

# Checklist for May 2024 Uniform Election Date

January 2024



# Important May 4 – Uniform Election Date Looming Deadlines

- Wednesday, January 17: First Day to File for a Place on the General Election Ballot (Local Non-County Political Subdivisions Only)
- Friday, February 16:
  - Last Day to Order General Election or Special Election on a Measure
  - 5:00 p.m. Last Day to File for a Place on the General Election Ballot (Local Non-County Political Subdivisions Only)
- Tuesday, February 20: 5:00 p.m. Last Day to File a Declaration of Write-In Candidacy (Local Non-County Political Subdivisions Only)
- Thursday April 4: Last Day to Register to Vote
- Monday, April 22: First Day of Early Voting by Personal Appearance
- Tuesday, April 23: Last Day to Apply for Ballot by Mail (Received, not Postmarked)
- Tuesday, April 30: Last Day of Early Voting by Personal Appearance
- Saturday, May 4: Last Day to Receive Ballot by Mail if ballot is NOT postmarked
  - Monday May 6<sup>th</sup> at 5:00 p.m.: Last Day to Receive Ballot by Mail if Ballot IS postmarked (“Late Domestic Ballot”)



# What needs to be completed?

- How to have the Election
- Order of Election & Notice of Election
- Correct Applications for Candidates
- Election Supplies
- Polling Places
- Election Workers
- Contingency Plan



# How to Have the Election

A city, school district, or other political subdivision can have an election:

- By itself
- By contracting for election services with the county (Chapter 31)
- By holding a joint election (Chapter 271)

\*Regardless of which path you choose, you can always contract for voting equipment with another entity (Chapter 123)

\* Regardless of whether you contract or not, confirm if your local political subdivision is in more than one county.



# If Conducting Election Yourself

Do you have...

- Equipment? (obtaining, programming, testing)
  - Lease from county?
  - Purchase or lease from other source? (Section 123.032)
- Ballots?
- Enough trained workers? (election day, early voting ballot board, central counting)
- Notice of Election?
- Resources to tabulate results and canvass election?





# Contracting with County

- If you have not already – talk to county TODAY
  - We suggest discussions begin 4-6 months prior to election day
  - Elections Administrator is not required to contract in May of even-numbered years (May 2024)
  - If County Election Officer is the County Clerk or County Tax Assessor-Collector, there is generally no duty to contract in the Code.
- No statutory deadline, but sooner the better
- Contract for specific services that county election officer would perform in a countywide election (equipment, ballot programming, etc.)
  - Remember, Primary is March 5, and Primary Runoff is May 28...



## Joint Election with Other Subdivision

- Contact other subdivision(s) about joint election
  - Education Code requires school districts to have joint elections with
    - City in the district electing governing members;
    - County electing state and county officers;
    - Public Junior College District that is electing board members, if school is in district;
    - Hospital District electing board members, possibly.
  - Other Codes and sources of law *may* require a joint election.
- Election agreement **MUST** be approved by the governing bodies of ALL participating political subdivisions



## Order and Notice

Ordered not later than Friday, February 16

<https://www.sos.state.tx.us/elections/forms/pol-sub/1-3f.pdf>

More details during “Preparing Your Order and Notice” webinar on Thursday, February 1 at 2:00 pm





## Election Supplies

- Forms Kits
- Blank ballot stock
- Signs
- Emergency Ballots, Ballot Stock
- Tablet(s)/Laptop(s)
- Cell phone(s)
- Hotspots/MiFis
- 100 foot tape measure/string
- Extension Cords & Surge Protectors
- Tape
- Pens
- Indelible Marking Instruments
- Belt Stanchions for crowd guidance
- Keys for Building



## Election Supplies continued

- ADA Signs/Curbside Sign with Contract Number or Doorbell
- Clipboards
- Note Pad
- Seal Cutters
- Trash Bags
- Zip Ties to bind wiring
- Outlet Tester
- Sticky Tack
- Cleaning Supplies (esp. microfiber cloth)
- Large umbrella for curbside voting
- "I Voted" stickers



## For the Polling Place

- If you have not done it, reserve it NOW
  - Recommend at least six (6) months in advance
- Re-visit to determine what is needed
  - Do the outlets work?
  - ADA Accessible?
  - Easy to find?
  - Enough designated Curbside Spaces?
- Diagram/map voting areas for voter flow
- Figure out best places for signage
- Ensure all devices function and communicate properly.



# Election Workers

Need to hire as soon as possible:

- Presiding Judge and Alternate Judge (before Friday, February 16)
- Early Voting Clerk (before Friday, February 16)
- Deputy Early Voting Clerk
- Early Voting Ballot Board Judge and Alternate Judge (before Friday, February 16)
- Signature Verification Committee Member
- Tabulation Supervisor (before Friday, February 16)
- Presiding Judge of Central Count (before Friday, February 16)

More details during “Election Workers” webinar on Thursday, February 29 at 2:00 pm



# Contingency Plan

- Weather Related
- Emergency Events
- Election Specific Incidents
- County Specific Contacts
  - Emergency Management, Law Enforcement
- Possible Election Cancellation





## Future “Checklist” Seminars

- Reviewing Candidate Applications
  - Webinar Thursday, January 18 at 2:00 pm with Andre and Heidi
- Preparing Notice and Order
  - Webinar Thursday, February 1 at 2:00 pm with Charles and Ryan
- Ballots: Preparing, Proofing, and Printing
  - Webinar Thursday, February 22 at 2:00 pm with Chuck and Charles
- Election Workers
  - Webinar Thursday, February 29 at 2:00 pm with Lena and Charles



## Resources

- May 4 Election and June 15 Runoff Election Calendar:
  - <https://www.sos.state.tx.us/elections/laws/advisory2023-25.shtml>
- Cancellation of an Election Guide
  - <https://www.sos.state.tx.us/elections/laws/cancellation.shtml>
- Forms Manual
  - <https://www.sos.state.tx.us/elections/forms/pol-sub/index.shtml>
- Conducting Elections Page
  - <https://www.sos.state.tx.us/elections/conducting/index.shtml>
- Candidate's Guide will be posted soon, be on the lookout!



## Remember!

- Take time to breathe
- One-step at a time
- You are doing great

