

May 4, 2024
Montgomery County Joint Election
Exhibit C – Timetable

Participating Entity agrees that timing is critical, and failure to adhere to this Timetable without prior agreement of Contracting Officer may result in additional charges or cancellation of Contracting Officer’s duties and obligations to conduct Political Subdivision’s election under this Agreement. Participating Entity is responsible for meeting all deadlines under this Agreement, including such deadlines that occur when Participating Entity is closed for business.

The dates in this Exhibit C - Timetable that pertain to deadlines provided by statute are not to be considered legal advice and are for convenience only. The Office of the Texas Secretary of State provides a calendar of events with citations to the Texas Election Code and information specific to entity type at <https://www.sos.state.tx.us/elections/conducting/>. It is the responsibility of Participating Entity to confer with its attorney for guidance on any statutes that govern the entity and election and to comply with all requirements for orders, postings, and notices for the Political Subdivision and election.

Immediately

If your entity is not listed on Exhibit B, has “Need to Confirm Streets” indicated on Exhibit B, has annexed territory, or has made any boundary changes, you must contact Contracting Officer at Suzie.Harvey@mctx.org, Cynthia.Jamieson@mctx.org, and Matt.Murray@mctx.org immediately. Streets and block ranges in your jurisdictional boundaries must be defined, and this process can be lengthy. An Approval Form for streets must be signed by **February 9, 2024**, in order for Participating Entity to participate in the Joint Election.

January 30, 2024

Entity Fact Sheet due.

Electronic Ballot Template for candidate elections only (without candidate names) due.

Email Ballot Template for a special election on a measure as soon as it is available, and not later than the date the election is ordered.*

The **Ballot Template** must be emailed in a **Word** Document on our Ballot Template Form to Suzie.Harvey@mctx.org, Cynthia.Jamieson@mctx.org, and Jason.Lay@mctx.org.

Email exact candidate names separately, immediately following the Candidate Filing deadline. Email the order of candidates on the ballot immediately following your ballot position drawing.

*For a **special election on a measure** or a **confirmation election**, if the ballot language for the proposition(s) has not been finalized, or if the Spanish translations have not been completed, please provide the expected number of propositions and the details of any candidate race(s) so that the information can be inserted as place holders in the election database. This will allow ballot preparation to remain on schedule. Please see the entry under **February 19** for

information regarding the final **English ballot language for all propositions** and the entry under **February 23** for information regarding **Spanish translations**.

February 6, 2024

Deadline to email Suzie.Harvey@mctx.org and Cynthia.Jamieson@mctx.org **notification of participation** in Joint Election, even if your election has not been ordered or if the election might be canceled if it is uncontested. Contracting Officer is unable to accommodate anyone who responds late. If notice is not received by this date, Political Subdivision will not be included in future correspondence regarding the Joint Election.

February 16, 2024

Deadline to **order an election**, unless otherwise provided by statute. Please forward a copy of your Order of Election to Contracting Officer.

5:00 PM – Candidate Filing deadline, unless otherwise provided.*

*Schedule your ballot position drawing as soon as possible, but no later than the date provided by Contracting Officer on the Entity Fact Sheet. Email the order of candidates on the ballot (see entry under **February 26**).

Notice of ballot position drawing must be posted for 72 hours immediately preceding drawing.

The authority conducting the ballot position drawing must provide notice of the date, hour, and place of the drawing to each candidate by:

- 1) written notice:
 - (A) mailed to the address stated on the candidate's application for a place on the ballot, not later than the fourth day before the date of the drawing; or
 - (B) provided at the time the candidate files an application with the appropriate authority;
- (2) telephone, if a telephone number is provided on the candidate's application for a place on the ballot; or
- (3) e-mail, if an e-mail address is provided on the candidate's application for a place on the ballot.

5:15 PM – Deadline to notify Suzie.Harvey@mctx.org and Cynthia.Jamieson@mctx.org whether Political Subdivision has a **contested general election**. Political subdivision will not be included in the Joint Election if we do not receive notice.

5:15 PM – Deadline to email **candidate names** in the exact form in which they are to be printed on the ballot, as provided by the candidate on the Application for a Place on the Ballot, to Suzie.Harvey@mctx.org and Cynthia.Jamieson@mctx.org.

Note: Candidate names must be provided in the body of the email or in an attachment for the purpose of providing same, regardless of whether the names are included in any Notice of Election, Order Calling, or Order Appointing by any entity, agency, or Legislative action. The information must be provided in plain and unambiguous, direct communication, and without the need for Contracting Officer to infer or interpret the intent of Participating Entity.

Please submit a copy of the candidate applications that are applicable to the names that are to be printed on the Montgomery County ballot.

February 19, 2024

10:00 AM – Deadline to email **ballot changes**, other than write-in or withdrawal information, and not be charged additional fees. This includes any changes to the **English ballot language for all propositions**. Please see the entry under **February 23** for information regarding **Spanish translations**.

Changes create a significant burden when made after ballot proofs have been prepared.

February 20, 2024

12:00 PM – Deadline to email **phonetic pronunciation** of all candidate names that are not obvious, which will be used for the ballot audio recording.

5:00 PM – **Write-In Declaration Filing** deadline, unless otherwise provided by statute.*

5:15 PM – If a Write-In causes election to be **contested**, deadline to notify Suzie.Harvey@mctx.org and Cynthia.Jamieson@mctx.org.

5:15 PM – Deadline to email the names of **Write-In candidates**.

5:15 PM – If election is uncontested as of 5:00 PM on this date, Deadline to **cancel election** with Contracting Officer and incur **no fees** under this Agreement. If election is contested as of this date, but a timely candidate withdrawal after this date causes election to be uncontested, no charges will be assessed if Contracting Officer is notified of cancellation on the date of the withdrawal.

February 23, 2024

5:00 PM – **Candidate Withdrawal** deadline, including Write-In Candidates, unless otherwise provided by statute.

5:15 PM – Deadline to email Suzie.Harvey@mctx.org, Cynthia.Jamieson@mctx.org, and Jason.Lay@mctx.org **withdrawals** or **election cancellation**.

5:15 PM – If a candidate withdrawal on this date causes election to be uncontested, Deadline to **cancel election** with Contracting Officer and incur **no fees** under this Agreement.

5:15 PM – For a **special election on a measure** or a **confirmation election**, if the final Spanish translations have not already been provided, the final **Ballot Template, including the Spanish translations**, must be emailed in a **Word** Document on our Ballot Template Form to Suzie.Harvey@mctx.org, Cynthia.Jamieson@mctx.org, and Jason.Lay@mctx.org.

February 26, 2024

7:00 PM – Deadline to email **order of candidates on ballot** (please email it as soon as it is available, if sooner than the deadline) to Suzie.Harvey@mctx.org, Cynthia.Jamieson@mctx.org, and Jason.Lay@mctx.org.

Deadlines for ballot proofing and ballot approval will be emailed with ballot proofs. The Participating Entities must adhere to deadlines in order for Contracting Officer to meet the

Federal and/or State deadlines to mail or email, as applicable, any military and overseas ballots.

March 1, 2024

Deadline to receive executed **Election Services Agreement** and **Joint Election Agreement** by email, mail, or delivery (addresses on last page).

March 5, 2024

Deadline for political subdivision to deliver **Notice of Election** required by Section 4.008(a), Election Code, to Elections Administrator¹. Electronic delivery (addresses on last page) with attached pdf or scanned copy preferred.

****When submitting the Notice of Election for posting on the County's website, please indicate in the correspondence that it is being submitted for this purpose. If any affidavits or certificates of posting are required, either provide the specific required form or request that Contracting Officer's form be used, and indicate the number of originals required.**

The period between the deadline for Participating Entity to submit its Notice (60 days before Election Day) and the deadline for the Elections Administrator to post it on the County's website (21 days before Election Day) provides time for Participating Entity to make updates to the Notice, if needed, prior to posting. To allow time for any updates and for providing the full legal Notice of Election, the Elections Administrator will not post Notices on the County's website until, or near, the deadline to post. If Participating Entity revises its Notice after initially submitting it and wishes to have the revised Notice posted instead, Participating Entity may submit the revised Notice with notification that it is a revision/replacement for the website posting.

The Notice of Election shall be posted on the County's website no later than the 21st day before Election Day, as provided by Section 4.003(b), Election Code.

¹It is Contracting Officer's understanding that:

- a. the duty to receive the Notice of Election and post it on the County's website is transferred from the County Clerk to the Elections Administrator by Section 31.043(2)-(3) of the Texas Election Code; and
- b. it is not necessary to also provide the notice to the County Clerk.

However, the political subdivision is encouraged to ask the Office of the Secretary of State to confirm if unsure.

Sec. 31.043. DUTIES OF ADMINISTRATOR GENERALLY. The county elections administrator shall perform:

- (1) the duties and functions of the voter registrar;
- (2) the duties and functions placed on the county clerk by this code;
- (3) the duties and functions relating to elections that are placed on the county clerk by statutes outside this code, subject to Section 31.044; and
- (4) the duties and functions placed on the administrator under Sections 31.044 and 31.045.

March 18, 2024

9:00 AM – Public Logic and Accuracy Test and First Test of Automatic Tabulating Equipment held at Election Central, 9159 Airport Road, Conroe, Texas 77303.

April 4, 2024

Last day to register to vote for the **May 4, 2024** Election.

April 5, 2024

****10:00 AM** – Deadline to receive copy of any Notice or Order which Participating Entity wishes to have Contracting Officer post at polling places being used in the election, including

- copy of any debt obligation election order required to be posted by Section 4.003(f)(1), Election Code
- copy of any voter information document required to be posted by Section 1251.052(b), Government code
- copy of any order or ordinance of unopposed candidate(s) declared elected and election cancellation required to be posted by Section 2.053(a), Election Code
- copy of any notice of declaration of moot measure required to be posted by Section 2.081(b), Election Code

****When submitting a copy of the Notice or Order for posting at the polling places, please indicate in the correspondence that it is being submitted for this purpose. If any affidavits or certificates of posting are required, either provide the specific required form or request that Contracting Officer's form be used, and indicate the number of originals required.**

Electronic delivery of the copy, including the translation in Spanish and any other required language(s), to Contracting Officer (addresses on last page) is preferred.

Timely received copies will be posted by Contracting Officer as follows:

- Early Voting Polling Places – before polls open on the first day of Early Voting
- Election Day Polling Places – before polls open on Election Day

****Posting that is to be made earlier than the above schedule or at any location other than the polling places being used in the election is the responsibility of Participating Entity.**

****Posting of any item not timely received is the responsibility of Participating Entity.**

April 22 – 30, 2024

Early Voting period.

April 23, 2024

Last day to receive **applications for early voting ballot by mail** and Federal Post Card Applications (FPCA). The Early Voting Clerk may receive applications beginning at any time during the calendar year, but no later than this date.

Applications for ballot by mail should be sent to:

Mail	Fax*	Email*
Suzie Harvey Elections Administrator P. O. Box 2646 Conroe, TX 77305-2646	(936) 788-8340	Election.Ballot@mctx.org

*For an application for Ballot by Mail submitted by fax or email or an FPCA submitted by fax to be effective, the original must also be submitted by mail and be received not later than the fourth business day after it is received by fax or email.

Any applications received by Participating Entity must be delivered in person or by email or fax to Contracting Officer on the day of receipt, and original applications must also be mailed or delivered in person to Contracting Officer for all processing.

May 3, 2024

If applicable, last day to post notice at the entrance to any polling place from Political Subdivision's preceding election that is different from the polling place used for this election and provide the location of the new polling place, pursuant to Section 43.062, Texas Election Code.

Saturday, May 4, 2024

7:00 AM to 7:00 PM - Election Day

7:00 PM - Regular deadline to receive early voting ballots by mail.

May 7, 2024

Last day to begin the Partial Manual Count, if not waived.

May 10, 2024

Deadline to receive military ballots.

Last day for voter to cure defective Carrier Envelope for ballot by mail.

May 14 – 15, 2024

Recommended dates to schedule canvass.

These dates are determined by thorough evaluation of the following requirements:

Friday, May 10 - A: (Contracting Officer must wait until after 5:00 PM on this date to proceed)

- Last day for voters to cure provisional ballots due to ID issue
- Last day for voters to cure any mail ballot Carrier Envelope defects
- Last day for Contracting Officer to receive any eligible late mail ballots

Monday, May 13 - B:

- Early Voting Ballot Board will process the ballots listed above
- Final results reports will be generated

If none of the conditions above, under **Friday, May 10 - A**, exist for an individual Participating Entity and Contracting Officer is able to finalize the results for that entity, the canvass can be conducted on or after the third day after Election Day. However, Contracting Officer will not have the information regarding those conditions prior to the first business day after Election Day and is unable to guarantee the ability to make those determinations for each individual Participating Entity on that day. When possible and if requested, Contracting Officer will reasonably cooperate with an eligible Participating Entity to provide final results reports for canvass meeting scheduled earlier than the recommended dates to canvass.

May 7 – 15

Dates set by law to conduct official local canvass of returns.

Unless otherwise provided, pursuant to Section 67.004 (a) of the Texas Election Code, two members of the canvassing authority constitute a quorum for the purposes of canvassing.

May 28, 2024

Last day to complete the Partial Manual Count, if not waived.

30 days from date of Final Invoice

Pay balance due for election services. Checks should be made payable to: Montgomery County Elections Administrator.

March 5, 2026

First day that non-permanent election records* may be destroyed IF no contest or criminal investigation has arisen and IF no open records request has been filed.

*Permanent Records: (Sec. 66.001, 67.004, 67.006, Texas Election Code)

Election results in tabulated form must be preserved as a permanent record in the election register for each local canvassing authority by:

City: the city secretary

Political subdivision other than a county or city: the secretary of the governing body or, if there is no secretary, the presiding officer of the governing body

May 5, 2026

Candidate Applications must be retained by the governing body for two years after the date of the election (Sec. 141.036, Texas Election Code).

Suzie Harvey
Montgomery County Elections Administrator

Email

Suzie.Harvey@mctx.org
and
Cynthia.Jamieson@mctx.org

Mail

P. O. Box 2646
Conroe, TX 77305-2646

Delivery

9159 Airport Road
Conroe, TX 77303