



CANDIDATE CALENDAR FOR THE 2019 REGULAR MUNICIPAL ELECTION

Financial reporting dates will be added to this calendar when approved by Council

Calendar subject to change

Date (including days to and from the election)	Activity, Requirement or Deadline
March 4 – 8	Orientation Sessions with City Clerk by Appointment
Fri, March 15	First day of Exploratory Period for Council Candidates (City Charter Article XVI § 3(G)) <i>Exploratory Period is from March 15-April 30</i>
	<p>First day for Council Candidates to submit Declaration of Intent to seek public financing. Candidates filing a Declaration must provide a disclosure report of received Seed Money and In-Kind Contributions to date. (2011 Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part B §5)</p> <p>In order to File the Declaration of Intent, the applicant candidate must schedule an appointment with the City Clerk at least one day prior to filing. Clerk will review public finance process with candidate and provide the Declaration of Intent for public financing.</p>
Mon, April 8	<p>Biannual Disclosure Statement due for elected officials reporting all contributions and expenditures made and contributions received on or before the first Monday in those months and not previously reported. The on-line reporting statement must be filed (posted) no later than 5:00pm. (City Charter Article XII §4)</p> <p>**In an election year, rather than filing biannual disclosure statements, reporting individuals who are candidates for office shall file campaign disclosure statements.</p>
Thurs, April 25	Mandatory Orientation Session with City Clerk and Auditor
Tues, April 30	Last day of Exploratory Period for Council Candidates (City Charter Article XVI §3(G))
Wed, May 1	First day of Qualifying Period for Council Candidates (City Charter Article XVI § 3(Q)) ¹ Qualifying Period is from May 1-May 31

¹ During the Qualifying Period, Applicant Candidates for City Council must obtain Qualifying Contributions from a minimum of 1% of the City voters registered in the district that the AC wishes to represent. City Charter Article XVI §5.

Wed, May 1	First day for Council candidates to collect signatures for Petitions. Candidates must gather the signatures of 500 voters registered within the district the candidate wishes to represent. (City Charter Article II § 4 and §2-4-13 ROA) ² Signature Period is from May 1-June 28
	<p><u>Candidates may not circulate Petitions or collect Qualifying Contributions without meeting with the City Clerk to receive all necessary forms and information. Meetings will take place on a first come-first served basis. You should expect to spend at least one hour with the Clerk Staff. You are encouraged to bring your campaign manager and/or Treasurer with you. Candidates will receive instructions on collecting signatures and financial reporting compliance. This is a very important meeting.</u></p> <p>Candidates wishing to meet on subsequent days during the Qualifying or Petitioning Period are urged to schedule an appointment with the City Clerk.</p>
Mon, May 27	Memorial Day Holiday – City of Albuquerque Closed
Fri, May 31	Last day of Qualifying Period for Council Candidates (City Charter Article XVI § 3(Q))
Sat, June 1	<p>Deadline for Council Applicant Candidates to submit their Application for Certification to the City Clerk.</p> <p>The Office of the City Clerk is closed on Saturday; therefore, the deadline is Monday, June 3rd.</p>
	<p>City Clerk certifies Council Applicant Candidates meeting the requirements of the Open and Ethical Elections Code as Participating Candidates. (City Charter Article XVI §7(B))</p> <p>The Office of the City Clerk is closed on Saturday; therefore, the deadline for certification is Monday, June 3rd.</p>
	<p>Following certification, the City Clerk distributes revenue to Participating Candidates (City Charter Article XVI §12) The distribution is completed electronically between the City Treasurer and the candidate’s financial institution. The banking process can take several business days to complete.</p> <p>The Office of the City Clerk is closed on Saturday; therefore, the distribution will take place on Monday, June 3rd.</p>
Mon, June 3	NOON: Deadline for Council Applicant Candidates to submit their final Qualifying Contributions and corresponding receipts to Office of the City Clerk as well as the Second Seed Money and In-Kind Contributions Report. [City Charter Article XVI §7(C)] [City Clerks Regs. Part C7(d)]

² Council Candidates must file with the City Clerk a Petition containing the signatures of 500 registered voters residing in the district which the candidates wish to represent.

Sat, June 15	<p>Deadline for Applicant Candidates to return unused Qualifying Contribution Receipt Books to the Office of the City Clerk (City Clerks Regs. Part C4)</p> <p>The Office of the City Clerk is closed on Saturday; therefore, the deadline to return unused books is: Monday, June 17th.</p>
Fri, June 28	5:00 p.m. Deadline for Council Candidates to submit Petitions to the Office of the City Clerk containing the signatures of 500 registered voters in the district that the candidate wishes to represent (City Charter Article II § 4 and §2-4-13B&C ROA)
Mon, July 1	Elected Official's Annual Financial Statement Due (City Charter Article XII § 5(d))
Tues, Aug 27	Declaration of Candidacy Candidates must file their Declarations of Candidacy with the County Clerk between 9:00 a.m. and 5:00 p.m. (§1-22-7).
Thurs, Aug 29	Deadline for Candidates to File Organization and Income Disclosure Statement. Candidates shall file with the City Clerk their disclosure statements reflecting the candidate's memberships and positions in professional organizations; their sources of income producing 5% or more of the candidate's total income; businesses relationships with the City; and, real estate interests within Bernalillo County exclusive of the candidate's home. (City Charter Article XIII Section 3)
Tues, Sept 3	5:00 p.m. Withdrawal of Candidacy Last day for certified candidates to withdraw candidacy (§1-22-9)
Tues, Sept 3	9:00 a.m. to 5:00 p.m. Filing day for Write-in Candidates Candidates must file with the County Clerk (§ 1-22-8.1)
Fri, Sept 6	County Clerk notifies Participating Candidates who have been qualified and placed on the ballot. (§ 1-22-10)
Fri, Sept 6	First day candidates may display political signs . (§14-16-3-5(C)(3) ROA 1994)
Sat, Sept 21	County Clerk shall transmit ballots to federal qualified electors whose applications have been accepted up to and on this day (§1-6B-7 A-D) <i>Uniformed and Overseas Citizens Absentee Voting Act</i> is commonly referred to as <i>UOCAVA- MOVE ACT (45 days before the election)-Must be done on this day regardless of weekend or holiday.</i>
Tues, Sept 24	Deadline for Unopposed Participating Candidates to return public financing funds to the City Clerk. City Clerk Regs Part D §6.
Tues, Oct 1	Deadline for write-in candidates to withdraw as a candidate. (§ 3-8-27 NMSA 1978)
Sun, Oct 6	County Clerk can begin to prepare, inspect and seal voting machines ten days prior to absentee voting. (§1-6-9.2) Prepare and certify voting machine for absentee in-person voting.

Mon, Oct 7	Deadline for Unopposed Participating Candidates to return public financing funds to the City Clerk. City Clerk Regs Part D §6. Applies only to Participating Candidates whose opposing candidate was a write-in that withdrew.
Mon, Oct. 7	Biannual Disclosure Statement due by 5:00pm for elected officials reporting all contributions and expenditures made and contributions received on or before the first Monday in those months and not previously reported (City Charter Article XIII §4) **In an election year, rather than filing biannual disclosure statements, reporting individuals who are candidates for office shall file campaign disclosure statements.
Tues, Oct 8	Voter registration closes (§1-4-8(A)(3))
Tues, Oct 8	Absentee Ballots First day for County Clerk to issue absentee ballots to voters whose applications have been approved.(§3-9-4 M) First Day for Absentee in-person voting at the County Clerk Annex.
Sat, Oct. 19	Early Voting First day for in person early voting on voting machine at the City Clerk's Office and other early voting sites. (§3-8-37.1)
Wed, Oct 30	Notify Candidates of Mandatory meeting with Board of Ethics scheduled for Friday, Nov 1st. Candidates appear before Board of Ethics between noon Friday before the election and the Election Day. This is a mandatory meeting and is usually scheduled at 4:00 p.m. Candidates shall receive a <i>minimum of three days written notice of the meeting.</i> (City Charter, Article XIII § 4-j-3)
Tues, Oct 29	Deadline to inspect and certify voting machines being used on Election Day. (§3-8-14E); The deadline to file an objection to the use of a voting machine is two (2) days after the machine is certified.
Fri, Nov 1	Mandatory meeting with Board of Ethics Candidates appear before Board of Ethics between noon Friday before the election and the Election Day. This is a mandatory meeting and is usually scheduled at 4:00 p.m. Candidates shall receive a minimum of three days written notice of the meeting. (City Charter, Article XIII § 4-j-3)
Fri, Nov 1	5:00 p.m. Deadline for candidates to file petition appointing challengers and watchers. (§3-8-31 B)
Sat, Nov 2	Last day for early voting and in-person absentee (§3-8-37.1 (A)).
TUES, NOV. 5 ELECTION DAY	<u>Polls Open at 7:00 a.m. and close at 7:00 p.m.</u> (§3-8-38D)
	7:00 p.m. Polls Close. Any voter in line waiting to vote may vote. (§3-8-45A) No additional voters are permitted to enter the polling place. (§3-8-38D)
Fri, Nov 15	Political Signs Last day to take down political signs (except for runoff candidates). (§14-16-3-5(C) (3) ROA 1994).

Tues, Nov 19	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))
--------------	---