

CALENDAR FOR THE 2013 RUNOFF/SPECIAL MUNICIPAL ELECTION

Dates and deadlines for Runoff/Special Election are subject to approval of the City Council in the Runoff Election Resolution and any change to law. The Council has already approved the Special Election Resolution for the direct legislative issue. The City Clerk will make any necessary revisions to this calendar and post notice on the City Clerk's website immediately.

ALL CITY VOTERS WILL HAVE THE DIRECT LEGISLATION QUESTION ON THEIR BALLOTS. DISTRICT 7 VOTERS WILL HAVE THE RUNOFF QUESTION IN ADDITION TO THE LEGISLATIVE ISSUE

Date (including days to and from the election)	Activity, Requirement or Deadline
Mon, Oct 14	Voter registration reopens following October 8th election. (§1-4-8A(2))
Tues, Oct 15	NOON Seventh Campaign Disclosure Statement Due for October 8th election: Seventh campaign disclosure statement due at the City Clerk's Office. (City Charter Article XIII section 4-c-1-G-2)
	Quarterly Disclosure Statement due for elected officials reporting all contributions and expenditures for the previous quarter (City Charter Article XII §5(c)) **Elected Officials may file an affidavit with the City Clerk stating that their contributions and expenditures for July, August, and September, 2013 are contained within their Campaign Disclosure Statements already submitted.
	First Day to issue absentee ballots for Runoff Election. Because this day is prior to the deadline for canvassing, the office will begin issuing absentee ballots on or about October 28th for the runoff/special election. (§3-9-4(M)).
Fri, Oct 18 -10	5:00 p.m. Deadline for individuals voting provisionally in the October 8 th to provide photo id in the Office of the City Clerk (Charter Article XIII Section 14).
	Deadline to certify results, prepare certificates of October 8 th election (City Charter Art XIII §14) and post election results and oath of office information (§3-8-33(A))
	Initiation of Distribution of Fund Revenues to Publicly Financed Runoff Candidates. The transfer of funds will be initiated on the next business day. (\$0.33 per registered city voter)(City Charter Article XVI Section 15 (A)

	Political Signs Last day to take down political signs for October 8 th election (except for runoff candidates). (§14-16-3-4(B)(3) ROA 1994).
Mon, Oct 21	5:00 p.m. Deadline for prevailing Candidates to appear personally at Office of the City Clerk to receive the certificate of election and sign the acknowledgement of receipt. The City Clerk shall swear in all candidates providing the written receipt with qualifications, although councilors elect shall be deemed as taking office following the December 1, 2013 public swearing in ceremony. (§ 2-4-8 ROA)
	Mail certificate of election to County Clerk and Secretary of State within 5 days of administering oath of office (§3-8-33 (F)).
Tues, Oct 22 -14	Refund unspent Regular Election Public funds Deadline for Participating Candidates to pay City Clerk all unspent or unencumbered funds received from the Open and Ethical Elections Fund and any Seed money from the regular election. (City Charter Article XVI Section 8 (C))
	Voter registration closes for Runoff Election
Wed, Oct 23 -15	Deadline to forward to county clerk a listing of all individuals who voted in the October 8 municipal election. (§3-8-7(A)(7))
	Deadline for County Clerk to certify voting machines used for early voting. (§3-8-14) Deadline to object to the use of a voting machine is two days after the certification.
	In-person absentee voting to begin at the Office of the City Clerk and City Records Center.
Fri. Oct 25	NOON First Runoff/Special Election Campaign Disclosure Statement Due for November 19th election: First campaign disclosure statement due at the City Clerk's Office. (City Charter Article XIII section 4-c-1-G-2). All runoff candidates and Measure Finance Committees with a candidate or issue on the November 19 th ballot must file.
Mon, Oct 28 -20	5:00 p.m. Deadline for candidates to file affidavit for not appearing at Office of the City Clerk on October 21 to accept certificate of election and sign acknowledgement to appear
	Last day for city council to meet for organizational meeting. Can be a special meeting or regularly scheduled meeting. Applicable only if there is not a runoff election. (§3-8-33H). State law requires this despite that councilors are not deemed to have taken office until December 1.
Wed, Oct 30	Early Voting begins at 12 Early Voting Sites used for Early Voting in October 8 th election. Early Voting is Monday through Friday from 9am to 5pm.

Tues, Nov 5 -28	Last day for Late Swearing In Candidates elected in the October 8 th Regular Election to be sworn in late at City Clerk's office must be sworn in no later than 5:00 p.m. and only if they had filed an affidavit on October 28 th (§2-4-8 ROA)
Thurs, Nov 7 -30	Deadline to pay election workers for Regular Municipal Election (§3-8-19)
Fri, Nov 8	NOON Second Runoff/Special Election Campaign Disclosure Statement Due for November 19th election: Second campaign disclosure statement due at the City Clerk's Office. (City Charter Article XIII section 4-c-1-G-2). All runoff candidates and Measure Finance Committees with a candidate or issue on the November 19 th ballot must file.
Tues, Nov 12	Deadline to publish the Runoff Election Resolution (City Charter Article II §8(b))
	Deadline to certify voting machines for the Runoff Election §3-8-14
Wed, Nov 13	Daily financial reports are due for candidates and committees spending or raising more than \$250. Please see finance affidavit for specific details.
Thurs, Nov 14	First day to deliver voting machines to Voting Centers for Election Day §3-8-14
	Deadline to hold election school (if needed for Runoff)
Fri, Nov 15	After 5:00 p.m. and before 8:00 p.m. the City Clerk shall record number of unused absentee ballots publicly destroy them. The City Clerk issues the Certificate of Destruction and enters it into the absentee ballot register. (§3-9-8C).
	Deadline to issue absentee ballots to voters and federal qualified electors who submitted approved applications. (§3-9-4 L and M)
	NOON Third Runoff/Special Election Campaign Disclosure Statement Due for November 19th election: Third campaign disclosure statement due at the City Clerk's Office. (City Charter Article XIII section 4-c-1-G-2). All runoff candidates and Measure Finance Committees with a candidate or issue on the November 19 th ballot must file.
	Mandatory meeting with Board of Ethics Candidates and Measure Finance Committees appear before Board of Ethics between noon Friday before the election and the Election Day. This is a mandatory meeting and each candidate and Measure Finance Committee must send the candidate or treasurer to review the financial reports of the campaign. Candidates shall receive a minimum of three days written notice of the meeting. (City Charter, Article XIII § 4-j-3) This meeting will take place in City Council Chambers at 4:00p.m.
	5:00 p.m. Deadline for candidates to file petition appointing challengers and watchers. (§3-8-31 B)
	Last day for early voting and in-person absentee (§3-8-37.1 (A)).

Sat, Nov 16	Absentee Precinct board convenes and the City Clerk delivers the absentee ballot register and the absentee ballots received by the Clerk. The Board immediately begins to verify absentee voter names. During the verification process the envelopes are returned to the ballot boxes and secured until 7:00 a.m. on Election Day when the Board begins to count and tally results. (§2-4-18 ROA)
Mon, Nov 18	Noon – Deadline to deliver voting machines to polling places (§3-8-14 J)
	3:00 p.m. Deadline for the City Council to appoint an observer (§3-8-31 K)
	3:00 p.m. Deadline to prepare ID badges for challengers, watchers and alternates. (§3-8-31C)
	Noon – earliest to swear in presiding judges (but no later than 1 hour before polls open and deliver the election supplies to the presiding judges (§3-8-38A)
	NOON Fourth Runoff/Special Election Campaign Disclosure Statement Due for November 19th election: Fourth campaign disclosure statement due at the City Clerk’s Office. (City Charter Article XIII section 4-c-1-G-2). All runoff candidates and Measure Finance Committees with a candidate or issue on the November 19 th ballot must file.
Tues, Nov 19 Election Day	<u>Polls open at 7:00 am. and close at 7:00 p.m.</u>
	6:00 a.m. Deadline for Presiding Judges to deliver election supplies to polling places, for precinct board members to arrive at polling places and for Presiding Judges to swear in all precinct board members upon their arrival at the polling places. (§3-8-38)
	7:00 a.m. Absent Precinct Board begins to count absentee ballots. Prior to 7 p.m. the City Clerk shall deliver the absentee ballots received on Election Day to the Absent Precinct Board. (§2-4-18 ROA)
	City Clerk sends runner to mail room to ascertain whether there are additional absentee ballots not delivered to Office of the City Clerk.
	7:00 p.m. Polls Close. Any voter in line waiting to vote may vote. No additional voters are permitted to enter the polling place.
	7:00 p.m. (or immediately following the last voter exiting the polling place) The election judge prepares the certificate of destruction. Immediately thereafter, the precinct board shall publicly destroy all unused ballots. (§3-8-51)
	7:00 p.m. Deadline to accept completed absentee ballots (§3-9-8B) and execute a certificate of un-received absentee ballots (§3-9-8D)

Thurs, Nov 21	7:00 p.m. Deadline to remove the transmittal envelopes but not remove or open the inner envelopes on in lieu of absentee ballots and determine whether the voter's application for absentee ballot was accepted by the City Clerk, that the absentee ballot was mailed to the voter and whether the ballot was received by 7:00 p.m. on Election Day that no absentee ballots were received from voter that executed affidavit on non-receipt and was allowed to vote (§3-9-13.1D)
Fri, Nov. 22 -45	NOON Eighth Campaign Disclosure Statement for October 8th Election Due Eighth campaign disclosure statement due at the City Clerk's Office. (City Charter Article XIII section 4-c-1-G-2). This report must reflect the final disposition of campaign funds for all campaigns/MFCs not engaged in runoff activity pursuant to Article XIII §4(g).
Mon, Nov 25	Voter registration reopens (§1-4-8(A)(2))
Tues, Nov 26	NOON Fifth Runoff/Special Election Campaign Disclosure Statement Due for November 19th election: Fifth campaign disclosure statement due at the City Clerk's Office. (City Charter Article XIII section 4-c-1-G-2). All runoff candidates and Measure Finance Committees with a candidate or issue on the November 19 th ballot must file.
	NOON First Day to File Sixth and Final Runoff/Special Election Campaign Disclosure Statement Due for November 19th election: Sixth and Final campaign disclosure statement due at the City Clerk's Office. (City Charter Article XIII section 4-c-1-G-2). All runoff candidates and Measure Finance Committees with a candidate or issue on the November 19 th ballot must file between today and January 3. The report must show the final disposition of any unspent or unencumbered funds.
Thurs, Nov 28	Thanksgiving Day, City Closed
Fri, Nov 29	Day after Thanksgiving, City Closed
	5:00 p.m. Deadline to certify results, prepare certificates of election and post election results and oath of office information (§3-8-33(A))
	Deadline for individuals voting provisionally to provide photo id in the Office of the City Clerk (Charter Article XIII Section 14).
	Political Signs Last day to take down political signs (except for runoff candidates). (§14-16-3-4(B)(3) ROA 1994).
	The City Clerk will notify prevailing candidates from the Runoff of the time and place to appear and receive the certificate of election and sign the acknowledgement of receipt. (2-4-8 ROA) This must be done prior to the administration of the Oath of Office. Given the short timeframe between the canvassing and swearing in, the Clerk will provide the Certificates and Acknowledgements at the swearing in ceremony prior to candidates-elect taking the Oath of Office.

Sun, Dec 1	Mayor-elect and Councilors-elect are deemed to have taken office (§2-4-8 ROA)
Fri, Jan 3	NOON Sixth and Final Runoff/Special Election Campaign Disclosure Statement Due for November 19th election: Last day to submit the final campaign disclosure statement due at the City Clerk's Office. (City Charter Article XIII section 4-c-1-G-2). All runoff candidates and Measure Finance Committees with a candidate or issue on the November 19 th ballot must file. This report must reflect the final disposition of funds pursuant to Article XIII §4(g).