



## Notice of Candidate Filing Period for November 2, 2021 Election

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The first deadline for the November 2, 2021 election is **Thursday June 17, 2021**: the deadline to post notice of the candidate filing period under Texas Election Code section 141.040.

The Secretary of State Elections Division provides a [Notice of Deadline to File an Application for Place on the Ballot](#) form in English and Spanish.

In its Election Law Calendar, the Elections Division addresses 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. Note that an application for a place on the ballot for a special election may not be filed before the election is ordered.

TASB Legal Services recommends posting the Notice in the location a district regularly uses for posting public notices, including the school district's website.

In completing the *Notice of Deadline to File an Application for Place on the Ballot* for the November 2, 2021 regular trustee election, TASB Legal Services recommends the following:

- Include the district name, the election type (i.e., Regular School Board Trustee Election), and the election date of November 2, 2021, in the title of the Notice.
- Insert the *Start Date*, the first day to file for a place on the ballot: **Saturday, July 17, 2021**
- Insert the *End Date*, the last day to file for a place on the ballot: **Monday, August 16, 2021, 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 in person or by mail.

- Insert the email and/or fax number to submit an application by those methods.

*Note:* A signed, sworn, scanned candidate application may be submitted by fax or email if there is no filing fee (which there is not for most school districts). The Elections Division recommends that the filing authority establish a dedicated fax number or email address for this purpose. An application must be notarized prior to filing via fax or email.

- *Optional:* An application for a place on the ballot is available at the \_\_\_\_\_ ISD offices at \_\_\_\_\_ (address).
- *Optional if your district posts the application 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 November 2, 2021 election, refer to the [Elections Division website](#).

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

This document is continually updated at [tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Governance/documents/notice\\_candidate\\_filing.pdf](https://tasb.org/Services/Legal-Services/TASB-School-Law-eSource/Governance/documents/notice_candidate_filing.pdf). For more information on school law topics, visit TASB School Law eSource at [schoollawesource.tasb.org](https://schoollawesource.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.*

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