



**City of Annapolis**  
Office of the City Clerk  
160 Duke of Gloucester Street  
Annapolis, MD 21401-2535

## **2017 Municipal Election Calendar**

*Approved by the Office of Law and Office of the City Clerks 2/23/17*

160 Duke of Gloucester Street, 1<sup>st</sup> Floor  
Annapolis, Maryland 21401  
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ALTHOUGH EVERY EFFORT HAS BEEN MADE TO ENSURE THE ACCURACY OF THE INFORMATION IN THIS CALENDAR, THE RESPONSIBILITY FOR MEETING THE DEADLINES, AS PROVIDED BY THE CHARTER OR CODE, IS SOLELY THAT OF THE CANDIDATES AND OTHERS SUBJECT TO THE DEADLINES.



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## 2017 Annapolis Election Calendar

This calendar has been prepared by the City Clerk for the 2017 Municipal Election. The reference to the “Code” is to the Charter and Code of the City of Annapolis, not the State Election Code. For the provision in the Code on the computation of time, see the last page of this calendar.

### Election Cycle

#### Wednesday, November 6, 2013 - Tuesday, November 7, 2017

##### *Code Sec. 4.04.010 Definitions*

“Election cycle” means that period of time beginning on the day after the day of a general election and ending on the day of the next general election.

### November 2015

#### **Monday, November 9, 2015**

- Deadline for being registered to vote in the City for mayoralty candidates.

##### *Charter, Art. II, Sec. 3(b)*

The mayor must be a registered voter in the city for at least two (2) years immediately preceding the date of the general election. A person may not hold office as mayor for more than two (2) full consecutive terms to which elected in the manner provided by City Code.

Note: The provision in the Code in computing time applies only to the Code and not to the Charter. See *Code Sec. 4.04.020*

### August 2016

#### **Monday August 1, 2016**

- Election office open – begin accepting certificates of candidacy

##### **Code sec. 4.20.030 (G)**

The first date upon which a certificate of candidacy may be obtained and filed is one year prior to the deadline to file a certificate of candidacy, as described below in paragraph H.

### September 2016

#### **Monday September 5, 2016**

- Election office Closed – Labor Day

**Code sec. 1.12.010 - Designated.**

The following holidays are observed as holidays of the City:

- H. Labor Day, commemorating the American labor movement, the first Monday of September;

**November 2016**

**Monday, November 7, 2016**

- Deadline for being registered to vote in the City for aldermanic candidates.

*Charter, Art. II, Sec 3 (c)*

Aldermen, except those first elected from areas annexed to the city, **shall be registered voters in the city for at least one (1) year immediately preceding their election** and a registered voter in the ward from which they are elected for at least six months and must have resided in that ward for at least six (6) months immediately preceding the date of the general election.

**Friday, November 11, 2016**

- Election office Closed – Veterans Day

**Code sec. 1.12.010 - Designated.**

The following holidays are observed as holidays of the City:

- I. Veterans Day, commemorating the service of all Americans in defense of the nation, November 11th;

**Thursday & Friday November 24 & 25, 2016**

- Election office Closed – Thanksgiving

**Code sec. 1.12.010 - Designated.**

The following holidays are observed as holidays of the City:

- J. Thanksgiving, celebrating the freedom and bounty within the grasp of all Americans, the fourth Thursday of November;

**December 2016**

**Monday December 26, 2016**

- Election office Closed – Christmas

**Code sec. 1.12.010 - Designated.**

The following holidays are observed as holidays of the City:

- K. Christmas, celebrating the birth of Jesus Christ, December 25th.

**January 2017**

**Monday January 2, 2017**

- Election office Closed – New Years

**Code sec. 1.12.010 - Designated.**

The following holidays are observed as holidays of the City:

- A. New Year's Day, celebrating the advent of a new year, January 1st;

**Monday, January 16, 2017**

- Election office Closed – Martin Luther King Holiday

**Code sec. 1.12.010 - Designated.**

The following holidays are observed as holidays of the City:

- B. The birthday of Dr. Martin Luther King, Jr., commemorating the cause of human rights, the third Monday in January;

**February 2017**

**Monday February 20, 2017**

- Election office Closed – Presidents day

**Code sec. 1.12.010 - Designated.**

The following holidays are observed as holidays of the City:

- C. President's Day, celebrating the life and accomplishments of all deceased presidents of the United States, the third Monday of February;

**March 2017**

**Friday March 24, 2017**

- Election office Closed – Maryland Day

**Code sec. 1.12.010 - Designated.**

The following holidays are observed as holidays of the City:

- D. Maryland Day, celebrating the founding of the State of Maryland, March 25th;

**April 2017**

**Friday April 14, 2017**

- Election office Closed – Good Friday

**Code sec. 1.12.010 - Designated.**

The following holidays are observed as holidays of the City:

- E. Good Friday, commemorating the crucifixion of Jesus Christ, the Friday immediately preceding Easter;

**May 2017**

**Monday May 8, 2017**

- Deadline for being registered voter in the ward from which they are elected for at least six months and must have resided in that ward for at least six (6) months.

*Charter, Art. II, Sec. 3 (c)*

Aldermen, except those first elected from areas annexed to the city, shall be registered voters in the city for at least one (1) year immediately preceding their election and a **registered voter in the ward from which they are elected**

**for at least six months and must have resided in that ward for at least six (6) months immediately preceding the date of the general election.**

Note: The provision in the Code on the computation of time only applies to the Code and not to the Charter. See Code Sec. 4.04.020

### **Monday May 29, 2017**

- Election office Closed – Memorial Day

#### **Code sec. 1.12.010 - Designated.**

The following holidays are observed as holidays of the City:

- F. Memorial Day, commemorating those who have given their lives in the defense of our nation, the last Monday of May;

### **June 2017**

#### **Tuesday, June 20, 2017**

- Deadline for changing polling places

*Code Sec. 4.08.110 B*

Except in emergencies a new polling place may not be designated, nor may the location of an existing polling place be changed, **after the Tuesday which is thirteen weeks prior to any primary election.** Where possible and feasible, the polling places utilized for the immediately preceding presidential election shall be used.

### **July 2017**

#### **Tuesday July 4, 2017**

- Election office Closed – Independence Day

#### **Code sec. 1.12.010 - Designated.**

The following holidays are observed as holidays of the City:

- G. Independence Day, celebrating the Declaration of Independence and commemorating the American Revolution, July 4th;

#### **Monday, July 31, 2017**

- Deadline for filing certificate of candidacy, except for write-in candidates.

*Code Sec. 4.20.030 B*

Except for certificates of candidacy filed by write-in candidates and as otherwise provided in this chapter, a certificate of candidacy filed under oath shall be received by the board not later than nine p.m. On the Monday which is seven weeks before the day on which the primary election should be held under the primary election law. If the filing date should occur on a legal holiday, then a certificate of candidacy shall be received by the board not later than nine p.m. On the next regular business day which is not a legal holiday.

*Code Sec. 4.20.090 B*

A candidate for public office seeking nomination by petition shall file a certificate of candidacy at the time and place and in the manner provided in this chapter and shall comply with all other applicable provisions of this title, in the same manner as candidates for nomination at a primary election.

*Code Sec.4.08.080 C*

The Offices of the Board shall be open from nine a.m. to nine p.m. on the last day for the filing of a certificate of candidacy.

**Monday, July 31, 2017**

- Deadline for filing petition for nomination by petition

*Code Sec. 4.20.100 A*

The entire petition shall be filed with the board at the time of the filing of the certificate of candidacy.

**Monday, July 31, 2017**

- Deadline for Council to certify ballot questions to the Board

*Code Sec. 4.40.010 A*

Whenever a proposed Charter amendment or other question is to be submitted for popular approval to the voters of the City or to the voters of any area proposed to be annexed to the City, the City Council shall certify the question to the board on or before the day on which a certificate of candidacy must be filed under this title.

**August 2017****Monday, August 7, 2017**

- Deadline for withdrawing as candidate for nomination

*Code Sec. 4.20.150 B 1*

Whenever any person who has filed a certificate of candidacy for nomination in any primary election, in a writing signed by the person withdrawing, and acknowledged before a notary public or any other person empowered to take oaths, notifies the board within seven days after the filing date established in this chapter that the person desires to withdraw as a candidate for such nomination, the certificate of candidacy shall be void. The name of the person so withdrawing shall not be printed upon the ballots to be used at the primary election. The filing of a valid certificate of withdrawal of candidacy is a final act of withdrawal; and a person who files such a certificate of withdrawal may not reinstate the person's candidacy, unless the time limit for the filing of candidacies has not expired.

*Code Sec. 4.20.150 B 2*

A certificate of withdrawal of candidacy shall be accepted until four-thirty on the last day for withdrawing.

**Monday, August 14, 2017**

- Deadline for central committee to fill vacancy resulting from failure of any candidate of party to file

*Code Sec. 4.20.040 B*

In case of any vacancy which may exist in respect to a candidate for any officer elected by the voters by reason of there being no candidate of a political party to file for the same in the primary election, the central committee authorized to fill such vacancy shall file the certificate of nomination with the board not later than the fifth day after the date on which candidates may withdraw their candidacy before the primary election.

**Monday, August 21, 2017**

- Deadline for voter registration for primary. The Board's office will be open from 9:00 A.M. to 9:00 P.M.

*Code Sec. 4.16.040 B*

A person may not vote in a municipal election if the person registers after the fifth Monday preceding the election.

**Monday, August 21, 2017**

- Deadline for change of address or name, or request for party designation or change in party affiliation

*Code Sec. 4.16.040 B.*

A notification of change of address or name, or request for party designation or change in party affiliation, received by the Board of Supervisors of Elections of the County after the fifth Monday preceding a municipal election is not effective for that election.

**Monday, August 21, 2017**

- Beginning of period for posting ballot for five days of public inspection

**Tuesday, August 22, 2017**

- Deadline for appointment of election judges

*Code Sec. 4.08.050 D.*

The judges shall be appointed not later than the Tuesday which is four weeks prior to any city primary election. Unless excused for good cause by the board, they shall be bound to serve in the position until the Tuesday which is four weeks prior to the next city primary election.

**Tuesday, August 22, 2017**

- Deadline for first campaign finance report

*Code Sec. 4.44.080 A(1)*

A candidate to public or party office, and the treasurer designated by that candidate shall file and sign the report or statement of contributions, loans and expenditures as prescribed in accordance with this chapter with the board. Election reports as specified below are required by all candidates for public or party office, whether or not the candidate's name appears on the primary ballot, the candidate withdraws subsequent to filing the candidate's certificate of candidacy or the candidate is unsuccessful in the election. Each report filed shall contain all contributions received and expenditures made in furtherance of the candidate's nomination or election by the candidate personally or, with the knowledge of the candidate, by any other person or groups of persons. The report shall be completed, except as otherwise provided in this section, through and including the Sunday immediately preceding the day by which that report is to be filed. The initial report filed shall contain all contributions and loans received and expenditures made since the date of the last preceding election to fill the office for which the person is a candidate. Each subsequent report shall contain all contributions and loans received and expenditures made since the end of the period for which the last preceding report was filed. A statement to that effect must be included on the forms prescribed pursuant to this chapter. The reports shall be filed as follows:

1. No later than the fourth Tuesday preceding any primary election;

**Friday, August 25, 2017**

- Deadline of period for posting ballot for five days of public inspection

*Code Sec. 4.24.070 B*

No less than twenty-five days before any election, the form and arrangement of all ballots to be used in the election, showing the offices, names of candidates, charter amendments and questions, shall be prepared by the board and made available for inspection by any registered voter. Following five days of public display, a court may not entertain a suit

or grant injunctive relief to any party seeking to challenge the form or arrangement of the ballots or the wording of a charter amendment or question on a ballot. If the ballot titles of charter amendments and questions are certified prior to twenty-five days before the election, they shall be made available for inspection by any registered voter.

### **Wednesday, August 30, 2017**

- Deadline for a court to entertain a suit

#### *Code Sec. 4.24.070 B*

Following five days of public display, a court may not entertain a suit or grant injunctive relief to any party seeking to challenge the form or arrangement of the ballots or the wording of a charter amendment or question on a ballot. If the ballot titles of charter amendments and questions are certified prior to twenty-five days before the election, they shall be made available for inspection by any registered voter.

### **Wednesday, August 30, 2017**

- Report on party registration

#### *Code Sec. 4.16.050 Reports of Registration.*

Within fifteen days after the commencement of the five-week period before a primary election in which voters already registered are not allowed to affiliate with a party or change party affiliation for purposes of this chapter, the board shall prepare a report of registration setting forth the following information, as shown on the books of the board as of the date of the commencement of the five-week period:

- A. The name of each political party with which one or more registered voters in the City are then affiliated; and
- B. The total number of registered voters affiliated with each such political party.

Note: Reports may be obtained from the Anne Arundel County Election Board of Election Office located at 6740 Baymeadow Drive, Glen Burnie, Maryland 21060 or by Email @ elections@aacounty.org

## **September 2017**

### **Monday September 4, 2017**

- Election office Closed – Labor Day

#### **Code sec. 1.12.010 - Designated.**

The following holidays are observed as holidays of the City:

- H. Labor Day, commemorating the American labor movement, the first Monday of September;

### **Friday, September 8, 2017**

- Public Demonstration of the Voting System

Not later than 10 days before Primary Election Day

### **Tuesday, September 12, 2017**

- Deadline for second campaign finance report

#### *Code Sec.4.44.080 A (2)*

No later than the Tuesday immediately preceding any primary election;

### **Friday, September 15, 2017**



- Deadline for receipt of application for regular absentee ballot

*Code Sec. 4.28.010*

A registered voter may vote by absentee ballot. The voter shall make application for an absentee ballot as provided in this chapter. The application shall be filed in the office of the board not later than 4:30 P.M. on the Friday preceding any election. Upon receipt of the application, the board shall provide by mail or other means an absentee ballot to the voter entitled to the ballot.

**Sunday September 17 & Monday September 18, 2017**

- Publication of election notice in newspaper

*Code Sec. 4.08.090*

Except as otherwise provided by law, the board shall publish, for all elections, for two consecutive days prior to each election, in one or more newspapers of general circulation within the City, the time and place and names of the candidates for nomination, or for members of central committees of a political party. The list of nominations published by the board shall be arranged to the extent practicable, in the order and form in which they are to be printed upon the ballots. In the discretion of the board, notice may also be given by handbills set up in those public places in each precinct as the board determines.

**Monday, September 18, 2017**

- Begin accepting applications for emergency absentee ballot

*Code Sec. 4.28.030 A*

After the Friday preceding an election and on the day of the election prior to the time the polls close, any person registered and otherwise qualified to vote may apply for an emergency absentee ballot if the person is notified after the time for making application for an absentee ballot that, as a condition of employment, the person is required to be absent from the City on the day of an election, if the person is unable to be physically present at the polls as a result of illness or accident occurring after the time of making application for an absentee ballot, or if the person is unable to be present because of a death or serious illness in the person's immediate family occurring after the time for making application.

**Tuesday, September 19, 2017**

- End accepting applications for emergency absentee ballot

*Code Sec. 4.28.030 A*

After the Friday preceding an election and on the day of the election prior to the time the polls close, any person registered and otherwise qualified to vote may apply for an emergency absentee ballot if the person is notified after the time for making application for an absentee ballot that, as a condition of employment, the person is required to be absent from the City on the day of an election, if the person is unable to be physically present at the polls as a result of illness or accident occurring after the time of making application for an absentee ballot, or if the person is unable to be present because of a death or serious illness in the person's immediate family occurring after the time for making application.

**Tuesday, September 19, 2017**

- Primary Election Day - The office will be open from 6:00 A.M. to 8:00 P.M.

*Code Sec. 4.24.020 Hours for voting.*

The polling places throughout the City shall be opened by the judges at seven a.m. on the day of election and the polling places shall remain open until eight p.m. on the same day, when the polling places shall be closed.

*Code Sec. 4.24.190(A)*

The polls shall be officially closed at eight p.m., except that all qualified voters who are then waiting in line to vote shall be permitted to do so by the judges.

*Code Sec. 4.08.080 Office hours on certain days.*

The Office of the Election Board shall be open on Election Day no later than seven a.m. and close no earlier than eight p.m., and the members of the board shall be available when needed on such day.

### **Tuesday, September 19, 2017**

- Deadline for receipt by Board of absentee ballots, including emergency absentee ballots, but excluding ballots which are mailed

*Code Sec. 4.28.030 A*

After the Friday preceding an election and on the day of the election prior to the time the polls close, any person registered and otherwise qualified to vote may apply for an emergency absentee ballot if the person is notified after the time for making application for an absentee ballot that, as a condition of employment, the person is required to be absent from the City on the day of an election, if the person is unable to be physically present at the polls as a result of illness or accident occurring after the time of making application for an absentee ballot, or if the person is unable to be present because of a death or serious illness in the person's immediate family occurring after the time for making application.

*Code Sec. 4.28.100 C (1)*

A ballot shall be considered as received timely, provided:

- a. It has been received by the board prior to the closing of the polls on Election Day; or
- b. It was mailed before Election Day, the United States Postal Service, or postal service of any other country has provided verification of that fact by affixing a mark so indicating on the covering envelope, and the board receives the ballot from the United States Postal Service not later than the close of business on the Wednesday following election day.

### **Wednesday, September 20, 2017**

- Deadline for receipt by the Board of absentee ballots which have been mailed by the day before the election

*Code Sec. 4.28.100 C (1 b)*

Timeliness of absentee ballots:

1. A ballot shall be considered as received timely, provided:

- a. It has been received by the board prior to the closing of the polls on Election Day; or
- b. It was mailed before Election Day, the United States Postal Service, or postal service of any other country has provided verification of that fact by affixing a mark so indicating on the covering envelope, and the board receives the ballot from the United States Postal Service not later than the close of business on the Wednesday following election day.

### **Tuesday, September 26, 2017**

- Board of Canvass conducts canvass

*Code Sec. 4.32.010 Organization—Oath—Sessions.*

On the Tuesday following every primary, general or special election, the Board of Elections shall be reconstituted as the Board of Canvassers and shall meet at the office of the Board. The Board of Canvassers shall elect a chair and secretary from their number. Each member of the Board of Canvassers shall recite an oath, under the penalty of perjury, to truly canvass, add up and declare the votes as required by law. The Board of Canvassers has the same

powers as the Board of Supervisors of Elections. All questions arising in the course of their proceedings shall be determined by a majority of the canvassers. All the sessions, deliberations and proceedings of the Board of Canvassers shall be public. All candidates and their counsel shall have the right to attend and inspect the original statements and returns, and all other documents and records.

Note: The Primary Election Canvass will be held @ 9:00 a.m. at the Anne Arundel County Election Board of Election Office located at 6740 Baymeadow Drive, Glen Burnie, Maryland 21060 or by Email @ elections@aacounty.org

### **Tuesday, September 26, 2017**

- Deadline for removal of campaign signs by defeated candidates

*Code Sec. 4.48.170 E*

Any election campaign sign which has been erected or posted shall be removed within seven days after the election to which the sign was applicable.

### **Thursday, September 28, 2017 (unless canvass continues beyond one day)**

- Deadline for transmitting statement of returns to City Council and Clerk of the Circuit Court.

*Code Sec.4.32.050 A Certified returns--Transmission for record.*

Within forty-eight hours after the completion of the canvass, the Board of Canvassers shall transmit one of each of the statements made by it, attested by the signature of its chair and secretary, to the City Council and to the Clerk of the Circuit Court for Anne Arundel County, who shall enter the same of record.

### **Friday, September 29, 2017(unless canvass continues beyond one day)**

- Deadline for declining nomination.

*Code Sec. 4.20.150 C (1) and (2)*

(1) Any person nominated for Mayor or Alderman may decline such nomination by notifying the board that the nomination is declined. The statement of declination shall be in writing, signed by the person nominated and acknowledged before a notary public or any person empowered to take oaths, and shall be filed with the board within ten days after the date of the primary election. If the person nominated complies with the provisions of this subdivision for declining nomination, the nomination shall be void; and the name of any person so withdrawing shall not be printed upon the ballots.

(2) A certificate of declination of candidacy shall be accepted until four-thirty p.m., on the last day for declining.

### **Friday, September 29, 2017**

- Deadline for petitioning for recount in primary election

*Code Sec. 4.20.190 Recount--Petition deadline.*

Within ten days after the day of any primary election, or within two days after the results of the canvass are declared official, any candidate for a nomination or for member of a central committee who has been defeated on the face of the returns, may petition the board for an appeal from and review of the action and decision of the judges in counting the ballots, and for a re-canvass and recount of the ballots cast in any or all of the precincts of the City.

Note: Should the declaration of the results of the canvass be delayed to within two days of the above deadline or beyond, the deadline for filing a recount petition is within two days of the declaration of the results of the canvass.

*Code Sec. 4.20.190.*

**October 2017****Monday, October 2, 2017**

- Voter registration reopens (unless Canvass goes more than one day)

**Friday, October 6, 2017**

- Deadline for filling vacancy in nomination

*Code Sec. 4.20.160 A*

Vacancies in nomination may be filled by the central committee of the political party to which the nominee belongs. The person filling the vacancy shall satisfy the requirements of Section 4.20.010. In the event of any vacancy occurring because of the declination, disqualification or death of any person nominated, or because of a tie vote in any primary election, except as provided in this section, the vacancy shall be filled at least thirty days before the election. Where the vacancy results from a tie vote, the nominee selected to fill the vacancy shall be one of the candidates receiving the tie vote.

**Friday, October 6, 2017**

- Beginning of time for public inspection of text of ballot questions (if applicable)

*Code Sec. 4.40.080 B*

The complete text of any question shall be made available on the city website for public inspection and shall be available in the office of the board during normal business hours for thirty days preceding the election at which the question is to be voted upon.

**Monday, October 9, 2017**

- Deadline for voter registration. The Board's office will be open from 9:00 A.M. to 9:00 P.M.

*Code Sec. 4.16.040 A*

A person may not vote in a municipal election if the person registers after the fifth Monday preceding the election.

*Code Sec. 4.08.080 B*

The Offices of the Board shall be opened from nine a.m. to nine p.m. on the fifth Monday prior to any election to provide for voter registration and to receive registration by mail applications. Registrars shall permit all qualified persons who, at the official closing time of nine p.m., are waiting to register to do so.

**Monday, October 9, 2017**

- Deadline for change of address or name, request for party designation, or change of party affiliation

*Code Sec. 4.16.040 B*

A notification of change of address or name, or request for party designation or change in party affiliation, received by the Board of Supervisors of Elections of the County after the fifth Monday preceding a municipal election is not effective for that election.

**Monday, October 9, 2017**

- Beginning of period for posting ballot for five days of public inspection

**Tuesday, October 10, 2017**

- Deadline for third campaign finance report

*Code Sec. 4.44.080 A (3)*

No later than the fourth Tuesday preceding any general election;

**Friday, October 13, 2017**

- Deadline of period for posting ballot for five days of public inspection

*Code Sec. 4.24.070 (B)*

No less than twenty-five days before any election, the form and arrangement of all ballots to be used in the election, showing the offices, names of candidates, charter amendments and questions, shall be prepared by the board and made available for inspection by any registered voter. Following five days of public display, a court may not entertain a suit or grant injunctive relief to any party seeking to challenge the form or arrangement of the ballots or the wording of a charter amendment or question on a ballot. If the ballot titles of charter amendments and questions are certified prior to twenty-five days before the election, they shall be made available for inspection by any registered voter.

**Wednesday, October 18, 2017**

- Deadline for a court to entertain a suit

*Code Sec. 4.24.070 B*

Following five days of public display, a court may not entertain a suit or grant injunctive relief to any party seeking to challenge the form or arrangement of the ballots or the wording of a charter amendment or question on a ballot. If the ballot titles of charter amendments and questions are certified prior to twenty-five days before the election, they shall be made available for inspection by any registered voter.

**Friday, October 27, 2017**

- Public Demonstration of the Voting System

Not later than 10 days before General Election Day

**Tuesday, October 31, 2017**

- Deadline for fourth campaign finance report

*Code Sec.4.44.080 A (4)*

No later than the Tuesday immediately preceding any general election;

**November 2017**

**Friday, November 3, 2017**

- Deadline for receipt of application for regular absentee ballot

*Code Sec. 4.28.010*

A registered voter may vote by absentee ballot. The voter shall make application for an absentee ballot as provided in this chapter. The application shall be filed in the office of the board not later than 4:30 P.M. on the Friday preceding any election. Upon receipt of the application, the board shall provide by mail or other means an absentee ballot to the voter entitled to the ballot.

**Sunday November 5 & Monday November 6, 2017**

- Publication of election notice

*Code Sec. 4.08.090*

Except as otherwise provided by law, the board shall publish, for all elections, for two consecutive days prior to each election, in one or more newspapers of general circulation within the City, the time and place and names of the candidates for nomination, or for members of central committees of a political party. The list of nominations published by the board shall be arranged to the extent practicable, in the order and form in which they are to be printed upon the ballots. In the discretion of the board, notice may also be given by handbills set up in those public places in each precinct as the board determines.

*Code Sec. 4.40.080A*

To the extent not otherwise provided by State law, the board shall advertise the title and a concise statement, prepared by the City Attorney, of every question to be submitted for approval of the voters at the same time and in the same manner as is required for the election of candidates at the general election (if applicable).

**Monday November 6, 2017**

- Begin accepting applications for emergency absentee ballot

*Code Sec. 4.28.030 A*

After the Friday preceding an election and on the day of the election prior to the time the polls close, any person registered and otherwise qualified to vote may apply for an emergency absentee ballot if the person is notified after the time for making application for an absentee ballot that, as a condition of employment, the person is required to be absent from the City on the day of an election, if the person is unable to be physically present at the polls as a result of illness or accident occurring after the time of making application for an absentee ballot, or if the person is unable to be present because of a death or serious illness in the person's immediate family occurring after the time for making application.

*Code Sec. 4.28.030 F*

Any emergency absentee ballot received by the board after the time for closing of the polls may not be counted.

**Tuesday November 7, 2017**

- End accepting of applications for emergency absentee ballot

*Code Sec. 4.28.030 A*

After the Friday preceding an election and on the day of the election prior to the time the polls close, any person registered and otherwise qualified to vote may apply for an emergency absentee ballot if the person is notified after the time for making application for an absentee ballot that, as a condition of employment, the person is required to be absent from the City on the day of an election, if the person is unable to be physically present at the polls as a result of illness or accident occurring after the time of making application for an absentee ballot, or if the person is unable to be present because of a death or serious illness in the person's immediate family occurring after the time for making application.

*Code Sec. 4.28.030 F*

Any emergency absentee ballot received by the board after the time for closing of the polls may not be counted.

**Tuesday, November 7 - office will be open from 5:45 A.M. to 9:00 P.M.**

- General Election Day

*City Charter, Art. II, Sec. 2*

The citizens and residents of the City of Annapolis qualified to vote for members of the General Assembly of Maryland, and otherwise qualified by the registration and election laws for such cases made and provided, shall elect by ballot, every four (4) years, beginning in 1985, on the first Tuesday after the first Monday in November, a mayor; and the qualified voters, in each ward shall at the same time elect by ballot one (1) resident of the ward as alderman.

*Code Sec. 4.24.020*

The polling places throughout the City shall be opened by the judges at seven a.m. on the day of election and the polling places shall remain open until eight p.m. on the same day, when the polling places shall be closed.

**Tuesday, November 7, 2017**

- End election cycle

*Code Sec. 4.04.010*

“Election cycle” means that period of time beginning on the day after the day of a general election and ending on the day of the next general election.

**Wednesday, November 8, 2017**

- Deadline for receipt by Board of absentee ballots mailed by day before election

*Code Sec. 4.28.100 C (1)*

A ballot shall be considered as received timely, provided:

- a. It has been received by the board prior to the closing of the polls on Election Day; or
- b. It was mailed before Election Day, the United States Postal Service, or postal service of any other country has provided verification of that fact by affixing a mark so indicating on the covering envelope, and the board receives the ballot from the United States Postal Service not later than the close of business on the Wednesday following election day.

**Friday November 10, 2017**

- Election office Closed – Veterans day (observed)

**Code sec. 1.12.010 - Designated.**

The following holidays are observed as holidays of the City:

- I. Veterans Day, commemorating the service of all Americans in defense of the nation, November 11th;

**Tuesday, November 14, 2017**

- Board of Canvassers conducts canvass

*Code Sec. 4.32.010 Organization—Oath—Sessions.*

On the Tuesday following every primary, general or special election, the Board of Elections shall be reconstituted as the Board of Canvassers and shall meet at the office of the Board. The Board of Canvassers shall elect a chair and secretary from their number. Each member of the Board of Canvassers shall recite an oath, under the penalty of perjury, to truly canvass, add up and declare the votes as required by law. The Board of Canvassers has the same powers as the Board of Supervisors of Elections. All questions arising in the course of their proceedings shall be determined by a majority of the canvassers. All the sessions, deliberations and proceedings of the Board of Canvassers shall be public. All candidates and their counsel shall have the right to attend and inspect the original statements and returns, and all other documents and records.

Note: The General Election Canvass will be held @ 9:00 a.m. at Anne Arundel County Election Board of Election Office located at 6740 Baymeadow Drive, Glen Burnie, Maryland 21060 or by Email @ elections@aacounty.org

**Tuesday, November 14, 2017**

- Deadline for removal of all campaign signs

*Code Sec. 4.48.170 E*

Any election campaign sign which has been erected or posted shall be removed within seven days after the election to which the sign was applicable.

**Thursday November 16, 2017** (unless Canvass goes more than one day)

- Deadline for transmitting statement of returns to City Council and Clerk of the Circuit Court.

*Code Sec. 4.32.050 A*

Within forty-eight hours after the completion of the canvass, the Board of Canvassers shall transmit one of each of the statements made by it, attested by the signature of its chair and secretary, to the City Council and to the clerk of the circuit court for Anne Arundel County, who shall enter the same of record.

**Friday, November 17, 2017**(unless Canvass goes more than one day)

- Deadline for petitioning for recount

*Code Sec. 4.36.010*

In a general or special election, a recount may be requested in accordance with *Section 4.20.190 and 4.20.200*. A recount in such an election shall be conducted in the manner provided.

Note: Should the declaration of the results of the canvass be delayed to within two days of the above deadline or beyond, the deadline for filing a recount petition is within two days of the declaration of the results of the canvass.

**Monday November 20, 2017** (unless Canvass goes more than one day)

- Voter registration reopens

**Thursday & Friday November 23 & 24, 2017**

- Election office Closed – Thanksgiving

**Code sec. 1.12.010 - Designated.**

The following holidays are observed as holidays of the City:

- J. Thanksgiving, celebrating the freedom and bounty within the grasp of all Americans, the fourth Thursday of November;

**December 2017****Friday, December 1, 2017**

- Deadline for fifth campaign finance report

*Code Sec. 4.44.080 A (7)*

No later than December 1st following a general election. This report shall cover the balance of the preceding election cycle which ends on the day of the general election.

**Monday, December 4, 2017**

- Mayor and Aldermen take oath of office

Charter Sec. 5. - Primary election dates; municipal election dates; term dates.

Nomination for a mayor and for one (1) alderman from each ward in the city shall be made by direct vote of the respective political parties at primary elections to be held in the city for the several candidates for mayor and, in each ward of the city, for the several candidates for aldermen, on the third Tuesday of September in each year in which



municipal elections in the city are to be held. Municipal elections shall be held on the first Tuesday after the first Monday in November in every fourth year, beginning with the year 1985. However, in the event an election will occur on the same day as the public observance of a religious holiday, or in case of severe weather, the board of supervisors of elections shall have the authority to reschedule the election to a day within one (1) week of the day prescribed by this section. The mayor and aldermen elected at each municipal election shall qualify in the manner prescribed by Article II, Section 3 of this Charter, and shall take office on the first Monday in December of the year in which they are elected and shall hold office until the first Monday in December in the fourth year following, or until their successors are elected and qualify.

### **July 2018-2020**

July 1, 2018, 2019 & 2020

- Deadline for campaign finance report in year in which there is no election

*Code Sec. 4.44.080 A (6)*

No later than July 1st in any year in which there is no election for City Council notwithstanding special elections;

The following is the provision from the Annapolis Election Code on the computation of time:

*Code Sec. 4.04.020 Time computation.*

In computing the times of notice to be given, or for the performing of any other act under this title, Saturday, Sunday, or a legal holiday shall be included, except when the day on which notice should be given or an act should be performed occurs on a Saturday, Sunday or legal holiday, in which case the notice shall be given or the act performed on the next regular business day following the Saturday, Sunday or legal holiday. In the computation, the day of giving notice or performing any act and the day of registration or election shall be excluded.