

2019 Opt-In Election Calendar

Election to be held Tuesday, November 5, 2019

Note: Bolded dates are deadlines for Municipal Clerk. Blank lines below timeframes are for your targeted dates for completion (if different from the deadline dates)

| TIME FRAME | DATE | ACTION | STATUTE |
|--|--|---|-----------|
| By 15 days before meeting to adopt | _____ | Publish Notice of Public Hearing for Ordinance to opt-in. | 3-17-3 |
| | Between November 5, 2018 and January 18, 2019 | Adopt Opt-In Ordinance. Ordinance determines if the terms of office of the current office holders will be shortened or lengthened. NOTE: A municipality may change its charter by ordinance or as otherwise provided by the municipality to conform its election schedule with the requirements of this section. (1-22-3.2B) | 1-22-3.1B |
| | Between November 6, 2018 and January 19, 2019 | Publish adopted ordinance | 3-17-5B |
| | By January 30, 2019 | Send a copy of Opt-In Ordinance to the Secretary of State (May be done by email) | 1-22-3.1B |
| | By January 30, 2019 | Deadline to submit written request for an alternate early voting site in the municipality from the County Clerk NOTE: Municipality must provide the Ballot on Demand (BOD), supplies and staff to operate the alternate early voting site. Also, site may be operated for less than the full early voting period, if decided between the municipality and the county clerk. | 1-22-19C |
| By 30 days after the close of the sixth month of the fiscal year | By January 30, 2019 | First 1/2 of annual assessment due to Secretary of State NOTE: "No assessment shall be paid by a local government with general fund expenditures less than one hundred thousand dollars (\$100,000) | 1-22-20F |
| | By January 30, 2019 | Deadline to post election calendar changes to municipal website | 1-22-3.2A |
| Between 120-150 days prior | Between June 8, 2019 and July 8, 2019 | Municipality must notify the Secretary of State of all municipal positions to be filled at the next local government election. | 1-22-4B |

| TIME FRAME | DATE | ACTION | STATUTE |
|--|---|--|-----------|
| By 30 days after the close of the fiscal year | By July 30, 2019 | Second 1/2 of annual assessment due to Secretary of State | 1-22-20F |
| On 90th day | On August 7, 2019 | Secretary of State issues resolution (proclamation) for a regular local election | 1-22-4A |
| Prior to 70th day | _____ | Municipality must adopt any ordinances to establish ballot questions NOTE: See the corresponding statutes for the timelines for the type of question being considered (GRT, Bond, Liquor, etc) | |
| By 70th day | By August 27, 2019 | Deadline for County Clerk to submit any ballot questions to the Secretary of State for the Local Elections Ballot. | 1-16-8 |
| On 70th day | On August 27, 2019 - 9:00 AM and 5:00 PM | Candidate Filing Day - candidates file declaration of candidacy with the County Clerk NOTE: To be a candidate, a person must be registered to vote in the district on the date the proclamation calling a local election is filed in the office of the Secretary of State [August 7, 2019] (1-22-3B) | 1-22-7A |
| On 63rd day | On September 3, 2019 9:00 AM and 5:00 PM | Write-In Candidate Filing Day - candidates file declaration of candidacy with County Clerk NOTE: To be a candidate, a person must be registered to vote in the district on the date the proclamation calling a local election is filed in the office of the Secretary of State [August 7, 2019] (1-22-3B) | 1-22-8.1C |
| By 63rd day | By September 3, 2019 | Last day to withdraw candidacy | 1-22-9 |
| By 60th day | By September 6, 2019 By 5:00 PM | Deadline for County Clerk to certify candidate and place name on ballot | 1-22-10A |
| 23rd day before until the Saturday before the election | Between October 13, 2019 to November 2, 2019 | Early voting | 1-6-5.7 |
| By 7th day | By October 29, 2019 | Deadline for any group of three candidates to file a written notice to appoint watchers for the election | 1-22-13A |
| | November 5, 2019 | Local Government Election Day | 1-22-3A |
| By 10th day after | By November 16, 2019 | Local Canvassing Board will meet to canvass election | 1-22-15B |

| TIME FRAME | DATE | ACTION | STATUTE |
|--|---------------------------|---|----------|
| By 21st day after | By November 26, 2019 | Secretary of State issues certificates of election to the winning candidates and certifies the passage or defeat of any bond question | 1-22-15F |
| | On January 1, 2020 | Term of Office begins for newly elected candidates Note: The oath of office shall be issued before the candidate may enter upon the duties of the office. | 1-22-18 |
| Blackout periods for Special Elections (1-12-71) | | 70 days prior to or following any statewide election | |