



Deadlines for May 7, 2022 School District Elections

Published online in [TASB School Law eSource](#)

This memo provides important dates and deadlines applicable to school districts preparing for an election on May 7, 2022. 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 attorney 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 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. While the most important general election dates for school districts are set out below, the Elections Division calendar should be consulted for additional deadlines and requirements:

- **Monday, December 20, 2021:** Deadline to post notice of candidate application filing period.
- **Wednesday, January 19, 2022:** First day to file an application for a place on the 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.*

- **Monday, February 7, 2022:** 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 Advisories [No. 2019-23](#), *Electronic Voting System Procedures*, and [No. 2021-02](#), *Exemptions to Voting System Accessibility Requirements*.
- **Tuesday, February 15, 2022:** If a candidate dies on or before this date, the candidate's name **shall be** omitted from the ballot.
- **Friday, February 18, 2022:**
 - Deadline to order the May 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).
 - 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 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. 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 judges and alternates must be given written [notice of appointment](#) not later than the 20th day after appointment.
- **Tuesday, February 22, 2022:** Deadline to file [declaration of write-in candidacy](#) in the general election (5:00 p.m.).
- **Friday, February 25, 2022:**
 - 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 Elections Division offers a [Certification of Unopposed Candidates](#) and sample [order of cancellation](#).
 - Last day a candidate may submit a [certificate of withdrawal](#) or notarized letter to withdraw from the general 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.

- **Saturday, February 26, 2022:** 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 28, 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 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 to verify the accuracy of the candidates' names, positions sought, and order of names.*

- **Monday, March 7, 2022:** Deadline to file an 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.
- **Tuesday, March 8, 2022:** Deadline to deliver notice of the election to the county election officer and voter registrar of each county in which the district is located.
- **Friday, March 11, 2022:** Last day a candidate may submit a certificate of withdrawal or notarized letter to withdraw from a special election ordered on or before the 70th day before election day.
- **Friday, March 18, 2022:** Deadline to challenge an application for a place on the ballot as to form, content, and procedure.
- **Friday, March 18 – Thursday June 16, 2022:** A district 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 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.*

- **Tuesday, March 22, 2022:** Deadline to order a special election to fill a vacancy. If the election is ordered after the 70th day before the election (**Saturday, February 26, 2022**), the filing deadline is the 40th 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, March 28, 2022:** Deadline to file an application for a place on the ballot or declaration of write-in candidacy in a special election ordered after the 70th day before election day.
- **Saturday, April 2, 2022:** Last day a candidate may submit a certificate of withdrawal or notarized letter to withdraw from a special election ordered after the 70th day before election day.
- **Thursday, April 7 – Wednesday, April 27, 2022:** Period in which to publish notice of the election.

**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's website. The Elections Division provides a sample [Notice of Election](#) (Form 1-12). Districts holding bond elections must satisfy additional notice requirements. A district should work closely with its attorneys to ensure compliance. For more information on notice requirements, see Note 9 in the Elections Division's election law calendar.*

The Elections Division strongly recommends that a district also 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 16 in the Elections Division's election law calendar, which includes a [sample notice](#).

- **Thursday, April 7, 2022:** Last day to register to vote or make a change of address effective for the May election.
- **Saturday, April 16, 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 addition information on the district 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 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, April 25, 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.*
- **Tuesday, May 3, 2022:** Last day to vote early in person.
- **Friday, May 6, 2022:** Deadline to post the requirements and deadline for filing for candidacy for school board trustee for the May 6, 2023 general election.
**Note: For more information, see TASB Legal Services' Additional 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.*
- **Saturday, May 7, 2022: Election Day**—Polling places must be open from 7:00 a.m. to 7:00 p.m.
- **Tuesday, May 10 – Wednesday, May 18, 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 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 Legal Services' [After the School Board Election](#). In addition, the Elections 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 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
- **Sunday, May 22, 2022:** Deadline for election records from the election to be available in an electronic format for a fee of no more than \$50.00.

This document is continually updated at tasb.org/services/legal-services/tasb-school-law-essource/governance/documents/deadlines-for-may-school-district-elections.pdf. For more information on school law topics, visit TASB School Law eSource at schoollawesource.tasb.org.

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Updated January 2022