

FALL 2020 CITY/TOWN ELECTION CALENDAR*

<u>Lead Time</u>	<u>Deadline Date</u>	<u>Action Steps</u>	<u>Deadline Calculation</u>	<u>Earliest Date</u>	<u>Publication Date</u>
Varies (Primary)		Receive Statement of Interest.	Candidates are required to submit a Statement of Interest prior to obtaining any signature on a nomination petition. (A.R.S. §§ 16-311, 16-341)	None	
Varies (Prim/Gen)		Receive candidate or political action committee Statement of Organization.	Candidates and PACs must submit the Statement of Organization within 10 days of meeting committee criteria. (A.R.S. §§ 16-905, 16-906)	None	
01/15/20 (Prim/Gen)		Require all candidates seeking office in this election year and political action committees to file campaign finance report covering 10/01/19 - 12/31/19.	Due 15 days after the quarter complete through the last day of the applicable quarter. (A.R.S. § 16-927)	01/01/20	
03/06/20 (Prim/Gen)		Notify the county if calling an election.	150 days before election. (A.R.S. § 16-226)	None	
03/06/20		Select polling locations and mail letters of agreement to those polling places.	Suggested 150 days before primary election.	None	
03/09/20 (Prim/Gen)		Begin candidate filing of nomination paper, declaration of qualification, campaign finance laws statement, nomination petitions, financial disclosure forms, political committee statement of organization (if applicable).	150 days before election. (A.R.S. § 16-311)	None	
04/06/20 (Primary)		Last day for candidates to file nomination paper, declaration of qualification, campaign finance laws statement, nomination petitions and financial disclosure forms.	120 days before primary election. (A.R.S. § 16-311)	150 days before primary election. (03/9/20)	

* The dates listed in the Deadline Date column are the latest possible dates to comply with election deadlines based on the Primary Election date of August 4 and the General Election date of November 3. The Lead Time Column should be completed after determining how much time is needed to complete each task/process. Your county should be consulted for other deadlines.

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04/15/20 (Prim/Gen)		Require candidates seeking office in this election year and all political action committees to file campaign finance report covering 01/01/20 - 03/31/20.	Due 15 days after the calendar quarter complete through the last day of the applicable quarter. (A.R.S. § 16-927)	04/01/20	
04/24/20 (Prim/Gen)		Call of election published once a week for two consecutive weeks in weekly paper or four consecutive times in daily paper.	Optional. Suggested 100 days prior to the primary election.	None	04/17/20 & 04/24/20 for weekly paper and 04/21/20 - 04/24/20 for a daily paper.
05/06/20 (Primary)		Permanent early voter list notice.	90 days before primary election. (A.R.S. § 16-311)	None	
06/05/20 (Prim/Gen)		Contract with county to utilize services of election department.**	Must negotiate contract with county recorder at least 60 days in advance of election to obtain the county registration list. (A.R.S. § 16-172)	None	
06/05/20 (Prim/Gen)		Get bids from printers, receive ballot bids and prepare ballot proof.	Suggested 60 days before election in order to send sample ballots to candidates.	None	
06/19/20 (Primary)		Prepare and mail proof of sample ballot to each candidate.	45 days before election. (A.R.S. § 16-461)	None	
06/25/20 (Primary)		Receive nomination papers from write-in candidates.	Not later than 5:00 p.m., 40 days before election. (A.R.S. § 16-312)	None	
06/25/20 (Primary)		Send ballot corrections to printer.	Suggested 40 days before election. (Candidate has 5 days to suggest changes.)	None	
07/02/20 (Primary)		Have early and sample ballots prepared.	Early ballots must be ready 33 days prior to any election. (A.R.S. § 16-545)	None	
07/03/20 (Primary)		Begin Chain of Custody Report	30 days before election. (A.R.S. § 16-621 (D))	None	

*County must be notified of election at least 150 days prior to election date.

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	07/03/20 (Primary)	Post notice that sample ballots are available in clerk's office	30 days before election (A.R.S. § 16-461)	None	Post notice in the same location that you post meeting agendas
	07/06/20 (Primary)	Last day to permit voters to register for August election.	29 days before election. (A.R.S. § 16-120)	None	
	07/07/20 (Primary)	Logic and Accuracy testing of automatic tabulating equipment for early voting.	Public notice of the time and place must be given 48 hours before testing. Publish once in one or more daily or weekly papers of general circulation. (A.R.S. § 16-449; Sec of State Manual)	Within 7 days before early voting. (07/01/20)	07/03/20
	07/08/20 (Primary)	Begin distribution of early ballots.	27 days before primary election for initial mailing. (A.R.S. § 16-542)	None	
	07/15/20	Require candidates seeking office this election year and all political action committees to file campaign finance report covering 04/01/20 - 06/30/20.	Due 15 days after the calendar quarter complete through the last day of the applicable quarter. (A.R.S. § 16-927)	07/01/20	
	07/24/20 (Primary)	Last day for voters to apply for early mail ballot.	Not later than 5:00 p.m., 11 days before election. (A.R.S. § 16-542)	93 days before election.* (05/04/20)	
	07/24/20 (Primary)	Appoint and send letters to election boards.	10 days before election. (A.R.S. § 9-825)	None	
	07/24/20 (Primary)	Publish financial statement in local newspaper.	10 days before primary election. (A.R.S. § 9-246)	None	

*Special rules apply for overseas and uniformed services voters.

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07/27/20 (Primary)		Require candidates and all political action committees to file pre-primary campaign finance reports covering 07/01/20 - 07/18/20.	Due 10 days prior to election complete through the 1st day of the applicable quarter to the 17th day before the election. (A.R.S. § 16-927)	07/19/20	
07/31/20 (Primary)		Last day for voters to cast on-site early ballot.	Not later than 5:00 p.m. on Friday before election. (A.R.S. § 16-544)	27 days preceding election. (07/08/20)	
07/31/20 (Primary)		Deliver ballots to inspector of polling place	48 hours before opening of polls. (A.R.S. § 16-509)	None	
08/03/20 (Primary)		Hold instructional meeting for Election Board.	Prior to election. (A.R.S. § 16-532)	Not more than 45 days before election. (06/22/20)	
08/03/20 (Primary)		Logic and Accuracy testing of automatic tabulating equipment for election day.	Public notice of the time and place must be given 48 hours before testing. Publish once in one or more daily or weekly papers of general circulation. (A.R.S. § 16-449; Sec of State Manual)	For ballot-by-mail election, equipment must be tested at least 15 days before the election. (07/20/20)	07/30/20
08/04/20 (Primary)		PRIMARY ELECTION DAY. Deliver voted early ballots to election board.	7:00 p.m. on election day. (A.R.S. § 16-551)	None	
08/24/20 (Primary)		Have meeting of council to canvass vote.	Not more than 20 days after election. (A.R.S. § 16-642)	Not less than 6 days after election. (08/10/20)	
09/18/20 (General)		Prepare and mail proof of sample ballot to each candidate.	45 days before election. (A.R.S. § 16-461)	None	

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	09/24/20 (General)	Receive nomination papers from write-in candidates.	Not later than 5:00 p.m., 40 days before election. (A.R.S § 16-312)	None	
	09/24/20 (General)	Send ballot corrections to printer.	Suggested 40 days before election. (Candidate has 5 days to suggest changes.)	None	
	10/01/20 (General)	Have early and sample ballots prepared.	Early ballots must be ready 33 days prior to any election. (A.R.S. § 16-545)	None	
	10/02/20 (General)	Post notice that sample ballots are available in clerk's office.	30 days before election. (A.R.S. § 16-461)	None	Post notice in same location that you post meeting agendas.
	10/05/20 (General)	Last day for voters to register for November election.	29 days before election. (A.R.S. § 16-120)	None	
	10/06/20 (General)	Logic and Accuracy testing of automatic tabulating equipment for early voting.	Public notice of the time and place must be given 48 hours before testing. Publish once in one or more daily or weekly papers of general circulation. (A.R.S. § 16-449; Sec of State Manual)	Within 7 days prior to early voting. (09/30/20)	10/02/20
	10/07/20 (General)	Begin distribution of early ballots.	27 days before general election for initial mailing. (A.R.S. § 16-542)	27 days before election.	
	10/15/20 (Primary)	Require candidates and all political action committees to file post-primary campaign finance reports covering 07/19/20 - 09/30/20.	Due 15 days after the calendar quarter complete through the 16th day before the election to the last day of the applicable quarter. (A.R.S. § 16-927)	10/01/20	
	10/23/20 (General)	Last day for voters to apply for early mail ballot.	Not later than 5:00 p.m., 11 days before election. (A.R.S. § 16-542)	93 days before election.* (08/03/20)	
	10/23/20 (General)	Appoint and send letters to election boards.	10 days before election. (A.R.S. § 9-825)	None	

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	10/26/20 (General)	Require candidates and all political action committees to file pre-general campaign finance reports covering 10/01/20 - 10/17/20.	Due 10 days prior to election complete through the 1st day of the quarter to the 17th day before the election. (A.R.S. § 16-927)	10/18/20	
	10/30/20 (General)	Deliver ballots to inspector of polling place	48 hours before opening of polls. (A.R.S. § 16-509)	None	
	11/02/20 (General)	Hold instructional meeting for Election Board.	Prior to election. (A.R.S. § 16-532)	Not more than 45 days before election. (09/21/20)	
	11/02/20 (General)	Logic and Accuracy testing of automatic tabulating equipment for election day.	Public notice of the time and place must be given 48 hours before testing. Publish once in one or more daily or weekly papers of general circulation. (A.R.S. § 16-449; Sec of State Manual)	For ballot-by-mail election, equipment must be tested at least 15 days before the election. (10/19/20)	10/29/20
	11/03/20 (General)	GENERAL ELECTION DAY. Deliver voted early ballots to election board.	7:00 p.m. on election day. (A.R.S. § 16-551)	None	
	11/23/20 (General)	Have meeting of council to canvass vote.	Not more than 20 days after election. (A.R.S. § 16-642)	Not less than 6 days after election. (11/09/20)	
	01/15/21 (General)	Require candidates and all political action committees to file post-general campaign finance reports covering 10/18/20 - 12/31/20.	Due 15 days after the quarter complete through the 16th day before the election to the last day of the quarter. (A.R.S. § 16-927)	01/01/21	