

2016 ELECTION CALENDAR¹
GENERAL DIRECTORS ELECTION – DISTRICTS 2, 4, 6, 8, 10, 12, AND 14
EDWARDS AQUIFER AUTHORITY
(Nov. 8, 2016 - Uniform Election Date)

DATE	ACTION	COMMENTS AND CITATIONS
June 24, 2016 Friday (137 days out) ²	Last day to post notice of filing period to file applications for a place on the ballot	Filing period for filing application for a place is from July 25, 2016 through August 22, 2016 (<i>see</i> below). It is required that “[n]ot later than the 30 th day before the first day on which a candidate may file an application for a place on the ballot, the authority with whom the application must be filed shall post notice of the date of the filing period in a public place in a building in which the authority has an office.” TEX. ELEC. CODE § 141.040(a)(1). The first day on which a candidate may file an application for a place on the ballot is July 25, 2016. <i>See</i> TEX. ELEC. CODE § 144.005(a) (application for a place on the ballot may not be filed earlier than the 30 th day before the date of the filing deadline.).
July 7, 2016 Thursday (124 days out)	Post TOMA Notice for Board meeting	TEX. GOV’T CODE § 551.041
July 11, 2016 Monday (120 days out)	Finalize candidate packet	Not specified by the Texas Election Code, but is performed by EAA practice
July 12, 2016 Tuesday (119 days out)	<p>Regular Board meeting - recommended date for:</p> <ol style="list-style-type: none"> 1. order calling general election; 1.2. appoint presiding election judges; 1.3. appoint early voting clerks; 1.4. appoint agent during election period; 1.5. election precincts; 1.6. polling places; and 2. Bexar County MOU for the joint election services contract. 	<p>Election must be ordered not later than Aug. 22, 2016 (the 78th day before election day). TEX. ELEC. CODE § 3.005(c); EAA ACT § 1.09(b); <i>see also</i> TEX. ELEC. CODE §§ 1.005(7); 41.002. Because the deadline for filing an application for a place on the ballot falls on Aug. 22, 2016, (<i>see</i> TEX. ELEC. CODE § 144.005(d)), we recommend an earlier ordering of the election such as in July.</p> <p>The governing body of a political subdivision shall, by written order, appoint the election judges for elections ordered by the political subdivision. TEX. ELEC. CODE §§ 32.005(a), 32.008(a).</p> <p>In an election ordered by an authority of a political subdivision, the authority ordering the election shall appoint the early voting clerk. TEX. ELEC. CODE § 83.006(a). An employee of a political subdivision may serve as early voting clerk in an election affecting the political subdivision if the political subdivision’s governing body approves the appointment. <i>Id.</i> § 83.009.</p> <p>[<i>Note:</i> While an EAA employee may be appointed to serve as early voting clerk, clerks and</p>

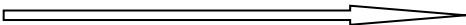
¹ Some of the dates listed on this calendar may be subject to change. It is the candidate’s responsibility to obtain information on any such changes. The EAA assumes no responsibility to notify the candidates of any changes to this events calendar.

² The 136th day out falls on a Saturday, resulting in an adjustment to the next previous day of Friday, June 24, 2016.

2016 ELECTION CALENDAR¹
GENERAL DIRECTORS ELECTION – DISTRICTS 2, 4, 6, 8, 10, 12, AND 14
EDWARDS AQUIFER AUTHORITY
(Nov. 8, 2016 - Uniform Election Date)

DATE	ACTION	COMMENTS AND CITATIONS
		<p>deputies have been provided by contract under Section 31.097(a), Texas Elections Code. <i>See also</i> TEX. ELEC. CODE § 271.006(a).</p> <p>If the secretary of the governing body of a political subdivision does not maintain an office during the hours and days under § 31.122(a), Texas Election Code, then the secretary, subject to approval of the governing body of the political subdivision, shall appoint an agent to perform the duties. TEX. ELEC. CODE § 31.123(a).</p> <p>The governing body of a political subdivision other than a county shall establish the election precincts for elections ordered by an authority of the political subdivision. TEX. ELEC. CODE § 42.061(a).</p> <p>The governing body of a political subdivision authorized to hold elections, other than a county, shall designate the location of the polling place for each of its election precincts. TEX. ELEC. CODE § 43.004(a).</p>
July 13, 2016 Wednesday (118 days out)	Suggested date to post the notice of appointment of election agent for the Board secretary	The appointing authority shall post, on the bulletin board used for posting notice of meetings of the political subdivision's governing body, a notice containing certain information related to the appointment of an agent for the Board secretary relative to mandatory office hours and duties. TEX. ELEC. CODE §§ 31.122(a)(1), 31.123(a) and (f). The notice shall contain certain specified information and remain continuously posted during the minimum period for maintaining the agent's office. <i>Id.</i> § 31.123(f). A political subdivision other than a county or city shall keep an election office open for at least three hours each day, during regular office hours, on regular business days during the period beginning not later than the 50 th day before the date of each general election and ending not earlier than the 40 th day after election day. <i>Id.</i> § 31.122(a)(1), (2).
July 18, 2016 Monday (113 days out)	Send to applicable county election officials a copy of the order calling election and calendar.	Not specified by the Texas Election Code, but is performed by EAA practice.
July 18, 2016 Monday (113 days out)	Send executed Bexar County MOU to Bexar County elections officials	Not specified by the Texas Election Code, but is performed at the request of Bexar County.

2016 ELECTION CALENDAR¹
GENERAL DIRECTORS ELECTION – DISTRICTS 2, 4, 6, 8, 10, 12, AND 14
EDWARDS AQUIFER AUTHORITY
(Nov. 8, 2016 - Uniform Election Date)

DATE	ACTION	COMMENTS AND CITATIONS
July 25, 2016 Monday (106 days out) ³	First day application for place on ballot may be filed	Application for a place on the ballot must be filed not later than 5 p.m. of the 78 th day before general election day, and may not be filed earlier than the 30 th day before the date of the regular filing deadline (i.e. August 22, 2016). TEX. ELECTION CODE § 144.005(a), (d).
Aug. 1, 2016 Monday (99 days out)	Last day to deliver to the presiding election judges and alternate presiding judges notice of appointment THIS WILL BE DONE ON OCTOBER 24 	The authority responsible for distributing the supplies for the election for which the judge is appointed shall prepare and deliver the notice not later than the 20 th day after the date the appointment is made. TEX. ELEC. CODE § 32.009 (a), (b). The “authority responsible for distributing the supplies for the election” is the secretary of the governing body (i.e., the Secretary of the EAA Board of Directors). TEX. ELEC. CODE § 51.003(4). However, because the EAA contracts for election services, the “authority responsible for distributing the supplies for the election” is each county with whom the EAA contracts for its election services. Therefore, for all practical purposes it is not the EAA that gives this notice. It should be noted that EAA practice is to delegate this duty to the county election administrators and combine this notice and delegation with the notice to election judge under Section 4.007. <i>See</i> TEX. ELEC. CODE § 32.009(e). The last day to send the Section 4.007 notice is Oct. 24, 2016. If the Section 32.009 notice of appointment is consolidated with the Section 4.007 notice to election judge, then the later date is used (last confirmed with Texas SOS election staff on May 12, 2010).
Aug. 1, 2016 Monday (99 days out)	Begin preparation of notices of election (except Bexar County)	Not specified by the Texas Election Code, but is performed by EAA practice. Early preparation of the notice of election is encouraged in light of duty to deliver to presiding election judge (4.007) and county clerk and voter registrar (4.008(a)), publish in the newspaper (4.003(a)(1)(A)), and post at the offices of the EAA (4.003(b)). [Note: During the 2014 election cycle, Bexar County instituted a new practice of preparing a “consolidated” notice of election for each of the participating political subdivisions. This will need to be confirmed and monitored throughout the 2016 election.]
Aug. 19, 2016 Friday (81 days out)	Last day on which death of candidate causes omission of candidate’s name from ballot	Name of deceased candidate omitted from the ballot if death occurs <i>before</i> the 2 nd day before the date of the deadline for filing the candidate’s application for a place on the ballot. TEX. ELEC. CODE § 145.094(a)(1); and <i>see also</i> 145.096(a)(1).

³ The 108th day out falls on a Saturday, resulting in an adjustment to the next following Monday, July 25, 2016.

2016 ELECTION CALENDAR¹
GENERAL DIRECTORS ELECTION – DISTRICTS 2, 4, 6, 8, 10, 12, AND 14
EDWARDS AQUIFER AUTHORITY
(Nov. 8, 2016 - Uniform Election Date)

DATE	ACTION	COMMENTS AND CITATIONS
Aug. 22, 2016 Monday (78 days out)	If applicable, send notice of deceased candidate to the appropriate county election officials	Not specified in the Election Code. <i>See</i> TEX. ELEC. CODE § 145.002(a).
Aug. 22, 2016 Monday (78 days out)	Last day to order (call) general election	Ordered not later than the 78 th day before election day. TEX. ELEC. CODE § 3.005(c); EAA ACT § 1.09(b); <i>see also</i> TEX. ELEC. CODE §§ 1.005(7); 41.002.
Aug. 22, 2016 Monday (78 days out)	Last day to file application for a place on the ballot no later than 5:00 p.m.	“For an election to be held on a uniform election date, the day of the filing deadline is the 78th day before “election day.” <i>See</i> TEX. ELECTION CODE 144.005(d).
Aug. 22, 2016 Monday (78 days out)	No later than 6:00 p.m., mail, and if possible, email notice of ballot drawing to candidates who have filed an application for a place on the ballot	The authority conducting the ballot drawing shall mail written notice to each candidate not later than the 4 th day before the date of the drawing. TEX. ELEC. CODE § 52.094(d).
Aug. 23, 2016 Tuesday, (77 days out)	No later than 5:30 p.m., post notice of ballot drawing	The authority conducting a ballot drawing shall post in the authority’s office a notice of the drawing. TEX. ELEC. CODE § 52.094(c). The notice must remain posted continuously for 72 hours immediately prior to the scheduled time of the drawing. <i>Id.</i>
Aug. 26, 2016 Friday (74 days out)	Conduct ballot drawing at 5:30 p.m.	For an election at which the names of more than one candidate for the same office are to appear on the ballot in an independent column, or are to appear on a general or special election ballot that does not contain a party nominee, the order of the candidates’ names shall be determined by a drawing. TEX. ELEC. CODE § 52.094(a).
Aug. 26, 2016 Friday (74 days out)	By email, promptly advise the county election officials of the results of the ballot drawing and the name and ballot position of each candidate	The “authority responsible for having the official ballot prepared” shall have placed on the ballot the name of each candidate. TEX. ELEC. CODE § 52.003(a). The “authority responsible for having the official ballot prepared” is the secretary of the governing body (<i>i.e.</i> , the Secretary of the EAA Board of Directors). TEX. ELEC. CODE § 52.002(4). This should be done as soon as possible on the same day after the ballot drawing.

2016 ELECTION CALENDAR¹
GENERAL DIRECTORS ELECTION – DISTRICTS 2, 4, 6, 8, 10, 12, AND 14
EDWARDS AQUIFER AUTHORITY
(Nov. 8, 2016 - Uniform Election Date)

DATE	ACTION	COMMENTS AND CITATIONS
Aug. 26, 2016 Friday (74 days out)	Last day to file declaration of write-in candidacy	Filed no later than the 74 th day before election day. TEX. ELEC. CODE §§ 146.054(b); and TEX. WATER CODE §§ 36.059(a), 49.101. Section 146.054 does not provide for a “first day” to file for write in candidacy. Because of the inapplicability of Subchapter B of Chapter 146, the “first day” to file provision in Section 146.025(a), does not apply. [Note: It should be noted that Sections 144.006(b) and 146.025(a) , Texas Elections Code, are not applicable to the EAA for the purpose of the deadline to file a declaration of write-in candidacy due to the operation of Section 1.08(c) of the EAA Act, and Sections 36.059(a) and 49.101, Texas Water Code (providing that elections for groundwater conservation districts are generally conducted in accordance with the Election Code except that write-in candidacies are governed by Subchapter C, Chapter 146, Election Code).]
Aug. 29, 2016 Monday (71 days out)	If applicable, issue certification that a candidate is unopposed for election and deliver to the Chairman of the Board	The “authority responsible for having the official ballot prepared” shall certify in writing that a candidate is unopposed for election to an office. TEX. ELEC. CODE § 2.052(a). The “authority responsible for having the official ballot prepared” is the secretary of the governing body (i.e., the Secretary of the EAA Board of Directors). TEX. ELEC. CODE § 52.002(4). The certification is to be delivered to the governing body of the political subdivision as soon as possible after the filing deadline for a place on the ballot (i.e., Aug. 22, 2016) and last day to file for a write-in candidate (i.e., Aug. 26, 2016). TEX. ELEC. CODE § 2.052(b).
Aug. 29, 2016 Monday (71 days out)	Send to applicable county election officials copy of certification of board secretary of unopposed status	Not specified by the Texas Election Code, but is performed by EAA practice.
Aug. 29, 2016 Monday (71 days out)	Last day to file request to withdraw from the general election	A candidate may not withdraw from the election after 5 p.m. of the 71 st day before election day. TEX. ELEC. CODE § 145.092(f). This deadline does not change even though it falls on a Saturday. TEX. ELEC. CODE § 145.092(e).
Aug. 29, 2016 Monday (71 days out)	Last day on which declaration of ineligibility of candidate for office may be made to cause omission of candidate’s name from ballot	The name of a candidate shall be omitted from the ballot if the candidate withdraws or is declared ineligible before 5 p.m. of the 71 st day before election day. TEX. ELEC. CODE §§ 145.094(a)(4), 145.003(c).
Aug, 29 2016 Monday (71 days out)	Last day to withdraw as write-in candidate	A write-in candidate may not withdraw from the election after the 71st day before election day. TEX. ELEC. CODE § 146.054(c). Unlike Subchapter B of Chapter 146, Subchapter C does not prescribe any specific withdrawal procedures. However, we recommend that the procedures set out in Section 146.0301(b) and (c) be employed by the EAA as good practice to effectuate a write-in withdrawal.

2016 ELECTION CALENDAR¹
GENERAL DIRECTORS ELECTION – DISTRICTS 2, 4, 6, 8, 10, 12, AND 14
EDWARDS AQUIFER AUTHORITY
(Nov. 8, 2016 - Uniform Election Date)

DATE	ACTION	COMMENTS AND CITATIONS
Sept. 8, 2016 Thursday (61 days out)	Post TOMA Notice for Regular Board meeting	TEX. GOV'T CODE § 551.041
Sept. 9, 2016 Friday (60 days out)	Last day to deliver notice of election to the county clerk and voter registrar of each county in which the EAA is located	Delivered no later than the 60th day before election day. TEX. ELEC. CODE § 4.008(a).
Sept. 13, 2016 Tuesday (56 days out)	Regular Board meeting – If applicable, recommended date to issue order declaring unopposed candidate elected to office, if any, and cancel elections in unopposed districts	The Board may, by order, declare each unopposed candidate elected to office. TEX. ELEC. CODE § 2.053(a).
Sept. 14, 2016 Wednesday (55 days out)	Suggested day to post the notice of elections on the EAA's outside bulletin board and prepare a record of posting and deliver to the EAA	“. . . [N]ot later than the 21 st day before election day, the authority responsible for giving notice of the election shall post a copy of the notice . . . on the bulletin board used for posting notices of the meeting of the governing body of the political subdivision that the authority serves. TEX. ELEC. CODE § 4.003(b). A “record of posting” is to be prepared and delivered to the authority responsible for giving the notice of election. TEX. ELEC. CODE § 4.005(b).
Sept. 19, 2016 Monday (50 days out)	Last day to post the notice of appointment of agent for the Board secretary	The appointing authority shall post, on the bulletin board used for posting notice of meetings of the political subdivision's governing body, a notice containing certain information related to the appointment of an agent for the Board secretary relative to mandatory office hours and duties. TEX. ELEC. CODE §§ 31.122(a)(1), (2), 31.123(a) and (f). The notice shall contain certain specified information and remain continuously posted during the minimum period for maintaining the agent's office. <i>Id.</i> § 31.123(f). A political subdivision other than a county or city shall keep an election office open for at least three hours each day, during regular office hours, on regular business days during the period beginning not later than the 50 th day before the date of each general election and ending not earlier than the 40 th day after election day. <i>Id.</i> § 31.122(a)(1), (2).
Sept. 19, 2016 Monday (50 days out)	Last day to begin mandatory election office hours	The Board secretary, or his or her agent, must keep the office open for election duties at least three hours each day, during regular office hours, on regular business days during the period beginning not later than the 50th day before date of general election day. TEX. ELEC. CODE §§ 31.122(a)(1); 31.123(a).
Sept. 21, 2016 Wednesday (48 days out)	Suggested last day to complete proofing of all ballots	Not specified by the Texas Election Code, but is performed by EAA practice.

2016 ELECTION CALENDAR¹
GENERAL DIRECTORS ELECTION – DISTRICTS 2, 4, 6, 8, 10, 12, AND 14
EDWARDS AQUIFER AUTHORITY
(Nov. 8, 2016 - Uniform Election Date)

DATE	ACTION	COMMENTS AND CITATIONS
Sept. 21, 2016 Wednesday (48 days out)	If applicable, send Board Order of Election of Unopposed Candidates and Notice of Cancellation of Election to applicable county election officials for posting at each applicable polling place	If no election is to be held on election day by a political subdivision, a copy of the order of election of unopposed candidates shall be posted on election day at each polling place used or that would have been used in the election. TEX. ELEC. CODE § 2.053(a).
Sept. 22, 2016 Thursday (47 days out)	Post TOMA Notice for Finance Committee meeting	TEX. GOV'T CODE § 551.041 [Note: For Bexar County, this may be accelerated and actually done at the September board meeting. For other counties, this later scheduling may apply.]
Sept. 21, 2016 Friday (46 days out)	If applicable, send to applicable county election officials designation of canvassing authority	The precinct election returns for each election shall be canvassed by the political subdivision's governing body. TEX. ELEC. CODE § 67.002(a)(2). [Note: Although, the authority to canvass may be contracted for under Section 271.011, Texas Election Code, the practice of the EAA has been to retain this authority and to receive the election results tabulations from the county election officials.]
Sept. 27, 2016 Tuesday (42 days out)	Finance Committee meeting - recommended date to consider election services contracts	Contracts for election services are authorized by Subchapter D of Chapter 31, Texas Election Code. <i>See also</i> TEX. ELEC. CODE ch. 271 (relating to Joint Elections). However, no date is specified by when such contracts must be executed. [Note: For Bexar County, this may be accelerated and actually done at the September board meeting. For other counties, this later scheduling may apply.]
Oct. 6, 2016 Thursday (33 days out)	Post TOMA Notice for Board meeting	TEX. GOV'T CODE § 551.041
Oct. 9, 2016 Sunday (30 days out)	First day notice of election may be published in newspaper	Notice of an election must be given by either publishing the notice at least once in a newspaper, not earlier than the 30 th day before the election, or by another listed method. TEX. ELEC. CODE § 4.003(a)(1)(A). [Note: under contract, for Bexar county, this will be performed by Bexar county. For all other counties, the EAA will need to publish its notices of election.]
Oct. 11, 2016 Tuesday (28 days out)	Regular Board meeting - recommended date to approve election services contracts as may be applicable	Contracts for election services are authorized by Subchapter D of Chapter 31, Texas Election Code. <i>See also</i> TEX. ELEC. CODE ch. 271 (relating to Joint Elections). However, no date is specified by when such contracts must be executed.

2016 ELECTION CALENDAR¹
GENERAL DIRECTORS ELECTION – DISTRICTS 2, 4, 6, 8, 10, 12, AND 14
EDWARDS AQUIFER AUTHORITY
(Nov. 8, 2016 - Uniform Election Date)

DATE	ACTION	COMMENTS AND CITATIONS
Oct. 12, 2016 Wednesday (27 days out)	Send to applicable county election officials the executed election services contracts	Not specified by the Texas Election Code, but is performed by EAA practice.
Oct. 18, 2016 Tuesday (21 days out)	Last day to post the notice of election on the EAA’s outside bulletin board and prepare a record of posting and deliver to the EAA	“. . . [N]ot later than the 21 st day before election day, the authority responsible for giving notice of the election shall post a copy of the notice . . . on the bulletin board used for posting notices of the meeting of the governing body of the political subdivision that the authority serves. TEX. ELEC. CODE § 4.003(b). A “record of posting” is to be prepared and delivered to the authority responsible for giving the notice of election. TEX. ELEC. CODE § 4.005(b).
Oct. 21, 2016 Friday (18 days out)	Last day to declare a candidate ineligible	A candidate in an election other than the general election for state and county officers may be declared ineligible before the beginning of early voting by personal appearance by the authority with whom an application for a place on the ballot for the office sought by the candidate is required to be filed. TEX. ELEC. CODE § 145.003(c).
Oct. 24, 2016 Monday (15 days out) ⁴	First day of early voting by personal appearance	Early voting by personal appearance begins on the 17 th day before election day, unless that day falls on a Saturday or Sunday, in which case early voting begins on the next regular business day. TEX. ELEC. CODE § 85.001(a), (c).
Oct. 24, 2016 Monday (15 days out)	Last day to send notice to election judge, and, if the Section 32.009 notice of appointment is consolidated with the Section 4.007 notice to election judge, then this is also the last day to file the Section 32.009 notice	Not later than the 15 th day before election day or the seventh day after the date the election is ordered, whichever is later, the authority responsible for giving notice of the election shall deliver to the presiding judge of each election precinct in which the election is to be held in the authority’s jurisdiction a written notice of certain specified things. TEX. ELEC. CODE § 4.007. This notice could be the notice of election under 4.001-4.004 if the proper elements are contained in the notice of election. <i>Note:</i> This notice may be combined with the notice to election judge under Section 4.007. <i>See</i> TEX. ELEC. CODE § 32.009(e). The last day to send the Section 4.007 notice is Oct. 24, 2016. If the Section 32.009 notice of appointment is consolidated with the Section 4.007 notice to election judge, then the later date is used (last confirmed with Texas SOS election staff on May 12, 2010).
Oct. 29, 2016 Saturday (10 days out)	Last day notice of election may be published in newspaper	Notice of an election must be given by either publishing the notice at least once in a newspaper, not earlier than the 30 th day before the election, or by another listed method. TEX. ELEC. CODE § 4.003(a)(1)(A).

⁴ Because the 17th day falls on a Saturday, the first day for early voting is moved 2 days to begin on next regular business day which is Monday the 15th day before the election. *See* TEX. ELEC. CODE § 85.001(c).

2016 ELECTION CALENDAR¹
GENERAL DIRECTORS ELECTION – DISTRICTS 2, 4, 6, 8, 10, 12, AND 14
EDWARDS AQUIFER AUTHORITY
(Nov. 8, 2016 - Uniform Election Date)

DATE	ACTION	COMMENTS AND CITATIONS
Nov. 4, 2016 Friday (4 days out)	Last day of early voting	Early voting continues through the 4 th day before election day. TEX. ELEC. CODE § 85.001(a).
Nov. 8, 2016 Tuesday	GENERAL ELECTION DAY	Polls open 7 a.m. to 7 p.m. TEX. ELEC. CODE §§ 41.001(a)(3), 41.031(a); EAA Act § 1.09(b).
Nov. 10, 2016 Thursday (2 days after election)	Suggested day to receive the sealed canvassed precinct returns from the designated canvassing authority and the tabulation of the votes for each candidate in order to make Board packet for the special Board meeting	Not specified by the Texas Election Code, but is performed by EAA practice.
Nov. 11, 2016 Friday (3 days after election)	Suggested date to remove from posting on the outside bulletin board: (1) notice of filing period; (2) notice of ballot drawing; and (3) notices of election	Not specified by the Texas Election Code, but is performed by EAA practice. [Note: The Notice of Appointment of Election Officer should <i>not</i> be removed until December 19, 2016.]
Nov. 16, 2016 Wednesday (8 days after election)	First day to canvass election results	Each local canvassing authority shall convene to conduct the local canvass at the time set by the canvassing authority’s presiding officer not earlier than the 8 th day after election day. TEX. ELEC. CODE § 67.003(a).
Nov. 17, 2016 Thursday (9 days after election)	Post TOMA Notice for Special Board meeting – proposed for canvassing	TEX. GOV’T CODE § 551.041 <i>Note:</i> The Regular Board Meeting scheduled for Nov. 8 th must be cancelled or moved to Nov. 21 st (or as late as Monday, Nov. 22 nd) to accommodate the canvassing schedule and avoid two meetings.
Nov. 21 or 22, 2016 Monday/Tuesday (13/14 days after election)	Last day to canvass election results	“[F]or an election held on the date of the general election for state and county officers, the early voting ballot board shall verify and count provisional ballots ... not later than the 13 th day after the date of the election.” TEX. ELEC. CODE §§ 65.051(a-1). [<i>Note:</i> EAA director elections are “held on the date of the general election for state and county officers.”] ”In an election described by Section 65.051(a-1), the time for the local canvass may be set not later than the 14 th day after election day.” TEX. ELEC. CODE § 67.003(c),

2016 ELECTION CALENDAR¹
GENERAL DIRECTORS ELECTION – DISTRICTS 2, 4, 6, 8, 10, 12, AND 14
EDWARDS AQUIFER AUTHORITY
(Nov. 8, 2016 - Uniform Election Date)

DATE	ACTION	COMMENTS AND CITATIONS
Nov. 21 or 22, 2016 Monday/Tuesday (13/14days after election)	Special Board Meeting – proposed for canvassing	Report to board on election activities
Nov. 21 or 22, 2016, Monday / Tuesday (13/14 days after election)	<p>Special Board Meeting- recommended date to:</p> <ol style="list-style-type: none"> 1. accept and adopt the canvassed election returns and declare the election results; and 2. issue certificates of election, as applicable 	<p>Each local canvassing authority shall convene to conduct the local canvass at the time set by the canvassing authority’s presiding officer not earlier than the 8th day or later than the 14th day after election day, unless the last day is a Saturday, in which case date is extended to Monday. TEX. ELEC. CODE §§ 67.003(a), 1.006. The official result of an election is determined from the canvass of the precinct returns conducted by the local canvassing authority. TEX. ELEC. CODE § 67.005(a).</p> <p>Certificate of Election: After the completion of a canvass, the presiding officer of the local canvassing authority shall prepare a certificate of election for each candidate who is elected. TEX. ELEC. CODE § 67.016(a). The authority preparing a certificate of election shall promptly deliver it to the person for whom it is prepared. TEX. ELEC. CODE § 67.016(e). The presiding officer of the canvassing authority that regularly serves a particular political subdivision shall issue certificates of election to candidates elected at the joint election to offices of the political subdivision. TEX. ELEC. CODE § 67.016(a). For unopposed candidates, a certificate of election shall be issued to each candidate in the same manner and at the same time as provided for a candidate election at the election. TEX. ELEC. CODE § 2.053(e). It is recommended that the certificates be issued at the meeting at which the canvassing occurs. <i>See</i> Tex. Sec’y of State Election Advisory No. 2007-02.</p> <p><i>Note:</i> Section 1.09(a) of the EAA Act provides that EAA director terms expire on December of each even-numbered years. For this reason, the EAA is unable to otherwise qualify the newly-elected directors and allow them to assume their duties of office at the meeting at which the canvassing occurs (which would normally be the case. <i>See</i> TEX. ELEC. CODE §§ , 2.053(e), 67.003, 67.016(a)).</p>
Nov. 23, 2016 Wednesday (15 days after election)	Suggested date to mail to county election officials a copy of the canvassing order	Not specified by the Texas Election Code, but is performed by EAA practice.

2016 ELECTION CALENDAR¹
GENERAL DIRECTORS ELECTION – DISTRICTS 2, 4, 6, 8, 10, 12, AND 14
EDWARDS AQUIFER AUTHORITY
(Nov. 8, 2016 - Uniform Election Date)

DATE	ACTION	COMMENTS AND CITATIONS
Dec. 8, 2016 Thursday (30 days after election)	Last day to file the District Registration Form with TCEQ	After any election of a director, a district shall notify TCEQ within 30 days after the date of the election of certain information about the directors chosen. TEX. WATER CODE § 36.054(e).
Dec. 8, 2016 Thursday (30 days after election)	Post TOMA Notice for Special Board meeting re: oath of office ceremony	TEX. GOV'T CODE § 551.041
Dec. 8, 2016 Thursday (30 days after election)	Post TOMA Notice for Regular Board meeting	TEX. GOV'T CODE § 551.041
Dec. 13, 2016 Tuesday (35 days after election)	<p>Special Board Meeting - Oath of Office Ceremony – recommended date to qualify newly elected board members by:</p> <ol style="list-style-type: none"> 1. executing sworn statement; 2. taking the oath of office, and 3. executing directors bonds 	<p>Sworn Statement: As soon as practicable after a director is elected or appointed, that director shall make the sworn statement prescribed by the constitution for public office. TEX. WATER CODE § 36.055(a). The sworn statement is found at Section 1(b) of Article XVI of the Texas Constitution. The sworn statement must be executed before the oath of office is given. TEX. WATER CODE § 36.055(b).</p> <p>Oath of Office: As soon as practicable after a director has made the sworn statement, and before beginning to perform the duties of office, that director shall take the oath of office prescribed by the constitution for public office. TEX. WATER CODE § 36.055(b). <i>See also</i> EAA Act § 1.09(h). The oath of office is found at Section 1(a) of Article XVI of the Texas Constitution.</p> <p>Director's Bonds: Before beginning to perform the duties of office, each director shall execute a bond for \$10,000 payable to the district and conditioned on the faithful performance of that director's duties. TEX. WATER CODE § 36.055(c).</p> <p>For unopposed candidates, the candidates must qualify for the office in the same manner as provided for a candidate election at the election. TEX. ELEC. CODE § 2.053(e).</p>

2016 ELECTION CALENDAR¹
GENERAL DIRECTORS ELECTION – DISTRICTS 2, 4, 6, 8, 10, 12, AND 14
EDWARDS AQUIFER AUTHORITY
(Nov. 8, 2016 - Uniform Election Date)

DATE	ACTION	COMMENTS AND CITATIONS
Dec. 13, 2016 Tuesday (35 days after election)	Regular Board Meeting	At the initial meeting of the Board following an election of new directors, the following officers shall be elected by the Board: Chairman, Vice Chairman, Secretary, and Treasurer. Officers serve two-year terms commencing on the date of the Board meeting at which the election occurred and continue until their successors have been elected. EAA BYLAWS § 2.03. THIS WILL MOST LIKELY CHANGE DUE TO BYLAW AMENDMENTS PROPOSED THIS YEAR – OFFICER ELECTIONS PROPOSED TO TAKE PLACE AT REGULAR BOARD MEETING IN JANUARY.
Dec. 14, 2016 Wednesday (36 days after election)	Suggested date to file Oaths of Office and Directors’ Bonds with the Texas Secretary of State	After an election, a director shall make a sworn statement and it shall be filed as prescribed by the constitution. The bond and oath shall be filed with the district and retained in its records. A duplicate original of the oath shall also be filed with the secretary of state within 10 days after its execution and need not be filed before the new director begins to perform the duties of office. TEX. WATER CODE § 36.055(d). An officer required by law to give an official bond shall file the bond with the officer's oath of office. TEX. GOV’T CODE § 604.001. A member of the governing body of a political subdivision created under Article III, Section 52, or Article XVI, Section 59, of the Texas Constitution (such as the EAA) who is required by law to file an official bond shall file a copy of the individual's bond with the secretary of state not later than the 10th day after the date the bond is required by law to be filed. <i>Id.</i> § 604.004.
Dec. 14, 2016 Wednesday (36 days after election)	Suggested date to send letter to newly elected directors advising them of the duty to take TOMA training by March 9, 2017	Not specified by the Texas Election Code or the Texas Government Code, but is performed by EAA practice.
Dec. 19, 2016 ⁵ Monday (41 days after election)	First day that mandatory election office hours may be ceased; the Notice of Appointment of Election Officer may be removed from the outside bulletin board; and the posting of the notice of appointment of agent for the Board secretary may be removed	The Board secretary, or his or her agent, must keep the office open for election duties at least three hours each day, during regular office hours, on regular business days during the period: (1) ending not earlier than the 40th day after election day. TEX. ELEC. CODE § 31.122(a)(2), 31.123(a). The agent for the board secretary must “maintain office hours ... for at least the hours and days required by Section 31.122 ...” TEX. ELEC. CODE § 31.123(b). The notice shall remain continuously posted during the minimum period for maintaining the agent’s office. <i>Id.</i> § 31.123(f).

⁵ Because the 40th day falls on a Sunday, the deadline is extended 1 day to the 41st day after the election. *See* TEX. ELEC. CODE § 1.006.

2016 ELECTION CALENDAR¹
GENERAL DIRECTORS ELECTION – DISTRICTS 2, 4, 6, 8, 10, 12, AND 14
EDWARDS AQUIFER AUTHORITY
(Nov. 8, 2016 - Uniform Election Date)

DATE	ACTION	COMMENTS AND CITATIONS
Dec. 23, 2016 Friday (45 days after election)	Last day to file the official bond and the officer's oath of office with the Secretary of State	<p>After an election, a director shall make a sworn statement and it shall be filed as prescribed by the constitution. The bond and oath shall be filed with the district and retained in its records. A duplicate original of the oath shall also be filed with the secretary of state within 10 days after its execution and need not be filed before the new director begins to perform the duties of office. TEX. WATER CODE § 36.055(d).</p> <p>An officer required by law to give an official bond shall file the bond with the officer's oath of office. TEX. GOV'T CODE § 604.001. A member of the governing body of a political subdivision created under Article III, Section 52, or Article XVI, Section 59, of the Texas Constitution (such as the EAA) who is required by law to file an official bond shall file a copy of the individual's bond with the secretary of state not later than the 10th day after the date the bond is required by law to be filed. <i>Id.</i> § 604.004.</p>
Mar. 13, 2017 Monday (125 days after election)	Last day for newly elected directors to complete TOMA training.	Each elected public official who is a member of a governmental body shall complete a prescribed course of training regarding the responsibilities of the governmental body and its members under the Texas Open Meeting Act not later than the 90th day after the date the member takes the oath of office. TEX. GOV'T CODE § 551.005 (a)(1). Elected public officials are also to take Texas Public Information Act training. <i>See id.</i> § 552.012. However, it is the practice of the EAA to delegate this training to the EAA's public information coordinator to satisfy and obviate the need for the EAA's directors to take the training.