

**Election Calendar
2005 General Election**

DATE	RESPONSIBILITY	CODE SECTION
January 1, 2007	Write -Ins- Notice of Intent Period Begins	21-2-133
By February 1, 2007	Fix & Publish Qualifying Fees (Must Bear Date of First Publication)	21-2-131(1)(a) 183-1-8.01
March 31, 2007	Campaign Contribution Reports Due (For Candidates who have made known their intention to seek office)	21-5-30
June 30, 2007	Campaign Contribution Reports Due (For Candidates who have made known their intention to seek office)	21-5-30
	12 Hours Biennial Training Required - Secretary of State's Office	21-2-100
	Governing Body Appoints Absentee Ballot Clerk and Election Superintendent	21-2-380.1
	Inventory Election Supplies	
August 10, 2007	Publish notice of opening and closing dates and hours to qualify Must publish at least 2 weeks prior to opening of qualifying period.	21-2-132(d)
	Prepare Qualifying Packets including Notice of Candidacy	21-2-132(f)
August 27, 2007	Qualifying Period Begins - must be no less than 3 days and not more than 5 days Must be at least 3 consecutive business days and cannot begin before 8:30 a.m. on Monday and must close by 4:30 p.m. on Friday.	21-2-132(d)(3) 21-2-132(d)(3)
August 31, 2007	Qualifying Period Ends	
	Order Absentee/ Advance Ballots (Must be available at least 21 days prior to election)	
	Order Ballots or Programming for DRE	
	Contact County to reserve voting equipment	
	Order Election Supplies from Secretary of State's Office	
	Reserve Polling Locations	
	Appoint a Manager and 2 Assistant Managers for each Polling Location	21-2-90
	Election Superintendent Appoints and Trains all Poll Officers	21-2-91 21-2-99
September 7, 2007	Write- Ins -Notice of Intent Period Closes	21-2-133
Sept 11 - September 15, 2007	Financial Disclosure Reports Due (Due the 15th Day following Qualifying)	21-5-50
September 12, 2007	Affidavit - Write- Ins - Copy of Advertisement and Affidavit Due	21-2-133(b)
September 30, 2007	Campaign Contribution Reports Due	21-5-30
October 6, 2007	Public Notice of Election must be published at least 30 days prior to election (This notice can be combined with the notice of opening and closing dates for qualifying that is published 2 weeks prior to qualifying)	21-2-9(b)
October 8, 2007	Last Day to Register to Vote (If this date is a holiday, Columbus Day, the date will be extended to October 9, 2007.)	21-2-224(a)
October 10, 2007	Order Master List and Electors List for each precinct	
October 15, 2007	Deliver Absentee Ballots to Absentee Ballot Clerk	21-2-384(a)
	Prepare Supply Boxes for Polling Locations	

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	Check Polling Location for telephones, tables, chairs, heat & air, bathrooms, handicap accessibility, etc.		
	Order Food for Poll Workers		
October 23, 2007	County Registrar to furnish list 14 days before election		21-2-224(e)
October 25, 2007	Campaign Contribution Reports Due		21-5-30
October 28, 2007	Public Notice of Test of Vote Tabulators- must be at least 5 days prior to test		21-2-374(b)
Oct 29 - November 2, 2007	Early/ Advance Voting Dates		21-2-380(b)
October 31, 2007	Must give one week notice to public of date, time and location of Computation and Canvassing of Returns by posting notice at City Hall.		21-2-492
November 1, 2007	Review Electors List and notify Voter Registrar of corrections 5 days before election		21-2-224(e)
November 1, 2007	Official List of Electors must be completed 5 days before election		21-2-224(f)
November 1, 2007	Ballots & equipment must be available for public inspection 5 days prior to election.		21-2-292
November 1, 2007	Public exhibition of sample voting machine/ ballots		21-2-330(a)
November 2, 2007	Public Test Count Voting Equipment- On or before the 3rd day prior to the election.		21-2-374(b)
November 2, 2007	Candidates to submit Poll Watcher Appointment Letters		21-2-408(b)(1)
November 2, 2007	Last Day to Mail Out Absentee Ballots		21-2-384(a)
November 5, 2007	Poll Managers to Pick up Election Supplies and Set up Voting Precincts		
November 6, 2007	General Election Day		21-2-9(b)
November 7, 2007	Computation and canvassing of returns - must begin at or before noon on the day after the election and must continue until completed.		21-2-493
	Put Away Election Supplies		
	Election Payroll		
November 9, 2007	Candidates right to recount expires- 2 days after certification of returns		21-2-495(c)
November 12, 2007	Last day to file contest of election - 5 days after the results are certified.		21-2-524(a)
November 21, 2007	Campaign Contribution Reports Due (For Candidates in a Run Off Election)		21-5-30
December 4, 2007	General Election Run Off- if necessary		21-2-501(c)
December 31, 2007	Campaign Contribution Reports Due		21-5-30
This election calendar is for a Municipal General Election. The same procedures apply in Special Elections but your time line and dates are different.			
Reminder - any changes in election process (change in voting precinct, voting districts, polling locations, type ballots, etc.) requires preclearance from the U.S. Justice Department (60 Days). After pre-clearance these changes must be forwarded to the County Registrar within 10 days 21-2-22 - 21-2-261 and the Secretary of State Legislative and Reapportionment Office within 20 Days.			