



## Deadlines for November 8, 2022 School District Trustee Elections

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This memo provides important dates and deadlines applicable to school districts preparing for the November 8, 2022 trustee election. TASB Policy BBB series contains specific information regarding a district's election procedures. Additional election resources are available at TASB School Law eSource, [Governance—Elections](#), and on the Secretary of State [Elections Division website](#).

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 district holding a special election should contact the Elections Division, TASB Legal Services, or the district's school attorney for answers to more specific questions.

Deadlines and requirements for voter-approval tax rate elections (VATREs) or bond elections also may be different. Bond elections are addressed in TASB Policy CCA, and VATREs are addressed in TASB Policy CCG. For more information on VATREs, see eSource at [Business—Finance, Taxation, and Revenue—Taxation and Voter-Approval Tax Rate Elections](#); for information on bond issuances, see eSource at [Business—Finance, Taxation, and Revenue—Bonds, Other Revenue, and Investments](#).

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 school districts are as follows:

- **Thursday, June 23, 2022:** Deadline to post notice of candidate application filing period.

*\*Note: The notice must designate an email address that can be used for the purpose of filing an application for a place on the ballot.*

- **Saturday, July 23, 2022:** First day to file an application for a place on the general ballot or declaration of write-in candidacy for the general election.

*\*Note: Filing may begin before the board orders a **general** election. School districts 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 was amended in response to legislative changes. Thus, it is very important that districts 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.*

*\*Note: Documents may now be filed by email to the designated email address, in addition to personal delivery, mail, fax, or any other method of transmission.*

- **Wednesday, August 10, 2022:** Deadline to file with the Secretary of State regarding an exemption from the accessible voting system requirement. For more information, see [Elections Division Advisory No. 2021-02](#).

- **Friday, August 19, 2022:** If a candidate dies on or before this date, the candidate's name **shall be** omitted from the ballot.

*\*Note: If a candidate dies after this date, but 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 choose to omit the candidate's name from the ballot due to the candidate's death after August 19, 2022, the deadline for filing an application for a place on the ballot 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. If the deadline is extended, the Notice of Candidate Filing Period will need to be updated. This extended deadline only applies to the regular filing deadline. It DOES NOT apply to the write-in candidacy deadline.*

- **Monday, August 22, 2022:**

- Deadline to order the November general election. The Elections Division offers a sample [Order of General Election for Other Subdivisions \(Form 1-3\)](#).
- Deadline to order a special election on a measure (such as a bond election or VATRE) or to fill a vacancy.

*\*Note: An application for a place on a special election ballot may **not** be filed before the election is ordered. The election order must include the filing deadline. The Elections Division recommends posting notice of the filing period as soon as practicable after the special election is ordered.*

- Deadline to file an application for a place on the general election 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 pm.*

- Recommended date to appoint presiding and alternate judges; presiding judges and alternates 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 fill a vacancy (6:00 pm).

– **Friday, August 26, 2022:**

- Deadline to file [declaration of write-in candidacy](#) in the general election (5:00 pm).
- Recommended first day an unopposed election may be cancelled **if** requirements are satisfied. The Election Division’s [Cancellation of Election](#) outline provides more information about this process, and the Elections Division offers a [Certification of Unopposed Candidates](#) and a sample [Order of Cancellation](#).

– **Monday, August 29, 2022:**

- Last day a candidate may submit a [Certificate of Withdrawal](#) from the general election (5:00 pm). 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 deadline to hold drawing to determine order of candidates’ names on the ballot. Notice of the date, time, and place of the ballot drawing must be posted continuously for 72 hours immediately preceding the scheduled time of the drawing. A district 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 district provide ballot proofs to candidates following the ballot draw to verify accuracy of their names, positions sought, and order of names.*

– **Tuesday, August 30, 2022:**

- Last day a candidate may submit a [Certificate of Withdrawal](#) from a special election. If a candidate withdraws or is declared ineligible by this date, the candidate’s name is omitted from the ballot.

– **Friday, September 9, 2022:** Deadline to deliver notice of the election to the county election officer and voter registrar for each county in which the district is located.

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

- **Monday, September 19 - Sunday, December 18, 2022:** Mandatory office hours. A district must keep the office open for election duties for at least three hours each day, during regular office hours, on days when the district’s main office is regularly open for business. Thus, a district may be closed during this period for a school 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 the election in a newspaper of general circulation.

*\*Note: School districts are required to publish notice in a local newspaper in addition to giving notice by other methods. School districts also must publish notice of the election on the district website, if the district maintains a website. For more information on notice requirements, see Note 8 in the Elections Division’s election law calendar. The Elections Division provides a sample [Notice of Election](#) (Form 1-12).*

*In addition, the Elections Division strongly recommends that a district post on its website the [Notice of Voting Order Priority](#) for voters with mobility problems under Texas Election Code section 63.0015. For more information on accepting voters with certain disabilities, see note 14 in the Elections Division’s election law calendar.*

*Additional notice requirements apply to a bond election.*

- **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 district under Texas Election Code section 4.008(a) on the county’s website. A district **may** post a copy of the notice on the bulletin board used for posting board meeting notices.*

- Deadline to post additional information on the district website:

1. The date of the election;
2. The location of each polling place;
3. Each candidate for an elected office on the ballot; and
4. Each measure on the ballot.

- For bond elections, this is the deadline for a district to post its bond election order in three public places in the district and the first day a district must post the election order along with the notice of the election, the contents of the proposition, and any

sample ballot prepared for the election prominently on its website. Consult bond counsel for additional specific guidance.

- **Monday, October 24, 2022:** First day to vote early in person.

*\*Note: School districts 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, discussed above.*

- **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 school board trustee for the November 7, 2023 general election.

*\*Note: For more information, see TASB Legal Services' [Website Posting Requirements for Elections](#). The filing deadlines include the first day to file an application for a place on the ballot, the last day to file an application for a place on the ballot, and the last day to file a declaration of write-in candidacy.*

- **Tuesday, November 8, 2022:** Election Day. Polling places must be open from 7:00 am to 7:00 pm.

- **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 Elections Division's [EVBB Handbook](#). If a district cancelled its election, this is the first day the newly elected (unopposed) candidates may be issued a certificate of election and take the oath of office.*

- **As soon as practicable after the election:** Post additional information on the district 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 school district's main page (or within two clicks of the main page) at least until the next election, and that the information continues to be available for the full 22-month retention period for election records.*

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

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

This document is continually updated, and references to online resources are hyperlinked, at [tasb.org/services/legal-services/tasb-school-law-esource/governance/documents/deadlines-for-november-school-district-elections.pdf](https://tasb.org/services/legal-services/tasb-school-law-esource/governance/documents/deadlines-for-november-school-district-elections.pdf). For more information on this and other school law topics, visit TASB School Law eSource at [schoollawesource.tasb.org](https://schoollawesource.tasb.org).

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