



City of Troy, Alabama

2016 ALABAMA MUNICIPAL ELECTIONS CALENDAR

July 5

Mayor gives notice of the election on the first Tuesday in July. §11-46-22(a). Candidates may begin qualifying once notice is published. Qualifying forms are available from the municipal clerk. §11-46-22(a). ***NOTE*** The Fair Campaign Practices Act requires all candidates to file with the PROBATE JUDGE a list of from two to five persons who will serve as their campaign committee. Candidates may serve as their own committee, but must still file a form to this effect with the PROBATE JUDGE. **THIS FORM MUST BE FILED WITHIN FIVE (5) DAYS OF QUALIFYING TO RUN FOR OFFICE. THIS FORM MUST BE FILED REGARDLESS OF WHETHER THE CANDIDATE HAS REACHED THE \$1,000 THRESHOLD UNDER THE FAIR CAMPAIGN PRACTICES ACT.** Forms are available from the probate judge, Secretary of State or the municipal clerk. §17-5-4.

IN ADDITION, once a candidate established a principal campaign committee pursuant to the Fair Campaign Practices Act, the committee must file monthly campaign disclosure reports pursuant to §17-5-8. The reports are due on the last day of each month up to one month from the election at which point the reports are due weekly on Fridays leading up to the election. §17-5-8.

FURHTER, the Ethics law requires candidates to file a statement of economic interests with the STATE ETHICS COMMISSION. . . In addition, the Ethics Commission must confirm to the municipal clerk within five (5) business days that the candidate that the candidate has filed the form required. § 36-25-15. THE CLERK IS REQUIRED TO REMOVE FROM THE BALLOT THE NAME OF ANY CANDIDATE WHO FAILS TO FILE THE STATEMENT OF ECONOMIC INTERESTS BY THE DEADLINE. Incumbents do not have to file the statement of economic interests as they are required to submit an annual report which is on file with the ETHICS COMMISSION. §36-25-15.

July 19

Last day to qualify to run for municipal office. The qualifying form must be filed by 5:00 p.m., Central Daylight Time, with the MUNICIPAL CLERK. Forms are available from the clerk. §11-46-25(g).

July 26

Deadline for mayor to deliver absentee election supplies to the municipal clerk, not more than seven (7) days after the last day to qualify. §17-11-12.

August 8

Last day for the council to appoint election officials, not less than 15 days before the election. **NOTE:** The clerk must notify the persons chosen as election officials and must hold an election school for them. The clerk must notify the official at least 48 hours before the school is scheduled. §§11-46-27 and 11-46-30.

August 9

Electronic Voting Rule – First day to test electronic vote counters, not more than 14 days before the election. The test must be conducted as close as practicable to the date of the election. The test is open to the public. The League recommends forty-eight (48) hours notice of the test. Rule 307-X-1-.04.

August 10

Last day to register to vote for the municipal general election, 15th day before the election. §17-3-50(a).

August 18

Last day for a voter to apply for a regular absentee ballot, 5 days prior to the election. §17-11-3(a).

Electronic Voting Rule – Last day to conduct a training school for officials who will conduct an election using electronic voting machines, not less than 5 days before an election. §17-8-9.

August 22

Last day for a voter to apply for an emergency absentee ballot if he or she is required by his or her employer to be out of the country on election day. §17-11-3(d). The clerk, along with two watchers, must inspect and seal voting machines which will be used in the election beginning no later than 9:00 a.m. §11-46-33. If an absentee ballot is returned by mail, it must be postmarked by August 22 **and** received by noon the day of the election. The deadline for hand-delivery of absentee ballots is the close of business on August 22. §17-11-3(c), 17-11-18.

August 23

Election Day. Regular municipal elections are held on the fourth Tuesday in August. §11-46-2. Election officials must meet at their respective polling places at least 30 minutes before polls open. §11-46-28. Candidates may appoint a poll watcher to observe voting procedures in the polling place. The appointment must be made in writing, signed by the candidate, and filed with the election officials at the polling place. §11-46-35. **NOTE:** Section 11-46-28 provides that the polls be open from 7:00 a.m. to 7:00 p.m. and that a municipality may set those times under Eastern Standard Time if necessary.

August 30

Commencing at noon on the first Tuesday next after the election, the council must canvass the election results. §11-46-55. See also §11-46-46. If a candidate receives a majority of the votes cast for the office, the council issues a certificate of election. If no candidate receives a majority, the council shall order a run-off election to be held. **ANYONE WITH STANDING TO CONTEST THE ELECTION MAY REQUEST A RECOUNT WITHIN FORTY-EIGHT HOURS OF THE OFFICIAL CANVASS OF THE ELECTION RESULTS.** §11-46-55.1.

September 5

Last day a candidate may contest the results of the general election, within 5 days after the result of the election is declared. §11-46-69.

September 6

Last day for the mayor (or other person assigned to this duty) to deliver absentee ballots and supplies to the clerk for the run-off election. §17-11-12.

September 25

Electronic Voting Rule – First day to test electronic vote counters for the run-off election. The test must be conducted as close as practicable to the date of the election. The test is open to the public.

September 29

Last day for a voter to apply for a regular absentee ballot. §17-11-3(a).

October 3

Last day for a voter to apply for an emergency absentee ballot if he or she is required by his or her employer to be out of the country on election day. §17-11-3(d). The clerk, along with two watchers, must inspect and seal voting machines which will be used in the election. §11-46-33. If an absentee ballot is returned by mail, it must be postmarked by October 3. The deadline for hand-delivery of absentee ballots is the close of business on October 3. §7-11-18.

October 4

Run-off Election Day. Candidates may appoint a poll watcher to observe voting procedures in the polling place. The appointment must be made in writing, signed by the candidate, and filed with the election officials at the polling place. §11-46-35. ***Electronic Voting Rule*** – Precinct counters must be tested according to the manufacturer's instructions to ensure that they are set at zero and prepared for voting. Rules 307-X-1.11. Deadline for returning absentee ballots by mail or an emergency absentee ballot for a registered voter who requires emergency treatment by a licensed physician within 5 days of the election is 12:00 noon on October 4. §17-11-3(c), §7-11-18.

October 11

Commencing at noon the council must canvass the election results. §11-46-55. See also §11-46-46. ***ANYONE WITH STANDING TO CONTEST THE ELECTION MAY REQUEST A RECOUNT WITHIN FORTY-EIGHT HOURS OF THE OFFICIAL CANVASS OF THE ELECTION RESULTS.*** §11-46-55.1.

November 7

Newly elected municipal officials take office on the first Monday in November following the election. §11-46-21(c). Council meets for its organizational session. §11-43-44.