- All vacancies are filled by appointment by remaining aldermen for the unexpired term only.*
- *A 3-year or 4-year term requires adoption by election (Art. XI, Sec.11, Tex.Const.); once adopted, vacancies must be filled by special election. See Art. XI, Sec.11 for details.

Type C City (Local Gov't Code, Section 24.026)

- Term of office - 2 years/can opt for up to 4 (Local Gov't Code, Section 24.023)*
- Population - 201-4999 (Local Gov't Code, Section 8.001)
- One vacancy -- remaining members of commission fill the vacancy for the remainder of the unexpired term. (Local Gov't Code, Section 24.026)*
- Two vacancies - county judge must order a special election to fill the vacancies.*
- *A 3-year or 4-year term requires adoption by election (Art. XI, Sec.11, Tex.Const.); once adopted, vacancies must be filled by special election. See Art. XI, Sec.11 for details.

Home Rule City (Local Gov't Code, Chapter 26)

- Term of office - 2 years/can opt for up to 4 (Tex. Const. Article XI, Section 11)*
- Population - more than 5,000
- Vacancies are filled as provided in charter.*
- NOTE: If population of 1.5 million or more and 270 days or more remain before date of next general election, governing body must order special election. (Local Gov't Code, Section 26.045)
- *A 3-year or 4-year term requires adoption by election (Art. XI, Sec.11, Tex.Const.); once adopted, vacancies must be filled by special election; **EXCEPT** a home-rule municipality may provide **by charter or charter amendment** the procedure for filling a vacancy occurring on its governing body for an unexpired term of 12 months or less. See Art. XI, Sec.11 (as amended) for details.

Independent School District (Education Code, Section 11.060)

- Term of office - 3/4 years (Education Code, Section 11.059)
 - A vacancy may be filled by appointment by the remaining members of the board until the next regular school board election. The board also has the option to fill the office by special election. If more than one year remains in the term of the vacated office, it must be filled no later than 180 days after the date the vacancy occurs. (Education Code, Section 11.060)
-

Qualifications for Office**Type A City (Local Gov't Code, Section 22.032)**

- Mayor
Residence -- 1 year in state prior to the filing deadline; 1 year in city prior to election day
Age -- 18
Must be a registered voter in territory elected from by the filing deadline*
- Alderman
Residence -- 1 year in state prior to filing deadline; 6 months in the city (or ward) prior to filing deadline (Texas Elec. Code, Section 141.001(a); Brown v. Patterson, 609 SW 2nd 287)
Age -- 18
Must be a registered voter in territory elected from by the filing deadline*

Type B City (Local Gov't Code, Section 23.024)

- Residence -- 1 year in state prior to filing deadline; 6 months in city (or ward) prior to election day
- Age -- 18
- Must be a registered voter in territory elected from by the filing deadline*

Type C City (Election Code, Section 141.001)

- Residence -- 1 year in state and 6 months in city prior to filing deadline
- Age -- 18
- Must be a registered voter in territory elected from by the filing deadline*

Home Rule City

- Residence -- use general rule if charter does not specify a requirement
- A charter may require up to 12 months residence in a city.
- Age -- charter may require 21. (see Election Code, section 141.003)

- Must be a registered voter in territory elected from by the filing deadline unless charter expressly conflicting*
- Any requirement that a candidate must own property is unconstitutional. Turner v. Fouche, 90 S. Ct. 532 (1970).

School Board Trustee (Education Code, Chapter 11)

- Residence -- 1 year in state and 6 months in school district prior to filing deadline (Texas Elec. Code, Section 141.001(a); Brown v. Patterson, 609 SW 2nd 287)
- Age -- 18 years
- Must be a registered voter in territory elected from by the filing deadline*

*** Effective September 1, 2015, House Bill 484 amends Election Code Section 141.001 to provide a new general rule (for most offices) that a candidate must be a registered voter of the territory elected from as of the filing deadline (unless outside law conflicts).** Given the effective date, the candidacy portion of the new law was NOT effective for candidates with applications due August 24, 2015 for the November 3, 2015 election (regular filing deadline) or any special election to fill a vacancy ordered before September 1, 2015. However, the new law applied to candidates in a special election ordered on or after September 1, 2015. Thus, candidates in a special election ordered on or after September 1, 2015, must be registered voters of the territory as of the date of the filing deadline for that election.

The new law also adds Government Code Section 601.009 to provide a new general rule that office-holders must be registered voters of the area they were elected from as of the time they are sworn in. **Given the effective date, the officer-elect portion of the new law will be in effect for new officers elected November 3, 2015.** This portion of the law is similar to requirements most general law cities and school districts already have. The new law will also apply to home-rule cities. Under the new law, the officer-elect must be registered to vote **by the time of swearing in (qualifying for office).**

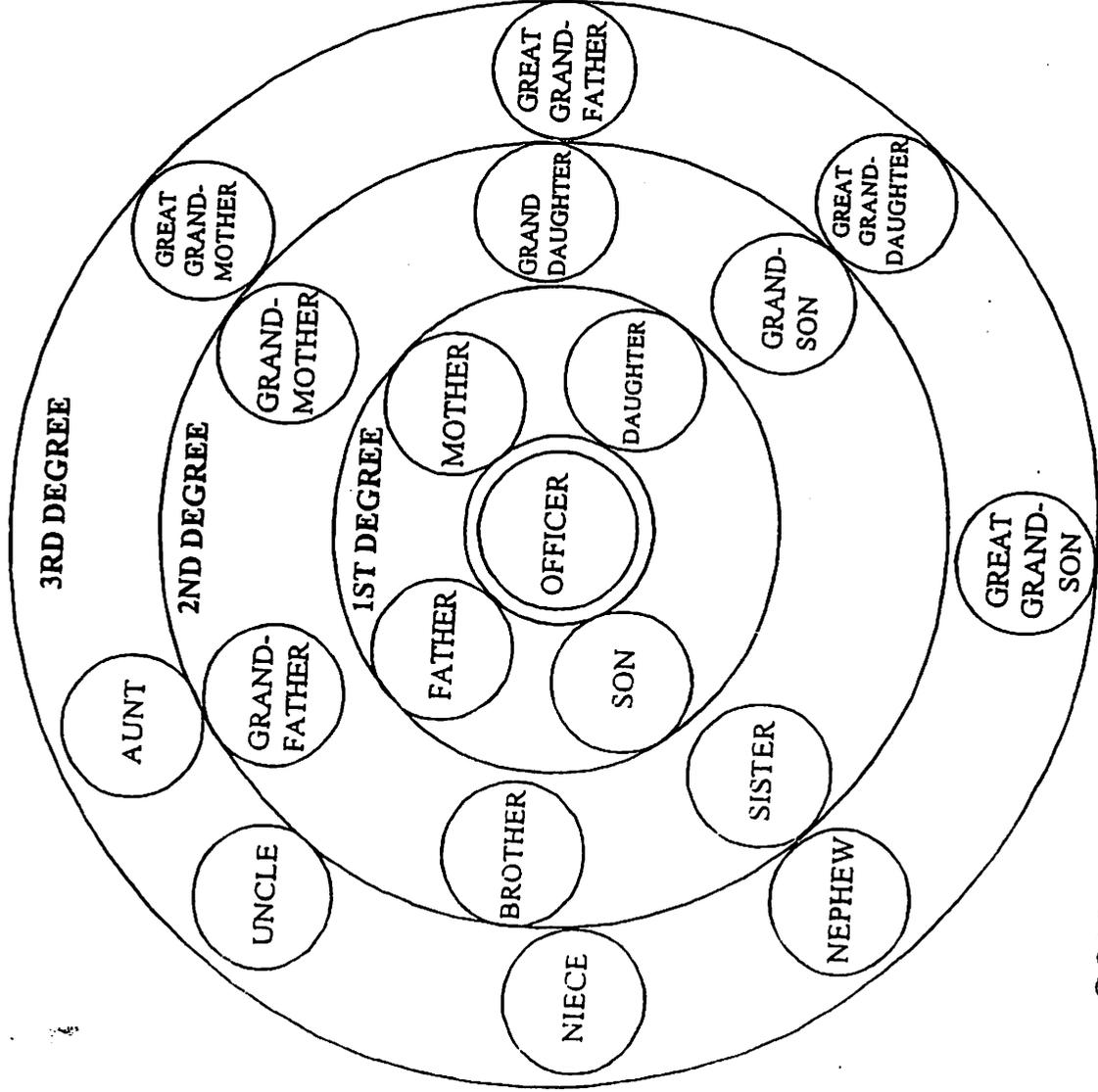
For more details, see our [VR for Candidates \(HB 484\) FAQ](#).

Updated: December 2015

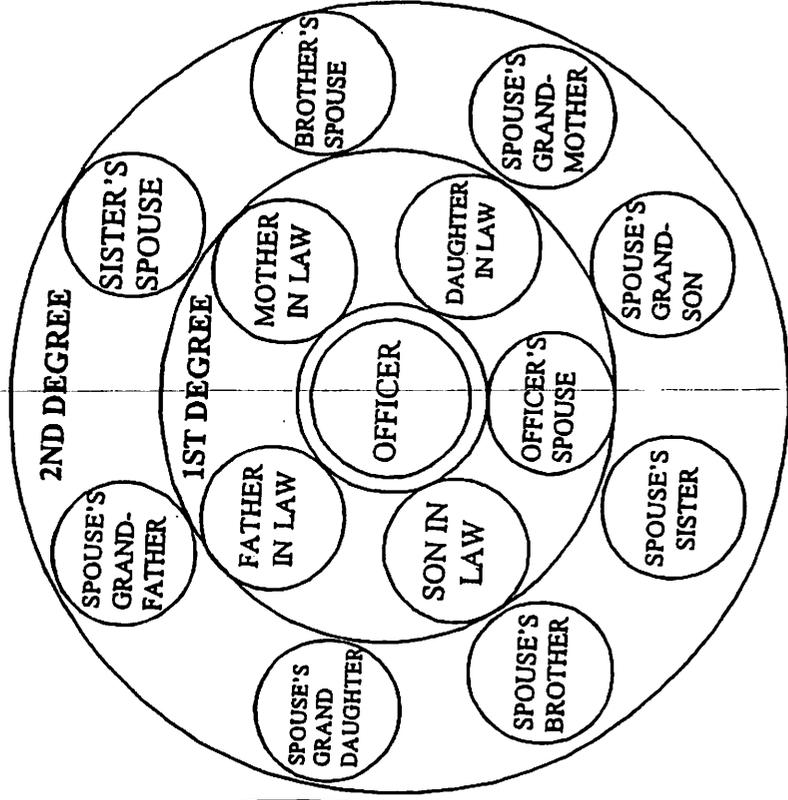
NEPOTISM

Civil Law Method

Effective in Texas Since August, 1991



CONSANGUINITY KINSHIP CHART (Blood)



AFFINITY KINSHIP CHART
(Marriage)

**NOTICE OF DEADLINE TO FILE APPLICATIONS FOR PLACE ON THE
BALLOT**

(AVISO DE FECHA LIMITE PARA PRESENTAR SOLICITUDES PARA UN LUGAR EN LA BOLETA)

Notice is hereby given that applications for a place on the City of Woodville
Regular Election ballot may be filed during the following time: Monday -Friday 8:00 a.m. –
12:00 p.m. and 12:30 p.m. – 4:30 p.m.

(Se da aviso por la presente que las solicitudes para un lugar en la boleta de la Elección

Regular de City of Woodville se pueden presentar
(marcar una con circulo)(nombre de la subdivision politica/partido)

durante el siguiente horario:) Lunes -Viernes 8:00 a.m. – 12:00 p.m. y 12:30 p.m. – 4:30 p.m.

Filing Dates and Times:

(Fechas y Horario para Entregar Solicitudes)

Start Date July 18, 2020 _

End Date: August 17, 2020

(Fecha Inicio) 18 de julio de 2020

(Fecha Limite) 17 de agosto de 2020

Office Hours: Monday -Friday 8:00 a.m. –12:00 p.m. and 12:30 p.m. – 4:30 p.m.

(Horario de la Oficina)Lunes - Viernes 8:00 a.m. –12:00 p.m. y 12:30 p.m. – 4:30 p.m.

Physical address for filing applications in person for place on the ballot: (Direccion a fisica para
presentar las solicitudes en persona para un lugar en la boleta)

The City of Woodville
400 W. Bluff
Woodville, TX 75979

Address to mail applications for place on the ballot (if filing by mail):

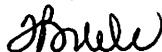
(Direccion a donde enviar las solicitudes para un lugar en la boleta (en caso de presentar por correo))

The City of Woodville
400 W. Bluff
Woodville, TX 75979

Terri Bible, City Secretary

Printed Name of Filing Officer

(Nombre en letra de molde del Oficial de Archivos)



Signature of Filing Officer (Firma del Oficial de
Archivos)

June 1, 2020

Date Posted (Fecha archivada)

Tuesday, November 3, 2020 - Uniform Election Date

Deadline to post NEW <u>HB 305</u> notice. ¹	November 3, 2019*
	*NEW LAW: Effective Sunday, September 1, 2019 (HB 305 affects political subdivisions with taxing authority) ¹
Deadline to Post Notice of Candidate Filing Deadline (Local Political Subdivisions Only) ¹	Thursday, June 18, 2020 for local political subdivisions that have a first day to file for their candidates ¹
First Day to Apply for Ballot by Mail	Wednesday, January 1, 2020*
	*First day to file does not move because of New Year's Day holiday. An "Annual ABBM" or FPCA for a January or February 2020 election may be filed earlier, but not earlier than the 60th day before the date of the January or February election.
First Day to File for a Place on the General Election Ballot (Local Political Subdivisions Only) ¹	Saturday, July 18, 2020
First Day to File a Declaration of Write-in Candidacy (General Election for State and County Officers)	Saturday, July 18, 2020
Last Day to Order General Election or Special Election on a Measure	Monday, August 17, 2020
Last Day to File for a Place on the General Election Ballot (Local Political Subdivisions Only) ²	Monday, August 17, 2020 at 5:00 p.m.
Last Day to File a Declaration of Write-in Candidacy (General Election for State and County Officers)	Monday, August 17, 2020
Last Day to File a Declaration of Write-in Candidacy (Local Political Subdivisions Only)	Friday, August 21, 2020
Last Day to Register to Vote	Monday, October 5, 2020*
First Day of Early Voting by Personal Appearance	Monday, October 19, 2020*
Last Day to Apply for Ballot by Mail (Received, not Postmarked)	Friday, October 23, 2020
Last Day of Early Voting by Personal Appearance	Friday, October 30, 2020
Last day to Receive Ballot by Mail	Tuesday, November 3, 2020 (Election Day) at 7:00 p.m. if carrier envelope is not postmarked, OR Wednesday, November 4, 2020 (next business day after Election Day) at 5:00 p.m. if carrier envelope is postmarked by 7:00 p.m. at the location of the election on Election Day (unless overseas or military voter deadlines apply) ⁴

TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM



Election Calendar

For a City's Election on November 3, 2020

This calendar indicates the dates for actions necessary in a general election of city officers to be held on November 3, 2020. 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 16 means that the first day for the city secretary's mandatory office hours is the 50th day before election day; the notation "+9" in the entry for November 14 means that last day for the EVBB to verify and count provisional ballots is the 9th day after election day.

When there is a statutory provision prescribing the last day for the performance of an act, the number in Column 5 reflects that day. If the statutory day must be moved because of a Saturday, Sunday, or state or national holiday, the resulting date is designated in Columns 1 and 2 and Column 5 indicates, in parentheses and italics, the actual number of days measured from election day.

In preparing a personal calendar, the city secretary should remember the rule in EC §1.006 that if the last day for performance of an action falls on a Saturday, Sunday, or a state or national holiday, the deadline date is usually extended to the next regular business day whether the day is a city holiday or not [see M §2.16(a)]. When a deadline is extended for this reason, the extended

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

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.

NOTE RELATED TO ELECTIONS POSPONED DUE TO COVID-19: On March 18, 2020, Governor Abbott issued a proclamation allowing political subdivisions that were scheduled to hold an election on May 2, 2020 to postpone those elections until the November 3, 2020 uniform election date: <https://lrl.texas.gov/scanned/govdocs/Greg%20Abbott/2020/proc03182020.pdf>. Note that postponing the election does not have the effect of reopening the candidate filing period and does not authorize a new ballot drawing for those candidates who filed for the May election. References in this calendar to the filing period and ballot drawing are intended to apply only to those cities that were not originally scheduled to have an election in May 2020 but rather were always scheduled to have their election on the November uniform election date. However, deadlines relevant to withdrawal of candidacy or declarations of ineligibility are applicable to candidates who originally filed for the May 2, 2020 election so it is possible for those candidates to withdraw or be declared ineligible by the appropriate deadlines for the November 3, 2020 election.

NOTE RELATED TO NEW LAW: References in this calendar to House or Senate bills are for those passed in the recent 86th legislative session (2019).

Major steps are in ALL CAPS. Steps for early voting are in *ITALICS*.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Wed Jan 1	<i>First day voters may submit an application for a ballot by mail (ABBM), for an Annual</i>	City Secretary	16.51(a)	308 th
Thu Jun 18	LAST DAY to begin posting on bulletin board the notice of the dates of the filing period for the general election. (30 days before first day to file application for a place on the ballot). DOES NOT apply to cities that postponed their May election due to COVID-19. Notice must contain location where applications will be received.	City Secretary	11.05(f)	138 th

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Fri Jun 26	Obtain a supply of the following forms: candidate's application for place on ballot; appointment of campaign treasurer (candidate and specific-purpose committee); report of contributions and expenditures (candidate-officeholder and specific-purpose committee); application for mail ballot, and a set of administrative forms if ordered from a supply house. (Set up schedule for ordering precinct sets and other forms if they are to be ordered later.)	City Secretary	7.11 et seq. 18.10	*130 th
Jun 26- Jul 24	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	*130 th thru *102 nd
Wed Jul 15	LAST DAY for timely filing of semi-annual report of contributions and expenditures.	City Secretary	18.05	Jul 15
Fri Jul 17 - Aug 7	Recommended period for CALLING ELECTION AND POSTING NOTICE of ELECTION on bulletin board.	Mayor ^[1]	10.02 10.03 10.04 10.12	*109 th to *88 th
Sat Jul 18	FIRST DAY FOR FILING APPLICATION for place on General election ballot. [30 th day before filing deadline on Mon, Aug 17.] DOES NOT apply to cities that postponed	City Secretary	11.05(a)	108 th

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Jul 18	<p>their May election due to COVID-19.</p> <p>FIRST DAY FOR FILING DECLARATION of write-in candidacy in General election. [30th day before filing deadline on Mon, Aug 17.] DOES NOT apply to cities that postponed their May election due to COVID-19.</p> <p>Note: The City Secretary's Office is not required to be open on Sat or Sun for either of these activities.</p> <p>Note: An application (or declaration of write-in candidacy) for a special election to fill a vacancy cannot be submitted until the special election is ordered.</p>	City Secretary	11.10(b)	108 th
Wed Aug 5	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.	City Secretary	7.07(d), (e), (f)	90 th
Fri Aug 7	Recommended LAST DAY FOR ORDER DESIGNATING ELECTION PRECINCTS AND POLLING PLACES. <u>In Nov election, city uses county precincts and polling places.</u>	City Council	3.02(g)	*88 th
Fri Aug 14-	Recommended period to POST 72 HOUR NOTICE OF DRAWING for order of names	City Secretary	8.06	*81 st thru

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
<p>Aug 20</p> <p>Aug 14</p>	<p>on ballot. DOES NOT apply to cities that postponed their May election due to COVID-19.</p> <p>Remove candidate's name from ballot in GENERAL election if the candidate dies on or before this date (day before the 2nd day before filing deadline, in other words, the 3rd day before the filing deadline).</p> <p>NOTE: NEW LAW (HB 1067), if a candidate dies after this date but on or before the filing deadline, the City Secretary MAY still choose to remove the candidate's name from the ballot, in which case the filing deadline is extended to the 5th day after the regular filing deadline.</p>	<p>City Secretary</p>	<p>11.25(a)</p>	<p>*75th</p> <p>81st</p>
<p>Mon Aug 17</p>	<p>LAST DAY FOR FILING APPLICATION FOR PLACE ON BALLOT in the GENERAL election (this deadline is not extended for a city office having a 4-year term if no candidate files, unlike in May election). Application must be received by 5 p.m. - City secretary's office should stay open until 5 p.m.</p> <p>DOES NOT apply to cities that postponed their May election due to COVID-19.</p> <p>NOTE: NEW LAW (HB 1067), if a candidate dies after this date but on or before the filing deadline, the City Secretary MAY still</p>	<p>City Secretary</p>	<p>11.05(b) & (d) 11.06</p>	<p>78th</p>

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Aug 17	<p>choose to remove the candidate's name from the ballot, in which case the filing deadline is extended to the 5th day after the regular filing deadline.</p> <p>STATUTORY LAST DAY FOR ORDERING GENERAL ELECTION or SPECIAL ELECTION TO FILL A VACANCY (for cities authorized to fill vacancies by special election).^[2]</p>	Mayor	10.04	78 th
Aug 17	<p>Remove candidate's name from ballot in SPECIAL election if the candidate dies on or before this date (3rd day before filing deadline).</p> <p>NOTE: NEW LAW (HB 1067), if a candidate dies after this date but on or before the filing deadline, the City Secretary MAY still choose to remove the candidate's name from the ballot, in which case the filing deadline is extended to the 5th day after the regular filing deadline.</p>	City Secretary	11.25(a)	78 th
Thu Aug 20	<p>LAST DAY FOR FILING AN APPLICATION for a place on the ballot or a Declaration of Write-in Candidacy in a SPECIAL election to fill a vacancy. The deadline is 6 pm. The city secretary's office should stay open until 6 pm.</p> <p>(DOES NOT apply to cities that postponed their May election due to COVID-19).</p>	City Secretary	13.06	75 th

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Aug 20	Recommended last day to POST 72-HOUR NOTICE OF DRAWING for order of names on ballot. DOES NOT apply to cities that postponed their May election due to COVID-19.	City Secretary	8.06	*75 th
Aug 20	Recommended beginning date for preliminary work on appointment of election judges.	City Secretary	4.08	*75 th
Aug 20 Thru Aug 24	Recommended period to CONDUCT DRAWING FOR ORDER OF NAMES ON BALLOT (DOES NOT apply to cities that postponed their May election due to COVID-19. (If candidate submits stamped self-addressed envelope requesting mail notice of drawing, City Secretary must provide it.) Prepare ballot format and send it to printer in preparation for printing.	City Secretary	8.06	*75 th thru 71 st
Fri Aug 21	LAST DAY FOR A WRITE-IN CANDIDATE in GENERAL election to declare candidacy by 5 p.m. (DOES NOT apply to cities that postponed their May election due to COVID-19. City secretary's office should stay open until 5 p.m.	City Secretary	11.10(b)	74 th

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Aug 24	LAST DAY for ballot candidate to <u>withdraw</u> in a GENERAL or SPECIAL election and have candidate's name removed from the ballot (withdrawal request must be received by 5 p.m.). EXCEPTION: A withdrawal submitted after this date is valid if it is submitted before the ballots are prepared and before public notice of the logic and accuracy test has been published (for cities using an electronic voting system).	City Secretary	8.05 11.22 11.23 11.24	71 st
Aug 24	LAST DAY that a declaration of <u>ineligibility</u> causes omission of candidate's name from ballot in a GENERAL or SPECIAL election. It must occur by 5 p.m.	City Secretary	8.05 11.22 11.23 11.24	71 st
Aug 24	LAST DAY for write-in candidates to <u>withdraw</u> (by 5 p.m.) in a GENERAL or SPECIAL election and have the candidate's name removed from the list.	City Secretary	11.10(e) 11.22(b)(3)	71 st
Aug 24	Recommended last day to conduct DRAWING for order of names on ballot in a GENERAL or SPECIAL election	City Secretary	8.06	*71 st
Aug 24	If no candidate has an opponent in an election considered to be a separate election, RECOMMENDED date to deliver the certification of unopposed candidates to the city council.	City Secretary	10.23	*71 st
Aug 24	NEW LAW (HB 1067) - LAST DAY FOR FILING APPLICATION FOR PLACE ON BALLOT, IF a candidate died on or before	City Secretary	11.25	73 rd (71st)

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
	<p>the regular filing deadline, and City Secretary chose to remove that candidate's name from the ballot (See Aug 17 entry).</p> <p>NOTE: New filing deadline is the 5th day after the regular filing deadline, which falls on Saturday, Aug 22, and is extended to Mon, Aug 24.</p>			
<p>Sat Aug 29</p>	<p>NEW LAW (HB 1067, HB 4129) - LAST DAY to withdraw from GENERAL or SPECIAL election if filing deadline was extended due to removal of deceased candidate's name from the ballot (deadline does not move to next business day). 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.</p>	<p>City Secretary</p>	<p>11.22(f)</p>	<p>66th</p>
<p>Thu Sep 3</p>	<p>Recommended date to order the lists of registered voters from the county voter registrar to be used in early voting by mail.</p>	<p>City Secretary</p>	<p>6.32</p>	<p>*61st</p>
<p>Fri Sep 4</p>	<p>LAST DAY TO DELIVER NOTICE TO THE COUNTY CLERK AND VOTER REGISTRAR</p>	<p>City Council (City Secretary)</p>	<p>10.16</p>	<p>60th</p>

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Sep 4	<p>of each county in which the election will be held.</p> <p>NOTE: NEW LAW (HB 933, HB 1241): The Notice must now include the location of each polling place, including the building name, if any, and the street address, including suite or room number, if any.</p> <p><i>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).</i></p>	City Secretary	16.523	60 th
<p>Fri Sep 11-21</p> <p>Mon Sep 14</p> <p>Sep 14</p>	<p>Recommended period for APPOINTING ELECTION JUDGES. ¹²⁾ (Schedule for first council meeting after period if no meeting during period.) Notice to judges must be given by the 20th day after appointment. (May be combined with notice to hold election, if both time periods are met.)</p> <p>RECOMMENDED DATE TO PRINT BALLOTS which have been prepared earlier.</p> <p>Beginning date of period for mandatory office hours.</p>	<p>City Council ¹¹⁾</p> <p>City Secretary</p> <p>City Secretary</p>	<p>4.03 4.04 4.05 10.15</p> <p>8.16</p> <p>2.15</p>	<p>*53rd thru *43rd</p> <p>*50th</p> <p>50th</p>

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Sep 14	Last day to publish notice of first test of automatic tabulation equipment and logic and accuracy test of direct recording electronic voting machines (DREs) and precinct scanners if test will be completed on recommended date of Sep 16, for cities using such equipment. Notice must be published 48 hours before test begins.	City Secretary	7.40	*50 th
Wed Sep 16	Recommended date to conduct first test of automatic tabulation equipment and logic and accuracy test of direct recording electronic voting machines (DREs) and precinct scanners, for cities using such equipment (recommended test is done before first ballots are mailed for the election).	City Secretary	7.40	*48 th
Fri Sep 18	Last day for a challenge of a candidate application if the first ballots by mail are placed in the mail on Sep 19. NOTE this deadline will be earlier if any ballots were mailed prior to the 45 th day before election day.	City Secretary	11.07(d)	46 th
Sat Sep 19	DEADLINE for mailing ballots to FPCA voters and other voters who are eligible for early voting because they are voting from outside the United States. If it is not possible to mail these ballots by this deadline, the City Secretary must notify the	City Secretary	16.57	45 th

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
	<p>secretary of state within 24 hours of knowing the deadline will not be met.</p> <p>NOTE: Information on roster made available: NEW LAW (HB 1850, SB 902) - Information on the roster for a person who votes early in person or who votes early by mail must be available for public inspection and on the County's website if the County Clerk or Elections Administrator is the early voting clerk or on the City's website if the City Secretary is the early voting clerk, by 11:00 am on the day after the information is entered on the roster (for voters voting in person) or by 11:00 am on the day after the early voting clerk receives the ballot (for voters voting by mail). If the entity does not maintain a website, the information must be on the bulletin board used for posting notices.</p>			
<p>Sun Oct 4</p> <p>Oct 4-26</p>	<p>Last day to begin posting order calling for signature verification committee (SVC), if SVC will meet Oct 14; notice must be posted continuously for 10 days prior to meeting of SVC.</p> <p>PERIOD FOR PUBLISHING NOTICE OF ELECTION. 10th day before election day is Sat, Oct 24. This period is extended to Mon, Oct 26. However, it is highly recommended that the notice of the</p>	<p>City Secretary</p> <p>Mayor ⁽¹⁾</p>	<p>16.72</p> <p>10.12 20.04(c)& (d)</p>	<p>30th</p> <p>30th thru 10th (8th)</p>

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
<p>Mon Oct 5</p>	<p>election be published by the 10th day before election day and preferably prior to the start of early voting. Notices containing times and places for early voting by personal appearance must be posted on the city's website, if the city has a website.</p> <p>LAST DAY TO MAIL BALLOTING MATERIALS for early voting by mail, to persons whose applications were accepted before the 37th day. NEW LAW - HB 273 provides that the clerk must mail ballots out to voters by the 30th day before election day if the clerk accepted the application by the 37th day before election day (old law was the 45th day). In any case, ballots should be mailed as soon as possible.</p> <p>NOTE: For voters who will be voting from outside the U.S. (Including FPCA), if balloting materials cannot be mailed by the applicable deadline, the early voting clerk must notify the secretary of state of the delay. See NOTE below.</p>	<p>City Secretary</p>	<p>16.57</p>	<p>30th (29th)</p>
<p>Oct 5</p>	<p>Due date for filing first report of campaign contributions and expenditures by opposed candidates and specific-purpose committees supporting or opposing opposed candidates, by 5 p.m. or, if filed electronically, midnight. City secretary's office should stay open until 5 p.m. See</p>	<p>City Secretary</p>	<p>18.06</p>	<p>30th (29th)</p>

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Oct 5	<p>NOTE below.</p> <p>Last day for submitting voter registration application in time to vote at the election or for requesting transfer of registration in time to vote in new precinct not in the same county and territory. See NOTE below.</p>	Registrar	6.23(g) 6.25(b)	30 th (29 th)
	<p>NOTE: 30th day is on Sun, Oct 4. These actions are extended to Mon, Oct 5 (29th day).</p>			
Oct 5	Recommended last day to notify presiding judges of duty to hold election.	Mayor	10.15	*30 th *(29 th)
Oct 5	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	*29 th
Oct 5	Recommended day to begin posting the Notice of Voting Order Priority for voters	City Secretary	9.221(d)	*29 th
Wed Oct 14 – Oct 25	Possible period to post notice amending notice of branch early voting locations to show additional early voting branch locations and schedule, if locations added after the beginning of early voting. Schedule must be posted on the internet website if one is maintained by the city, otherwise on the bulletin board used for posting notices of meetings of the governing body.	City Secretary	16.22(k)	22 nd (20 th) thru 9 th

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Tue Oct 13	<p>Last day for publication of notice of the test of automatic tabulating equipment or DREs to be used in early voting, if the test is on Oct 16.</p> <p>NOTE: It is highly recommended that both the above notices should be given <u>no later than the 3rd day before the day of the test</u> to assure that the notice is published at least 48 hours before the test begins, as required by law.</p>	City Secretary	7.40(d), 7.38(d)	21 st
Oct 13	<p>LAST DAY for POSTING NOTICE OF ELECTION on bulletin board used for posting notices of city council meetings (must be must be posted on the internet website if one is maintained by the city). Notice must include the location of all election day and early voting locations and must be amended to add Saturday and Sunday locations and times, if necessary.</p>	City Secretary ⁽¹⁾	10.12(c)	21 st
Wed Oct 14	<p>Last day to receive an FPCA from an unregistered voter and allow the voter, if qualified to be registered, to receive a full ballot.</p>	City Secretary	17.02(a) & (d)	20 th
Oct 14	<p>First day a signature verification committee may begin work.</p>	City Secretary	16.72	20 th
Oct 14	<p>Last day to begin posting of continuous notice of schedule for branch early voting polling places.</p>	City Secretary	16.22(k)	20 th

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Fri Oct 16	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.	City Secretary	16.51(e) 16.53(b)	18 th
Oct 16	Last day early voting clerk, upon receipt of defective early voting application, must mail 2 nd application with explanation of defects and instructions.	City Secretary	16.53(c) (3) & (4)	18 th
Oct 16	Last day for conducting first test of automatic tabulating equipment and DRE equipment to be used for <u>early voting</u> (at least 48 hours before voting begins).	City Secretary	7.40(c) & (d)	18 th
Mon Oct 19	FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE. 17 th day is Sat, Oct 17. This action is extended to Mon, Oct 19 (15 th day). If voting will be conducted on Sat or Sun, Oct 24 or 25, notice of schedule must be posted at least 72 hours before first hour of the weekend voting.	City Secretary	16.21 16.22(i)	17 th (15 th)
Oct 19	STATUTORY DEADLINE TO NOTIFY JUDGES OF DUTY TO HOLD THE ELECTION.	Mayor	10.15(a)	15 th
Tue Oct 20	Recommended last day to post 72-hour notice of weekend early voting if it is held on Sat, Oct 24. Posting on this day assures compliance regardless of the time voting begins.	City Secretary	16.22(k)	14 th

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Oct 20	Deadline for city secretary to receive petition requiring voting on Saturday, Oct 24.	City Secretary	16.22(k)	14 th
Wed Oct 21	Recommended last day to post 72-hour notice of weekend early voting if it is held on Sun, Oct 25. Posting on this day assures compliance regardless of the time voting begins.	City Secretary	16.22(k)	13 th
Oct 21	Deadline for City secretary to receive petition to require voting on Sunday, Oct 25.	City Secretary	16.22(k)	13 th
Thu Oct 22 – Nov 3	First day cities holding joint election with county having population of 100,000 or more may convene the early voting ballot board to process mail ballots. 24-hour notice must be posted for each delivery of voting materials made before election day. If notice requirements have been followed, the board may process the materials but may not count the ballots until after the end of the period of early voting by personal appearance. (9 th day before end of early voting by personal appearance.)	City Secretary	16.74(a)	12 th thru close of polls on Election Day
Oct 22	First day for new illness or disability allowing late application for late (emergency) early voting.	Voter	17.16	12 th
Fri Oct 23	Last day to receive application by mail for a ballot to be voted by mail, by 12 noon or	City Secretary	16.51(d) 16.55(b)	11 th

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Oct 23	close of business, whichever is later. Also applies to FPCA. An FPCA received from an unregistered voter after the 20 th day but by the 11 th day is entitled to federal ballot only . Last day for county to deliver final list of voters that submitted an annual application for ballot by mail (ABBM).	City Secretary	17.02(b) 16.523(a) (3)	11 th
Mon Oct 26	LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION. 10 th day is Sat, Oct 24. This action is extended to Mon, Oct 26 (8 th day). It is highly recommended to publish no later than 10 th day, and preferably before early voting in person begins. See M 10.12(b)(3).	Mayor ⁽¹⁾	10.12(b)	10 th (8 th)
Oct 26	Due date for filing second report of campaign contributions and expenditures by 5 p.m. or midnight if filed electronically.	City Secretary	18.06(c) 18.08(a) & (c)	8 th
Tue Oct 27	Recommended last day for publication of notice of first test of automatic tabulating equipment to be used at a <u>central counting station and a polling place</u> if the first test is on Oct 30. (48 hours before date of test.)	City Secretary	7.40(b) & (d)	*7 th
Oct 27	Recommended last day for publication of notice of the test of DRE equipment to be used at a <u>polling place</u> if the first test is on Oct 30. (48 hours before the test begins.) NOTE: Both the above notices should be	City Secretary	7.38(d)	*7 th

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
	given no later than the 3 rd day before the day of the test to assure the timely 48-hour notice requirements.			
Thu Oct 29	First day for death in family to qualify for late (emergency) early voting.	City Secretary	17.31	5 th
Oct 29	Last day to receive hard copy of an ABBM that was faxed or an FPCA that was faxed or emailed by voter on Oct 23 and voter still receive a ballot for this election	City Secretary	16.51(e)	5 th
Fri Oct 30	LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE.	City Secretary	16.21(c)	4 th
Oct 30	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 <u>before date</u> of test for automatic tabulating equipment and 48 hours <u>before test begins</u> for DREs.	City Secretary	7.40(d) 7.38(d)	*4 th
Oct 30- Nov 3	As soon as early voting is over, and until 7:00 p.m. Nov 3, early voting ballots may be delivered to the EVBB for qualifying purposes (may not be counted until	City Secretary	16.74(a)	4 th thru close of polls on Election

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
	election day, except if election is held jointly with a county in counties of 100,000 or more. See below.) Post notice of delivery continuously 24 hours before each delivery.			Day
Oct 30	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 starting at 7:00 pm. Assure that the counting equipment has been tested at least 48 hours before use.	Early Voting Ballot Board	16.74	4 th at 7:00 pm, or whenever early voting ends on that day
Sat Oct 31	Last day to receive an application to cancel mail ballot that has not arrived at the address on the carrier envelope. This deadline is not extended because there are other procedures for canceling a mail ballot.	City Secretary	16.59(a)	3 rd
Oct 31- Nov 2	Period to apply for late (emergency) early voting because of death in family occurring Oct 29 or later.	City Secretary	17.33	3 rd thru 1 st
Oct 31- Nov 2	Prepare list of registered voters for EVBB if more than one early voting polling place.	City Secretary	16.76	*3 rd thru 1 st
Oct 31- Nov 3	Period to apply for late (emergency) early voting because of illness or disability originating on or after Oct 22.	City Secretary	17.17	3 rd thru Election Day, 5 p.m.
Sun Nov 1	Last day to conduct test of voting equipment. NOTE: It would be unwise to wait until this date due to the possible	City Secretary	7.38(d) 7.40(d)	2 nd

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 1	<p>need to reprogram if an error is discovered. See entries for Oct 27 and Oct 30.</p> <p>NEW LAW (HB 305): IF City maintains a website, deadline to post on website the requirements and deadline for filing for candidacy of each elected office of the political subdivision <u>for the November 2021 election</u>. NOTE: See Endnotes for additional information that must be posted on the website.</p>	City Secretary	N/A	365 th
Mon Nov 2	Last day to submit an application (by close of business) for, <u>and vote a ballot</u> by personal appearance due to death in immediate family that occurred Oct 29 or later.	City Secretary	17.33(b)	1 st
Nov 2	Last day to deliver precinct early voting lists to presiding election judges. Early voting clerk must mark this list with notation for each name of voter who voted early.	City Secretary	7.47 16.83(j)	1 st
Nov 2	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 3	ELECTION DAY. Polls are open 7 a.m. to 7 p.m. Voting by sick or disabled voters at main early voting place, 7 a.m. to 7 p.m., where voting machines are used at precinct polling place.	City Secretary	17.41	E Day

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 3	7 a.m. to 7 p.m. early voting clerk's office must remain open for early voting activities.	City Secretary	9.23	E Day
Nov 3	5 p.m. deadline for late applications for ballots from voters who became ill or disabled Oct 22 or later.	City Secretary	17.16 17.17	E Day
Nov 3	7 p.m. deadline for receiving ballots from voters who became ill or disabled Oct 22 or later.	City Secretary	17.17	E Day
Nov 3	Deliver early voting ballots, etc., to EVBB. Second key to ballot box is delivered by chief of police or marshal.	City Secretary	16.73(a)	E Day
Nov 3	7 p.m. first deadline for receiving early voting mail ballots, except overseas and armed forces ballots and certain ballots placed for delivery before deadline. After regular mail delivery, check mail box for early voting mail ballots. See additional deadline on +1 day.	City Secretary	9.23(c)(4) 16.58(a)	E Day
Nov 3	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 3	PREPARE UNOFFICIAL TABULATION OF RESULTS.	City Secretary	9.35	E Day

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Wed Nov 4	<p>Second deadline for receiving mail ballots if the delivery envelope arrives by 5 pm and has a cancellation mark indicating it was placed for delivery at or before 7 pm. p.m. at the location of the election on election day. This second deadline occurs the day after the election.</p> <p>Note: This applies to voters who submitted an application for a ballot by mail and cast a by-mail ballot from within the United States.</p>	City Secretary	16.58(a)	+1

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 4	<p>First day for public access to early voting by mail applications and for mailed early voting ballot materials, including those for annual ABBMs.</p> <p>NOTE: NEW LAW (HB 1850, SB 902) requires 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's or City's websites (or bulletin board if there is not website) when information on voters voting in person is entered on the roster or when ballots by mail are received. See entry for Sat Sep 19.</p>	City Secretary	16.56(g)	+1
Nov 4	Last day to deliver provisional ballots to Voter Registrar of each county in which the city is located (if registrar did not pick ballot up on election night).	City Secretary	9.41	+1
Thu Nov 5	Recommended day to PROVIDE OFFICIAL OATH AND STATEMENT OF ELECTED OFFICIALS to candidates who appear to have won, or may win. These are provided for information only. The oaths are taken after the canvass.	City Secretary	12.32(d)	*+2
Fri Nov 6-16	Period during which EVBB may meet to count ballots received from outside the United States <u>if</u> the early voting clerk certifies that all ballots mailed from outside the United States have been	Early Voting Ballot Board	16.74(f)	+3 thru +13

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
	received.			
Nov 6-17	Completion before canvass of report of early votes cast for each candidate or measure, by election precinct.	City Secretary	16.87	+3 thru +14
Nov 6-17	PERIOD FOR OFFICIAL CANVASS. The city council sets exact day and hour. City Secretary records results in election register as soon as practicable after canvass. [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 6-17	AFTER CANVASS, ISSUE CERTIFICATES OF ELECTION, except that, if a recount has been requested, the certificate in that race may not be issued until after the recount.	Mayor	12.23	+3 thru +14
Nov 6-23	ORDERING OF RUNOFF ELECTION, if necessary, not later than 5 th day after canvass. If the 5 th day after canvass is Nov 22, a Sat, the deadline is extended to Mon, Nov 23, the 20 th day after the election. A runoff candidate has until 5pm of the 3 rd day after the canvass to withdraw from the runoff election.	City Council or Mayor ⁽¹⁾	14.04	+3 thru +19 (+20)
Nov 2-24	Partial manual count of electronically counted ballots. Must begin not later than 72 hours after polls close and be completed by the +21 st day. (Note that SOS has stated it will no longer waiver the	City Secretary	9.45	+3 thru +21

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Nov 11	<p>partial manual count).</p> <p>Type A elected officials may qualify and assume duties of office. [LGC § 22.006] The statute states 5th day after election, excluding Sundays. The resulting day is the 6th day after the election. Since this a first day, it is not affected by the Veterans Day holiday. Officials may not take office until the canvass is complete unless the election was cancelled.</p>	Candidate with City Secretary	12.34	+6
Mon Nov 9	LAST DAY for receiving a mail ballot from outside the U.S. from a non-military voter, (or a military voter that submitted an ABBM instead of an FPCA), if postmark indicates ballot placed for delivery by 7 pm on election day. The 5 th day after the election is Sun, Nov 8. This action is extended to Mon. Nov 9, the 6 th day after the election.	City Secretary	16.58(b)	+5 (+6)
Nov 9	LAST DAY to receive an FPCA ballot voted by a member of the armed forces of the U.S. or a spouse or dependent of a member, including the merchant marines. NO postmark showing date placed for delivery is required on these ballots.	City Secretary	16.58(b-1)	+6
Nov 9	Last day for provisional voter to present acceptable ID to the registrar, complete Reasonable Impediment Declaration, or execute appropriate affidavit.	City Secretary	16.261(g)	+6

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Nov 10	Last day for Voter Registrar to complete review of provisional ballot and designate a time for the general custodian of election records or presiding judge of the EVBB to retrieve the provisional ballots. The designated time must be before the convening of the EVBB.	City Secretary or Presiding Judge of the EVBB	9.41, 91.42 TAC § 81.175 (a)(2) and (d)(3)	+7
Fri Nov 13	Last day to mail to voters, notices of rejected mail ballots.	Presiding Judge of EVBB	16.78	+10
Mon Nov 16 – Mon Nov 30	Period during which notice of disposition of provisional ballots must be mailed to voters. If 10 th day is Sat or Sun, the last day is extended to Mon. If the 10 th day is Thanksgiving Day or Fri, Nov 27, both state holidays, the deadline is extended to Mon, Dec 2.	Presiding Judge of EVBB	16.77	By 10 th day after Canvass (unless Sat, Sun, or holiday)
Mon Nov 16	Last day the EVBB meets to count ballots received from outside the United States, if the early voting clerk did not certify that all ballots mailed from outside the United States and any FPCA ballots from members of the U.S. armed forces or merchant marines or the spouse or dependent of a member had been received earlier.	Early Voting Ballot Board	16.74(f)	+13
Nov 16	Last day for EVBB to verify and count provisional ballots reviewed by the voter registrar.	Early Voting Ballot Board	9.41 16.77	+13

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Tues Nov 17	LAST DAY for conducting the official canvass of the election.	City Council/ City Secretary	9.42	+14
Tue Nov 24	LAST DAY to complete and mail results of the partial manual count	City Secretary	9.45	+21
Thu Nov 26 – Fri Jan 1	POSSIBLE PERIOD FOR RUNOFF ELECTION, depending on date official canvass was held, unless home rule city charter provides for a later date	City Council/ City Secretary	14.03	20 th – 45 th day after canvass
Sun Dec 13	LAST DAY OF MANDATORY OFFICE HOURS. NOTE: City Secretary does not need to maintain office hours on Saturday or Sunday, so essentially the last day of mandatory office hours is Friday, Dec. 11.	City Secretary	2.15	+40 (+38)
Sun Jan 3	First day for transfer of voted ballots in the main election from the locked ballot box to another secure container.	City Secretary	9.49	+61
Sep 4, 2021	Last day of preservation period for ballots and other non-federal precinct election	City Secretary	9.49(g)	+22 months
Nov 4, 2021	Last day of preservation period for candidate applications.	City Secretary	11.02(f)	+2 years

Endnotes

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- [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.
- [3] HB 1067 provides that 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 falls on a weekend or holiday, it is extended to the next business day. Withdrawal deadlines after the extended filing deadlines will also be impacted.
- [4] HB 305 was effective 9/1/19, and it provides that certain information must be posted on a city's website, if the city maintains a website. (1) the political subdivision's contact information, including a mailing address, telephone number, and e-mail address; (2) each elected officer of the political subdivision; (3) the date and location of the next election for officers of the political subdivision; (4) the requirements and deadline for filing for candidacy of each elected office of the political subdivision for the next election for officers of your governing body (must be posted continuously for at least one year prior to the next election for the office). (5) each notice of a meeting of the political subdivision's governing body under Subchapter C, Chapter 551; and (6) each record of a meeting of the political subdivision's governing body under Section 551.021. Note that 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) on its website.

See these definitions from the Secretary of State's Advisory 2019-19:

Meaning of "location." Your jurisdiction already must post polling places on your website (if you have one) as part of standard election notice requirements. See the relevant entries in our calendars. Sections 85.006, 85.007. The political subdivision should also provide the address of the main administrative office (i.e. the location a person would expect to file candidate applications).

Meaning of "requirements" for office. At a minimum, a statement of requirements should include form, content, and procedure; for example, the type of application form needed, if there is a fee or petition in lieu of filing fee, and so on. However, we think the likely legislative intent is to also post the qualifications for office; for example, how long

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the candidate must be a resident, whether the candidate must be a registered voter, and so on. The Ethics Commission has advised us that this posting need not refer to Ethics Commission filing requirements.

Meaning of “next election.” Although the likely meaning is the next general election (as the requirement is about “officers,” a year in advance), the best practice would be to also post any such notice of a special election for an officer as soon as possible after ordering the special election.

NOTE ON CALENDAR FOR RUNOFF ELECTION

To prepare a calendar for a runoff election, see M §14.03.

NOTE ON CONTEXT

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

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