CALENDAR FOR THE 2013 REGULAR AND RUNOFF MUNICIPAL ELECTIONS[1]

Dates and deadlines for Runoff Elections are subject to approval of the City Council in the Election Resolution and any change to law. The City Clerk will make any necessary revisions to this calendar and post notice on the City Clerk's website immediately.

PLEASE NOTE "M" INDICATES MAYORAL CANDIDATES
"CC" INDICATES COUNCIL CANDIDATES
NO INDICATION MEANS IT APPLIES TO BOTH OFFICES

Date (including days to and from the election)	**Activity, Requirement or Deadline**
Tues, January 1 **M** **(280)**	First day of Exploratory Period for Mayoral Candidates (City Charter Article XVI § 3(G))[2] (The Office of the City Clerk is closed for the holiday on the first, but candidates may begin to gather Seed Money on January 1st and file their Declaration of Intent sometime prior to gathering Qualifying Contributions).
Wed, January 2 **M** **(279)**	First day for Mayoral Candidates to submit Declaration of Intent to seek public financing. Candidates filing a Declaration must provide a disclosure report of received Seed Money and In-Kind Contributions to date. (See, 2013 Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part B §5)[3] Filing the Declaration requires having completed training for the online reporting software. You should meet with the Assistant City Clerk prior to the day you plan on filing your Declaration.
Tues, January 15 266	Quarterly Disclosure Statement due for elected officials reporting all contributions and expenditures for the previous quarter (City Charter Article XII §5(c))

[1] The Runoff Election will not occur unless a contest is not won by a candidate with at least 40% of the votes cast for the contest. City Charter Article 1§7. The City Clerk will confirm whether a runoff will take place by October 18, 2013.
[2] During the Exploratory Period, Applicant Candidates may accept Seed Money not to exceed $100.00 per person and may also accept In-Kind Contributions. These contributions may come from outside of the council candidate's district or outside of the City of Albuquerque.
[3] Hereinafter referred to as City Clerk Regs.

Fri, February 15 **M** **(236)**	Last Day of Exploratory Period for Mayoral Candidates (City Charter Article XVI § 3(G))
Sat, February 16 **M** **(235)**	First day of Qualifying Period for Mayoral Candidates (City Charter Article XVI § 3(Q))[4]
	First day for Mayor candidates to collect signatures for Petitions. Candidates must gather the signatures of 3000 voters registered within the City. (City Charter Article II § 4 and §2-4-13 ROA)[5] The Clerk's Office will be open from 9:00 am to 2:00 pm.
	Candidates may not circulate Petitions or collect Qualifying Contributions without meeting with the City Clerk where you will receive all necessary forms and information. Meetings will take place on a first come-first served basis. You should expect to spend at least one hour with the Clerk Staff. You are encouraged to bring your campaign manager and/or Treasurer with you. Candidates will receive instructions on collecting signatures and financial reporting compliance. This is a very important meeting. If you did not attend candidate school, you may review the video at www.cabq.gov/clerk. **Candidates wishing to meet on subsequent days during the Qualifying or Petitioning Period are urged to schedule an appointment with the City Clerk.**
Fri, March 15 **CC** **(207)**	First day of Exploratory Period for Council Candidates (City Charter Article XVI § 3(G))
	First day for Council Candidates to submit Declaration of Intent to seek public financing. Candidates filing a Declaration must provide a disclosure report of received Seed Money and In-Kind Contributions to date. (2013 Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part B §5) Filing the Declaration requires having completed training for the online reporting software. You should meet with the Assistant City Clerk prior to the day you plan on filing your Declaration.
Sun, March 31 **M** **(191)**	Last day of Qualifying Period for Mayoral Candidates (City Charter Article XVI § 3(Q))

[4] During the Qualifying Period, Applicant Candidates for City Council must obtain Qualifying Contributions from a minimum of 1% of the registered voters within the City of Albuquerque. City Charter Article XVI §5.

[5] Mayoral candidates must submit Petitions with the signatures of 3,000 registered voters within the City of Albuquerque. City Charter Article II §4

Mon, April 1 **M** **(190)**	**NOON:** Deadline for Mayoral Applicant Candidates to submit their final Qualifying Contributions and corresponding receipts to Office of the City Clerk as well as the Second Seed Money and In-Kind Contributions Report.
	Deadline for Mayoral Applicant Candidates to submit their Application for Certification to the City Clerk
	City Clerk certifies Applicant Candidates meeting the requirements of the Open and Ethical Elections Code as Participating Candidates. (City Charter Article XVI §7(B))[6]
	Following certification, the City Clerk initiates distribution of revenue to Participating Candidates. (City Charter Article XVI §12) The distribution is completed electronically between the City Treasurer and the candidate's financial institution. The banking process can take several business days to complete.
Mon, April 15 **M** **176**	Deadline for Applicant Candidates to return unused Qualifying Contribution Receipt Books to the Office of the City Clerk
	Quarterly Disclosure Statement due for elected officials reporting all contributions and expenditures for the previous quarter (City Charter Article XII §5(c))
Sun, April 28 **M** **163**	**5:00 p.m.** Deadline for Mayoral Candidates to submit Petitions to the Office of the City Clerk containing the signatures of 3,000 registered City voters (City Charter Article II § 4 and §2-4-13 ROA) **Pursuant to §2-4-13(F), because this deadline falls on a weekend, the deadline is extended to 5:00 p.m. the next business day, Monday, April 29, 2013.**
Tues, April 30 **CC** **160**	Last day of Exploratory Period for Council Candidates (City Charter Article XVI §3(G))
Wed, May 1 **CC** **161**	First day of Qualifying Period for Council Candidates (City Charter Article XVI § 3(Q))[7]
	First day for Council candidates to collect signatures for Petitions. Candidates must gather the signatures of 500 voters registered within the district the candidate wishes to represent. (City Charter Article II § 4 and §2-4-13 ROA)[8]

[6] Dependent upon the volume of Qualifying Contributions received in the Office of the City Clerk, it is possible that the Clerk cannot certify Participating Candidates before the end of the business day.
[7] During the Qualifying Period, Applicant Candidates for City Council must obtain Qualifying Contributions from a minimum of 1% of the City voters registered in the district that the AC wishes to represent. City Charter Article XVI §5.
[8] Council Candidates must file with the City Clerk a Petition containing the signatures of 500 registered voters residing in the district which the candidates wish to represent.

	<u>Candidates may not circulate Petitions or collect Qualifying Contributions without meeting with the City Clerk where you will receive all necessary forms and information.</u> Meetings will take place on a first come-first served basis. You should expect to spend at least one hour with the Clerk Staff. You are encouraged to bring your campaign manager and/or Treasurer with you. Candidates will receive instructions on collecting signatures and financial reporting compliance. This is a very important meeting. If you did not attend candidate school, you may review the video at www.cabq.gov/clerk. **Candidates wishing to meet on subsequent days during the Qualifying or Petitioning Period are urged to schedule an appointment with the City Clerk.**
Mon, May 27 **134**	Memorial Day Holiday – City of Albuquerque Closed
Fri, May 31 **CC** **130**	Last day of Qualifying Period for Council Candidates (City Charter Article XVI § 3(Q))
Sat, June 1 **CC** **129**	**NOON:** Deadline for Council Applicant Candidates to submit their final Qualifying Contributions and corresponding receipts to Office of the City Clerk as well as the Second Seed Money and In-Kind Contributions Report
	Deadline for Council Applicant Candidates to submit their Application for Certification to the City Clerk
	City Clerk certifies Council Applicant Candidates meeting the requirements of the Open and Ethical Elections Code as Participating Candidates. (City Charter Article XVI §7(B)) See Footnote #7.
	Following certification, the City Clerk distributes revenue to Participating Candidates (City Charter Article XVI §12) The distribution is completed electronically between the City Treasurer and the candidate's financial institution. The banking process can take several business days to complete.
	Pursuant to the Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code, the deadline to submit Qualifying Contributions is extended to Monday, June 3, 2013. Please note that the Qualifying Period ends on Friday, May 3, 2013 and only the submission deadline is extended. Applicant Candidates MAY NOT collect Qualifying Contributions after May 31, 2013.
Sat, June 15 **CC** **115**	Deadline for Applicant Candidates to return unused Qualifying Contribution Receipt Books to the Office of the City Clerk **The City Clerk will not open the office for this deadline. Instead, they are due by **NOON on Monday, June 17, 2013.**

Tues, June 18 **112**	First day for City Council to adopt the election resolution (§3-8-26A)[9]
	For bond resolutions (§3-8-35B) notice shall be given to DFA prior to passage of bond resolution (§6-15-1) [only for bonds to be paid from ad valorem taxes.]
	Resolution approving precinct board members should be introduced at this meeting (§3-8-19)
Fri, June 28 **CC** 102	**5:00 p.m.** Deadline for Council Candidates to submit Petitions to the Office of the City Clerk containing the signatures of 500 registered voters in the district that the candidate wishes to represent (City Charter Article II § 4 and §2-4-13 ROA)
Mon, July 1 99	City Clerk will begin to mail Applications for Absentee Ballots to those individuals who have requested them.
Mon, July 15 85	Quarterly Disclosure Statement due for elected officials reporting all contributions and expenditures for the previous quarter (City Charter Article XII §5(c))
Tues, July 16 84	Last day for City Council to adopt the election resolution *(§3-8-26A)* and the City Clerk to post the election resolution within 24 hours.
Fri, July 19 81	**First Campaign Disclosure Statement Due** First campaign disclosure statement due at the City Clerk's Office by noon. *(City Charter Article XIII section 4-c-1-G-2)* **Due to the proximity of this deadline with the Quarterly Disclosure Statement, Elected Officials currently running for office may update their QDS with contributions and expenditures occurring between the end of the quarter and 5:00 p.m. on July 18th.
Fri, August 9 60	First day for non-resident municipal electors to file certificates of eligibility. (§3-30-3).
	First day candidates may display **political signs.** (§14-16-3-4(B)(3) ROA 1994)
Tues, August 13 56	**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). Clerk will provide candidates with the Notice of the date and time of the ballot order draw at the time of filing for candidacy. (§ 2-4-7 ROA 1994)
Wed, August 14 55	City Clerk certifies valid declarations of candidacy (§ 3-8-27 (G))
Thurs, August 15 54	**Appear for Certification** Candidates or their representatives are required to appear at or contact the City Clerk's office to determine whether the candidate was certified for candidacy. (§ 3-8-27 (D)(5))

[9] Unless otherwise noted, all statutory references refer to the New Mexico Statutes Annotated 1978

	9:00 a.m. Deadline for City Clerk to post the names of individuals certified as candidates as well as the names of individuals not certified as candidates along with the reasons therefore. (§ 3-8-27 (H)) Postings are found in the Office of the City Clerk and on the City Clerk's website
	5:01 p.m. Draw Ballot Order The City Clerk draws the order of the candidates for ballot. Candidates have the option of drawing one lot each. (§ 2-4-7 ROA 1994).
	Deadline for Candidates to File Organization and Income Disclosure Statement. Candidates shall file with the City Clerk their disclosure statements reflecting the candidate's memberships and positions in professional organizations; their sources of income producing 5% or more of the candidate's total income; businesses relationships with the City; and, real estate interests within Bernalillo County exclusive of the candidate's home. (City Charter Article XIII Section 3)
	Noon - Second Campaign Disclosure Statement Due Second campaign disclosure statement due at the City Clerk's office by noon. (City Charter Article XIII Section 4-c-1-G-2)
	Orientation session by Board of Ethics[10]
Tues, August 20 49	**5:00 p.m. Withdrawal of Candidacy** Last day for certified candidates to withdraw candidacy (§3-8-27(I))
	8:00 a.m. to 5:00 p.m. Write-in Candidates Filing day for write-in candidates (§ 3-8-27 L(1))
Wed, August 21 48	**Write-in Candidates** City Clerk certifies write-in candidates (§3-8-27L(3))
	10:00 a.m. Deadline for City Clerk to confirm with printer and County Clerk the names of the candidates and their position on the ballot (§3-8-27 (J))
Thurs, August 22 47	**9:00 a.m.** Deadline for City Clerk to post the names of individuals certified as candidates as well as the names of individuals not certified as candidates along with the reasons therefore. (§3-8-27(L)(4a & b))
	City Clerk notifies Participating Candidates who are unopposed in their race. City Clerk Regs Part D §6.
Tues, August 27 42	Deadline for Unopposed Participating Candidates to return public financing funds to the City Clerk. City Clerk Regs Part D §6.

[10] The Board of Ethics will confirm the time and date of this meeting and the City Clerk will publish any further information or changes.

Tues, Sept. 3 35	**Absentee Ballots** First day for City Clerk to issue absentee ballots to voters whose applications have been approved. (§3-9-4 M) First Day for Absentee in-person voting at the Office of the City Clerk.
	First day for City Clerk to mail absentee ballots to federal qualified electors whose applications have been accepted (§3-9-4 L)
	Deadline for City Council to appoint precinct board members for each polling place (§3-8-19)
	City Clerk posts the names of election judges, election clerks, and alternates for each polling place in the Office of the City Clerk. (3-8-19)
	5:00 p.m. **Write-in Candidates** Last day for write-in candidates to withdraw candidacy. (§3-8-27(L)(5))
Wed. Sept 4 34	City Clerk notifies Participating Candidates that they are unopposed. This deadline applies only to Participating Candidates with a write in opponent that withdrew on or before September 3rd. City Clerk Regs Part D § 6.
Sun, Sept 8 30	First day the County Clerk may begin to prepare, inspect and seal the voting machines and the County Clerk shall certify the machine one day before it is used for absentee voting. (§1-6-9.2)
Mon, Sept 9 29	Deadline for Unopposed Participating Candidates to return public financing funds to the City Clerk. City Clerk Regs Part D §6. Applies only to Participating Candidates whose opposing candidate was a write-in that withdrew.
Tues, Sept 10 28	**Voter registration closes** (§1-4-8 (A)(3)
	First day to publish and post in the Office of the City Clerk the names of candidates for each office in the order they will appear on the ballot, the polling location and the names of all precinct board members and alternates for two consecutive weeks (§3-8-30) and for bonds and other special elections. (§3-8-36)
Fri, Sept 13 25	**NOON Third Campaign Disclosure Statement Due** Fourth campaign disclosure statement due at the City Clerk's Office. (*City Charter Article XIII section 4-c-1-G-2)*
Tues, Sept 17 21	County Clerk certifies voting machines. (§1-6-9.2)
Wed, Sept 18 20	**Early Voting** First day for in person early voting on voting machine at the City Clerk's Office and other early voting sites. (§3-8-37.1)
Mon, Sept 23 15	Last day for non-resident municipal electors to file a certificate of eligibility. (§3-30-3)

Tues, Sept 24 15	Election School Time and specific group TBD
Wed, Sept 25 13	Election School Time and specific group TBD
Thurs, Sept 26 12	Election School Time and specific group TBD
Fri, Sept 27 11	**Noon – Fourth Campaign Disclosure Statement Due** Fourth campaign disclosure statement due at the City Clerk's office by noon.(City Charter Article XIII Section 4-c-1-G-2)
Mon, Sept 30 8	Election School Time and specific group TBD
Tues, Oct 1 7	Deadline to inspect and certify voting machines being used on Election Day. (§3-8-14E); The deadline to file an objection to the use of a voting machine is two (2) days after the machine is certified.
	Election School Time and specific group TBD
Wed, Oct 2 6	**Daily Campaign Disclosure Statements Due.** Any candidate incurring any expenditure or receiving a contribution of over $250.00 any time after 5:00 P.M. on Tuesday, September 27 shall file a disclosure statement with the City Clerk by noon the day following receipt of the contribution. *(City Charter Article XIII Section 4-c-1-G-2)*
	Election School Time and specific group TBD
	Deadline to object to the use of a particular voting machine is 2 days after the machine has been certified. (§3-8-14 (I))
Thurs, Oct 3 5	Election School Time and specific group TBD
	Deadline to hold Election School (§3-8-21)
Fri, Oct 4 4	After **5:00 p.m. and before 8:00 p.m.** the City Clerk shall record number of unused absentee ballots publicly destroy them. The City Clerk issues the Certificate of Destruction and enters it into the absentee ballot register. (§3-9-8C).
	Deadline to issue absentee ballots to voters and federal qualified electors who submitted approved applications. (§3-9-4 L and M)
	NOON Fifth Campaign Disclosure Statement Due Fifth campaign disclosure statement due at the City Clerk's Office. *(City Charter Article XIII section 4-c-1-G-2)*
	Mandatory meeting with Board of Ethics Candidates appear before Board of Ethics between noon Friday before the election and the Election Day. This is a mandatory meeting and is usually scheduled at 4:00 p.m. Candidates shall receive a minimum of three days written notice of the meeting. (City Charter, Article XIII § 4-j-3)
	5:00 p.m. Deadline for candidates to file petition appointing challengers and watcher (§3-8-31 B) and Representatives (City Charter Article XIII Section 13).

	Last day for early voting and in-person absentee (§3-8-37.1 (A)).
Sat, October 5 3	Absentee Precinct board convenes and the City Clerk delivers the absentee ballot register and the absentee ballots received by the Clerk The Board immediately begins to verify absentee voter names. During the verification process the envelopes are returned to the ballot boxes and secured until 7:00 a.m. on Election Day when the Board begins to count and tally results. (§2-4-18 ROA)
Mon, Oct 7 1	Noon – Deadline to deliver voting machines to polling places (§3-8-14 J)
	3:00 p.m. Deadline for the City Council to appoint an observer (§3-8-31 K)
	3:00 p.m. Deadline to prepare ID badges for challengers, watchers and alternates. (§3-8-31C)
	Noon – earliest date to swear in presiding judges (but no later than 1 hour before polls open and deliver the election supplies to the presiding judges (§3-8-38A)
	NOON Sixth Campaign Disclosure Statement Due Sixth campaign disclosure statement due at the City Clerk's Office. (*City Charter Article XIII section 4-c-1-G-2)*
Tues, Oct 8 ELECTION DAY	**Polls Open at 7:00 a.m. and close at 7:00 p.m.**
	6:00 a.m. Deadline for Presiding Judges to deliver election supplies to polling places, for precinct board members to arrive at polling places and for Presiding Judges to swear in all precinct board members upon their arrival at the polling places. (§3-8-38)
	7:00 a.m. Absent Precinct Board begins to count absentee ballots. Prior to 7 p.m. the City Clerk shall deliver the absentee ballots received on Election Day to the Absent Precinct Board. (§2-4-18 ROA)
	City Clerk sends runner to Post Office to ascertain whether there are additional absentee ballots not delivered to Office of the City Clerk. City Clerk will make arrangements with Postmaster.
	7:00 p.m. Polls Close. Any voter in line waiting to vote may vote. No additional voters are permitted to enter the polling place.
	7:00 p.m. (or immediately following the last voter exiting the polling place) The election judge prepares the certificate of destruction. Immediately thereafter, the precinct board shall publicly destroy all unused ballots. (§3-8-51)
	7:00 p.m. Deadline to accept completed absentee ballots (§3-9-8B) and execute a certificate of un-received absentee ballots (§3-9-8D)

Fri, Oct 11 -3	**Distribution of Fund Revenues to Publicly Financed Runoff Candidates, if results are certified by this date ($0.33 per registered city voter)**(City Charter Article XVI Section15 (A)
Mon, Oct 14 -6	**Voter registration reopens.** (§1-4-8A(2))
	First day for city council to meet for organizational meeting. (§3-8-33H)
Tues, Oct 15 -7	**NOON Seventh Campaign Disclosure Statement Due** Seventh campaign disclosure statement due at the City Clerk's Office. (City Charter Article XIII section 4-c-1-G-2)
	Quarterly Disclosure Statement due for elected officials reporting all contributions and expenditures for the previous quarter (City Charter Article XII §5(c)) **Elected Officials may file an affidavit with the City Clerk stating that their contributions and expenditures for July, August, and September, 2013 are contained within their Campaign Disclosure Statements already submitted.
Fri, Oct 18 -10	**5:00 p.m.** Deadline to certify results, prepare certificates of election and post election results and oath of office information (§3-8-33(A))
	Deadline for individuals voting provisionally to provide photo id in the Office of the City Clerk (Charter Article XIII Section 14).
	Political Signs Last day to take down political signs (except for runoff candidates). (§14-16-3-4(B)(3) ROA 1994).
Mon, Oct 21 -13	**5:00 p.m.** Prevailing Candidates to appear personally at Office of the City Clerk to receive the certificate of election and sign the acknowledgement of receipt. The City Clerk shall swear in all candidates providing the written receipt with qualifications, although councilors elect shall be deemed as taking office following the December 1, 2013 public swearing in ceremony. (§ 2-4-8 ROA)
Tues, Oct 22 -14	**Refund unspent Regular Election Public funds** Deadline for Participating Candidates to pay City Clerk all unspent or unencumbered funds received from the Open and Ethical Elections Fund and any Seed money from the regular election. (City Charter Article XVI Section 8 (C))
Mon, Oct 28 -20	**5:00 p.m.** Deadline for candidates to file affidavit for not appearing at Office of the City Clerk on October 21 to accept certificate of election and sign acknowledgement to appear
	Last day for city council to meet for organizational meeting. Can be a special meeting or regularly scheduled meeting. Applicable only if there is not a runoff election. (§3-8-33H). State law requires this despite that councilors are not deemed to have taken office until December 1.

Tues, Nov 5 -28	**Last day for Late Swearing In** Candidates elected in the October 8th Regular Election to be sworn in late at City Clerk's office must be sworn in no later than 5:00 p.m. and only if they had filed an affidavit on October 28th (§2-4-8 ROA)
Fri, Nov. 22 -45	**NOON Eighth Campaign Disclosure Statement Due** Eighth campaign disclosure statement due at the City Clerk's Office. (City Charter Article XIII section 4-c-1-G-2)