

2018 ELECTIONS CALENDAR



WEST VIRGINIA SECRETARY OF STATE'S OFFICE
ELECTIONS DIVISION

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2018 ELECTIONS IN WEST VIRGINIA

PRIMARY ELECTION – May 8, 2018

GENERAL ELECTION – November 6, 2018

Races on the ballot in 2018:

U.S. Senate
U.S. House of Representatives
State Senate
House of Delegates
County Commission
Board of Education
Conservation District Supervisor
Greater Huntington Park & Recreation District
State Executive Committee
District Executive Committee (Congressional, Senatorial & Delegate)
County Executive Committee

COMPUTATION OF TIME

"If any applicable provision of this code or any legislative rule or other administrative rule or regulation . . . designates a particular date on, before or after which an act, event, default or omission is required or allowed to occur, and if the particular date designated falls on a Saturday, Sunday, legal holiday or designated day off, then the date on which the act, event, default or omission is required or allowed to occur is the next day that is not a Saturday, Sunday, legal holiday or designated day off."

- W. Va. Code § 2-2-1(e)

"When a proceeding is directed to take place or any act to be done on any particular day of the month or within any period of time prescribed or allowed . . . if that day or the last day falls on a Saturday, Sunday, legal holiday . . . the next day that is not a Saturday, Sunday, legal holiday . . . shall be deemed to be the one intended . . ."

- W. Va. Code § 2-2-2(a)

"Accordingly, in the opinion of the Attorney General, where the last day upon which an act must, or may, be done falls upon a Sunday, the Monday following should be considered as the last day upon which the act can be done."

- See Report and Opinions of the Attorney General, pages 216-17 (1941)

ELECTION CALENDAR 2018

<p>January 1 - May 2, 2018</p>	<p>Receive Application for Absentee Ballot from Military or Overseas Voter (UOCAVA) Received no earlier than the first day of January of an election year, or 84 days preceding the election, whichever is earlier, but not later than the 6th day preceding the election, which application shall, upon the voter’s request, be accepted as an application for ballots for all elections in the calendar year.</p> <p style="text-align: center;">- W. Va. Code § 3-3-5(b)</p>
<p>January 10 - January 25, 2018</p>	<p>Give Notice of Appointment of Ballot Commissioners At least 5 days before appointment of Ballot Commissioners the County Clerk notifies each chairman of the two county executive committees of the parties that cast the largest number of votes in the last preceding General Election of the time for making the appointment.</p> <p>Each chairman shall designate, in writing, a person to be appointed as Ballot Commissioner between January 15 and January 30. If no appointment made by the Committee, the County Clerk shall appoint.</p> <p style="text-align: center;">- W. Va. Code § 3-1-19</p>
<p>January 8, 2018 (Deadline)</p>	<p>Notice of Precinct Change Notice must be given of the intent to change precincts at least 1 month before any precinct boundary changes go into effect, and such changes must be made at least 90 days before an election.</p> <p>Last day on which to complete Class II-0 legal notice of County Commission’s intention to change, divide, or consolidate voting precincts for primary election; notice published once each week for 2 successive weeks in 2 qualified newspapers of opposite politics published in the publication area.</p> <p style="text-align: center;">- W. Va. Code §§ 3-1-7(b), 59-3-1 <i>et seq.</i></p>
<p>January 8, 2018</p>	<p>List of Authorized Ballot Vendors Issued On or before the 2nd Monday of January of each year the Secretary of State provides a list of all vendors authorized to print ballots for state, county and municipal elections to the county clerk.</p> <p style="text-align: center;">- W. Va. Code § 3-1-21(a)</p>

January 8 - January 27, 2018
(Deadline is 11:59 p.m.)

Candidate Filing Period

Not earlier than **2nd Monday** in January and not later than **last Saturday** in January preceding primary election, candidates for nomination or election in the Primary Election file certificates of announcement of candidacy and filing fee with:

- The Secretary of State if a statewide race or the office is to be filled by voters of more than one county and includes non-partisan judicial offices except magistrate;
- The County Clerk if office is to be filled by voters of a single county, includes non-partisan magistrate; or
- The Town Recorder or City Clerk if for an office to be filled by voters of a municipality.

Must be received before **midnight** E.S.T. or, if mailed, be postmarked by the U.S. Postal Service before midnight, E.S.T on the last day of filing, **January 27**.

*Candidates unable to pay filing fee must provide oath stating he or she is unable to pay fee due to a lack of financial resources and receive in-lieu-of-filing-fee petition forms and instructions on gathering signatures. Candidate shall file petitions with required number of signatures by close of filing on **January 27**.*

- W. Va. Code §§ 3-5-7, 3-5-8, 3-5-8a

January 15 – January 30, 2018

Appoint Ballot Commissioners

Ballot Commissioners are appointed between **15th** and **30th** of January in each year a General Election is held.

The designees of each party shall be appointed if he or she meets the qualifications for a **2** year term, and cannot be a candidate for any office in any election during the term.

The County Clerk appoints if the party county executive committee fails to appoint in a timely manner.

- W. Va. Code § 3-1-19

January 27, 2018
(Deadline is 11:59 p.m.)

Candidate Filing Deadline

Certificate of announcement received in filing office or, if mailed postmarked, before **midnight**.

- W. Va. Code § 3-5-7

<p>February 1, 2018</p>	<p>Term of Ballot Commissioners begins Term is for 2 years. Vacancies are filled in the same manner as original appointment.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-19
<p>February 7, 2018</p>	<p>90 days before Primary Election</p>
<p>February 7, 2018</p>	<p>Deadline for Ordering Precinct Change Last day for County Commission (after at least a 1 month notice) to enter an order changing the boundaries of any precinct into 2 or more precincts, or consolidate 2 or more precincts into 1, or to change the location of the polling place whenever the public convenience may require it. Within 15 days after such order is issued, the County Commission shall publish the order as a Class II-0 legal advertisement.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-7(b)
<p>February 7, 2018</p>	<p>Adopt Policy Extending Emergency Absentee Voting Last day County Commission may adopt policy extending the emergency absentee voting procedures to:</p> <ol style="list-style-type: none"> 1. Hospitals or other duly licensed health care facilities within an adjacent county or within 35 miles of the county seat; and 2. Nursing homes within the county. <p>County Commission must adopt this policy 90 days before election and a copy of this policy must be filed with the Secretary of State.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5c(a)
<p>February 7, 2018</p>	<p>Petition for Suspension of Election Official Petition seeking suspension of an election official must be filed with County Commission at least 90 days before an election. The petition must be signed by 25 registered voters of the precinct where election official last served. Upon presentation of evidence of listed grounds, County Commission may, upon majority vote, suspend the eligibility to serve as an election official for 2 years.</p> <p>County Commission may, on its own motion, suspend an election official for specific causes for 4 years.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-28

<p>February 7, 2018</p>	<p>Notice of Emergency Precinct Change In the case of an emergency <u>and</u> with the approval of the Secretary of State, last day on which to complete notice of County Commission’s intention to change, divide or consolidate voting precincts is at least 1 month before any precinct boundary change. Notice must be published once each week for 2 successive weeks in 2 qualified newspapers of opposite politics as Class II-0 legal ad.</p> <p>- W. Va. Code § 3-1-7(g), 59-3-1 <i>et seq.</i></p>
<p>February 9, 2018 (Deadline for committee)</p> <p>February 13, 2018 (Deadline for committee chair)</p>	<p>Executive Committees Fill Vacancies in Nomination by Appointment due to No Candidate Filing Deadline to fill vacancies is no later than the 2nd Friday following the close of filing for the committee, and no later than 3rd Tuesday following the close of filing for the committee chairperson.</p> <p>Last day for the executive committee (or its chair) to appoint a nominee for the Primary Election ballot if a vacancy is caused by failure to file and to certify the nomination to the proper filing officer.</p> <p>- W. Va. Code § 3-5-11</p>
<p>February 13, 2018</p>	<p>84 days before Primary Election</p>
<p>February 13, 2018</p>	<p>Last Day for Candidate to Withdraw from Primary Election A candidate who has filed a certificate of announcement and wishes to withdraw and decline to stand as a candidate for office shall file a signed and notarized statement of withdrawal with the same officer with whom the certificate of announcement was filed, which must be <u>received</u> not later than the 3rd Tuesday following the candidate filing deadline.</p> <p>If filed within the specified time period, the name of a candidate who files the statement of withdrawal may not be printed on the ballot. No candidate who files a statement of withdrawal after that time will have his or her name removed from the ballot.</p> <p>- W. Va. Code § 3-5-11</p>
<p>February 13, 2018</p>	<p>Notice of Number of Election Officials The County Commission designates the number and type of election boards for the various precincts and gives written notice to the county executive committees of the 2 major</p>

<p>February 13, 2018 (ctd.)</p>	<p>political parties stating the number of nominations which may be made for poll clerks and commissioners.</p> <p><i>Recommended that notice of the number of emergency absentee voting commissioners needed is also provided at this time.</i></p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-29
<p>February 13, 2018 (Deadline)</p>	<p>Secretary of State Certifies and Posts List of Candidates Filed with the Secretary of State’s Office</p> <p>By 84 days before the election the Secretary of State arranges and certifies names of all candidates who filed and posts such list in office until after the Primary Election.</p> <p>Secretary of State begins determining the certified candidates to be on the ballots in each county and transmits to the counties. The County Clerks are to receive by the 70th day before the election.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-5-9
<p>February 13 – May 2, 2018</p>	<p>Accept Applications for Mail-in Absentee Ballot from Eligible Voters</p> <p>Period begins during which an eligible voter may submit an absentee ballot application, completed in his or her own handwriting, to the County Clerk in person, by mail, by fax or by email. Application must be received no earlier than 84 days preceding the Primary Election and not later than 6 days preceding Primary Election.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5
<p>February 20, 2018 (At 9:00 am)</p>	<p>Drawing for Order on the Ballot</p> <p>For all ballot systems beginning at 9:00 a.m. on the 4th Tuesday following the close of candidate filing, a drawing by lot shall be conducted in the office of the County Clerk of each county to determine the order of names of candidates for any office or division for which more than 1 is to be nominated. Notice of the time and date is provided on the certificate of announcement.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-5-13a

<p>February 26, 2018 (Deadline for Executive Committee to act)</p>	<p>Executive Committees Fill Vacancies in Nomination by Appointment for General Election Ballot if Vacancy is Caused by Failure to File</p>
<p>February 28, 2018 (Deadline for Chair to act)</p>	<p>If vacancy is due to no candidate filing, the executive committee may appoint a nominee for the General Election ballot no later than 30 days after the last day to file a certificate of announcement.</p>
	<p>If committee does not act, the chairperson may appoint a nominee no later than 2 days following executive committee deadline.</p>
	<p>- W. Va. Code § 3-5-19</p>
<p>February 27, 2018</p>	<p>70 days before Primary Election</p>
<p>February 27, 2018</p>	<p>Certification of Candidates to County Clerk 70 days before the election the County Clerk is to receive the certification of candidates from the Secretary of State's Office.</p>
	<p>- W. Va. Code § 3-5-9</p> <p><i>[This date conflicts with the Code requirement for the Ballot Order Drawing. County Clerks will receive the certification via email by February 16, 2018, and via certified mail no later than the Code deadline of February 27, 2018.]</i></p>
<p>February 27, 2018</p>	<p>Estimate Number of Absentee Ballots No later than 70 days before the election the County Clerk estimates number of official absent and early voter's ballots required.</p>
	<p>- W. Va. Code § 3-3-11(a)</p>
<p>February 27, 2018</p>	<p>Election Official Nominations Filed No later than 70 days before the Primary Election, each county executive committee, or its chairman or secretary on its behalf, shall file in writing with the County Commission a list of persons nominated by a majority vote of the committee at a duly called meeting, as election officials and the positions for which they are designated, and those persons nominated as alternates. The number of alternates for each party may not exceed the number of precincts in the county.</p>
	<p>- W. Va. Code §3-1-30</p>

<p>February 27, 2018 (Approximate date)</p>	<p>Candidate Name Removed from Ballot Due to Death Upon request of the candidate’s family, the board of ballot commissioners may remove the name of a candidate who dies <u>if</u> the death occurs <i>before</i> the ballots are printed.</p> <p>If death occurs <i>after</i> ballots are printed, a written notice shall be posted with the sample ballot at each precinct which states: “To the voter: (candidate name) of (residence), a candidate for (office sought) is deceased.”</p> <ul style="list-style-type: none"> - W. Va. Code § 3-5-11(b)
<p>March 9, 2018</p> <p>March 9, 2018</p>	<p>60 days before Primary Election</p> <p>Emergency Order to Change Precincts In case of an emergency and with the permission of the Secretary of State, the County Commission may enter an order to consolidate, divide or change the boundaries of a precinct within a county no later than 60 days before the election.</p> <p>Within 15 days after such order is issued, the County Commission shall publish the order as Class II-0 legal advertisement.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-7(g), 59-3-1 <i>et seq.</i>
<p>March 13, 2018</p> <p>March 13, 2018</p>	<p>56 days before Primary Election</p> <p>Notice Given for Number of Emergency Absentee Voting Commissioners Needed 56 days before the Primary Election, the County Clerk notifies the County Commission of the number of sets of emergency absentee ballot commissioners necessary <u>only if</u> the County Commission adopted a policy to provide emergency absentee voting services.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5c(b)
<p>March 20, 2018</p> <p>March 20, 2018</p>	<p>49 days before Primary Election</p> <p>Election Officials and Alternates Appointed No later than 49 days before the election, the County Commission shall appoint the election officials for each designated election board as follows:</p>

<p>March 20, 2018 (ctd.)</p>	<ol style="list-style-type: none"> 1. Eligible persons nominated and timely filed by the executive committees as poll clerks, election commissioners; 2. Additional persons selected by the County Commission to serve as election commissioners; and 3. Persons to fill any positions for which no nominations were filed. <p>The County Commission shall also appoint emergency absentee voting commissioners <i>(at the same meeting or at a subsequent meeting)</i>.</p> <p>The County Commission shall:</p> <ol style="list-style-type: none"> 1. Appoint the alternates nominated by the executive committees; 2. Appoint additional alternates; and 3. Determine the number of persons who may be instructed to attend training as alternates. <p>- W. Va. Code § 3-3-5c</p>
<p>March 20, 2018</p>	<p>Write-In Candidate Filing Deadline for Election of ONLY Nonpartisan offices:</p> <ol style="list-style-type: none"> 1. Board of Education Member 2. Soil Conservation District Supervisor <p>Eligible persons who seek to be elected by write-in votes to an office which is to be filled at the Primary Election shall file a write-in candidate's certificate of announcement by the 49th day before the Primary Election.</p> <p>- W. Va. Code § 3-6-4a</p>
<p>March 23, 2018</p> <p>March 23, 2018</p> <p>March 23, 2018 – May 2, 2018 (May 3, 2018 if applications are received on May 2, 2018)</p>	<p>46 days before Primary Election</p> <p>Delivery of Absentee Ballots to County Clerk</p> <p>The board of ballot commissioners are to have the official absentee ballots printed and delivered to the County Clerk 46 days before the election.</p> <p>- W. Va. Code § 3-3-11</p> <p>Mail Absentee Ballots</p> <p>County Clerks must mail absentee ballots within 1 day after both the completed application <i>and</i> the ballots are received.</p>

<p>March 23, 2018 – May 2, 2018 (ctd.)</p>	<p>Upon acceptance of a completed application, determine whether the requirements have been met and transmit absentee ballot(s), envelopes, instructions, and any other supplies required for voting the ballot. If determined the requirements have not been met, transmit balloting materials and give notice to the voter that the ballot will be provisional.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-3-5, 3-3-11
<p>March 31 – April 6, 2018</p>	<p>Primary-First Campaign Finance Report (or Annual Report) Reports due on the last Saturday in March and filed within 6 days thereafter:</p> <ul style="list-style-type: none"> • Primary-First (PACS and 2018 candidate committees) • Annual (for previous candidate committees and open pre-candidates) <p><i>This report covers the transactions from March 25, 2017 through March 30, 2018.</i></p> <p>Candidates, treasurers and financial agents submit reports to the Secretary of State, County Clerk, or Municipal Recorder, determined by which office is sought. A detailed itemized statement is submitted, setting forth all activity from the previous report or organization date. If the total amount of transactions do not exceed \$500 during the reporting period a waiver may be filed.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-8-5, 3-8-5(b); - Code of State Rules (CSR) § 146-3-8
<p>March 24, 2018</p>	<p>Approved Voter Registration Program for Eligible High School Students No later than 45 days before the election the County Clerk shall conduct an approved program of voter registration services for eligible high school students at each high school within the county.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-8
<p>March 27, 2018 (Deadline depends upon date of appointment)</p>	<p>Notice Mailed to Election Officials Within 7 days following appointment, county commission notifies, by first-class mail, all election commissioners, poll clerks and alternates of their appointment, including a response form.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-30(h)

<p>April 3, 2018 (Deadline depends upon date of appointment)</p>	<p>Election Officials Respond to Notification from County Clerk confirming ability to serve.</p> <p>When an election official or alternate fails to return the response notice (or otherwise confirm to the County Clerk his or her agreement to serve within the required time, the position shall be considered vacant and the County Clerk shall proceed to fill the vacancies within 14 days following the date of appointment.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-30(i)
<p>April 8, 2018 – May 1, 2018</p>	<p>Instructional Program for Election Officials</p> <p>Within 30 days prior to election, County Clerk conducts instructional program using training materials produced by Secretary of State, to all election officials, explaining and illustrating procedures for conducting elections, duties of the various election officials and methods of voting.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-46(c)
<p>April 12 – 18, 2018</p>	<p>Publish Sample Ballot for Early Voting</p> <p>Not more than 26 nor less than 20 days preceding the Primary Election, Ballot Commissioners publish sample official primary ballot for each party, nonpartisan candidates, and public questions as follows:</p> <ol style="list-style-type: none"> 1. For counties in which 2 or more qualified newspapers publish a daily newspaper, publish a Class I-0 legal advertisement in the 2 qualified daily newspapers of different political parties within the county having the largest circulation 2. For counties having no more than 1 daily newspaper, or having only 1 or more qualified weekly newspapers, publish sample as Class I legal advertisement in qualified newspaper having largest circulation <ul style="list-style-type: none"> - §§ 3-5-10, 59-3-1 <i>et seq.</i>
<p>April 17, 2018 (Deadline)</p>	<p>Voter Registration Deadline</p> <p>Voter registration for an election shall close 21 days before the election, or on the 1st day thereafter which is <u>not</u> a Saturday, Sunday or legal holiday.</p> <p>Completed application of eligible voter for registration, transfer, change of political party or other change submitted by the close of voter registration will be effective for any subsequent election, if:</p>

<p>April 17, 2018 (Deadline, ctd.)</p>	<ol style="list-style-type: none"> 1. Received at office of the County Clerk, no later than the hour of the close of registration; 2. Accepted by a designated agency or motor vehicle licensing office no later than the close of registration; 3. Accepted through a registration outreach program and received by the County Clerk no later than the close of registration; 4. Addressed to the appropriate County Clerk and postmarked by the postal service no later than the date of the close of registration; 5. Accepted through an approved electronic voter registration system and received no later than the close of business on the final day of registration; or 6. The verification notice mailed to the applicant is not returned as undeliverable <p>Voters must change party affiliation on file by close of registration in order to participate in that party's Primary Election.</p> <p>- W. Va. Code §3-2-6</p>
<p>April 18 – May 1, 2018</p>	<p>Inspection of ballots, electronic poll books and vote recording devices.</p> <p>1 inspection can be done for Early Voting and Election Day materials <i>or</i> they can be done separately if Election Day materials are not ready.</p> <p>Preparation of materials is completed and Notification given to County Commission and Ballot Commissioners no later than 7 days before election (Early Voting = April 18; Election Day = May 1).</p> <p>Convene County Commissioners and Ballot Commissioners no later than 5 days before election. [Early Voting = April 20; Election Day = May 3].</p> <p>Class I-0 public notice regarding place and time of inspection is published no later than 3 days before inspection.</p> <p>- W. Va. Code §3-4A-13</p>
<p>April 18 – May 7, 2018</p>	<p>Authorized Late Voter Registration Accepted from Certain Uniformed and Overseas Voters</p> <p>Between the 20th day before the election and 1 day before the election, a member of the uniformed services, an overseas citizen whose employment supports national security functions or purposes and the spouse or dependent residing</p>

<p>April 18 – May 7, 2018 (ctd.)</p>	<p>with one of the above, who has been discharged 60 days preceding an election, may register to vote in person at the County Clerk’s Office. Appropriate documentation/affidavit must be presented as required by law.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-6a; - CSR § 153-44-1 <i>et seq.</i>
<p>April 20, 2018</p>	<p>Accept Voter Registration Card by Mail without Postmark No later than 3 days following the close of registration is the last day an application for registration may be accepted if addressed to the appropriate County Clerk and received by mail with the postmark missing or illegible.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-6(b)
<p>April 23, 2018 (deadline)</p>	<p>Correct Incomplete Applications for Voter Registrations Within 4 business days after the close of registration, County Clerk may correct applications for voter registration containing incomplete information if applicant provides the required information.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-6(b)(1)
<p>April 23 – April 27, 2018</p>	<p>Pre-Primary Campaign Financial Reports Due Beginning 15 days before Primary and filed within 4 business days thereafter.</p> <p><i>This report covers the transactions from March 31, 2018 through April 22, 2018.</i></p> <p>Candidates, agents and treasurers file with the Secretary of State or County Clerk or Municipal Recorder a detailed itemized statement setting forth all financial transactions made subsequent to the last report filed.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-8-5, 3-8-5a; - CSR § 146-3-8
<p>April 23 – May 7, 2018</p>	<p>“Last Minute” Independent Expenditures Reported (Expenditure made on or after the 15th day but more than 12 hours before the day of any election – report must be received within 24 hours after the expenditure is made.)</p> <p>Independent expenditures of \$1,000 or more for statewide, legislative or multi-county offices <u>or</u> in the amount of \$500 or more for county, single-county or municipal offices which are</p>

<p>April 23 – May 7, 2018 (ctd.)</p>	<p>made <i>must</i> be reported within 24 hours to the Secretary of State or County Clerk or the Municipal Recorder.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-8-2
<p>April 25 - May 5, 2018</p>	<p>Early Voting In Person Beginning on the 13th day and continuing through the 3rd day before the election, voter may vote an early ballot at the county courthouse, an annex or a designated community voting location during normal business hours; additionally, early voting must be conducted between 9 a.m. and 5 p.m. on the last 2 Saturdays before the Primary Election.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-3
<p>May 1, 2018</p>	<p>Pubic Test of Tabulating Equipment 1 week prior to the start of the count of the votes, notice must be provided <u>no more than 2 weeks</u> but <u>not less than 48 hours</u> before test by publication of Class I-0 legal advertisement. (Notice must be provided between April 17 – April 29.)</p> <p>After processing pre-audited ballots, the County Commission certifies the equipment to be free from error as determined by the test. Testing material and certification is to be placed in a sealed container until the start of canvass.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-4A-26, 59-3-1 <i>et seq.</i>
<p>May 1 – 7, 2018</p>	<p>Instructional Program Make-Up Session Within last 7 days before election, County Clerk conducts make-up session for election officials unable to attend regular session.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-46(c)
<p>May 1, 2018 - May 7, 2018</p>	<p>Publish Official List of Candidates or Sample Ballot for Election Day On the last day on which a newspaper is published immediately preceding the Primary Election, Ballot Commissioners publish the official list of candidates and issues, or the sample ballot, as follows:</p> <ol style="list-style-type: none"> 1. For counties in which 2 or more qualified newspapers publish a daily newspaper, publish as Class I-0 legal advertisement in the 2 qualified daily newspapers of different political parties within the county having the largest circulation;

<p>May 1, 2018 - May 7, 2018 (ctd.)</p>	<p>2. for counties having no more than 1 daily newspaper, or having only 1 or more qualified weekly newspapers, publish as Class I legal advertisement in qualified newspaper having largest circulation</p> <p>Counties may choose to publish the sample ballot for a 2nd time instead of the official list.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-5-10, 59-3-1 <i>et seq.</i>
<p>May 1, 2018 - May 8, 2018 (Deadline until Noon on May 8)</p>	<p>Receive Requests for Emergency Absentee Ballot No earlier than 7 days preceding the election and no later than noon of Election Day, upon request of a voter, a member of the voter’s immediate family or a staff member of a nursing home an emergency absentee ballot may be requested. Eligible persons include:</p> <ol style="list-style-type: none"> 1. A voter who, on Election Day, is in the hospital or other duly licensed health care facility within the county of their residence (provided the County Commission has adopted an extension of service, to a health care facility in an adjacent county or within 35 miles of the county seat); 2. A voter who resides for less than 30 days prior to the election in a nursing home within the county, provided the County Commission has adopted an extension of service to those facilities <ul style="list-style-type: none"> - W. Va. Code §§ 3-3-1(c), 3-3-5c(d)
<p>May 2, 2018</p>	<p>Deadline for Absentee by Mail Application Not later than the 6th day preceding the election, last day to receive application for absentee ballot by mail. Ballot shall be mailed no later than following day.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5(b)(1)
<p>May 5, 2018 (Deadline)</p>	<p>Deadline for Early Voting in Person Last day to vote an early ballot in person (occurs on a Saturday)</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-3
<p>May 7, 2018</p>	<p>Deadline to Hand-Deliver Absentee Ballot to the Clerk’s Office No later than 1 day preceding the election, the last day for County Clerk to accept hand delivered absentee ballot by mail.</p>

<p>May 7, 2018 (ctd.)</p>	<p>No person may personally deliver more than 2 absentee ballots in any election.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5(k)
<p>May 7, 2018</p>	<p>Election Commissioners Receive Election Supplies No later than 1 day before Primary Election, the last day on which election commissioner(s) of each precinct, as designated by County Commissioners, shall receive necessary election supplies from County Clerk.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-1-24, 3-4A-13(f)
<p>May 7, 2018</p>	<p>Failure to Pick Up Supplies, Delivery Thereof By close of County Clerk’s Office 1 day prior to Primary Election, Board of Ballot Commissioners (or chairman thereof) forthwith dispatches, by special messenger, election supplies to any election commissioner who has failed to pick up supplies by designated time.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-25
<p>May 8, 2018</p>	<p><u>PRIMARY ELECTION DAY</u> 2nd Tuesday in May of even years. Polls open 6:30 a.m. and close 7:30 p.m.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-1-31, 3-5-1 <p>In counties using electronic voting systems, County Clerk must deliver vote recording devices to polling places not less than 1 hour prior to polls opening.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-4A-16 <p>If appointed election official fails to appear at polling place by 5:45 a.m., election officials shall contact County Clerk for assistance in filling vacancy.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-30(j) <p>Upon request by or for persons eligible to vote emergency absentee ballot made no later than noon of Election Day, emergency absentee voting commissioners deliver application and ballot to voter in hospital (or nursing home if authorized).</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5c

	<p>A voter whose registration record lists one address but has since moved to another within the county may update the registration at the polling place and shall vote in the precinct of current residence using a provisional ballot.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-2-22(a)(6), 3-2-31(b)
<p>May 8, 2018</p>	<p>A voter whose legal name has changed may update the registration by filing an affidavit of change of legal name at the polling place on Election Day.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-22(d)(2) <p>Post Summary Returns Upon completion of the count, the returns are to be open to the public by posting a summary of the returns as have been tabulated at the central counting center.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-4A-28(e)
<p>May 9, 2018</p>	<p>Absentee Ballots without Postmark Accepted 1 day after Election Day, absentee ballots without postmark are accepted if delivered by the US Postal Service or other express shipping service and received by the County Clerk, no later than the day after Election Day. (Does not apply to UOCAVA ballots.)</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5
<p>May 14, 2018</p>	<p>Absentee Ballots Postmarked by Election Day Accepted No later than the hour at which the board of canvassers convenes to begin the canvass, absentee ballot by mail accepted if ballot bears a postmark of the US Postal Service dated no later than Election Day and the ballot is received by the County Clerk, within the required time. Absentee from military are accepted without postmark if received prior to start of canvass.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-3-5, 3-5-17
<p>May 14, 2018 (Deadline depends on date canvass is completed in all jurisdictions)</p>	<p>Canvass Returns On the 5th day, Sundays excepted, after Primary Election, County Commission, as the board of canvassers, meets to canvass Primary Election returns. The board of canvassers shall meet from day to day adjourning no longer than is absolutely necessary until the canvass is complete.</p>

<p>Deadline depends on date canvass is completed in all jurisdictions.</p>	<p>Declare Upon completion of canvass, publicly declare the election results and wait 48 hours (do not count Saturdays, Sundays and legal holidays) to allow for recount requests to be submitted.</p> <p><i>Multi-county races must wait until the last county declares results for the 48 hours to begin. Notice will be provided by the Elections Division on the start times.</i></p>
<p>Deadline depends on date results are declared</p>	<p>Recount Recount request must be made within 48 hours of the declaration of results. If a candidate is on the ballot in more than one county, the 48 hours begins after the final county’s board of canvassers declares the results. A candidate may demand a recount.</p> <p>Note: If a recount has been demanded, the board of canvassers shall have 48 hours in which to send notice to all candidates who filed for the office in which a recount has been demanded. Such recount shall be set for no sooner than 3 days after serving the notice. After the notice is served, candidates so served shall then have an additional 24 hours in which to demand a recount of precincts not requested to be recounted by candidate originally requesting recount. The recount is open to the public. However, only those authorized may handle election materials.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-6-9
<p>Deadline depends on date results are declared and recounts</p>	<p>Certify 48 hours after the declaration, CERTIFY election results in races where a recount was NOT requested.</p> <ul style="list-style-type: none"> - W. Va. Code §§3-5-17, 3-6-9, 3-6-10
<p>Deadline depends on date of election certification</p>	<p>Contest Primary Election Within 10 days after the results of election are certified, candidate may contest the Primary Election before the County Commission in which any primary procedures, practices or results may be in issue. A contest is a legal proceeding. Legal counsel <i>should</i> (but not mandatorily) be obtained by parties involved.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-5-20, 3-7-1, 3-7-6

<p>May 21 – June 18, 2018</p>	<p>Post-Primary Financial Statement 13 days after each primary and within 20 business days after the 13th day.</p> <p><i>This report covers the transactions from April 23, 2018 through May 20, 2018.</i></p> <p>Candidates, agents and treasurers file with the Secretary of State or County Clerk or Municipal Recorder a detailed itemized statement setting forth financial transactions subsequent to last report.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-8-5, 3-8-5a; - CSR § 146-3-8
<p>June 7, 2018 (Deadline)</p>	<p>Transmit Certificates of Results The certification of the results of the Primary Election should be sent to Secretary of State as soon as possible but no later than 30 days after the primary.</p> <p>Board of canvassers transmits original certificates of election results for all offices to be filled by the voters of more than one county to the Secretary of State, along with copies of certificates of results for county candidates.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-5-17, 3-5-18
<p>July 1, 2018</p>	<p>Terms of Board of Education and Soil Conservation District Supervisors Begin</p> <p>New members of the Board of Education and Soil Conservation District elected to full terms and un-expired terms take office.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 18-5-1b, 19-21A-6
<p>July 7, 2018</p>	<p>Report Failure to File Financial Statement to Prosecuting Attorney 60 days after Primary Election, Secretary of State and County Clerk to give notice of the failure of any candidates, agents or treasures to file required, detailed, itemized financial statements of transactions connected with Primary Election to Prosecuting Attorney where candidate resides.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-8-7(a)

<p>July 7, 2018</p>	<p>Written notification to candidates/committees that failed to file financial statements (60 days after the Primary Election)</p> <p>Written notice is to be sent by certified mail to candidates/committees that failed to file the required finance reports relating to the Primary Election.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-8-7
<p>July 9, 2018 (Deadline)</p>	<p>GENERAL ELECTION DATES</p> <p>Notice of Precinct Change At least 1 month before any precinct changes, the last day on which to complete Class II-0 legal notice of County Commission’s intention to change, divide or consolidate voting precincts for the General Election; notice published once each week for 2 successive weeks in 2 qualified newspapers of opposite politics.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-1-7(b), 59-3-1 <i>et seq.</i>
<p>August 1, 2018</p>	<p>Deadline for No Party Organization/Unaffiliated Candidates to File Nominating Petitions, Certificate of Announcements and Pay Filing Fee No later than August 1 preceding the General Election, certificates nominating candidates to be file no later than August 1, 2018 with the Secretary of State or County Clerk, depending upon the office being sought.</p> <p>If nomination certificate is not timely filed and filing fee not timely paid, they may not be accepted by the filing office.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-5-23, 3-5-24
<p>August 1 - 21, 2018</p>	<p>Special Filing Period for Board of Education Vacancy Occurring after Close of Filing for Primary Election No earlier than the 1st Monday in August and no later than 77 days before the General Election, candidate filing period for unexpired term of Board of Education to fill vacancy which occurs after the close of the Primary Election candidate filing but not later than 84 days before the General Election. The certificate of announcement and filing fee shall be remitted to the County Clerk no earlier than August 1 and no later than 77 days before the General Election.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-5-19(c)

<p>August 10, 2018 August 8, 2018 (Deadline)</p> <p>August 8, 2018 (Deadline)</p> <p>August 8, 2018</p> <p>August 8, 2018 (Deadline)</p> <p>August 14, 2018</p>	<p>90 days before the General Election</p> <p>Notice of Emergency Precinct Change The last day County Commission may complete notice to change, divide or consolidate voting precincts for General Election in cases of emergency and with permission of Secretary of State is <i>at least 1 month</i> before entering emergency order to change precinct line</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-1-7(g), 59-3-1 <p>Deadline for Ordering Precinct Change Not within 90 days next preceding General Election, last day for County Commission to enter an order changing the boundaries of any precinct into 2 or more precincts, or consolidate 2 or more precincts into 1, or to change the location of the polling place whenever the public convenience may require it. Within 15 days after such order is issued, after at least a 1 month notice, the County Commission shall publish the order as a Class II-0 legal advertisement.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-7(b) <p>Petition for Suspension of Election Official At least 90 days prior to an Election Day, the last day for petition to be filed with County Commission seeking the suspension of an election official; petition signed by 25 registered voters of precinct where election official last served. Upon presentation of evidence of listed grounds, County Commission may, upon majority vote, suspend the eligibility to serve as an election official for 2 years. County Commission may, on its own motion, suspend an election official for specific causes for 4 years.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-28(c) <p>Adopt Policy Extending Emergency Absentee Voting (At least 90 days prior to the election affected)</p> <p>Last day County Commission may adopt policy extending the emergency absentee voting procedures to hospitals or other duly licensed health care facilities within an adjacent county or within 35 miles of the county seat, or to nursing homes within the county (NOTE: a copy of this policy must be filed with the Secretary of State).</p> <ul style="list-style-type: none"> - W. Va. Code (§ 3-3-5c(a)
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<p>August 14, 2018 (Deadline)</p>	<p>84 days before General Election Day</p> <p>Notice of Number of Election Officials At least 84 days before the election, the County Commission designates the number and type of election boards for the various precincts and gives written notice to the county executive committees of the 2 major political parties of the number of nominations which may be made for poll clerks and commissioners. Recommend County Clerk notify executive committees of number of emergency absentee voting commissioners to nominate at same time.</p>
<p>August 14, 2018</p>	<p>- W. Va. Code §§ 3-1-29, 3-3-5c</p> <p>Last Day for Candidate to Withdraw from General Election The last day for candidate to file a notarized statement of withdrawal with the same officer with whom the certificate of announcement was filed must be provided to the County Clerk No later than 84 days before the General Election</p>
<p>August 14, 2018</p>	<p>- W. Va. Code § 3-5-11</p> <p>Disqualification for failure to file Primary Financial Statements Late financial statements must be received in the filing office by close of business on this day. Failure to file is an automatic disqualification and the candidate’s name is removed from the ballot. If disqualified, the executive committee may appoint according to the provisions of §3-5-19(a)(4).</p>
<p>August 14 – October 31, 2018</p>	<p>- W. Va. Code § 3-8-7</p> <p>Application For Absentee Ballot by mail accepted from Voters An eligible voter’s application by mail for absentee voter’s ballot must be received no earlier than 84 days preceding the election and no later than 6 days preceding General Election.</p>
<p>August 20, 2018 (Deadline for committee)</p>	<p>- W. Va. Code §§ 3-3-1(b)(3), 3-3-5(b)(1)</p> <p>Executive Committee or Chair Appointment to Fill Vacancy in Nomination (For committee -- After Primary Election, but not later than 78 days preceding General Election.) Last day an executive committee may fill vacancy in nomination if the vacancy occurs 84 days before the General Election and is caused by any of the reasons below:</p>

<p>August 22, 2018 (Deadline for chair)</p>	<ul style="list-style-type: none"> • candidate automatically disqualified due to failure to file campaign finance reports • candidate determined disqualified by State Executive Committee • incapacity of candidate • withdrawal of a candidate • vacancy in certain partisan offices not on the General Election ballot (filing fee required)
<p>August 22 – 27, 2018</p>	<p>(Not later than 2 days following the deadline for the executive committee)</p> <p>If appropriate political executive committee has not filled vacancies in its General Election nominations, according to the provisions of this section such vacancies may be filled by the committee's chairman by filing with the proper officer.</p> <p>- W. Va. Code § 3-5-19</p>
<p>August 28, 2018</p>	<p>Secretary of State Certifies Names Secretary of State certifies to each County Clerk the names of each political party's nominees entitled to be placed on the General Election ballot between last day to fill vacancies in nomination and the drawing to determine ballot order</p> <p>- W. Va. Code §§ 3-5-18, 3-6-2</p>
<p>August 28, 2018 (9:00 a.m.)</p>	<p>70 days before the General Election</p> <p>Drawing for Order of Names on Ballot (On the 70th day next preceding the date of the General Election)</p> <p>For all ballot systems, drawing by lot shall be conducted at 9 a.m. in the office of the County Clerk to determine the order of names of candidates for any office or division for which more than one is to be elected.</p> <p>- W. Va. Code § 3-6-2(d)(2)</p>
<p>August 28, 2018 (Deadline)</p>	<p>Estimate Number of Absentee Ballots County Clerk estimates number of official absent voters' ballots required not less than 70 days prior to the General Election</p> <p>- W. Va. Code § 3-3-11</p>

<p>August 28, 2018</p>	<p>Election Official Nominations Filed No later than 70 days before the election, each county executive committee, or its chairman or secretary on its behalf, shall file in writing with the County Commission a list of persons nominated by a majority vote of the committee at a duly called meeting, as election officials and the positions for which they are designated, and those persons nominated as alternates.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-30(a)(4)
<p>September 5, 2018 (Deadline for Primary)</p>	<p>Voter History After each primary, general, municipal or special election, the County Clerk shall enter the voting records into the statewide voter registration database within 120 days after the election.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-18(e)
<p>September 7, 2018</p>	<p>Emergency Order to Change Precincts (No later than 60 days before the General Election)</p> <p>Last day for county commission, in case of emergency and with permission of the Secretary of State, to enter an order to consolidate, divide or change the boundaries of any precinct within a county. Within 15 days after such order is issued, the County Commission shall publish the order as Class II-0 legal advertisement.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-1-7(g), 59-3-1 <i>et seq.</i>
<p>September 11, 2018 (Deadline)</p>	<p>Notice of Number of Sets of Emergency Absentee Voting Commissioners Needed (On or before the 56th day preceding the election)</p> <p>The County Clerk shall notify the County Commission of the number of sets of emergency absentee ballot commissioners which he or she deems necessary to perform the duties.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5c(b)
<p>September 18, 2018</p>	<p>49 days before the General Election</p>
<p>September 18, 2018</p>	<p>Election Officials and Alternates Appointed (No later than 49 days before the election)</p> <p>The County Commission shall appoint the election officials for each designated election board as follows:</p>

<p>September 18, 2018 (Deadline)</p>	<ol style="list-style-type: none"> 1. Eligible persons nominated and timely filed by the executive committees as poll clerks, election commissioners; 2. The additional persons selected by the County Commission to serve as election commissioners; and 3. Persons to fill any positions for which no nominations were filed. <p>The County Commission shall also appoint emergency absentee voting commissioners. <i>At the same meeting or at a subsequent meeting</i>, the County Commission shall appoint the alternates nominated by the executive committees, appoint additional alternates and determine the number of persons who may be instructed to attend training as alternates.</p> <p style="text-align: center;">- W. Va. Code §§ 3-1-30, 3-3-5c, 3-4A-14</p> <p>Write-In Candidate Filing Deadline for General Election (Received no later than the close of business 49 days before the election at which the office is to be filled)</p> <p>Eligible person who seeks to be elected by write-in votes to an office which is to be filled in the General Election shall file a write-in candidate's certificate of announcement. A filing fee is not required.</p> <p style="text-align: center;">- W. Va. Code § 3-6-4a</p>
<p>September 21, 2018</p> <p>September 21, 2018 (Deadline)</p>	<p>46 days before the General Election</p> <p>Delivery of Absentee Ballots to County Clerk (No less than 46 days prior to General Election)</p> <p>Last day for board of ballot commissioners to have printed and delivered to County Clerk the official absent voters' ballots.</p> <p style="text-align: center;">- W. Va. Code § 3-3-11</p>
<p>September 21 – October 31, 2018 (November 1, 2018 for applications received October 31, 2018)</p>	<p>Mail Absentee Ballots</p> <p>Within 1 day after both the completed application and the ballot are received. Ballots delivered at least 46 days before election and applications due no later than 6 days before election.</p> <p>Upon acceptance of a completed application, if the requirements have been met, mail official absent voter's ballot(s), envelopes, instructions, and any other supplies required for voting the ballot. If determined the requirements</p>

<p>September 24 - 28, 2018</p>	<p>have not been met, give notice that the ballot will be provisional and transmit materials.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5 <p>First General Report (Not earlier than 43 days to be filed within 4 business days thereafter preceding the General Election)</p> <p><i>This report covers the transactions from May 21, 2018 through September 23, 2018.</i></p> <p>Candidates, agents and treasurers file with the Secretary of State or County Clerk or Municipal Recorder a detailed itemized statement setting forth all contributions received and expenditures made which exceed \$500 or whenever loans are outstanding subsequent to the previous statement.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-8-5, 3-8-5a; - CSR § 146-3-8
<p>September 25, 2018 (Deadline, depending on date of appointment)</p>	<p>Notice Mailed to Election Officials Within 7 days following appointment, County Commission notifies, by first-class mail, all election commissioners, poll clerks and alternates of their appointment, including a response form.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-30
<p>October 2, 2018 (Deadline, depending on date of appointment)</p>	<p>Pollworkers Respond to Notification from Clerk When an election official or alternate fails to return the response notice or otherwise confirm to the County Clerk his or her agreement to serve within the required time, the position shall be considered vacant and the County Clerk shall proceed to fill the vacancies within 14 days following the date of appointment.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-30
<p>October 7, 2018 (Deadline)</p>	<p>Instructional Program for Election Officials Within 30 days prior to election, County Clerk conducts instructional program showing training film produced by Secretary of State, to all election officials, explaining and illustrating procedures for conducting elections, duties of the various election officials and methods of voting.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-46(c), 3-4A-14

<p>October 11 – 17, 2018</p>	<p>Publish Sample Ballot for Early Voting (Not more than 26 nor less than 20 days preceding the General Election)</p> <p>Ballot commissioners publish sample official General Election ballots as follows:</p> <ol style="list-style-type: none"> 1. For counties in which 2 or more qualified newspapers publish a daily newspaper, publish a Class I-0 legal advertisement in the 2 qualified daily newspapers of different political parties within the county having the largest circulation; 2. For counties having no more than 1 daily newspaper, or having only 1 or more qualified weekly newspapers, publish sample as Class I legal advertisement in the qualified newspaper having largest circulation. <p>- W. Va. Code § 3-6-3, 59-3-1 <i>et seq.</i></p>
<p>October 16, 2018</p>	<p>Voter Registration Deadline Voter registration for an election shall close 21 days before the election, or on the 1st day thereafter which is not a Saturday, Sunday or legal holiday.</p> <p>Completed application of eligible voter for registration, transfer, change of political party or other change submitted by the close of voter registration will be effective for any subsequent election, if:</p> <ol style="list-style-type: none"> 1. Received at office of the County Clerk, no later than the hour of the close of registration; 2. Accepted by a designated agency or motor vehicle licensing office no later than the close of registration; 3. Accepted through a registration outreach program and received by the County Clerk no later than the close of registration; 4. Addressed to the appropriate County Clerk and postmarked by the postal service no later than the date of the close of registration; 5. Accepted through an approved electronic voter registration system and received no later than the close of business on the final day of registration; or 6. The verification notice mailed to the applicant is not returned as undeliverable. <p>- W. Va. Code §§ 3-2-6, 3-2-7</p>

<p>October 17, 2018</p>	<p>Inspection of ballots, electronic poll books and vote recording devices. (1 inspection can be done for Early Voting and Election Day materials or they can be done separately if Election Day materials are not prepared)</p> <p>Preparation of materials is completed and Notification given to County Commission and Ballot Commissioners no later than 7 days before election [EV = October 17; ED = October 30]</p> <p>Convene County Commissioners and Ballot Commissioners no later than 5 days before election. [EV = October 19; ED = November 1]</p> <p>Class I-0 public notice regarding place and time of inspection is published no later than 3 days before inspection.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-4A-13
<p>October 22, 2018</p>	<p>Correct Incomplete Applications for Voter Registration County Clerk may correct applications for voter registration containing incomplete information if applicant provides the required information within 4 business days after the close of registration.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-6(b)(1)
<p>October 23, 2018</p>	<p>Accept Voter Registration Card by Mail without Postmark The last day an application for registration may be accepted if addressed to the appropriate County Clerk and received by mail with the postmark missing or illegible is no later than 3 days following the close of registration.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-6(b)(2)(A)
<p>October 22 – October 26, 2018</p>	<p>Pre-General Financial Reports Due (15 days to be filed within 4 business days thereafter preceding General Election)</p> <p><i>This report covers the transactions from September 24, 2018 through October 21, 2018.</i></p> <p>Candidates, agents and treasurers file with the Secretary of State or County Clerk or Municipal Recorder a detailed itemized statement setting forth all financial transactions subsequent to last report.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-8-5, 3-8-5a; CSR § 146-3-8

<p>October 22 – November 5, 2018</p>	<p>“Last Minute” Independent Expenditures Reported (Expenditure made on or after the 15th day but more than 12 hours before the day of any election - report must be received within 24 hours after the expenditure is made)</p> <p>Independent expenditures in the amount of \$1,000 or more for statewide, legislative or multi-county offices or in the amount of \$500 or more for county, single-county or municipal offices which are made must be reported within 24 hours to the Secretary of State or the County Clerk.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-8-2
<p>October 24 – November 3, 2018</p>	<p>Early Voting in Person Conducted (Beginning on the 13th day and continuing through the 3rd day before the election)</p> <p>Voter may vote an early ballot at the county courthouse, an annex or a designated community voting location during normal business hours; additionally, early voting must be conducted between 9 a.m. and 5 p.m. on the last 2 Saturdays before the primary election.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-3
<p>October 30, 2018</p>	<p>Pubic Test of Tabulating Equipment (1 week prior to the start of the count of the votes)</p> <p>Notice provided no more than 2 weeks and not less than 48 hours before test by publication of Class I-0 legal advertisement. [October 28 – November 5]</p> <p>After processing pre-audited ballots, the County Commission certifies the equipment to be free from error as determined by the test. Testing material and certification is to be placed in a sealed container until the start of canvass.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-4A-26, 59-3-1 <i>et seq.</i>
<p>October 31 – November 6, 2018</p>	<p>Instructional Program Make-Up Session (Within last 7 days before election)</p> <p>County Clerk conducts make-up session for election officials unable to attend regular session.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-1-46(c), 3-4A-14

<p>October 31 – November 6, 2018</p>	<p>Publish Official List of Candidates or Sample Ballot for Election Day (On the last day on which a newspaper is published immediately preceding the General Election)</p> <p>Ballot commissioners publish the official list of candidates and issues as follows:</p> <ol style="list-style-type: none"> 1. For counties in which 2 or more qualified newspapers publish a daily newspaper, publish a Class I-0 legal advertisement in the 2 qualified daily newspapers of different political parties within the county having the largest circulation; 2. For counties having no more than 1 daily newspaper, or having only 1 or more qualified weekly newspapers, publish sample as Class I legal advertisement in qualified newspapers having largest circulation <p>Counties may choose to publish the facsimile ballot for a 2nd time instead of the official list.</p> <p style="text-align: center;">- W. Va. Code § 3-6-3, 59-3-1 <i>et seq.</i></p>
<p>October 31 – Noon, November 6, 2018</p>	<p>Request Emergency Absentee Ballot (No earlier than 7 days preceding the election and no later than noon of Election Day)</p> <p>Period in which an eligible person (a member of said voter's immediate family or hospital personnel) may request an emergency absent voter ballot. Eligible persons include:</p> <ol style="list-style-type: none"> 1. A voter who, on election day, is in the hospital or other duly licensed health care facility within the county of their residence (or, provided the county commission has adopted an extension of service, to a health care facility in an adjacent county or within 35 miles of the county seat); 2. A voter who resides no more than 30 days in a nursing home within the county, provided the county commission has adopted an extension of service to those facilities. <p style="text-align: center;">- W. Va. Code §§ 3-3-1(c)(2), 3-3-5c(d)</p>
<p>October 31, 2018 (Deadline)</p>	<p>Deadline for Absentee by Mail Application The last day to receive application for absentee ballot by mail. Ballot shall be mailed no later than following day is no later than 6 days preceding the election.</p> <p style="text-align: center;">- W. Va. Code § 3-3-5(b)(1)</p>

<p>November 1, 2018 (By close of business at the filing office)</p>	<p>Write-In Candidate Filing Deadline in Case of Death of Candidate Vacancy occurs no earlier than 21 days (October 18) and no later than 5 days (November 3) before the General Election, the certificate shall be received no later than the close of business 5 days before the election, or the close of business on the day following the occurrence of the vacancy, whichever is later.</p> <p>Write-in candidate files certificate of announcement to become certified write-in candidate in case of death of candidate.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-6-4a(c)(3)
<p>November 3, 2018</p>	<p>Deadline for Early Voting in Person Last day to vote an early ballot in person at the designated early voting location.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-3
<p>November 5, 2018 (Deadline)</p>	<p>Deadline to Hand-Deliver Absentee Ballots to the County Clerk's Office The last day for County Clerk to accept hand delivered absentee ballot by mail is no later than 1 day preceding the election. No person may personally deliver more than 2 absentee ballots in any election.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5(k)
<p>November 5, 2018 (Deadline)</p>	<p>Election Commissioners Receive Election Supplies The last day on which election commissioners of each precinct, as designated by ballot commissioners, shall receive necessary election supplies from the County Clerk is not later than 1 day before the General Election.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-24, 3-4A-13(f), 3-5-14
<p>November 5, 2018 (Deadline)</p>	<p>Failure to Pick Up Supplies (By close of offices of County Clerk on the day prior to General Election.)</p> <p>Board of ballot commissioners, or chairman, dispatches, by special messenger, election supplies to any election commissioner who has failed to pick up supplies by designated time.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-25, 3-4A-13a

November 6, 2018

GENERAL ELECTION DAY

(Tuesday after first Monday in November of even years)

Polls open at 6:30 a.m. and close at 7:30 p.m.

- W. Va. Code § 3-1-31

If appointed election official fails to appear at polling place by 5:45 a.m., election officials shall contact County Clerk for assistance in filling vacancy.

- W. Va. Code § 3-1-30

In counties using electronic voting systems, County Clerk must deliver vote recording devices to the polling places not less than **1 hour** prior to polls opening.

- W. Va. Code § 3-4A-16

Upon request by or for person eligible to vote emergency absentee voter's ballot made no later than **noon** of Election Day, emergency absentee voting commissioners deliver application and ballot to voter in hospital (or nursing home if authorized).

- W. Va. Code § 3-3-5c

A voter whose registration record lists one address but has since moved to another within the county may update their registration at the polling place and shall vote in the precinct of current residence using a provisional ballot.

- W. Va. Code §§ 3-2-22(a)(6), 3-2-31(b)

A voter whose legal name has changed may update their registration by filing an affidavit of change of legal name at the polling place on Election Day without using a provisional ballot.

- W. Va. Code § 3-2-22(d)(2)

A Federal Write-in Absentee Ballot (FWAB) must be received by the County Clerk prior to the close of the polls on Election Day or it may not be counted. Write-in ballot is only for persons outside U.S. who applied for regular absentee ballot at least **30 days** before the election, but could not receive and

<p>November 6, 2018</p>	<p>return it within the absentee voting period due to remote location.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5b(f) <p>Post Summary Returns Upon completion of the count, the returns are to be open to the public by posting a summary of the returns as have been tabulated at the central counting center.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-4A-28(e)
<p>November 7, 2018</p>	<p>Absentee Ballots Without Postmark Accepted (Day after Election)</p> <p>Absentee ballots without postmark are accepted if delivered by the US Postal Service or other express shipping service and received by the County Clerk, no later than the day after Election Day.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5
<p>November 13, 2018 (Deadline)</p>	<p>Absentee Ballots Postmarked by Election Day Accepted (No later than the hour at which the board of canvassers convenes to begin the canvass.)</p> <p>Absentee ballot by mail accepted if ballot bears a postmark of the US Postal Service dated no later than Election Day and the ballot is received by the County Clerk before the canvass begins.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5
<p>November 13, 2018</p>	<p>Canvass Returns On the 5th day, Sundays excepted, after General Election, County commission, as the board of canvassers, meets to canvass primary election returns. The board of canvassers shall meet from day to day adjourning no longer than is absolutely necessary until the canvass is complete.</p>
<p>Deadline depends on date canvass is completed in all jurisdictions.</p>	<p>Declare Upon completion of canvass, publicly declare the election results and wait 48 hours (do not count Saturdays, Sundays and legal holidays) to allow for recount requests to be submitted.</p>

<p>Deadline depends on date results are declared</p>	<p>Multi-county races must wait until the last county declares results for the 48 hours to begin. Notice will be provided by the Elections Division on the start times.</p> <p>Recount Recount request must be made within 48 hours of the declaration of results. If a candidate is on the ballot in more than one county, the 48 hours begins after the final county’s canvassing board declares the results. A candidate may demand a recount.</p> <p>Note: If a recount has been demanded, the board shall have 48 hours in which to send notice to all candidates who filed for the office in which a recount has been demanded. Such recount shall be set for no sooner than 3 days after serving the notice. After the notice is served, candidates so served shall then have an additional 24 hours in which to demand a recount of precincts not requested to be recounted by candidate originally requesting recount. The recount is open to the public. However, only those authorized may handle election materials.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-6-9
<p>Deadline depends on date results are declared and recounts</p>	<p>Certify 48 hours after the declaration, CERTIFY election results in races where a recount was NOT requested.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-5-17, 3-6-9, 3-6-10
<p>Deadline depends on date election results are declared</p>	<p>Contest General Election (Within 10 days after the results of election are <u>certified</u>)</p> <p>Candidate may contest the General Election before the County Commission of the county in which any procedures, practices or results may be in issue. A contest is a legal proceeding. Legal counsel should be obtained by parties involved.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-5-20, 3-7-1, 3-7-6
<p>November 19 – December 17, 2018</p>	<p>Post-General Reports Due (13 days after each General Election and within 20 business days after the 13th day)</p> <p><i>This report covers the transactions from October 22, 2018 through November 8, 2018.</i></p>

<p>November 19 – December 17, 2018 (ctd.)</p>	<p>Candidates, agents and treasurers file with the Secretary of State or County Clerk or Municipal Recorder a detailed itemized statement setting forth all financial transactions made subsequent to last report.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-8-5, 3-8-5a; - CSR § 146-3-8
<p>December 6, 2018 (Deadline)</p>	<p>Transmit Certificates of Election Results to Secretary of State (Within 30 days from the date of the election.)</p> <p>Board of canvassers transmits certificates of election results to Secretary of State for State Senators and members of House of Delegates, along with copies of certificates for all other officers. Board of canvassers transmit original certificates of election results for U.S. House of Representatives and U.S. Senate to the Governor with copies of those certificates to the Secretary of State.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-6-11
<p>January 7, 2019</p>	<p>Report Failure to File Financial Statement to Prosecuting Attorney (60 days after General Election)</p> <p>Secretary of State and County Clerk give notice of any failure of candidates, agents or treasurers to file required, detailed, itemized financial statements of transactions connected with General Election to Prosecuting Attorney where candidate resides.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-8-7(a)
<p>March 6, 2019</p>	<p>Voter History (Within 120 days following General Election)</p> <p>After each primary, general, municipal or special election, the County Clerk shall enter the voting records into the statewide voter registration database.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-18(e)
<p>March 30 – April 5, 2019</p>	<p>Annual Financial Statements Filing period starts on the last Saturday in March and is to be filed within 6 days. This report is filed annually until the committee is closed.</p>

<p>March 30 – April 5, 2019 (ctd.)</p>	<p><i>This report covers the transactions from November 19, 2018 through March 29, 2019 for 2018 candidates & political committees.</i></p> <p><i>This report covers the transactions from March 30, 2018 through March 29, 2019 for candidates in elections other than the 2018 election, with open campaign accounts & pre-candidates for future elections.</i></p> <p>Candidates, agents and treasurers file with the Secretary of State or County Clerk or Municipal Recorder a detailed itemized statement setting forth all contributions received and expenditures exceeding five hundred dollars as of the date of this report, including all transactions subsequent to any previous statement filed.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-8-5; - CSR § 146-3-8
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