

## 2019 City of Birmingham Elections Calendar

### Special School Tax and City Council Districts 1, 6 & 7 Election

**DISCLAIMER:** This election calendar is provided as a service to candidates running for municipal office. Sole use of the calendar is at the risk of the candidate. Each candidate should verify dates and the information herein.

**In most instances, dates shown represent the final deadline for performing a task or duty.**

Once a candidate establishes a principle campaign committee pursuant to the Fair Campaign Practices Act, the committee must file monthly campaign disclosure reports pursuant to §17-5-8. The reports are due on the second business day of the subsequent month during the time leading up to the election with the exception of the month preceding the election. For the four (4) weeks prior to the election, weekly reports covering each week must be filed on Monday of the following week. A candidate who is required to file a weekly report during this period is not also required to file a monthly report in the month in which the election is held. This eliminates duplicative filings. See §17-5-8(k), Code of Alabama 1975. Forms are available on the Alabama Secretary of State's website and in the probate judge's election office.

FCPA Forms for municipal candidates must be filed with the probate judge in the county in which the office is sought. See §17-5-9(a).

In the case of candidates for a municipal office where the municipality is located in more than one county, the statements and reports shall be filed *in the county where the city hall of the municipality is located*.

The probate judge of the county where the report is filed, if the municipality is located in more than one county, shall provide a copy of the report to the probate judge of the other county or counties where the municipality is located. See §17-5-9(c).

**Qualifying and FCPA filings for all City of Birmingham Elections take place in the Judge of Probate Office of Jefferson County- Election Division.**

**Contact person: Alexandria Stephens, County Elections Supervisor- 254-7387**

#### **Wednesday, July 10, 2019**

Last day a person can become a resident of the municipality and district and still be a candidate for election. Candidates must reside in the municipality and the district for a period of 90 days before the election.

#### **\*Friday, August 9, 2019**

Latest date the Election Commission can call the Election (60 days prior to election). Legal notice of the election will be advertised to comport with the 60 day notice.

Qualifying begins upon publication of the notice of election (All candidates for Birmingham Municipal Elections, qualify in the Judge of Probate Office of Jefferson County- Election Division)

Please contact Jefferson County Probate- Election's Division for information and instructions on filing Campaign forms. Contact person: Alexandria Stephens, County Elections Supervisor- 254-7387

The Fair Campaign Practices Act requires all candidates to file with the PROBATE JUDGE in the county where the city hall of the municipality is located a list of two to five persons who will serve as their campaign committee. §17-5-9(c) (Appointment of Principal Campaign Committee Form). Candidates may serve as their own committee, but must still file a form to this effect with the PROBATE JUDGE. THIS FORM MUST BE FILED WITHIN FIVE (5) DAYS OF QUALIFYING TO RUN FOR OFFICE. THIS FORM MUST BE FILED REGARDLESS OF WHETHER THE CANDIDATE HAS REACHED THE \$1,000 THRESHOLD UNDER THE FAIR CAMPAIGN PRACTICES ACT. Forms are available on the Alabama Secretary of State's website.

**IN ADDITION**, once a candidate establishes a principal campaign committee pursuant to the Fair Campaign Practices Act, the committee must file monthly campaign disclosure reports pursuant to §17-5-8. The reports are due on the second business day of the subsequent month with the exception of the month preceding the election at which point the reports are due weekly on the Monday for the succeeding week for each of the four weeks prior to the election that includes all reportable activities of the previous week.

**FURTHER**, the Ethics Law requires candidates to file a statement of economic interests with the STATE ETHICS COMMISSION. In addition, the Ethics Commission must confirm to **the Judge of Probate in the City of Birmingham elections** within five (5) business days that the candidate has filed the form required. § 36-25-15. **THE CLERK IS REQUIRED TO REMOVE FROM THE BALLOT THE NAME OF ANY CANDIDATE WHO FAILS TO FILE THE STATEMENT OF ECONOMIC INTERESTS BY THE DEADLINE.** Incumbents do not have to file the statement of economic interests as they are required to submit an annual report which is on file with the ETHICS COMMISSION. §36-25-15.

**Friday, August 23, 2019**

Qualifying ends at 5:00 p.m. as outlined by the Mayor Council Act (45 days prior to the date of the election).

**Monday, August 26-30, 2019**

On-site absentee voting in City Hall- Conference Room A (3<sup>rd</sup> Floor City Hall) starts after the delivery of the absentee voting supplies from the printer (supplies are normally delivered within 2-3 days the week after qualifying ends).

**Friday, September 6, 2019**

Sample ballot posted on display 1<sup>st</sup> Floor City Hall (at least 30 days prior to the election).

Mail notices to voters of special election and polling place assignments (at least 30 days prior to the election).

**Monday, September 16, 2019**

Principal campaign committee must file weekly campaign disclosure report with PROBATE JUDGE in county where the city hall of the municipality is located pursuant to 17-5-8. FCPA Weekly Reports are required weekly on the Monday for the succeeding week for each of the four weeks prior to the election that includes all reportable activities of the previous week.

Forms are available on the Alabama Secretary of State's website.

Please contact Jefferson County Probate- Election's Division for information and instructions on filing Campaign forms. Contact person: Alexandria Stephens, County Elections Supervisor- 254-7387

**\*Wednesday, September 18, 2019**

Earliest date Election Commission can appoint poll workers (not less than 10 days prior to the election).

**Monday, September 23, 2019**

Principal campaign committee must file weekly campaign disclosure report with PROBATE JUDGE in county where the city hall of the municipality is located pursuant to 17-5-8. FCPA Weekly Reports are required weekly on the Monday for the succeeding week for each of the four weeks prior to the election that includes all reportable activities of the previous week.

Forms are available on the Alabama Secretary of State's website and in the probate judge's election office.

Please contact Jefferson County Probate- Election's Division for information and instructions on filing Campaign forms. Contact person: Alexandria Stephens, County Elections Supervisor- 254-7387

**Tuesday, September 24, 2019**

Last day to register to vote for the municipal general election 14<sup>th</sup> day before the election. If you reside in Jefferson County registration takes place in the Jefferson County Registrars Office. However, if you reside in the Shelby County portion of Birmingham, registration takes place in the Shelby County Registrars Office.

**Electronic Voting Rule** – First day to test electronic vote counters, not more than 14 days before the election. The test must be conducted as close as practicable to the date of the election. The test is open to the public (48hrs notice).

**Friday, September 27, 2019**

Last day to publish list of election officers and the voting places to which they are assigned, at least 10 days prior to the election.

**Monday, September 30, 2019**

Principal campaign committee must file weekly campaign disclosure report with PROBATE JUDGE in county where the city hall of the municipality is located pursuant to 17-5-8. FCPA Weekly Reports are required weekly on the Monday for the succeeding week for each of the four weeks prior to the election that includes all reportable activities of the previous week.

Forms are available on the Alabama Secretary of State's website and in the probate judge's election office.

Please contact Jefferson County Probate- Election's Division for information and instructions on filing Campaign forms. Contact person: Alexandria Stephens, County Elections Supervisor- 254-7387

**Thursday, October 3, 2019**

Last day to make application for regular absentee ballot and vote absentee in person (5 days prior to election).

Last day to conduct a training school for officials who will conduct an election using electronic voting machines, not less than 5 days before an election.

Last day to post list of qualified voters, at least 5 days prior to the election (list to be distributed to a selected number of local libraries).

**Friday, October 4, 2019**

Last day for an absentee voter who is required to provide identification but failed to include it with the ballot to submit identification to the absentee election manager (City Clerk) by 5:00 p.m. on the Friday before the election to prevent the ballot from becoming a provisional ballot.

**Monday, October 7, 2019**

Last day for a voter to apply for an emergency absentee ballot if he or she is required by his or her employer to be out of the country on election day. §17-11-3(d).

If an absentee ballot is returned by mail, it must be postmarked by October 8 and received by noon the day of the election. The deadline for hand-delivery of absentee ballots is the close of business on October 7.

Principal campaign committee must file weekly campaign disclosure report with PROBATE JUDGE in county where the city hall of the municipality is located pursuant to 17-5-8. FCPA Weekly Reports are required weekly on the Monday for the succeeding week for each of the four weeks prior to the election that includes all reportable activities of the previous week.

Forms are available on the Alabama Secretary of State's website and in the probate judge's election office.

Please contact Jefferson County Probate- Election's Division for information and instructions on filing Campaign forms. Contact person: Alexandria Stephens, County Elections Supervisor- 254-7387

**Tuesday, October 8, 2019**

Election Day- Polling hours 7:00 a.m. until 7:00 p.m.

Candidates may appoint a poll watcher to observe voting procedures in the polling place. **The appointment must be made in writing, signed by the candidate**, and presented to election officials at the polling place (a sample form is available on the City Clerk's webpage).

<https://www.birminghamal.gov/about/city-directory/city-clerk/>

**Wednesday, October 9, 2019**

The Municipal Clerk must deliver the written affirmations of the provisional voters, inspector challenge statements, and all voter re-identification forms in a sealed envelope addressed to the board of registrars to the board of registrars no later than noon on the day following the election.

**Friday, October 11, 2019**

Last day for an absentee voter who was required to provide identification but failed to provide it before the election to submit identification to the board of registrars in order to have the vote counted no later than 5:00 PM on the Friday following the election. If you reside in Jefferson County identification must be submitted to the Jefferson County Registrars Office. However, if you reside in the Shelby County portion of Birmingham, identification must be submitted to the Shelby County Registrars Office.

**\*Tuesday, October 15, 2019**

12:00 noon Election Commission Meeting (canvass election results- location tba)

**Thursday, October 17, 2019**

Within 48 hours of canvassing any person with standing may make a request to the canvassing board for a recount.

Petitioner must prepay the cost of the recount and must give security to cover the costs in an amount as determined by the canvassing body.

**Monday, October 21, 2019**

Last day a candidate may contest the results of the general election, within 5 days after the results of the election declared.

**Tuesday, October 22, 2019**

Newly elected City Councilmembers not involved in a run-off take office.

**Tuesday, October 22-24, 2019**

On-site absentee voting for the runoff election starts after the delivery of the absentee voting supplies from the Printer (Conference Room A-3<sup>rd</sup> Floor City Hall).

**Monday, October 28, 2019**

Principal campaign committee must file weekly campaign disclosure report with PROBATE JUDGE in county where the city hall of the municipality is located pursuant to 17-5-8. FCPA Weekly Reports are required weekly on the Monday for the succeeding week for each of the four weeks prior to the election that includes all reportable activities of the previous week.

Forms are available on the Alabama Secretary of State's website and in the probate judge's election office.

Please contact Jefferson County Probate- Election's Division for information and instructions on filing Campaign forms. Contact person: Alexandria Stephens, County Elections Supervisor- 254-7387

**Monday, November 4, 2019**

Principal campaign committee must file weekly campaign disclosure report with PROBATE JUDGE in county where the city hall of the municipality is located pursuant to 17-5-8. FCPA Weekly Reports are required weekly on the Monday for the succeeding week for each of the four weeks prior to the election that includes all reportable activities of the previous week.

Forms are available on the Alabama Secretary of State's website and in the probate judge's election office.

Please contact Jefferson County Probate- Election's Division for information and instructions on filing Campaign forms. Contact person: Alexandria Stephens, County Elections Supervisor- 254-7387

**Tuesday, November 5, 2019**

Last day to register to vote for the municipal runoff election, 14<sup>th</sup> day before the election (If you reside in Jefferson County registration takes place in the Jefferson County Registrars Office. However, if you reside in the Shelby County portion of Birmingham, registration takes place in the Shelby County Registrars Office).

First day to test electronic vote counters, not more than 14 days before the election. The test must be conducted as close as practicable to the date of the election. The test is open to the public. (48hrs notice)

**Monday, November 11, 2019**

Principal campaign committee must file weekly campaign disclosure report with PROBATE JUDGE in county where the city hall of the municipality is located pursuant to 17-5-8. FCPA Weekly Reports are required weekly on the Monday for the succeeding week for each of the four weeks prior to the election that includes all reportable activities of the previous week.

Forms are available on the Alabama Secretary of State's website and in the probate judge's election office.

Please contact Jefferson County Probate- Election's Division for information and instructions on filing Campaign forms. Contact person: Alexandria Stephens, County Elections Supervisor- 254-7387

**Thursday, November 14, 2019**

Last day for a voter to apply for a regular absentee ballot 5 days before the election.

**Friday, November 15, 2019**

Last day for an absentee voter who is required to provide identification but failed to include it with the ballot to submit this identification to the absentee election manager (City Clerk) by 5:00 p.m. on the Friday before the election to prevent the ballot from becoming a provisional ballot.

**Monday, November 18, 2019**

Last day for a voter to apply for an emergency absentee ballot if he or she is required by his or her employer to be out of the country on election day.

If an absentee ballot is returned by mail, it must be postmarked by November 19 and received by noon the day of the election. The deadline for hand-delivery of absentee ballots is the close of business on November 18.

Principal campaign committee must file weekly campaign disclosure report with PROBATE JUDGE in county where the city hall of the municipality is located pursuant to 17-5-8. FCPA Weekly Reports are required weekly on the Monday for the succeeding week for each of the four weeks prior to the election that includes all reportable activities of the previous week.

Forms are available on the Alabama Secretary of State's website and in the probate judge's election office.

Please contact Jefferson County Probate- Election's Division for information and instructions on filing Campaign forms. Contact person: Alexandria Stephens, County Elections Supervisor- 254-7387

### **Tuesday, November 19, 2019**

Run-off Election Day.

Candidates may appoint a poll watcher to observe voting procedures in the polling place. **The appointment must be made in writing, signed by the candidate**, and presented to the election officials at the polling place (a sample form is available on the City Clerk's webpage).

<https://www.birminghamal.gov/about/city-directory/city-clerk/>

### **Wednesday, November 20, 2019**

Municipal Clerk must deliver the written affirmations of the provisional voters, inspector challenge statements, and all voter re-identification forms in a sealed envelope addressed to the board of registrars no later than noon.

### **Friday, November 22, 2019**

Last day for an absentee voter who was required to provide identification but failed to provide it before the election to submit identification to the board of registrars in order to have the vote counted no later than 5:00 P.M. on the Friday following the election. If you reside in Jefferson County identification must be submitted to the Jefferson County Registrars Office. However, if you reside in the Shelby County portion of Birmingham, identification must be submitted to the Shelby County Registrars Office.

### **Tuesday, November 26, 2019**

12:00 noon Election Commission Meeting (canvass election results- location tba)

### **Thursday, November 28, 2019**

Within 48 hours of canvassing any person with standing may make a request to the canvassing board for a recount.

Petitioner must prepay the cost of the recount and must give security to cover the costs in an amount as determined by the canvassing body.

**Monday, December 2, 2019**

Last day a candidate may contest the results of the runoff election, within 5 days after the results of the election declared.

**Tuesday, December 3, 2019**

Newly elected City Councilmembers take office.