

CITY COUNCIL CANDIDATE CALENDAR FOR THE 2011 REGULAR AND RUNOFF MUNICIPAL ELECTIONS

Yellow highlight indicates mandatory action required of candidate

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.

Date (including days to the election)	Activity, Requirement or Deadline
Tues, March 15 (203)	First day of Exploratory Period (City Charter Article XVI § 3(G))¹
	First day 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. (2011 Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part B §5)² Note: Applicant Candidates for public financing may not begin to receive Seed Money and In-Kind Contributions until the Declaration of Intent is filed with the City Clerk.
Mon, April 18 (169)	City Clerk to provide the number of registered voters per district and number of Qualifying Contributions required for Applicant Candidates to become Participating Candidates
Sat. April 30 (157)	Last day of Exploratory Period (City Charter Article XVI § 3(G))
Sun, May 1 (156)	First day of Qualifying Period (City Charter Article XVI § 3(Q))³
	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)⁴

¹ 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 candidate's district.

² Hereinafter referred to as City Clerk Regs.

³ 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.

⁴ 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.

Sun, May 1 continued	The Office of the City Clerk will open at 8:00 a.m. and close as 1:00 p.m. to provide candidates who have filed a Declaration of Intent and the necessary reports with Qualifying Contribution Receipt Books. We will also accept Declarations this day.
Fri, May 6 (150)	NOON first day to submit Qualifying Contributions and corresponding receipts to the Office of the City Clerk (City Clerk Regs Part C § 6.
Fri, May 13 (143)	NOON second day to submit Qualifying Contributions and corresponding receipts to the Office of the City Clerk (City Clerk Regs Part C § 6.
Fri, May 20 (136)	NOON third day to submit Qualifying Contributions and corresponding receipts to the Office of the City Clerk (City Clerk Regs Part C § 6.
Fri, May 27 (129)	NOON fourth day to submit Qualifying Contributions and corresponding receipts to the Office of the City Clerk (City Clerk Regs Part C § 6.
Mon, May 30 (127)	Memorial Day Holiday – City of Albuquerque Closed
Tues, May 31 (126)	Last day of Qualifying Period (City Charter Article XVI § 3(Q))
	Last day to submit Declaration of Intent and accompanying financial reports (City Clerk Regs part B §5)
Wed, June 1 (125)	Deadline for Applicant Candidates to submit their Application for Certification to the City Clerk
	NOON: Deadline for 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 Clerk certifies Applicant Candidates meeting the requirements of the Open and Ethical Elections Code as Participating Candidates. (City Charter Article XVI §7(B))
	City Clerk distributes revenue to Participating Candidates; (City Charter Article XVI §12)
Tues, June 14 (112)	First day for City Council to adopt the election resolution (§3-8-26A) ⁵ Including the resolution approving precinct board members
Wed, June 15 (111)	Deadline for Applicant Candidates to return unused Qualifying Contribution Receipt Books to the Office of the City Clerk

⁵ Unless otherwise noted, all statutory references refer to the New Mexico Statutes Annotated 1978

Tues, June 28 (98)	5:00 p.m. Deadline for 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 (§2-4-13 ROA)
Tues, July 12 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 15 81	First Campaign Disclosure Statement Due 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>)
Fri, August 5 60	First day candidates may display political signs . (§14-16-3-4(B)(3) ROA 1994)
Tues, August 9 (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 10 (55)	City Clerk certifies valid declarations of candidacy (§ 3-8-27 G)
Thurs, August 11 (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))
	9:00 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)
	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)
Fri, August 12 (53)	Noon - Second Campaign Disclosure Statement Due Second campaign disclosure statement due at the City Clerk's office by noon. (<i>City Charter Article XIII Section 4-c-1-G-2</i>)
	Orientation session by Board of Ethics ⁶

⁶ This meeting needs scheduled pursuant to the BOE rules and the true date will be scheduled closer to the election

Tues, August 16 (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 17 (48)	Write-in Candidates City Clerk certifies write-in candidates (§3-8-27L(3))
Thurs, August 18 (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 30 (35)	5:00 p.m. Write-in Candidates Last day for write-in candidate to withdraw candidacy. (§3-8-27(L)(5))
	Deadline for Unopposed Participating Candidates to return public financing funds to the City Clerk. City Clerk Regs Part D §6.
Wed. Aug 31 (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 30 th . City Clerk Regs Part D § 6.
Tues, Sept 6 (28)	Voter registration closes (§1-4-8 A3)
	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)
	Deadline for Unopposed Participating Candidates notified on August 31st to return public financing funds to the City Clerk. City Clerk Regs Part D §6.
Fri, Sept 9 (25)	NOON Third Campaign Disclosure Statement Due Fourth campaign disclosure statement due at the City Clerk's Office. (<i>City Charter Article XIII section 4-c-1-G-2</i>)
Wed, Sept 14 (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 19 (15)	Last day for non-resident municipal electors to file a certificate of eligibility. (§3-30-3)
Wed, Sept 21 (13)	Election School (Time and specific group TBD)
Fri, Sept 23 (11)	Election School Time and specific group TBD
	Noon – Fourth Campaign Disclosure Statement Due Forth campaign disclosure statement due at the City Clerk's office by noon.(City Charter Article XIII Section 4-c-1-G-2)

Wed, Sept 28 (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. <i>(City Charter Article XIII Section 4-c-1-G-2)</i>
	Deadline to object to the use of a particular voting machine is 2 days after the machine has been certified. (§3-8-14 (I))
Fri, Sept 30 (4)	NOON Fifth Campaign Disclosure Statement Due Fifth campaign disclosure statement due at the City Clerk's Office. <i>(City Charter Article XIII section 4-c-1-G-2)</i>
	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 for late Friday afternoon. Candidates shall receive a minimum of three days written notice of the meeting. <i>(City Charter, Article XIII § 4-j-3)</i>
Fri, Sept 30 continued	5:00 p.m. Deadline for candidates to file petition appointing challengers and watchers. (§3-8-31 B)
Mon, Oct 3 (1)	NOON Sixth Campaign Disclosure Statement Due Sixth campaign disclosure statement due at the City Clerk's Office. <i>(City Charter Article XIII section 4-c-1-G-2)</i>
Tues, Oct 4 ELECTION DAY	<u>Polls Open at 7:00 a.m. and close at 7:00 p.m.</u>
	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 also 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)
	7:00 p.m. 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 7 (-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 10 (-6)	Voter registration reopens. (§1-4-8A(2))
Tues, Oct 11 (-7)	NOON Seventh Campaign Disclosure Statement Due Seventh campaign disclosure statement due at the City Clerk's Office. <i>(City Charter Article XIII section 4-c-1-G-2)</i>

Fri, Oct 14 (-10)	5:00 p.m. Deadline to certify results, prepare certificates of election and post election results and oath of office information (§3-8-33A)
	Political Signs Last day to take down political signs (except for runoff candidates). (§14-16-3-4(B)(3) ROA 1994).
	Deadline for Distribution of Fund Revenues to Publicly Financed Runoff Candidates (\$0.33 per registered city voter)(City Charter Article XVI Section 15 (A))
Mon, Oct 17 (-13)	5:00 p.m. 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, 2011 public swearing in ceremony. (§ 2-4-8 ROA)
Tues, Oct 18 (-14)	Refund unspent Regular Election Public funds Deadline for Participating Candidates 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 24 (-20)	5:00 p.m. Deadline for candidates to file affidavit for not appearing at Office of the City Clerk on October 10 to accept certificate of election and sign acknowledgement to appear
	Voter registration closes for Runoff Election (§1-4-8(A)(3))
	First Campaign Disclosure Report due for Runoff Candidates
Tues, Nov 1 (-28)	Last day for Late Swearing In Candidates elected in the October 4 th 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 24 th (§2-4-8 ROA)
Tues, Nov. 8 (-36)	Second Campaign Disclosure Report due for Runoff Candidates
Wed, Nov 16 (-47)	Daily Campaign Disclosure Statements Due. Any runoff candidate incurring any expenditure or receiving a contribution of over \$500.00 any time after 5:00 P.M. on Tuesday, November 15 th 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)
Fri, Nov. 18 (-45)	NOON Eighth 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)
Tues. Nov 22	Runoff Election (§3-9-4(L)) ***SUBJECT TO APPROVAL OF CITY COUNCIL IN ELECTION RESOLUTION

Mon, Nov 28	Deadline for participating candidates participating in a runoff election to return unspent or unencumbered public funds to the Office of the City Clerk. This deadline is modified as the Charter requires Funds returned two (2) days following the Election, but this is the second working day following the Runoff election and the Thanksgiving holiday.
	NOON Runoff candidates first post-runoff election campaign disclosure report due
Tues, Nov. 29	NOON Runoff candidates second post runoff election campaign disclosure report due – this report may also be the final statement.
Wed, Dec 2	Deadline for runoff candidates to remove campaign signs (§14-16-3-4(B)(3) ROA 1994).
Fri. Jan 6	Deadline for runoff candidates to submit their final runoff campaign disclosure report to the Office of the City Clerk