

2009 ELECTION CALENDAR

CAMPAIGN DEADLINES

FOR CITY COUNCIL CANDIDATES

Yellow highlight indicates mandatory action required of candidate

Date	Requirement or deadline
March 14 (Sat.)	Last day for Campaign Fundraising and Expenditures other than allowed in The Open and Ethical Elections Code for participating candidates.¹ <i>(Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part K 1)</i>
March 16 (Mon.)	Exploratory Period Begins for Public Campaign Funding. 1. First Day to Accept Seed Money and Allowable In-Kind Contributions. Source of funds for expenditures is limited to Seed Money and In-Kind Contributions during the Exploratory Period. <i>(City Charter Article XVI Section 4 and Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part K 3)</i> 2. First Day to file Declaration of Intent. The Declaration of Intent may be filed anytime during the Exploratory Period through the Qualifying Period. When the Declaration of Intent is filed the first Seed Money and allowable In-Kind Contributions and Expenditure Report is due. <i>(City Charter Article XVI Section 4 and Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part K 4)</i> 3. Prior to Filing a Declaration of Intent, Attend City Clerk Training on Electronic Filing of Disclosure Reports. <i>(Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part K 2)</i>
April 30 (Thurs.)	End of Exploratory Period <i>(Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part K 5)</i>

¹ Deadlines for Open and Ethical Elections Code applicant and participating candidates do not apply to non-participating candidates.

May 1 (Friday)

Qualifying Period Begins and First Day to Obtain and Circulate Nominating Petitions.

1. First day to Receive Qualifying Contributions and Obtain Receipt Books for the contributions. (*City Charter Article XVI Section 3 (P) and (Q)*)

2. Nominating Petitions. First day Candidates may obtain nominating petitions from the City Clerk. First day to hand out petitions for Council Candidates. (*§2-4-13 (B) (1) ROA.*) The number of registered voters shall be determined as of the date petitions may begin to be circulated, *Charter Article II, § 3.*

3. Declaration of Intent. The Applicant Candidate may not receive Qualifying Contributions until he/she has filed a Declaration of Intent. (*City Charter Article XVI Section 3 (P) and (Q)*)

4. The Expenditure and Seed Money and In-Kind Contribution Report shall be filed no later than by noon on the same day the Declaration of Intent is filed. An affidavit must be filed along with the Electronic Report. (*Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part K 6*)

May 15, 22 & 29

Qualifying Contribution Reports. On each Friday, beginning, May 15, Applicant Candidates shall report their Qualifying Contributions by turning in their receipts and contributions to the City Clerk. The reports and contributions are due by noon on each Friday. (*Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part K 7*)

May 15 (Fri.)

1. First Day to Submit Nominating Petition Signatures. Nominating Petitions may be submitted to the Clerk's Office beginning on May 15.

2. Submission of Qualifying Contribution Receipts with Petition Signatures. If a candidate chooses to collect Qualifying Contributions along with Petition signatures, both the Petition Form and the Qualifying Contribution Receipt must be completed. However, if a registered voter fills out the two forms concurrently, the address on the Petition Form will be used by the Clerk to verify the registration of the signer for both the Petition and the Receipt. The signer of the Form and Receipt may just sign the Receipt, and state "Petition Signed", Print their name, date and sign it, and not provide their address a second time. The candidate must still complete their portion of the Receipt.

May 31 (Sun.)

Final day for Applicant Candidates to Collect Qualifying Contributions and Seed Money. (*City Charter Article XVI Section 3 (Q)*)

June 1 (Mon.) **Applicant Candidate Application and Reporting.** The following are due by Noon:

1. Application for Certification as a Participating Candidate.

2. Second Disclosure Report of Seed Money and In-Kind Contributions, along with the affidavit in support of the Disclosure Report is due at noon.

3. Report of Final Qualifying Contributions and Receipts is due by 5:00 p.m.

(City Charter Article XVI Section 7 and Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part K 9)

June 2 (Tue.) **Certification of Participating Candidates**
(Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part K 10)

June 3 (Wed.) **Distribution of Fund Revenue** to certified Participating Candidates.
(Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part K 11)

During June, attend training on submitting disclosure reports electronically.

June 29 (Mon.) **Last Day to Collect and Requirement to Submit Nominating Petition Signatures.** Nominating Petitions shall be submitted by 5:00 p.m. at the Clerk's Office. *(City Ordinance §2-4-13B)*

July 17 (Fri.) **First Campaign Disclosure Statement Due.** First campaign disclosure statement due at the City Clerk's office by noon.
(City Charter Article XIII section 4-G-2)

Aug. 7 (Fri.) **Political Signs.** First day political signs can be displayed. *(City Zoning Code, Section 14-16-3-5 (B)(3))*

Aug. 11 (Tues.) **Declaration of Candidacy.** Candidates must file their Declarations of Candidacy with the City Clerk between 8:00 a.m. and 5:00 p.m. (*§3-8-274 NMSA*)

After August 11: Board of Ethics and Campaign Practices Rule 2 (e) requires that the Board hold an orientation session for candidates. City Clerk will announce the exact time to Candidates and Measure Finance Committees.

Aug. 13 (Thurs.) **1. Appear for Certification.** Candidates or their representatives are required to appear at the City Clerk's office for certification.

(§ 3-8-27 (D) 5 NMSA)

2. Candidates File Organization and Income Disclosure Statement.

Candidates file their disclosure statements reflecting the organizations they belong to; their sources of income; businesses relationships with the City; and, real estate interests at the City Clerk's office. (*City Charter Article XIII Section 3*)

3. 5:01 p.m.: Draw Ballot Order. The City Clerk draws the order of the candidates for the ballot. Candidates may draw their own lot. (§ 3-8-29 (A) NMSA)

- Aug. 14 (Fri.) **Second Campaign Disclosure Statement Due.** Second campaign disclosure statement due at the City Clerk's office by noon. (*City Charter Article XIII Section 4-G-2*)
- Aug. 18 (Tues.) **Withdrawal of Candidacy.** Last day for certified candidates to withdraw candidacy. (*NMSA 3-8-27 I*)
- Aug. 25 (Tues.) **Write-in Candidates .** Last day for filing as a write-in candidate. (*3-8-27 L (1) NMSA*)
- Aug. 26 (Wed.) **Write-in Candidates.** Clerk certifies write-in candidates. (*3-8-27 L (3) NMSA*)
- Aug. 27 (Thurs.) **Write-in Candidates.** Clerk posts names of certified write-in candidates by 9 a.m. (*3-8-27 L (4) (a), NMSA*)
- Sept 1 (Tues.) **Absentee Ballots.** First day for City Clerk to mail absentee ballots to voters whose applications have been approved. (*3-9-4 N NMSA*)
- Sept. 8 (Tues.) **1. Write-in Candidates.** Last day for write-in candidate to withdraw candidacy. (*3-8-27 L (5) NMSA*)
- 2. Voter Registration Closes.** (*1-4-8 A (1) NMSA*)
- Sept. 9 (Wed.) **1. Absentee Ballots.** First day to cast absentee ballots in person at the City Clerk's office. This is the first day for those voters who have received their absentee ballots in the mail and wish to cast them in person. (*3-9-4 K NMSA*)
- 2. Determination of Unopposed Participating Candidates.**
(*Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code Part J 14*)
- Sept. 11 (Fri.) **Third Campaign Disclosure Statement Due.** Third financial disclosure statement due at the City Clerk's office by noon. (*City Charter Article XIII Section 4-G-2*)

- Sept. 16 (Wed.) **Early Voting.** First day for in-person early voting at the City Clerk's office. (3-9-4 K NMSA)
- Sept. 25 (Fri.) **Fourth Campaign Disclosure Statement Due.** Fourth financial disclosure statement due at the City Clerk's office by noon. (City Charter Article XIII Section 4-G-2)
- Sept. 30 (Wed) **Daily Campaign Disclosure Statements Due.** Any candidate incurring any expenditure or receiving a contribution of over \$500.00 any time after 5:00 P.M. the Tuesday preceding the election shall file a disclosure statement with the City Clerk by 5:00 P.M. of the following day. (City Charter Article XIII Section 4-G-2)
- Oct. 2 (Fri.)
1. **Absentee Ballots.** Last day for City Clerk to mail absentee ballots and last day to cast absentee ballots in person. (3-9-4 N. NMSA)
 2. **Early Voting.** Last day for early voting. (City Charter Article XIII Section 3-9-4 N)
 3. **Challengers.** 5:00 p.m. is the deadline for candidates to file a petition appointing challengers and watchers. (3-8-31 B. NMSA)
 4. **Mandatory meeting with Board of Ethics.** Candidates appear before the Ethics Board between noon Friday before the election and the election day. This is a mandatory meeting and is usually scheduled for late Friday afternoon. (Board of Ethics Rules and Regulations Section M)
 5. **Fifth Campaign Disclosure Statement Due.** Fifth financial disclosure statement due at the City Clerk's office by noon. (City Charter Article XIII Section 4-G-2)
- Oct. 5 (Mon.) **Sixth Campaign Disclosure Statement Due.** Sixth financial disclosure statement for October 6 election due at the City Clerk's office by noon. (City Charter Article XIII Section 4-G-2)
- Oct. 6 (Tues.) **ELECTION DAY:**
1. **Polls Open** at 7:00 a.m.
 2. **Absentee Ballots:** 7:00 p.m.: last time to accept completed absentee ballots (§3-9-8, NMSA).
 3. **Polls Close** at 7:00 p.m.
- Oct. 12 (Mon.)
1. **Voter Registration Reopens.** (§1-4-8 A (2) NMSA)
 2. **Seventh Campaign Disclosure Statement Due.** Seventh financial disclosure statement for October 6 election due at the City Clerk's office by noon. (City Charter Article XIII Section 4-G-2)

- Oct. 16 (Fri.) **1. Election Certification.** After 5:00 p.m. (2-4-17, ROA)
- 2. Political Signs.** Last day to take down political signs (except for runoff candidates). (14-16-3-5 (B) (3) ROA)
- Oct. 19 (Mon.) **Swearing in by City Clerk of Elected Candidates.** Elected candidates sworn in at City Clerk's Office. (2-4-8 (A) and (B) ROA)
- Oct. 20 (Tues.) **1. Runoff Election Absentee Ballots.** First day for Clerk to mail absentee ballots to voters whose applications have been approved for a November 24 runoff election. All dates for the Runoff election are subject to Council choosing the date of the Runoff (3-9-4 N, NMSA)
- 2. Refund Unspent Regular Election Public Funds.** Participating Candidates pay City Clerk all unspent or unencumbered funds received from the Open and Ethical Elections Fund and any Seed money from the Regular Election. (City Charter Article XVI Section (C))
- Oct. 26 (Mon.) **1. Deadline for Elected Candidate to File an Affidavit for Failing to Appear for Swearing In.** Elected candidates not sworn in on Oct. 19 must file an affidavit by 5:00 p.m. stating why they did not appear to be sworn in. (2-4-8, ROA)
- 2. Distribution of Fund Revenues to Publicly Financed Runoff Candidates.** (City Charter Article XVI Section 15 (A))
- Oct. 27 (Tues.) **Voter Registration Closes.** Registration Closes for Nov. 24 Runoff Election. (1-4-8 A (1), NMSA)
- Oct. 28 (Wed.) **Absentee Ballots.** First day to cast absentee ballots for the Runoff Election in person at the City Clerk's Office. This is the first day for those voters who have received their absentee ballots in the mail and would like to cast them in person at the City Clerk's Office. (3-9-4 (K), NMSA)
- Oct. 30 (Fri.) **First Runoff Campaign Disclosure Statement Due.** First financial disclosure statement for Runoff Election is due at the City Clerk's office by noon. (Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code, City Charter Article XVI; Runoff Election Schedule Section 2)
- Nov. 3 (Tues.) **Last day for Late Swearing In.** Candidates elected in the October 6 Regular Election to be sworn in late at City Clerk's office must be sworn in no later than 5:00 p.m. and only if they had filed an affidavit on October 26th. (2-4-8, ROA)
- Nov. 4 (Wed.) **Early Voting.** First day for in person early Runoff Election voting at the City Clerk's office. (3-9-4 K, NMSA)

- Nov. 13 (Fri.) **Second Runoff Campaign Disclosure Statement.** Second financial disclosure statement for Runoff Election due at the City Clerk's Office by noon. (*Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code, City Charter Article XVI; Runoff Election Schedule Section 3*)
- Nov. 18 (Wed.) **Daily Runoff Campaign Disclosure Statements Due.** Any candidate incurring any expenditure or receiving a contribution of over \$500.00 any time after 5:00 P.M. the Tuesday preceding the election shall file a disclosure statement with the City Clerk by 5:00 p.m. of the following day. (*City Charter Article XIII Section 4-G-2*)
- Nov 20 (Fri.)
1. **Eighth Regular Campaign Disclosure Statement Due – Regular Election.** Last day to file the eighth (final) financial disclosure statement for the Regular (October 6.) Election, due at the City Clerk's Office by noon. (*City Charter Article XIII Section 4-G-2*)
 2. **Third Runoff Campaign Disclosure Statement Due.** Third financial disclosure statement for the Runoff Election due at the City Clerk's Office by noon. (*Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code, City Charter Article XVI; Runoff Election Schedule Section 3*)
 3. **Mandatory Board of Ethics Meeting** for runoff candidates. This meeting is usually scheduled on Friday afternoon (*Charter XIII, §4 (I) 3. for the November 24 Election*)
 4. **Absentee Ballots.** Last day for clerk to mail absentee ballots. Last day to cast absentee ballots in person. (*NMSA 3-9-4 N*)
 5. **Early Voting.** Last day for early voting. (*NMSA 3-9-4 K*)
 6. **Challengers:** 5:00 p.m. is deadline for candidates to file petition appointing challengers and watchers. (*NMSA 3-8-31 B*)
- Nov. 23 (Mon.) **Fourth Runoff Campaign Disclosure Statement Due.** Fourth financial disclosure statement for the Runoff Election due at City Clerk's office by noon. (*Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code, City Charter Article XVI; Runoff Election Schedule Section 2*)
- Nov.24 (Tues.) **RUNOFF ELECTION DAY** (subject to approval of City Council)
1. **Polls Open** at 7:00 a.m.
 2. **Absentee ballots:** 7:00 p.m.: last time to accept completed absentee ballots.
 3. **Polls Close** at 7:00 p.m.

- Nov. 30 (Mon) **Election Certification.** After 5:00 p.m. (2-4-17, ROA)
- Dec. 1 (Tues.) **1. Candidates Sworn into office.** Candidates certified as elected are sworn in and take office. (2-4-8, ROA)
- 2. Fifth Runoff Campaign Disclosure Statement Due – Runoff Election.** Fifth financial disclosure statement for runoff election due at the City Clerk’s Office by noon. *(Regulations of the Albuquerque City Clerk for the Open and Ethical Elections Code, City Charter Article XVI; Runoff Election Schedule Section 2)*
- Dec. 4 (Fri.) **Political Signs.** Last day to take down political signs for runoff election. *((14-16-3-5 (B) (3) ROA)*
- Dec. 8 (Tues.) **Refund of unspent Public Funds.** Participating Runoff Election candidates pay City Clerk all unspent or unencumbered funds the Participating Candidate received from the Open and Ethical Elections Fund and Seed Money. *(Regulations of the Albuquerque City clerk for the Open and Ethical Elections Code, City Charter Article XVI; Runoff Election Schedule Section 6)*
- Jan. 8, 2010 (Fri.) **Sixth Campaign Disclosure Statement Due – Runoff Election.** Final financial disclosure statement for Runoff Election due by noon. *(Regulations of the Albuquerque city clerk for the Open and Ethical Elections Code, City Charter Article XVI; Runoff Election Schedule Section 7)*