

# August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> <b>Mailing #1</b>	<b>6</b>
<b>7</b>	<b>8</b> Municipalities may begin to issue absentee ballot applications. §753-A(1)	<b>9</b>	<b>10</b> <b>Deadline</b> To hold public hearings for Voting District/Place consolidation or division. §631, §631-A  <b>90 Days Before General Election</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> <b>Deadline</b> Primary VPH must be entered and certified in CVR by this date. §721.  <b>45 Business Days After Election</b>	<b>18</b>	<b>19</b> Nominations due to SOS for Lorraine Fleury Award, to be presented at Elections Conference	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

**Reminder:** Municipalities wishing to change the location of a voting place must apply to the Secretary of State's Office at least 60 days before the next statewide election (by Sept 9, 2016) §631-A, sub-§3

2016

# September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>Note:</b> Clerks who wish to process absentee ballots on the Saturday or Monday before Election Day must submit a copy of the Notice of Election, indicating the intent to do so, to both the SOS <u>and</u> party chairs of qualified parties. If there is no municipal chair, the notice must be sent to the State party chair.				<b>1</b>	<b>2</b> <b>Conference Registrations Due Today!</b>	<b>3</b>
<b>4</b> May destroy November 4, 2014 General/ Referendum ballots	<b>5</b> <b>Labor Day</b> <i>State Offices Closed</i>	<b>6</b> MTCCA Registrar Training (MMA – Augusta)	<b>7</b> MTCCA Title 21-A Training (MMA – Augusta)	<b>8</b>	<b>9</b> <b>Deadline</b> Clerk must notify SOS & party chairs if processing Absentee Ballots early. §760-B(2) <b>60 Days Before General Election</b>	<b>10</b> ← Voting place report due 9/9/2016. §626-A
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> <b>JOIN US!</b>  <b>Elections Conference</b> Registrar Day	<b>22</b> <b>JOIN US!</b>  <b>Elections Conference</b> Clerk Day	<b>23</b> SOS issues State UOCAVA Ballots	<b>24</b> <b>45 Days Before General Election</b>
<b>25</b>	<b>26</b> <b>Mailing #2</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	
<b>Note:</b> When absentee ballots are received, count the packages to ensure the correct number of ballots was received, and check the content by comparing to a sample ballot. Complete the absentee ballot receipt and immediately return it to the Division of Elections.						

2016

# October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<p><b>Note:</b> Tabulator municipalities must test both <u>absentee</u> and <u>regular</u> ballots.</p> <p><b>All towns</b> are required to test the ExpressVote AVS and set it up for use on Election Day. Remember to insert the EQC memory stick <u>first</u> in both the DS200 &amp; ExpressVote to “qualify” the equipment for the November 8, 2016 Election.</p>						
2	3 <b>Mailing #3</b>	4	5	6	7 Call SOS if absentee ballots have not been received.	8
9 <b>30 Days Before General Election</b> Conduct absentee voting at licensed facilities during next 30 days. §753-B(5)	10 <b>Columbus Day</b> <i>State Offices Closed</i>	11 <b>Mailing #4</b> <b>JIFFY BAG</b>	12 MTCCA Registrar Training (Bangor)	13 MTCCA Title 21-A Training (Bangor)	14	15
16	17 <b>Mailing #5</b> <b>ROVC (if not combined with Jiffy Bag)</b>	18 <b>Deadline</b> Registrar must receive mail-in voter registration cards by close of business. §121-A.	19 <b>Closed Period Begins</b>	20	21 Call SOS if regular ballots have not been received.	22
23	24	25	26	27	28 Have all election officials been trained on laws & procedures?	29
30	31					

2016

# November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<p><b>The SOS may send a messenger to retrieve election returns not received by 5 p.m. on November 14, 2016</b> §712</p>		<p><b>1</b> <b>Deadline</b> Municipalities must post Notice of Election &amp; Sample Ballots by this date. §621-A and §625.</p>	<p><b>2</b></p>	<p><b>3</b> <b>Deadline</b> Last day an absentee ballot may be requested without <b>Special Circumstances.</b> §753-B(2)(d)</p>	<p><b>4</b></p>	<p><b>5</b></p>
<p><b>6</b></p>	<p><b>7</b> Registrar must deliver certified copies of the Voting List to the Clerk by 5 p.m. §624(2)</p>	<p><b>8</b> <b>General Election</b>  <i>U.S. Constitution</i></p>	<p><b>9</b></p>	<p><b>10</b></p>	<p><b>11</b> <b>Veterans Day</b> <i>State Offices Closed</i></p>	<p><b>12</b></p>
<p><b>13</b></p>	<p><b>14</b> <b>Election Results must be received in SOS office by 5 p.m.</b> §711(3)</p>	<p><b>15</b> If no recount is → requested, the IVL can be unsealed <b>after 5:00 p.m.</b> §698(3)</p>	<p><b>16</b> <b>Deadline</b> Recount requests must be submitted to SOS by 5 p.m. §737-A</p>	<p><b>17</b> ← Clerk must update and prepare final Absentee List within 5 business days after the election. §753-B(6)(E)</p>	<p><b>18</b></p>	<p><b>19</b></p>
<p><b>20</b></p>	<p><b>21</b></p>	<p><b>22</b></p>	<p><b>23</b></p>	<p><b>24</b> <b>Thanksgiving</b>  <i>State Offices Closed</i></p>	<p><b>25</b> <b>Thanksgiving Friday</b> <i>State Offices Closed</i></p>	<p><b>26</b></p>
<p><b>27</b></p>	<p><b>28</b> Deadline SOS must submit Election Tabulations to Governor. §722</p>	<p><b>29</b></p>	<p><b>30</b></p>	<p><b>Submit</b> signed certification of results printed from CVR <b>and</b> Election Night Warden's ROVC to SOS by <u>fax, email, or overnight/priority mail</u></p>		

2016

# December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<b>1</b>	<b>2</b> <b>Deadline</b> Registrar shall update CVR with new and Election Day Registrations within 15 business days after the election. §721	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> Happy Holidays! 
<b>25</b> <b>Christmas Day</b>	<b>26</b> <b>Christmas</b> <i>(Observed)</i> <i>State Offices</i> <i>Closed</i>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>
<b>January 1, 2017</b> Registrar Appointment	<b>Reminder:</b> Municipal officers <u>shall</u> appoint a qualified Registrar, in writing, by January 1 <sup>st</sup> of each odd-numbered year. §101(2) January 16, 2017 - VPH for the November 8, 2016 General Election must be complete and accurate.					

2016