

## Municipal Elections 2013 Deadlines and Time Frames "AT-A-GLANCE"

Latest date to begin voter enumeration	<b>July 24</b>	The listing of voters must begin at least 2 months prior to Election Day. You may begin BEFORE July 24
Voters List must be completed	<b>August 24</b>	Got 'em all?
Posting of the time and place for nominating candidates. Use " <u>MEF-01 Public Notice...</u> "	<b>August 17 (earliest) to August 24 (latest)</b>	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
Nomination Period Use " <u>MEF-02 - Nomination Form and Declaration...</u> " or if needed " <u>MEF-03 Nomination...Candidates Unable to be Present on Nomination Day</u> "	<b>August 27 to September 03 (excluding Aug 31, Sep 01 &amp; 02)</b>	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 " <u>MEF-04-Nomination Report for MA</u> " immediately following close of nominations. No fax? Call local MA regional office
Last date for posting & publishing a list of nominated candidates Use " <u>MEF-05 Notice of Candidates</u> "	<b>August 28 (earliest) to September 10 (latest)</b>	The Returning Officer has within 7 days after the date on which nominations close to give notice of the names of the nominated candidates in at least 2 places in town and the local paper.
Advance Poll period of 14 days Use " <u>MEF-05 - Notice of Candidates</u> "	<b>September 10 to September 21 inclusive</b>	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 21)
Last day for swearing in election officials, candidates and agents and for impeditive voters to apply	<b>September 23</b>	Forms to be used: " <u>MEF-010 - Oath or Affirmation...</u> "; " <u>MEF-011 - Oath...of Secrecy</u> "; " <u>MEF-012 - Proxy Application</u> "; and " <u>MEF-013 - Proxy Certificate</u> "
<b>ELECTION DAY</b>	<b>September 24</b>	<b>Polls open at 8:00 a.m. and close at 8:00 p.m.</b>
Declaration of the elected candidates	<b>September 25 before noon</b>	The Returning Officer publicly declares and posts in a conspicuous place the results of the election showing the number of votes received by each candidate
Request for recount period	<b>September 25 - 27 inclusive</b>	Recounts must be requested not more than 3 days after the election
Recounts must commence by this date	<b>September 25 (earliest) to September 30 (latest)</b>	Recounts must commence not more than 3 days after receiving the request
Returning Officer sends Election Report to MA	<b>October 1</b>	Form " <u>MEF-018 - Municipal Election Report</u> " MUST be used. One copy to MA and one copy retained by Returning Officer
Last day for swearing in new councillors	<b>October 8</b>	New councillors must be sworn in within 14 days of the election. Use form " <u>MEF-019 - Oath of Office</u> "
First meeting of the newly elected council must be held by this date	<b>October 8</b>	Newly elected councils must have their first meeting within 14 days of being elected
Election documents are destroyed, UNLESS there is a legal challenge that must be dealt with by the courts	<b>October 24</b>	Use " <u>MEF-014 - Oath or Affirmation of Voter</u> " and/or " <u>MEF-09C - Poll Book</u> " to update voters list before destroying election documents. If court action is taken, the election documents are destroyed only after the court action is completed and finalized
Councillors have up to 90 days after the election to file form " <u>MEF-020</u> "	<b>December 23</b>	Last date to file " <u>MEF-020 - Oath or Affirmation of Campaign Contributions Disclosure</u> "