

TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM



**Election Calendar**  
For a City's General Election on May 6, 2023

(last updated December 21, 2022)

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

Dates in column 1 are 2023 unless noted otherwise. Actions in column 2 relate to general elections (those in *italics pertain to early voting*), but some notes for special elections have been included. The actions are typically taken by the city secretary, but deviations appear in column 3. Column 4 is a cross reference to the Elections Manual.

"ED Interval" in column 5 indicates the time between the date of the action and election day. For example, the notation "50th" in the entry for March 17 means mandatory office hours begin the 50th day before election day; the notation "+10" in the entry for May 16 means that the LAST DAY for the presiding judge of the early voting ballot board to mail voters notices of rejected mail ballots is the 10th day after election day. An asterisk (\*) in this column indicates the time stated is not required by statute.

When a statutory provision prescribes the LAST DAY for the performance of an act, the number in column 5 reflects that day. If the statutory date is moved because of a Saturday, Sunday, or state or national holiday [M §1.52(b); endnote 6], the resulting date is designated in column 1, and column 5 indicates, in parentheses and italics, the actual number of days measured from election day. When a deadline is extended for this reason, the extended date is used for determining other due dates. Not all due dates revolve around election day and are so noted.

The last column has been reserved to show completion of the event in column 2. A dashed line in the table between entries indicates separate events that fall on the same day.

To prepare a calendar for a runoff election, see M §§12.01-.02; for a special election to fill a vacancy in office, see M §12.03; for a special election on a measure, see generally M §12.12. When reading the Election Code, the city secretary should remember to read the chapter and subchapter titles to determine if the section applies to cities. Abbreviations in the calendar are the same as those used in the Elections Manual.

| <b>Date</b>                    | <b>Action</b>   | <b>By or With Whom Taken</b>          | <b>M §</b>         | <b>ED Interval</b>                                      | <b>T</b> |
|--------------------------------|---|---------------------------------------|--------------------|---|----------|
| Fri<br>May 6<br>2022           | One-year deadline for website posting certain candidacy and other information. Note: See endnote 1.   | City Secretary                        | 2.13(d)(2)         | 365th   |          |
| Mon<br>Dec 19<br>2022          | LAST DAY to post on bulletin board notice of the filing period for the general election (SOS Form 1-20).  | City Secretary                        | 2.13(d)(1)         | 138th<br>(30 days<br>before<br>1st day<br>to file)      |          |
| Sun<br>Jan 1<br>2023           | <i>FIRST DAY voters may apply for a ballot by mail (ABBM), for an Annual ABBM, or for a Federal Postcard Application (FPCA).</i> Note: The first day does not move despite the New Year's Day holiday. See D Day – 11 days for end of period.   | City Secretary                        | 9.44(a)            | 1st day of<br>year                                      |          |
| Thu<br>Jan 5                   | Obtain 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, administrative forms, and precinct forms. | City Secretary                        | 5.31               | *121st  |          |
| Thu<br>Jan 5-<br>Fri<br>Jan 27 | Review M §1.62 for possible action: Steps 1-5 (revising election precincts, designating polling places, changing method of voting, and contracting, if any) and Step 12 (establishing or changing terms of election judges).  | City Secretary<br>and<br>City Council | 1.62               | *121st<br>thru<br>*99th                                 |          |
| Tue<br>Jan 17                  | LAST DAY for timely filing of semi-annual report of contributions and expenditures. Note: Because Jan 15 is a Sun and Mon is Martin Luther King Day, the deadline is extended to Tue.   | City<br>Secretary                     | 3.12(b)<br>3.16    | Jan 15  |          |
| Wed<br>Jan 18                  | FIRST DAY for filing application for place on general election ballot (SOS Form 2-26). Note: Filing for a general election may occur before the election is ordered (as opposed to a special election). Period ends at 5 p.m. E Day – 78 days.  | City Secretary                        | 2.13(a)<br>2.14(a) | 108th<br>(30 days<br>before<br>filing<br>dead-<br>line) |          |
| Wed<br>Jan 18                  | FIRST DAY for filing declaration of write-in candidacy (SOS Form 2-28). Note: Periods ends at 5 p.m. E Day – 74 days.   | City Secretary                        | 2.19(b)            | 108th   |          |

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| Date                            | Action   | By or With Whom Taken       | M §             | ED Interval   | T |
|---------------------------------|--|-----------------------------|-----------------|---|---|
| Mon<br>Jan 23-<br>Fri<br>Feb 17 | Recommended period and statutory deadline for ordering a general election (SOS Form 1-2). Note: Sometimes the phrase “calling” election is used. The deadline may be different for a special election. See endnote 2 for mock student elections. Home-rule cities see endnote 3. Cities contracting should informally notify their contracting partners. | Mayor                       | 6.03            | *103rd<br>thru<br>78th  |   |
| Mon<br>Feb 6                    | LAST DAY for small city in small county to apply for exception to accessibility requirements (SOS Form 13-4). Note: Because the deadline falls on Sun, it moves to Mon.  | City Secretary<br>to<br>SOS | 5.25(c)         | (89th)  |   |
| Tue<br>Feb 14<br>midnight       | Death and ballot preparation: If a candidate dies on or before this date, the City Secretary MUST remove the candidate’s name from ballot. Note: If a candidate dies after this date but on or before the filing deadline, see endnote 4.  | City Secretary              | 6.23(c)         | 81st<br>[day<br>before<br>day<br>before<br>filing<br>deadline<br>(3rd day)] |   |
| Fri<br>Feb 17                   | LAST DAY for ordering a general or special election for the uniform date in May (SOS Form 1-2). Note: See endnote 2 for student elections. Home-rule cities see endnote 3.   | Mayor                       | 6.03            | 78th  |   |
| Feb 17<br>5 p.m.                | LAST DAY for filing application for place on general election ballot (SOS Form 2-26). Note: City Secretary’s office should stay open until 5 p.m. Mailed applications are filed when received. For deceased candidates, see endnote 4. If no candidate has filed in a city with 4-year terms, the filing deadline is extended to 5 pm Fri. March 10.     | City Secretary              | 2.14<br>6.23(c) | 78th  |   |
| Feb 17                          | Recommended last day for notice designating election precincts and polling places.   | City Council                | 5.42(d)         | *78th   |   |
| Feb 17                          | Recommended first day to provide 4-day notice of drawing to candidate. Note: Only written notice by mail is required 4 days before the drawing, but phone or email notice should follow the same timeline. Public notice must be posted (SOS Form 3-2) 72 hours before date of drawing.  | City Secretary              | 6.22(a)(2)      | *78th   |   |

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|---------------------------------|--|------------------------------|-------------------------|------------------------|----------|
| Mon<br>Feb 20                   | Recommended first date for preliminary work to appoint election judges.  | City Secretary               | 7.01                    | *75th                  |          |
| Feb 20                          | Recommended first day to post public's 72-hour notice of drawing for order of names on ballot (SOS Form 3-2).  | City Secretary               | 6.22(a)                 | *75th                  |          |
| Tue<br>Feb 21<br>5 p.m.         | LAST DAY for a write-in candidate to declare candidacy in the general election (SOS Form 2-28). Note: City Secretary's office should stay open until 5 p.m. Mailed applications are filed when received. For deceased candidates, see endnote 4. For special elections to fill a vacancy, see the 75th day.  | City Secretary               | 2.18(b)                 | 74th                   |          |
| Wed<br>Feb 22                   | Recommended date to deliver the certification of unopposed candidates to city council if a candidate does not have an opponent in an election considered to be a separate election (SOS Form 12-1).  | City Secretary               | 6.12                    | *73rd                  |          |
| Thu<br>Feb 23-<br>Mon<br>Feb 27 | Recommended period to conduct drawing for order of names on ballot, prepare ballot format, and send information to the printer. Note: Notice of drawing (SOS Form 3-2) must be posted 72 hours before drawing.   | City Secretary               | 6.22(b)<br>6.25<br>6.26 | *72nd<br>thru<br>*68th |          |
| Fri<br>Feb 24<br>5 p.m.         | LAST DAY for a ballot or write-in candidate in general election to submit a certificate of withdrawal (SOS Form 2-33) and have name omitted from the ballot. Note: City Secretary's office should stay open until 5 p.m. A withdrawal after this date is valid if it is submitted before the ballots are prepared AND if the public notice of the logic and accuracy test has not been published. EC §1.006 does not apply to withdrawal deadlines [EC §145.092(e)]. | City Secretary               | 6.23(c)<br>2.31(b)      | 71st                   |          |
| Feb 24<br>5 p.m.                | LAST DAY that a declaration of ineligibility causes omission of candidate's name from ballot in the general election. Note: City Secretary's office should stay open until 5 p.m.  | City Secretary               | 2.33(d)                 | 71st                   |          |
| Feb 24                          | Recommended first day to cancel (SOS Form 12-2). Note: Unopposed races must be cancelled and no opposed at-large race is on the ballot.  | City Council                 | 6.19-.16                | 71st                   |          |

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|---------------------------------|--|---|------------------------------------|------------------------|----------|
| Tues<br>Mar 7                   | Period the Texas Ethics Commission will defer an investigation until after election (or runoff).   | City Secretary<br>Texas Ethics Commission | 3.01(b)(2)                         | 60th<br>thru<br>E Day  |          |
| Mar 7                           | LAST DAY to deliver notice of the election to the county clerk and voter registrar of each county where the city is located. Note: This is not the publication or posting deadline.  | City Council<br>(City Secretary)          | 6.54(a)                            | 60th                   |          |
| Mar 7                           | Recommended day to contact the county concerning availability of the initial list of voters who submitted annual applications for ballot by mail (ABBM).   | City Secretary                            | 9.43                               | *60th                  |          |
| Fri<br>Mar 10<br>5 p.m.         | 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.   | City Secretary                            | 2.13(b)                            | 57th                   |          |
| Mon<br>Mar 13-<br>Fri<br>Mar 24 | Recommended period for appointing election judges plus members of the EVBB and SVC. Note: Home-rule cities see endnote 3.  | City Council                              | 7.42(a)(2)<br>7.23-.24<br>7.33-.34 | *54th<br>thru<br>*43rd |          |
| Thu<br>Mar 16                   | Recommended date to print ballots that have been prepared earlier.   | City Secretary                            | 6.25                               | *51st                  |          |
| Fri<br>Mar 17                   | FIRST DAY of mandatory office hours. Note: City Secretary's office must be open at least 3 hours a day during regular office hours on regular business days. Period ends E Day + 40 days. Good Fri falls within the period, see endnote 6.   | City Secretary                            | 6.80(a)                            | 50th                   |          |
| Mar 17                          | LAST DAY for a challenge of a candidate application based on form, content, procedure.   | City Secretary                            | 2.16(d)                            | 50th                   |          |
| Wed<br>Mar 22                   | <i>LAST DAY to mail ballots to FPCA voters and other voters who are eligible for early voting because they are voting from outside the U.S.</i> Note: If it is not possible to mail these ballots by this deadline, the City Secretary must notify the SOS within 24 hours. SOS does not apply EC §1.006 to this deadline. Respond to FCPA applications received after this date within 7 days (the same as non-FCPA applications). Rosters must be posted to website by 11 a.m. on the following day (SOS Forms 5-10 & 5-9a). | City Secretary                            | 9.49(b)<br>9.82                    | 45th                   |          |

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|-------------------------|--|--------------------------------|-------------------------|----------------------|----------|
| Thu<br>Apr 6<br>5 p.m.  | LAST DAY for filing first report of campaign contributions and expenditures by opposed candidates and specific-purpose committees. Note: City Secretary's office should stay open until 5 p.m. The deadline is extended to midnight for electronic filing. See endnote 5 for current threshold dollar amounts. | City Secretary                 | 3.13(b)                 | 30th                 |          |
| 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                      | 4.07(f)<br>4.07(g)      | 30th                 |          |
| Apr 6-<br>Wed<br>Apr 26 | Period for publishing notice of election. Note: Must be published once; perhaps more for a special election on a measure. Home-rule cities see endnote 3.  | Mayor                          | 6.52(a)                 | 30th<br>thru<br>10th |          |
| Apr 6                   | Minimum 10th day to begin posting continuous notice if SVC meets on first available date, Apr 16. Note: The city council makes the appointments not later than 5 days after the City Secretary calls for appointment (SOS Forms 5-52 & 5-53). Post notice of appointment (SOS Form 5-55)                       | City Secretary<br>City Council | 6.70(a)<br>7.33<br>7.34 | *30th                |          |
| Apr 6                   | Recommended last day to notify presiding judges of duty to hold election (SOS Forms 1-40 to 4-12).   | Mayor                          | 7.42(a)(2)              | *30th                |          |
| 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                 | 4.34(a)                 | *30th                |          |
| Apr 6                   | Recommended day to begin posting the notice of voting order priority for voters with mobility issues on the city's website (SOS Form 7-33).  | City Secretary                 | 10.23(d)                | *30th                |          |

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|--|---|-----------------------|-------------------------------------|----------------------|---|
| Sat<br>Apr 15<br>(Fri<br>Apr 14<br>recom-<br>mended) | LAST DAY for posting (SOS Form 1-11) (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. Note: The 21st day is Sat, meaning the notice can be delayed until Mon. The better practice is to post by Fri through at least election day. For cities conducting bond elections, additional posting and publication requirements apply. Home-rule cities see endnote 3. | City Secretary        | 6.52(b)<br>12.15(e)                 | 21st<br>(22nd)       |   |
| Sun<br>Apr 16<br>(Fri<br>Apr 14<br>recom-<br>mended) | Type B cities: LAST DAY to post notice of election in 3 public places (SOS Form 1-11). Note: EC §1.006 does not apply to this LGC deadline; the better practice is to post before the weekend.  | City Secretary        | 6.52(b)(3)                          | 20th                 |   |
| Apr 16   | <i>FIRST DAY SVC may begin work.</i> 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 (SOS Forms 8-20 to 8-24).  | City Secretary        | 6.70(a)<br>6.72                     | 20th                 |   |
| Mon<br>Apr 17  | <i>LAST DAY for unregistered FCPA applicant to apply and be eligible to vote a full ballot.</i> Note: Because the deadline falls on Sun, it moves to Mon for postmarked FCPAs.  | City Secretary        | 9.61(a)                             | 20th<br>(19th)       |   |
| Tue<br>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 (SOS Forms 6-2 to 6-4).</i>  | City Secretary        | 9.46(b)                             | 18th                 |   |
| Apr 18_<br>Tue<br>Apr 25                             | <i>Period when unregistered FCPA applicants received a federal ballot only.</i> Note: This may mean no ballot is sent.  | City Secretary        | 9.61<br>9.68                        | 18th<br>thru<br>11th |   |
| Apr 18   | <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 21.</i> Note: Notice for tabulating equipment must be 48 hours before date of test. Notice for DRE equipment must be 48 hours before test begins. DREs cannot be used after Sept 1, 2026 except by disabled voters.  | City Secretary        | 6.63(d)(1)<br>6.63(d)(2)<br>6.64(c) | *18th                |   |

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|---------------|--|--|---------------------|--|----------|
| Wed<br>Apr 19 | <i>LAST DAY to begin posting continuous notice of schedule for branch early voting polling places if not included in earlier notice of election (SOS Form 5-49). Note: The May early voting period is not the same as November of even-numbered years.</i>   | City Secretary                                 | 9.14(c)             | 17th<br>(5th day before EV in person)  |          |
| Fri<br>Apr 21 | <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 21        | <i>LAST DAY for conducting first test of automatic tabulating and DRE equipment to be used for early voting. Note: Notice for tabulating equipment must be 48 hours before date of test. Notice for DRE equipment must be 48 hours before test begins. DREs cannot be used after Sept 1, 2026 except by disabled voters.</i>   | City Secretary                                 | 6.63(d)<br>6.64(c)  | 15th   |          |
| Apr 21        | <i>LAST DAY to notify judges of duty to hold the election (SOS Form 4-10 to 4-12).</i>   | Mayor  | 7.44(a)             | 15th   |          |
| Apr 21        | <i>LAST DAY to challenge write-in candidate for form, content, and procedure.</i>  | City Secretary                                 | 2.18(f)             | 15th   |          |
| Mon<br>Apr 24 | <i>FIRST DAY for early voting by personal appearance. Note: If voting will be conducted on Sat or Sun, notice of schedule must be posted at least 72 hours before first hour of the weekend voting (SOS Form 5-47).</i>  | City Secretary                                 | 9.14                | 12th   |          |
| Apr 24        | <i>FIRST DAY a city holding a joint election with a county with a population of 100,000 or more may convene the EVBB to process mail ballots. Note: 24-hour notice must be posted for each delivery of voting materials made before election day (SOS Forms 6-6 &amp; 6-7). 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. The board must provide notice of opportunity to cure certain defects in the carrier envelope within 2 days of identifying the deficiency (SOS Forms 8-20 to 8-24).</i> | City Secretary<br>Early Voting<br>Ballot Board | 9.57(a)(2)<br>10.03 | End of<br>9th day<br>before<br>end of EV<br>(thus 8th<br>day<br>before<br>ED)<br>thru<br>8th day<br>before<br>ED |          |

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|--------------------------|--|------------------------------|------------------------------------|---------------------|----------|
| Apr 24                   | <i>FIRST DAY for new illness or disability allowing late application for late (emergency) early voting (SOS Form 5-18). Note: While the injury or disability occurs on or after this date, the application cannot be submitted until the day after the early voting period ends.</i>   | Voter                        | 9.73                               | 12th                |          |
| Apr 24-<br>Thu<br>Apr 27 | <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<br>thru<br>9th |          |
| Tue<br>Apr 25            | <i>LAST DAY to accept application for a ballot to be voted by mail, by 12 noon or close of business, whichever is later. Note: If the deadline falls on a Sat, Sun, or legal holiday, then personal delivery must be the first regular business day preceding that day. Originals are due 4 days after fax or email (except emailed FCPA).</i> | City Secretary               | 9.44(b)(1)<br>9.45(b-c)<br>9.68(c) | 11th                |          |
| Apr 25                   | <i>LAST DAY to accept an FPCA from a registered voter or from an unregistered FPCA voter. Note: The unregistered FPCA voter may only get a federal ballot, which may mean no ballot.</i>   | City Secretary               | 9.61(c)<br>9.68(a, c)              | 11th                |          |
| Apr 25                   | <i>LAST DAY for county clerk or election administrator to deliver final list of voters that submitted an annual ABBM.</i>  | City Secretary               | 9.43(a)(2)                         | 11th                |          |
| Wed<br>Apr 26            | <i>LAST DAY to publish of notice of election (SOS Form 1-11). Note: Home-rule cities see endnote 3.</i>  | Mayor                        | 6.52(a)(1)                         | 10th                |          |
| Fri<br>Apr 28<br>5 p.m.  | <i>LAST DAY for filing second report of campaign contributions and expenditures. Note: Deadline extended to midnight for electronic filing. See endnote 5 for current monetary thresholds.</i>   | City Secretary               | 3.15                               | 8th                 |          |
| Mon<br>May 1             | <i>LAST DAY to publish notice of first test of automatic tabulating equipment or DRE. Note: Testing must occur 48 hours before equipment is used (E Day at 7 a.m.). Notice for tabulating equipment must be published 48 hours before test date. Notice for DRE must be published 48 hours before test begins.</i>                             | City Secretary               | 6.64(b-c)<br>6.63(d)(1)            | 5th                 |          |

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|-----------------------|---|------------------------------|--------------------------|--|----------|
| May 1                 | <i>FIRST DAY for death in family to qualify for late (emergency) early voting (SOS Form 5-16). Note: While the death occurs on or after the day before the last day of early voting by personal appearance, the application cannot be submitted until the day after early voting by personal appearance ends. Voting by this method (SOS Form 5-27) ends close of business the day before election day.</i>   | City Secretary               | 9.73(a)                  | 5th  |          |
| Tue<br>May 2          | <i>LAST DAY of regular early voting by personal appearance (versus special forms of early voting).</i>  | City Secretary               | 9.11(b)                  | 4th  |          |
| May 2<br>Sat<br>May 6 | <i>Once early voting by personal appearance is over until 7 p.m. on election day, early voting materials may be delivered to the EVBB for qualifying purposes when paper ballots are used or automatically tabulated ballots are used at a central counting station. Note: Ballots may not be counted until election day, except if election is held jointly with a county of 100,000 or more. Post notice of delivery continuously 24 hours before each delivery (SOS Forms 6-6 &amp; 6-7). Ensure that the counting equipment has been tested at least 48 hours before tabulation begins.</i> | City Secretary               | 9.57(a)(1)<br>9.57(a)(3) | 4th thru<br>close of<br>polls  |          |
| Wed.<br>May 3         | <i>LAST DAY to receive in the mail an application to cancel mail ballot (SOS Form 5-17). Note: SOS does not apply EC §1.006.</i>  | City Secretary               | 9.54(a)                  | 3rd  |          |
| May 3                 | <i>FIRST DAY the EVBB may begin counting ballots in an election held jointly with a county having a population of 100,000 or more. Note: Ensure that the counting equipment has been tested at least 48 hours before tabulation begins.</i>   | Early Voting<br>Ballot Board | 9.57(a)(2)               | (day after<br>in person<br>EV ends)<br>3rd thru<br>close of<br>polls |          |
| May 3<br>Fri<br>May 5 | <i>Period to apply for late (emergency) early voting because of death in family May 1 or later. Note: Requires absence from county on election day. Period ends the day before E Day.</i>   | City Secretary               | 9.73                     | 3rd  |          |

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|----------------------------------|--|------------------------------|-------------------------|------------------------------|----------|
| May 3-<br>Sat<br>May 6<br>5 p.m. | <i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Apr 24 (SOS Form 5-18). Note: The deadline for returning the marked ballot is 7 pm E Day, but applications must be received by 5 pm E Day.</i>     | City Secretary               | 9.72(b)                 | 3rd thru Election Day        |          |
| Wed<br>May 3                     | LAST DAY for first test of automatic tabulating or DRE equipment. Note: 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               | 6.63(d)(2)<br>6.64(b-c) | 3rd                          |          |
| May 3-<br>May 5                  | <i>Recommended time to prepare list of registered voters for EVBB if more than one early voting polling place. Note: The EVC must identify those who voted early before this list is delivered to the precinct election judges.</i>                              | City Secretary               | 9.83                    | *3rd thru 1st                |          |
| Fri<br>May 5                     | <i>LAST DAY (by close of business) to apply for and vote a ballot by personal appearance due to death in immediate family that occurred May 1 or later (SOS Form 5-16).</i>  | City Secretary               | 9.73(b)                 | 1st                          |          |
| Fri<br>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               | 9.83(e)                 | 1st                          |          |
| May 5                            | One-year deadline to post certain information on the city's website for the next general election to be held on May 4, 2024. Note: See endnote 1.  | City Secretary               | 2.13(d)(2)              | next May election - 365 days |          |
| May 5                            | Recommended date for delivery of equipment to polling places. Note: Statutory deadline is 6 a.m. on election day.  | City Secretary               | 6.65(b)                 | *1st                         |          |
| May 5                            | Recommended day to post notice of council meeting to canvass the returns if canvass will be on 3rd day after election. Note: Notice must be posted at least 72 hours before time of meeting. Due to late ballots that can be counted, a later canvass is likely. | City Secretary               | 11.13                   | *1st                         |          |

\*An asterisk in Column 5 "ED Interval" is a time not statutorily required; EC §1.006 does not apply.

| Date                              | Action  | By or With Whom Taken                       | M §                       | ED Interval | T |
|-----------------------------------|---|---|---------------------------|-------------|---|
| Sat<br>May 6<br>7 a.m.-<br>7 p.m. | <b>ELECTION DAY.</b> Polls are open. Voting by sick or disabled voters at main early voting place, where electronic voting systems are used at precinct polling place. <i>Early voting clerk's office must remain open for early voting activities</i>  | City Secretary                              | 9.71<br>10.13(c)          | E Day       |   |
| May 6                             | <i>Deliver early voting ballots, etc., to EVBB.</i> Note: Second key to ballot box is delivered by chief of police or marshal.  | City Secretary<br>Judge EVBB<br>(sets time) | 10.13(c)(1)<br>9.57(b)(1) | E Day       |   |
| May 6<br>5 p.m.                   | <i>LAST HOUR for late applications for ballots (SOS Form 5-18) from voters who became ill or disabled Apr 24 or later.</i>  | City Secretary                              | 9.72(b)                   | E Day       |   |
| May 6<br>7 p.m.                   | <i>LAST HOUR for receiving ballots from voters who became ill or disabled Apr 24 or later.</i>  | City Secretary                              | 9.72(b)                   | E Day       |   |
| May 6<br>7 p.m.                   | <i>LAST HOUR to receive mailed ballots with no postmark, except overseas and armed forces ballots and certain ballots placed for delivery before this deadline.</i> Note: Check mailbox at 7 pm regardless of regular delivery schedule. See deadline E Day +1 day.   | City Secretary                              | 9.50(a)                   | E Day       |   |
| May 6                             | Receive precinct records, voted ballots, etc. Note: Chief of police or marshal receives keys to ballot boxes containing voted ballots.  | City Secretary<br>Mayor                     | 10.13(c)<br>10.32(d)      | E Day       |   |
| May 6                             | 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<br>10.32(b)         | E Day       |   |
| Mon<br>May 8<br>5 p.m.            | <i>LAST DAY to receive mailed ballots if the carrier envelope arrives before 5 p.m. and has a cancellation mark indicating it was placed for delivery at or before 7 p.m. local time for the place of election.</i> Note: Because the deadline falls on Sun, it moves to Mon. This deadline applies to voters who applied for a ballot by mail and cast a by-mail ballot from within the U.S. | City Secretary                              | 9.50(a)                   | +1<br>(+2)  |   |
| May 8                             | <i>FIRST DAY for public access to early voting by mail applications, ballot materials, and annual ABBMs.</i>  | City Secretary                              | 11.70(d)(2)               | +1<br>(+2)  |   |
| May 8                             | <i>LAST DAY to deliver provisional ballots to voter registrar of each county in which city is located.</i>  | City Secretary                              | 10.30(a)(2)               | +1<br>(+2)  |   |

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| <b>Date</b>                     | <b>Action</b>  | <b>By or With Whom Taken</b>  | <b>M §</b>                  | <b>ED Interval</b>         | <b>T</b> |
|---------------------------------|--|---|-----------------------------|----------------------------|----------|
| Tue<br>May 9 -<br>Mon<br>May 15 | <i>Period during which EVBB may meet to count ballots received from outside the U.S. if the early voting clerk certifies that all ballots mailed from outside the U.S. have been received.</i>   | Early Voting Ballot Board   | 11.02                       | +3<br>thru<br>+9           |          |
| May 9 -<br>Tue<br>May<br>30     | Period for partial manual count of electronically counted ballots to begin not later than 72 hours after polls close and be completed by E Day +21st day. Note: Because the deadline falls on Sat and Mon is Memorial Day, the deadline moves to Tue.  | City Secretary  | 11.31                       | +3<br>thru<br>+21<br>(+25) |          |
| May<br>9 - 17                   | <i>Recommended period to complete report of early votes cast for each candidate or measure, by election precinct. Note: must occur before canvass.</i>   | City Secretary  | 11.04(b)                    | *+3<br>thru<br>*+11        |          |
| May<br>9 - 17                   | Period for official canvass. Note: Canvass may occur only if all FPCA ballots have been received, the EVBB has completed the count of provisional ballots, and there are no deficiencies in mailed ballot carrier envelopes (certain deficiencies can be cured up to 6th day after election day). The canvass period of even-numbered Novembers is 14 days long. | Mayor<br>(sets time)<br>City Secretary<br>(records results)<br>City Council<br>(takes action) | 11.12<br>6.72               | +3<br>thru<br>+11          |          |
| May<br>9 - 17                   | Recommended period after canvass to issue certificates of election (SOS Form 10-1), official statement of elected officer (SOS Form 10-3), and oath of office (SOS Form 10-2). Note: If a recount is requested, documents are not issued until after the recount.  | Mayor<br>City Secretary   | 11.20<br>11.21              | *+3<br>thru<br>*+11        |          |
| Thu<br>May 11                   | <i>LAST DAY to receive a ballot from military or non-military voters casting from outside the U.S. who submitted an ABBM, IF cancellation mark indicates ballot was placed for delivery by 7 p.m. on election day.</i>   | City Secretary  | 9.50(b)(1)<br>9.68<br>11.02 | +5                         |          |
| Fri<br>May 12                   | <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. Note: NO cancellation or receipt mark showing date placed for delivery is required on these ballots.</i>  | City Secretary  | 9.50(b)(2)                  | +6                         |          |

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| <b>Date</b>                      | <b>Action</b>   | <b>By or With Whom Taken</b>          | <b>M §</b>             | <b>ED Interval</b> | <b>T</b> |
|----------------------------------|---|---------------------------------------|------------------------|--------------------|----------|
| May 12                           | LAST DAY for provisional voter to present ID to voter registrar or execute required affidavit (SOS Form 7-15).  | Voter Registrar                       | 10.30(d)<br>9.26(d)(3) | +6                 |          |
| May 12                           | LAST DAY for voter registrar to complete the review of provisional ballots. Note: The period is one day longer for elections in November of even-numbered years   | Voter Registrar                       | 10.30(d)               | +6                 |          |
| May 12                           | <i>LAST DAY for a vote-by-mail voter to cure certain deficiencies in the carrier envelope.</i>  | Voter                                 | 6.72                   | +6                 |          |
| May 12                           | Type A cites: FIRST DAY elected officials may qualify and assume duties of office. Note: LGC §22.006 states 5th day after election not counting Sun. 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<br>May 14 -<br>Mon<br>May 22 | Period to order a runoff election, if necessary. Note: This must occur not later than 5th day after canvass. Home-rule cities see endnote 3.  | City Council<br>or<br>Mayor           | 12.01(c)(2)            | +8<br>thru<br>+16  |          |
| Mon<br>May 15                    | 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. Note: Must occur before EVBB convenes. Because the deadline falls on Sat, it moves to Mon.                                 | Voter Registrar                       | 10.30(d)               | +7<br>(+9)         |          |
| May 15                           | FIRST DAY a mailed ballot can be rejected if the carrier envelope was not properly executed, the signatures do not match, or is missing a statement of residence.   | Early Voting Ballot Board             | 6.72                   | +7<br>(+9)         |          |
| May 15                           | LAST DAY for general custodian of election records or presiding judge of the EVBB to retrieve the provisional ballots from the voter registrar.   | City Secretary<br>or<br>Judge of EVBB | 10.30(d)               | +9                 |          |
| May 15                           | LAST DAY for the EVBB to convene for counting the provisional ballots or any mail ballots timely and properly received after election day. Note: This deadline is the 13th day for elections in November of even-numbered years.  | Early Voting Ballot Board             | 11.01(b)               | +9                 |          |

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| <b>Date</b>  | <b>Action</b>   | <b>By or With Whom Taken</b>          | <b>M §</b>           | <b>ED Interval</b>                            | <b>T</b> |
|--|---|---------------------------------------|----------------------|---|----------|
| Tue<br>May 16  | LAST DAY for presiding judge of EVBB to mail notices of rejected mail ballots to voters (SOS Form 5-42).  | Judge of EVBB                         | 11.03(a)             | +10   |          |
| Wed<br>May 17  | LAST DAY for conducting the official canvass of the election.   | City Council                          | 11.12                | +11   |          |
| Fri<br>May 19-<br>Sat<br>May 27<br>(May 26 recom-<br>mended) | Period during which notice of disposition of provisional ballots must be mailed to voters (SOS Form 8-17). Note: EC §1.006 arguably does not apply to a timeframe set by rule, 1 TAC 81.176(e). Mon, May 29, is Memorial Day. Accordingly, Fri, May 26 is recommended.  | Judge of EVBB<br>or<br>City Secretary | 11.01(f)             | by 10th<br>day after<br>canvass               |          |
| Mon<br>May 22  | Election records must be available in an electronic format no later than this day, for a fee of not more than \$50.00. Note: Because the deadline is Sun, it moves to Mon.  | City Secretary                        | 11.70(c)             | +15<br>(+16)                                  |          |
| Mon<br>May 29-<br>Mon<br>July 3                              | Possible period for runoff election, depending on date of official canvass, unless a home-rule charter provides for a later date. 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 Memorial Day. 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. | City Secretary/<br>City Council       | 12.01(d)<br>12.02(e) | after<br>canvass<br>+20th-<br>+45th<br>(47th) |          |
| Tue<br>May 30  | LAST DAY for mailing results of manual count to SOS. Note: If +21st day is Sat, the deadline is extended to Mon, but May 29 is Memorial Day, a legal national holiday.  | City Secretary                        | 11.31(c)             | +21<br>(+25)                                  |          |
| May 30   | LAST DAY for EVBB to mail notice of outcome of provisional vote for canvassing on the last day.   | Judge of EVBB<br>or<br>City Secretary | 11.01(f)             | 10th day<br>after<br>canvass                  |          |
| Mon<br>Jun 5   | Type A cites: LAST DAY elected officials may qualify and assume duties of office; if they fail to qualify by this day, the office is considered vacant.   | Candidate with<br>City Secretary      | 11.23(a)             | +30   |          |
| Thu<br>Jun 15  | LAST DAY of mandatory office hours.   | City Secretary                        | 6.80(a)              | +40   |          |
| Thu<br>July 6  | FIRST DAY for transfer of voted ballots from the locked ballot box to another secure container.   | City Secretary                        | 11.70(e)             | +61   |          |

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| <b>Date</b>          | <b>Action</b>   | <b>By or With Whom Taken</b> | <b>M §</b>         | <b>ED Interval</b> | <b>T</b> |
|----------------------|---|------------------------------|--------------------|--------------------|----------|
| Mon<br>July 17       | LAST DAY for timely filing of semiannual report of contributions and expenditures.<br>Note: Because the deadline falls on Saturday, it moves to Monday. | City Secretary               | 3.12(b)<br>3.16(a) | July 15            |          |
| Fri<br>Mar 7<br>2025 | 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<br>months      |          |
| Wed<br>May 7<br>2025 | Last day of preservation period for candidate applications and certain petitions.   | City Secretary               | 11.71(d)           | +2<br>years        |          |

### Endnotes

1. The following information must be posted on a city’s website [M §2.13(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). [GC §2051.201].
2. The city’s governing body may choose to conduct a mock student election under EC §276.007. The major steps taken for a general election should be taken for a student election. The student election may be held on the first day before the election, but results must not be published until after the polls close on election day.
3. Follow home-rule city’s charter provision, if any.
4. If a candidate on the ballot dies on or before the filing deadline, the City Secretary MAY choose to remove the candidate from the ballot, in which case, the filing deadline is extended 5 days. If that extended filing deadline for filing falls on a weekend or holiday, it moves to the next business day. Withdrawal deadlines after the extended filing deadlines will be impacted.
5. See Texas Ethics Commission rules [1 TAC §18.31] for the full list of threshold reporting dollar amounts. The following is a summary of the most common ones [M Ch. 3]:

| <b>Election Code §</b> | <b>Threshold Description</b>                                  | <b>Original Amount</b> | <b>2022 Amount</b> | <b>2023 Amount</b> |
|------------------------|---|------------------------|--------------------|--------------------|
| 253.031(b)             | PAC: amount of contributions or expenditures permitted before | \$500                  | \$920              | \$980              |

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|                               |   |          |          |          |
|-------------------------------|---|----------|----------|----------|
|                               | appointment of treasurer is required.   |          |          |          |
| 254.036                       | <i>Electronic Filing Exemption:</i> amount at or below which a filer may qualify.   | \$20,000 | \$28,800 | \$30,820 |
| 254.095                       | <i>Local officeholders, contributions:</i> amount over which reporting is required.   | \$500    | \$940    | \$1,010  |
| 254.181<br>254.182<br>254.183 | <i>Candidate or specific-purpose PAC, modified reporting:</i> contribution or expenditure amount at or below which filers may avoid pre-election reports. | \$500    | \$940    | \$1,010  |

6. Election Code national and legal state holidays in the May 2023 election cycle are:

| <b>Holiday</b>  | <b>Date</b>     |
|---|-----------------|
| New Year's Day  | January 1       |
| Martin Luther King Day (3rd Monday of January)                  | January 16      |
| Confederate Heroes Day  | January 19      |
| President's Day/Washington's Birthday (3rd Monday of February)  | February 20     |
| Texas Independence Day  | March 2         |
| <i>Good Friday (not an Election Code holiday*)</i>              | <i>April 7</i>  |
| <i>Easter (not an Election Code holiday*)</i>                   | <i>April 9</i>  |
| San Jacinto Day   | April 21        |
| <i>Battle of Flowers Parade (not an Election Code holiday*)</i> | <i>April 28</i> |
| Memorial Day (last Monday of May)                               | May 29          |
| Emancipation Day/Juneteenth                                     | June 19         |
| Independence Day  | July 4          |

\* EC §31.122 requires the city secretary to be open at least 3 hours each day “during regular office hours, on regular business days” during the period identified on the above calendar. EC 1.006 provides that if the last day for performance of an act is a Sat, Sun, or legal state or national holiday, the act is timely if performed on the next regular business day, except as otherwise provided by this code.” The phrase “next regular business day” is not statutorily defined; therefore, a city may define its own regular business day. SOS may not agree; consult the city attorney.

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