2022 Municipal Elections Calendar & Canvass

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Filings, Withdraws, & Write-ins

- Candidate filing: January 10 - 29, 2022
- Candidate withdraw
  - Primary: 3rd 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
Election Officials & Preparation

• Ballot position drawing
  • Primary: 4th 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
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
  • 1st publication 16 – 20 days prior to election before early voting
  • 2nd 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
Absentee & The Voter

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

- 5th 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
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
Provisionals & Spoiled Ballots

• Provisional
  • Open envelope and count # of ballots
  • Compare # to 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 Statement of Ballots Used & Absentee/Early Voting
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