Municipal Election Calendar

Prepared by the Alabama League of Municipalities **www.alalm.org** **334-262-2566**

DISCLAIMER: This election calendar is provided as a service to candidates running in the general municipal election and those officials responsible for conducting the municipal election to be held in 2020. *Use of this calendar is at the sole risk of the candidate. It is the responsibility of the candidate or official to verify the dates on which forms are due.* The Alabama League of Municipalities and the municipality and/or official that may distribute this form disclaim any responsibility or liability for failure to comply with any filing requirement or any other election law. All citations are to the Code of Alabama 1975 unless otherwise stated. Further, it is the sole responsibility of the user to confirm any changes to election laws or deadlines which may occur after the publication of this calendar.

For more information on the 2020 Municipal General Election and a more detailed elections calendar, please refer to the Special Report prepared by the Alabama League of Municipalities titled "Procedures for Holding Elections in Mayor-Council Municipalities" (2019 ed.) which will be available for download after November 15, 2019 at www.alalm.org.

2020 MUNICIPAL ELECTION CALENDAR

AUGUST 25, 2019:

- First day candidates can raise or spend money. §17-5-7(b)(2).
- An ordinance establishing the use of electronic vote counters must be adopted. No deadline is set, but the ordinance must be adopted far enough in advance to meet other election deadlines. §17-7-21.

FEBRUARY 25, 2020:

- Last day for the council to change the salaries for officials who will be elected in August. §§11-43-2, 11-43-80.
- Last day for the council to decide whether to elect councilmembers at large or from districts. §§11-43-2, 11-43-63.
- Last day for the council in municipalities with a population of less than 10,000 to provide by ordinance for a procedure for the appointment of additional election officials to receive, count, and return the absentee ballots cast at the election. §§ 11-46-27, 17-11-10 and 17-11-11.

MARCH 31, 2020: Last day for councils elected at large to number the places for election purposes. §11-46-22.

MAY 25, 2020:

- Last day for the council to change its district lines. §11-46-23.
- Last day for the council to change the location of or add designated voting places. See §17-6-4(d).
- Last day a person can become a resident of the municipality and district in order to become a candidate. §§ 11-46-24(b), 11-46-25(g), 11-43-63.

JUNE 26, 2020: First day to conduct a training school for officials who will conduct an election using electronic voting machines. §17-8-9.

JULY 2, 2020: Last day for council to adopt an ordinance establishing qualification fees. §11-46-2.

JULY 7, 2020:

- Mayor gives notice of the election. §11-46-22(a).
- Candidates may begin qualifying at city hall once notice is published. Candidates must file a Statement of Economic Interests form with the ALABAMA ETHICS COMMISSION in order to appear on the ballot. §36-25-15(a).

For questions regarding the Statement of Economic Interests, please call the Alabama Ethics Commission at 334-242-2997.

JULY 21, 2020:

- Last day, by 5:00 p.m., to qualify to run for municipal office. §11-46-25(g).
- Mayor must file a list of qualified voters with the clerk. §11-46-36. If the mayor is a candidate in the election, the council must appoint a qualified person to perform this duty. §11-46-37.

JULY 26, 2020:

- Last day to establish residency to vote in the municipal general election. §11-46-38(b).
- Last day to display sample ballot. §11-46-31.

JULY 27, 2020:

- Last day for candidates who qualified on July 21, to file an Appointment of Principal Campaign Committee form with the PROBATE JUDGE. §17-5-4.
- Last day for clerk who received qualification papers from candidates on July 21, to notify the Alabama Ethics Commission the name of the candidate and the date on which the person became a candidate. §36-25-15(b).

JULY 28, 2020: Mayor must deliver absentee election supplies to the municipal clerk. §17-11-12.

AUGUST 10, 2020:

- Last day for the council to appoint election officials. §11-46-27.
- Last day to register to vote for the municipal general election. §§17-3-50, 11-46-38.

AUGUST 11, 2020: First day to publicly test electronic vote counters. The test must be conducted as close as practicable to the date of the election and be open to the public. Rule 307-X-1-.04, Alabama Administrative Code. The League recommends forty-eight (48) hours public notice of the test.

AUGUST 14, 2020: Last day to publish lists of the election officers and the voting places to which they are assigned. Section §11-46-27.

AUGUST 17, 2020: Beginning on this day, any absentee applicant who has not included a copy of acceptable ID but who is otherwise qualified to vote shall be issued a provisional absentee ballot. ACT 2019-509.

AUGUST 20, 2020:

- Last day for a voter to apply for a regular absentee ballot. §17-11-3(a).
- Last day to publish the list of qualified voters. §11-46-36.
- Last day to conduct a training school for officials who will conduct an election using electronic voting machines, not less than five (5) days before an election. §17-8-9.

AUGUST 24, 2020:

- Last day, up to the close of business, for a voter to apply for and submit an emergency absentee ballot if he or she:
  (1) is required by employer to be unavailable to vote at the polls;
  (2) is a caregiver of a person who requires emergency treatment within five days of an election; or
  (3) has a family member to the 2nd degree of kinship who dies within 5 days of the election. §17-11-3(d) as amended by ACT 2019-509.
- Last day, up to the close of business, for a voter to hand-deliver absentee ballot. §§17-11-3(c), 17-11-18.
- If an absentee ballot is returned by mail, it must be postmarked by August 24 **and** received by noon the day of the election. §§17-11-3(c), 17-11-18.

AUGUST 25, 2020:

- **ELECTION DAY.** §11-46-21.
- **NOTE:** Polls must be open from 7:00 a.m. to 7:00 p.m. A municipality may set those times under Eastern Standard Time (EST) if the municipality operates on EST. §11-46-28.
- Election officials must meet at their respective polling places at least 30 minutes before polls open. §11-46-28.
- **NOTE:** Candidates may appoint a poll watcher to observe voting procedures in the polling place. The appointment must be made in writing, signed by the candidate, and filed with the election officials at the polling place. Poll watchers should be sworn in at the same time as the election officials. §11-46-35.

- The clerk must ensure that all ballots, boxes and supplies are provided at each polling place. §11-46-33.
- Precinct counters must be tested according to the manufacturer's instructions to ensure that they are set at zero and prepared for voting. Rules 307-X-1-.11, Alabama Administrative Code.
- Deadline for returning absentee ballots by mail or an emergency absentee ballot for a registered voter who requires emergency treatment by a licensed physician within 5 days of the election is 12:00 noon. §7-11-18.
- Beginning at 12:00 noon, the clerk shall deliver the sealed affidavit envelopes containing absentee ballots to the absentee election officials. §17-11-10.

AUGUST 26, 2020:

- Deadline for the absentee election manager to notify voters whose absentee ballots have become provisional due to the inspector's personal knowledge that voter was not eligible to vote by mailing a copy of the challenge statement of the inspector by the day after the election. §17-10-2(c)(3)(b).
- Deadline, no later than noon, for municipal clerk to deliver written affirmations of provisional voters, inspector challenge statements, and all voter re-identification forms to the board of registrars. §17-10-2(d).

AUGUST 28, 2020: Last day, no later than 5:00 p.m., for an absentee voter who was required to provide identification but failed to provide it before the election to submit identification to the board of registrars. §17-10-2(c)(1)(b)(2).

SEPTEMBER 1, 2020:

- **CANVASSING OF ELECTION RESULTS.**
- Commencing at noon, the council must canvass the election results. If a candidate receives a majority of the votes cast for the office, the council issues a certificate of election. If no candidate receives a majority, the council shall order a run-off election to be held. §§11-46-55, 11-46-46.

SEPTEMBER 3, 2020: Deadline for anyone with standing to contest the election to request a recount (must be within 48 hours of the official canvass on September 1). §11-46-55.1.

SEPTEMBER 7, 2020: Last day a candidate may contest the results of the general election. §11-46-69.

MUNICIPAL POST ELECTION CALENDAR

NOVEMBER 2, 2020:

- Newly elected municipal officials take office. §11-46-21(c).
- Council meets for its organizational session. §11-43-44.

FEBRUARY 25, 2021:

- The clerk shall destroy the contents of the ballot boxes for the municipal general election unless there is notification that the election has been contested, six (6) months after the election. §11-46-46.
- The clerk no longer must preserve written notices for withdrawal of candidates in municipal general election, six (6) months after the election. §11-46-25.

APRIL 6, 2021:

- The clerk shall destroy the contents of the ballot boxes for the municipal run-off election unless there is notification that the election has been contested, six (6) months after the election. §11-46-46.
- The clerk no longer must preserve written notices for withdrawal of candidates in municipal run-off election, six (6) months after the election. §11-46-25.

MUNICIPAL RUN-OFF ELECTION CALENDAR

Please refer to main 2020 Municipal Election Calendar for more detailed instructions applicable to these deadlines during the main election process

THESE DATES ONLY APPLY TO MUNICIPALITIES HOLDING A RUN-OFF ELECTION

SEPTEMBER 8, 2020: Last day to deliver absentee ballots and supplies to the clerk. §17-11-12.

SEPTEMBER 21, 2020:

- Last day to appoint election officials for run-off election. §11-46-27.
- Last day to register to vote for the run-off election. §§ 11-46-38, 17-3-50.

SEPTEMBER 22, 2020: First day to publicly test electronic vote counters. Rule 307-x-1-.04, Ala. Admin Code.

SEPTEMBER 28, 2020: Beginning on this day, any absentee applicant who has not included a copy of acceptable ID, but who is otherwise qualified to vote, shall be issued a provisional absentee ballot. ACT 2019-509.

OCTOBER 1, 2020:

- Last day to apply for a regular absentee ballot. §17-11-3(a).
- Last day to publish the voter's list. §11-46-36.
- Last day to conduct a training school for officials who were not previously trained. §17-8-9.

OCTOBER 5, 2020:

- Last day for emergency absentee ballot application. §17-11-3(d) as amended by ACT 2019-509.
- Close of business deadline for hand-delivery of absentee ballots. §§17-11-3(c), 17-11-18.

OCTOBER 6, 2020: RUN-OFF ELECTION DAY. §11-46-2.
SEE INSTRUCTIONS UNDER <u>AUGUST 25th IN MAIN ELECTION CALENDAR</u>

OCTOBER 7, 2020:

- Deadline to notify voters whose absentee ballots have become provisional due to the inspector's personal knowledge that voter was not eligible to vote. §17-10-2(c)(3)(b).
- Deadline, by noon, for clerk to deliver written affirmations of provisional voters, inspector challenge statements, and all voter re-identification forms to the board of registrars. §17-10-2(d).

OCTOBER 9, 2020: Last day, no later than 5:00 p.m., for absentee voter to submit identification to the board of registrars. §17-10-2(c)(1)(b)(2).

OCTOBER 13, 2020: Election canvass commencing at noon. §11-46-55. See also §11-46-46.

OCTOBER 15, 2020: Deadline to request a recount (must be within 48 hours of the official canvass on October 13). §11-46-55.1.

OCTOBER 19, 2020: Last day a candidate may contest the results of the run-off election. §11-46-69.

FAIR CAMPAIGN PRACTICES ACT (FCPA) DEADLINES

(FCPA forms are available from the Probate Judge or the Secretary of State
and can be downloaded at www.sos.alabama.gov)

All FCPA forms for municipal elections must be filed with the PROBATE JUDGE in the county where the city hall of the municipality is located. Every candidate must establish a PRINCIPAL CAMPAIGN COMMITTEE (PCC) by filing the required form WITHIN FIVE (5) DAYS OF BECOMING A CANDIDATE regardless of whether the candidate has reached the $1,000.00 threshold. A person becomes a candidate whenever he or she either (1) reaches the disclosure threshold by either raising or spending in excess of one thousand dollars ($1,000), or (2) formally qualifies to run for office.

For questions regarding the FCPA, call the Secretary of State's Election Division at 334-242-7210. Be sure to say "I have a question about the FCPA".

AUGUST 25, 2019: First day candidates for municipal elections can raise or spend money. §17-5-7(b)(2).

Once a candidate reaches the disclosure threshold by raising or spending in excess of $1,000*, the PCC must file disclosure reports as follows:

MONTHLY CAMPAIGN REPORT DEADLINES:

SEPTEMBER 4, 2019
OCTOBER 2, 2019
NOVEMBER 4, 2019
DECEMBER 3, 2019
JANUARY 3, 2020
FEBRUARY 4, 2020
MARCH 3, 2020
APRIL 2, 2020
MAY 4, 2020
JUNE 2, 2020 (If the county is closed for Jefferson Davis' Birthday, the deadline is June 3, 2020)
JULY 2, 2020

WEEKLY CAMPAIGN REPORT DEADLINES:

(A candidate who is required to file a weekly report is ***not*** also required to file a monthly report the month of the election.)

AUGUST 3, 2020
AUGUST 10, 2020
AUGUST 17, 2020
AUGUST 24, 2020

ANNUAL REPORT DEADLINE:

JANUARY 31, 2021

* ***Major Contribution Report*** *- candidates must disclose the receipt of any single contribution of $20,000 or more within two (2) business days of receiving the contribution if it is not included in a monthly or weekly report. §17-5-8.1(c).*

OTHER IMPORTANT FCPA DATES:

DECEMBER 23, 2020: Last day for candidates ***not*** involved in the run-off election to raise money to pay off their campaign debts. §17-5-7.

FEBRUARY 3, 2021: Last day for candidates involved in the run-off election to raise money to pay off their campaign debts, one hundred twenty (120) days after the election. §17-5-7.