

May Election Calendar

Updated Nov. 22, 2021

For a City's General Election on May 7, 2022

This calendar includes all major actions for which the Election Code prescribes a specific date or deadline for performance, but it does not include actions for which the beginning date for performance 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. The city secretary's personal calendar should reflect dates that the city secretary prefers in place of the discretionary dates recommended in this calendar.

All dates in column 1 are 2022 unless noted otherwise. Column 5 indicates the time interval between the date of the action and election day. For example, the notation 50th in the entry for March 18 means that the day for beginning mandatory office hours is the 50th day before election day; the notation "+10" in the entry for May 17 means that the last day for the presiding judge of the early voting ballot board to mail to voters notices of rejected mail ballots is the 10th day after election day. An asterisk (*) in Column 5 indicates the time stated is not required by statute.

Major steps are in ALL CAPS. *Steps for early voting are in ITALICS.* A dashed line in the table indicates separate deadlines or events that fall on the same day. Always verify that the latest version of the calendar on the TMCA's website (under resources).

In general, 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. Sometimes, early compliance is recommended and noted in the columns.

In preparing a personal calendar, the city secretary should remember the rule in Election Code §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 §1.52(b)]. When a deadline is extended for this reason, the extended date is used for determining other dates that are calculated in relation to the event of the extended date. Exceptions are noted in this calendar. When reading a section of the Election Code, the city secretary should remember to read the chapter and subchapter titles to determine if the section applies to cities.

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.

| Date | Action | By or With Whom Taken | Manual Ref. § | Column 5 |
|--------------------------------|---|---------------------------------------|------------------|-------------------------|
| Fri May 7, 2021 | One-year deadline for website posting regarding candidacy and other information. [Endnote 1] Note: New secretary of state candidate forms. | City Secretary | 2.14(d) | 365th |
| Mon Dec 20, 2021 | LAST DAY to post 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). Note: Notice must contain location where applications will be received and an email address for filing. | City Secretary | 2.14(d) | 138th |
| Thu Jan 6, 2022 | 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 | 5.31 31.17(a) | *121st |
| Thu Jan 6- Fri Jan 28 | Review recommendation for following steps listed in M §1.62 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; and contracting, if any); Step 12 (establishing or changing terms of election judges). | City Secretary and City Council | 1.62 | *121st thru *99th |
| Fri Jan 7 | <i>First day voters may apply for a ballot by (ABBM), for an Annual ABBM, or for a Federal Postcard Application (FPCA).</i> | City Secretary | 9.44(a) | 120th |
| Tue Jan 18 | Last day for timely filing of semi-annual report of contributions and expenditures. Note: Because Jan 15 is a Sat and Mon is Martin Luther King Day, the deadline is extended to Tue. | City Secretary | 3.12(b) 3.16 | Jan 15 |
| Wed Jan 19 | GENERAL ELECTION FIRST DAY FOR FILING APPLICATION for place on ballot. This is the 30th day before filing deadline. | City Secretary | 2.14(a) | 108th |
| Wed Jan 19 | FIRST DAY FOR FILING DECLARATION OF WRITE-IN CANDIDACY. | City Secretary | 2.19(b) | 108th |

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| Date | Action | By or With Whom Taken | Manual Ref. § | Column 5 |
|---------------------------------|--|-----------------------|-----------------|------------------------|
| Mon Jan 24- Fri Feb 18 | Recommended period and statutory deadline for ORDERING ELECTION. Note: Sometimes the phrase "calling" election is used. | Mayor [endnote 3] | 6.03 | *103rd thru 78th |
| Mon Feb 7 | 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. 90th day is on Sun. This action is extended to Mon. | City Secretary | 5.25(c) | (89th) |
| Tue Feb 15 | If the candidate dies on or before Feb 15 (day before the 2nd day before filing deadline, in other words, the 3rd day before the filing deadline), the City Secretary MUST remove 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 |
| Fri Feb 18 | GENERAL ELECTION STATUTORY LAST DAY FOR ORDERING ELECTION [endnote 2]. | Mayor [endnote 3] | 6.03 | 78th |
| Feb 18 | LAST DAY FOR FILING APPLICATION FOR PLACE ON BALLOT (must be received by 5 p.m.). City Secretary's office should stay open until 5 p.m. Note: If a candidate dies after February 15 but on or before the filing deadline, see endnote 4. | City Secretary | 2.14 6.23(c) | 78th |
| Feb 18 | Recommended LAST DAY FOR NOTICE DESIGNATING ELECTION PRECINCTS AND POLLING PLACES. | City Council | 5.42(d) | *78th |
| Feb 18 | 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. | City Secretary | 6.22(a)(2) | *78th |
| Mon Feb 21 | Recommended beginning date for preliminary work on appointment of election judges. Note: When this date falls on Presidents' Day, a state holiday (3rd Mon in Feb), these recommended actions may be taken if the city secretary's office is open. | City Secretary | 7.01 | *75th |

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|---------------------------------|---|--------------------------------|--------------------|---|
| Feb 21 | Recommended first day to POST public's 72-HOUR NOTICE OF DRAWING for order of names on ballot. Must be posted at least 72 hours preceding the time of the drawing. Note: See prior note for this date. | City Secretary | 6.22(a) | *75th |
| Tue Feb 22 | LAST DAY FOR A WRITE-IN CANDIDATE to declare candidacy in the GENERAL election. | City Secretary | 2.19(b) | 74th |
| Wed Feb 23 | If no candidate has an opponent in an election considered to be a separate election, deliver the certification of unopposed candidates to the city council. | City Secretary | 6.12 | *73rd |
| Feb 23 | Last day for filing application for place on the ballot if a candidate died after February 15 but on or before the Feb 18 filing deadline and the City Secretary chose to remove the candidate's name from the ballot [see endnote 4]. | City Secretary | 2.14(b) | 73rd (5th day after filing deadline) |
| Thu Feb 24- Mon Feb 28 | Recommended period to CONDUCT DRAWING FOR ORDER OF NAMES ON BALLOT. Prepare ballot format and send it to printer. | City Secretary | 6.22(b) | *72nd thru *68th |
| Fri Feb 25 | LAST DAY for a ballot candidate in general election to withdraw and have name omitted 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 if the public notice of the logic and accuracy test has not been published. | City Secretary | 6.23(c) 3.02(b) | 71st |
| Feb 25 | LAST DAY for a write-in candidate to withdraw in general election and have name omitted from write-in list. The statute does not state a time, but the SOS considers 5 p.m. the deadline. | City Secretary | 3.02(b) 3.02(c) | 71st |
| Feb 25 | LAST DAY that a declaration of ineligibility causes omission of candidate's name from ballot in the general election. City secretary's office should stay open until 5 p.m. | City Secretary | 3.04(d) | 71st |
| Sat Feb 26 | LAST DAY to order a SPECIAL ELECTION to fill a vacancy so that the filing deadline will be the 62nd day before election day. This date remains on Sat because it is not the last day to order a special election. | City Council City Secretary | 12.03(f) | 70th |

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| Date | Action | By or With Whom Taken | Manual Ref. § | Column 5 |
|---------------|---|---|---------------|----------------|
| Mon Mar 7 | <p>If a SPECIAL ELECTION to fill a vacancy was ordered on or before the 70th day before the election, this is the LAST DAY to file an application for a place on the ballot and the LAST DAY to file a declaration of write-in candidacy in the SPECIAL ELECTION. 62nd day is on Sunday. This action is extended to Mon.</p> <p>Note: For information on removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, see endnote 4.</p> | City Secretary | 12.03(f) | 62nd (61st) |
| Tues Mar 8 | <p>If an allegation is filed with the Texas Ethics Commission, this is the first day of the period TEC will defer an investigation until after election (or runoff).</p> | City Secretary Texas Ethics Commission | 3.01 | 60th |
| Mar 8 | <p>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).</p> <p>Note: If the deadline falls on Texas Independence Day, which is not the case this year, these actions don't move as they are not statutory deadlines.</p> | City Secretary | 9.43 | *60th |
| Mar 8 | <p>LAST DAY TO DELIVER NOTICE OF THE ELECTION TO THE COUNTY CLERK AND VOTER REGISTRAR (or elections administrator) of each county in which the election will be held.</p> <p>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 from the mailing address, fax, phone, email, and website. If the deadline falls on Texas Independence Day, which is not the case this year, the deadline moves forward.</p> | City Council (City Secretary) | 6.54(c) | 60th |
| Fri Mar 11 | <p>Extended deadline to file for a place on the ballot in a city office having a 4-year term if no one has filed by 5 p.m. on Feb 18 (must be received by 5 p.m.).</p> | City Secretary | 2.14(b) | 57th |

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|---------------------------------|---|--------------------------|----------------------|------------------|
| Mar 11 | <p>If a SPECIAL ELECTION to fill a vacancy was called on or before the 70th day before the election this is the:</p> <ol style="list-style-type: none"> 1. LAST DAY for a candidate in the special election to withdraw (withdrawal request must be received by 5 p.m.); and 2. LAST DAY that a declaration of ineligibility causes omission of candidate's name from the ballot. <p>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>Note: For information on removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, see endnote 4.</p> | City Secretary | 6.23 12.03(f) | 57th |
| Mon Mar 14- Fri Mar 25 | Recommended period for APPOINTING ELECTION JUDGES [endnote 2] (Schedule for first council meeting after period if no meeting during period) | City Council [endnote 3] | 7.42(a)(2) | *54th thru *43rd |
| Thu Mar 17 | RECOMMENDED DATE TO PRINT BALLOTS that have been prepared earlier. | City Secretary | 6.25 | *51st |
| Fri Mar 18 | Beginning date of period for mandatory office hours. City Secretary must keep office open for at least 3 hours a day during regular office hours on regular business days. | City Secretary | 6.80(a) | 50th |
| Mar 18 | Last day for a challenge of a candidate application based on form, content, procedure. Note: Old law was 46th day. | City Secretary | 2.17(d) | 50th |
| Tue Mar 22 | Last day to order a SPECIAL ELECTION to fill a vacancy. | City Secretary | 12.03(e) 12.03(f) | 46th |

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|---------------|--|-----------------------|-----------------|----------|
| Wed Mar 23 | <p><i>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 secretary of state within 24 hours of knowing the deadline will not be met.</i></p> <p>Note: Information on the roster for a person who votes early voting in person or by mail must be available for public inspection and on the website of the early voting clerk by 11 a.m. on the day after the information is entered on the roster (for voters voting in person) or by 11 a.m. 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> | City Secretary | 9.49(b) 9.82 | 45th |
| Mon Mar 28 | <p>If a SPECIAL ELECTION to fill a vacancy was ordered after the 70th day before the election but on or before the 46th day before election day, this is the LAST DAY for filing an application for a place on the ballot OR to file a declaration of write-in candidacy in the SPECIAL ELECTION.</p> <p>Note: For information on removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, see endnote 4.</p> | City Council | 12.03(f) | 40th |
| Sat Apr 2 | <p>LAST DAY for a candidate in a SPECIAL ELECTION with a filing deadline of the 40th day, to withdraw or be declared ineligible and have name omitted from the ballot. The 35th day is Sat, Apr 2. EC 1.006 does not apply to this deadline, and this deadline is not moved [EC §145.092(e)].</p> <p>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>Note: For information on removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, see endnote 4.</p> | City Secretary | 12.03(g) | 35th |

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| Thu Apr 7 | Due date for filing first report of campaign contributions and expenditures by opposed candidates and specific-purpose committees supporting or opposing opposed candidates by 5 p.m. or midnight if filed electronically. City secretary's office should stay open until 5 p.m. See endnote 5 for current threshold dollar amounts. | City Secretary | 3.13(b) | 30th |
| Apr 7 | 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. | Registrar | 4.07(f) 4.23(d) | 30th |
| Apr 7 | <i>LAST DAY TO MAIL BALLOTING MATERIALS for early voting by mail to persons whose applications were accepted before the 37th day. 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.</i> | City Secretary | 9.44(a) | 30th |
| Apr 7- Wed Apr 27 | PERIOD FOR PUBLISHING NOTICE OF ELECTION. Must be published at least once in a newspaper during this period. Note: If the deadline falls on Apr 21, San Jacinto Day, which is not the case this year, it is recommended that the notice be published before Apr 21. | Mayor [endnote 3] | 6.52(a) | 30th thru 10th |
| Apr 7 | Minimum 10th day to begin posting continuous notice if signature verification committee meets Apr 17. Note: The city council makes the appointments not later than 5 days after the city secretary calls for appointment. | City Secretary | 7.34 6.70(a) 7.33 | *30th |
| Apr 7 | Recommended last day to notify presiding judges of duty to hold election. | Mayor | 7.42(a)(2) | *30th |
| Apr 7 | Recommended last day to request voter registrar to prepare lists of registered voters and furnish statement of residence forms to be used in conducting the election. | City Secretary | 4.34(a) | *30th |
| Apr 7 | Recommended day to begin posting the Notice of Voting Order Priority for voters with mobility issues on the city's website if the city maintains one. | City Secretary | 10.23(d) | *30th |

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| Sat Apr 16 (Apr 14 recommended) | <p>LAST DAY for POSTING (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 on the city's website.</p> <p>Note: The 21st day is Sat, meaning the notice can be delayed until Mon, Apr 18. The better practice is to post no later than Fri. However, this year, Easter falls on Sun, Apr 17, and some offices may be closed Good Friday. Accordingly, Thu, Apr 14 is recommended.</p> | City Secretary [endnote 3] | 6.52(b) | 21st (22nd) |
| Apr 16- Sat May 7 | <p>For cities conducting bond elections, additional posting requirements are due. Note that additional publication requirements also apply. Consult bond counsel.</p> | City Secretary | 6.70(a) | 21st thru Election Day |
| Sun Apr 17 | <p>Type B cities: LAST DAY TO POST notice of election in three public places.</p> <p>Note: EC §1.006 does not apply to a deadline like this one from the LGC.</p> | City Secretary | 6.52(b)(3) | 20th |
| Apr 17 | <p><i>First day a signature verification committee (SVC) may begin work.</i></p> <p>Note: EC §1.006 does not apply to the starting date. EC §87.0271 requires SVC to inform voters of certain defects in the carrier envelope within 2 days of identification.</p> | City Secretary | 6.70(a) 6.72 | 20th |
| Mon Apr 18 | <p><i>Last day for unregistered applicant to submit a federal postcard application and be eligible to vote a full ballot. (The 20th day before the election is Sun, Apr 17. The deadline is extended so that if the application is placed in the mail by Mon, Apr 18, it is timely.)</i></p> | City Secretary | 9.61(a) | 20th (19th) |
| Tue Apr 19 | <p><i>Recommended last day for publication of notice of the test of automatic tabulating and DRE equipment to be used in early voting if the test is on Apr 22. (Notice for tabulating equipment must be 48 hours before date of test. Notice for DRE equipment must be 48 hours before test begins.)</i></p> | City Secretary | 6.63(d)(2) 6.64(c) | 18th |
| Apr 19 | <p><i>Last day early voting clerk, upon receipt of defective early voting application, must mail 2nd application with explanation of defects and instructions.</i></p> | City Secretary | 9.46(b) | 18th |
| Wed Apr 20 | <p><i>Last day to begin posting continuous notice of schedule for branch early voting polling places. (5th day before beginning of early voting by personal appearance.)</i></p> | City Secretary | 9.14(c) | 17th |

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|--------------------------|--|-----------------------|---------------------|---------------------|
| Fri Apr 22 | <i>Last day to accept an FPCA without a postmark to prove mailing date and mail the voter a full ballot if the voter is not permanently registered but meets the requirements to be registered under EC Title 2.</i> | City Secretary | 9.66(b) | 15th |
| Apr 22 | <i>Last day for conducting first test of automatic tabulating and DRE equipment to be used for early voting (at least 48 hours before it is used)</i> | City Secretary | 6.63(d) 6.64(c) | 15th |
| Apr 22 | STATUTORY DEADLINE FOR NOTIFYING JUDGES OF DUTY TO HOLD THE ELECTION. | Mayor | 7.44(a) | 15th |
| Apr 22 | Last day to challenge write-in candidate for form, content, and procedure. | City Secretary | 2.19(f) | 15th |
| Sun Apr 24 | <i>First day a city holding joint election with a county with a population of 100,000 or more may convene the early voting ballot board 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 the ballots until after the end of the period of early voting by personal appearance. (9th day before 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. EC §1.006 does not apply to the first day. | City Secretary | 9.57(a)(2) 10.03 | 13th |
| Mon Apr 25 | FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE <i>If voting will be conducted on Sat or Sun, Apr 30 or May 1, notice of schedule must be posted at least 72 hours before first hour of the weekend voting.</i> | City Secretary | 9.14 | 12th |
| Apr 25 | <i>First day for new illness or disability allowing late application for late (emergency) early voting.</i> | Voter | 9.73 | 12th |
| Apr 25- Thu Apr 28 | <i>Possible period for posting notice amending notice of branch early voting polling places after early voting by personal appearance starts.</i> | City Secretary | 9.14(d) | 12th thru 9th |

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| Date | Action | By or With Whom Taken | Manual Ref. § | Column 5 |
|---------------|--|-----------------------|-----------------------|----------|
| Tue Apr 26 | Regardless of method of delivery, last day to accept application by mail 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. | City Secretary | 9.44(b)(1) 9.45(b) | 11th |
| Apr 26 | Last day to accept an FPCA from a registered voter. | City Secretary | 9.61 | 11th |
| Apr 26 | Last day for county clerk or election administrator to deliver final list of voters that submitted an annual ABBM. | City Secretary | 9.43(a)(2) | 11th |
| Wed Apr 27 | LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION. Note: In some years, this deadline is April 21, San Jacinto Day, but it is highly recommended that the notice be published no later than the 10th day before election day. | Mayor [endnote 3] | 6.52(a)(1) | 10th |
| Apr 27 | Last day to post notice if early voting will be conducted on Sat, Apr 24. | City Secretary | 9.12(a)(2) | 10th |
| Thu Apr 28 | Last day to post notice if early voting will be conducted on Sun, Apr 25. | City Secretary | 9.12(a)(2) | 9th |
| Fri Apr 29 | Due date for filing second report of campaign contributions and expenditures by 5 p.m. or midnight if filed electronically. See endnote 5. | City Secretary | 3.15 | 8th |
| Mon May 2 | Last day for publication of notice of first test of automatic tabulating equipment to be used at a <u>polling place</u> if the first test is on May 4. (48 hours before test begins.) Note: Testing must occur 48 hours before equipment is to be used (starting at 7 a.m. on Election Day). | City Secretary | 6.64(c) | *5th |
| May 2 | Last day for publication of notice of first test of DRE equipment to be used at a <u>polling place</u> if the first test is on May 4. Note: Notice must be published at least 48 hours before test begins for DRE's. | City Secretary | 6.63(d)(1) | *5th |
| May 2 | Last day for publication of notice of first test of automatic tabulating equipment to be used at a <u>central counting station</u> if the first test is on May 4 (48 hours before test begins). | City Secretary | 6.64(b) | 5th |
| May 2 | Last day for early voting clerk to receive mailed ABBM when voter submitted ABBM via email or fax on Tue, April 26. | City Secretary | 9.45(c) | 5th |

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| May 2 | <i>First day for death in family to qualify for late (emergency) early voting.</i> | City Secretary | 9.73(a) | 5th |
| Tue May 3 | LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE. | City Secretary | 9.11(b) | 4th |
| May 3- Sat May 7 | <p><i>As soon as early voting by personal appearance is over until 7 p.m. on May 7, early voting materials may be delivered to the early voting ballot board for qualifying purposes when paper ballots are used or automatically tabulated ballots are used at a central counting station.</i></p> <p>Note: Ballots may not be counted until election day, except if election is held jointly with a county of 100,000 or more. See below. 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.</p> | City Secretary | 9.57(a)(1) 9.57(a)(3) | 4th thru close of polls |
| May 3 | <p><i>First day the early voting ballot board may begin counting ballots in an election held jointly with a county having a population of 100,000 or more.</i></p> <p>Note: Ensure that the counting equipment has been tested at least 48 hours before tabulation begins.</p> | Early Voting Ballot Board | 9.57(a)(2) | 4th at close of polls |
| Wed May 4 | <p>LAST DAY for first test of automatic tabulating equipment to be used at a polling place or central counting station and DRE equipment to be used at a polling place. If tests are conducted on this day, make sure all notices have been published. See entries for May 2 for deadlines for notice publication.</p> | City Secretary | 6.63(d)(2) 6.64(b) 6.64(c) | 3rd |
| May 4 | <p><i>Last day to receive an application to cancel mail ballot that has not arrived at the early voting clerk's address as listed on the carrier envelope.</i></p> | City Secretary | 9.54(a) | 3rd |
| May 4 | <p>Last day for conducting first test of automatic tabulating equipment to be used at a <u>polling place</u> (at least 48 hours before used for counting on election day). To assure 48 hours before 7 a.m. of election day, test must be by 3rd day. Notice must be published at least 48 hours before date of test.</p> | City Secretary | 6.64(c) | 3rd |

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| May 4 | Last day for conducting first test of DRE equipment to be used at a <u>polling place</u> or central counting station (at least 48 hours before voting begins on election day). To assure 48 hours before 7 a.m. of election day, test must be by 3rd day. Notice must be published at least 48 hours before test begins for DREs. | City Secretary | 6.63(d)(2) | 3rd |
| May 4- Fri May 6 | <i>Period to apply for late (emergency) early voting because of death in family May 2 or later. Requires absence from county on election day.</i> | City Secretary | 9.73(a) | 3rd |
| May 4- May 6 | Recommended time to prepare list of registered voters for early voting ballot board if more than one early voting polling place. The early voting clerk must mark the names on the list of registered voters of persons who voted early before this list is delivered to the precinct election judges. | City Secretary | 9.83 | *3rd thru 1st |
| May 4- Sat May 7 | <i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Apr 25.</i> | City Secretary | 9.72(b) | 3rd thru Election Day, 5 p.m. |
| Thu May 5 | Last day for first test of automatic tabulating equipment to be used at a <u>central counting station</u> . The equipment must be tested at least 48 hours before it is used to count votes. Notice must be published at least 48 hours before date of test. | Presiding Judge | 4.31 | 2nd |
| Fri May 6 | <i>Last day to deliver precinct list of registered voters, with the early voting voters marked, to presiding judges and recommended date for delivery of supplies to presiding judges.</i> | City Secretary | 9.83(e) | 1st |
| May 6 | Recommended date for delivery of equipment to polling places (statutory deadline is 6 a.m. on election day). | City Secretary | 6.65(b) | *1st |
| May 6 | RECOMMENDED DAY TO POST NOTICE OF COUNCIL MEETING to canvass the returns if canvass will be on 3rd day after election. Notice must be posted at least 72 hours before time of meeting. | City Secretary | 11.13 | *1st |
| May 6 | <i>Last day to apply (by close of business) for and vote a ballot by personal appearance due to death in immediate family that occurred May 2 or later.</i> | City Secretary | 9.73(b) | 1st |

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| May 6 | One-year deadline to post candidacy and election information for the next general election to be held on May 6, 2023. | City Secretary | 2.14(d) | next May election - 365 days |
| Sat May 7 | ELECTION DAY. Polls are open 7 a.m. to 7 p.m. Voting by sick or disabled voters at main early voting place, 7 a.m. to 7 p.m., where electronic voting systems are used at precinct polling place. | City Secretary | 9.71 | E Day |
| May 7 | <i>7 a.m. to 7 p.m. early voting clerk's office must remain open for early voting activities.</i> | City Secretary | 10.13(c) | E Day |
| May 7 | <i>5 p.m. deadline for late applications for ballots from voters who became ill or disabled Apr 25 or later.</i> | City Secretary | 9.72(b) | E Day |
| May 7 | <i>Deliver early voting ballots, etc., to early voting ballot board. Second key to ballot box is delivered by chief of police or marshal.</i> | City Secretary | 10.13(c)(1) 9.57(b)(1) | E Day |
| May 7 | <i>7 p.m. deadline for receiving ballots from voters who became ill or disabled Apr 25 or later.</i> | City Secretary | 9.72(b) | E Day |
| May 7 | <i>7 p.m. first deadline for receiving early voting mail ballots, except overseas and armed forces ballots and certain ballots place for delivery before this deadline. After regular mail delivery, check mailbox for early voting mail ballots. See additional deadline on +1 day.</i> | City Secretary | 9.50(a) | E Day |
| May 7 | Receive precinct records, voted ballots, etc. (Chief of police or marshal receives keys to ballot boxes containing voted ballots.) | City Secretary Mayor | 10.13(c) 10.32(d) | E Day |
| May 7 | PREPARE UNOFFICIAL TABULATION OF RESULTS. Note: Presiding judge must notify city secretary if counting will not be complete by 2 a.m. | City Secretary | 10.34 10.32(b) | E Day |
| Mon May 9 | <i>Second deadline for receiving mail ballots if the delivery envelope arrives before 5 p.m. and has a cancellation mark indicating it was placed for delivery at or before 7 p.m. (7 p.m. local time for the place of election). This second deadline occurs the day after the election. The day after the election is Sun. This deadline is extended to Mon, May 9.</i> Note: This applies to voters who applied for a ballot by mail and cast a by-mail ballot from within the United States. | City Secretary | 9.50(a) | +1 (+2) |

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| Date | Action | By or With Whom Taken | Manual Ref. § | Column 5 |
|---------------------------|--|---|----------------|----------------|
| May 9 | <p><i>First day for public access to early voting by mail applications and for mailed early voting ballot materials, including those for annual ABBMs.</i></p> <p>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. See entry for Wed, Mar 23.</p> | City Secretary | 11.70(d)(2) | +1 (+2) |
| May 9 | <p><i>Last day to deliver provisional ballots to Voter Registrar of each county in which city is located.</i></p> | City Secretary | 10.30(a)(2) | +1 (+2) |
| Tue May 10 | <p>Recommended day to provide Official STATEMENT OF ELECTED OFFICER NOT APPOINTED BY THE GOVERNOR and OATH OF OFFICE to candidates who appear to have won or may win. These are now Secretary of State Forms 10-2 and 10-3. These are provided at this time for information. They must be signed after the canvass.</p> | City Secretary | 11.20 11.21 | +3 |
| May 10 - Mon May 16 | <p><i>Period during which early voting ballot board 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></p> | Early Voting Ballot Board | 11.03 | +3 thru +9 |
| May 10 - Wed May 18 | <p>PERIOD FOR OFFICIAL CANVASS. Mayor sets exact day and hour. City secretary records results in election register as soon as practicable after canvass.</p> <p>Note: Canvass may occur before 11th day 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).</p> | Mayor City Secretary City Council | 11.12 6.72 | +3 thru +11 |
| May 10 - 18 | <p><i>Completion before canvass of report of early votes cast for each candidate or measure, by election precinct.</i></p> | City Secretary | 11.04(b) | +3 thru +11 |
| May 10 - 18 | <p>AFTER CANVASS, 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.</p> | Mayor | 11.20 | +3 thru +11 |

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| Date | Action | By or With Whom Taken | Manual Ref. § | Column 5 |
|----------------------------------|--|--|---------------|-------------------------|
| May 10 - Tue May 31 | Partial manual count of electronically counted ballots must begin not later than 72 hours after polls close and be completed by the +21st day. Note: Deadline falls on Sat, May 28 and Mon, May 30 is Memorial Day, so the deadline moves to Tue. | City Secretary | 11.31 | +3 thru +21 (+25) |
| Thu May 12 | <i>Last day to receive a ballot from <u>outside</u> the United States, from a <u>non-military</u> voter, IF cancellation or receipt mark indicates ballot was placed for delivery by 7 p.m. on election day.</i> | City Secretary | 9.50(b)(1) | +5 |
| Fri May 13 | <i>Last day to receive an FPCA ballot from a member of the U.S. Armed Services or Merchant Marines or a spouse or dependent of a member. <u>NO</u> cancellation or receipt mark showing date placed for delivery is required on these ballots.</i> | City Secretary | 9.26(d)(3) | +6 |
| May 13 | Last day for provisional voter to present ID to voter registrar or execute required affidavit | Voter Registrar | 10.30(d) | +6 |
| May 13 | Last day for voter registrar to complete the review of provisional ballots. | Voter Registrar | 10.30(d) | +6 |
| May 13 | Last day for a vote-by-mail voter to cure certain deficiencies in the carrier envelope. | Voter | 6.72 | +6 |
| May 13 | 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. Officials may not take office until the canvass is complete unless the election was cancelled. | Candidate with City Secretary | 11.23(a) | +6 |
| Sun May 15 - Mon May 23 | ORDERING OF RUNOFF ELECTION, if necessary, not later than 5th day after canvass. | City Council or Mayor [endnote 3] | 12.01(c)(2) | +8 thru +16 |
| Mon May 16 | Last day for Voter Registrar to designate a time of delivery of provisional ballots to the general custodian of election records or presiding judge of the EVBB. Time must occur before EVBB convenes. The +7 day is May 14, a Sat. This deadline is extended to Mon. | Voter Registrar | 10.30(d) | +7 (+9) |
| May 16 | Last day for general custodian of election records or presiding judge of the early voting ballot board to retrieve the provisional ballots from the voter registrar. | City Secretary or Judge of EVBB | 10.30(d) | +9 |

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| Date | Action | By or With Whom Taken | Manual Ref. § | Column 5 |
|--|---|---------------------------------|----------------------|--|
| May 16 | First date 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. | EVBB | 6.72 | +7 (+9) |
| May 16 | Last day for the EVBB to convene for counting the provisional ballots or any mail ballots timely and properly received after election day. See entries for May 9, 12, and 13. Note: This deadline is the 13th day in November of even-numbered years. | Early Voting Ballot Board | 11.01(b) | +9 |
| Tue May 17 | Last day for presiding judge of EVBB to mail notices of rejected mail ballots to voters. | Presiding Judge of EVBB | 11.03(a) | +10 |
| Wed May 18 | LAST DAY for conducting the official canvass of the election. | City Council | 11.12 | +11 |
| Fri May 20 - Sat May 28 (May 27 recommended) | Period during which notice of disposition of provisional ballots must be mailed to voters. Note: EC §1.006 arguably does not apply to a timeframe set by rule, 1 TAC 81.176(e). Mon, May 30, is Memorial Day, a legal national holiday. Accordingly, Fri, May 27 is recommended. | Presiding Judge of EVBB | 11.01(f) | By 10th day after canvass |
| Mon May 23 | Election records must be available in an electronic format no later than this day, for a fee of not more than \$50.00. If the deadline is Sun, it moves to Mon. | City Secretary | 11.70(c) | +15 (+16) |
| Mon May 30 - Tue July 5 | POSSIBLE PERIOD FOR RUNOFF ELECTION, depending on date of official canvass, unless a charter provides for a later date. If 45th day is Sat, the deadline moves to Mon unless Mon is July 4 holiday. Note: EC §1.006 does not apply to the start of the period, but as a practical matter, an election is not likely to be held on May 30, Memorial Day. Also note the order of the names on the runoff ballot appear in the same order as on the general election ballot, so no ballot drawing is required for the runoff ballot. | City Secretary/ City Council | 12.01(d) 12.02(e) | 20th-45th (47th) day after canvass |
| Tue May 31 | Last day for mailing results of manual count to secretary of state. Note: If +21st day is Sat, the deadline is extended to Mon, but May 30 is Memorial Day, a legal national holiday. | City Secretary | 11.31(c) | +21 (+25) |

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| Date | Action | By or With Whom Taken | Manual Ref. § | Column 5 |
|------------------------|---|-------------------------------|---------------|------------|
| Mon Jun 6 | 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 |
| Thu Jun 16 | LAST DAY OF MANDATORY OFFICE HOURS. | City Secretary | 6.80(a) | +40 |
| Thu July 7 | First day for transfer of voted ballots from the locked ballot box to another secure container. | City Secretary | 11.70(e) | +61 |
| Fri July 15 | Last day for timely filing of semiannual report of contributions and expenditures. | City Secretary | 3.12(b) | July 15 |
| Thu Mar 7, 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) | +22 months |
| Tues May 7, 2024 | Last day of preservation period for candidate applications and certain petitions. | City Secretary | 11.71(d) | +2 years |

Endnotes

1. The following information must be posted on a city's website [M §2.14(d)], 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).
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 is extended to the next business day.

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Withdrawal deadlines after the extended filing deadlines will also be impacted. In other words, the Monday, March 7 filing deadline for a special election to fill a vacancy ordered on or before the 70th day before election day would be extended to Monday, March 14, and the withdrawal deadline for that extended deadline would be Saturday, March 19 (the withdrawal deadline does NOT move to the next business day [EC §145.092(e)]). The Monday, March 28 filing deadline for a special election to fill a vacancy ordered after the 70th day but on or before the 46th day before election day would be extended to Monday, April 4, and the withdrawal deadline for that extended deadline would be Saturday, April 9 (the withdrawal deadline does NOT move to the next business day).

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: amount of contributions or expenditures permitted before appointment of treasurer is required.</i> | \$500 | \$910 | \$920 |
| 254.036 | <i>Electronic Filing Exemption: amount at or below which a filer may qualify.</i> | \$20,000 | \$28,420 | \$28,800 |
| 254.095 | <i>Local officeholders, contributions: amount over which reporting is required.</i> | \$500 | \$930 | \$940 |
| 254.181 254.182 254.183 | <i>Candidate or specific-purpose PAC, modified reporting: contribution or expenditure amount at or below which filers may avoid pre-election reports.</i> | \$500 | \$930 | \$940 |

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