

Municipal Election 2009 Deadlines and Time Frames "AT-A-GLANCE"

JULY 29	Latest date to begin voter enumeration	The listing of voters process must begin at least 2 months prior to Election Day. You may begin BEFORE July 29
AUG 29	Voters List must be completed	Got 'em all?
AUG 22 (earliest) to Aug 29 (latest)	Posting of the time and place for: • nominating candidates • the election	Must be posted 10 days before Nomination Day (if only one day is set) or 10 days before the first nomination day (if more than one day is set - in at least 2 places in town and in a local newspaper, if available.
Sept 1 to SEPT 8 Excluding Sept 5, 6 & 7	Nomination Period Use "MEF-02 - Nomination Form and Declaration ..." or if needed "MEF-03 - Nomination ... Candidates Unable to be Present on Nomination Day"	If only one nomination day is set, candidates must be nominated between 8:00 a.m. and 8:00 p.m. If two or more nomination days are scheduled, candidates must be nominated between 9:00 a.m. and 4:00 p.m. on each day. FAX form MEF-04-Nomination Report for MA immediately following close of nominations. No fax?: Call regional office
SEPT 15	Last date for posting & publishing a list of nominated candidates Use MEF-05 - Notice of Candidates	The Returning Officer has up to 7 days after nominations to give notice of the names of the nominated candidates in at least 2 places in town and the local paper.
SEPT 15 - 26	Advance Poll period of 14 days Use MEF-05 - Notice of Candidates	If Council decides to hold an Advance Poll it must also decide when and where. Returning Officer must post in 2 places and publish a notice of Advance Poll at least once in the 7 days before the poll. (Two polls? One must be on Sept 26)
SEPT 28	Last day for swearing in election officials, candidates and agents and for Impeditive Voters to apply	Forms used: MEF-010 - Oath and Affirmation... "MEF-011 - Oath ... of Secrecy"; MEF-012- Proxy Application and MEF-013 - Proxy Certificate
SEPT 29	ELECTION DAY!!	Polis open at 8:00 a.m. and close at 8:00 p.m.
SEPT 30	Declaration of the elected candidates	The Returning Officer announces the elected candidates starting with the one with the most votes and posts in a conspicuous place, a report of the number of votes for each candidate
SEPT 30-Oct 1 & 2	Request for recount period	Recounts must be requested within 3 days of the election and conducted within 3 days of receiving the request
OCT 5	Recounts must commence by this date	This deadline is final
OCT 6	RO sends Election Report to MA	Form MEF-018 - Municipal Election Report MUST be used. One copy to MA - one copy retained by RO
OCT 13	Last day for swearing in new councilors	New council must be sworn in within 14 days of the election. Use form MEF-019 - Oath of Office
OCT 13	First meeting of the newly elected council must be held by this date	Newly elected councils must have their first meeting within 14 days of being elected
OCT 29	Election documents are destroyed, UNLESS there is a legal challenge that must be dealt with by the courts	Use MEF-014 - Oath of Affirmation of Voter or MEF-09C-Poll Book to update voters list before destroying. If court action is taken, the election documents are destroyed only after the court action is completed and finalized.
DEC 28	Councilors have up to 90 days to file form MEF-020	Last date to file MEF-020 - Oath or Affirmation of Campaign Contribution Disclosure