



City of Troy, Alabama 2016 Election

What You Really WANT to Know about Municipal Elections*

* But MAY not Know to Ask!

The Role of officials in Municipal Elections

Election Date

Pursuant to Section 11-46-21, Code of Alabama 1975, general municipal elections will be held on Tuesday, August 23, 2016. If necessary, a runoff election will be held six weeks later, on Tuesday, October 4, 2016.

Municipal officials elected at regular elections take office on November 1, 2016, the first Monday in November.

Elected Officials

The Role of the Council

As is normally the case, the council performs the legislative functions necessary to conduct the election. They make a number of decision that directly affect how the municipality will conduct its election. Everything from deciding whether to elect officials from districts or at large to merely new annexations has an impact on the election.

The functions of the council include:

- **Annexations**
- **Setting pay and benefits for elected officials for the next term.**
The compensation elected officials receive during their term must be set through the passage of a general and permanent ordinance. This ordinance must be in place six months before the date of the election. Any benefits elected officials will receive in addition to a salary should be spelled out in the ordinance as well.
Deadline: February 23, 2016

- **Election of councilmembers from districts or at large**
 The council has the authority to determine whether councilmembers will be elected from districts or at-large. Any change from at-large to district election of council members must be made by an ordinance adopted at least six months prior to the general municipal election.
Deadline: February 23, 2016
- **Procedure for Appointment of Absentee Election Officials**
 The Council in municipalities with a population of less than 10,000 according to the most recent decennial census may provide for a procedure for the appointment of additional election officials to receive, count, and return the absentee ballots cast at the election (NOTE: Municipalities with populations over 10,000 are required to appoint additional officials for this purpose so there is no need for them to adopt an ordinance.)
Deadline: February 23, 2016
- **Numbering places**
 If councilmembers are elected at large, the council must pass an ordinance numbering places on the council. Candidates must specify which place they will run for when they qualify. Places themselves are simply a means to help administer the election by determining which candidates will run against each other. The ordinance must be enacted prior to the first day of April preceding the election. If a municipality has an existing permanent ordinance establishing numbered places, not additional ordinance is necessary.
Deadline: March 31, 2016
- **Altering district lines and changing voting places**
 If councilmembers will be elected from districts, the council must also divide the municipality into appropriate number of districts. The deadline for ward line changes and the division of wards into voting districts is three months prior to the general election.
 The council may also want to consider changing or adding certain polling locations. If any changes or additions are needed, they must be made at least three months before the election.
Deadline: May 23, 2016
- **Set qualification fees**
 The municipal council may pass an ordinance establishing a fee that must be paid at the time of qualifying. The fee can be set in any amount between \$10.00 and \$50.00. The ordinance must be adopted at least five days prior to the first day upon which a candidate seeking election in a municipal election may qualify. You must have a provision in the ordinance allowing indigents to qualify without paying the fee. If you have an existing ordinance, a new one is not necessary.
Deadline: June 29, 2016
- **Conducting election on Eastern Standard Time**
 A municipality operating on Eastern Standard Time may by ordinance open and close the polls under Eastern Standard Time if necessary. Changing to or from Eastern Standard Time would necessitate pre-clearance at least 60 days prior to the election.
Deadline: June 23, 2016

- **Election officials**

Not less than 15 days before the election, the municipal governing body must appoint officers to hold the election. No officer or employee of the municipality is eligible to serve as an election official. No kindred of any candidate or of his or her spouse to the second degree, according to civil law, may serve as an election official.

Election officials must be chosen from the list of qualified electors eligible to vote at the respective polling places to which they are assigned. However, in any Class 6,7, or 8 municipality, election officials must reside within the municipal corporate limits but may serve at any polling place within the municipality.

The council also sets the compensation of election officials, which must be not less than \$8.00 per day.

Deadline: August 8, 2016

- **Place voting machine or ballot on display**

At least 30 days prior to the general election, the council in municipalities where voting machines are used must place a voting machine to be on public display.

If the municipality uses electronic vote counters, the council must merely post in public places and at the times it deems most suitable for the information and instruction of the voters a copy of the ballot card that will be used on election day.

Deadline: July 23, 2016

- **Canvas the results of the election**

No later than 12:00 noon seven days following the election, the council must meet and canvas the results of the election and either declare the winners or order a run-off between the top two vote getters if no candidate in a particular race obtained a majority of the votes (50% plus one vote).

The canvass of the votes is a ministerial task which consists of listing the names of the candidates and showing the vote which each received at each polling place and the resulting total vote for each candidate.

NOTE: Provisional ballot law states that provisional ballots must be tabulated **beginning** at noon rather than **before** noon. The League recommends meeting around noon seven days after the election and canvassing both regular ballots and provisional ballots.

Deadline: August 30, 2016

The Role of the Mayor

Equally important to the conduct of municipal elections is the role the mayor plays. The Code of Alabama establishes a number of duties that the mayor is responsible for performing.

The functions of the mayor include:

- **Notice of Election**

The mayor is responsible for giving notice of the election in a form substantially similar to that set out in the Code of Alabama. Notice must be published or posted on the first Tuesday in July or the first business day thereafter