

## CITY OF AUSTIN ELECTION CALENDAR

### NOVEMBER 4, 2014 GENERAL ELECTION

- May 5 Candidate packet available electronically and in hardcopy from the City Clerk's office.<sup>1</sup>
- May 8 First day an officeholder, a candidate for mayor or city council, or an officeholder's or candidate's committee may solicit or accept a political contribution.<sup>2</sup>  
(NOTE: A campaign treasurer designation must be filed before any contribution can be accepted or expenditure made, including from personal funds.)<sup>3</sup>
- July 15 Deadline for filing semiannual report of campaign contributions with the City Clerk (applicable to candidates, officeholders, specific-purpose and/or general-purpose political committees required to file by Title 15 of the Texas Election Code and under rules adopted by the Texas Ethics Commission). The deadline is 5:00 p.m.<sup>4</sup>
- July 21 First day candidate may file an application for a place on the ballot.<sup>5</sup>  
(NOTE: Candidate must have filed a campaign treasurer appointment prior to filing an application for a place on the ballot.<sup>6</sup> Additionally, the deadline for filing the voluntary "campaign contract" delineated in City Code 2-2-11 is the date the candidate files an application for a place on the ballot.)<sup>7</sup>
- August 7 City Council orders election, as this is the only regular council meeting date which falls within statutory window to call general and special election.<sup>8</sup>
- August 18 Last day candidate may file an application for a place on the ballot. The deadline is 5:00 p.m.<sup>9</sup>
- August 20 City Clerk conducts drawing for order of names on ballot (scheduled for 1:00 p.m. in the Boards and Commissions Room, City Hall, 301 W. Second Street.)<sup>10</sup>
- August 25 Deadline for candidate to file "public statement of financial information" required by City Code 2-7-74(A) with the City Clerk.<sup>11</sup> The deadline is 4:45 p.m.<sup>12</sup>
- August 25 Deadline for candidate to withdraw his/her name from the ballot. The deadline is 5:00 p.m.<sup>13</sup>
- September 5 First day to apply (by mail or fax) for an early ballot to be voted by mail.<sup>14</sup>  
(NOTE: Ballots will be mailed to persons who have applied to vote early by mail.)
- September 8 Deadline for candidate to file the "Personal Financial Statement" form required by state statute with the City Clerk. See endnote 13 for deadline time(s).<sup>15</sup>
- October 6 Deadline for filing with the City Clerk the first statement of campaign contributions and expenditures ("30<sup>th</sup> Day Before Election" report) by opposed candidates who have not filed a declaration of intent to follow modified reporting procedures, and by specific-purpose and/or general-purpose political committees involved in the election supporting or opposing opposed candidates, which political committees are required to file by Title 15 of the Texas Election Code and under rules adopted by the Texas Ethics Commission.<sup>16</sup> The deadline is 5:00 p.m.<sup>17</sup>
- October 6 Deadline to register to vote either early or on Election Day.<sup>18</sup>
- October 20 First day of early voting by personal appearance.<sup>19</sup>

- October 24 Last day to apply (by mail or fax) for an early ballot to be voted by mail.<sup>20</sup>
- October 27 Deadline for filing with the City Clerk the second statement of campaign contributions and expenditures (“8<sup>th</sup> Day Before Election” report) by opposed candidates who have not filed a declaration of intent to follow modified reporting procedures, and by specific-purpose and/or general-purpose political committees involved in the election supporting or opposing opposed candidates, which political committees are required to file by Title 15 of the Texas Election Code and under rules adopted by the Texas Ethics Commission.<sup>21</sup> The deadline is 5:00 p.m.<sup>22</sup>
- October 31 Last day of early voting by personal appearance.<sup>23</sup>
- November 4 **ELECTION DAY**
- November 18 City Council canvasses results of election (scheduled for 2:00 p.m. in the Council Chambers, City Hall, 301 W. Second Street.)<sup>24</sup>  
(NOTE: This date is the last permissible date for canvassing. If official election results are available from Travis County earlier than this deadline, the canvass may be moved to an earlier date upon proper notice given by the City Clerk.)
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## CITY OF AUSTIN RUNOFF ELECTION CALENDAR

### DECEMBER 16, 2014 RUNOFF ELECTION

- November 18 City Council orders runoff election.<sup>25</sup>
- November 18 City Clerk conducts drawing for order of names on ballot (scheduled for 2:00 p.m. in the Council Chambers, City Hall, 301 W. Second Street.).<sup>26</sup>
- December 1 First day of early voting by personal appearance.<sup>27</sup>
- December 8 Deadline for filing with the City Clerk the statement of campaign contributions and expenditures (“Runoff Report”) by opposed candidates who have not filed a declaration of intent to follow modified reporting procedures, and by specific-purpose and/or general-purpose political committees involved in the election supporting or opposing opposed candidates in the runoff.<sup>28</sup> The deadline is 5:00 p.m.<sup>29</sup>
- December 12 Last day of early voting by personal appearance.<sup>30</sup>
- December 16 **RUNOFF ELECTION DAY**<sup>31</sup>
- December 30 City Council canvasses result of runoff election (scheduled for 10:00 a.m. in the Council Chambers, City Hall, 301 W. Second Street.)<sup>32</sup>
- January 6, 2015 Inauguration of elected officials (scheduled for 6:00 p.m. in the Council Chambers, City Hall, 301 W. Second Street.)
- January 6 Drawing of lots for council terms.<sup>33</sup>

January 15

Deadline for filing with the City Clerk the semiannual statement of campaign contributions and expenditures by all candidates, specific-purpose committees, certain general-purpose committees, and certain officeholders. The deadline is 5:00 p.m.<sup>34</sup>

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1. Required by City Code 2-2-6(B).
2. May not solicit or accept contribution except during the last 180 days before election, that being the period May 8 – November 3. Austin Charter, Article III, Sec. 8(F)(2).
3. May not accept contribution or make expenditure when campaign treasurer appointment is not in effect. Texas Election Code, Sec. 253.031(a). Texas Ethics Commission’s “Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities” provides as follows: “... the law provides that you must file a campaign treasurer appointment form with the proper filing authority before you may accept a campaign contribution or make or authorize a campaign expenditure, including an expenditure from your personal funds.”
4. Candidate shall file semiannual report not later than July 15. Texas Election Code, Sec. 254.063(a)(b). Officeholder shall file semiannual report not later than July 15. Texas Election Code, Sec. 254.093(a)(b). Texas Ethics Commission’s “Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities” provides as follows: “The deadline for filing a report is 5 p.m. on the due date” and “... a document is filed on time if it is properly addressed with postage or handling charges prepaid and bears a postmark or receipt mark of a common or contract carrier indicating a time on or before the deadline.”
5. Application may not be filed earlier than the 30<sup>th</sup> day before the date of the filing deadline. Texas Election Code, Sec. 143.007(a). Filing deadline is August 18; therefore the first day for filing is the 30<sup>th</sup> day preceding, that being Saturday, July 19. However, Secretary of State has confirmed that “regular business hours” prevails, and the filing start date is therefore moved to next regular business day which is Monday, July 21.
6. Texas Ethics Commission’s “Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities” provides as follows: “... you must file an Appointment of a Campaign Treasurer by a Candidate (Form CTA) with the proper filing authority when you become a candidate even if you do not intend to accept campaign contributions or make campaign expenditures.”
7. City Code 2-2-11(A) says that a “candidate for mayor or city council may sign a contract with the City agreeing to abide by limitations on that candidate’s contributions and expenditures as specified in this article in exchange for benefits provided under this chapter” which would be to qualify for public funds from the Austin Fair Campaign Finance Fund. City Code 2-2-11(B) requires that a candidate sign the campaign contract the earlier of (1) 30 days after becoming a candidate under the Texas Election Code, or (2) the date the candidate files for a place on the ballot.
8. General election must be ordered not later than the 78<sup>th</sup> day before Election Day, that being August 18. Texas Election Code, Sec. 3.005(c)(1). Special election must be ordered not more than 90 days before Election Day, that being August 6. Therefore, the window for ordering a combined election would be August 6 – 18, and the only regular council meeting date during that window is August 7.
9. Deadline for filing is not later than 5:00 p.m. of the 78<sup>th</sup> day before Election Day, that being August 18. Texas Election Code, Sec. 143.007(c)(1).
10. No statutory time is mandated, as drawing for general or special elections may be conducted at any time after the filing deadline.
11. Statement must be filed within five working days after the deadline for filing for office, that being August 18; therefore, five business days thereafter is August 25 which is the deadline for filing the required statement. City Code 2-7-74(A).
12. Statements required to be filed by City Code Article 5 “Financial Disclosure” must be “... received by the city clerk by 4:45 p.m. on the last day required.” City Code 2-7-76.

13. May not withdraw after 5:00 p.m. of the 71<sup>st</sup> day before Election Day. Texas Election Code, Sec. 145.092(f). Candidate's name shall be omitted from ballot if there is a timely withdrawal before 5:00 p.m. of 71<sup>st</sup> day before Election Day. Texas Election Code, Sec. 145.094(a)(4).
14. Application must be submitted on or after the 60<sup>th</sup> day before Election Day (that being September 5) and before the close of regular business in the early voting clerk's office or 12:00 noon, whichever is later, on the ninth day before Election Day (that being 5:00 p.m. Sunday, October 26) unless that day is a Saturday, Sunday, or holiday, in which case the last day is first preceding regular business day (that being Friday, October 24). Texas Election Code, Sec. 84.007(c). An application is considered to be submitted at the time of its receipt by the City Clerk. Texas Election Code, Sec. 84.007(d).
15. Personal Financial Statement is required by Texas Government Code, Sec. 572.021, and such requirement is extended to municipal candidates by Texas Local Government Code, Sec. 145.004(c). Candidate must file Personal Financial Statement with the City Clerk not later than the 20<sup>th</sup> day after the deadline for filing an application for a place on the ballot. The filing application deadline is August 18; therefore, the 20<sup>th</sup> day thereafter is September 8 which is the deadline for filing the Personal Financial Statement. Texas Local Government Code, Sec. 145.004(g) states that a candidate will have timely filed if the Personal Financial Statement is personally delivered not later than 5:00 p.m. of the last day for filing (that being September 8) or, alternatively, if the City Clerk has adopted rules and procedures to provide for electronic filing and the candidate complies, then the candidate will have timely filed if the Personal Financial Statement is filed not later than midnight of the last day for filing the statement.
16. An opposed candidate shall file two additional reports, the first being due not later than the 30<sup>th</sup> day before Election Day (that being Sunday, October 5, but the deadline is extended by Texas Election Code, Sec. 1.006 to the next regular business day which is Monday, October 6); and the second being due not later than the 8<sup>th</sup> day before Election Day (that being October 27). Texas Election Code, Sec. 254.064(a)(b)(c). Texas Ethics Commission's "Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities" provides information under "Reports Due 30 Days and 8 Days Before an Election."
17. Required reports must be received by the City Clerk by the deadline. Texas Election Code, Sec. 254.064(b)(c).
18. An approved voter registration application becomes effective on the 30<sup>th</sup> day after the date the application is submitted to the voter registrar. A registration is effective for purposes of voting early if it will be effective on Election Day. Texas Election Code, Sec. 13.143.
19. For an election held on the uniform election date in November, the period for early voting by personal appearance begins on the 17<sup>th</sup> day before Election Day (that being Saturday, October 18), but the deadline is extended by Texas Election Code, Sec. 85.001(c) to the next regular business day (which is Monday, October 20) and continues through the fourth day before Election Day (that being October 31). Texas Election Code, Sec. 85.001.
20. Application must be submitted on or after the 60<sup>th</sup> day before Election Day (that being September 5) and before the close of regular business in the early voting clerk's office or 12:00 noon, whichever is later, on the ninth day before Election Day (that being 5:00 p.m. Sunday, October 26) unless that day is a Saturday, Sunday, or holiday, in which case the last day is first preceding regular business day (that being Friday, October 24). Texas Election Code, Sec. 84.007(c). An application is considered to be submitted at the time of its receipt by the City Clerk. Texas Election Code, Sec. 84.007(d).
21. An opposed candidate shall file two additional reports, the first being due not later than the 30<sup>th</sup> day before Election Day (that being Sunday, October 5, but the deadline is extended by Texas Election Code, Sec. 1.006 to the next regular business day which is Monday, October 6); and the second being due not later than the 8<sup>th</sup> day before Election Day (that being October 27). Texas Election Code, Sec. 254.064(a)(b)(c). Texas Ethics Commission's "Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities" provides information under "Reports Due 30 Days and 8 Days Before an Election."
22. Required reports must be received by the City Clerk by the deadline. Texas Election Code, Sec. 254.064(b)(c).

23. For an election held on the uniform election date in November, the period for early voting by personal appearance begins on the 17<sup>th</sup> day before Election Day (that being Saturday, October 18), but the deadline is extended by Texas Election Code, Sec. 1.006 to the next regular business day which is Monday, October 20) and continues through the fourth day before Election Day (that being October 31). Texas Election Code, Sec. 85.001.
24. Canvass must be held not earlier than the eighth day after Election Day (that being November 12 for the earliest date to canvass), or later than the fourteenth day after Election Day (that being November 18 for the latest date to canvass). Texas Election Code, Sec. 67.003(c).
25. Runoff election must be ordered not later than the fifth day after the date the final canvass of the main election is completed, that being not later than Sunday November 23. Texas Election Code, Sec. 2.024.
26. No statutory time is mandated.
27. The period for early voting by personal appearance begins on the 17<sup>th</sup> day before Election Day (that being Saturday, November 29, but the deadline is extended by Texas Election Code, Sec. 1.006 to the next regular business day which is Monday, December 1), and continues through the fourth day before Election Day (that being December 12). Texas Election Code, Sec. 85.001(a).
28. Opposed candidate in runoff shall file one report for that election, which is required to be filed not later than the 8<sup>th</sup> day before runoff election day (that being December 8). Election Code, Sec. 254.064(e).
29. Required reports must be received by the City Clerk by the deadline. Texas Election Code, Sec. 254.064(e).
30. The period for early voting by personal appearance begins on the 17<sup>th</sup> day before Election Day (that being Saturday, November 29, but the deadline is extended by Texas Election Code, Sec. 1.006 to the next regular business day which is Monday, December 1), and continues through the fourth day before Election Day (that being December 12). Texas Election Code, Sec. 85.001(a).
31. Runoff election must be held not earlier than the 20<sup>th</sup> day after the date the final canvass of the main election is completed (final canvass completed November 18; therefore, the 20<sup>th</sup> day thereafter is December 8) and no later than the 45<sup>th</sup> day after the date the final canvass of the main election is completed (that being January 2). Election Code, Sec. 2.025(a).
32. Canvass must be held not earlier than the eighth day after Election Day (that being December 24 for the earliest date to canvass), or later than the fourteenth day after Election Day (that being December 30 for the latest date to canvass.) Texas Election Code, Sec. 67.003(c).
33. Council shall provide for initial transition to four-year terms and for staggering terms, and may provide for drawing lots for initial terms. Charter, Article III, Section 2(A)(1).
34. Candidate shall file semiannual report not later than January 15. Texas Election Code, Sec. 254.063(a)(c). Officeholder shall file semiannual report not later than January 15. Texas Election Code, Sec. 254.093(a)(c). Texas Ethics Commission's "Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities" provides as follows: "The deadline for filing a report is 5 p.m. on the due date" and "... a document is filed on time if it is properly addressed with postage or handling charges prepaid and bears a postmark or receipt mark of a common or contract carrier indicating a time on or before the deadline."