

CITY OF AUSTIN ELECTION CALENDAR

NOVEMBER 6, 2018 GENERAL/SPECIAL (BOND/CHARTER) ELECTION

- November 6, 2017 First date for candidates to begin soliciting campaign contributions.¹
- January 16, 2018 Deadline for filing hard-copy semiannual report of campaign contributions, along with the required structured data file, with the City Clerk's Office (applicable to candidates, officeholders, specific-purpose and/or general-purpose political committees; required to file by Title 15 of the Texas Election Code; rules adopted by the Texas Ethics Commission; and City Code Chapter 2-2). The deadline is 5:00 p.m.²
- May 4, 2018 Candidate packet available electronically and hardcopy from the City Clerk's Office.³
- July 16, 2018 Deadline for filing hard-copy semiannual report of campaign contributions, along with the required structured data file, with the City Clerk's Office (applicable to candidates, officeholders, specific-purpose and/or general-purpose political committees; required to file by Title 15 of the Texas Election Code; rules adopted by the Texas Ethics Commission; and City Code Chapter 2-2). The deadline is 5:00 p.m.⁴
- July 23, 2018 First day a candidate may submit an application for a place on the ballot.⁵ (NOTE: A candidate must have filed a campaign treasurer appointment prior to filing an application for a place on the ballot.)⁶
- [Although not specifically tied to this date, please note the following: the deadline for filing the voluntary "campaign contract" delineated in City Code section 2-2-11 is "the earlier of (1) 30 days after [an individual] becomes a candidate under the Texas Election Code; or (2) the date the candidate files for a place on the ballot." For additional information, please refer to the Texas Election Code and the City Clerk's document entitled "Candidate and Officeholder Brochure on Campaign Finance".]⁷
- August 8 - 20, 2018 Window for City Council to order an election.⁸ During this time window, there is one regular council meeting scheduled (August 9).
- August 20, 2018 Last day a candidate may file an application for a place on the ballot. The deadline is 5:00 p.m.⁹
- August 21, 2018 City Clerk conducts drawing for order of names on ballot (scheduled for 10:00 a.m., City Hall, 301 W. 2nd Street).¹⁰
- August 27, 2018 Deadline for a candidate to file "public statement of financial information" with the City Clerk's Office.¹¹ The deadline is 4:45 p.m.¹²
- August 27, 2018 Deadline for a candidate to withdraw candidate's name from the ballot. The deadline is 5:00 p.m.¹³
- September 10, 2018 Deadline for a candidate to file the "Personal Financial Statement" form required by state statute with the City Clerk's Office.¹⁴

October 9, 2018	Deadline for filing hard-copy report of campaign contributions and expenditures (30th Day Before Election Report), <u>along with the required structured data file</u> , with the City Clerk's Office. This report must be filed 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 candidates or ballot measures, which are required to be filed by Title 15 of the Texas Election Code; rules adopted by the Texas Ethics Commission; and City Code Chapter 2-2. ¹⁵
	<u>The deadline is 5:00 p.m.</u> ¹⁶
October 9, 2018	Deadline to register to vote, whether voting early or on Election Day. ¹⁷
October 22, 2018	First day of early voting by personal appearance. ¹⁸
October 26, 2018	Last day to apply (by mail, fax or electronic transmission) for an early ballot to be voted by mail. ¹⁹
October 29, 2018	Deadline for filing hard-copy report of campaign contributions and expenditures (8th Day Before Election Report), <u>along with the required structured data file</u> , with the City Clerk's Office. This report must be filed 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 candidates or ballot measures, which are required to be filed by Title 15 of the Texas Election Code; rules adopted by the Texas Ethics Commission; and City Code section 2-2-29 and Chapter 2-2. ²⁰
	<u>The deadline is 5:00 p.m.</u> ²¹
October 29 – November 6, 2018	Period for required filings of City of Austin Pre-Election Reports by candidates or political committees who meet reporting thresholds delineated in City Code section 2-2-29. ²²
November 2, 2018	Last day of early voting by personal appearance. ²³
November 6, 2018	ELECTION DAY
Third day after date of final canvass	Last day for a candidate in a runoff election to withdraw from the runoff. <u>The deadline is 5:00 p.m.</u> ²⁴
November 9 - 20, 2018	Canvassing Window: Earliest possible date for canvassing is the third day after the election and the latest date for canvassing is the 14 th day after the election. ²⁵
November 15, 2018	Date of regularly scheduled council meeting during canvassing window. City Council has the option of setting a special-called meeting, upon 72-hours' notice given by the City Clerk, during the canvassing window. ²⁵
January 7, 2019	Inauguration Day

- 1 "The campaign period for a general election begins the 365th day before the date of the general election." Austin City Code § 2-2-7(B).

A candidate may not accept contribution or make expenditures when campaign treasurer appointment is not in effect. Tex. Election Code § 253.031(a). Texas Ethics Commission's 2017 "Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities" states: "... 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." (page 4) https://www.ethics.state.tx.us/guides/coh_local_guide.pdf

- 2 Candidate shall file semiannual report not later than January 15. Tex. Election Code § 254.063(a) and (b). Officeholder shall file semiannual report not later than January 15. Tex. Election Code § 254.093(a) and (b). Because January 15 falls on a holiday, the deadline is extended to Tuesday, January 16. Tex. Election Code § 1.006. Under City Code section 2-2-26(A), a "candidate, officeholder, or political committee required by the City Code or state law to file a campaign finance report with the city clerk shall, in addition to the required report, also provide to the city clerk a structured data file containing the contents of the campaign finance report. The data file must comply with specifications and be on media determined by the city clerk. The data file must be provided to the city clerk no later than the date that the associated campaign finance report must be filed." The Texas Ethics Commission's "Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities" states: "The deadline for filing a report is 5 p.m. on the due date" and "... a document is considered timely filed 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." (pages 15-16) https://www.ethics.state.tx.us/guides/coh_local_guide.pdf

- 3 "The city clerk shall prepare a candidate guide ... [and] make the candidate guide available cost-free in hard copy at least six months before a City election. The city clerk may also make the guide available online in an electronic format this is readily reproducible. City Code § 2-2-6(A) and (B).

- 4 Candidate shall file semiannual report not later than July 15. Tex. Election Code § 254.063(a) and (b). Officeholder shall file semiannual report not later than July 15. Tex. Election Code § 254.093(a) and (b). Because July 15 falls on a Sunday, the deadline is extended to Monday, July 16. Tex. Election Code § 1.006. Under City Code section 2-2-26(A), a "candidate, officeholder, or political committee required by the City Code or state law to file a campaign finance report with the city clerk shall, in addition to the required report, also provide to the city clerk a structured data file containing the contents of the campaign finance report. The data file must comply with specifications and be on media determined by the city clerk. The data file must be provided to the city clerk no later than the date that the associated campaign finance report must be filed." The Texas Ethics Commission's "Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities" states: "The deadline for filing a report is 5 p.m. on the due date" and "...a document is considered timely filed 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." (pages 15-16) https://www.ethics.state.tx.us/guides/coh_local_guide.pdf

- 5 Application may not be filed earlier than the 30th day before the date of the filing deadline. Tex. Election Code § 143.007(a). Filing deadline is August 20; therefore the first day for filing is the 30th day preceding, that being Saturday, July 21. However, Secretary of State has confirmed that "regular business hours" prevails, and the filing start date is therefore moved to the next regular business day which is Monday, July 23.

- 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." (page 3) https://www.ethics.state.tx.us/guides/coh_local_guide.pdf
- 7 City Code section 2-2-11(A) states, 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 contract is required to qualify for public funds from the Austin Fair Campaign Finance Fund under City Code section 2-2-63. City Code section 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 78th day before Election Day, that being August 20. Tex. Election Code § 3.005(c). Special (bond) election must be ordered not more than 90 days before Election Day, that being August 8. Tex. Gov't Code § 1251.003(c). There is one regularly scheduled council meeting during that time window, August 9. A later special-called meeting may be scheduled by Council with 72-hours' notice.
- 9 Deadline for filing is not later than 5:00 p.m. of the 78th day before Election Day, that being August 20. Tex. Election Code § 143.007(c).
- 10 No statutory time is mandated, as drawing for general or special elections may be conducted at any time after the filing deadline, but the City Clerk must post notice of the drawing 72 hours immediately preceding the scheduled time of the drawing. Tex. Election Code § 52.094.
- 11 Statement must be filed within five working days after the deadline for filing for office, that being August 20; therefore, five business days thereafter is August 27 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 71st day before Election Day. Tex. Election Code § 145.092(f). Candidate's name shall be omitted from ballot if there is a timely withdrawal before 5:00 p.m. of 71st day before Election Day. Tex. Election Code § 145.094(a)(4).
- 14 Personal Financial Statement is required by Texas Local Government Code, Section 145.003 and must comply with sections 572.022 and 572.023 of the Texas Government Code. Tex. Local Gov't Code § 145.003. Candidate must file Personal Financial Statement with the City Clerk not later than the 20th day after the deadline for filing an application for a place on the ballot. Tex. Local Gov't Code § 145.004(c). The filing application deadline is August 20; therefore, the 20th day thereafter is Sunday, September 9 (since this falls on a Sunday, the date is extended to the next regular business day, under Texas Election Code, Section 1.006(a)). Therefore, the deadline for filing the Personal Financial Statement is Monday, September 10. Texas Local Government Code, Section 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 10) 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.

- 15 An opposed candidate shall file two additional reports, the first being due not later than the 30th day before Election Day (that being Sunday, October 7, but the deadline is extended by Texas Election Code, Section 1.006 to the next regular business day which is Tuesday October 9 due to Monday, October 8th falling on the national holiday of Columbus Day); and the second being due not later than the 8th day before Election Day (that being October 29). Tex. Election Code § 254.064(a),(b), and (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." (page 16) https://www.ethics.state.tx.us/guides/coh_local_guide.pdf Under City Code section 2-2-26(A), a "candidate, officeholder, or political committee required by the City Code or state law to file a campaign finance report with the city clerk shall, in addition to the required report, also provide to the city clerk a structured data file containing the contents of the campaign finance report. The data file must comply with specifications and be on media determined by the city clerk. The data file must be provided to the city clerk no later than the date that the associated campaign finance report must be filed."
- 16 Required reports must be received by the City Clerk by the deadline. Tex. Election Code § 254.064(b) and (c).
- 17 An approved voter registration application becomes effective on the 30th day after the date of the application in submitted to the voter registrar. Tex. Election Code § 13.143(a). A registration is effective for purposes of voting early if it will be effective on Election Day. Tex. Election Code § 13.143. The deadline to register to vote falls on Sunday, October 7, but is extended by Texas Election Code, Sec. 13.143(e) to the next regular business day which is Tuesday, October 9, due to Monday, October 8 falling on the national holiday of Columbus Day.
- 18 For an election held on the uniform election date in November, the period for early voting by personal appearance would begin on the 17th day before Election Day (that being Saturday, October 20), but the deadline is extended by Texas Election Code, Section 85.001(c) to the next regular business day (that being Monday, October 22), and early voting continues through the fourth day before Election Day (that being November 2). Tex. Election Code § 85.001.
- 19 Application must be received, not postmarked before the close of regular business in the early voting clerk's office or 12:00 noon, whichever is later, on the 11th day before Election Day (that being 5:00 p.m. Friday, October 26). Tex. Election Code § 84.007(c). An application is considered to be submitted at the time of its receipt by the early voting clerk. Texas Election Code, Sec. 84.007(d). For an application for ballot by mail submitted by telephonic facsimile (fax) machine or electronic transmission (email) to be effective, the application also must be submitted by mail and received by the early voting clerk not later than the fourth business day after transmission by fax or email. Tex. Election Code § 84.007(b-1).
- 20 An opposed candidate shall file two additional reports, the first being due not later than the 30th day before Election Day (that being Sunday, October 7, but the deadline is extended by Texas Election Code, Sec. 1.006 to the next regular business day which is Tuesday October 9 due to Monday, October 8th falling on the national holiday of Columbus Day); and the second being due not later than the 8th day before Election Day (that being October 29). 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." Under City Code 2-2-26(A), a "candidate, officeholder, or political committee required by the City Code or state law to file a campaign finance report with the city clerk shall, in addition to the required report, also provide to the city clerk a structured data file containing the contents of the campaign finance report. The data file must comply with specifications and be on media determined by the city clerk. The data file must be provided to the city clerk no later than the date that the associated campaign finance report must be filed.
- 21 Required reports must be received by the City Clerk by the deadline. Tex. Election Code §254.064(b) and (c).

- 22 City Code § 2-2-29 and Chapter 2-2.
- 23 Early voting continues through the fourth day before Election Day (that being November 2). Tex. Election Code § 85.001.
- 24 May not withdraw after 5:00 p.m. of the third day after the final canvass for the main election. Tex. Election Code § 145.092(d). "If a runoff candidate withdraws, the remaining candidate is considered to be elected and the runoff election for that office is not held." Tex. Election Code § 145.095.
- 25 Canvass must be held not earlier than the 3rd day after Election Day (that being November 9 for the earliest day to canvass), or later than the fourteenth day after Election Day (that being November 20 for the latest date to canvass). Tex. Election Code § 67.003(c).