

DUMB THINGS
CLERKS NEED TO
KNOW ABOUT
ELECTIONS

CLERK'S PRAYER

Here I am in elections deep
I pray the Lord my sanity to keep
If I should crack before the day
Clerk friends will understand anyway.

Reassurances

- If a City Clerk can do agendas, take minutes at council meetings, post ordinances, balance city accounts, issue business licenses and permits, take garbage and utility calls, take barking dog calls, explain to Mr. Smith that the city is not responsible for patching pot holes in the parking lot at the Tasty Freeze, and reassure Ms. Jones that her address at 666 Elm Street is not the sign of the devil, you can handle an election

ELECTION CALENDAR



Municipal Election Calendar

Prepared by the Alabama League of Municipalities • www.alam.org • 334-262-2566



DISCLAIMER: This election calendar is provided as a service to candidates running in the general municipal election and those officials responsible for conducting the municipal election to be held in 2020. Use of this calendar is at the sole risk of the candidate. It is the responsibility of the candidate or official to verify the dates on which forms are due. The Alabama League of Municipalities and the municipality and/or official that may distribute this form disclaim any responsibility or liability for failure to comply with any filing requirement or any other election law. All citations are to the Code of Alabama 1975 unless otherwise stated. Further, it is the sole responsibility of the user to confirm any changes to election laws or deadlines which may occur after the publication of this calendar.

For more information on the 2020 Municipal General Election and a more detailed elections calendar, please refer to the Special Report prepared by the Alabama League of Municipalities titled "Procedures for Holding Elections in Mayor-Council Municipalities" (2019 ed.) which will be available for download after November 15, 2019 at www.alam.org.

2020

■ Hol ■ CC ■ Elect

JANUARY							FEBRUARY							MARCH							APRIL						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4	26	27	28	29	30	31	1	1	2	3	4	5	6	7	29	30	31	1	2	3	4
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25
26	27	28	29	30	31	1	23	24	25	26	27	28	29	29	30	31	1	2	3	4	26	27	28	29	30	1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9	5	6	7	8	9	10	11	3	4	5	6	7	8	9

MAY							JUNE							JULY							AUGUST						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	1	2	3	4	26	27	28	29	30	1	2
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1	23	24	25	26	27	28	29
31	1	2	3	4	5	6	5	6	7	8	9	10	11	2	3	4	5	6	7	8	30	31	1	2	3	4	5

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5	27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30	1	2	3	25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2
4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9

ELECTION CALENDAR

- Suggest either on an electronic or desk calendar, put in all Council meeting dates and all holidays.
- Take Municipal Election Calendar and put in election “do by” dates.
 - Remember, if an item requires action by the City Council, your Council meeting date preceding the deadline is your “do by” date.

MISLEADING CALENDAR ITEMS

- Some items on the elections calendar are misleading, such as:
 - June 26, 2020 – First day to conduct poll worker training.
 - Poll workers cannot be close relatives of candidates. All candidates will not be known until July 21. Poll workers must be appointed by the Council. Training will take place between the date the poll officials are appointed in late July or early August, and the last day to do so on August 20.

MISLEADING CALENDAR ITEMS

- July 21, 2020 – Mayor gives list of qualified voters to the Clerk (for use with absentee applications)
 - Outside of the fact the Mayor seldom does this, you will need a list of qualified voters to qualify candidates beginning July 7
 - Also, if districts are redrawn, you need the number of voters in each district which must be completed by May 25
 - It is wise to check for voters living in newly annexed areas.
 - Suggest get preliminary list from SOS or County in early spring

ELECTION CALENDAR

- The last day to contest the general election is September 7. This is Labor Day. This date will move to September 8.
- Canvass meetings are held by noon, 7 days after the election regardless of the date and time of your regular Council meetings
- The new Council will take office on Monday, November 2, 2020 regardless of the date of your regular Council meetings.

New stuff

- Statement of Economic Interests (SEI), also known as the Ethics form, is filed directly with the Ethics Commission within 5 days of becoming a candidate. The Clerk has 5 days to report qualification (overlaps with candidate time). Clerks should report same day if at all possible to avoid delays. The Commission has 5 days to confirm or reject submitted names.
- Absentee Ballots - Voter ID is now required with the absentee application.

New Clerk Stuff

- Absentee supplies are daunting when you receive a large box or boxes
- Take time to familiarize yourself with these supplies
- Most of it is common sense. The folded ballot goes into the smallest (Secrecy) envelope. That goes into the next larger Certification envelope. Then into the brown return envelope. If mailing the ballot to voter, all of this plus the instructions go into the largest white envelope.

New Clerk Stuff

- There will be instructions, lists for absentee ballots given out, a spoiled ballot envelope, and forms to mail to the voter to advise them of something done wrong.
- Be sure to secure returned ballots in a safe place until election day
- Remember (and remind voter) that extra postage is required to mail
- Ignore the air mail supplies - just remember you have it. Only used for military and overseas voters
- You will most likely have more walk-in absentee voters, than absentees done by mail.

New and Seasoned Clerk Stuff

- In past years, provisional absentee supplies were rarely needed. This cycle I anticipate there will be more provisional absentee ballots because of the new 8-day before the election cutoff for IDs. In addition to all of the regular absentee information, there will be provisional forms and instructions to be mailed with the ballot, and when received, the ballots will be held separately from the regular absentees in a provisional absentee box.
- **Provisionals will not be counted by absentee poll workers.**

New and Seasoned Clerk Stuff

- There will be provisional absentee ballot boxes and precinct return envelopes supplied, a list for provisional voters, and instructions and forms to send voters, and inspector challenge forms in the box.
- Keep counties separate if in more than one county

New Clerk Stuff

- A few days before the election, you will receive your voting day ballots and supplies.
- Sort voting supplies by precinct when they are delivered to you
- Provisional ballot boxes are generic. Write on each box what precinct and what county the box is to be used for
- If in more than one county, ask ESS for additional return supplies

Election day stuff

- Have a list of telephone numbers ready
 - Board of Registrars for each county
 - Machine supplier in case of breakdown
 - Secretary of State's office (Ed Packard)
 - League of Municipalities (Ken, Lori, Rob, & Teneé)
 - Have numbers for each of your Chief Inspectors
 - Fellow clerks who can help

Election Day Stuff

- For the most part, you will be in your office and away from the polling area.
- It is up to the Chief Inspector at the polls and the law enforcement officer at that site (if available) to preserve order for the voting process.

Election Day Stuff

- There is a new provision that college or high school students at least 16 years old and at least a Junior, may assist at the polls. They cannot assist voters or use machines, but they might be able to remove campaign materials and remind voters to step outside after voting, or watch for elderly or disabled voters in line and advise them they are allowed to move to the front. Since this is a summer election, there may not be many as the school has to recommend them.

More Election Day Stuff

- The Clerks responsibilities on Election Day do not really begin, until returns come into City Hall.
- If possible, it might be helpful to have another employee – not a candidate – with a check off list to assist in making sure all of the election supplies are returned.

More Election Day Stuff

- Ask this person to help you verify the numbers from the machines from each site and the absentee box as they come in
- Voted ballots must be kept in a secure area until the time for a contest has passed. Unvoted ballots still in sealed boxes from each precinct must also be preserved.
- After time for contest has passed, all election supplies may be moved to storage to remain for six month before destruction

More Election Day Stuff

- You may have several newspapers and television stations harassing you for vote totals for their next edition or news broadcast. Sometimes returns are slow coming in. Poll workers are tired, and have many responsibilities after the polls close. If you have a police officer available, he/she can bring your copy of the results to you. Tell your chief inspector this at your training.

More Election Day Stuff

- Having a set of hand trucks available helps in moving stacks of boxes.
- Remember you have returns to file by noon on the day following the election.

Election Day Evening

- You will have been at City Hall since about 6:00 a.m. in case any polling site needed anything
- It will probably be 8:30 p.m. at the earliest before you leave, and it could be much later
- I recommend chocolate and Tylenol during the day
- I recommend wine and bubble bath at home to de-stress