

## CITY OF AUSTIN ELECTION CALENDAR

### JANUARY 25, 2022 SPECIAL ELECTION TO FILL A VACANCY

- November 18, 2021 City Council to order a special election to fill a vacancy.
- November 18, 2021 First day a candidate may file an application for a place on the ballot (after Council has ordered the election). Candidates must also file a Campaign Treasurer Appointment not later than filing their application for place on the ballot.<sup>1</sup> Note: regular business hours for the City Clerk's Office are M-F, 8-5 PM. If Council Orders the election after 5 p.m. on the 18<sup>th</sup>, the first time to file in person for place on the ballot will be November 19<sup>th</sup>.
- November 19, 2021 Deadline to post notice for conducting drawing for ballot order.
- December 16, 2021 Last day a candidate may file an application for a place on the ballot. The deadline is 5:00 p.m.
- December 17, 2021 City Clerk conducts drawing for order of names on ballot.
- December 21, 2021 Last day for a candidate to withdraw name from ballot.
- December 27, 2021 Deadline for a candidate to electronically file "public statement of financial information" with the City Clerk's Office.<sup>2</sup>
- December 27, 2021 Deadline for filing electronic report of campaign contributions and expenditures (30th Day Before Election Report), with the City Clerk's Office. This report must be filed by opposed candidates who have not filed a declaration of intent to follow modified reporting procedures, and by specific-purpose and/or general-purpose political committees involved in the election supporting or opposing candidates or ballot measures, which are required to be filed by Title 15 of the Texas Election Code; rules adopted by the Texas Ethics Commission; and City Code Chapter 2-2.<sup>3</sup>  
The deadline is 11:59 pm<sup>6</sup>
- December 27, 2021 Last Day to Register to Vote
- December 26 –  
January 15, 2022 Window for Publication of Notice in Newspaper
- January 4, 2022 Deadline for Posting January Election Notice
- January 5, 2022 Deadline for a candidate to file the "Personal Financial Statement" form required by state statute with the City Clerk's Office.<sup>4</sup>
- January 10, 2022 First day of early voting
- January 14, 2022 Last Day to Apply for Ballot by Mail (received, not postmarked)

January 17, 2022 – January 25, 2022      Period for required filings of City of Austin Pre-Election Reports by candidates or political committees who meet reporting thresholds delineated in City Code section 2-2-29.

January 18, 2022      You must file your 30-Day report and 8-Day report only. If you attempt to file a semiannual report, due on January 18, 2022, after filing your 30-Day report, you will receive an error message.

Deadline for electronically filing semiannual report of campaign contributions, with the City Clerk's Office (applicable to candidates, officeholders, specific-purpose and/or general-purpose political committees; required to file by Title 15 of the Texas Election Code; rules adopted by the Texas Ethics Commission; and City Code Chapter 2-2). Candidate/Officeholder Campaign Finance Report – Form C/OH is due electronically. The original due date is Saturday, January 15, but because of the weekend followed by a Monday, January 17 holiday, it moves to January 18, 2022. Required by Tex. Election Code Sec. 254.063, Sec. 254.093 and Sec 1.006.<sup>7</sup>  
The deadline is 11:59 pm

January 18, 2022      Deadline for electronically filing report of campaign contributions and expenditures (8th Day Before Election Report), with the City Clerk's Office. This report must be filed by opposed candidates who have not filed a declaration of intent to follow modified reporting procedures, and by specific-purpose and/or general-purpose political committees involved in the election supporting or opposing candidates or ballot measures, which are required to be filed by Title 15 of the Texas Election Code; rules adopted by the Texas Ethics Commission; and City Code section 2-2-29 and Chapter 2-2.<sup>3</sup>  
The deadline is 11:59 pm<sup>6</sup>

January 21, 2022      Last day of early voting by personal appearance.

January 25, 2022      **ELECTION DAY**

Third day after date of final canvass      Last day for a candidate in a runoff election to withdraw from the runoff. The deadline is 5:00 p.m.

February 4, 2022      Possible day of the canvass. (The earliest possible date for canvassing is the third day after the election and the latest date for canvassing is the 11th day after the election, which is Saturday February 5; the deadline moves to the next business day, Monday, February 7).<sup>5</sup>

March 22, 2022\*      Runoff Election (if necessary) \*Note date is tentative and subject to change.

Swearing in will occur following the canvassing of the Special Called Election or Run-Off Election.

- 1 Texas Ethics Commission's "Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities" provides as follows: "... you must file an APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM CTA) with the proper filing authority when you become a candidate even if you do not intend to accept campaign contributions or make campaign expenditures." [https://www.ethics.state.tx.us/guides/coh\\_local\\_guide.pdf](https://www.ethics.state.tx.us/guides/coh_local_guide.pdf)
- 2 Statement must be filed within five working days (i.e., business days) after the deadline for filing for office, that being December 16; therefore, five business days thereafter is Thursday, December 23. December 23 and 24 are city holidays, therefore the deadline is Monday, December 27. City Code § 2-7-74(A).
- 3 An opposed candidate shall file two additional reports, the first being due not later than the 30th day before Election Day (that being Monday, December 27); and the second being due not later than the 8th day before Election Day. Texas Election Code, Sec. 254.064(a)(b)(c). Texas Ethics Commission's "Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities" provides information under "Reports Due 30 Days and 8 Days Before an Election." Under City Code 2-2-26(A), a "candidate, officeholder, or political committee required by the City Code or state law to file a campaign finance report with the city clerk. The 30<sup>th</sup> Day Report deadline falls on Sunday, December 26, but will fall on the next business day, Monday, December 27. The 8<sup>th</sup> Day Report deadline falls on Saturday, January 15, but will fall on the next business day, Tuesday, January 18. Monday, January 17 is a city holiday.
- 4 Personal Financial Statement is required by Texas Local Government Code, Section 145.003 and must comply with sections 572.022 and 572.023 of the Texas Government Code. Tex. Local Gov't Code § 145.003. Candidate must file Personal Financial Statement with the City Clerk not later than the 20th day after the deadline for filing an application for a place on the ballot. Tex. Local Gov't Code § 145.004(c). The filing application deadline is December 16; therefore, the 20th day thereafter is January 5. The City Clerk has implemented electronic filing and the candidate complies if they file electronically by 11:59pm on the deadline.
- 5 Canvass must be held not earlier than the 3rd day after Election Day (that being Friday, January 28 for the earliest day to canvass), or later than the eleventh day after Election Day (that being Saturday, February 5 for the latest date to canvass; the deadline moves to the next business day, Monday, February 7). Tex. Election Code § 67.003(b).
- 6 Required reports must be received by the City Clerk by the deadline. Tex. Election Code § 254.064(b) and (c).
- 7 Due to the timing of the January 25, 2022 special election and the date you filed your CTA, the 30-day report and the 8-day report together cover more than the time period covered by the semiannual report. Therefore, the Texas Ethics Commission has advised the City that candidates need not file the semiannual report. The City's electronic filing system will not allow a candidate to file both a semi-annual and a 30-day report.

Candidates shall electronically file semiannual report not later than January 15, but because of the weekend followed by a Monday, January 17 holiday, it moves to January 18, 2022.. Tex. Election Code § 254.063(a) and (b). Officeholders shall electronically file semiannual report not later than July 15. Tex. Election Code § 254.093(a) and (b). Under City Code section 2-2-26(A), a candidate, officeholder, or political committee required by the City Code or state law to file a campaign finance report with the city clerk. To comply with this, all filings must be submitted in the cities Electronic Filing system. The Texas Ethics Commission's "Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities" guide can be found here: [https://www.ethics.state.tx.us/data/resources/guides/coh\\_local\\_guide.pdf](https://www.ethics.state.tx.us/data/resources/guides/coh_local_guide.pdf) All reports are due by 11:59pm on the assigned reporting due date.