



## Notice of Candidate Filing Period for May 5, 2018 Election

Your first election deadline is coming up soon: **Monday, December 18, 2017**, is the deadline to post notice of your candidate filing period in accordance with Texas Election Code section 141.040.

The Secretary of State Elections Division provides the *Notice of Deadline to File Applications for Place on the Ballot* form in English and Spanish on its website at [sos.state.tx.us/elections/forms/pol-sub/3-2af.pdf](http://sos.state.tx.us/elections/forms/pol-sub/3-2af.pdf).

In its Election Law Calendar, the Elections Division notes the following as to the posting of the Notice:

The authority with whom an application for a place on the ballot is filed must post a Notice of Deadline to File Applications for Place on the Ballot, listing the filing period dates in a building in which the authority maintains an office. The notice must be posted not later than the 30th day **before** the first day to file. (Sec. 141.040). If you order a special election to fill a vacancy, the order must include the filing deadline; we recommend posting the notice of the filing period as soon as practicable after a special election is ordered.

TASB Legal Services recommends posting the Notice in the location you regularly use for posting public notices, including the school district's website if it maintains a website.

In completing the *Notice of Deadline to File Applications for Place on the Ballot* for the May 5, 2018 regular trustee election, TASB Legal Services also recommends the following:

- Include the district name, the election type (i.e., Regular School Board Trustee Election), and the election date of May 5, 2018, in the title of the Notice.
- Insert the *Start Date*, the first day to file for a place on the ballot: **Wednesday, January 17, 2018**
- Insert the *End Date*, the last day to file for a place on the ballot: **Friday, February 16, 2018, at 5:00 p.m.**
- Insert in *Office Hours* the dates and times the school district will be open during this period.
- Insert the physical address and mailing address for filing an application.
- *Optional*: An application for a place on the ballot is available at the \_\_\_\_\_ ISD offices at \_\_\_\_\_ (address).

- *Optional if your district posts election information on its website:* The application and additional election information is also available online at \_\_\_\_\_.
- Include the printed and signed name of the filing officer and the date posted.

For more information about the May 5, 2018 election, please refer to the Secretary of State Elections Division calendar of important dates, *available at* [sos.state.tx.us/elections/voter/2018-important-election-dates.shtml](http://sos.state.tx.us/elections/voter/2018-important-election-dates.shtml).

If you have further questions, call TASB Legal Services, the Secretary of State Elections Division, or your school attorney.

For more information on this and other school law topics,  
visit TASB School Law eSource online at [schoolawesource.tasb.org](http://schoolawesource.tasb.org).

*This document is provided for educational purposes only and contains information to facilitate a general understanding of the law. It is neither an exhaustive treatment of the law on this subject nor is it intended to substitute for the advice of an attorney. It is important for the recipient to consult with the district's own attorney in order to apply these legal principles to specific fact situations.*