



## CANDIDATE CALENDAR FOR THE 2017 REGULAR MUNICIPAL ELECTION October 3, 2017

**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
Sun, January 1 M (275)	First day of Exploratory Period for Mayoral Candidates (City Charter Article XVI § 3(G)) <sup>1</sup> <i>Exploratory Period is from January 1-February 15</i> (The Office of the City Clerk is closed on the first, but candidates may begin to gather Seed Money on January 1 <sup>st</sup> ).
Mon, January 2 M (274)	First day for Mayoral Candidates to submit Declaration of Intent to seek public financing. (See, 2013 Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part C §2) <sup>2</sup> 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 §5c) In order to File the Declaration of Intent, the applicant candidate must schedule an appointment with the City Clerk at least one day prior to filing. Clerk will review public finance process with candidate and provide the Declaration of Intent for public financing.
Sunday, January 15 (261)	Quarterly Disclosure Statement due for elected officials reporting all contributions and expenditures for the previous quarter (City Charter Article XII §5(c)) The on-line reporting statement must be filed (posted) no later than Noon. The Financial Disclosure Affidavit must be submitted to the Office of the City Clerk no later than 5:00pm.  The Office of the City Clerk is closed on Sunday; therefore, the disclosure statement is due on <b>Monday, January 16<sup>th</sup></b> .

<sup>1</sup> 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.

<sup>2</sup> Hereinafter referred to as City Clerk Regs.

Wed, February 15 M (230)	Last Day of Exploratory Period for Mayoral Candidates (City Charter Article XVI § 3(G))
Thurs, February 16 M (229)	First day of Qualifying Period for Mayoral Candidates (City Charter Article XVI § 3(Q)) <sup>3</sup> <i>Qualifying Period is from February 16- March 31</i>
	First day for Mayoral candidates to collect signatures for Petitions. Candidates must gather the signatures of 3,000 voters registered within the City. (City Charter Article II § 4 and §2-4-13 ROA) <sup>4</sup>
	<b><u>Candidates may not circulate Petitions or collect Qualifying Contributions without meeting with the City Clerk in order to receive all necessary forms, campaign finance system training and other important information.</u></b> Meetings will take place on a first come-first serve basis by appointment. You should expect to spend at least one hour with the Clerk's Staff. We recommend that the candidate bring the campaign manager and/or Treasurer to the meeting. Candidates will receive instructions on collecting signatures and financial reporting compliance.
Wed, March 15 CC (202)	First day of Exploratory Period for Council Candidates (City Charter Article XVI § 3(G)) <i>Exploratory Period is from March 15-April 30</i>
	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)  In order to File the Declaration of Intent, the applicant candidate must schedule an appointment with the City Clerk at least one day prior to filing. Clerk will review public finance process with candidate and provide the Declaration of Intent for public financing.
Fri, March 31 M (186)	Last day of Qualifying Period for Mayoral Candidates (City Charter Article XVI § 3(Q))
Sat, April 1 Office will be Open from 8am to Noon M (185)	<b>NOON:</b> Deadline for Mayoral Applicant Candidates to submit their final Qualifying Contributions and corresponding receipts to the Office of the City Clerk as well as the Second Seed Money and In-Kind Contributions Report. [City Charter Article XVI §7(C)] [City Clerks Regs. Part C6(d)]

<sup>3</sup> During the Qualifying Period, Applicant Candidates for Mayor must obtain Qualifying Contributions from a minimum of 1% of the registered voters within the City of Albuquerque. City Charter Article XVI §5.

<sup>4</sup> Mayoral candidates must submit Petitions with the signatures of 3,000 registered voters within the City of Albuquerque. City Charter Article II §4

Sat, April 1 Cont'd	Deadline for Mayoral Applicant Candidates to submit their Application for Certification to the City Clerk [City Charter Article XVI §7(B)] (Clerk Regs. Part C8)
	City Clerk certifies Applicant Candidates meeting the requirements of the Open and Ethical Elections Code as Participating Candidates. (City Charter Article XVI §7(B)) <sup>5</sup>
	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.
Sat, April 15 (actual) <b>Due Mon, April 17 M (171)</b>	Deadline for Applicant Candidates to return unused Qualifying Contribution Receipt Books to the Office of the City Clerk (Clerk's Regs. Part C4)  **The City Clerk will not open the office for this deadline. Instead, receipt books are due by <b>NOON on Monday, April 17, 2017.</b>
	Quarterly Disclosure Statement due for elected officials reporting all contributions and expenditures for the previous quarter (City Charter Article XII §5(c))  The Office of the City Clerk is closed on Saturday; therefore, the disclosure statements are due on <b>Monday, April 17<sup>th</sup>.</b>
Fri, April 28 M (158)	<b>5:00 p.m.</b> 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)  Candidates are encouraged to bring Petitions in during the week prior to reduce the amount of Petitions submitted on the final day.
Sun, April 30 CC (156)	Last day of Exploratory Period for Council Candidates (City Charter Article XVI §3(G))
Mon, May 1 CC (155)	First day of Qualifying Period for Council Candidates (City Charter Article XVI § 3(Q)) <sup>6</sup> Qualifying Period is from May 1-May 31
	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) <sup>7</sup>

<sup>5</sup> 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.

<sup>6</sup> 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.

<sup>7</sup> 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.

Mon, May 1 Cont'd	<p><b><u>Candidates may not circulate Petitions or collect Qualifying Contributions without meeting with the City Clerk to receive all necessary forms and information.</u></b> 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.</p> <p>Candidates wishing to meet on subsequent days during the Qualifying or Petitioning Period are urged to schedule an appointment with the City Clerk.</p>
Mon, May 29 (127)	Memorial Day Holiday – City of Albuquerque Closed
Wed, May 31 CC (125)	Last day of Qualifying Period for Council Candidates (City Charter Article XVI § 3(Q))
Thurs, June 1 CC (124)	<b>NOON:</b> 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. [City Charter Article XVI §7(C)] [City Clerks Regs. Part C6(d)]
	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 #6.
	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.
Thurs, June 15 CC (110)	Deadline for Applicant Candidates to return unused Qualifying Contribution Receipt Books to the Office of the City Clerk (City Clerks Regs. Part C4)
Wed, June 28 CC (97)	<b>5:00 p.m.</b> 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 §2-4-13B&C ROA)
Mon, July 3 (92)	City Clerk will begin to mail Applications for Absentee Ballots to those individuals who have requested them. Activate <a href="mailto:absenteeapplication@cabq.gov">absenteeapplication@cabq.gov</a> .
	Elected Official's Annual Financial Statement Due (City Charter Article XII § 5(d))
Fri, July 14 (81)	<b>First Campaign Disclosure Statement Due</b> First campaign disclosure statement due at the City Clerk's Office by noon. ( <i>City Charter Article XIII section 4-c-1-G-2</i> )

Saturday, July 15 (80)	Quarterly Disclosure Statement due for elected officials reporting all contributions and expenditures for the previous quarter (City Charter Article XII §5(c)) Affidavit must be submitted to the Office of the City Clerk no later than 5:00pm.  The Office of the City Clerk is closed on Saturday; therefore, the disclosure statement is due on <b>Monday, July 17<sup>th</sup></b> .
Fri, August 4 (60)	First day candidates may display <b>political signs</b> . (§14-16-3-5(C)(3) ROA 1994)
Tues, August 8 (56)	<b>Declaration of Candidacy</b> 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 9 (55)	City Clerk certifies validates declarations of candidacy (§ 3-8-27 (G))
Thurs, August 10 (54)	<b>Appear for Certification</b> Candidates or their representatives are required contact or appear in person at the City Clerk's office to determine whether the candidate was certified for candidacy. (§ 3-8-27 (D)(5))
	<b>5:01 p.m. Draw Ballot Order</b> 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).
	<b>Deadline for Candidates to File Organization and Income Disclosure Statement.</b> 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)
Fri, August 11 (53)	<b>Noon - Second Campaign Disclosure Statement Due</b> Second campaign disclosure statement due at the City Clerk's office by noon. (City Charter Article XIII Section 4-c-1-G-2)
	<b>Orientation session by Board of Ethics<sup>8</sup></b>
Tues, August 15 (49)	<b>5:00 p.m. Withdrawal of Candidacy</b> Last day for certified candidates to withdraw candidacy (§3-8-27(I))
	<b>8:00 a.m. to 5:00 p.m. Write-in Candidates</b> Filing day for write-in candidates (§ 3-8-27 L(1))
Wed, August 16 (48)	<b>Write-in Candidates</b> City Clerk certifies write-in candidates (§3-8-27L(3))
Thurs, August 17 (47)	City Clerk notifies Participating Candidates who are unopposed in their race. City Clerk Regs Part D §6.

<sup>8</sup> The Board of Ethics will confirm the time and date of this meeting and the City Clerk will publish any further information or changes.

Saturday, August 19 (45)	City Clerk shall transmit ballots to federal qualified electors whose applications have been accepted up to and on this day (§1-6B-7 A-D) <i>Uninformed and Overseas Citizens Absentee Voting Act</i> is commonly referred to as <i>UOCAVA- MOVE ACT (45 days before the election)-Must be done on this day regardless of weekend or holiday.</i>
Mon., August 21 (41)	County Clerk can begin to prepare, inspect and seal voting machines ten days prior to absentee voting. (§1-6-9.2) Prepare and certify voting machine for absentee in-person voting.
Tues, August 22 (42)	Deadline for Unopposed Participating Candidates to return public financing funds to the City Clerk. City Clerk Regs Part D §6.
Tues, August 29 (35)	<b>Absentee Ballots</b> 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.
	<b>Write-in Candidates</b> Last day for write-in candidates to withdraw candidacy. (§3-8-27(L)(5)) <b>No later than 5:00 p.m.</b>
Wed., Aug.30 (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 August 29 <sup>th</sup> . City Clerk Regs Part D § 6.
Tues, Sept 5 (28)	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.
	<b>Voter registration closes</b> (§1-4-8 (A)(3))
Fri, Sept 8 (25)	<b>NOON Third Campaign Disclosure Statement Due</b> Third campaign disclosure statement due at the City Clerk's Office. ( <i>City Charter Article XIII section 4-c-2</i> )
Wed, Sept 13 (20)	<b>Early Voting</b> 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)
Fri, Sept 22 (11)	<b>Noon – Fourth Campaign Disclosure Statement Due</b> Fourth campaign disclosure statement due at the City Clerk's office by noon.(City Charter Article XIII Section 4-c-2)
Mon, Sept 25 (8)	<b>Notify Candidates of Mandatory meeting with Board of Ethics scheduled for Friday, September 29<sup>th</sup>.</b> 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 <i>minimum of three days written notice of the meeting.</i> (City Charter, Article XIII § 4-j-3)
Tues, Sept 26 (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.
Wed, Sept 27 (6)	<b>Daily Campaign Disclosure Statements Due.</b> Any candidate incurring any expenditure or receiving a contribution of over \$250.00 any time after 5:00 P.M. on Tuesday, September 26 shall file a disclosure statement with the City Clerk by noon the day following receipt of the contribution. ( <i>City Charter Article XIII Section 4-c-2</i> )

Fri, Sept 29 (4)	Deadline to issue absentee ballots to voters and federal qualified electors who submitted approved applications. (§3-9-4 K) (§1-6B-7)
	<b>NOON Fifth Campaign Disclosure Statement Due</b> Fifth campaign disclosure statement due at the City Clerk's Office. ( <i>City Charter Article XIII section 4-c-2</i> )
	<b>Mandatory meeting with Board of Ethics</b> 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. ( <i>City Charter, Article XIII § 4-j-3</i> )
Fri, Sept. 29 Continued	<b>5:00 p.m. Deadline for candidates to file petition appointing challengers and watchers. (§3-8-31 B)</b>
	Last day for early voting and in-person absentee (§3-8-37.1 (A)).
Mon, Oct. 2 (1)	<b>NOON Sixth Campaign Disclosure Statement Due</b> Sixth campaign disclosure statement due at the City Clerk's Office. ( <i>City Charter Article XIII section 4-c-2</i> )
<b>TUES, OCT. 3 ELECTION DAY</b>	<b><u>Polls Open at 7:00 a.m. and close at 7:00 p.m.</u></b> (§3-8-38D)
	<b>7:00 p.m. Polls Close.</b> Any voter in line waiting to vote may vote. (§3-8-45A) No additional voters are permitted to enter the polling place. (§3-8-38D)
Tues, Oct. 10 7	<b>NOON Seventh Campaign Disclosure Statement Due</b> Seventh campaign disclosure statement due at the City Clerk's Office. ( <i>City Charter Article XIII section 4-c-2</i> )
Fri, Oct 13 10	<b>Political Signs</b> Last day to take down political signs (except for runoff candidates). (§14-16-3-5(C) (3) ROA 1994).
Sun, Oct. 15	Quarterly Disclosure Statement due for elected officials reporting all contributions and expenditures for the previous quarter ( <i>City Charter Article XII §5(c)</i> ) The City Clerk's office is closed on Sunday; therefore, Quarterly Reports will be accepted on Monday, October 16. **Elected Officials may file an affidavit with the City Clerk stating that their contributions and expenditures for July, August, and September, 2017 are contained within their Campaign Disclosure Statements already submitted.
Tues, Oct 17	<b>Refund unspent Regular Election Public funds</b> 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. ( <i>City Charter Article XVI Section 8 (C)</i> )
Fri, Oct 20 17	<b>8am-5pm</b> 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, 2017 public swearing in ceremony. (§ 2-4-8 ROA)
Wed, Oct 25 22	<b>5:00 p.m.</b> Deadline for candidates to file affidavit for not appearing at Office of the City Clerk on October 20 to accept certificate of election and sign acknowledgement to appear. (§ 2-4-8 ROA)

Sat, Nov 4 32	<b>Last day for Late Swearing In</b> Candidates elected in the October 3 <sup>rd</sup> 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 25 <sup>th</sup> (§2-4-8 ROA)
Fri, Nov. 17 45	<b>NOON Eighth Campaign Disclosure Statement Due</b> Eighth campaign disclosure statement due at the City Clerk's Office. (City Charter Article XIII section 4-c-2)