Election Calendar

For a City's General Election on

May 7, 2016

This calendar indicates the dates for actions necessary in a general election of city officers to be held on May 7, 2016. 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 March 18 means that the day for beginning mandatory office hours is the 50th day before election day; the notation "+5" in the entry for May 12 means that the last day for receiving a ballot from outside the United States is the 5th 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 date is used for determining other dates that are calculated in relation to the event of the extended date. Exceptions are noted in this calendar.

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

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Dec 21	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). SOS has ruled that notice must contain location where applications will be received.	City Secretary	11.05(f)	138th
Jan 4	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	*124th

*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
Jan 4-29	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 14.03	*124th thru *99th
Jan 15	Last day for timely filing of semi-annual report of contributions and expenditures.	City Secretary	18.05	Jan 15
	GENERAL ELECTION			
Jan 20	FIRST DAY FOR FILING APPLICATION for place on ballot. This is the 30th day before filing deadline.	City Secretary	11.05	108th
Jan 20	FIRST DAY FOR FILING DECLARATION OF WRITE-IN CANDIDACY.	City Secretary	11.10	108th
Jan 25-Feb 9	Recommended period for CALLING ELECTION AND POSTING NOTICE OF ELECTION on bulletin board.	Mayor [1]	10.02 10.03 10.12	*103rd thru *88th
Feb 8	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, Feb 8 (89th day).	City Secretary	7.07(d),(e), (f)	90th *(89th)*
Feb 9	Recommended LAST DAY FOR ORDER DESIGNATING ELECTION PRECINCTS AND POLLING PLACES.	City Council	3.07	*88th
Feb 16	Remove candidate's name from ballot if the candidate dies on or before Feb 16 (day before the 2nd day before filing deadline).	City Secretary	11.25(a)	81st
	GENERAL ELECTION			
Feb 19	STATUTORY LAST DAY FOR ORDERING ELECTION.[2]	Mayor[1]	10.04	78th
Feb 19	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.	City Secretary	11.05(a) 11.06	78th
Feb 22	Recommended beginning date for preliminary work on appointment of election judges.	City Secretary	4.08	*75th
Feb 22	Recommended last day to POST 72 HOUR NOTICE OF DRAWING for order of names on ballot. Must be posted at least 72 hours preceding the time of the drawing.	City Secretary	8.06	*75th

*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
Feb 23	LAST DAY FOR A WRITE-IN CANDIDATE to declare candidacy in the **GENERAL** or **SPECIAL** election. (If a special election has not been called by this date, and a write-in declaration is received, contact the secretary of state for advice.)	City Secretary	11.10(b)	74th
Feb 24	LAST DAY for a ballot candidate in **general** election to withdraw (withdrawal request must be received by 5 p.m.). LAST DAY that a declaration of ineligibility causes omission of candidate's name from ballot. (These deadlines occur on the 5th day after the filing deadline.) City secretary's office should stay open until 5 p.m.	City Secretary	8.05(b) 11.22 11.23 11.24	73rd
Feb 25-29	Recommended period to CONDUCT DRAWING FOR ORDER OF NAMES ON BALLOT. Prepare ballot format and send it to printer.	City Secretary	8.06	*72nd thru *68th
Feb 26	LAST DAY for a write-in candidate to withdraw in **general** election and have name removed from write-in list. The statute does not state a time, so the deadline is midnight.	City Secretary	11.22(b)	71st
Feb 27	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	13.06	70th
Mar 7	If a **SPECIAL ELECTION** to fill a vacancy is held in conjunction with the general election, and the **SPECIAL ELECTION** was called on or before the 70th day before the election, **this is the LAST DAY FOR FILING AN APPLICATION for a place on the ballot in the SPECIAL ELECTION.** 62nd day is on Sunday. This action is extended to Mon, Mar 7, the 61st day..	City Secretary	13.06	62nd *(61st)*
Mar 8	LAST DAY TO DELIVER NOTICE TO THE COUNTY CLERK AND VOTER REGISTRAR of each county in which the election will be held.	City Council (City Secretary)	10.16	60th
Mar 8	First day of the period Texas Ethics Commission will defer investigation until after election (or runoff) if an allegation is filed.	City Secretary/ Texas Ethics Commission	18.01	60th
Mar 11	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 19 (must be received by 5 p.m.).	City Secretary	11.05	57th

*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
Mar 11	If a **SPECIAL ELECTION** to fill a vacancy is held in conjunction with the general election, and the **SPECIAL ELECTION** was called on or before the 70th day before the election, **this is the LAST DAY** for candidate in the **special** election to withdraw (withdrawal request must be received by 5 p.m.). **LAST DAY** that a declaration of ineligibility causes omission of candidate's name from ballot.	City Secretary	8.05(b) 11.22 11.24	57th
Mar 14-25	Recommended period for APPOINTING ELECTION JUDGES.[2] (Schedule for first council meeting after period if no meeting during period.) See M §10.15 on giving notice to election judges.	City Council[1]	4.03 4.04 4.05	*54th thru *43rd
Mar 17	RECOMMENDED DATE TO PRINT BALLOTS which have been prepared earlier.	City Secretary	8.16	*51st
Mar 18	Beginning date of period for mandatory office hours.	City Secretary	2.15	50th
Mar 22	Last day to order a **SPECIAL ELECTION** to fill a vacancy unless a law outside the EC provides for an earlier date.	City Secretary	13.06	46th
Mar 23	*FIRST DAY TO MAIL EARLY BALLOTS, IF AVAILABLE. Note the roster of persons mailed ballots is not available to the public until the first business day after election day [See M §16.56(g)].*	City Secretary	16.57	45th
Mar 28	If a **SPECIAL ELECTION** to fill a vacancy is held in conjunction with the general election, and the **SPECIAL ELECTION** was called after the 70th day before the election, **this is the LAST DAY FOR FILING AN APPLICATION for a place on the ballot in the SPECIAL ELECTION.**	City Council	13.06(a)(2)	40th
Mar 30	*Last day to mail balloting materials for early voting by mail, to persons whose applications were accepted 8 days or more before the 45th day.*	City Secretary	16.57	38th
Apr 4	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 removed from the ballot. The 35th day is Sat, Apr 2. The deadline is moved to Mon, Apr 4, the 33rd day.	City Secretary	11.24(b)	35th *(33rd)*
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.	City Secretary	18.06	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	6.23(g) 6.25(b)	30th

*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
Apr 7-27	PERIOD FOR PUBLISHING NOTICE OF ELECTION. Must be published at least once in a newspaper during this period.	Mayor [1]	10.12 20.04	30th thru 10th
Apr 7	Minimum 10th day to begin posting continuous notice if signature verification committee meets Apr 17.	City Secretary	16.72	30th
Apr 7	Recommended last day to notify presiding judges of duty to hold election.	Mayor	10.15	*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	6.32(d) 6.35 7.42	*30th
Apr 15	Recommended last day to request waiver of partial manual recount of electronically counted ballots if the secretary of state has not already issued a waiver.	City Secretary	9.45	*22nd
Apr 15- 28	*Possible period for posting notice **amending** notice of branch early voting polling places.*	City Secretary	16.22(k)	22nd thru 9th
Apr 16 (Apr 15 Recom-mended)	LAST DAY for POSTING NOTICE OF ELECTION on bulletin board for posting notices of city council meetings. The 21st day is on Sat. Technically, the notice can be delayed until Mon, Apr 18, but it is better practice to post no later than Fri, Apr 15, which is the 22nd day before the election.	City Secretary [1]	10.12(c)	21st
Apr 17	*First day a signature verification committee may begin work.*	City Secretary	16.72	20th
Apr 18	*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.)*	City Secretary	17.02(a) & (d)	20th *(19th)*
Apr 19	*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**.)*	City Secretary	7.40	18th
Apr 19	*Last day early voting clerk, upon receipt of defective early voting application, must mail 2nd application with explanation of defects and instructions.*	City Secretary	16.53(c)	18th
Apr 20	*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.)	City Secretary	16.22(k)	17th

*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
Apr 22	*Last day to receive application from voter delivered 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)(5)	15th
Apr 22	*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).*	City Secretary	7.40(c) & (d)	15th
Apr 22	STATUTORY DEADLINE FOR NOTIFYING JUDGES OF DUTY TO HOLD THE ELECTION.	Mayor	10.15(a)	15th
Apr 22	Last day to challenge write-in candidate for compliance.	City Secretary	11.10(i)	15th
Apr 24	*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. (9th day before end of early voting by personal appearance.)*	City Secretary	16.74(a)	13th
Apr 25	*FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE. 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. (The city council must designate 2 weekdays that early voting will be conducted for 12 hours.)*	City Secretary	16.21 16.22(d) & (i)	12th
Apr 25	*First day for new illness or disability allowing late application for late (emergency) early voting.*	Voter	17.16	12th
Apr 26	*Last day to receive application by mail for a ballot to be voted by mail, including an FPCA, by 12 noon or close of business, whichever is later.*	City Secretary	16.51(d) 17.02(b)	11th
Apr 27	LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION.	Mayor [1]	10.12	10th
Apr 29	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)	8th
May 1	Last day for publication of notice of first test of automatic tabulating equipment to be used at a polling place if the first test is on May 4. (48 hours before **date** of test.)	City Secretary	7.40(d)	6th

*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
May 1	Last day for publication of notice of first test of DRE equipment to be used at a polling place if the first test is on May 4. Notice must be published at least 48 hours before **test begins** for DRE's. To assure 48 hours before test begins, notice should be published by 3rd day before date of test. **NOTE**: Even though May 1 is a Sun, these deadlines are not moved because these notices are contingent on testing being conducted on May 4. Tests and notices could be delayed, but this is not advisable.	City Secretary	7.38(d)	6th
May 2	Last day for publication of notice of first test of automatic tabulating equipment to be used at a central counting station if the first test is on May 5. (48 hours before **date** of test.)	City Secretary	7.40(b) & (d)	5th
May 2	*First day for death in family to qualify for late (emergency) early voting.*	City Secretary	17.31	5th
May 3	*LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE.*	City Secretary	16.21(c)	4th
May 3	Recommended 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 recommended day, make sure all notices have been published. See entries for May 1 and 2 for deadlines for notice publication.	City Secretary	7.40(d)	*4th
May 3-7	As soon as early voting is over, and until 7:00 p.m. May 7, early voting materials may be delivered to the early voting ballot board if notice requirements have been followed. The board may process the materials but may not count the ballots until polls open on election day; unless the election is held jointly with a county with population of 100,000 or more, in which case, ballots may be counted.	City Secretary	16.74(a) & (c)	4th thru close of polls
May 4	*Last day to receive an application to cancel mail ballot without also returning the ballot..*	City Secretary	16.59(a)	3rd
May 4	Last day for conducting first test of automatic tabulating equipment to be used at a polling place (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.	City Secretary	7.40(c) & (d)	3rd

*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
May 4	Last day for conducting first test of DRE equipment to be used at a polling place or central counting station (at least 48 hours before voting begins on election day). To assure 48 hours before 7 am of election day, test must be by 3rd day. Notice must be published at least 48 hours before **test begins** for DREs.	City Secretary	7.38(d)(1) & (2)	3rd
May 4-6	*Period to apply for late (emergency) early voting because of death in family May 4 or later. Requires absence from county on election day.*	City Secretary	17.33	3rd thru 1st
May 4-6	*Recommended time to prepare list of registered voters for early voting ballot board if more than one early voting polling place.* A **new law for 2016** requires the early voting clerk to 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	16.76 16.83(a)	*3rd thru 1st
May 4-7	*Period to apply for late (emergency) early voting because of illness or disability originating on or after Apr 25.*	City Secretary	17.17	3rd thru Election Day, 5 p.m.
May 5	Last day for first test of automatic tabulating equipment to be used at a central counting station. Notice must be published at least 48 hours before **date** of test.	Presiding Judge	7.40(b)	2nd
May 6	*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.*	City Secretary	7.47(b) 16.83(j)	1st
May 6	Recommended date for delivery of equipment to polling places (statutory deadline is 6 a.m. on election day).	City Secretary	7.48	*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	9.42(b)	*1st
May 6	*Last day to submit an application (by close of business) for and vote a ballot by personal appearance due to death in immediate family that occurred May 4 or later.*	City Secretary	17.33(b)	1st
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	17.41	E Day
May 7	*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

*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
May 7	*5 p.m. deadline for late applications for ballots from voters who became ill or disabled Apr 25 or later.*	City Secretary	17.16 17.17	E Day
May 7	*Deliver early voting ballots, etc., to early voting ballot board. Second key to ballot box is delivered by chief of police or marshal.*	City Secretary	16.73(a)	E Day
May 7	7 pm deadline for receiving ballots from voters who became ill or disabled Apr 25 or later.	City Secretary	17.17	E Day
May 7	*7 pm deadline for receiving early voting mail ballots. After regular mail delivery, check mail box for early voting mail ballots.*	City Secretary	9.23(c) 16.58(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	9.33(d) 9.34	E Day
May 7	UNOFFICIAL TABULATION OF RESULTS.	City Secretary	9.35	E Day
May 9	*First day for public access to early voting by mail roster and applications and for mailed early voting ballot materials.* ***EXCEPTION****: Roster and materials for voters who submitted an annual ABBM are not available for public access until after the last election for which the annual application applies.*	City Secretary	9.49(d) 16.56(g) 16.522(f)	+2
May 9	*Last day to deliver provisional ballots to Voter Registrar of each county in which city is located.*	City Secretary	9.41(a)	+2
May 10	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 2201 and 2204.** These are provided at this time for information. They must be signed after the canvass.	City Secretary	12.32(d)	*+3
May 10-16	*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.*	Early Voting Ballot Board	16.74(f)(1)	+3 thru +9
May 10-18	PERIOD FOR OFFICIAL CANVASS. Mayor sets exact day and hour. City secretary records results in election register as soon as practicable after canvass. [Canvass may occur before 11th day only if all FPCA ballots have been received and the EVVB has completed the count of provisional ballots.]	City Council/ City Secretary	9.42(b) 9.44	+3 thru +11
May 10-18	*Completion before canvass of report of early votes cast for each candidate or measure, by election precinct.*	City Secretary	16.87	+3 thru +11

*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
May 10-18	AFTER CANVASS, ISSUE CERTIFICATE OF ELECTION.	Mayor	12.23	+3 thru +11
May 10-May 31	Partial manual count of electronically counted ballots if waiver not obtained from secretary of state, must begin not later than 72 hours after polls close and be completed by the 21st day. +21st day is Sat, May 28. The date is extended to Tue, May 31 (+24th day), because Mon, May 30 is Memorial Day..	City Secretary	9.45	+3 thru +21 *(+24)*
May 12	*Last day for receiving a ballot from outside the United States.*	City Secretary	16.58(b)	+5
May 13	Last day for provisional voter to present ID to voter registrar or execute required affidavit.	Voter Registrar	16.261(g)	+6
May 13	*Early voting ballot board (EVBB) convenes to count early voting ballots received by Thur, May 12, from outside the United States, if the early voting clerk did not certify that all ballots mailed from outside the United States had been received earlier. (Provisional ballots may be processed at this time.)*	Early Voting Ballot Board	16.74(f)	+6
May 13	Last day for voter registrar to complete the review of provisional ballots.	Voter Registrar	9.41(c)	+6
May 13	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 unless the voter registrar designates a time on the +7 day.	City Secretary	9.41(c) TAC §81.175 (d)(3)	+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	12.34	+6
May 14	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 be before the convening of the EVBB. May 14 is a Sat, but this deadline is not extended.		9.41(c) TAC §81.175(d)	+7
May 15-23	ORDERING OF RUNOFF ELECTION, if necessary, not later than 5th day after canvass.	City Council or Mayor [1]	14.04	+8 thru +16
May 16	Last day for the EVBB to convene for counting the provisional ballots. (New date for 2016)	Early Voting Ballot Board	16.77(b)	+9
May 17	Last day for presiding judge of EVBB to mail notices of rejected mail ballots to voters.	Presiding Judge of EVBB	16.78	+10
May 18	LAST DAY for conducting the official canvass of the election.	City Council	9.42(b)	+11

*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
May 20-May 31	Period during which notice of disposition of provisional ballots must be mailed to voters. If 10th day is Sat or Sun (May 21-22), last day is Mon, May 23. If 10th day is Sat, May 28, last day is Tue, May 31, because Mon, May 30 is Memorial Day.	Presiding Judge of EVBB	16.77(e)	By 10th day after canvass
May 30-Jul 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, Jul 2, the deadline moves to Tue, Jul 5, because Mon is Jul 4 a holiday.	City Secretary/ City Council	14.03	20th-45th day after canvass
May 31	Last day for mailing results of manual count to secretary of state, if no waiver is obtained. +21st day is Sat. The deadline is extended to Tue, May 31 (+24th day) because Mon, May 30, is Memorial Day.	City Secretary	9.45	+21 *(+24)*
Jun 6	Last day to transmit election results by city precinct in electronic form to secretary of state.	Mayor (Presiding Officer of the Canvassing Committee)	9.44	+30
Jun 16	LAST DAY OF MANDATORY OFFICE HOURS.	City Secretary	2.15	+40
July 7	First day for transfer of voted ballots from the locked ballot box to another secure container.	City Secretary	9.50(g)	+61
July 15	Last day for timely filing of semiannual report of contributions and expenditures.	City Secretary	18.05	July 15
Nov 7, 2016	Last day of preservation period for ballots and other precinct election records of city election.	City Secretary	9.50(g)	+6 months

Endnotes

[1] Follow home-rule city's charter provision, if any.

[2] The city's governing body may choose to conduct a mock student election under EC §276.007. The major steps taken for a general election should be taken for a student election. The student election may be held on the first day before the election, but results must not be published until after the polls close on election day.

NOTE ON CALENDAR FOR SPECIAL OR RUNOFF ELECTION

To prepare a calendar for a special election to fill a vacancy in office, see M §13.02; for a special election on a measure, see M §15.02; for a runoff election, see M §14.03.

NOTE ON CONTEXT

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

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