

2007 Election Calendar SUMMARY OF CAMPAIGN DEADLINES

Yellow highlight indicates mandatory action required of candidate

Date	Requirement or deadline
Mar. 13 (Tues.)	Last day for campaign fundraising and expenditures other than allowed in The Open and Ethical Elections Code for participating candidates. ¹ Prior to filing a declaration of Intent, attend city provided training course on electronic filing disclosure reports.
Mar. 13 (Tues.)	Declaration of Intent First day to file declaration of intent.
Mar. 15 (Thurs.)	Exploratory Period begins. First day to accept Seed Money and allowable In-Kind Contributions. Source of expenditures is limited to Seed Money and In-Kind Contributions during the Exploratory Period.
April 30 (Mon.)	End of Exploratory Period
May 1 (Tues.)	Qualifying Period begins First day to receive Qualifying Contributions. First day for Applicant Candidates to file the Declaration of Intent. Qualifying Contributions may not be received by the applicant candidate until he/she has filed a Declaration of Intent. The Report of all seed money and in-kind contributions shall be filed on the same day as the Declaration of Intent is filed. The report shall be filed electronically by noon. An affidavit in support of the electronic filing is also due by noon on the day the report is electronically filed.
May 15 (Tues.)	First Qualifying Contribution report is due by noon. This report is not filed electronically and does not require a separate affidavit in support.
May 31 (Thurs.)	End of Qualifying Contribution Period Last day to accept Qualifying Contributions and seed money.
June 1 (Fri.)	The following are due by Noon: 1. Application for Certification. 2. Second disclosure Report of Seed Money and In-Kind Contributions (filed electronically) with the affidavit in support of the disclosure report.

¹ Deadlines for Open and Ethical Elections Code applicant and participating candidates do not apply to non-participating candidates.

3. **Receipts for each Qualifying Contribution.**
4. **Final qualifying contribution report.**

June 1 (Friday)	Nominating Petitions	First day you may obtain nominating petitions from the City Clerk.
		During June, attend training on submitting disclosure reports electronically.
June 4 (Mon.)	Certification of Participating Candidates	
June 6 (Wed.)	Distribution of fund revenue	to certified Participating Candidates.
July 12 (Thurs.)	Nominating Petitions	First day to file nominating petitions (City Ordinance §2-4-13B).
July 13 (Fri.)	Campaign Disclosure Statement Due	First campaign disclosure statement due at the City Clerk's office by noon (filed electronically).
July 27 (Fri.)	Nominating Petitions	Last day to file nominating petitions
August 3 (Fri.)	Political Signs	First day political signs can be displayed.
Aug. 7 (Tues.)	Declaration of Candidacy	Candidates must file their Declarations of Candidacy with the City Clerk between 8:00 a.m. and 5:00 p.m. (§3-8-27A).
		After August 7: Board of Ethics and Campaign Practices Rule 2 (e) requires that the Board hold an orientation session for candidates. The exact time will be announced to Candidates and Measure Finance Committees by City Clerk.
Aug. 9 (Thurs.)	Appear for Certification	Candidates or their representatives are required to appear at the City Clerk's office for certification.
	4:00 p.m.	Attend orientation session conducted by the Board of Ethics and Campaign Practices.
	5:01 p.m.	Draw Ballot Order The City Clerk draws the order of the candidates for ballot. Candidates may draw their own lot.
	File Disclosure Statement	Candidates file their disclosure statements at the City Clerk's office.
Aug. 14 (Tues.)	Withdrawal of Candidacy	Last day for certified candidates to withdraw candidacy.

Aug. 21 (Tues.)	Write-in Candidates	Last day for filing as write-in candidate.
Aug. 22 (Wed.)	Write-in Candidates	Clerk certifies write-in candidates.
Aug. 23 (Thurs.)	Write-in Candidates	Clerk posts names of certified write-in candidates by 9 a.m.
August 28 (Tues.)	Absentee Ballots	First day for City Clerk to mail absentee ballots to voters whose applications have been approved.
Sept. 4 (Tues.)	Write-in Candidates	Last day for write-in candidate to withdraw candidacy
Sept. 4 (Tues.)	Voter registration closes	
Sept. 5 (Wed.)	Absentee Ballots	First day to cast absentee ballots in person at the City Clerk's office. This is the first day for those voters who have received their absentee ballots in the mail and wish to cast them in person.
Sept. 5 (Wed.)	Determination of unopposed participating candidates	
Sept. 7 (Fri.)	Campaign Disclosure Statement Due	Second financial disclosure statement due at the City Clerk's office by noon.
Sept. 12 (Wed.)	Early Voting	First day for absent voters to cast paper ballot or vote in person at the City Clerk's office without having received an absentee ballot in the mail.
Sept. 28 (Fri.)	Absentee Ballots and Early Voting	Last day for City Clerk to mail absentee ballots and last day to cast absentee ballots in person
Sept. 28 (Fri.)	Campaign Disclosure Statement Due	Third financial disclosure statement due at the City Clerk's office by noon.
	Challengers	5:00 p.m. is the deadline for candidates to file petition appointing challengers and watchers.
Sept. 28 (Fri.)	Mandatory meeting with Board of Ethics	Candidates appear before Ethics Board between noon Friday before the election and the election day. This is a mandatory meeting and is usually scheduled for late Friday afternoon..
Oct. 1 (Mon.)	Campaign Disclosure Statement Due	Fourth financial disclosure statement due at the City Clerk's office by noon

- Oct. 2 (Tues.) **Election Day:**
- Polls Open** at 7:00 a.m.
- Absentee ballots** 7:00 p.m.: last time to accept completed absentee ballots (§3-9-8).
- Polls Close** at 7:00 p.m.
- Oct. 8 (Mon.) **Voter registration reopens, §1-4-8 A (2).**
- Oct. 9 (Tues.) **Campaign Disclosure Statement Due** Fifth financial disclosure statement for October 2 election due at the City Clerk's office by noon.
- Oct. 10 (Wed.) **Election Certification** Appear at City Clerk's office and take oath of office at 9:00 a.m.
- Oct. 12 (Fri.) **Political Signs** Last day to take down political signs (except for runoff candidates).
- Oct. 15 (Mon.) **Distribution of Fund Revenues to Runoff Candidates**
- Oct. 15 Elected candidates sworn in at City Clerk's Office
- Oct. 16 (Tues.) **Absentee Ballots** First day for Clerk to mail absentee ballots to voters whose applications have been approved for a November 20 runoff election.
- Oct. 17 (Wed.) **Refund unspent funds** Participating Candidates pay City Clerk all unspent or unencumbered funds for regular election.
- Oct. 19 (Fri.) Elected candidates not sworn in on Oct. 15 must file an affidavit stating why they did not appear to be sworn in.
- Oct. 23 (Mon.) **Voter registration closes** for Nov. 20 runoff election.
- Oct. 24 (Wed.) **Absentee Ballots** First day to cast absentee ballots in person at the City Clerk's Office. This is the first day for those voters who have received their absentee ballots in the mail to cast them in person at the City Clerk's Office.
- Oct. 26 (Fri.) **Campaign Disclosure Statement Due – Runoff Election** First financial disclosure statement for runoff election due at the City Clerk's office by noon.

Nov. 1	Last day for candidates elected at October 2 Election to be sworn in at City Clerk's Office.
Nov 16 (Fri.)	Campaign Disclosure Statement Due – Regular Election Last day to file the sixth (final financial disclosure statement for the regular (October 2.) Election, due at the City Clerk's Office by noon.
Nov. 16 (Fri.)	Campaign Disclosure Statement Due – Runoff Election Second financial disclosure statement for runoff election due at the City Clerk's Office by noon.
Nov. 16 (Fri.)	Mandatory Board of Ethics meeting for runoff and candidates is scheduled which is usually on Friday afternoon (Charter XIII, §4 (I) 3. for the November 20 election.
Nov. 16 (Fri.)	Absentee Ballots Last day for clerk to mail absentee ballots. Last day to cast absentee ballots in person.
	Early Voting Last day for early voting
	Challengers 5:00 p.m. is deadline for candidates to file petition appointing challengers and watchers.
Nov. 19 (Mon.)	Campaign Disclosure Statement Due – Runoff Election Third financial disclosure statement for runoff election due at City Clerk's office by noon.
Nov.20 (Tues.)	ELECTION DAY (subject to approval of City Council)
	Polls Open at 7:00 a.m.
	Absentee ballots 7:00 p.m.: last time to accept completed absentee ballots
	Polls Close at 7:00 p.m.
Nov 27 (Tues.)	Campaign Disclosure Statement Due – Runoff Election Fourth financial disclosure statement for runoff election due at the City Clerk's Office by noon.
	Certify election after 5:00 p.m.
Nov. 28 (Wed.)	Election Certification Winners of Runoff election appear at City Clerk's office and take oath of office at 9:00 a.m. (date to be confirmed by City Clerk's office).

Nov. 30 (Fri.)	Political Signs	Last day to take down political signs-runoff election.
Dec. 1 (Sat.)	Candidates Sworn in to office	Candidates certified as elected are sworn in and take office.
Dec. 4 (Tues.)	Refund unspent funds	Runoff participating candidate pay city Clerk all unspent or unencumbered funds the Participating Candidate received from the Open and Ethical Elections Fund and Seed Money.
Jan. 4, 2008 (Fri.)	Campaign Disclosure Statement Due – Runoff Election	Final financial disclosure statement for by noon.