

**TIMELINE OF LONE STAR GCD ELECTION ACTION ITEMS
NOVEMBER 6, 2018, ELECTION**

The following election-related actions are those required for Lone Star Groundwater Conservation District's ("District's") November 6, 2018, election of directors pursuant to House Bill 1982 (2017), Chapter 36 of the Texas Water Code, and the Texas Election Code. The District's specific action items are also based upon the terms of the Election Services Agreement between the District and Montgomery County and the Texas Secretary of State's November 6, 2018, Election Law Calendar.

GENERAL NOTE: The deadlines and actions set forth in this timeline are different than that for other political subdivisions based upon: (1) the calling of a special election (as opposed to general) pursuant to Chapter 201 of the Election Code; (2) the varying deadlines for political subdivisions in the Election Code; and (3) 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	Send in form to confirm boundaries for all places on ballot and entity fact sheet to Elections Administrator	August 3, 2018	Exhibit C to Election Services Agreement
2	Board adopts Order of Election	August 20, 2018	Election Code § 201.054 - Post order of election at District office and on website
3	Post Notice of Filing Deadline	<i>Recommended</i> to post immediately after election is ordered	Election Code § 141.040 - No specific deadline based on special election, and § 141.040(b) provides that this requirement does not apply to this election cycle, but Texas Secretary of State recommends posting immediately after special election is ordered
4	Period of mandatory election office hours	Begins June 15, 2018 through December 16, 2018	Election Code § 31.122 - District automatically complies based on its regular office hours; mainly applies to those entities that do not maintain regular/daily office hours

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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	Post notice of election agent on bulletin board at District office	<i>Recommended</i> to post in June after office hours period begins	Election Code § 31.123(f) - No specific deadline
7	Deadline to apply for a place on the ballot	August 23, 2018 at 6:00 p.m.	Election Code § 201.054(f)-(g) - All remaining action items depend on applications filed and any write-ins under No. 8; <i>assess whether cancellation provisions apply</i>
8	Deadline to declare write-in candidacy	August 23, 2018 at 6:00 p.m.	Election Code § 201.054(g); Water Code § 36.059(a)
9	Deadline to email candidate names to Elections Administrator	August 23, 2018	Exhibit C to Election Services Agreement with Montgomery County; email names after 6:00 p.m. filing deadlines under Nos. 7 and 8
10	Post <u>and</u> mail notice of drawing for order of names on ballot Email Elections Administrator phonetic pronunciations for candidate names, if any	August 24, 2018	Election Code § 52.094(c); Exhibit C to Election Services Agreement - Mail and email to notice of drawing to candidates for contested positions as soon as more than one application is filed for a director position ¹
11	Conduct drawing for order of names on ballot for all contested positions	August 27, 2018	Election Code § 52.094 - Provide ballot names and order to candidates to review for accuracy (not required, but recommended by Texas Secretary of State)

¹ The notice should be mailed as soon as the position becomes contested, which can be prior to the August 24th 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.

<u>Item No.</u>	<u>Required Action</u>	<u>Deadline or Recommended Date</u>	<u>Citation/Details</u>
12	Email Elections Administrator any cancelled (unopposed) positions and any name withdrawals	August 28, 2018	Election Code § 145.092(a); Exhibit C to Election Services Agreement <ul style="list-style-type: none"> - The ability to cancel depends on which place(s) are unopposed - Earliest cancellation date is August 24th, but it is recommended that August 29th be considered earliest date due to August 28th deadline for candidate to withdraw name²
13	Deadline to send copy of Order of Election to Elections Administrator/ voter registrar and county clerk	September 7, 2018	Election Code § 4.008
14	Board takes formal action to declare candidates unopposed (if applicable) and election cancelled	September 11, 2018 (date of regularly scheduled District Board meeting)	Election Code § 2.053 <ul style="list-style-type: none"> - See No. 20—even if election for a position is cancelled, candidate does not take office until November
15	Deadline to send deposit to Elections Administrator (if applicable)	September 25, 2018	Exhibit C to Election Services Agreement
16	Deadline to send Elections Administrator notice of cancellation (if applicable) to post at polling places	October 16, 2018	Election Code § 2.053(a); Exhibit C to Election Services Agreement
17	Deadline for Posting Notice of Election on bulletin board at District office	October 16, 2018	Election Code § 4.003(b) <ul style="list-style-type: none"> - Must stay posted through Election Day; also post on website

² Note, however, that the new provision in Election Code § 145.098 passed last session 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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18	Period for Publishing Notice of Election in newspaper	October 7 - 29, 2018	Election Code §§ 1.006, 4.003(a) <ul style="list-style-type: none"> - Must be published at least once during this period; since the deadline falls on Saturday, October 27th, the deadline is extended to the next regular business day (October 29th)
19	Period to canvass the election	November 9 - 20, 2018	Election Code §§ 67.003-67.004 <ul style="list-style-type: none"> - 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 - Must post notice at least 72 hours before canvass - Canvass can be conducted by 2 Board members
20	Prepare certificate of election for newly elected directors; directors qualify for office by taking oath of office and signing statement of officer ³	After canvass is complete; likely can be done at November 13, 2018, regularly scheduled Board meeting	Election Code §§ 67.003, 67.016 <ul style="list-style-type: none"> - Canvass must be complete for positions that were not cancelled before certificates of election can be issued and qualification can occur for those positions - 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 9th, but recommend issuing all certificates of election and qualify all directors at same time/meeting

³ 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.

<u>Item No.</u>	<u>Required Action</u>	<u>Deadline or Recommended Date</u>	<u>Citation/Details</u>
21	Deadline for filing precinct-by-precinct returns with the Secretary of State	December 6, 2018	Election Code § 67.017 Election Services Contract with County says county may provide this service if agreed to by the parties—will confirm with Elections Administrator whether county will file returns
22	Pay final balance due for elections services to Elections Administrator	Within 30 days from date of final invoice <i>Likely in mid-December</i>	Exhibit C to Election Services Agreement