

2023 Opt-In Election Calendar

Election to be held Tuesday, November 7, 2023

TIME FRAME	DATE	ACTION	STATUTE
Note: Bolded dates are deadlines for Municipal Clerk. Blank cell below timeframes are for your targeted dates for completion			
(if different from the deadline dates)			
By 15 days before meeting to adopt		Publish Notice of Public Hearing for Ordinance to opt-in.	3-17-3
	Between February 1, 2023 and June 15, 2023	Adopt Opt-In Ordinance. Ordinance determines if the terms of office of the current office holders will be shortened or lengthened. NOTE: A municipality may change its charter by ordinance or as otherwise provided by the municipality to conform its election schedule with the requirements of this section. (1-22-3.2B)	1-22-3.1B
	Between February 1, 2023 and June 15, 2023	Adopt ordinance to choose between top-two runoff election and a ranked-choice runoff election (Note: can be part of opt-in ordinance)	1-22-16C
	Between February 2, 2023 and June 16, 2023	Publish adopted ordinance(s)	3-17-5B
	By January 30, 2023	Deadline to request an alternate early voting site in the municipality from the County Clerk NOTE: If requested, municipality must provide the Ballot on Demand (BOD), supplies and staff to operate the site.	1-22-19C
	By June 30, 2023	Send a copy of Opt-In Ordinance to the Secretary of State	1-22-3.1B
	By June 30, 2023	Send a copy of Run-off choice Ordinance to the Secretary of State	1-22-16C
Between 120-150 days prior	Between June 10, 2023 and July 10, 2023	Municipality must notify the Secretary of State of all municipal positions to be filled at the next local government election. [Recommend this be done by resolution]	1-22-4B
On 90th day	On August 9, 2023	Secretary of State issues resolution (proclamation) for a regular local election	1-22-4A

Prior to 70th day		Municipality must adopt any ordinances and/or resolutions to establish ballot questions NOTE: See the corresponding statutes for the timelines for the type of question being considered (GRT, Bond, Liquor, etc)	
By 70th day	By August 29, 2023	Deadline for County Clerk to submit any ballot questions to the Secretary of State for the Local Elections Ballot.	1-16-8
On 70th day	On August 29, 2023 9:00 AM and 5:00 PM	Candidate Filing Day - candidates file declaration of candidacy with the County Clerk NOTE: To be a candidate, a person must be registered to vote in the district on the date the proclamation calling a local election is filed in the office of the secretary of state [August 7, 2019] (1-22-3B)	1-22-7A
On 63rd day	On September 5, 2023 9:00 AM and 5:00 PM	Write-In Candidate Filing Day - candidates file declaration of candidacy with County Clerk NOTE: To be a candidate, a person must be registered to vote in the district on the date the proclamation calling a local election is filed in the office of the secretary of state [August 7, 2019] (1-22-3B)	1-22-8.1C
By 63rd day	By September 5, 2023	Last day to withdraw candidacy	1-10-6C(1)
By 60th day	By September 8, 2023 By 5:00 PM	Deadline for County Clerk to certify candidate and place name on ballot	1-22-10A
28 days before the election	Between October 10, 2023 to November 4, 2023	Absentee ballots may be cast or early voting on a tabulator in the County Clerk's Office during regular business hours and from 10 a.m. to 6 p.m. on the Saturday immediately prior to the election.	1-6-5.7A
3rd Saturday prior to the election through the Saturday before the election	Between October 21, 2023 to November 4, 2023	Early voting at an alternative voting location	1-6-5.7B
By 7th day	By October 31, 2023	Deadline for any group of three candidates to file a written notice to appoint watchers for the election	1-2-27B
	November 7, 2023	Regular Local Election Day	1-22-3A
Between 6th day after and 10th day after	Between November 13, 2023 and November 17, 2023	Local Canvassing Board will meet to canvass election	1-13-13

No sooner than 24 days after	Starting December 1, 2023	Secretary of State issues certificates of election to the winning candidates and certifies the passage or defeat of any bond question	1-13-16B
	On January 1, 2024	Term of Office begins for newly elected candidates Note: The oath of office shall be issued before the candidate may enter upon the duties of the office.	1-22-18
Blackout periods for Special Elections (1-12-71)		70 days prior to or following any statewide election	