

2016 School Board Election Law Calendar

The following are important dates related to the Tuesday, November 8, 2016, school board trustee election. If you have any questions regarding election procedures, contact the Elections Division Office of the Secretary of State, 1-800-252-VOTE (8683).

NOTE ON JOINT ELECTION REQUIREMENT

School districts must now 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, a hospital district in certain circumstances, or the county on the November uniform election day in even-numbered years.

NOTE ON NOTICE OF CANDIDATE FILING PERIODS

The authority with whom an application for a place on the ballot is filed must post a Notice of Deadline to File Applications for Place on the Ballot 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 ELECTION

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, Sunday, October 9 – Monday, October 31. School district must also post notice on the governmental bulletin board used for posting notice of public meetings, no later than Tuesday, October 18, 2016. All days and hours for early voting by personal appearance including voting on ANY Saturday or Sunday must be included in the notice of the election. 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, Friday, September 9. The election notice, which includes the days and hours of early voting, must be posted on the school district's website, if it maintains a website.

NOTE FOR BOND ELECTIONS

Entities holding bond elections must post a debt obligation order: 1) on election day and during early voting by personal appearance, in a prominent location at each polling place, 2) not later than the 21st day before the election, in three public places in the boundaries of the political subdivision holding the election, and 3) during the 21 days before the election, on the political subdivision's Internet website, prominently and together with the notice of the election and the contents of the proposition, if the political subdivision maintains an Internet website.

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.

July 23

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

August 19 (81st 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 August 22.

2016 School Board Election Law Calendar

August 22 (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.

August 26 (74th day BED)

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

August 29 (71st day 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.
- Recommended date to conduct ballot position drawing.
- Recommended day to order lists of registered voters.
- Recommended last date to order election supplies.
- Recommended date to appoint presiding and alternate judges.
- Recommended date to appoint presiding judge of the early voting ballot board.
- Recommended date to appoint central counting station personnel.
- Recommended date to confirm the telephone number for the voter registrar's office on Election Day.

September 19 – December 18 (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.

September 24 (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: 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.

October 9 (30th day BED)

- 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. The notice must be posted on the school district's website, if it maintains a website.
- Last day to order an election to ratify a tax rate adopted by the governing body of a school district.

2016 School Board Election Law Calendar

October 11 (28th BED)

- Last day a person may register to vote in the November 8 election.
- Recommended last day for early voting clerk to order supplemental and registration correction lists, if applicable.
- Last day for a voter to make a change of address that will be effective for the election.

October 18 (21st day BED)

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

October 24 (15th day BED)

- *First day to vote early in person.*
- School districts are required to be open during the entire early voting period.
- Last day to notify presiding judges of duty to hold election (Writ of Election).
- If an FPCA is received by this date without a postmark to prove the mailing date, the early voting clerk will accept the FPCA and mail the applicant a full ballot even if the applicant is not a permanently registered voter, but meets the requirements under Title 2 of the Election Code.

October 28 (11th day BED)

- Last day to receive an FPCA from a registered voter.

October 31 (8th day BED)

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

November 4 (4th day BED)

- Last day to vote early by personal appearance.

November 7 (1st day BED)

- Last day to submit an application for emergency early ballot due to death in the family.
- Last day for early voting clerk to deliver the precinct early voting lists.

November 8 (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 October 27.
- 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 October 27.
- 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.

2016 School Board Election Law Calendar

- 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.
- Early voting ballots may be delivered to the early voting ballot board at any time after personal appearance ends.
- 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.

November 9 (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.

November 11 (3rd day AED)

- Last day for districts using electronic voting systems, except for a voting system that uses DREs, the last day to begin a partial manual count of the ballots in three precincts or one percent of the precincts, whichever is greater, unless requirement has been waived. Results of manual count must be mailed to Secretary of State not later than the 3rd day after the manual count is completed.

November 14 (6th 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.

November 18 (10th day AED)

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

November 21 (13th day AED)

- Last day for early voting board to convene to qualify and count any provisional ballots that have been reviewed by the voter registrar and late ballots that were submitted from outside the United States and received by November 14 while the board reconvenes to process provisional ballots.

November 22 (14th day AED)

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

November 28 (12th day after canvass)

- Last day for the presiding judge of the early voting ballot to mail notices of outcome of provisional ballots to voters if the local canvass was held on the first day of the canvass period, November 16, 2016.

November 29 (21st AED)

- Last day to complete partial manual count.

2016 School Board Election Law Calendar

December 8 (30th day AED)

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

December 18 (40th day AED)

- Last day of the period for mandatory office hours.

January 8, 2017 (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.

May 9, 2017 (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 (November 9, 2018).