

Election Calendar

For a City's General Election on May 6, 2017

This calendar indicates the dates for actions necessary in a general election of city officers to be held on May 6, 2017. 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 17 means that the day for beginning mandatory office hours is the 50th day before election day; the notation "+5" in the entry for May 11 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
Mon Dec 19	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)	138 th
Mon Jan 2	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	*124 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 Jan 2- Fri Jan 27	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	*124 th thru *99 th
Tue Jan 17	Last day for timely filing of semi-annual report of contributions and expenditures. Jan 15 is a Sun, Jan 16 is Martin Luther King Jr. Day, a state holiday. This deadline is extended to Tue, Jan 17.	City Secretary	18.05	Jan 15 (Jan 17)
Wed Jan 18	GENERAL ELECTION FIRST DAY FOR FILING APPLICATION for place on ballot. This is the 30 th day before filing deadline.	City Secretary	11.05	108 th
Jan 18	FIRST DAY FOR FILING DECLARATION OF WRITE-IN CANDIDACY.	City Secretary	11.10	108 th
Mon Jan 23- Tue Feb 7	Recommended period for CALLING ELECTION AND POSTING NOTICE OF ELECTION on bulletin board.	Mayor ^[1]	10.02 10.03 10.12	*103 rd thru *88 th
Mon Feb 6	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. 90 th day is on Sun. This action is extended to Mon, Feb 6 (89 th day).	City Secretary	7.07(d),(e), (f)	90 th (89 th)
Tue Feb 7	Recommended LAST DAY FOR ORDER DESIGNATING ELECTION PRECINCTS AND POLLING PLACES.	City Council	3.07	*88 th
Tue Feb 14	Remove candidate's name from ballot if the candidate dies on or before Feb 14 (day before the 2 nd day before filing deadline).	City Secretary	11.25(a)	81 st
Fri Feb 17	GENERAL ELECTION STATUTORY LAST DAY FOR ORDERING ELECTION. ^[2]	Mayor ^[1]	10.04	78 th
Feb 17	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	78 th
Mon Feb 20	Recommended beginning date for preliminary work on appointment of election judges.	City Secretary	4.08	*75 th
Feb 20	Recommended first day to POST NOTICE OF DRAWING for order of names on ballot. Must be posted at least 72 hours preceding the time of the drawing. Posting on this date would enable the drawing as early as Feb 23, if 72 hours have passed between posting and drawing.	City Secretary	8.06	*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
Tue Feb 21	LAST DAY FOR A WRITE-IN CANDIDATE to declare candidacy in the GENERAL and SPECIAL election. (If a special election has not been called by this date, and a write-in declaration is received for a special election, contact the secretary of state for advice.)	City Secretary	11.10(b)	74 th
Wed Feb 22	First day that an election may be cancelled if all filing deadlines have passed and each candidate in the election is unopposed. Note: For a city in which an office on the ballot has a four-year term, the filing deadline for that office is the 57 th day if no one has filed by the 78 th day.	City Secretary	10.22	73 ^d
Thur Feb 23- Mon Feb 27	Recommended days to CONDUCT DRAWING FOR ORDER OF NAMES ON BALLOT. The deadlines for withdrawal and ineligibility will have passed by Feb 27 if the city secretary prefers to wait until after these deadlines. Prepare ballot format and send it to printer.	City Secretary	8.06	*72 nd thru *68 th
Fri Feb 24	LAST DAY for a ballot candidate to withdraw (withdrawal request must be received by 5 p.m.).	City Secretary	8.05(b) 11.22 11.23 11.24	71 st
Feb 24	LAST DAY that a declaration of ineligibility of candidate causes omission of candidate's name from ballot. City secretary's office should stay open until 5 p.m.			71 st
Feb 24	LAST DAY for a write-in candidate to withdraw and have name removed from write-in list. The statute does not state a time, but the SOS considers 5:00 p.m. the deadline.	City Secretary	11.22(b)	71 st
Sat Feb 25	LAST DAY to order a SPECIAL ELECTION to fill a vacancy so that the filing deadline will be the 62 nd 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	70 th
Mon Mar 6	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 70 th day before the election, this is the LAST DAY FOR FILING AN APPLICATION for a place on the ballot in the SPECIAL ELECTION. 62 nd day is on Sunday. This action is extended to Mon, Mar 6, the 61 st day. Note: The deadline for a write-in candidate to file for this special election is Feb 21, the 74 th day.	City Secretary	13.06	62 nd (61 st)
Tue Mar 7	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	60 th
Mar 7	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	60 th
Fri Mar 10	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 17 (must be received by 5 p.m.).	City Secretary	11.05	57 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
Mar 10	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 70 th day before the election, this is the LAST DAY for a candidate in the special election to withdraw (withdrawal request must be received by 5 p.m.).	City Secretary	8.05(b) 11.22	57 th
Mar 10	LAST DAY that a declaration of ineligibility of a candidate for a special election called before the 70 th day, causes omission of candidate's name from ballot.	City Secretary	11.24	57 th
Mon Mar 13- Fri Mar 24	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. Notice of appointment must be given within 20 days after appointment.	City Council ^[1]	4.03 4.04 4.05	*54 th thru *43 rd
Thur Mar 16	RECOMMENDED DATE TO PRINT BALLOTS which have been prepared earlier.	City Secretary	8.16	*51 st
Fri Mar 17	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	2.15	50 th
Tue Mar 21	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	46 th
Mar 21	The SOS recommends conducting the first test of automatic tabulating equipment and the first logic and accuracy test on precinct scanners and DRES on this day. Notice of these tests must be published 48 hours before the testing.	City Secretary		*46 th
Wed Mar 22	<i>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)].</i>	City Secretary	16.57	45 th
Mon Mar 27	If a SPECIAL ELECTION to fill a vacancy is held in conjunction with the general election, and the SPECIAL ELECTION was called after the 70 th day before the election, this is the LAST DAY FOR FILING AN APPLICATION for a place on the ballot in the SPECIAL ELECTION. Note: The deadline for a write-in candidate for this special election is Feb 21, the 74 th day.	City Council	13.06(a)(2)	40 th
Wed Mar 29	<i>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.</i>	City Secretary	16.57	38 th
Sat Apr 1	LAST DAY for a candidate in a SPECIAL ELECTION with a filing deadline of the 40 th day, to withdraw or be declared ineligible and have name removed from the ballot. (5 th day after 40 th day) The 35 th day is Sat, but this deadline is not extended.	City Secretary	11.24(b) & (c)	35 th
Thur Apr 6	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	30 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
Apr 6	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)	30 th
Apr 6- Wed Apr 26	PERIOD FOR PUBLISHING NOTICE OF ELECTION. Must be published at least once in a newspaper during this period.	Mayor ⁽¹⁾	10.12 20.04	30 th thru 10 th
Apr 6	Minimum 10 th day to begin posting continuous notice if signature verification committee meets Apr 16.	City Secretary	16.72	30 th
Apr 6	Recommended last day to notify presiding judges of duty to hold election.	Mayor	10.15	*30 th
Apr 6	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	*30 th
Fri Apr 14	Recommended last day to check the SOS website to determine if a waiver has been issued for the partial manual recount of electronically counted ballots. The requirement for partial manual recount does not apply to DRE equipment.	City Secretary	9.45	*22 nd
Apr 14- Thur Apr 27	<i>Possible period for posting notice amending notice of branch early voting polling places.</i>	City Secretary	16.22(k)	22 nd thru 9 th
Sat Apr 15 (Apr 14 Recommended)	LAST DAY for POSTING NOTICE OF ELECTION on bulletin board for posting notices of city council meetings. The 21 st day is on Sat. Technically, the notice can be delayed until Mon, Apr 17, but it is better practice to post no later than Fri, Apr 14, which is the 22 nd day before the election.	City Secretary ⁽¹⁾	10.12(c)	21 st
Sun Apr 16	<i>First day a signature verification committee may begin work.</i>	City Secretary	16.72	20 th
Mon Apr 17	<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 16. The deadline is extended so that if the application is placed in the mail by Mon, Apr 17, it is timely.)</i>	City Secretary	17.02(a) & (d)	20 th (19 th)
Tue Apr 18	<i>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 21. See the entry for Apr 21 for complications with San Jacinto Day. (Notice for tabulating equipment must be 48 hours before date of test. Notice for DRE equipment must be 48 hours before test begins.) Because of the complications with Apr 21, it is strongly recommended that this notice be given earlier for an earlier test date.</i>	City Secretary	7.38(d) 7.40	18 th
Apr 18	<i>Last day early voting clerk, upon receipt of defective early voting application, must mail 2nd application with explanation of defects and instructions.</i>	City Secretary	16.53(c)	18 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
Wed Apr 19	<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>	City Secretary	16.22(k)	17 th
Thur Apr 20	<i>Last day to receive application from voter delivered in person for a ballot to be voted by mail (by close of business). Fri, Apr 21 is San Jacinto Day, a state holiday; Therefore, Thurs, Apr 20 appears to be the last business day before the start of early voting by personal appearance. If your office will be open on Apr 21, consult the secretary of state about which will be the last day.</i>	City Secretary	16.51(e)(5)	16 th
Fri Apr 21	<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). Fri, Apr 21 is San Jacinto Day, a state holiday, but this deadline may not be extended and still meet the 48 hours requirement; therefore, if the city secretary's office is closed for San Jacinto Day, the test should be conducted before this day. For notice requirements, see the entry for Apr 18.</i>	City Secretary	7.38(d) 7.40(c) & (d)	15 th or (earlier if office is closed)
Sun Apr 23	<i>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 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 is the 13th day before election.)</i>	City Secretary	16.74(a)	13 th
Mon Apr 24	STATUTORY DEADLINE FOR NOTIFYING JUDGES OF DUTY TO HOLD THE ELECTION. Fri, Apr 21 is San Jacinto Day, a state holiday. This deadline is extended to Mon, Apr 24, the 12 th day.	Mayor	10.15(a)	15 th (12 th)
Apr 24	Last day to challenge write-in candidate for compliance. Fri, Apr 21 is San Jacinto Day, a state holiday. This deadline is extended to Mon, Apr 24, the 12 th day.	City Secretary	11.10(h)	15 th (12 th)
Apr 24	<i>FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE. If voting will be conducted on Sat or Sun, Apr 29 or 30, notice of schedule must be posted at least 72 hours before first hour of the weekend voting. (The city council must also designate 2 weekdays that early voting will be conducted for 12 hours.)</i>	City Secretary	16.21 16.22(d) & (i)	12 th
Apr 24	<i>First day for new illness or disability allowing late application for late (emergency) early voting.</i>	Voter	17.16	12 th
Tue Apr 25	<i>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.</i>	City Secretary	16.51(d) 17.02(b)	11 th
Wed Apr 26	LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION.	Mayor ^[1]	10.12	10 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
Apr 26	Last day to post notice if early voting will be conducted on Sat, Apr 29. Must be posted 72 hours before voting begins.	City Secretary	16.22(k)	10 th
Thur Apr 27	Last day to post notice if early voting will be conducted on Sun, Apr 30. Must be posted 72 hours before voting begins.	City Secretary	16.22(k)	9 th
Fri Apr 28	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
Sun Apr 30 Apr 30	<p>Recommended 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 3. Notice must be published at least 48 hours before date of test.</p> <p>Recommended 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 3. 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.</p> <p>NOTE: Even though Apr 30 is a Sun, these deadlines are not extended because these notices are contingent on testing being conducted on May 3. Tests and notices could be delayed, but this is not advisable.</p>	City Secretary City Secretary	7.40(d) 7.38(d)	*6 th *6 th
Mon May 1	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 4. (48 hours before date of test.)	City Secretary	7.40(b) & (d)	5 th
May 1	<i>First day for death in family to qualify for late (emergency) early voting.</i>	City Secretary	17.31	5 th
Tue May 2	LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE.	City Secretary	16.21(c)	4 th
May 2	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 Apr 30 and May 1 for deadlines for notice publication.	City Secretary	7.40(d)	*4 th
May 2- Sat May 6	<i>As soon as early voting is over, and until 7:00 p.m. May 6, early voting materials may be delivered to the early voting ballot board if notice requirements have been followed. (Continuous notice posted for 24 hours before delivery.) 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.</i>	City Secretary	16.74(a) & (c)	4 th thru close of polls
Wed May 3	<i>Last day to receive an application to cancel mail ballot without also returning the ballot..</i>	City Secretary	16.59(a)	3 rd

*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 3	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 3 rd day before. Notice must be published at least 48 hours before date of test.	City Secretary	7.40(c) & (d)	3 rd
May 3	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 3 rd day before. Notice must be published at least 48 hours before test begins for DREs.	City Secretary	7.38(d)(1) & (2)	3 rd
May 3- Fri May 5	<i>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.</i>	City Secretary	16.76 16.83(a)	*3 rd thru 1 st
May 3- Fri May 5	<i>Period to apply for late (emergency) early voting because of death in family May 1 or later. Requires absence from county on election day.</i>	City Secretary	17.33	3 rd thru 1 st
May 3- Sat May 6	<i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Apr 24.</i>	City Secretary	17.17	3 rd thru Election Day, 5 p.m.
Thur May 4	Last day for first test of automatic tabulating equipment to be used at a central counting station . Test must be conducted at least 48 hours before the equipment is used for counting ballots. Notice must be published at least 48 hours before date of test.	Presiding Judge	7.40(b)	2 nd
Fri May 5	<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	7.47(b) 16.83(j)	1 st
May 5	Recommended date for delivery of equipment to polling places (statutory deadline is 6 a.m. on election day).	City Secretary	7.48	*1 st
May 5	RECOMMENDED DAY TO POST NOTICE OF COUNCIL MEETING to canvass the returns if canvass will be on 3 rd day after election. Notice must be posted at least 72 hours before time of meeting.	City Secretary	9.42(b)	*1 st
May 5	<i>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 1 or later.</i>	City Secretary	17.33(b)	1 st

*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
Sat May 6	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 6	<i>7 a.m. to 7 p.m. early voting clerk's office must remain open for early voting activities.</i>	City Secretary	9.23	E Day
May 6	<i>7 a.m. to 7 p.m. early voting clerk may receive marked mail ballots from the voter in-person, upon showing of one of the accepted forms of identification. The ballot must be inside the sealed carrier envelope with the voter's signature across the flap.</i>	City Secretary	16.58(c)	E Day
May 6	<i>5 p.m. deadline for late applications for ballots from voters who became ill or disabled Apr 24 or later.</i>	City Secretary	17.16 17.17	E Day
May 6	<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	16.73(a)	E Day
May 6	<i>7 pm deadline for receiving ballots from voters who became ill or disabled Apr 24 or later.</i>	City Secretary	17.17	E Day
May 6	<i>7 pm deadline for receiving early voting mail ballots. After regular mail delivery, check mail box for early voting mail ballots.</i>	City Secretary	9.23(c) 16.58(a)	E Day
May 6	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 6	UNOFFICIAL TABULATION OF RESULTS.	City Secretary	9.35	E Day
Mon May 8	<i>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.</i>	City Secretary	9.49(d) 16.56(g) 16.522(f)	+2
May 8	<i>Last day to deliver provisional ballots to Voter Registrar of each county in which city is located.</i>	City Secretary	9.41(a)	+2
Tue May 9	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 9	First day elected officials may take office in a city that cancelled its election; except in a Type A general law city. For Type A general law cities, see the entry for May 12.	City Council/ City Secretary	10.24(d)	+3

*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 9- Mon May 15	<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>	Early Voting Ballot Board	16.74(f)(1)	+3 thru +9
May 9- Wed May 17	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 11 th 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 9- Wed May 17	<i>Completion before canvass of report of early votes cast for each candidate or measure, by election precinct.</i>	City Secretary	16.87	+3 thru +11
May 9- Wed May 17	AFTER CANVASS, ISSUE CERTIFICATE OF ELECTION. A certificate of election may not be issued in a race if a recount is requested that involves the winning candidate in that race, until the recount is completed.	Mayor	12.23	+3 thru +11
May 9- Tue May 30	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 +21 st day. +21 st day is Sat, May 27. The date is extended to Tue, May 30 (+24 th day), because Mon, May 29 is Memorial Day.	City Secretary	9.45	+3 thru +21 (+24)
Thur May 11	<i>Last day for receiving a ballot from outside the United States.</i>	City Secretary	16.58(b)	+5
Fri May 12	Last day for provisional voter to present ID to voter registrar or execute required affidavit.	Voter Registrar	16.261(g)	+6
May 12	<i>Early voting ballot board (EVBB) convenes to count early voting ballots received by Fri, 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.)</i>	Early Voting Ballot Board	16.74(f)	+6
May 12	Last day for voter registrar to complete the review of provisional ballots.	Voter Registrar	9.41(d)	+6
May 12	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(d) TAC §81.175 (d)(3)	+6
May 12	Type A elected officials may qualify and assume duties of office [LGC §22.006]. The statute states 5 th day after election, excluding Sundays. The resulting day is the 6 th day after. Officials may not take office until the canvass is complete unless the election was cancelled.	Candidate with City Secretary	12.34	+6
Sun May 14- Mon May 22	ORDERING OF RUNOFF ELECTION, if necessary, not later than 5 th day after canvass.	City Council or Mayor ⁽¹⁾	14.04	+8 thru +16

*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 May 15	Last day for the EVBB to convene for counting the provisional ballots and any ballots received from outside the U.S. by Thur, May 11, if not already counted.	Early Voting Ballot Board	16.77(b)	+9
Tue May 16	Last day for presiding judge of EVBB to mail notices of rejected mail ballots to voters.	Presiding Judge of EVBB	16.78	+10
Wed May 17	LAST DAY for conducting the official canvass of the election.	City Council	9.42(b)	+11
Fri May 19- Tue May 30	Period during which notice of disposition of provisional ballots must be mailed to voters. If 10 th day is Sat or Sun (May 20-21), last day is Mon, May 22. If 10 th day is Sat, May 27, last day is Tue, May 30, because Mon, May 29 is Memorial Day.	Presiding Judge of EVBB	16.77(e)	By 10 th day after canvass
Mon May 29- Mon Jul 3	POSSIBLE PERIOD FOR RUNOFF ELECTION, depending on date of official canvass, unless a charter provides for a later date. If 45 th day after the last day to canvass is Sat, Jul 1, the deadline is extended to 47 th day, Mon, Jul 3.	City Secretary/ City Council	14.03	20 th -45 th day after canvass (20 th - 47 th)
Tue May 30	Last day for mailing results of manual count to secretary of state, if no waiver is obtained. +21 st day is Sat. The deadline is extended to Tue, May 30 (+24 th day) because Mon, May 29, is Memorial Day.	City Secretary	9.45	+21 (+24)
Mon Jun 5	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
Thur Jun 15	LAST DAY OF MANDATORY OFFICE HOURS.	City Secretary	2.15	+40
Thur July 6	First day for transfer of voted ballots from the locked ballot box to another secure container.	City Secretary	9.50(g)	+61
Mon July 17	Last day for timely filing of semiannual report of contributions and expenditures. July 15 is a Sat. The deadline is extended to Mon, July 17.	City Secretary	18.05	July 15 (July 17)
Mon Nov 6, 2017	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.