

**TIMELINE OF LONE STAR GCD ELECTION ACTION ITEMS  
NOVEMBER 3, 2020, ELECTION**

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The following election-related actions are those required for Lone Star Groundwater Conservation District’s (“District’s”) November 3, 2020, election of directors pursuant to the District’s enabling legislation, as amended, Chapter 36 of the Texas Water Code, and the Texas Election Code. The District’s specific action items are also based upon the Texas Secretary of State’s November 3, 2020, Election Law Calendar.

**GENERAL NOTE:** The deadlines and actions set forth in this timeline may be different than that for other political subdivisions based upon: (1) the varying deadlines for political subdivisions in the Election Code and Water Code; and (2) the varying deadlines in the Election Code that depend on the specific election date (e.g., deadlines vary between the November uniform election date in even vs. odd-numbered years).

<u>Item No.</u>	<u>Required Action</u>	<u>Deadline or Recommended Date</u>	<u>Citation/Details</u>
1	Post Notice of Candidate Filing Deadline	June 18, 2020	Election Code § 141.040  - Post notice no later than 30 days before the first day on which a candidate may file an application
2	First day to file for a Place on the General Election Ballot	July 18, 2020 (no action required by District)	Election Code § 144.005  - 30 <sup>th</sup> day before the filing deadline
3	Board adopts Order of Election	August 17, 2020	Election Code § 3.005(c)  - For an election held on a uniform election date, the election shall be ordered not later than the 78 <sup>th</sup> day before election day  - Post order of election at District office and on website
4	Deadline to file for a Place on the General Election Ballot	August 17, 2020 at 5:00 p.m.	Election Code § 144.005  - Application must be filed no later than 5 p.m. on 78 <sup>th</sup> day before election day

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5	Execute contracts for county to provide election services	After final drafts are made available by county	Election Code § 271.002
6	Deadline to file a declaration of write-in candidacy	August 21, 2020 at 5:00 p.m.	Election Code § 146.054(b); Water Code § 36.059(a)  - Application must be filed no later than 5 pm on 74 <sup>th</sup> day before election day
7	Post <u>and</u> mail notice of drawing for order of names on ballot	August 21, 2020	Election Code § 52.094(c)  - Mail and email notice of drawing to candidates for contested positions as soon as more than one application is filed for a director position <sup>1</sup>  - Notice must be posted 72 hours prior to ballot drawing
8	Conduct drawing for order of names on ballot for all contested positions	SOS <i>Recommended</i> date: August 24, 2020	Election Code § 52.094  - Provide ballot names and order to candidates to review for accuracy (not required, but recommended by Texas Secretary of State)
9	Email Elections Administrator any cancelled (unopposed) positions and any name withdrawals	<i>Recommend</i> date: August 25, 2020	Election Code §§ 145.092(f), 146.054(c), and Water Code § 36.059(a)  - The ability to cancel depends on which place(s) are unopposed  - Earliest cancellation date is August 24 <sup>th</sup> and also 5 p.m. August 24 <sup>th</sup> is deadline for candidate to withdraw name <sup>2</sup>

<sup>1</sup> The notice should be mailed as soon as the position becomes contested, which can be prior to the August 21<sup>st</sup> deadline. In the event a candidate files on the filing deadline, the notice will be provided to the candidate at the time of filing (in addition to mail and email) per the Texas Secretary of State's recommendation.

<sup>2</sup> Note, however, that a provision in Election Code § 145.098 allows a candidate to request his/her name to be removed from the ballot after the withdrawal deadline and before the ballots are actually prepared.

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10	Deadline to send copy of Order of Election to Elections Administrator/ voter registrar and county clerk	September 4, 2020	Election Code § 4.008
11	Board takes formal action to declare candidates unopposed (if applicable) and election cancelled	September 2020 (date of regularly scheduled District Board meeting)	Election Code § 2.053 - Even if election for a position is cancelled, candidate does not take office until November
12	Period of mandatory election office hours	Begins September 14 through December 13, 2020	Election Code § 31.122 - 50th day before Election Day through 40th day after Election Day - District automatically complies based on its regular office hours; mainly applies to those entities that do not maintain regular/daily office hours
13	Post notice of election agent on bulletin board at District office	<i>Recommended</i> to post in September when office hours period begins	Election Code § 31.123(f) - No specific deadline
14	Deadline for Posting Notice of Election on bulletin board at District office	October 13, 2020	Election Code § 4.003(b) - Must stay posted through Election Day; also post on website
15	Period for Publishing Notice of Election in newspaper	October 4–26, 2020	Election Code §§ 1.006, 4.003(a) - Must be published at least once during this period; since the deadline falls on Saturday, October 24th, the deadline is extended to the next regular business day (October 26th)

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16	Period to canvass the election	November 6 - 17, 2020	<p>Election Code §§ 67.003-67.004</p> <ul style="list-style-type: none"> <li>- Note that canvass cannot be conducted until after the Early Voting Ballot Board meets; wait to conduct canvass until after receipt of notice from Elections Administrator</li> <li>- Must post notice at least 72 hours before canvass</li> <li>- Canvass can be conducted by 2 Board members</li> </ul>
17	Prepare certificate of election for newly elected directors; directors qualify for office by taking oath of office and signing statement of officer <sup>3</sup>	After canvass is complete; likely can be done at November 2020 regularly scheduled Board meeting	<p>Election Code §§ 67.003, 67.016</p> <ul style="list-style-type: none"> <li>- Canvass must be complete for positions that were not cancelled before certificates of election can be issued and qualification can occur for those positions</li> <li>- For any positions that were unopposed (election was cancelled), the first day that the new directors can qualify and be issued certificate of election is November 6th, but recommend issuing all certificates of election and qualifying all directors at same time/meeting</li> </ul>

**GENERAL NOTE:** Due to COVID-19, the Texas Secretary of State's office and Texas Attorney General's office have been issuing new guidelines/opinions on a weekly basis related to the pandemic's effect on the November 3, 2020 election. Most are directed towards the county elections administrators, but we will continue to monitor and will update you on whether any future guidelines/opinions impact any of the deadlines set forth in this calendar.

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<sup>3</sup> Note that a recount or a tie vote will affect the ability to issue the certificate of election and a director to qualify for office.