



## Deadlines for May 1, 2021, Community College Trustee Elections<sup>1</sup>

**Note:** Because of the ongoing COVID-19 health crisis, deadlines and requirements may change. Continue to check this document online and the Texas Secretary of State Elections Division Advisory [No. 2020-37](#), *May 1, 2021 Election Law Calendar*, for updates.

This memo provides important dates and deadlines applicable to community colleges preparing for the May 1, 2021, trustee election. Specific information regarding a college's election procedures may be found in TASB Policy BBB. For additional information regarding elections, 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.

Deadlines and requirements for voter-approval tax rate elections or bond elections may also be different. Bond elections are addressed in TASB Policy CAD and voter-approval tax rate elections 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. The most important general election dates for community colleges are as follows:

- **Monday, December 14, 2020:** Deadline to post notice of candidate application filing period.
- **Wednesday, January 13, 2021:** First day to file an application for a place on the 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 offers a [sample application](#).*

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<sup>1</sup> An electronic version of this document is available on [TASB College eLaw](http://tasb.org/services/community-college-services/resources/tasb-college-elaw/documents/cc-may-2021-trustee-elections-memo.pdf) at [tasb.org/services/community-college-services/resources/tasb-college-elaw/documents/cc-may-2021-trustee-elections-memo.pdf](http://tasb.org/services/community-college-services/resources/tasb-college-elaw/documents/cc-may-2021-trustee-elections-memo.pdf).

- **Monday, February 1, 2021:** Deadline to file with the Secretary of State regarding an exemption from the use of accessible voting equipment. For more information, see the Elections Division's [Exemptions from Voting System Accessibility Requirements](#) and [Electronic Voting System Procedures](#).

- **Tuesday, February 9, 2021:** If a candidate dies on or before this date, the candidate's name is omitted from the ballot.

*\*Note: 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. No other deadlines are extended, but an extension of this deadline may affect the timing of other events, such as cancellation of the election.*

- **Friday, February 12, 2021:**

- **Deadline to order the May general election.** The Elections Division offers a sample [Order of Election \(Form AW1-3\)](#).

- **Deadline to make necessary revisions to the Order of Election.**

- Includes changes to date of election, offices to be voted on, main early voting location, early voting dates and hours, early voting clerk and their contact information, and branch early voting locations.

- **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.*

- **Deadline to order a special election on a measure or a special election to fill a vacancy to be held on the date of the May 1, 2021, general election.**

- Recommended date to appoint presiding and alternate judges. Presiding judges and alternates must be notified of appointment in writing not later than the 20th day after appointment.

- Recommended date to order the lists of registered voters.

- Recommended date to order election supplies, other than ballots.

- Recommended date to appoint the central counting system personnel.

- **Tuesday, February 16, 2021: Deadline to file declaration of write-in candidacy (5:00 p.m.).**

- **Friday, February 19, 2021:**

- 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. Texas Election Code section 145.098 allows withdrawal after the deadline under limited circumstances.

- Recommended first day an unopposed election may be cancelled if requirements are satisfied. The Election Division's [Cancellation of Election](#) outline provides information about this process, and the Elections Division offers a sample [order of cancellation](#).
- **Saturday, February 20, 2021:** Deadline to order a special election to fill a vacancy with a filing deadline on the 62nd day before election day.  
*\*Note: A special election that is not held on the uniform date in November of even-numbered years must be ordered as soon as practicable after the vacancy occurs. Other deadlines may depend on when the election is ordered.*
- **Monday, February 22, 2021:** 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 and mailed to candidates not later than the fourth day before the drawing.  
*\*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.*
- **Monday, March 1, 2021:** Deadline to file application for a place on the ballot or declaration of write-in candidacy in a special election ordered on or before the 70th day before election day.
- **Wednesday, March 3, 2021:** Deadline to deliver notice of the election to the county officer and voter registrar of each subdivision in which the college is wholly or partly located.  
*\*Note: This date is extended to Wednesday because Tuesday, March 2, is Texas Independence Day.*
- **Friday, March 5, 2021:** Last day a candidate may submit a [Certificate of Withdrawal](#) in a special election ordered on or before the 70th day before election day.
- **Friday, March 12 – Thursday, June 10, 2021: Mandatory office hours—**A community college must keep the office open for election duties at least three hours each day, during regular office hours, on days on which the college is regularly open for business.
- **Tuesday, March 16, 2021:**
  - Deadline to order a special election to fill a vacancy. If the election is ordered after the 70th day before the election (**Saturday, February 20, 2021**), the filing deadline is the 40th day before election day (**Monday, March 22, 2021**).  
*\*Note: A special election that is not held on the uniform date in November of even-numbered years must be ordered as soon as practicable after the vacancy occurs. Other deadlines may depend on when the election is ordered.*

- Deadline to challenge an application for a place on the ballot as to form, content, and procedure, if ballots are mailed on the 45th day before election day (**Wednesday, March 17, 2021**). If ballots were mailed before that day, this deadline will change.

*\*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. For more information on reviewing applications and the process for declaring candidates ineligible, see the Elections Division's guidance regarding [candidacy filing](#).*

- **Monday, March 22, 2021:** Deadline to file application for a place on the ballot or declaration of write-in candidacy in a special election ordered after the 70th day but on or before the 46th day before election day.
- **Saturday, March 27, 2021:** Last day a candidate may submit a [Certificate of Withdrawal](#) from a special election ordered after the 70th day but on or before the 46th day before election day.
- **Thursday, April 1 – Wednesday, April 21, 2021:** Period in which to publish notice of the 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 the election on the college's website. For more information on notice requirements, see [Note 9](#) in the Elections Division's election law calendar. The Elections Division provides a sample [Notice of Election](#).*

*In addition, the Elections Division strongly recommends that a college post on its website the [Notice of Voting Priority](#) for voters with mobility issues under Texas Election Code section 63.0013. For more information on voting order priority, see [note 14](#) in the Elections Division's election law calendar.*

- **Thursday, April 1, 2021:** Last day to register to vote or make a change of address effective for the May election.
- **Saturday, April 10, 2021:** 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) [see **Wednesday, March 3, 2021**] on the county's website. A college may post a copy of the notice on the bulletin board used for posting board meeting notices.*

- **Monday, April 19, 2021:** First day to vote early in person.

*\*Note: 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.*

- **Tuesday, April 20, 2021:** Last day to apply for ballot by mail (received, not postmarked, by close of regular business or 12 noon, whichever is later).
- **Tuesday, April 27, 2021:** Last day to vote early in person.
- **Saturday, May 1, 2021: Election Day**—Polling places must be open from 7:00 a.m. to 7:00 p.m.
- **Tuesday, May 4 – Wednesday, May 12, 2021: 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 Early Voting Ballot Board, see the Elections Division’s [Early Voting Ballot Board 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.*

- **Friday, May 7, 2021:** Deadline to post the requirements and deadline for filing for candidacy for community college board trustee for the May 7, 2022, uniform election, if applicable.

*For additional information on post-election procedures, see TASB Community College Services’ [After the Board Election](#). In addition, the Elections Division publishes a memo regarding post-election procedures and qualifying for office after each election.*

For more information on community college law topics,  
visit TASB Community College eLaw online at [colleges.tasb.org/elaw](https://colleges.tasb.org/elaw).

*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 college’s own attorney in order to apply these legal principles to specific fact situations.*