

May 6, 2017 School Board Election Law Calendar

The following are important dates related to the Saturday, May 6, 2017, school board trustee election. If you have any questions regarding election procedures, contact the Elections Division Office of the Secretary of State, 800-252-VOTE (8683) or 512-463-5650 or at www.sos.state.tx.us.

NOTE ON JOINT ELECTION REQUIREMENT

School districts must have joint polling places on election day with either a city (located wholly or partly within the school district) holding an election on the uniform election day, a public junior college district in which the school district is wholly or partly located if it is having an elections for members of its governing board, a hospital district in limited circumstances, or the county on the November uniform election day in even-numbered years.

NOTE ON NOTICE OF FILING PERIOD

The authority with whom an application for a place on the ballot is filed must post a notice of the filing period dates in a building in which the authority maintains an office. The notice must be posted not later than the 30th day before the first day to file. (Sec. 141.040). If you order a special election to fill a vacancy, the order must include the filing deadline; we recommend posting the notice of the filing period as soon as practicable after a special election is ordered.

NOTE OF NOTICE OF ELECTIONS

School districts are required to publish their notice in a newspaper at least once between the 30th day and the 10th day before the election, Thursday, April 6 – Wednesday, April 26. School districts must also post the notice on the school district's website, if the school district maintains a website. The email address at which the early voting clerk may receive applications for a ballot by mail must be included. Voting on ANY Saturday or Sunday must be included in the order and notice of the election. The order and notice must include the dates and hours of Saturday or Sunday voting. Notice of the election must be delivered to the county clerk and voter registrar of each county in which the school district is located not later than the 60th day before election day, Tuesday, March 7.

NOTICE OF PREVIOUS POLLING PLACE

If a different polling place is being used from the previous election held by the same authority, notice must be posted at the entrance of the previous polling place informing voters of the current polling place location, if possible. (Sec. 43.062)

January 18

- First day to apply for a place on the ballot.

Note: You do not need to order your general (regular occurring) election in order for the filing period to begin.

February 14 (81st day BED)

- If a candidate dies on or before this date, the candidate's name is not placed on the ballot, if the filing deadline is February 17.

February 17 (78th day BED)

- Deadline to order a general election, unless otherwise provided in the Election Code.
- 5 p.m. – Last day to file for place on ballot.
- An application by mail is considered to be filed when it is received.
- Recommended day to order lists of registered voters.

May 6, 2017 School Board Election Law Calendar

- Recommended date to order election supplies.
- Recommended date to appoint presiding and alternate judges.
- Recommended date to appoint the presiding judge of the early voting ballot board.
- Recommended date to confirm the telephone number for the voter registrar's office on Election Day.

February 21 (74th day BED)

- 5 p.m. - Deadline for write-in candidates to file declarations of write-in candidacy.

February 22 (73rd BED)

- Recommended first day that an election may be cancelled IF all filing deadlines have passed and each candidate for an office listed on the ballot is unopposed.

February 24 (71st day BED)

- 5 p.m. – Last day for a candidate to withdraw.

February 27 (68th day BED)

- Recommended date to conduct ballot position drawing.

March 7 (60th day BED)

- Recommended date to request elections administrator to deliver an initial list of voters who submitted annual applications for ballot by mail.

March 10 (57th day BED)

- Last day for a candidate to withdraw in a special election for which the filing deadline is the 62nd day before election day. His or her name is omitted from the ballot if candidate withdraws or is declared ineligible.

March 17 – June 15 (50th day BED - 40th day After Election Day (AED))

- Mandatory office hours. Secretary of governing body must keep office open for election duties for at least three hours each day, during regular office hours, on regular business days.

March 22 (45th day BED)

- Deadline to mail overseas and military ballots.
- Early voting clerk may begin mailing early voting ballots to applicants as soon as ballots are available.
NOTE: For voters that are not in the military or overseas, early voting clerk must mail a ballot not later than the 7th day after the later of the date the early voting clerk has accepted a voter's application for a ballot by mail or the date the ballots become available for mailing. However, if the 7th day falls earlier than the 45th day BED, the voter's mail ballot must be mailed no later than the 38th day BED.

April 6 (30th day BED)

- Last day a person may register to vote for the May 6 election.
- Last day for a voter to make a change of address that will be effective for the election.
- First day of a period during which notice of any school district election must be published. This notice must be published in a newspaper that is published within the boundaries of the school district, or if no newspaper is published within the district, in a newspaper of general circulation in the district. The notice must include the nature and date of the election, the location of each polling place, the hours the polls will be open, the regular dates and hours for early voting by personal appearance, the dates and hours of any Saturday or Sunday early voting, the location of the main early voting polling place, and the early voting clerk's mailing address.

May 6, 2017 School Board Election Law Calendar

April 7 (29th BED)

- Recommended last day for early voting clerk to order supplemental and registration correction lists, if applicable.

April 17 (19th day BED)

- Last day to post notice of election on bulletin board used for posting notices of meetings of school board.

April 19 (17th day BED)

- Notice of the first test of automatic tabulating equipment must be published if test will be held on April 21.

April 21 (15th day BED)

- Last day to conduct public L&A test of a voting system.

April 24 (12th day BED)

- *First day to vote early in person.*
- School districts are required to be open during the entire early voting period.
- A voter who becomes ill or disabled on or after this date may vote a late ballot if the illness or disability prevents the voter from appearing at the polling place without a likelihood of needing personal assistance or of injuring his or her health.

April 25 (11th day BED)

- Last day to receive an application for a ballot by mail.
- Last day to receive an FPCA from a registered voter.

April 26 (10th day BED)

- Last day to publish notice of any school district election.

May 2 (4th day BED)

- Last day to vote early by personal appearance.

May 3 (3rd day BED)

- Last day to conduct first test of automatic tabulating equipment (48 hours BED).

May 5 (Day Before Election Day)

- Last day to submit an application for and vote a late ballot by personal appearance due to death in immediate family.
- Last day to deliver precinct early voting lists to election judges.

May 6 (Election Day)

- 7 a.m.–7 p.m. Polls are open. Early voting clerk and voter registrar's offices are open. Early voting office is open for early voting activities.
- 7 a.m.–7 p.m. Early voting clerk's office is open for voting by disabled and ill persons when electronic voting systems are used at regular polling place(s) on election day and the voter has a sickness or condition that prevents the voter from voting in the regular manner.
- 5 p.m. Deadline for receiving applications for late ballots to be voted by persons who became ill or disabled on or after April 24.
- 7 p.m. Deadline for receiving early voting ballots by mail and late ballots cast by voters who became ill or disabled on or after April 24.

May 6, 2017 School Board Election Law Calendar

- Early voting clerk must check mailbox for early voting mail ballots at least once after time for regular mail delivery. Clerk delivers voted ballots, key to double-locked ballot box, etc., to early voting ballot board at time or times specified by presiding judge of early voting ballot board, during the hours the polls are open, or as soon after the polls close as practicable.
- All electronic voting system ballots shall be manually examined to determine if the ballots can be processed in the usual manner or if the ballots need to be duplicated to clearly reflect a voter's intent.
- All marked early voting ballots sent by mail from inside the U.S. must arrive before the time the polls are required to close. Marked ballots that are not timely returned may not be counted, unless the ballot was cast outside the U.S. If a ballot was cast outside the U.S. before 7 p.m. on election day, it is considered timely if it is received by the 5th day after the election.
- The custodian (constable) of the key to the second lock on the double-locked early voting ballot box delivers his or her key to presiding judge of the early voting ballot board on request of the presiding judge.
- The second test of automatic tabulating equipment used for counting ballots at a central counting station must be conducted immediately before the counting of ballots with the equipment begins. The third test must be conducted immediately after the counting is completed.
- Precinct election returns are delivered to the appropriate authorities after completion.

May 8 (1st Business Day AED)

- Deadline for general custodian of election records to deliver provisional ballots to voter registrar by this day and during regular business hours.

NOTE: A school district located in more than one county will have to make delivery of the provisional ballots and forms to the voter registrar in each county in which the school district is located.

May 9 (3rd day AED)

- First possible day to conduct official local canvass of returns by governing authority of the school district. However, the canvass may not be conducted until the ballot board has verified and counted all provisional ballots. Notice of canvass must be posted continuously for 72 hours before canvass is conducted.
- For districts using electronic voting systems the last day to begin manual recount of the ballots in three precincts or one percent of the precincts, whichever is greater, unless requirement has been waived. Results of manual recount must be mailed to Secretary of State not later than the 3rd day after the manual count is completed.

May 11 (5th day AED)

- Last day to receive carrier envelopes placed in the mail by 7:00 p.m. on election day from voters who are voting outside the United States.

May 15 (9th day AED)

- Last day for early voting board to convene to qualify and count any late ballots that were submitted from outside the United States and received by May 11.
- Last day for early voting ballot board to convene to qualify and count any provisional ballots that have been reviewed by the voter registrar.

May 16 (10th day AED)

- Last day for the presiding judge of the early voting ballot board to mail notices of rejected mail ballots to voters.

May 17 (11th day AED)

- Last day for official canvass of returns by school board.

May 6, 2017 School Board Election Law Calendar

May 30 (24th day AED; 13th day after canvass)

- Last day for the presiding judge of the early voting ballot to mail notices of outcome of provisional ballots to voters.
- Last day to complete partial manual count.

June 5 (30th day AED)

- Last day to file electronic precinct-by-precinct returns with the Secretary of State.

June 15 (40th day AED)

- Last day of the period for mandatory office hours.

July 6 (61st day AED)

- First day ballot boxes may be unlocked and its voted ballots be transferred to another secure container for the remainder of the preservation period.

November 7, 2017 (day after 6 months following election)

- Ballot box contents may be destroyed if no contest or criminal investigation has arisen and if no open records request has been filed.

NOTE: Election results must be permanently maintained in the election register. Candidate applications must be retained by the school board for two years after date of election (May 7, 2019).