

The State of Texas



Elections Division
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Hope Andrade
Secretary of State

MEMORANDUM

TO: County Judges
FROM: Keith Ingram, Director of Elections
DATE: August 16, 2012
RE: General Election Duties

One of your official election-related duties for the November 6, 2012 general election is to order the election. You must order the general election for county and precinct offices not later than August 20, 2012. A sample order of election may be found here: <http://www.sos.state.tx.us/elections/forms/pol-sub/1-1f.pdf>. On August 15, 2012, the Governor ordered the general election for state and district offices to be held on November 6, 2012.

We recommend that you order the general election within the context of an open meeting of commissioners court and that notice of that meeting be posted in accordance with the Texas Open Meetings Act.

In addition to ordering the election, you are required to give notice of this election by publishing the notice in a newspaper of general circulation in the county between October 7, 2012 and October 29, 2012. A sample form may be found at <http://www.sos.state.tx.us/elections/forms/pol-sub/1-7f.pdf>. You may also give notice by posting a copy of the notice in a public place in each election precinct not later than October 16, 2012 or by mailing the notice to each registered voter in the county not later than October 29, 2012.

You are required to post a the notice of election on the bulletin board used for posting open meetings notices of commissioner's court meetings not later than October 16, 2012. In addition, you must also mail writs of election to each election judge no later than October 22, 2012. A sample writ of election may be found at <http://www.sos.state.tx.us/elections/forms/pol-sub/4-13f.pdf>.

You are required to certify any independent or write-in candidates to the County Clerk/Elections Administrator no later than August 30, 2012 for candidates who timely filed with you for a county or precinct office. Please be advised that per our interpretation of a federal court order of March 1, 2012, August 28, 2012 is the last day for an independent candidate to file for an unexpired term. All other independent deadlines have expired. The deadline for write-in candidates to file is August 20, 2012. Also, if no write-in candidates filed, you must certify that fact by stating "none" on Form 3-14.

The commissioner's court **must** canvass the general election between November 14, 2012 and November 19, 2012.

Our website has a detailed election calendar at <http://www.sos.state.tx.us/elections/laws/advisory2012-15.shtml>.

If you have any questions regarding the general election or need the form(s) sent to you, please feel free to contact the Elections Division Staff toll-free at 1-800-252-2216.

cc: County Clerks/Elections Administrators

KI:LO