

# 2022 Municipal Elections Calendar & Canvass

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# Filings, Withdraws, & Write-ins

- Candidate filing: January 10 - 29, 2022
- Candidate withdraw
  - Primary: 3<sup>rd</sup> Tuesday after filing
  - General: 84 days before the election
    - June 7, 2022 – March 15
    - June 14, 2022 – March 22
- Write-in candidate filing: 49 days prior
  - June 7, 2022 – April 19
  - June 14, 2022 – April 26

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# Election Officials & Preparation

- Ballot position drawing
  - Primary: 4<sup>th</sup> Tuesday after filing period
  - General: 70 days prior
- Appointment of election officials – 84 days before the election
- Poll Worker Training – within 30 days of election
- Canvass – 5 days after the election

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# Ballots

- Estimate # of absentee ballots needed – 70 days before the election
  - Deliver to recorder 46 days before election
- Begin mailing absentees – 46 days before the election
- Sample ballots must be published in accordance with W. Va. Code
  - 1<sup>st</sup> publication 16 – 20 days prior to election before early voting
  - 2<sup>nd</sup> publication 7 – 1 day(s) before the election

# Early Voting

- 13 – 3 days before the election
- Regular business hours Monday - Friday
- Includes Saturdays 9:00 am – 5:00 pm

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# Absentee & The Voter

- Voter registration deadline: 21 days
- Absentee requests begin: January 1 (or 84 days)
- Absentee application deadline: 6 days



# Canvass

- 5<sup>th</sup> day after election (excluding Sundays)
- Must have quorum present
- Open to the public
- Ensure all materials are accounted for
- Prepare a book of record
- Set the bond for recount
  - No more than \$300

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# Canvass Practices

- Count only one precinct at a time
- Utilize worksheet provided in canvassing manual as you count
- Statement of Ballots Used (SBU)
- Absentee/Early Voting Record (AEVR)
- Compare # of ballots cast:
  - On Election Day
  - Absentee by mail
  - Early

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# Provisionals & Spoiled Ballots

- Provisional
  - Open envelope and count # of ballots
  - Compare # to the total in the total in Statement of Ballots Used & Absentee/Early Voting
  - DO NOT identify the voter by name
  - Determine which ballots will be counted
- Spoiled
  - Open envelope and count # of ballots
  - Compare # to the total in the total in Statement of Ballots Used & Absentee/Early Voting

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# Provisional Ballots when to accept

- Voter changed addresses, but voted in their new precinct
- Voter is handicapped and voted at a precinct that is handicap accessible (if their home precinct is not accessible)
- Voter was a pollworker (if there are no other challenges)
  - Only count votes for races within the pollworker's district

# Best Practices

- Keep a book of records
- Do not open ballots that are to be rejected
- Be aware of 48-hour recount period once results are declared
  - If no recount is demanded, certify results
- By law, keep all election materials for 22 months

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