

Special Election Timeline

Accepting Resignation/Setting Election

1. Receive Resignation (if over 6 months left in a term, then a special election is required)
2. City Council should accept resignation and set a special election at the next regularly scheduled meeting or at a special meeting (you have 10 business days from the date of the vacancy to set the special election)
3. Election Date—must be not less than 30 days or more than 45 days from the date of the vacancy (If vacated Aug. 6, election will be Sept 17 in order to get ad in paper for Aug 15th)
4. Notice
 - a. Sea Coast Echo
 - i. For Sept 17 election—Advertise in Echo Aug. 15, Aug 22, August 29)
 - ii. You must publish for 3 successive weeks preceding the election. WE HAVE TO MAKE SURE THAT THE ECHO GETS THIS RIGHT!!!!
 - iii. To be safe, I would publish this ad each week from the time the election is called until the week before the election. This is worth the extra few dollars.
 - b. 3 public places within the City. My suggestions are to post at ALL of the following:
 - i. City Hall
 - ii. Council Chambers
 - iii. BSL Library
 - iv. County Courthouse on Main
 - v. County Annex

Qualifying

Each candidate shall qualify by petition filed with the municipal clerk by 5:00 p.m. at least twenty (20) days before the date of the election. If the twentieth day to file the petition before the election falls on a Sunday or legal holiday, the petition filed on the business day immediately following the Sunday or legal holiday shall be accepted.

The petition shall be signed by not less than fifty (50) qualified electors.

No qualifying fee shall be required of any candidate, and the election shall be held as far as practicable in the same manner as municipal general elections.

One Candidate Only or No Candidates

However, if nineteen (19) days before the date of the election only one (1) person shall have qualified as a candidate, the governing authority, or remainder of the governing authority, shall dispense with the election and appoint that one (1) candidate in lieu of an election.

In the event no person shall have qualified by 5:00 p.m. at least twenty (20) days before the date of the election, the governing authority or remainder of the governing authority shall dispense with the election and fill the vacancy by appointment. The clerk of the governing authority shall certify the appointment to the Secretary of State, and the appointed person shall be commissioned by the Governor.