



Deadlines for November 2022 Community College Elections¹

This memo provides important dates and deadlines applicable to community colleges preparing for the November 8, 2022, trustee election. TASB Policy BBB series contains specific information regarding a college's election procedures. For additional information regarding elections, visit TASB College eLaw, [Elections and Tax](#), or contact the college's local counsel, the [Texas Secretary of State Elections Division \(Elections Division\)](#), or TASB Community College Services.

Most of the dates below pertain to a general trustee election. Deadlines for a special election to fill a trustee vacancy may vary from a general trustee election. Some special election dates are included, but a community college holding a special election should contact the college's local counsel, the Elections Division, or TASB Community College Services for more specific guidance.

Many of the deadlines and requirements below apply to voter-approval tax rate elections (VATREs) or bond elections, but different or additional requirements may also apply. Bond elections are addressed in TASB Policy CAD and VATREs are addressed in TASB Policy CAI.

Campaign finance deadlines are not included below but may be obtained from the [Texas Ethics Commission](#).

The Elections Division provides a comprehensive [election law calendar](#) for each uniform election date. While the most important general election dates for community colleges are set out below, the Elections Division calendar should be consulted for additional deadlines and requirements.

- **Thursday, June 23, 2021:** Deadline to post [Notice of Deadline to File an Application for Place on the Ballot](#).
- **Saturday, July 23, 2022:** First day to file for a place on the general election ballot or declaration of write-in candidacy.

**Note: Filing may begin before the board orders a general election. Community colleges are required to make applications available for potential candidates. The Elections Division prescribes the [Application for a Place on the Ballot for a General Election for a City, School District, or Other Political Subdivision \(Form 2-26\)](#). The application as amended in response to legislative changes. Thus, it is very important that colleges provide and candidates use Form 2-26 revised after September 2021; the most recent revision date is located in the upper left corner of the form under the form number.*

¹ An electronic version of this document is available on [TASB College eLaw](#) at [tasb.org/services/community-college-services/resources/tasb-college-elaw/documents/cc-deadlines-nov-college-elections.pdf](#).

- **Wednesday, August 10, 2022:** Deadline to file with the Secretary of State regarding an exemption from the use of accessible voting equipment. For more information, see the Election Division Advisories [No. 2019-23](#), Electronic Voting System Procedures, and [No. 2021-02](#), Exemptions to Voting System Accessibility Requirements.
- **Friday, August 19, 2022:** If a candidate dies on or before this date, the candidate's name must be omitted from the ballot.
- **Monday, August 22, 2022:**
 - Deadline to order the November general election. The Elections Division provides an updated [Order of General Election for Other Political Subdivisions \(Form 1-3\)](#).
 - Deadline to order a special election on a measure (e.g., bond election or VATRE) or to fill a vacancy. The Elections Division provides an updated [Order of Special Election for Other Political Subdivisions \(Form 1-7\)](#).
 - Deadline to file application for a place on the ballot (5:00 p.m.).

**Note: The Elections Division strongly recommends that someone be available to accept filings on the filing deadline, especially from 2:00-5:00 p.m. An application by mail, fax, or email must be received by the deadline.*

*If a candidate dies on or before the deadline for filing an application for a place on the ballot, the authority responsible for preparing the ballot **may** omit the candidate's name from the ballot. If the authority does so, the deadline for filing an application for a place on the ballot for the office sought by the candidate is **extended** to the fifth day after the filing deadline, Saturday, August 27, 2022. Because the extended deadline for filing an application for a place on the ballot falls on a weekend, it is extended to the next regular business day, Monday, August 29, 2022. No other deadlines are extended, but an extension of this deadline may affect the timing of other events, such as cancellation of the election.*
 - Recommended date to appoint presiding and alternate judges; presiding and alternate judges must be given written [notice of appointment](#) not later than the 20th day after appointment.
- **Thursday, August 25, 2022:** Deadline to file an application for a place on the ballot or a [declaration of write-in candidacy](#) in a special election to be held on the date of the November General Election (6:00 p.m.).
- **Friday, August 26, 2022:**
 - Deadline to file [declaration of write-in candidacy](#) in the general election (5:00 p.m.).
 - Date on which the [Notice of Drawing for Place on Ballot](#) should be posted for ballot position drawings taking place on Monday, August 29.

- Recommended first day to cancel a general election if all requirements are satisfied. The Election Division's [Cancellation of Election](#) outline provides information about this process, and the Election Division offers a [Certification of Unopposed Candidates](#) and [sample order of cancellation](#).
- **Monday, August 29, 2022:**
 - Recommended date to hold drawing to determine order of candidates' names on the ballot. Notice of the date, time, and place of the drawing must be posted continuously for 72 hours immediately preceding the scheduled time of the drawing. A community college must now provide notice of the drawing to each candidate by one of the following methods:
 1. Written notice mailed to the candidate not later than the fourth day before the drawing or provided at the time the candidate files an application;
 2. Telephone, if a telephone number is provided on the candidate's application; or
 3. Email, if an email address is provided on the candidate's application.

**Note: The Elections Division recommends that a community college provide ballot proofs to candidates to verify accuracy of their names, positions sought, and order of names.*
 - Last day a candidate may submit a [certificate of withdrawal](#) or a notarized letter to withdraw from the election (5:00 p.m.). If a candidate withdraws or is declared ineligible by this date, the candidate's name is omitted from the ballot. The Texas Election Code section 145.098 allows withdrawal after the deadline under limited circumstances.
- **Tuesday, August 30, 2022:** Last day for a candidate for withdraw from a special election by submission of a [certificate of withdrawal](#) or notarized letter.
- **Friday, September 9, 2022:** Deadline to deliver notice of the election to the county election officer and voter registrar of each county in which the college is wholly or partly located.
- **Monday, September 12, 2022:** Last day to notify election judges of their appointment if they were appointed, as recommended, on Monday, August 22, 2022.
- **Monday, September 19, 2022:** Deadline to challenge an application for a place on the ballot as to form, content, and procedure.

**Note: An application may not be challenged as to form, content, or procedure after the day before any ballot to be voted early by mail is mailed.*

- **Monday, September 19 – Sunday, December 18, 2022:** A community college must keep the office open for **mandatory office hours** related to election duties for at least three hours each day, during regular office hours, on days on which the college is regularly open for business. Thus, a college may be closed during this period for a college holiday, even if it is not a state or national holiday.
**Note: Office hours for a special election begin the third day after the election is ordered.*
- **Sunday, October 9 – Saturday, October 29, 2022:** Period in which to publish notice of election.
**Note: Community colleges are required to publish notice in a local newspaper in addition to giving notice by other methods. Community colleges must also publish notice of election on the college's website. The Elections Division provides a sample [Notice of Election \(Form 1-12\)](#). Colleges holding bond elections must satisfy additional notice requirements. A college should work closely with its attorneys to ensure compliance. For more information on notice requirements, see Note 8 in the Elections Division's election law calendar.*
In addition, the Elections Division strongly recommends that a college post on its website the [Notice of Voting Order Priority](#) for voters with mobility issues under Texas Election Code section 63.0015. For more information on voting order priority, see note 14 in the Election Division's election law calendar, which includes a sample notice.
- **Tuesday, October 11, 2022:** Last day to register to vote or make a change of address effective for the November election.
- **Tuesday, October 18, 2022:**
 - Deadline to post notice of election on bulletin board used for posting board meeting notices. A [Record of Posting Notice of Election](#) should be completed at the time of posting.
**Note: The county must post a copy of a notice of election provided by a community college under Texas Election Code section 4.008(a) on the county's website. A college may post a copy of the notice on the bulletin board used for posting board meeting notices.*
 - Deadline to post additional information on the college website:
 - Election date;
 - Location of each polling place;
 - Each candidate on the ballot; and
 - Each measure on the ballot.

- For bond elections, this is the deadline for a college to post its bond election order in three public places in the college’s taxing district and the first day a college must post the election order along with the notice of election, the contents of the proposition, and any sample ballot prepared for the election prominently on its website. Consult bond counsel for specific guidance.
- **Monday, October 24, 2022:** First day to vote early in person.

**Note: Community colleges are required to be open during the entire early voting period, except on state or national holidays. This differs from the requirements for mandatory office hours. With limited exceptions, early voting at temporary branch polling places must be conducted for at least eight hours on the same weekdays that early voting is required to be conducted at the main early voting place.*
- **Friday, November 4, 2022:** Last day to vote early in person.
- **Monday, November 7, 2022:** Deadline to post the requirements and deadline for filing for candidacy for community college board trustee for November 7, 2023 uniform election, if applicable.
- **Tuesday, November 8, 2022: Election Day**—Polling places must be open from 7:00 a.m. to 7:00 p.m.
- **Friday, November 11 – Tuesday, November 22, 2022:** Canvassing period

**Note: The canvass may not be conducted until the early voting ballot board (EVBB) has verified and counted all provisional ballots, if any, AND all timely-received ballots by mail. For more information on the EVBB, see the Election Division’s [EVBB Handbook](#). If a community college cancelled its election due to unopposed candidates, this is the first day the newly elected (unopposed) candidates may be issued a certificate of election and take the oath of office.*

For additional information on post-election procedures, see TASB Community College Service’s [After the Board Election](#). In addition, the Election Division publishes a memo regarding post-election procedures and qualifying for office after each election.
- **As soon as practicable after the election:** Post additional information on the community college’s website:
 - Results of each election
 - Total number of votes cast
 - Total number of votes cast for each candidate or for or against each measure
 - Total number of votes cast by personal appearance on election day
 - Total number of votes cast by personal appearance or mail during the early voting period

- Total number of counted and uncounted provisional ballots cast.

**Note: The Elections Division recommends that the election results information remain posted on the college's main page (or within two clicks of the main page) at least until the next election, and that the information continue to be available for the full 22-month retention period for election records.*

- **Wednesday, November 23, 2022:** Deadline for election records from the election to be available in an electronic format for a fee of no more than \$50.00.

For additional information on post-election procedures, see TASB Community College Services' [After the Board Election](#). In addition, the Elections Division issues an election advisory regarding post-election procedures and qualifying for office after each election.

For more information on community college law topics,
visit TASB College eLaw online at colleges.tasb.org/elaw.

This document is provided for educational purposes and contains information to facilitate a general understanding of the law. References to judicial or other official proceedings are intended to be a fair and impartial account of public records, which may contain allegations that are not true. This publication is not an exhaustive treatment of the law, nor is it intended to substitute for the advice of an attorney. Consult your own attorney to apply these legal principles to specific fact situations.

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