# 2021 Opt-In Election Calendar with Run-Off

Election to be held Tuesday, November 2, 2021

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)

<table>
<thead>
<tr>
<th>TIME FRAME</th>
<th>DATE</th>
<th>ACTION</th>
<th>STATUTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 15 days before meeting to adopt</td>
<td>____________________</td>
<td>Publish Notice of Public Hearing for Ordinance to opt-in.</td>
<td>3-17-3</td>
</tr>
<tr>
<td>Between April 1, 2020 and June 15, 2021</td>
<td>____________________</td>
<td>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)</td>
<td>1-22-3.1B</td>
</tr>
<tr>
<td>Between April 1, 2020 and June 15, 2021</td>
<td>____________________</td>
<td>Adopt ordinance to choose between top-two runoff election and a ranked-choice runoff election (Note: can be part of opt-in ordinance)</td>
<td>1-22-16C</td>
</tr>
<tr>
<td>Between April 2, 2020 and June 16, 2021</td>
<td>____________________</td>
<td>Publish adopted ordinance(s)</td>
<td>3-17-5B</td>
</tr>
<tr>
<td>By January 30, 2021</td>
<td></td>
<td>Deadline to request an alternate early voting site in the municipality from the County Clerk NOTE: If requested, municipality must provide the Ballot on Demand (BOD), supplies and staff to operate the site.</td>
<td>1-22-19C</td>
</tr>
<tr>
<td>By June 30, 2021</td>
<td></td>
<td>Send a copy of Opt-In Ordinance to the Secretary of State</td>
<td>1-22-3.1B</td>
</tr>
<tr>
<td>By June 30, 2021</td>
<td></td>
<td>Send a copy of Run-off choice Ordinance to the Secretary of State</td>
<td>1-22-16C</td>
</tr>
<tr>
<td>Between 120-150 days prior</td>
<td>Between June 5, 2021 and July 5, 2021</td>
<td>Municipality must notify the Secretary of State of all municipal positions to be filled at the next local government election. [Recommend this be done by resolution]</td>
<td>1-22-4B</td>
</tr>
<tr>
<td>On 90th day</td>
<td>On August 4, 2021</td>
<td>Secretary of State issues resolution (proclamation) for a regular local election</td>
<td>1-22-4A</td>
</tr>
</tbody>
</table>
Prior to 70th day
Municipality must adopt any ordinances and/or resolutions 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 24, 2021
Deadline for County Clerk to submit any ballot questions to the Secretary of State for the Local Elections Ballot.

On 70th day
On August 24, 2021 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)

On 63rd day
On August 31, 2021 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)

By 63rd day
By August 31, 2021
Last day to withdraw candidacy

By 60th day
By September 3, 2021 5:00 PM
Deadline for County Clerk to certify candidate and place name on ballot

23rd day before until the Saturday before the election
Between October 10, 2019 to October 30, 2021
Early voting

By 7th day
By October 26, 2021
Deadline for any group of three candidates to file a written notice to appoint watchers for the election

Between 6th day after and 10th day after
Between November 8, 2021 and November 12, 2021
Local Canvassing Board will meet to canvass election

By 10th day after
By November 12, 2021
Municipalities with top-two runoff elections will be notified by County Clerk

After 10th day after
County Clerk conducts runoff election

No sooner than 24 days after
Starting November 26, 2021
Secretary of State issues certificates of election to the winning candidates and certifies the passage or defeat of any bond question

On January 1, 2022
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.
<table>
<thead>
<tr>
<th>No sooner than 24 days after run-off</th>
<th>Secretary of State issues certificates of election to the winning candidates</th>
<th>1-13-16B</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Day of month following run-off</td>
<td>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.</td>
<td>1-22-3.1F</td>
</tr>
</tbody>
</table>

**Blackout periods for Special Elections (1-12-71)**
70 days prior to or following any statewide election

**Blackout periods for Special Elections (1-12-71)**
Top-two runoff elections - 50 days prior to any statewide election