

# **2016**

# **Indiana**

# **Election Calendar**

**Election Administrator's Edition**



**Published by the**  
**Indiana Election Division**  
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**Indiana Government Center South, Room E-204**  
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# 2016 INDIANA ELECTION CALENDAR

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This calendar is designed to serve as a comprehensive listing of election-related dates set forth in Indiana statutes. Although the Election Division staff has taken every effort to ensure the accuracy of the information in this publication,

**WHERE YOUR LEGAL RIGHTS ARE INVOLVED,  
DO NOT RELY ON THIS CALENDAR.  
INSTEAD, REVIEW THE LAW YOURSELF OR CONSULT  
YOUR ATTORNEY**

## **GENERAL RULES ABOUT USING THIS CALENDAR**

### **DATES IN THIS CALENDAR ARE SUBJECT TO CHANGE BY THE 2016 SESSION OF THE INDIANA GENERAL ASSEMBLY**

This publication lists election dates from December 2015 through January 2017. The Indiana Code ("IC") citations included in this publication are current as of November 1, 2015.

If an election law specifies a final date for a particular filing, but no final hour of that day, the final hour for filing is **NOON**, prevailing local time (IC 3-5-4-1). Prevailing local time is determined by reference to the location where the filing is required to be made. Every date appearing in this calendar must be read as having a **noon deadline** for the filing, unless another time is specifically stated. *See also IC 3-5-2-24.5 to determine when a "filing" is considered completed.*

Whenever the election code requires that a legal action be taken at the office of the **secretary of state, Indiana election division, a circuit court clerk, or a political subdivision**, and the **final day for performing the action falls on a day when the office is not open to conduct public business (or the office is open, but it is a state holiday under IC 1-1-9)**, the legal action may be performed on the **next day** that the office is open for public business **OR**, if the action to be performed is receiving a **filing**, through noon of the next day that the office is open for public business (IC 3-5-4-1.5).

However, this rule does **not apply** to a legal action that must be taken by an individual or organization which is not a government office or officer for a political subdivision, such as the county chairman of a political party, or a meeting of the county organization of a political party. These legal actions must be taken no later than the date and time specified, even if the deadline falls on a Saturday, Sunday, or other holiday under IC 1-1-9.

A "county voter registration office" refers to a circuit court clerk, a board of registration, the Lake County board of elections and registration, or the Tippecanoe County board of elections and registration (IC 3-5-2-16.2).

# OFFICES ON THE BALLOT

In 2016, Indiana voters will elect individuals to serve in the following offices:

1. Presidential electors pledged to support candidates for President and Vice-President of the United States.
2. U.S. Senator
3. Governor and Lieutenant Governor\*
4. Attorney General\*
5. Superintendent of Public Instruction\*
6. United States House of Representatives elected (all 9 seats)
7. Indiana State Senate (25 of 50 seats)
8. Indiana House of Representatives (all 100 seats)
9. Judges of circuit and superior in several counties.
10. Clerks of the circuit court, County Auditors, County Recorders, County Treasurers, County Coroners, County Surveyors, County Assessors, County Commissioners and County Council Members in several counties
11. Township board members in Marion County
12. School board members, elected by voters in several school corporations
13. Town Council members, town clerk-treasurers and town judges in certain towns which have chosen to elect some or all town offices during 2016
14. Voters will vote on the retention of state appellate justices or local judges and on any local public question placed on the ballot in accordance with state law
15. Democratic and Republican Party state convention delegates (elected at the primary election)
16. Republican Party precinct committeemen (elected at the primary election)

Voters who participate in the primary election will also indicate a preference for the nomination of a presidential candidate by that party.

\* The major political parties will nominate candidates for Lieutenant Governor, Attorney General, and Superintendent of Public Instruction at their respective state conventions.

## CALENDAR DESIGNATIONS

The following designations are used throughout this publication to indicate the nature of certain filing dates and deadlines:

<b>ABS</b>	Indicates dates associated with absentee ballots.
<b>CFA</b>	Indicates dates associated with campaign finance.
<b>CAN</b>	Indicates dates associated with candidates.
<b>VR</b>	Indicated dates associated with voter registration.

“**SVRS**” refers to the statewide voter registration system (meaning, the “computerized list” established under IC 3-7-26.3).

# FORMS

Where applicable, following the Indiana Code citation at the end of a calendar entry is a reference to the relevant Indiana state form. For example: Wednesday, January 6, 2016 is the first day an individual may file a declaration of candidacy for primary nomination. The state form for this filing is the CAN-2 form.

**NOTE:** IC 3-5-4-8 provides, in relevant part:

“Except as provided in subsection (e) [which concerns certain “grandfathered” forms]... **a person must use the most recent version of the form approved by the election division to comply with [the election law]...**”

If you are uncertain whether you have the most recent version of an approved form, contact the Indiana Election Division for information.

**NOTE:** IC 3-5-4-1.7 provides:

“Except as otherwise expressly authorized or required under [the Indiana Election Code], a filing by a person with a commission, the election division, or an election board **may not be made by fax or electronic mail.**”

There are some exceptions to this general rule involving campaign finance filings. If you are uncertain whether a filing may be made by fax or electronic mail, contact the Indiana Election Division for information.

**NOTE:** IC 3-5-4-1.9(a) provides:

“Except as otherwise provided in [the election code], the election division, an election board, a circuit court clerk, a county voter registration office, or any other official responsible for receiving a filing under this title **may not receive a filing that is offered to be filed after a deadline for the filing provided by [the Indiana Election Code].**”

There are some exceptions to this general rule involving campaign finance filings and voter registration applications. If you are uncertain whether a filing may be made after a deadline provided in statute, contact the Indiana Election Division for information.

**NOTE:** IC 3-5-4-1.9(b) provides:

“A petition of nomination filed with a county voter registration office under IC 3-8-2, IC 3-8-3, or IC 3-8-6 or a petition to place a public question on the ballot may not contain the electronic signature (as defined in IC 5-24-2-2), digital signature (as defined in IC 5-24-2-1), digitized signature, or photocopied signature of a voter.”



# DECEMBER 2015

## VR Tuesday, December 1, 2015 VOTER REGISTRATION BEGINS

**First day after the municipal election that an individual may register to vote.** (IC 3-7-13-10)

First day that a county voter registration office can dispose of voter registration declinations and voter list maintenance program lists received by the county voter registration office on or before December 1, 2013. (IC 3-7-27-6)

First day that the Indiana election division, a county election board, or the Lake County and Tippecanoe boards of elections and registration are not required to retain campaign finance reports filed in those offices for elections in 2011 and previous years, except for judicial offices. (IC 3-9-4-6)

First day that a county election board or the Lake and Tippecanoe County boards of elections and registration is not required to retain campaign finance reports filed in those offices by candidates for local judicial offices for elections prior to 2009 and previous years. (IC 3-9-4-6)

## ABS First day the circuit court clerk or Lake and Tippecanoe County election boards may receive absentee ballot applications from most voters for the 2016 primary election. (IC 3-11-4-3) **STATE FORMS ABS-MAIL, ABS-TRAVELING BOARD, ABS-IN PERSON; ABS-ATTORNEY GENERAL; ABS-15 (Absentee Ballot Application for Military and Overseas Voters)**

**DEADLINE**, by noon, for the governor to prepare a commission for a candidate elected as a city or town judge. Immediately upon completion of the commission, the governor shall deliver the commission to the Indiana election division and the division will forward the commission to the elected candidate. (IC 3-12-5-8(b)) (See *December 8* for related entry)

## Thursday, December 3, 2015

**DEADLINE** for county auditor to certify the amount of reimbursement due from each municipality whose municipal election was conducted by the county election board. The county election board shall calculate the apportionment of costs among municipalities for the county auditor. The municipality's fiscal body shall make the necessary appropriation to reimburse the county not later than December 31. (IC 3-5-3-7) **STATE FORM: CEB-35 (Apportionment of Municipal General Election Costs)**

## Tuesday, December 8, 2015

**DEADLINE**, for the Indiana election division to forward the commission prepared by the governor for a candidate elected as a city or town judge. (IC 3-12-5-8(c))

## Sunday, December 13, 2015

Last day that the proprietor or manager of a residential facility (other than a mental health facility) must retain the list of residents for use by poll takers in the municipal election. (IC 3-6-11-7)

**Tuesday and Wednesday  
December 15-16, 2015**

**Election Administrator's  
Conference**

**Monday, December 21, 2015**

**DEADLINE** for a local recount commission to complete a recount for municipal office unless the court extends the date after finding good cause to do so. (*Transferred from Sunday, December 20; IC 3-12-6-21.9*)

**Thursday, December 24, 2015  
Friday, December 25, 2015**

**WASHINGTON'S BIRTHDAY  
CHRISTMAS DAY  
Indiana election division closed**

**Thursday, December 31, 2015**

## **CFA**

End of annual campaign finance reporting period and post-election campaign finance reporting periods for 2015. (IC 3-9-5-9; IC 3-9-5-10)

**DEADLINE**, by noon, for county committees of a major political party file state convention delegate descriptions with the county election board if any state convention delegates for the party run by district. (IC 3-8-4-3)

**DEADLINE** for a town council in a town which elects its town officials in the 2015 municipal election to determine which incumbent "at large" town council members will serve an additional four year term as "holdover" members under Article 15, Section 3 of the Constitution of the State of Indiana when fewer at large members were elected in November 2015 than the number of at large town council seats to be filled. (IC 3-13-9-5.6)

**DEADLINE** for fiscal body of a political subdivision (*town council, common council, city-county council*) to break a tie vote when a tie vote occurs for a municipal office. The fiscal body breaks the tie by electing a person to fill the office. If a tie vote has occurred for more than one at large seat, the fiscal body breaks the tie by electing the number of persons needed to fill each at large seat. (IC 3-12-9-4)

**DEADLINE** for a town council in a town that does not elect town council members in 2015 but does elect town council members in 2016 to adopt an ordinance abolishing town legislative body districts. (IC 36-5-2-4.1)

**DEADLINE** for town council to adopt an ordinance to provide for the election of town council members to "staggered terms" in the 2016 general election, if the town is otherwise permitted to do so under state law. (IC 3-10-6-2.5; IC 3-10-7-2.5)

**DEADLINE** for a town council in a town with a population of less than 3,500 to adopt, or repeal, an ordinance to provide for the election of town legislative body members, clerk-treasurer, and judge to be held during general elections or municipal elections, or both, but not in a year following a year in which a presidential election is held. The ordinance must provide that at least two (2) town officers shall be elected in each year of the town election cycle. The ordinance may provide for all town officers to be elected at the same election. The ordinance may not be repealed earlier than twelve (12) years after the ordinance was adopted and the ordinance may be repealed only in a year preceding a municipal election held at the time described in IC 3-10-6-5. (IC 3-10-7-2.9)

**Thursday, December 31, 2015 (continued)**

VR

**DEADLINE** for a county voter registration office to mail the request for transfer of registration affidavits executed by persons who changed residence to another county (but within the same municipality) in Indiana within 30 days before the 2015 municipal election to the county where the person now resides. (IC 3-7-43-4)

**DEADLINE** for a municipality's fiscal body to make the necessary appropriation to reimburse a county whose county election board conducted the municipality's primary, municipal election, or both, following certification of those election costs by the county auditor to the municipality. (IC 3-5-3-7)

A resolution adopted by a town to establish a town election board in 2015 expires. (IC 3-10-7-5.5)

A resolution adopted by a county election board to omit the appointment of poll clerks and sheriffs in certain precincts expires. (IC 3-6-6-38)

A resolution adopted by a county election board for an inspector to serve as inspector in more than one precinct at a shared polling location expires. (IC 3-6-6-38.5)

An order adopted by the county election board to locate the polls for a precinct at the polls of an adjoining precinct, using the precinct election board of the adjoining precinct expires. (IC 3-11-8-4.3)

# JANUARY 2016

Friday, January 1, 2016

**NEW YEAR'S DAY**

Indiana election division closed

**CFA** Beginning of 2016 campaign finance reporting periods. (IC 3-9-5-10).

Beginning at noon, first day of term for an individual elected as mayor of a city in 2015. (IC 36-4-5-2; IC 36-3-3-2)

Beginning at noon, first day of term for an individual elected as a city-county council member in 2015. (IC 36-3-4-2)

Beginning at noon, first day of term for an individual elected as a city common council member in 2015. (IC 36-4-6-2)

Beginning at noon, first day of term for an individual elected as a city clerk in 2015. (IC 36-4-10-2)

Beginning at noon, first day of term for an individual elected as judge of a city court in 2015. (IC 33-35-1-3)

Beginning at noon, first day of term for an individual elected as a town council member in 2015. (IC 36-5-2-3)

Beginning at noon, first day of term for an individual elected as a town clerk-treasurer in 2015. (IC 36-5-6-3)

Beginning at noon, first day of term for an individual elected as a judge of a town court in 2015. (IC 33-35-1-3)

First day of term for an individual appointed as a member of a county board of voter registration. (IC 3-7-12-10)

**DEADLINE** for a town council in a town with a population of less than 3,500 to adopt an ordinance providing for a town primary for major party candidates for town offices up for election in 2016 (otherwise major party candidates will nominate their candidates by town convention). (IC 3-8-5-2; IC 1-1-9-1(c))

A resolution by a county election board to not place uncontested city or town candidates on the ballot when there is no more than one nominee for each office (including write-in candidates) expires. (IC 3-10-6-7.5(d), IC 3-10-7-6(e))

A resolution adopted by the county election board to establish satellite absentee voting facilities expires. (IC 3-11-10-26.3)

## Monday, January 4, 2016

VR

**DEADLINE for a county voter registration office to complete the updating of voter registration records to indicate that a voter voted at the November 3, 2015 municipal election.** If a recount or contest is being conducted in a county, the county voter registration office must complete the updating of the voter registration records not later than 60 days after completion of the recount or contest. (*Transferred from Saturday, January 2*) (IC 3-10-1-31.2)

First day Indiana election division may discard duplicate copies of federal campaign finance reports filed in 2012. (IC 3-9-4-6 (c), IC 3-9-5-13; *Transferred from Friday, January 1*)

A person may file a civil action alleging a violation of NVRA if: (1) the violation is not corrected within 30 days after the co-directors of the Indiana election division receive notice of the violation; and (2) the violation occurs not later than this date (*120 days before the primary election*). (IC 3-7-11-14)

## Tuesday, January 5, 2016

**DEADLINE for a precinct establishment order to become effective for the election year 2016.** The next date that a precinct establishment order may take effect is the day following general election day. (IC 3-11-1.5-25).

## Wednesday, January 6, 2016

CAN

First day a major party candidate for President, U.S. Senate or Governor in the 2016 primary election may file a petition of nomination with a county voter registration office for verification of petition signatures. (IC 3-8-2-10; IC 3-8-3-4; IC 3-8-2-4) **STATE FORM: CAN-8 (Indiana Petition for Presidential Primary Ballot Placement in 2016); CAN-4 (Indiana Petition for Primary Ballot Placement as a Candidate for United States Senator in 2016); CAN-25 (Petition for Primary Ballot Placement as a Candidate for Governor in 2016)**

CAN

First day an individual may file a declaration of candidacy with the secretary of state as a major party candidate for nomination to a federal office, a state office, a state legislative office, or a judicial office by a major political party at the 2016 primary election. A declaration for state office, state legislative office or judicial office must be accompanied by a copy of the statement of economic interests, file stamped by the office required to receive the statement of economic interests, or a receipt or photocopy of a receipt showing that the statement has been filed. (IC 3-8-2-4; IC 3-8-2-5; IC 3-8-2-11) **STATE FORM: CAN-2 (Declaration of Candidacy for Primary Nomination in 2016)**

CAN

First day an individual may file a declaration of candidacy with the Indiana election division for election to the Allen County Superior Court or the Vanderburgh County superior court at the 2016 general election. The declaration must be accompanied by a copy of the statement of economic interests, file stamped by the office required to receive the statement of economic interests, or a receipt or photocopy of a receipt showing that the statement has been filed.. (IC 3-8-2-4; IC 3-8-2-11; IC 33-33-2-9; IC 33-33-82-31) **STATE FORM: CAN-41 (Allen County/Vanderburgh County Superior Court Judge Declaration of Candidacy in 2016)**

**Wednesday, January 6, 2016 (continued)**

**CAN** First day a minor party candidate (other than a Libertarian Party candidate) or an independent candidate wishing to be placed on the 2016 general election ballot may file a petition of nomination with a county voter registration office for verification of signatures. (IC 3-8-6-10) **STATE FORM: CAN-19 (Petition of Nomination for Federal, State, State Legislature, or Local Office in 2016)**

**CAN** First day an individual may file a declaration of candidacy with a county election board or the Lake and Tippecanoe County boards of elections and registration for nomination as a major party candidate to a local office (other than a candidate for judicial office who must file with the Indiana election division) at the 2016 primary election. The declaration must be accompanied by a Statement of Economic Interests. (IC 3-8-2-4; IC 3-8-2-6) **STATE FORMS: CAN-2 (Declaration of Candidacy for Primary Nomination in 2016; CAN-12 (Statement of Economic Interests for Local and School Board Offices)**

**CAN** First day an individual may file a declaration of candidacy with a county election board or the Lake and Tippecanoe County boards of elections and registration for the nomination for a town office for a major party in a town with a population of less than 3,500 that has adopted an ordinance to nominate major party candidates in a primary election and has all or some of its offices on the ballot in 2016. The declaration must be accompanied by a Statement of Economic Interests. (IC 3-8-2-4; IC 3-8-2-6) **STATE FORMS: CAN-2 (Declaration of Candidacy for Primary Nomination in 2016; CAN-12 (Statement of Economic Interests for Local and School Board Offices)**

**CAN** First day a Democratic Party, Libertarian Party, or Republican Party candidate may file a declaration of candidacy for town council in a town with a population of less than 3,500 that does not hold a primary for major party candidates and elects town council members in 2016. The declaration must be accompanied by a Statement of Economic Interests. (IC 3-8-5-10.5; IC 3-8-5-17) **STATE FORMS: CAN-16 (Town Office Declaration of Candidacy by a Democratic, Libertarian, or Republican Candidate When No Primary is Conducted in 2016; CAN-12 (Statement of Economic Interests for Local and School Board Offices)**

**CAN** First day an individual may file a declaration of candidacy with a county election board or the Lake and Tippecanoe County boards of elections and registration for election as a major party state convention delegate in the 2016 primary. (IC 3-10-1-4(b)(2); IC 3-8-2-3; IC 3-8-2-4; IC 3-8-2-6) **STATE FORM: CAN-37 (Declaration of Candidacy for Precinct Committeeman and State Convention Delegate in 2016)**

**CAN** First day an individual may file a declaration of candidacy with a county election board or the Lake and Tippecanoe County boards of elections and registration for election as a Republican Party precinct committeeman in the 2016 primary. (IC 3-10-1-4.6; IC 3-8-2-6) **STATE FORM: CAN-37 (Declaration of Candidacy for Precinct Committeeman and State Convention Delegate in 2016)**

**Wednesday, January 6, 2016 (continued)**

**CAN** First day for a person to file a declaration of intent to be a write-in candidate with the Indiana election division or a county election board or the Lake and Tippecanoe County boards of elections and registration. If the declaration is filed for a state, state legislative or judicial office, the declaration must be accompanied by a Statement of Economic Interests applicable to that office. If the declaration is filed for a local office then the declaration must be accompanied by a Statement of Economic Interests indicated below. No candidate may run as a write-in candidate for nomination to an office in the primary election. The name of a write-in candidate may not be placed on the general election ballot. (See *entries of August 10 and August 26 for school board write-in candidate filing dates*) (IC 3-8-2-2.5; IC 3-8-2-2.6; IC 3-8-2-4; IC 3-8-2-5; IC 3-8-2-11; IC 3-11-4-15; IC 3-11-2-11.5) **STATE FORMS: CAN-3 (Declaration of Intent to be a Write-In Candidate in 2016); CAN-12 (Statement of Economic Interests for Local and School Board Offices)**

**Monday, January 11, 2016**

**DEADLINE** for the Indiana general assembly to reconvene for the 2016 regular session. (IC 2-2.1-1-3)

**Friday, January 15, 2016**

**VR** **DEADLINE** for the Indiana election division to provide voter registration data from the statewide voter registration list to the Kansas Secretary of State to permit comparison of Indiana's voter registration data with voter registration data from other states. (IC 3-7-38.2-5)

**Monday, January 18, 2016**

**MARTIN LUTHER KING DAY**  
**Indiana Election Division closed**

**Wednesday, January 20, 2016**

**CFA** **DEADLINE**, by noon, for all candidate committees, all legislative caucus committees, and all political action committees to file the 2015 annual campaign finance report with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration. This deadline applies whether the report was hand-delivered, sent by U.S. mail, or otherwise delivered to the division or board. (IC 3-9-5-3; IC 3-9-5-10) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

**CFA** **DEADLINE**, by noon, for a candidate's committee of a candidate for statewide office to file a semiannual campaign finance report with the Indiana election division covering the period from July 1 through December 31, 2015. (IC 3-9-5-9) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

**Tuesday, January 26, 2016**

**CAN** **DEADLINE**, by noon, for a major party candidate for President to file a petition of nomination to be placed on the primary election ballot with a county voter registration office for verification of petition signatures. (IC 3-8-3-4) **STATE FORM: CAN-8 (Indiana Petition for Presidential Primary Ballot Placement)**

**Friday, January 29, 2016**

**CFA DEADLINE**, for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to review its campaign finance records to determine if a committee is subject to the administrative dissolution procedure. (IC 3-9-1-12)

**Sunday, January 31, 2015**

**DEADLINE** for an individual elected to the office of mayor, common council, city-county council, city clerk, town council member, town clerk-treasurer, or town court judge in the 2015 municipal election to *take* the individual's oath of office with the appropriate circuit court clerk. (IC 5-4-1-1.2)

# FEBRUARY 2016

## Monday, February 1, 2016

**DEADLINE** for an individual elected to the office of mayor, common council, city-county council, city clerk, town council member, town clerk-treasurer, or town court judge in the 2015 municipal election to *file* the individual's oath of office with the appropriate circuit court clerk. (*Transferred from Sunday January 31; IC 5-4-1-1.2*)

**VR** **DEADLINE** for each county sheriff to provide the county voter registration office with a list of each Indiana resident who has been convicted of a crime and had been placed in a county correctional facility during the previous quarter. (*Transferred from Sunday, January 31; IC 3-7-46-6*)

**VR** **DEADLINE** for the Indiana election division to request information from the federal district courts in Indiana concerning jury selection mailings. (*Transferred from Sunday, January 31; IC 3-7-38.2-16*)

## Tuesday, February 2, 2016

**CAN** **DEADLINE**, by noon, for a major party candidate for U.S. Senate or Governor to file a petition of nomination with a county voter registration office for verification of petition signatures. (IC 3-8-2-10) **STATE FORM: CAN-4 (Indiana Petition for Primary Ballot Placement as a Candidate for United States Senator); CAN-25 (Petition for Primary Ballot Placement as a Candidate for Governor)**

**VR** **DEADLINE**, for the Indiana election division or a county voter registration office to complete any voter list maintenance program conducted before the primary election. (IC 3-7-38.2-2)

## Friday, February 5, 2016

**CAN** **DEADLINE**, by noon, for major party candidate for President, U.S. Senate, or Governor to file petition for placement on the 2016 primary election ballot with the secretary of state following certification of petition signatures by county voter registration offices. A request for primary ballot placement must accompany the petition for the presidential candidate and a declaration of candidacy must accompany the petition for nomination to the office of U.S. Senate and Governor. A declaration of candidacy for Governor must be accompanied by a copy of the statement of economic interests, file stamped by the office required to receive the statement of economic interests, or a receipt or photocopy of a receipt showing that the statement has been filed. (IC 3-8-2-4; IC 3-8-2-5; IC 3-8-2-11; IC 3-8-3-1; IC 3-8-3-4)

### STATE FORMS:

- **CAN-7 (Request for Presidential Primary Ballot Placement)**
- **CAN-8 (Indiana Petition for Presidential Primary Ballot Placement);**
- **CAN-4 (Indiana Petition for Primary Ballot Placement as a Candidate for U.S. Senator)**
- **CAN-2 (Declaration of Candidacy for Primary Nomination in 2016 (U.S. Senate)**
- **CAN-25 (Petition for Primary Ballot Placement as a Candidate for Governor)**
- **CAN-2 (Declaration of Candidacy for Primary Nomination in 2016 (Governor)**

**Friday, February 5, 2016 (continued)**

**CAN DEADLINE**, by noon, Indianapolis time, for a major party candidate for U.S. Representative, state legislative office, or judicial office to file a declaration of candidacy with the election division for the 2016 primary election. A declaration for state legislative office or judicial office must be accompanied by a copy of the statement of economic interests, file stamped by the office required to receive the statement of economic interests, or a receipt or photocopy of a receipt showing that the statement has been filed. (IC 3-8-2-4; IC 3-8-2-6) **STATE FORM: CAN-2 (Declaration of Candidacy for Primary Nomination in 2016)**

**CAN DEADLINE**, by noon, Indianapolis time, for an individual to file a declaration of candidacy with the Indiana election division a declaration of candidacy for election to the Allen County Superior Court or the Vanderburgh County superior court at the 2016 general election. The declaration must be accompanied by a copy of the statement of economic interests, file stamped by the office required to receive the statement of economic interests, or a receipt or photocopy of a receipt showing that the statement has been filed. (IC 3-8-2-4; IC 33-33-2-9; IC 33-33-82-31) **STATE FORM: CAN-41 (Allen County/Vanderburgh County Superior Court Judge Declaration of Candidacy in 2016)**

**CAN DEADLINE**, by noon, for major party candidate for all local offices (except for judicial office) to file a declaration of candidacy with the county election board or the Lake and Tippecanoe County boards of elections and registration for the 2016 primary election. The declaration must be accompanied by a Statement of Economic Interests. (IC 3-8-2-4; IC 3-8-2-6) **STATE FORMS: CAN-2 (Declaration of Candidacy for Primary Nomination in 2016; CAN-12 (Statement of Economic Interests for Local and School Board Offices)**

**CAN DEADLINE**, by noon, for an individual to file a declaration of candidacy with a county election board or the Lake and Tippecanoe County boards of elections and registration for nomination to a town office by a major political party at the 2016 primary election in those towns with a population of less than 3,500 that elect some or all town officials in 2016 and that have adopted an ordinance to nominate candidates for town offices at the primary election. This declaration must be filed in the office of the county election board located in the county containing the greatest percentage of population of the town. The declaration must be accompanied by a Statement of Economic Interests. (IC 3-8-2-4; IC 3-8-2-6; IC 3-8-5-2) **STATE FORMS: CAN-2 (Declaration of Candidacy for Primary Nomination in 2016; CAN-12 (Statement of Economic Interests for Local and School Board Offices)**

**CAN DEADLINE**, by noon, for an individual to file a declaration of candidacy with a county election board or the Lake and Tippecanoe County boards of elections and registration for election as a major party state convention delegate in the 2016 primary. (IC 3-10-1-4(b)(2); IC 3-8-2-3; IC 3-8-2-4; IC 3-8-2-6) **STATE FORM: CAN-37 (Declaration of Candidacy for Precinct Committeeman and State Convention Delegate in 2016)**

**Friday, February 5, 2016 (continued)**

**CAN DEADLINE**, by noon, for an individual to file a declaration of candidacy with a county election board or the Lake and Tippecanoe County boards of elections and registration for election as a Republican Party precinct committeemen in the 2016 primary. (IC 3-10-1-4.6; IC 3-8-2-3; IC 3-8-2-4; IC 3-8-2-6) **STATE FORM: CAN-37 (Declaration of Candidacy for Precinct Committeeman and State Convention Delegate in 2016)**

Immediately after the deadline for filing as a candidate for placement on the primary election ballot, the Indiana election division, each circuit court clerk and the Lake and Tippecanoe County boards of elections and registration shall certify and release to the public a list of candidates of each political party for each office. The Indiana election division, circuit court clerk, and Lake and Tippecanoe County boards of elections and registration shall also release to the public a list of all declarations of candidacy whose validity has been questioned under IC 3-8-1-2. (IC 3-8-2-13)

**Monday, February 8, 2016**

**CAN DEADLINE**, by noon, for an individual to withdraw a declaration of candidacy or a request for ballot placement for the primary. (IC 3-8-2-20) **STATE FORM: CAN-10 (Primary Election Candidate Withdrawal)**

**Friday, February 12, 2016**

**CAN DEADLINE**, by noon, for filing a statement questioning the validity of a declaration of candidacy with the Indiana election division, circuit court clerk or Lake and Tippecanoe County boards of elections and registration. (IC 3-8-2-14) **STATE FORM: CAN-1 (Candidate Filing Challenge)**

**DEADLINE**, by noon, for an appointed member of a county election board affiliated with a major political party to file a statement with the circuit court clerk or Lake and Tippecanoe County boards of elections and registration stating that the names of unopposed candidates of that political party for precinct committeemen and state convention delegate are to be printed on the party's primary election ballot. (IC 3-10-1-5)

**CFA DEADLINE**, by noon, for a candidate who filed a declaration of candidacy for the primary election to file a campaign finance statement of organization with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration (unless the candidate was already required to do so after raising or spending more than \$100). (IC 3-9-1-5) Candidates for local office with compensation of less than \$5,000 are not required to file a statement of organization unless they raise or spend more than \$500. If they raise or spend more than \$500 then they must file a statement of organization within 10 days of meeting that threshold. (IC 3-9-1-5.5) **STATE FORM: CFA-1 (Candidate's Statement of Organization and Designation of Principal Committee or Exploratory Committee)**

**Tuesday, February 16, 2016**

**VR DEADLINE**, for a county voter registration office to file an affidavit with the Indiana election division affirming the completion of voter list maintenance activities. (IC 3-7-12-27) **STATE FORM: VRG-21 (Affidavit of County Voter Registration Officer Concerning Voter List Maintenance)**

### **Wednesday, February 17, 2016**

**DEADLINE** for the Lake County board of elections and registration to notify candidates whose place on the primary election ballot will be determined by the ballot lottery to be conducted by the board of the time and place where the public lottery will be conducted if the lottery is conducted on February 22, the last date permitted by state law. Otherwise candidates are required to be notified at least 5 days prior to the lottery. (IC 3-10-1-18)

### **Friday, February 19, 2016**

**CAN DEADLINE** for the Indiana election division to transmit to each county election board and the Lake and Tippecanoe County boards of elections and registration a certified list containing the name of each person for whom a declaration of candidacy has been filed with the Indiana election division. (IC 3-8-2-17)

**CFA DEADLINE**, by noon, for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to determine if a candidate who has filed a declaration of candidacy for the primary election has filed a campaign finance statement of organization for the candidate's committee. (IC 3-8-1-1.6)

**DEADLINE**, by noon, for a local public question to be certified to the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration for placement on the primary election ballot. (IC 3-10-9-3)

### **Monday, February 22, 2016**

**CAN DEADLINE** for the Lake County board of elections and registration to conduct a public lottery to determine the random placement of candidates on the primary election ballot (*other than candidates for precinct committeeman and state convention delegate*). (*Transferred from Saturday, February 20*; IC 3-10-1-18)

### **Tuesday, February 23, 2016**

First day that the proprietor or manager of a residential facility (*other than a mental health facility*) must maintain a list of residents for use by poll takers in the primary election. (IC 3-6-11-5)

### **Thursday, February 25, 2016**

**CAN DEADLINE** for the Indiana election commission, county election board or Lake and Tippecanoe County boards of elections and registration to determine the validity of a challenged declaration of candidacy. (IC 3-8-2-14 and IC 3-8-2-18)

**Monday, February 29, 2016**

**VR**

First day of the period that the county voter registration office must begin providing a report containing information regarding all voter registration applications received by the county voter registration office after this date and ending 29 days before the primary election. The report must be forwarded within 48 hours after the entry of the registration application into the Statewide Voter Registration System. The report must be provided, upon request, to a major party county chairman or other party chairman or an independent candidate's committee if the independent candidate is on the ballot. (*Transferred from Sunday, February 28; IC 3-7-28-2; IC 3-7-28-3; IC 3-7-28-4*) See *Friday March 4 regarding a report of all registration applications prior to February 28, 2016.*

# MARCH 2016

**Tuesday, March 1, 2016**

**CFA DEADLINE**, by noon, for all regular party committees to file the 2015 annual campaign finance report with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration. This deadline applies whether the report was hand-delivered, sent by U.S. mail, or otherwise delivered to the division or board. (IC 3-9-5-10) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

**DEADLINE**, by noon, for the governing body of a political subdivision to provide the county election board, or the Lake and Tippecanoe County boards of elections and registration, and the county auditor, a certified copy of a resolution to withdraw a controlled project public question from the ballot. (IC 6-1.1-20-3.6)

**Thursday, March 3, 2016**

**VR DEADLINE** for the board of commissioners of a county to adopt an order by unanimous vote establishing a county board of registration with immediate authority to administer voter registration within the county, rescinding a previously adopted order to establish a board of registration, or abolishing a board of registration previously established by state law (IC 3-7-12-3) before that law was repealed. An order adopted after this date and before the primary becomes effective on the day following the primary. (IC 3-7-12-5; IC 3-7-12-5.5)

**DEADLINE** for a county election board or the Lake and Tippecanoe County boards of elections and registration to rescind any previously adopted resolution before the 2016 primary providing that absentee ballots to be voted before a traveling absentee board are to be initialed by the county election board or board of elections and registration (*and not initialed by the traveling board visiting the voter*). (IC 3-11-10-27)

**DEADLINE** for the county election board or the Lake and Tippecanoe County boards of elections and registration to file an order adopting a vote center plan with the Indiana election division for the order to be effective for the May 3, 2016 primary election. An order filed after this date and before the primary election becomes effective on the day following the primary election. (IC 3-11-18.1-8)

**Friday, March 4, 2016**

**ABS DEADLINE** for a county election board or the Lake and Tippecanoe County boards of elections and registration to adopt a resolution before the 2016 primary providing for the **central count of absentee ballots** within the county. (IC 3-11.5-5-1; IC 3-11.5-6-1)

## Friday, March 4, 2016 (continued)

**ABS DEADLINE** for the circuit court clerk or Lake and Tippecanoe County boards of elections and registration to estimate the number of absentee ballots and provisional ballots required in the county for the primary election. After the estimate is made, the county election board or Lake and Tippecanoe County boards of elections and registration must begin to print the absentee ballots. (IC 3-11-4-10; IC 3-11-4-14; IC 3-11.7-1-4)

**VR DEADLINE** for a county voter registration office to transmit a report containing information regarding all voter registration applications received by the county voter registration office to a major party county chairman (and on request to other chairmen or independent candidates on the ballot) showing all original registrations and transfers that occurred during the part of the registration period ending February 28, 2016. (IC 3-7-28-2; IC 3-7-28-3)

## Saturday, March 5, 2016

First day that a college or university must permit a student to knock on the door of each room in the living areas of student housing to conduct a poll. Before conducting the poll, the polltakers must submit certain information to the college or university. (IC 3-6-11-2.5; IC 3-6-11-2.6)

## Monday, March 7, 2016

First day the Indiana election division, a circuit court clerk, or the Lake and Tippecanoe County boards of elections and registration may destroy certificates and petitions of nomination, voted ballots, and other election material from the 2014 primary election, after compliance with any applicable county commission on public records procedures. (IC 3-8-7-24; IC 3-10-1-31.1; IC 3-11-8-30; IC 3-12-2-12; IC 3-12-3-10; IC 5-15-6)

## Monday, March 14, 2016

**ABS DEADLINE** for the printing and delivery of primary absentee ballots by a county election board or the Lake and Tippecanoe County boards of elections and registration for the general election. If primary ballots have been printed when the county election board receives a notification from the Election Division that a primary candidate that filed with the Election Division has died or when the county election board unanimously finds good cause to believe primary candidate that filed with the county election board has died, the primary ballots shall not be reprinted to remove the name of the deceased candidate. A voter who has cast an absentee ballot containing the name of a deceased candidate is entitled to request a replacement absentee ballot. (IC 3-11-4-14; IC 3-11-4-15; IC 3-11-3-29.3; IC 3-11-3-29.4)

**ABS DEADLINE**, by noon, for a county election board or the Lake County and Tippecanoe County boards of elections and registration to notify each major party county chairman of the number of absentee voter boards to be appointed. (IC 3-11-10-37)

**DEADLINE** for the printing and delivery of primary provisional ballots by a county election board or the Lake and Tippecanoe County boards of elections and registration. (IC 3-11.7-1-5; IC 3-11.7-1-6)

Last day that a proprietor or manager of a residential facility (*other than a mental health facility*) must maintain a list of residents for use by poll takers in the primary election. (IC 3-6-11-5)

**Friday, March 18, 2016**

**ABS DEADLINE**, by noon for a county chairman to make written recommendations to the county election board for appointments for absentee voter boards. If a county chairman fails to make a recommendation, then the county election board or the Lake and Tippecanoe County boards of elections and registration may appoint any voter of the county. (IC 3-11-10-37)

**Saturday, March 19, 2016**

**ABS DEADLINE** for a county election board or the Lake and Tippecanoe County boards of elections and registration to mail primary election absentee ballots to voters who previously filed an absentee ballot application to vote by mail with the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration. After this date, the county election board or Lake and Tippecanoe County boards of elections and registration must mail general election ballots to qualified voters on the same day that the voter's application is received. The requirement that absentee ballots be mailed on the same day that the absentee ballot application is received does not apply to absentee ballot applications that have been challenged or the applicant's voter registration application is in pending status. (IC 3-11-4-18) If the absentee ballot application submitted by an absent uniformed services voter or an overseas voter is denied, the county election board shall provide written notice to the voter not later than forty-eight (48) hours stating the reasons for the denial to the voter. (IC 3-11-4-17.5)

**Friday, March 25, 2016**

**GOOD FRIDAY  
Indiana election division closed**

**Monday, March 28, 2016**

**CFA DEADLINE** for the Indiana election division to mail to candidates' committees for a statewide office on the 2016 general election ballot (*Governor, Lt. Governor, Attorney General and Superintendent of Public Instruction*) the proper campaign finance reports and a notice stating the date that the pre-primary campaign finance reports are due. (*Transferred from Friday, March 25; IC 3-9-4-14(b)(2)*)

**CFA DEADLINE** for the Indiana election division to mail to candidates for state legislative office on the ballot in the May 3, 2016 primary election the proper campaign finance reports and a notice stating the date that the pre-primary campaign finance reports are due. (*Transferred from Friday, March 25; IC 3-9-4-14(b)(2)*)

**ABS DEADLINE**, by noon, for a county election board or the Lake County and Tippecanoe County boards of elections and registration to notify each major party county chairman of the number of absentee ballot counters and teams of couriers for counties that count absentee ballots at a central location to be appointed. However, absentee ballot couriers are not necessary in counties that count absentee ballots at a central location that use electronic poll books. (*Transferred from Saturday, March 26; IC 3-11.5-4-22; IC 3-11.5-4-23*)

**Thursday, March 31, 2016**

**CFA** End of quarterly campaign finance reporting period for candidates' committees for a statewide office on the 2016 general election ballot general election ballot (*Governor, Lt. Governor, Attorney General and Superintendent of Public Instruction*). (IC 3-9-5-6)

# APRIL 2016

**Friday, April 1, 2016**

**CFA** **Beginning** of reporting period for candidates' committees for a statewide office on the 2016 general election ballot to file a supplemental campaign finance report with the Indiana election division to report large contributions that total at least \$1,000 from a person and are received by the committee after the end of the quarterly reporting period (*March 31*) and before the deadline to file the quarterly report (*noon, April 15*). The report is to be filed within 48 hours of the receipt of the large contribution. (IC 3-9-5-22) **STATE FORM: CFA-11 (Supplemental "Large Contribution" Report)**

**CFA** **Beginning** of quarterly reporting period for candidates' committees for a statewide office on the 2016 general election ballot (*Governor, Lt. Governor, Attorney General and Superintendent of Public Instruction*). (IC 3-9-5-6(e))

**Saturday, April 2, 2016**

**DEADLINE** for counties that use electronic voting system units (DREs) to publish at least 48 hours notice of the required public test of the units if the county has scheduled a public test of electronic voting system units on April 4, 2016, the last day permitted under statute. (IC 3-11-14.5-1)

**Sunday, April 3, 2016**

Beginning of the period during which a homeowners association may not adopt or enforce a rule that prohibits a member of the homeowner's association from displaying a political sign on the member's property. (IC 32-21-13-4)

**DEADLINE**, for Secretary of State to request the news media to include a copy of the Voter's Bill of Rights in election coverage or public service announcements. (IC 3-5-8-5)

**VR** **Monday, April 4, 2016** **Voter Registration Ends**

**VR** **DEADLINE**, at close of business, for an individual to hand deliver a voter registration application to the county voter registration office so that the voter can be registered for the primary election. (IC 3-7-13-10; IC 3-7-13-11)

**VR** **DEADLINE**, 5:00 p.m., for individual to hand deliver a voter registration application to the Indiana Election Division for transmittal to the appropriate county voter registration office so that the voter can be registered for the primary election. (IC 3-7-33-3.7)

**VR** **DEADLINE**, at close of business, for a bureau of motor vehicles license branch or other "full service" voter registration agency, for an individual to submit an application for voter registration at the license branch or full service agency. (IC 3-7-33-3)

## Monday, April 4, 2016 (continued)

**VR** **DEADLINE**, for an individual mailing registration application to a county voter registration office or the Indiana election division to deposit the registration application in the mail in a manner and in time so that the mail is postmarked no later than today's date (*and later delivered*) by the United States Postal Service so that the voter can be registered for the primary election. (IC 3-7-33-3.7; IC 3-7-33-4)

**VR** **DEADLINE**, no later than midnight, for an eligible applicant to submit a completed voter registration application online on the secure website provided by the state in accordance with IC 3-7-26.7 so that the voter can be registered for the primary election. (IC 3-7-33-3.5; IC 3-7-26.7)

**VR** Last day for a county voter registration office to prepare a report, upon request from a major party county chairman, a bona fide party chairman or an independent candidate's committee if the candidate is on the ballot, containing new voter registrations. The report shall be provided in response to a request within 48 hours of the date on which the report was made. (IC 3-7-28-2; IC 3-7-28-3)

**ABS** **DEADLINE**, by noon for a county chairman to make written recommendations to the county election board for appointments for absentee ballot counters and teams of couriers for counties that count absentee ballots at a central location. However, absentee ballot couriers are not necessary in counties that count absentee ballots at a central location that use electronic poll books. If a county chairman fails to make a recommendation, then the county election board or the Lake and Tippecanoe County boards of elections and registration may appoint any voter of the county. (*Transferred from Saturday, April 2*; IC 3-11.5-4-22; IC 3-11.5-4-23)

**DEADLINE** for a county election board or the Lake and Tippecanoe County boards of elections and registration to conduct a public test of an electronic voting system by randomly selecting at least three (3) precincts within the county and testing the voting system units to be used at those precincts on election day. Each voting system shall be tested to ascertain that the system will correctly count the votes cast for all candidates and on all public questions in that precinct and the tests must include a visual inspection of the voting unit and ballot label, entry of a preaudited group of ballots marked so as to record a predetermined number of valid votes, and an attempt to overvote to test the ability of the electronic voting system to reject overvotes. The board must file an **IEC-9 form with the Indiana election division** certifying the performance of the public test not later than 7 days after the test. (IC 3-11-14.5-1; IC 3-11-14.5-5).

**DEADLINE**, for the county commissioners, the Mayor of Indianapolis, the Lake County and the Tippecanoe County boards of elections and registration to designate polling places for each precinct in the county. (IC 3-11-8-3.1)

Final day a college or university must permit a student to knock on the door of each room in the living areas of student housing to conduct a poll. (IC 3-6-11-2.5; IC 3-6-11-2.6)

An individual filing a civil action alleging a violation of NVRA is not required to provide notice of the violation to the co-directors of the Indiana election division if the violation occurs on or after this date and no later than the May 3, 2016 primary election. (IC 3-7-11-14)

**Tuesday, April 5, 2016**

**ABS** First day that a voter may vote an absentee primary election ballot before an absentee voter board in one location of the office of the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration or at a satellite absentee voting facility if established by the county election board. (IC 3-11-10-26)

**ABS** **DEADLINE** for county election board to conduct a training session for a member of the absentee voter board before that absentee board member performs the member's duties. (IC 3-11-10-39)

**VR** First day that an employee of a "full service" voter registration agency must advise an applicant for voter registration that the application will be processed by the county voter registration office after the primary election. (IC 3-7-33-3)

**DEADLINE**, for a county election board or the Lake and Tippecanoe County boards of elections and registration to designate by resolution the precincts for which assistant poll clerks are to be appointed. (IC 3-6-6-4)

**Friday, April 8, 2016**

**CFA** End of the pre-primary election campaign finance reporting period for candidates on the 2016 primary election ballot (*other than candidates' committees for a statewide office*). (IC 3-9-5-6) Report is due April 15, 2016 (*see entry below*). (IC 3-9-5-7)

**Saturday, April 9, 2016**

**CFA** First day of the pre-general election campaign finance reporting period (*other than for a candidates' committee for a statewide office*). (IC 3-9-5-6)

**CFA** First day of the **pre-primary supplemental campaign finance reporting period**. If a candidate on the 2016 primary ballot (*other than candidates' committees for a statewide office*) receives contributions from a person that total \$1,000 or more on or after this date, the candidate must file a pre-primary supplemental campaign finance report with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration no later than 48 hours after receiving the contribution. This report may be filed by facsimile transmission. (IC 3-9-5-20.1) **STATE FORM: CFA-11 (Supplemental "Large Contribution" Report)**

## Tuesday, April 12, 2016

**DEADLINE**, by noon, for a county chairman to file nominations with a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration for individuals to serve as precinct election officers at the primary election. (IC 3-6-6-10)

First date, after noon, that a county election board or the Lake and Tippecanoe County boards of elections and registration may, by majority vote, fill a vacant precinct election office when the appropriate county chairman has made no nomination for the office. (IC 3-6-6-13(b))

## Thursday, April 14, 2016

**ABS** First day that a voter requesting an absentee travelling board to visit the voter at the voter's location because of illness or injury of the voter, or because the voter is caring for a confined person at a private residence, may vote before the traveling absentee board. (IC 3-11-10-25; IC 3-11-10-24(b))

## Friday, April 15, 2016

**CFA** **DEADLINE**, by noon, for a candidate's committee with a candidate on the 2016 primary election ballot, all legislative caucus committees, all political action committees, and all regular party committees (*other than candidates' committees for a statewide office*), to **file a pre-primary campaign finance report** with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration. This deadline applies whether the report was hand-delivered, sent by U.S. mail, or otherwise delivered to the division or board. *NOTE: See definition of "filing" in IC 3-5-2-24.5.* (IC 3-9-5-3; IC 3-9-5-4; IC 3-9-5-7) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

**CFA** **DEADLINE**, by noon, for candidates' committees for a statewide office on the 2016 general election ballot (*Governor, Lt. Governor, Attorney General and Superintendent of Public Instruction*) to file a **quarterly** campaign finance report with the Indiana election division covering the period from January 1 through March 31. (IC 3-9-5-6(e)) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

**CFA** **End**, at noon, of reporting period for candidates' committees for a statewide office on the 2016 general election ballot to file a supplemental campaign finance report with the Indiana election division to report large contributions that total at least \$1,000 from a person that are received by the committee after the end of the quarterly reporting period (*March 31*) and before the deadline to file the quarterly report (*noon, April 15*). The report is to be filed within 48 hours of the receipt of the large contribution. (IC 3-9-5-22)

### **Sunday, April 17, 2016**

**DEADLINE** for counties that use ballot card voting systems to publish at least 48 hours notice of the required public test of the machines if the county has scheduled a public test of automatic tabulation machines on April 19, 2016, the last day permitted under statute. (IC 3-11-13-22)

### **Tuesday, April 19, 2016**

**DEADLINE** for a county election board or the Lake and Tippecanoe County boards of elections and registration to conduct a public test of the ballot card voting systems at the primary election. The public test must ascertain whether the machines will correctly count votes cast for all candidates and on all public questions. The board must file an **IEC-10 form with the Indiana election division** certifying the performance of the public test not later than 7 days after the test. (IC 3-11-13-22; IC 3-11-13-23(b)). **NOTE: IF THE PUBLIC TEST IS NOT PERFORMED, THE BALLOT CARDS MUST BE TABULATED BY HAND.**

### **Saturday, April 23, 2016**

**ABS** The office of the circuit court clerk or Lake and Tippecanoe County boards of elections and registration must be open for at least seven (7) hours to permit absentee ballot voting. However, in a county with a population of less than 20,000, the county election board may, by majority vote, reduce absentee voting hours in the office of the clerk to a minimum of four (4) hours on this date. (IC 3-11-10-26)

**DEADLINE**, for a county voter registration office to prepare certified copies of the list of registered voters of each precinct (except counties that have adopted vote centers or counties that have adopted the use of electronic poll books for the election). The list must contain the full name, address, and identification number of each voter. Upon receiving a written request from a major political party county chairman, the county voter registration office must prepare and furnish no more than two (2) copies of the list to the precinct inspector. The inspector may provide a copy of the list to any other precinct officer. (IC 3-7-28-4; IC 3-7-29-1; IC 3-7-29-2; IC 3-7-29-6)

**DEADLINE**, by noon, for a county election board to notify the county chairmen of the two major political parties of the number of teams of provisional ballot counters to be appointed. (IC 3-11.7-3-3)

**DEADLINE**, for a county election board or the Lake and Tippecanoe County boards of elections and registration to publish a list of candidates and offices to be voted upon at the primary election, including the party designations (*if any*); names and addresses of candidates; the text of any public question to be placed on the ballot; the date of the primary election; and the hours during which the polls will be open. County must also file notice with Indiana Election Division. (IC 3-8-2-19; IC 5-3-1-2) **STATE FORM: CAN-9**

**DEADLINE**, for the county commissioners, the Mayor of Indianapolis, or the Lake and Tippecanoe County boards of elections and registration to publish notice of the place of voting for each precinct. (IC 3-11-8-3.2; IC 5-3-1-4)

## Saturday, April 23, 2016 (continued)

**DEADLINE**, in a county that tabulates all votes cast on ballot cards at a central location, for the county election board or the Lake and Tippecanoe County boards of elections and registration to designate a central location for the processing of ballot cards. (IC 3-12-3-2.5)

**DEADLINE**, for the Lake County board of elections and registration to duplicate, distribute, and cause to be posted copies of official sample ballots to schools, fire stations, county courthouses, and other public buildings in the county. (IC 3-11-14-8)

**DEADLINE**, in a county having a population of at least 300,000 for the judge of the circuit court to order the county commissioners, the Mayor of Indianapolis or the Lake County boards of elections and registration to provide a suitable room for the canvassing of votes other than a room in the county courthouse. (IC 3-12-4-7)\

## Monday, April 25, 2016

**ABS DEADLINE**, by 11:59 p.m., for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to receive a mailed, hand-delivered, facsimile transmitted, or emailed absentee ballot application from a voter who requests to **vote by mail**. (*Note: this does not include a voter who is a confined voter or a voter caring for a confined person who requests that the absentee ballots be delivered to the applicant by an absentee voter board or an absent uniformed services voter or overseas voter who requests to vote by fax or email.*) (IC 3-11-4-3(4)) **STATE FORMS: ABS-1, ABS-2, ABS-15**

**ABS DEADLINE**, for a county voter registration office to receive a registration application from an absent uniformed services voter or an overseas voter for processing before the primary election. (IC 3-7-36-10) *Note: Absent uniform service (military) voters and overseas voters often use the Federal Post Card Application to register to vote and request an absentee ballot.*

**ABS DEADLINE** for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to receive an absentee ballot application to vote by mail from an absent uniformed services voter or overseas voter in order to count the special federal write-in absentee ballot submitted by the voter by mail. (IC 3-12-2-7.5; 42 U.S.C. § 1973ff-2(b)(2))

**DEADLINE**, for a county election board or the Lake and Tippecanoe County boards of elections and registration to notify county chairmen that sample ballots are available for inspection. (IC 3-6-5-14(b); IC 3-11-3-10; IC 3-11-13-6; IC 3-11-14-14)

## Tuesday, April 26, 2016

**DEADLINE** for a county election board or the Lake and Tippecanoe County boards of elections and registration to certify to the Indiana election division that a public test of an optical scan ballot card voting system at the primary election has been conducted in conformity with state law if that test was performed on the last day it could be performed on April 19, 2016. (IC 3-11-13-22(a)) **IEC-10**

**Saturday, April 30, 2016**

**ABS** The office of the circuit court clerk or Lake and Tippecanoe County boards of elections and registration must be open for at least seven (7) hours to permit absentee ballot voting. However, in a county with a population of less than 20,000, the county election board may, by majority vote, reduce absentee voting hours in the office of the clerk to a minimum of four (4) hours on this date. (IC 3-11-10-26)

**DEADLINE**, for the county executive or Mayor of Indianapolis to change the polling place for a precinct in the county. However, if the county election board or Lake and Tippecanoe County boards of elections and registration determines by a unanimous vote that the use of a polling place at an election would be dangerous or impossible, the board may order the relocation of the polling place after this date. The board shall give the best possible notice of the change to news media and the voters of the precinct. (IC 3-11-8-3.2)

First day an inspector or other authorized member of the precinct election board may pick up ballots and election supplies for the inspector's precinct. (IC 3-11-3-10)

# MAY 2016

**Sunday, May 1, 2016**

**CFA**

**6 a.m.**, end of the pre-primary supplemental campaign finance reporting period for candidates on the primary ballot (*other than candidates' committees for a statewide office*). Contributions from a person that total \$1,000 or more received by a candidate on the primary election ballot after that time must be reported on the committee's pre-general election campaign finance report. (IC 3-9-5-20.1)

**DEADLINE** for a precinct inspector or other authorized member of the precinct election board to pick up ballots and election supplies for the inspector's precinct. (IC 3-11-3-10)

**DEADLINE**, in a county that counts absentee ballots at a central location that do not use electronic poll books, for the circuit court clerk or the Lake and Tippecanoe County boards of election and registration to provide a certificate to inspectors stating the names of the voters: (1) to whom absentee ballots were sent or who marked ballots in person; and (2) whose ballots have been received by the county election board under IC 3-11-10. In counties that count absentee ballots at a central location but use electronic poll books the names of voters from whom absentee ballots have received are updated through noon on election day eliminating the need for lists of absentee voters or absentee ballot couriers. (IC 3-11.5-4-1; 3-11.5-4-22)

**Monday, May 2, 2016**

**ABS**

**DEADLINE**, by noon, for a voter to vote an absentee ballot in-person in one office of the circuit court clerk or Lake and Tippecanoe County boards of elections and registration or at a satellite absentee voting facility established by the county election board. A voter in the act of voting at noon may complete voting and a voter waiting in line to vote at noon may vote, if otherwise qualified to do so, and if the Circuit Court Clerk's designee indicates that the voter was present at noon by writing down the name of the voter, stamping the voter's hand, or standing immediately behind the last voter in line at noon. (IC 3-11-10-26; IC 3-11-8-11.3)

**ABS**

**DEADLINE**, by noon, for the Indiana election division, circuit court clerk or Lake and Tippecanoe County boards of elections and registration to receive a mailed, faxed, emailed, or hand delivered absentee ballot application from a voter requesting an absentee travelling board to visit the voter at the voter's location because of illness or injury of the voter, or because the voter is caring for a confined person at a private residence. (IC 3-11-4-3(a)(3); IC 3-11-4-3(b); IC 3-11-10-25)

**ABS**

**DEADLINE** (by midnight) for a travelling absentee voter board to visit and vote a voter at the voter's location because of illness or injury or because the voter is caring for a confined person at a private residence. (IC 3-11-10-25; IC 3-11-10-24(b))

## Monday, May 2, 2016 (continued)

**ABS DEADLINE**, by noon, for the Indiana election division, circuit court clerk or Lake and Tippecanoe County boards of elections and registration to receive an absentee ballot application from a military or overseas voter who requests to vote an absentee ballot by fax or email. The application may be delivered to the circuit court clerk and Tippecanoe County boards of elections and registration by fax or email. (IC 3-11-4-3(a)(2)(B); IC 3-11-4-3(b); IC 3-11-4-4(a)(4))

**DEADLINE**, by noon, for the county chairmen of the two major political parties to make a written recommendation to the county election board for the appointment of individuals as provisional ballot counters. If a county chairman fails to make a nomination, the county election board may appoint any voter of the county. (*Transferred from Saturday, April 30*; IC 3-11.7-3-4; IC 3-11.7-3-5)

**DEADLINE**, by 4 p.m., for a voter who has moved to a different precinct in Indiana less than 30 days before the primary election, to execute a transfer request for the voter's registration in the county voter registration office. This transfer allows the voter to return to the voter's precinct of former residence and vote at that location one final time. After this time, the affidavit may be executed in person at the polling place in the voter's precinct of former residence. (IC 3-10-11-7) **STATE FORM: VRG-4/12**

**DEADLINE**, by 4 p.m., for a voter who has moved to a different precinct in the same county and same congressional district to execute a transfer request for the voter's registration in the county voter registration office. This transfer allows the voter to return to the voter's precinct of former residence and vote at that location one final time. After this time, the affidavit may be executed in person at the polling place in the voter's precinct of former residence. (IC 3-10-12-4) **STATE FORM: VRG-4/12**

**DEADLINE**, by 6 p.m., for a county election board or the Lake and Tippecanoe County boards of elections and registrations to deliver the voting system and equipment to each polling place. In precincts using computerized electronic voting systems, the county election board shall have the system put in order, set and adjusted, and ready for use in voting. (IC 3-11-11-1.8; IC 3-11-13-6; IC 3-11-14-13)

**DEADLINE** for a county election board to conduct a training and educational meeting for inspectors, judges, poll clerks, assistant poll clerks, and sheriffs. Inspectors must attend this meeting. The county election board may require other precinct election officers to attend as well. A county election board may allow an individual to serve as a precinct election officer if the individual is appointed after the training and educational meeting or the poll worker demonstrates to the county election board that the individual was unable to attend the meeting due to a good cause. (IC 3-6-6-40)

Each full service license branch must remain open from 8:30 a.m. local time until 8:00 p.m. local time, solely for the purpose of issuing driver's licenses and state identification cards. (IC 9-16-1-7)

## **Monday, May 2, 2016 (continued)**

**DEADLINE** for the state chairmen of each major political party to nominate two (2) individuals for appointment by the governor to a seat on the Indiana election commission. (*Transferred from Saturday, April 30; IC 3-6-4.1-4*)

**DEADLINE** for each county sheriff to provide a county voter registration office with a quarterly report of each Indiana resident who has been convicted of a crime and been placed in a county correctional facility. (*Transferred from Saturday, April 30; IC 3-7-46-6*)

## **PRIMARY ELECTION DAY- MAY 3, 2016** (IC 3-10-1-3)

**DEADLINE**, by 5 a.m., for the members of the precinct election board, poll clerks, and sheriffs to meet at the polling place. (IC 3-11-11-2; IC 3-11-13-27; IC 3-11-14-16)

In a precinct using an electronic voting system, each precinct election board must: (1) compare the ballot label on each electronic voting system with the sample ballot to see that it is correct; (2) see that the system records zero (0) votes for each candidate and on each public question; and (3) see that the system is otherwise in perfect order before the polls open. The board then shall certify that the ballot labels and the sample ballots are in agreement. (IC 3-11-14-13; IC 3-11-14-17)

In a precinct using an optical scan ballot card voting system, the precinct election board must (1) compare the ballot cards used in the marking device with the sample ballots furnished and determine whether the names, numbers, and letters are in agreement; (2) see that the system records zero (0) votes for each candidate and on each public question; and (3) see that the system is otherwise in perfect order before the polls open. (IC 3-11-13-27)

The precinct election board shall post the Voter's Bill of Rights in a public place in each polling place on election day. (IC 3-5-8-3)

The precinct election board shall post sample ballots near the entrance to the polls on election day and see that they are available to public inspection throughout the day. (IC 3-11-11-1.9; IC 3-11-13-10; IC 3-11-14-5)

In a county using electronic poll books, the county election board shall provide a notice that the inspector shall post that warns that making a false statement by signing the electronic poll list or concerning the individual's name or residence address is punishable as a Level 6 felony. The notice must be posted in a location clearly visible to a voter who provides information to the precinct election officer using the electronic poll book. (IC 3-7-29-1; IC 3-11-13-11)

5:30 a.m. a challenger, pollbook holder, or watcher may enter into the polling place. (IC 3-6-7-5, IC 3-6-8-4; IC 3-6-9-13; IC 3-6-10-5.5; IC 3-11-8-15, IC 3-11-8-16)

Each full service license branch must remain open from 6:00 a.m. local time until 6:00 p.m. local time, solely for the purpose of issuing driver's licenses and state identification cards. (IC 9-16-1-7)

**POLLS OPEN**, 6 a.m. to 6 p.m., prevailing local time. (IC 3-11-8-8)

## Tuesday, May 3, 2016 (continued)

The appointments of precinct judge, poll clerk, or sheriff expire at NOON if they were appointed to serve in that precinct election office for the first half of election day. The beginning of the term of a precinct election officer appointed to serve for the last part of election day. (IC 3-6-6-10; IC 3-6-6-11)

**DEADLINE**, by noon, for certain absent uniform services voters (*or the voter's spouse or dependent*), not previously registered, to register and vote in the office of the clerk or at another location as designated by resolution of the county election board. (IC 3-7-36-14; IC 3-11-4-3) **STATE FORMS: ABS-IN PERSON, ABS-1, VRG-11, ABS-11 AND ABS-13**

**DEADLINE**, by noon, for the county voter registration office to visit the appropriate post office to accept delivery of mail containing residency confirmation documentation submitted by a first-time Indiana voter who submitted a voter registration application by mail and who has, up to that point, failed to submit residency confirmation documents. The county voter registration office shall immediately notify the county election board of the names of voters who have filed additional residency confirmation documents so that the county election board can send this information to precinct election boards. (IC 3-11-10-11(b))

**DEADLINE**, by noon, in a county that counts absentee ballots at a central location, for the clerk (or clerk's agent) to visit the post office to receive voted absentee ballots. In general, absentee ballots received after noon are considered as arriving as too late and may not be counted. (IC 3-11.5-4-3; IC 3-11.5-4-7; IC 3-11.5-4-10; IC 3-12-1-17) *Note: This deadline does not apply to an absentee ballot mailed by an overseas voter. See entry for May 13, 2016.*

**DEADLINE**, by 3 p.m., in a county that counts absentee ballots at a central location and uses paper poll books instead of electronic poll books, for the circuit court clerk or Lake and Tippecanoe County boards of election and registration (*or their agent*) to deliver a certificate to each precinct setting forth the absentee ballots received by noon on election day. (IC 3-11.5-4-8)

**DEADLINE**, by 5 p.m., in a county that counts absentee ballots at a central location, for the county election board or the Lake and Tippecanoe County boards of elections and registration to issue a certificate to a voter whose absentee ballot has been rejected, to permit that voter to vote at the precinct if otherwise qualified to do so. (IC 3-11.5-4-13)

In a county that counts absentee ballots at the precinct except those cast on an electronic voting system, the circuit court clerk or Lake and Tippecanoe County boards of elections and registration must visit the appropriate post office to accept delivery of absentee ballots at the latest possible time to permit delivery to the precincts before 6 p.m. with sufficient time to enable the precinct election board to vote the ballots during the time the polls are open. (IC 3-11-10-11; IC 3-11-10-12)

## Tuesday, May 3, 2016 (continued)

**DEADLINE**, by 3 p.m., in a county that counts absentee ballots at the precinct, for a county election board to receive notification from the county voter registration office that a voter who returned an absentee ballot, and is required to submit additional residency confirmation documents, filed the documents with the county voter registration office after the preparation of the poll list and, as a result, are entitled to have the voter's absentee ballot counted if the ballot otherwise complies with law. The county election board must transmit a supplemental certified list of such voters to the appropriate precinct election board or attempt to notify the board regarding the content of the list. (IC 3-11-10-12)

**DEADLINE**, before the close of polls, in a county that counts all absentee ballots at the precinct except for absentee ballots cast on an electronic voting system, for the circuit court clerk or Lake and Tippecanoe County boards of elections and registration to certify a list of absentee voters who cast their absentee ballot on an electronic voting system to the appropriate precinct election board. This list should be delivered at the same time the county election board delivers absentee ballots to the precinct. The precinct judges shall mark the poll list to indicate that each voter on the list sent by the county election board has voted by absentee ballot, note on the list any voter on the list that has already voted at the precinct, and return the list to the county election board with the precinct's other election materials. The county election board shall count the absentee ballots cast on an electronic voting system pursuant to the procedures in IC 3-11.5 for counting absentee ballots at a central location. (IC 3-11-10-12.5)

**DEADLINE**, before close of polls, in a county that counts absentee ballots at the precinct, except those cast on an electronic voting system, for the inspector to check precinct poll list and any later certification from the county election board to determine whether an absentee voter has met the residency confirmation documentation requirement. If the voter has met the documentation requirement, then the absentee ballot is processed as an absentee ballot at the polls. If not, and the absentee ballot is otherwise valid, then the voter's absentee ballot is marked as a provisional ballot and returned to the county election board and processed as a provisional ballot. (IC 3-11-10-16.5)

**DEADLINE**, 6 p.m., in a county that counts absentee ballots at the precinct, for the county election board to deliver all absentee ballots, except those cast on an electronic voting system, to the appropriate polling place in sufficient time to enable the precinct election board to vote the ballots while the polls are still open in counties that count absentee ballots at the precinct, (IC 3-11-10-12) *Note: This deadline does not apply to an absentee ballot mailed by an overseas voter. See entry for May 13, 2016.*

**DEADLINE**, 6 p.m., for a voter who returned an absentee ballot and is required to submit additional residency confirmation documents, to file the additional documents with the county voter registration office for the ballot to be counted. (IC 3-11-4-18; IC 3-11-10-16; IC 3-11-10-16.5; IC 3-11.5-4-12; IC 3-11.7-5-2(c))

**DEADLINE**, by 6 p.m., for a voter who voted a provisional ballot at the polls because the voter failed to provide required additional residency confirmation documentation prior to voting for the voter to file a copy of the required additional residency confirmation documentation with the county voter registration office to permit the provisional ballot to be counted. If the voter fails to meet this deadline, the voter's provisional ballot is invalid and may not be counted. (IC 3-11-8-25; IC 3-11-8-25.2; IC 3-11.7-5-2(c))

## Tuesday, May 3, 2016 (continued)

**DEADLINE**, by 6 p.m., for the county election board or the Lake and Tippecanoe County boards of elections and registration to convene in the room provided for the board to canvass votes and declare results of the election. (IC 3-12-4-6) *(Note: The deadline for declaring the results of the election does not apply to the board's determination of whether to count provisional ballots. See entry for May 13, 2016)*

In counties using a ballot card voting system where votes cast on ballot cards at the precinct on election day are tabulated at a central location, all ballot cards must be sealed and delivered to the canvassing location immediately after the polls are closed and the number of ballot cards are counted and compared with the number of voters shown on the poll lists. (IC 3-12-3-1; IC 3-12-3-2)

In a precinct using an electronic voting system, the inspector must announce after the close of the polls and the tabulation of votes that the printout of precinct results is available for inspection by precinct election officials and watchers. (IC 3-12-3.5-2)

At the close of the polls, the precinct election board must seal all provisional ballots and any spoiled provisional ballots in the required container. The inspector must return the container to the circuit court clerk at the close of the polls. (IC 3-11.7-2-4)

**DEADLINE**, by midnight, for the inspector and judge of the opposite political party to deliver to the county election board or Lake and Tippecanoe County boards of elections and registration certification of the vote count and other election materials. (IC 3-12-2-7; 3-12-3-10; 3-12-3.5-4)

The appointment of a precinct election officer expires when the county election board or the Lake and Tippecanoe County boards of elections and registration complete the canvass of the precinct. (IC 3-6-6-37)

## Wednesday, May 4, 2016

**CAN** First day that a major political party may fill a candidate vacancy that resulted because no candidate filed for the primary election. (IC 3-13-1-2; IC 3-13-1-7)

### **STATE FORMS:**

- **CAN-27 (Certificate of Selection for Federal Office),**
- **CAN-28 (Certificate of Selection for State Legislative Office)**
- **CAN-29 (Certificate of Selection for Local Office)**
- **CAN-30 (Call of Political Party Caucus)**
- **CAN-31 (Declaration of Candidacy and Written Consent to Fill Ballot Vacancy in 2016)**

Effective date of an order adopted on or after March 4, 2016, by the board of commissioners of a county to establish a board of registration to administer voter registration within the county, rescinding a previously adopted order to establish a board of registration, or abolishing a board of registration previously established by state law (IC 3-12-7-3) before that law was repealed. (IC 3-7-12-5; IC 3-7-12-5.5)

## **Friday, May 6, 2016**

**DEADLINE**, by noon, for full-service registration agency to respond to an inquiry by a county election board or the Lake and Tippecanoe County boards of elections and registration indicating whether the agency's records contain any information regarding the registration. If the agency does not respond to the board's inquiry, or if the agency responds that the agency has no record of the alleged registration, the board shall reject the provisional ballot and (1) document on the ballot the inquiry and response, if any, by the agency; and (2) endorse the ballot with the word "Rejected" and the inquiry and response, if any, by the voter registration agency. (IC 3-11.7-5-2)

## **Sunday, May 8, 2016**

End of the period in which a homeowner's association may not adopt or enforce a rule that prohibits a member of the association from displaying a political sign on the member's property. (IC 32-21-13-4)

## **Tuesday, May 10, 2016**

**DEADLINE** for a county voter registration office to notify the co-directors of the Indiana election division that a voter produced a receipt indicating that the voter had applied to register at the bureau of motor vehicles (*or another "full service" office*), and was allowed to vote on election day, although the voter's name did not appear on the precinct voter registration list. (IC 3-7-48-9)

## **Friday, May 13, 2016**

**DEADLINE**, by noon, for a voter who voted a provisional ballot because the voter was unable or declined to present a photo identification at the polls to satisfy the photo identification requirement by producing photo identification to the county election board or circuit court clerk and signing an affidavit indicating that the voter is the same person who cast the provisional ballot on election day. The voter may also satisfy the photo identification requirement by appearing at the office of the county election board or circuit court clerk and signing an affidavit indicating that the voter is the same person who cast the provisional ballot on election day and that the voter cannot obtain a photo identification because the voter is either: a) indigent and unable to obtain a photo identification without the payment of a fee; or b) has a religious objection to being photographed. (IC 3-11.7-5-1; IC 3-11.7-5-2.5)

**DEADLINE**, by noon, for a county election board or the Lake and Tippecanoe County boards of elections to receive an absentee ballot cast by mail by an overseas voter. The absentee ballot is not considered to be arriving too late if the absentee ballot envelope is postmarked no later than primary election day (May 3, 2016) and the board, by unanimous vote of its entire membership, determines that the postmark date complies with this requirement. If the board is unable to determine the postmark date, the absentee ballot may not be counted. (IC 3-12-1-17).

**DEADLINE**, by 3 p.m., for a county election board or the Lake and Tippecanoe County boards of elections to make a determination whether or not to count a provisional ballot. Immediately upon completion of the provisional ballot count, the provisional ballot counters must make a certificate showing the total number of provisional ballots cast for each candidate and on each public question. (IC 3-11.7-5-1; IC 3-11.7-5-28)

## Monday, May 16, 2016

**DEADLINE**, by noon, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to send by certified mail or hand-deliver to the Indiana election division a statement containing a list of the candidates nominated at the primary and a copy of the election returns for each candidate required to file a declaration of candidacy with the Indiana election division. **The statement may be sent by using SVRS.** (IC 3-10-1-33; IC 3-8-7-5) **STATE FORMS: CEB-23 and 24**

**DEADLINE**, by noon, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to send by certified mail or hand deliver to the Indiana election division a copy of the election returns for each presidential preference primary candidate for each congressional district within the county. The election division shall promptly tabulate the results and certify the result of the presidential primary vote to the state chairman of the appropriate major political party. **(IC 3-8-3-9; IC 3-8-3-10) STATE FORMS: CEB 36 and 37; IEC-4**

**DEADLINE**, by noon, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to furnish the Indiana election division with a complete list of all state convention delegates elected at the primary election, including the address of each candidate and the United States Congressional district in which each candidate resides. **The list may be sent by using SVRS.** (IC 3-8-4-5; IC 3-8-7-5) **STATE FORMS: CEB 23 and 24, Attachment A)**

**DEADLINE**, by noon, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to send by certified mail or hand-deliver to the Indiana election division a Statement of the Votes Cast on Local Public Questions. **The statement may be sent by using SVRS.** (IC 3-10-1-32; IC 3-10-1-33; IC 3-12-5-1) **STATE FORMS: CEB-25, CEB-26A, CEB-26B, CEB-26C**

**DEADLINE** for the Indiana election division to send a campaign finance delinquency notice to candidates' committees for a statewide office on the 2016 general election ballot who failed to file a quarterly report on April 15, 2016. (*Transferred from Sunday May 15; IC 3-9-4-14(a)(2)(A)*)

**DEADLINE** for the county election board, or the Lake and Tippecanoe County boards of elections and registration to send a campaign finance delinquency notice to a candidate's committee other than candidate's committees for a statewide office who failed to file a pre-primary campaign finance report. (IC 3-9-4-14(a)(2)(A))

## Tuesday, May 17, 2016 **Voter Registration Begins**

**VR** First day after the primary election that an individual may register to vote. (IC 3-7-13-10)

**ABS** First day a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration may receive an absentee ballot application from a voter for the general election. (IC 3-11-4-3(a); IC 3-11-4-6(b)) **STATE FORMS ABS-MAIL, ABS-TRAVELING BOARD, ABS-IN PERSON; ABS-ATTORNEY GENERAL; ABS-15 (Absentee Ballot Application for Military and Overseas Voters)**

## Tuesday, May 17, 2016 (continued)

**DEADLINE**, by noon, for a candidate for nomination to a federal office or statewide office (Governor) at the primary to file a verified petition for a recount or contest of the primary election with the Indiana election division. (IC 3-12-11-2) *See also Friday, May 20 deadline for a state chairman to file a petition.*

**DEADLINE**, by noon, for a candidate for nomination to a state legislative office at the primary to file a verified petition for a recount or contest of the primary election with the Indiana election division. (IC 3-12-11-2) *See also Friday, May 20 deadline for a county chairman to file a petition.*

**DEADLINE**, by noon, for a candidate for nomination to a local office to file a verified petition for a recount or contest of the primary election with the appropriate circuit court clerk. (IC 3-12-6-2; IC 3-12-8-5) *See also Friday, May 20 deadline for a county chairman to file a petition.*

**DEADLINE**, by noon, for a candidate for election to state convention delegate or Democratic Party precinct committeeman to file a verified petition for a recount or contest of the primary election with the appropriate circuit court clerk. (IC 3-12-6-1.5; IC 3-12-6-2; IC 3-12-8-5)

**DEADLINE**, by noon, for a voter who desires a recount of the votes cast at the primary election concerning a public question to file a verified petition with the circuit court clerk and the Indiana election division. (IC 3-12-12-2)

**DEADLINE**, for a county election board or the Lake and Tippecanoe County boards of elections and registration to postmark, hand-deliver, or transmit using SVRS, a post-election report concerning the primary election to the Indiana election division. (IC 3-6-5-17, IC 3-6-5-17.5)

### **STATE FORM: CEB-9**

First day that a county election board or the Lake and Tippecanoe County boards of elections and registration may adopt a resolution providing for the central count of absentee ballots within the county after the primary. (IC 3-11.5-5-1; IC 3-11.5-6-1)

VR

First day for county voter registration office to register certain absent uniform services voters who registered after the close of registration but did not vote in the primary election. (IC 3-7-36-14)

## Friday, May 20, 2016

**DEADLINE**, by noon, for the state political party chairman of a candidate for nomination to a federal office or a statewide office (Governor) at the primary to file a verified petition for a recount or contest of the primary election with the Indiana election division, if a candidate has not previously filed a recount or contest petition. (IC 3-12-11-2)

**DEADLINE**, by noon, for a county chairman of a county within a state legislative district of a candidate for nomination to a state legislative office at the primary to file a verified petition for a recount or contest of the primary election with the Indiana election division, if a candidate has not previously filed a recount or contest petition. (IC 3-12-11-2)

**DEADLINE**, by noon, for the county chairman of a candidate for nomination to a local office to file a verified petition for a recount of the primary election with the appropriate circuit court clerk if a candidate has not previously filed a recount petition. (IC 3-12-6-2)

## Friday, May 20, 2016 (continued)

**DEADLINE**, by noon, for a county election board or the Lake and Tippecanoe County boards of elections and registration to correct an error in the certification of the vote for a candidate or on a public question on the primary ballot. (IC 3-12-5-14)

**DEADLINE**, by noon, for the Indiana election division to canvass the votes cast at the primary election for candidates required to file a declaration of candidacy with the Indiana election division, and to tabulate the results. However, if the canvass is not yet final due to the filing of a recount petition, the Indiana election division must complete the canvass no later than noon, seven days after the final recount certificate is transmitted to the Indiana election division. (IC 3-10-1-34)

First day, after noon, that unused ballots from the primary election may be destroyed. One unused ballot must be retained by the county election board or the Lake and Tippecanoe County boards of elections and registration for the board's records. (IC 3-11-3-31)

First day, after noon, for a county election board to issue certificate of election to a state convention delegate or Republican Party precinct committeeman elected at the primary. (IC 3-12-4-9; IC 3-12-5-2) **STATE FORM: CEB-15 (state convention delegate); CEB-14 (precinct committeeman)**

## Tuesday, May 24, 2016

**DEADLINE**, by noon, for a candidate for nomination to a federal, statewide (Governor), or state legislative office at the primary to file a verified cross-petition for a recount of the primary election with the Indiana election division. (IC 3-12-11-4)

**DEADLINE**, by noon, for a candidate for nomination to a local office (*or election as a precinct committeemen or state convention delegate at a primary*) to file a verified cross-petition for a recount of the primary election with the appropriate circuit court clerk. (IC 3-12-6-4)

## Thursday, May 26, 2016

**DEADLINE** for the secretary of state to furnish the Democratic and Republican state chairmen with a list of the individuals **elected** as state convention delegates at the primary. The list must contain the address of each delegate. The list may not contain the name of an individual **appointed** to serve as a state convention delegate. (IC 3-8-7-6.5)

## Monday, May 30, 2016

**MEMORIAL DAY**  
**Indiana election division closed**

## Tuesday, May 31, 2016

**DEADLINE** for the secretary of state to furnish the Democratic and Republican state chairmen with a list of the candidates nominated according to the primary election canvass conducted by the Indiana election division. The list must include the address of each candidate. However, if the list is not yet final due to the filing of a recount petition, the Indiana election division must furnish the list no later than noon, seven days after the final recount certificate is transmitted to the Indiana election division. (*Transferred from Monday May 30*; IC 3-8-7-6)

# JUNE 2016

## Wednesday, June 1, 2016

**DEADLINE**, for the board of commissioners of a county to adopt an ordinance scheduling the initial election of town officials in a newly incorporated town to be conducted on the same date as the November 8, 2016 general election. (IC 3-11-4-15; 36-5-1-10.1)

## Saturday, June 11, 2016

## Republican Party State Convention

## Sunday, June 12, 2016

Last day the proprietor or manager of a residential facility (*other than a mental health facility*) must maintain a list of residents for use by poll takers in the primary election. (IC 3-6-11-7)

## Thursday, June 16, 2016

**DEADLINE** for a county voter registration office to mail a request for transfer of registration affidavit (VRG 4/12) and the original registration of a voter who changed residence to another county in Indiana less than 30 days before the 2016 primary election, to the county where the person currently resides as shown in the affidavit. Upon mailing the affidavit and original registration to another county, the registration in the county of the person's former residence shall be canceled. (IC 3-7-43-4)

## Saturday June 18, 2016

## Democratic Party State Convention

## Monday, June 20, 2016

CAN

**DEADLINE** to send a notice by first class mail to precinct committeemen concerning a caucus to be held by noon June 30, 2016 to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for nomination for U.S. Representative, a state legislative office, or a judicial office for which candidates must file a declaration of candidacy with the Indiana election division. (IC 3-13-1-9(5)) **STATE FORM: CAN-30 (Call of Political Party Caucus)**

CAN

**DEADLINE**, by noon, to file a copy of the notice sent by first class mail to precinct committeemen with the Indiana election division concerning a caucus to be held by noon June 30, 2016 to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for nomination for U.S. Representative, a state legislative office, or a judicial office for which candidates must file a declaration of candidacy with the Indiana election division. (IC 3-13-1-9(6)) **STATE FORM: CAN-30 (Call of Political Party Caucus)**

CAN

**DEADLINE** to send a notice by first class mail to precinct committeemen concerning a caucus to be held by noon June 30, 2016 to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for nomination to a local office for which candidates must file a declaration of candidacy with the circuit court clerk or Lake and Tippecanoe County board of elections and registration. (IC 3-13-1-9(5)) **STATE FORM: CAN-30 (Call of Political Party Caucus)**

**Monday, June 20, 2016 (continued)**

**CAN DEADLINE**, by noon, to file a copy of the notice sent to precinct committeemen with the circuit court clerk or Lake and Tippecanoe County board of elections and registration concerning a caucus to be held by noon June 30, 2016 to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for a nomination to a local office for which candidates must file a declaration of candidacy with the circuit court clerk or Lake and Tippecanoe County board of elections and registration. (IC 3-13-1-9(6); IC 3-5-4-1) **STATE FORM: CAN-30 (Call of Political Party Caucus)**

**CAN DEADLINE** for state chairman of Libertarian Party to file a notice of intent to fill a candidate vacancy with the Indiana election division (*or the county election board, as appropriate*) 10 days in advance of filling a vacancy on the noon June 30, 2016 deadline, for an office nominated by the Libertarian Party at its **state convention or county convention**. (IC 3-13-1-20) **STATE FORM: None.**

**Friday, June 24, 2016**

**DEADLINE** for a local recount commission to complete a recount filed as a result of the primary election unless the court extends the date after finding good cause to do so. (IC 3-12-6-21.9)

**Monday, June 27, 2016**

**CAN DEADLINE** to file a declaration of candidacy with the Indiana election division at least 72 hours before a caucus held on June 30, 2016 to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for a nomination as a U.S. Representative, a state legislative office, or a judicial office for which candidates must file a declaration of candidacy with the Indiana election division. *NOTE: A copy of the declaration of candidacy must also be filed with the chairman of the caucus at least 72 hours before the time set for the beginning of the caucus.* (IC 3-13-1-10.5(a); IC 3-5-4-1) **STATE FORM: CAN-31 (Declaration of Candidacy and Written Consent to Fill Ballot Vacancy)**

**CAN DEADLINE** to file a declaration of candidacy with the circuit court clerk or Lake and Tippecanoe County board of elections and registration at least 72 hours before a caucus to be held on June 30, 2016 to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for a nomination to a local office for which candidates must file a declaration of candidacy with the county election board or a board of elections and registration. *NOTE: A copy of the declaration of candidacy must also be filed with the chairman of the caucus at least 72 hours before the time set for the beginning of the caucus.* (IC 3-13-1-10.5(a); IC 3-5-4-1) **STATE FORM: CAN-31 (Declaration of Candidacy and Written Consent to Fill Ballot Vacancy)**

Thursday, June 30, 2016

- CAN** **DEADLINE**, by noon, for the Democratic or Republican Party to conduct a political party caucus (or to use another selection procedure authorized by state law) to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for a nomination to a federal, state legislative, or a judicial office for which candidates must file a declaration of candidacy with the Indiana election division. (IC 3-13-1-2; IC 3-13-1-7)
- CAN** **DEADLINE**, by noon, for the Democratic or Republican Party to conduct a political party caucus (or to use another selection procedure authorized by state law) to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for a nomination to local office for which candidates must file a declaration of candidacy with the county election board or a board of elections and registration. (IC 3-13-1-2; IC 3-13-1-7)
- CAN** **DEADLINE**, by noon, for the Libertarian Party to conduct a county party convention to select candidates for county and township offices. (IC 3-10-2-15)
- CAN** **DEADLINE**, by noon, for the state committee of the Libertarian Party to fill a vacancy existing on the general election ballot resulting from a vacancy for an office nominated by that party at state convention or county convention. (IC 3-13-1-20)
- CAN** **DEADLINE**, by noon, to file a petition of nomination to place an independent candidate or minor party candidate (other than a Libertarian Party candidate) on the 2016 ballot for election to federal, statewide, state legislative, or a judicial office with the appropriate county voter registration office for verification of the signatures on the petition. These candidates will file their certified petitions with the Indiana election division of the office of the secretary of state for placement on the general election ballot which must be accompanied by the candidate's written consent to be placed on the ballot and statement of economic interests. (IC 3-8-6-12) **STATE FORMS: CAN-19 (Petition of Nomination); CAN-20 (consent)**
- CAN** **DEADLINE**, by noon, to file a petition of nomination to place an independent candidate or a minor party candidate (other than a Libertarian Party candidate) on the 2016 ballot for election to a local office (other than judicial office) with the appropriate county voter registration office for verification of the signatures on the petition. These candidates will file their certified petitions with the county election board for placement on the general election ballot which must be accompanied by each petition candidate's written consent to be placed on the ballot and statement of economic interests. (IC 3-8-6-12 and IC 3-8-9-5) **STATE FORMS: CAN-19 (Petition of Nomination); CAN-20 (consent); CAN-12 (Statement of Economic Interests)**
- CFA** End of quarterly campaign finance reporting period for candidates' committees for a statewide office on the 2016 general election ballot (*Governor, Lt. Governor, Attorney General and Superintendent of Public Instruction*) (IC 3-9-5-6(e))
- CFA** End of semiannual campaign finance reporting period for candidates' committees for a statewide office **not** on the 2016 general election ballot (*Secretary of State, Auditor of State, and Treasurer of State*). (IC 3-9-5-9(e))

# JULY 2016

Friday, July 1, 2016

**CFA** **Beginning** of quarterly reporting period for candidates' committees for a statewide office on the 2016 general election ballot (*Governor, Lt. Governor, Attorney General and Superintendent of Public Instruction*). (IC 3-9-5-6(e))

**CFA** **Beginning** of reporting period for candidates' committees for a statewide office on the 2016 general election ballot to file a supplemental campaign finance report with the Indiana election division to report large contributions that total at least \$1,000 that are received by the committee after the end of the quarterly reporting period (*June 30*) and before the deadline to file the quarterly report (*noon, July 15*). The report is to be filed within 48 hours of the receipt of the large contribution. (IC 3-9-5-22)

**CFA** **Beginning** of semiannual reporting period for candidates' committees for a statewide office **not** on the 2016 general election ballot (*Secretary of State, Auditor of State, or Treasurer of State*). (IC 3-9-5-9(e))

Terms of two members of Indiana election commission expire. (IC 3-6-4.1-3)

Monday, July 4, 2016

**INDEPENDENCE DAY**  
**Indiana election division closed**

Tuesday, July 5, 2016

**CAN** **DEADLINE**, by noon, for the Democratic or Republican Party to file a certificate of selection to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot for a nomination to a federal, state legislative, or a judicial office for which candidates must file a declaration of candidacy with the Indiana election division. (*Transferred from Sunday, July 3; IC 3-13-1-2; IC 3-13-1-7; IC 3-13-1-15*)  
**STATE FORMS: CAN-27 (Certificate of Selection for Federal Office), CAN-28 (Certificate of Selection for State Legislative Office), CAN-29 (Certificate of Selection for Local Office)**

**CAN** **DEADLINE**, by noon, to file a certificate of candidate selection with the circuit court clerk or Lake and Tippecanoe County boards of elections and registration to fill a vacancy on the general election ballot resulting from a vacancy on the primary election ballot for nomination to a local office for which candidates must file a declaration of candidacy with the county election board. The certificate of candidate selection must be accompanied by a Statement of Economic Interests. (*Transferred from Sunday, July 3; IC 3-8-9-5; IC 3-13-1-2; IC 3-13-1-7(b); IC 3-13-1-15*) **STATE FORM: CAN-29 (Certificate of Selection for Local Office); CAN-12 (Statement of Economic Interests)**

**Tuesday, July 5, 2016 (continued)**

- CAN DEADLINE**, by noon, for the state committee of the Libertarian Party to file a certification of nomination to fill a vacancy existing on the general election ballot resulting from a vacancy for an office nominated by that party at state convention with the Indiana election division. (*Transferred from Sunday, July 3; IC 3-10-2-15; IC 3-13-1-20*) **STATE FORM: CAN-23 (State Party Chairman Certification of State Convention Nominee)**
- CAN DEADLINE**, by noon, for the county committee of the Libertarian Party to file a certificate of nomination of a candidate nominated at a county convention of the Libertarian Party with the circuit court clerk or the Lake and Tippecanoe county boards of election and registration. The certificate of nomination must be accompanied by a Statement of Economic Interests. (*Transferred from Sunday, July 3; IC 3-10-2-15; IC 3-8-9-5[New]*) **STATE FORM: CAN-22 (Party Chairman Certification of Libertarian Nominees); CAN-12 (Statement of Economic Interests)**
- CAN DEADLINE**, by noon, for the state committee of the Libertarian Party to file a certificate of nomination to fill a vacancy existing on the general election ballot, due to no candidate being nominated by that party at county convention, with the circuit court clerk or the Lake and Tippecanoe county boards of election and registration. The certificate of nomination must be accompanied by a Statement of Economic Interests. (*Transferred from Sunday, July 3; IC 3-8-7-14; 3-10-2-15; IC 3-13-1-20; IC 3-8-9-5[New]*) **STATE FORM: CAN-22 (Party Chairman Certification of Libertarian Nominees); CAN-12 (Statement of Economic Interests)**
- CAN DEADLINE**, by noon, for a person to file a declaration of intent to be a write-in candidate for a federal office, state office, state legislative office, or a judicial office with the Indiana election division of the office of the secretary of state. The name of a write-in candidate may **not** be placed on the general election ballot. (*Transferred from Sunday July 3; IC 3-8-2-2.5; IC 3-8-2-4; IC 3-8-2-5*) **STATE FORM: CAN-3 (Declaration of Intent to be Write-in Candidate)**
- CAN DEADLINE**, by noon, for a person to file a declaration of intent to be a write-in candidate for a local office (*other than a candidate for judicial office or school board*) elected in the general election with a county election board or the Lake and Tippecanoe County boards of elections and registration. The declaration must be accompanied by a Statement of Economic Interests. The name of a write-in candidate may **not** be placed on the general election ballot. (*Transferred from Sunday, July 3; IC 3-8-2-2.5; IC 3-8-2-4; IC 3-8-9-5*) **STATE FORM: CAN-3 (Declaration of Intent to be Write-in Candidate); CAN-12 (Statement of Economic Interests)** *Note: Write-in candidates for school board may file between August 10 and noon August 26. See calendar entries for those dates.*
- CAN DEADLINE**, by noon, for the state chairman of a political party which has nominated a candidate by petition for a federal, state, state legislative, or a judicial office to file a certificate of candidate selection with the Indiana election division which names an individual to replace an individual included on the petition of nomination who has ceased to be a candidate. The certificate must be accompanied by the replacement candidate's consent to be placed on the ballot. (*Transferred from Sunday, July 3; IC 3-8-6-17*) **STATE FORMS: CAN-20 (Consent of Independent or Minor Party Candidate); CAN-40 (Replacement of Candidate Nominated by Petition)**

## Tuesday, July 5, 2016 (continued)

**CAN DEADLINE**, by noon, for the state chairman of a political party which has nominated a candidate by petition for a local office (*other than an office in town with a population of less than 3,500 and other than judicial candidate*) to file a certificate of candidate selection with the circuit court clerk or Lake County election director which names an individual to replace an individual included on the petition of nomination who has ceased to be a candidate. The certificate must be accompanied by the replacement candidate's consent to be placed on the ballot. The replacement candidate's consent for a local office must be accompanied by a Statement of Economic Interests. (*Transferred from Sunday, July 3; IC 3-8-6-17; IC 3-8-9-5[New]*) **STATE FORMS: CAN-20 (Consent of Independent or Minor Party Candidate); CAN-40 (Replacement of Candidate Nominated by Petition); CAN-12 (Statement of Economic Interests)**

**CFA** Beginning of campaign finance reporting period for a candidate nominated to fill a vacancy existing on the general election ballot resulting from a vacancy on the primary election ballot unless the candidate became a candidate before this date by raising or spending more than \$100. (IC 3-5-2-32.7; 3-9-5-8.5; IC 3-9-1-5) (*See related entries for July 12, 19 and July 26, 2016*)

**CFA** Beginning of campaign finance reporting period for a write-in candidate unless the candidate became a candidate before this date by raising or spending more than \$100. (IC 3-9-5-8.4) (*See related entries for July 12, 19 and July 26, 2016*)

**VR DEADLINE** for a county voter registration office to complete the updating of voter registration records to indicate that a voter voted at the May 3, 2016 primary election. If a recount or contest is being conducted in a county, the county voter registration office must complete the updating of the voter registration records not later than 60 days after completion of the recount or contest. (*Transferred from Saturday, July 2*) (IC 3-10-1-31.2)

## Monday, July 11, 2016

A person may file a civil action alleging a violation of NVRA if: (1) the violation is not corrected within 20 days after the co-directors of the Indiana election division receive notice of the violation; and (2) the violation occurs not later than this date (*120 days before the general election*). (IC 3-7-11-14)

## Tuesday, July 12, 2016

**CFA DEADLINE**, by noon for a candidate whose certificate of candidate selection was filed July 5, 2016 to file a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-9-1-5) **STATE FORM: CFA-1 (Statement of Organization)**

**CFA DEADLINE**, by noon, for a declared write-in candidate to file a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-9-1-5) **STATE FORM: CFA-1 (Statement of Organization)**

**Friday, July 15, 2016**

**CAN DEADLINE**, by noon, for a state chairman and secretary of the Democratic, Libertarian, or Republican Party to file a certificate of nomination with the secretary of state, setting forth the name of each candidate nominated at the state convention of the party. This certificate must be accompanied by a statement signed by each candidate nominated by the convention concerning the candidate's understanding of campaign finance reporting requirements. (IC 3-8-7-8; IC 3-8-7-10) **STATE FORM: CAN-23**

**CAN DEADLINE**, by noon, for a candidate nominated at the primary election, party convention or by petition of nomination to file a **notice of withdrawal** with the same office where the candidate's declaration, certificate of nomination, or petition was previously filed. However, a candidate disqualified for some reason specified by law, such as moving outside of the election district, may withdraw even after this deadline. (IC 3-8-7-28; IC 3-8-6-13.5) **STATE FORM: CAN-24 (General Election Candidate Withdrawal)**

**CAN DEADLINE**, by noon, for a write-in candidate to file a notice of withdrawal in the same office where the declaration of intent to be a write-in candidate had previously been filed. (IC 3-8-2-2.7; IC 3-8-2-4) **STATE FORM: CAN-24 (General Election Candidate Withdrawal)**

**CAN DEADLINE**, by noon, for a candidate nominated by two or more political parties, or as an independent candidate and as a nominee of at least one political party, to elect which of the nominations the person will accept. The election must be in writing, signed, acknowledged and filed in the office where a declaration of candidacy must be filed under IC 3-8-2 or where a certificate of nomination must be filed for the office. (IC 3-8-7-21)

**DEADLINE**, by noon, for the county voter registration office to certify the number of valid signatures of registered voters on a petition of nomination for an independent candidate or minor party candidate for the general election. The county voter registration office must file the petition with the official authorized to place the candidate on the ballot (*the Indiana election division for candidates who file a declaration with that office, including judicial office, or the county election board or Lake and Tippecanoe County boards of elections and registration for all other local offices*). However, a candidate named in the petition may request that the county voter registration office return the original petition to the candidate so that the candidate may file the certified petition with the appropriate official. (IC 3-8-6-10; IC 3-8-6-12)

Friday, July 15, 2016 (continued)

**CAN DEADLINE**, by noon, for an independent or minor party candidate nominated by petition to file the petition of nomination following verification of petition signatures. The petition must be accompanied by each petition candidate's written consent to be placed on the ballot. A petition for local office (other than judicial office) must also be accompanied by a Statement of Economic Interests. (IC 3-8-6-10; IC 3-8-6-12; IC 3-8-9-5) **STATE FORMS: CAN 19 (Indiana Petition of Nomination), CAN-20 (Consent of Independent of Minor Party Candidate), CAN-12 (Statement of Economic Interests)**

The secretary of state or the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration, after receiving a petition filed by an independent or minor party candidate, must determine if the petition has a sufficient number of valid certified signatures of registered voters to meet the requirement of IC 3-8-6-3. If the petition has a sufficient number of valid certified signatures of registered voters, the secretary of state or the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration shall certify the petition and accept it as filed. If the petition does not have a sufficient number of valid certified signatures of registered voters, the secretary of state or the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration shall deny the certification of the petition and reject the petition. If the petition of nomination with insufficient signatures is filed with the secretary of state or circuit court clerk, the secretary of state or circuit court clerk shall notify the candidate by certified mail if a petition has been denied. In addition, if the petition of nomination with insufficient signatures is filed with the secretary of state, the secretary of state shall notify any affected county election board that the petition has been rejected by the Indiana election division. The secretary of state shall certify or deny certification of a petition of nomination by noon Friday, August 26. (IC 3-8-6-10; IC 3-8-6-12(d))

**CAN DEADLINE**, by noon, for a justice of the Indiana supreme court, judge of the Indiana court of appeals, or judge of the Indiana tax court whose term ends in 2016, and who wishes to be retained in office by a retention vote, to file a statement with the secretary of state requesting that the question of retention be placed on the general election ballot. (IC 33-24-2-2; IC 33-25-2-2; IC 33-26-2-3)

**CFA DEADLINE**, by noon, for candidates' committees for a statewide office on the 2016 general election ballot (*Governor, Lt. Governor, Attorney General and Superintendent of Public Instruction*) to file a **quarterly** campaign finance report with the Indiana election division covering the period from April 1 through June 30. (IC 3-9-5-6(e)) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

**CFA End**, at noon, of reporting period for candidates' committees for a statewide office on the 2016 general election ballot to file a supplemental campaign finance report with the Indiana election division to report large contributions that total at least \$1,000 from a person that are received by the committee after the end of the quarterly reporting period (*June 30*) and before the deadline to file the quarterly report (*noon, July 15*). The report is to be filed within 48 hours of the receipt of the large contribution. (IC 3-9-5-22)

## Friday, July 15, 2016 (continued)

**CFA** **DEADLINE**, by noon, for candidates' committees for a statewide office **not** on the 2016 general election ballot (Secretary of State, Auditor of State, and Treasurer of State) to file a **semiannual** campaign finance report with the Indiana election division covering the period from January 1 through June 30. (IC 3-9-5-9) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

**CFA** Beginning of campaign finance reporting period for a candidate nominated by petition of nomination if the candidate has not previously raised or spent at least \$100. (IC 3-5-2-32.7; IC 3-9-1-5; IC 3-9-5-8.2)

## Tuesday, July 19, 2016

**CFA** End of campaign finance reporting period for candidate whose certificate of candidate selection to fill a candidate vacancy was filed July 5, 2016. (IC 3-9-5-8.5)

**CFA** End of campaign finance reporting period for a write-in candidate. (IC 3-9-5-8.4)

**CFA** **DEADLINE**, by noon, for Indiana election division, county election board, or Lake and Tippecanoe County boards of election and registration to determine if a candidate whose certificate of candidate selection was filed July 5, 2016 to fill a vacancy has filed a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-8-1-1.6) **STATE FORM: CFA-1 (Statement of Organization)**

**CFA** **DEADLINE**, by noon, for Indiana election division, county election board, or Lake and Tippecanoe County boards of election and registration to determine if a write-in candidate has filed a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-8-1-1.6) **STATE FORM: CFA-1 (Statement of Organization)**

## Wednesday, July 20, 2016

**CFA** **DEADLINE**, by noon, for a Libertarian Party candidate nominated at a county convention on the last date that a county convention could be held (June 30 before noon) to file a post-convention campaign finance report with county election board or Lake and Tippecanoe County boards of election and registration. (IC 3-9-5-8) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

**Note:** Candidates nominated at a county convention of the Libertarian Party must file a campaign finance statement of organization (STATE FORM CFA-1) by noon the final date and hour for filing the candidate's first campaign finance report (STATE FORM CFA-4) IS DUE unless the candidate has already been required to do so after raising or spending more than \$100. For example, for a convention held June 30 (the last date the county convention could be held) then the deadline for filing the statement of organization would be noon this date. These reports will be filed with a county election board or the Lake and Tippecanoe County boards of elections and registration. (IC 3-9-1-5(c)(3); IC 3-9-5-8.2) **STATE FORM: CFA-1 (Statement of Organization)**

**Friday, July 22, 2016**

**CFA DEADLINE**, by noon, for a candidate nominated at the Democratic, Libertarian, or Republican Party state convention to file a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-9-1-5) **STATE FORM: CFA-1 (Statement of Organization)**

**CFA DEADLINE**, by noon, for an independent candidate or a minor party candidate nominated by petition to file a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-9-1-5) **STATE FORM: CFA-1 (Statement of Organization)**

**Tuesday, July 26, 2016**

**CFA DEADLINE**, by noon, for candidate whose certificate of candidate selection was filed July 5, 2016 to fill a ballot vacancy, to file a campaign finance report with the Indiana election division or the county election board or Lake and Tippecanoe County boards of elections and registration. (IC 3-9-5-8.5; IC 3-9-5-7) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

**CFA DEADLINE**, by noon, for a declared write-in candidate to file a campaign finance report with the Indiana election division or the county election board or Lake and Tippecanoe County boards of elections and registration. (IC 3-9-5-8.4; IC 3-9-5-7) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

**Wednesday, July 27, 2016**

**CAN** First day an individual may file a petition of nomination with the county election board or Lake and Tippecanoe County boards of elections and registration as a school board member at the general election. The petition must be accompanied by a Statement of Economic Interests. (IC 3-8-2.5-4, IC 3-8-9-5; IC 20-23-4-29.1, IC 20-23-7-8.1, IC 20-23-12-5, IC 20-23-14-5, IC 20-23-17-3, and IC 20-23-17.2-5) **STATE FORM: CAN-34 (Petition of Nomination and Consent for School Board Office); CAN-12 (Statement of Economic Interests)**

**Friday, July 29, 2016**

**CFA** End of campaign finance reporting period for a candidate nominated by petition of nomination. (IC 3-5-2-32.7; IC 3-9-5-8.2)

**DEADLINE**, by noon, for the Indiana election division to determine if a candidate for state or state legislative office nominated at the Democratic, Libertarian or Republican Party state convention (*except candidates for judicial office*), has filed a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100 or filing their first campaign finance report pursuant to IC 3-9-1-5(c)(3). (IC 3-8-1-1.6) **STATE FORM: CFA-1 (Statement of Organization)**

**Friday, July 29, 2016 (continued)**

**DEADLINE**, by noon, for a county election board or the Lake and Tippecanoe County boards of elections and registration to determine if a Libertarian candidate nominated for judicial office at a state convention, has filed a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100 or filing their first campaign finance report pursuant to IC 3-9-1-5(c)(3). (IC 3-8-1-1.6) **STATE FORM: CFA-1 (Statement of Organization)**

**DEADLINE**, by noon, for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to determine if an independent or minor party candidate who was required to file a petition of nomination by noon July 15, 2016 has filed a campaign finance statement of organization for the candidate's committee. (IC 3-8-1-1.6) **STATE FORM: CFA-1 (Statement of Organization)**

# AUGUST 2016

## Monday, August 1, 2016

**DEADLINE**, by noon, for a local public question to be certified to a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration for placement on the general election ballot. (IC 3-10-9-3)

**CAN DEADLINE**, by noon, for an individual to file a declaration of candidacy, or a notice of withdrawal of candidacy previously filed, with a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to be the nominee of the Democratic, Libertarian, or Republican Party at a town convention for town office in a town with a population of less than 3,500 that elects some or all town offices in the 2016 general election. The declaration must be accompanied by a Statement of Economic Interests. (IC 3-10-7-2.9; IC 3-8-5-10.5; IC 3-8-5-17; IC 3-8-7-28; IC 3-8-9-5) **STATE FORMS: CAN-16 (Town Office Declaration of Candidacy); CAN-12 (Statement of Economic Interests); CAN-24 (General Election Candidate Withdrawal)**

**NOTE:** If a town has adopted an ordinance pursuant to IC 3-8-5-2 to nominate major party candidates in a primary election then the calendar entries regarding a town convention for towns with a population of less than 3,500 do not apply to candidates of the Democratic and Republican Parties. However the town convention entries apply to candidates of the Libertarian Party in a town with a population of less than 3,500 in any event.

**DEADLINE**, after noon, for the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to certify to the town clerk treasurer, and release to the public, a list of Democratic, Libertarian, or Republican Party candidates for town office in a town with a population of less than 3,500 that elects some or all of its offices in 2016. (IC 3-8-5-10.5) **STATE FORM: CAN-17**

**DEADLINE**, for a county to submit a proposal to establish a voting system purchase cumulative fund to the Department of Local Government Finance in order to levy a tax for the cumulative fund in 2015. (IC 6-1.1-17-16.7; IC 6-1.1-41-4)

## Friday, August 5, 2016

**CFA DEADLINE**, by noon, for a candidate nominated by petition of nomination to file a campaign finance report. (IC 3-5-2-32.7; IC 3-9-5-7; IC 3-9-5-8.2) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

## Monday, August 8, 2016

**CFA DEADLINE**, by noon, for Democratic, Libertarian, or Republican candidate who filed a declaration of candidacy for a town office which: (1) provides for at least \$5,000 in compensation per year; and (2) serves a town with a population of less than 3,500 which elects some or all town offices in the 2016 general election, to file a campaign finance statement of organization, unless the candidate has already been required to do so after raising or spending more than \$100. (IC 3-10-7-2.9; IC 3-9-1-5; IC 3-9-1-5.5) *(If a town office provides less than \$5,000 per year compensation the obligation to file is triggered by raising or spending at least \$500.)* **STATE FORM: CFA-1 (Statement of Organization)**

**Wednesday, August 10, 2016**

**CAN** First day to file a declaration of candidacy as a write-in candidate for school board with the county election board or the Lake and Tippecanoe County boards of elections and registration. The declaration must be accompanied by a Statement of Economic Interests. (IC 3-8-2-11(d); IC 3-8-2.5-4; IC 3-8-9-5) **STATE FORM: CAN-26 (Declaration of Intent to be a Write-In Candidate for School Board in 2016); CAN-12 (Statement of Economic Interests)**

**DEADLINE**, for the Indiana election division or a county voter registration office to complete any voter list maintenance program conducted before the general election. (IC 3-7-38.2-2)

**Friday, August 12, 2016**

**CAN** **DEADLINE**, by noon, to file a statement with Indiana election division questioning the validity of an individual's declaration of intent to be a write-in candidate at the general election for write-in candidates that filed their declaration with the Indiana election division. (IC 3-8-1-2; IC 3-8-2-14(c)) **STATE FORM: CAN-1 (Candidate Filing Challenge)**

**CAN** **DEADLINE**, by noon, to file a statement with county election board or the Lake and Tippecanoe County boards of elections and registration questioning the validity of an individual's declaration of intent to be a write-in candidate (except for write-in candidates for school board) at the general election for write-in candidates that filed their declaration with the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration. (IC 3-8-1-2; IC 3-8-2-14(c); IC 3-8-5-14.7(c)) **STATE FORM: CAN-1 (Candidate Filing Challenge)** See entry for August 29 for write-in candidates for school board.

**Monday, August 15, 2016**

**DEADLINE** for the Indiana election division to send a campaign finance delinquency notice to candidates' committees for a statewide office on the 2016 general election ballot that failed to file a quarterly report on July 15, 2016. (*Transferred from Sunday August 14*; IC 9-9-5-6(e); IC 3-9-4-14(a)(2)(A))

**DEADLINE** for the Indiana election division to send a campaign finance delinquency notice to candidates' committees for a statewide office **not** on the 2016 general election ballot in 2016 who failed to file a semi-annual report on July 15, 2016. (*Transferred from Sunday August 14*; IC 9-9-5-9(e); IC 3-9-4-14(a)(2)(A))

**Friday, August 19, 2016**

**CAN** **DEADLINE**, by noon, for the Indiana election commission, a county election board, or the Lake and Tippecanoe County boards of elections and registration to resolve a question concerning the validity of an individual's declaration of intent to be a write-in candidate (except for a write-in candidate for school board) at the general election. (IC 3-8-1-2; IC 3-8-2-14(c); IC 3-8-5-14.7(c)) See entry for September 11 for write-in candidates for school board.

## Friday, August 19, 2016 (continued)

**DEADLINE**, by noon, for a write-in candidate whose declaration has been challenged due to the candidate's claimed affiliation with a political party that has already attained ballot status in the general election to amend the candidate's declaration to state that the candidate is either independent or affiliated with a political party that the Indiana election commission, a county election board, or the Lake and Tippecanoe County boards of election and registration determines to have a name that would not result in voter confusion due to its similarity with the name of a political party that has attained ballot status. (IC 3-8-2-12.5)

**CAN DEADLINE**, in a town with less than 3,500 in population which elects some or all of its town offices in 2016 for the Democratic, Libertarian, and Republican town party chairmen to post notices in the town that a town convention of the party must be held to choose between competing candidates in the same party for the same office if the town convention is being held on the last day a town convention may held, August 21. (IC 3-10-7-2.9; IC 3-8-5-10; IC 3-8-5-17) **STATE FORM: CAN-15**

## Sunday, August 21, 2016

**CAN DEADLINE**, in a town with less than 3,500 in population that elects some or all of its offices in 2016 for the Democratic, Libertarian, and Republican parties to conduct a town convention of the party to nominate candidates for the general election from among competing candidates in the same party for the same office. (IC 3-10-7-2.9; IC 3-8-5-10; IC 3-8-5-17)

## Tuesday, August 23, 2016

**DEADLINE**, for a county voter registration office to file an affidavit with the Indiana election division affirming the completion of voter list maintenance activities. (IC 3-7-12-27) **STATE FORM: VRG-21 (Affidavit of County Voter Registration Officer Concerning Voter List Maintenance)**

## Thursday, August 25, 2016

**CFA DEADLINE** for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to send a campaign finance delinquency notice to a candidate who filled a ballot vacancy for a major party because no candidate ran in the primary or a write-in candidate who failed to file a post-nomination campaign finance report. (*Transferred from Saturday, August 23*: IC 3-9-4-14(a)(2)(A); IC 3-9-5-8.4; IC 3-9-5-8.5)

**Friday, August 26, 2016**

**CAN DEADLINE**, by noon, for an individual to file a petition of nomination with the county election board or Lake and Tippecanoe County boards of elections and registration as a school board member at the general election. The petition of nomination must be accompanied by a Statement of Economic Interests. (IC 3-8-2.5-4, IC 20-23-4-29.1, IC 20-23-7-8.1, IC 20-23-12-5, IC 20-23-14-5, IC 20-23-17-3, and 20-23-17.2-5; IC 3-8-9-5) **STATE FORM: CAN-34 (Petition of Nomination and Consent for School Board Office); CAN-12 (Statement of Economic Interests)**

Note: After receiving a petition of nomination of school board office the county voter registration office shall examine the voter registration records of the county (or each county if the school district is in more than one county) to determine if each petitioner is eligible to vote for the candidates being nominated by the petition. When the county voter registration office has completed its determination, the office shall forward the petitions of nomination to the circuit court clerk who must determine if the petition has a sufficient number of valid certified signatures of registered voters. If the petition has a sufficient number of valid certified signatures of registered voters, the circuit court clerk shall certify the petition and accept it as filed. If the petition does not have a sufficient number of valid certified signatures of registered voters, the circuit court clerk shall deny the certification of the petition and reject the petition and immediately notify the candidate by certified mail. (IC 3-8-2.5-5; IC 3-8-2.5-6)

**CAN DEADLINE**, by noon, to file a declaration of candidacy as a write-in candidate for school board with the county election board or the Lake and Tippecanoe County boards of elections and registration. The declaration must be accompanied by a Statement of Economic Interests. (IC 3-8-2.5-4) **STATE FORM: CAN-26; CAN-12 (Statement of Economic Interests)**

**CAN DEADLINE**, by noon, for filing a sworn statement to questioning the qualifications of a candidate to statewide office (*other than a statewide judicial office*) or for a state legislative office to remove the candidate from the general election ballot. A challenge may not be filed against a candidate who received a favorable ruling from the Indiana Election Commission in response to a previous challenge on the same grounds. The Commission shall conclude a hearing on a challenge within 3 business days after the challenge is filed and shall announce its determination of the challenge not later than one business day after the conclusion of the hearing. If the Commission does not announce its determination by this deadline, the Commission is considered to have dismissed the challenge. The challenged candidate or the challenger may appeal the Commission's determination directly to the Indiana court of appeals. (IC 3-8-8) **STATE FORM: CAN-1**

**CAN DEADLINE**, by noon, for filing a sworn statement questioning the validity of a certificate of nomination to fill an early candidate vacancy with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration. (IC 3-13-1-16.5) **STATE FORM: CAN-1 (Candidate Filing Challenge)**

**CAN DEADLINE**, by noon, for filing a sworn statement questioning the validity of a petition of nomination (*other than for a school board office*) with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration. (IC 3-8-6-14) **STATE FORM: CAN-1 (Candidate Filing Challenge)**

**DEADLINE**, by noon, for the secretary of state to certify, or deny the certification of, each petition of nomination filed in the secretary of state's office to the appropriate county. (IC 3-8-6-12(e))

**Friday, August 26, 2016 (continued)**

**CAN DEADLINE**, by noon, for a person whose petition of nomination as an independent or minor party candidate was rejected by the secretary of state for insufficient valid signatures of registered voters to file a statement with the Indiana election division questioning the validity of the rejection of the petition or nomination. (IC 3-8-6-12(d); IC 3-8-6-14) **STATE FORM: CAN-1 (Candidate Filing Challenge)**

**CAN DEADLINE**, by noon, for a person whose petition of nomination as an independent or minor party candidate was rejected by a circuit court clerk or the Lake County board of election and registration for insufficient valid signatures of registered voters to file a statement with the county election board or the Lake and Tippecanoe County boards of elections and registration questioning the validity of the rejection of the petition of nomination. (IC 3-8-6-12(d); IC 3-8-6-14) **STATE FORM: CAN-1 (Candidate Filing Challenge)**

**DEADLINE**, by noon, for the Indiana election division to certify the primary election results, canvassed and tabulated under IC 3-10-1-34, to each county election board and to the Lake and Tippecanoe County boards of elections and registration. The Indiana election division shall certify: (1) the name and residence of each individual nominated for statewide office (other than candidates nominated for President and Vice-President), for U.S. Representative, for state legislative office, or a judicial office; (2) the name of each justice of the Indiana supreme court or judge of the court of appeals or tax court who has requested a retention vote; (3) the text of each public question to be voted on by the electorate of the entire state, (a proposed constitutional amendment, for example) and (4) the Indiana election division shall designate the device under which the list of candidates of each political party will be printed and order in which the political party ticket will be arranged. (IC 3-8-7-2; IC 3-8-7-16; IC 3-10-3-1)

**DEADLINE**, by noon, for the Indiana election division to certify to each county election board and the Lake County board of elections and registration: (1) the name of each individual who filed a declaration of intent to be a write-in candidate with the Indiana election division; and (2) any political party that the individual is affiliated with, or whether the individual is an independent candidate. (IC 3-8-7-30)

**DEADLINE**, by noon, for the Indiana election division to provide each county election board with a camera-ready copy of the device under which the candidates of the political party or the petitioner are to be listed so that ballots may be prepared using the best possible reproduction of the device. (IC 3-8-7-11(d))

**DEADLINE**, by noon, for the petitioner of nomination or the chairman of a political party to file, on behalf of a candidate or political party to be printed on the ballot only for election to local office, a camera-ready copy of the device under which the candidates of the political party are to be listed with the county election board of each county in which the name of the candidate or party will be placed on the ballot. (IC 3-8-7-11(e))

**Monday, August 29, 2016**

**CAN** **DEADLINE**, by noon, for a candidate that previously filed a petition of nomination, or a declaration as a write-in candidate, for school board with the county election board or Lake and Tippecanoe County boards of elections and registration to file a statement with the same office where the person filed the petition of nomination, stating that the person is no longer a candidate and does not wish the person's name to appear on the election ballot as a candidate. (IC 3-8-2.5-4) **STATE FORM: CAN-24**

**CAN** **DEADLINE**, by noon, in a town having a population of less than 3,500 which elects some or all of its offices in 2016 for the chairman and secretary of a Democratic, Libertarian, or Republican Party town convention to file a certificate of nomination listing the candidates nominated at the town convention with a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration. (*Transferred from Sunday, August 28*; IC 3-8-5-13; IC 3-10-6-12) **STATE FORM: CAN-18**

**CAN** **DEADLINE**, by noon, in a town having a population of less than 3,500 which elects some or all town offices in 2016 for the chairman of a political minor political party (*other than the Libertarian Party*) that submitted a petition of nomination for the election of candidates to town office to file a certificate of candidate selection to fill any candidate vacancy. The certificate must be accompanied by the candidate's consent to the selection. (*Transferred from Sunday, August 28*; IC 3-13-1-18)

**Tuesday, August 30, 2016**

First day a proprietor or manager of a residential facility (*other than a mental health facility*) must maintain a list of residents for use by poll takers in the general election. (IC 3-6-11-5)

# SEPTEMBER 2016

Friday, September 2, 2016

**CAN DEADLINE**, by noon, for a voter of the school district to file a sworn statement questioning the validity of a petition of nomination for school board, or for a candidate for school board to file a statement questioning the denial of certification of a petition, with the county election board or the Lake County board of elections and registration. (IC 3-8-2.5-7) **STATE FORM: CAN-1 (Candidate Filing Challenge)**

**CAN DEADLINE**, by noon, for a voter of the school district to file a sworn statement questioning the validity of a declaration of intent to be a write-in candidate with the county election board or the Lake County board of elections and registration. (IC 3-8-2.5-7) **STATE FORM: CAN-1 (Candidate Filing Challenge)**

Monday, September 5, 2016

**LABOR DAY**  
Indiana election division closed

Tuesday, September 6, 2016

**DEADLINE**, by noon, for the governing body of a political subdivision to provide the county election board, or the Lake and Tippecanoe County boards of elections and registration, and the county auditor, a certified copy of a resolution to withdraw a controlled project public question from the ballot. (IC 6-1.1-20-3.6)

**VR** First day of the period that the county voter registration office must begin providing a report containing information regarding all voter registration applications received by the county voter registration office after this date and ending 29 days before the general election. The report must be forwarded within 48 hours after the entry of the registration application into the Statewide Voter Registration System. The report must be provided daily, upon request, to a major party county chairman or other party chairman or an independent candidate's committee if the independent candidate is on the ballot. (Transferred from Sunday, September 4; IC 3-7-28-2; IC 3-7-28-3; IC 3-7-28-4) See September 8 for related entry for providing a report regarding all registration applications prior to September 4.

**DEADLINE**, by noon, for a circuit court clerk or the Lake County election director to file a certificate with a town clerk-treasurer setting forth the nominees certified as being chosen at Democratic, Libertarian, or Republican town conventions in a town with less than 3,500 in population that elects some or all of its town offices in the 2016 election. (Transferred from Sunday, September 4; IC 3-8-5-13; IC 3-8-5-17)

**CAN DEADLINE**, by noon, to file a sworn statement questioning the validity of a: (1) declaration of candidacy (*other than a declaration as a write-in candidate*); (2) petition of nomination; or (3) a certificate of nomination of a **candidate in a town with less than 3,500 in population** that elects some or all of its town offices in the 2016 election. (Transferred from Monday, September 5; IC 3-8-5-14.7) **STATE FORM: CAN-1 (Candidate Filing Challenge)**

## **Tuesday, September 6, 2016 (continued)**

**DEADLINE** for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to send a campaign finance delinquency notice to a candidate nominated by petition who failed to file post-nomination campaign finance report. (*Transferred from Sunday, September 4; IC 3-9-4-14(a)(2)(A)*)

First day that ballots and other election material from the 2012 general election (other than registration transactions) may be destroyed after compliance with county commission on public records procedures. (*Transferred from Sunday, September 4; IC 3-8-7-24; IC 3-10-1-31.1; IC 3-11-8-30; IC 3-12-2-12; IC 3-12-3-10; IC 5-15-6*)

## **Thursday, September 8, 2016**

**DEADLINE** for the board of commissioners of a county to adopt an order by unanimous vote establishing a county board of registration with immediate authority to administer voter registration within the county, rescinding a previously adopted order to establish a board of registration, or abolishing a board of registration previously established by state law (IC 3-7-12-3) before that law was repealed. An order adopted after this date and before the general election becomes effective on the day following the election. (IC 3-7-12-5; IC 3-7-12-5.5)

**DEADLINE** for the county election board or the Lake and Tippecanoe County boards of elections and registration to file an order adopting a vote center plan with the Indiana election division for the order to be effective for the November 8, 2016 general election. An order filed after this date and before the general election becomes effective on the day following the general election. (IC 3-11-18.1-8)

## **Friday, September 9, 2016**

**CAN** **DEADLINE** at noon, for any challenge of the qualifications of a candidate for a statewide office (*other than a judicial office*) or for a state legislative office that is pending before the Commission or the Court of Appeals to be terminated regardless of status. The name of the challenged candidate may not be removed from the general election ballot and another individual may not be named to replace the challenged candidate on the ballot after this date except for candidates required to withdrawal because they are disqualified under IC 3-8-1-5 or have moved their residence outside of the election district. All votes cast for the challenged candidate must be counted and reported under the name of the challenged candidate. (IC 3-8-8; IC 3-8-7-28(b) and (c))

**CAN** **DEADLINE**, by noon, for the Indiana election commission or a county election board or the Lake and Tippecanoe County boards of elections and registration to rule on a statement questioning the validity of a certificate of nomination to fill an early ballot vacancy. (IC 3-13-1-16.5(c))

**CAN** **DEADLINE**, by noon, for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to rule on the validity of a petition of nomination (*other than for a school board office*). (IC 3-8-6-14(e))

**Friday, September 9, 2016 (continued)**

**CAN DEADLINE**, by noon, for the Indiana election commission or a county election board or the Lake and Tippecanoe County boards of elections and registration to rule on a statement questioning the validity of the determination made by the secretary of state or a county election board or the Lake and Tippecanoe County boards of elections and registration in rejecting a petition of an independent or minor party candidate that the petition did not contain a sufficient number of signatures as required by IC 3-8-6-3. (IC 3-8-6-12(d); IC 3-8-6-14(e))

**CAN DEADLINE**, by noon, for a candidate nominated by petition whose petition has been challenged due to the candidate's claimed affiliation with a political party that has already attained ballot status in the general election to amend the candidate's petition to state that the candidate is either independent or affiliated with a political party that has a name that would not result in voter confusion due to its similarity with the name of a political party that has attained ballot status. (IC 3-8-6-5.5(d))

**DEADLINE** for an error in the certification of candidates for election to an office (*other than an office in a town with less than 3,500 in population that elects some or all town officers in the 2016 general election*) to be corrected by the public officials responsible for the certification. (IC 3-8-7-3(a))

**VR DEADLINE** for a county voter registration office to transmit a report containing information regarding all voter registration applications received by the county voter registration office to a major party county chairman (and on request to other chairmen or independent candidates on the ballot) showing all registrations that occurred during the part of the registration period ending September 4, 2016. (IC 3-7-28-2; IC 3-7-28-3)

**DEADLINE** for an incumbent Lake County superior court judge to file a statement with the Lake County election director stating that the judge does not wish to be subject to a retention vote in 2016 to serve another term. (IC 33-33-45-42(f))

**DEADLINE** for an incumbent St. Joseph County superior court judge to file a statement with the St. Joseph County circuit court clerk stating that the judge does not wish to be subject to a retention vote in 2016 to serve another term. (IC 33-33-71-43(b))

**DEADLINE** for a county election board or the Lake County and Tippecanoe board of elections and registration to adopt a resolution providing for the central count of absentee ballots within the county. (IC 3-11.5-5-1; IC 3-11.5-6-1)

**DEADLINE** for the circuit court clerk or Lake County and Tippecanoe boards of election and registration to estimate the number of absentee ballots and provisional ballots required in the county for the general election. After the estimate is made, the county election board or Lake County board of elections and registration must begin to print the absentee ballots. (IC 3-11-4-10; IC 3-11-4-14; IC 3-11.7-1-4)

## Monday, September 12, 2016

First day that a college or university must permit a student to knock on the door of each room in the living areas of student housing to conduct a poll. Before conducting the poll, the polltakers must submit certain information to the college or university. (IC 3-6-11-2.5; IC 3-6-11-2.6)

## Tuesday, September 13, 2016

**CAN** **DEADLINE**, by noon, Indianapolis time, for the state chairman of the Democratic, Libertarian, and Republican parties to certify the names of each party's candidates for: (1) presidential electors; and (2) President and Vice-President of the United States to the Indiana election division. (IC 3-10-4-5) **STATE FORM: IEC-21**

**CAN** **DEADLINE**, by noon, Indianapolis time, for petitioners who have nominated candidates for President and Vice President by petitions filed under IC 3-8-6 to certify to the Indiana election division the following: (1) the names of the nominees for President and Vice-President of the United States; (2) the state of which each nominee is a resident; and (4) the name of the political party of the nominees or that the nominees are an independent ticket. (IC 3-10-4-5) *(See calendar entry for July 15)*

**CAN** **DEADLINE**, by noon, for a county election board or the Lake County board of elections and registration, to rule on the validity of any declaration of candidacy, or a petition of nomination, certificate of nomination of a candidate for election to a town office in a town with less than 3,500 in population that elects some or all of its town officers in the 2016 election. (IC 3-8-5-14.7(b))

## Thursday, September 15, 2016

**DEADLINE**, by noon, Indianapolis time, for the Indiana election division to certify to each county election board and to the Lake County board of elections and registration the name and residence of each candidate nominated for President or Vice-President of the United States. (IC 3-10-4-5)

**CAN** **DEADLINE**, by noon, for a county election board or the Lake County board of elections and registration to rule on the validity of a petition of nomination for a school board office or on a statement questioning the denial of certification of a petition. (IC 3-8-2.5-7)

**CAN** **DEADLINE**, by noon, for a county election board or the Lake County board of elections and registration to rule on the validity of a declaration of intent to be a write-in candidate for a school board office. (IC 3-8-2.5-7)

## Friday, September 16, 2016

**CFA** **DEADLINE**, by noon, for a school board to file a campaign finance report with the county election board or Lake and Tippecanoe County boards of elections and registration if the candidate was required by state law to open a committee (*a candidate for school board is not required to open a committee by filing a statement of organization until the candidate raises or spends at least \$500*) (IC 3-9-5-8.4; IC 3-9-5-7) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

**Monday, September 19, 2016**

**ABS DEADLINE** for the printing and delivery of absentee ballots by a county election board or the Lake and Tippecanoe County boards of elections and registration for the general election. (IC 3-11-4-13; IC 3-11-4-14; IC 3-11-4-15)

**ABS DEADLINE**, by noon, for a county election board or the Lake County and Tippecanoe County boards of elections and registration to notify each major party county chairman of the number of absentee voter boards to be appointed. (IC 3-11-10-37)

**DEADLINE** for the printing and delivery of provisional ballots by a county election board or the Lake and Tippecanoe County boards of elections and registration. (IC 3-11.7-1-5; IC 3-11.7-1-6)

Last day the proprietor or manager of a residential facility (*other than a mental health facility*) must prepare a list of residents for use by poll takers in the general election. (IC 3-6-11-5)

**Friday, September 23, 2016**

**ABS DEADLINE**, by noon for a county chairman to make written recommendations to the county election board for appointments for absentee voter boards. If a county chairman fails to make a recommendation, then the county election board or the Lake and Tippecanoe County boards of elections and registration may appoint any voter of the county. (IC 3-11-10-37)

**Saturday, September 24, 2016**

**ABS DEADLINE** for a county election board or the Lake and Tippecanoe County boards of elections and registration to mail general election absentee ballots to voters who previously filed an absentee ballot application to vote by mail with the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration. After this date, the county election board or Lake and Tippecanoe County boards of elections and registration must mail general election ballots to qualified voters on the same day that the voter's application is received. The requirement that absentee ballots be mailed on the same day that the absentee ballot application is received does not apply to absentee ballot applications that have been challenged. If the absentee ballot application submitted by an absent uniformed services voter or an overseas voter is denied, the county election board shall provide written notice to the voter not later than forty-eight (48) hours stating the reasons for the denial to the voter. (IC 3-11-4-18; IC 3-11-4-17.5)

**Friday, September 30, 2016**

**CFA** End of quarterly campaign finance reporting period for candidates' committees for a statewide office on the 2016 general election ballot (*Governor, Lt. Governor, Attorney General and Superintendent of Public Instruction*). (IC 3-9-5-6)

**DEADLINE** for the Indiana election division to mail pre-general election campaign finance report forms to candidates for state legislative office on the 2016 general election ballot. (IC 3-9-4-14(b))

# OCTOBER 2016

**Saturday, October 1, 2016**

**CFA** **Beginning** of pre-election reporting period for candidates' committees for a statewide office on the 2016 general election ballot (*Governor, Lt. Governor, Attorney General and Superintendent of Public Instruction*) to cover the period starting October 1 and ending October 15. (IC 3-9-5-6(e))

**CFA** **Beginning** of reporting period for candidates' committees for a statewide office on the 2016 general election ballot to file a supplemental campaign finance report with the Indiana election division to report large contributions that total at least \$1,000 from a person that are received by the committee after the end of the quarterly reporting period (*September 30*) and before the deadline to file the quarterly report (*noon, October 17*). The report is to be filed within 48 hours of the receipt of the large contribution. (IC 3-9-5-6(e); IC 3-9-5-22)

**Monday, October 3, 2016**

**ABS** **DEADLINE**, by noon, for a county election board or the Lake County and Tippecanoe County boards of elections and registration to notify each major party county chairman of the number of absentee ballot counters and teams of couriers for counties that count absentee ballots at a central location to be appointed. However, absentee ballot couriers are not necessary in counties that count absentee ballots at a central location that use electronic poll books. (*Transferred from Sunday, October 2*; IC 3-11.5-4-22; IC 3-11.5-4-23)

**Sunday, October 9, 2016**

**CAN** A candidate vacancy on the ballot occurring on or after this date must be filled by the "late candidate vacancy" procedures in IC 3-13-2. (IC 3-13-2-1; IC 3-13-1-20) **STATE FORMS: CAN-35 (certification to fill late ballot vacancy for local office); CAN-31 (Declaration of Candidacy and Written Consent to Fill Ballot Vacancy)**

**DEADLINE** for counties that use electronic voting system units (DREs), to publish at least 48 hours notice of the required public test of the units if the county has scheduled a public test of electronic voting system units on October 11, 2016, the last day permitted under statute. (IC 3-11-14.5-2)

**DEADLINE**, for Secretary of State to request the news media to include a copy of the Voter's Bill of Rights in election coverage or public service announcements. (IC 3-5-8-5)

**Monday, October 10, 2016**

**COLUMBUS DAY**  
**Indiana election division closed**

**DEADLINE**, for the county commissioners, Mayor of Indianapolis, the Lake County and Tippecanoe County boards of elections and registration to designate polling places for each precinct in the county. (IC 3-11-8-3.1)

Tuesday, October 11, 2016

## Voter Registration Ends

**VR DEADLINE**, at close of business for an individual to hand deliver a voter registration application to the county voter registration office so that the voter can be registered for the general election. (*Transferred from Monday, October 10; IC 3-7-13-10; IC 3-7-13-11*)

**VR DEADLINE**, at 5:00 p.m., for individual to hand deliver a voter registration application to the Indiana Election Division for transmittal to the appropriate county voter registration office so that the voter can be registered for the general election. (*Transferred from Monday, October 10; IC 3-7-33-3.7*)

**VR DEADLINE**, for an individual mailing registration application to a county voter registration office or the Indiana election division to deposit the registration application in the mail in a manner and in time so that the mail is postmarked no later than today's date (*and later delivered*) by the United States Postal Service so that the voter can be registered for the general election. (*Transferred from Monday, October 10; IC 3-7-33-3.7; IC 3-7-33-4*)

**VR DEADLINE**, no later than midnight, for an eligible applicant to submit a complete application online on the secure website provided by the state in accordance with IC 3-7-26.7 so that the voter can be registered for the general election. (*Transferred from Monday, October 10; IC 3-7-33-3.5; IC 3-7-26.7*)

**VR DEADLINE**, at close of business for a bureau of motor vehicles license branch or other "full service" voter registration agency, for an individual to submit an application for voter registration at the license branch or full service agency. (*Transferred from Monday, October 10; IC 3-7-33-3*)

**ABS DEADLINE**, by noon for a county chairman to make written recommendations to the county election board for appointments for absentee ballot counters and teams of couriers for counties that count absentee ballots at a central location. However, absentee ballot couriers are not necessary in counties that count absentee ballots at a central location that use electronic poll books. If a county chairman fails to make a recommendation, then the county election board or the Lake and Tippecanoe County boards of elections and registration may appoint any voter of the county. (*Transferred from Sunday, October 9; IC 3-11.5-4-22; IC 3-11.5-4-23*)

**DEADLINE** for a county election board or the Lake and Tippecanoe County boards of elections and registration to conduct a public test of an electronic voting system by randomly selecting at least three (3) precincts within the county and testing the voting system units to be used at those precincts on election day. Each voting system shall be tested to ascertain that the system will correctly count the votes cast for all candidates and on all public questions in that precinct and the tests must include a visual inspection of the voting unit and ballot label, entry of a preaudited group of ballots marked so as to record a predetermined number of valid votes, and attempt to overvote to test the ability of the electronic voting system to reject overvotes. The board must file an **IEC-9 form** certifying the performance of the public test not later than 7 days after the test. (IC 3-11-14.5-1; IC 3-11-14.5-5).

## Tuesday, October 11, 2016 (continued)

Last day for a county voter registration office to prepare a report, upon request from a major party county chairman, a bona fide party chairman or an independent candidate's committee if the candidate is on the ballot, containing new voter registrations. The report shall be provided in response to a request within 48 hours of the date on which the report was made. (IC 3-7-28-2; IC 3-7-28-3)

**DEADLINE** for a county election board or the Lake and Tippecanoe County boards of elections and registration to designate by resolution the precincts for which assistant poll clerks are to be appointed. (IC 3-6-6-4)

Final day that a college or university must permit a student to knock on the door of each room in the living areas of student housing to conduct a poll. Before conducting the poll, the polltakers must submit certain information to the college or university. (IC 3-6-11-2.5; IC 3-6-11-2.5)

## Wednesday, October 12, 2016

**ABS** First day that a voter may vote an absentee general election ballot before an absentee voting board in one office of the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration or at a satellite absentee voting facility established by the county election board. (IC 3-11-10-26)

**DEADLINE** for the county election board to conduct a training session for a member of the absentee voter board before that absentee board member performs the member's duties. (IC 3-11-10-39)

**VR** First day that an employee of a "full service" voter registration agency must advise an applicant for voter registration that the application will be processed after the general election. (IC 3-7-33-3; IC 3-7-14-10; IC 3-7-16-7; IC 3-7-18-9; IC 3-7-20-2)

## Friday, October 14, 2016

**CFA** End of the pre-general election campaign finance reporting period for candidates on the 2016 general election ballot (*other than candidates' committees for a statewide office*). (IC 3-9-5-6) Report is due October 21, 2016 (*see entry below*). (IC 3-9-5-7)

## Saturday, October 15, 2016

**CFA** First day of the post-general election campaign finance reporting period (*other than candidates' committees for a statewide office*). (IC 3-9-5-6)

**CFA** First day of the pre-general election supplemental campaign finance reporting period for candidates appearing on the 2016 general election ballot (*other than candidates' committees for a statewide office*), and write-in candidates for the 2016 general election. If a candidate receives contributions from a person that total \$1,000 or more on or after this date, the candidate must file a pre-general election supplemental campaign finance report with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration within 48 hours after receiving the contribution. (IC 3-9-5-20.1)  
**STATE FORM: CFA-11 (Supplemental "Large Contribution" Report)**

## Monday, October 17, 2016

**VR DEADLINE** for a county voter registration office to receive a "mail in" registration application with a missing or illegible postmark. The application will permit an otherwise qualified applicant to vote in the general election. (IC 3-7-33-4)

**CFA DEADLINE**, by noon, for candidates' committees for a statewide office on the 2016 general election ballot (*Governor, Lt. Governor, Attorney General and Superintendent of Public Instruction*) to file a **quarterly** campaign finance report with the Indiana election division covering the period from July 1 through September 30. (*Transferred from Saturday, October 15; IC 3-9-5-6(e)*) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

**CFA End**, at noon, of reporting period for candidates' committees for a statewide office on the 2016 general election ballot to file a supplemental campaign finance report with the Indiana election division to report large contributions that total at least \$1,000 from a person that are received by the committee after the end of the quarterly reporting period (*September 30*) and before the deadline to file this quarterly report (*noon, October 17*). The report is to be filed within 48 hours of the receipt of the large contribution. (*Transferred from Saturday, October 15; IC 3-9-5-22*) **STATE FORM: CFA-11 (Supplemental "Large Contribution" Report)**

**DEADLINE** for a county election board to send a campaign finance delinquency notice to a school board candidate committee required to file a post-nomination report on September 12 if the candidate was required by state law to open a committee (*a candidate for school board is not required to open a committee by filing a statement of organization until the candidate raises or spends at least \$500*). (*Transferred from Sunday, October 16; IC 3-9-4-14(a)(2)(A)*)

## Tuesday, October 18, 2016

**DEADLINE**, by noon, for a county chairman to file nominations with a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration for individuals to serve as precinct election officers at the general election. (IC 3-6-6-10)

First date, after noon, that a county election board or the Lake and Tippecanoe County boards of elections and registration may, by majority vote, fill a vacant precinct election office when the appropriate county chairman has made no nomination for the office. (IC 3-6-6-13(b))

**DEADLINE** for a county election board or the Lake and Tippecanoe County boards of elections and registration to certify to the Indiana election division that a public test of an electronic voting system at the general election has been conducted in conformity with state law if that test was performed on the last day it could be performed on October 11, 2016. (IC 3-11-14.5-9) **STATE FORMS: IEC-9 (DRE)**

## Thursday, October 20, 2016

### ABS

First day that a voter requesting an absentee travelling board to visit the voter at the voter's location because of illness or injury of the voter, or because the voter is caring for a confined person at a private residence, may vote before the traveling absentee board. (IC 3-11-10-25; IC 3-11-10-24(b))

## Friday, October 21, 2016

### CFA

**DEADLINE**, by noon, for a candidate's committee with a candidate on the 2016 general election ballot (*other than a candidates' committees for a statewide office*), all legislative caucus committees, all political action committees, and all regular party committees, to file a **pre-general election campaign finance report** with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration. This deadline applies whether the report was hand-delivered, sent by U.S. mail, or otherwise delivered to the division or board. *NOTE: See definition of "filing" in IC 3-5-2-24.5.* (IC 3-9-5-3; IC 3-9-5-4; IC 3-9-5-7) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

## Sunday, October 23, 2016

**DEADLINE** for counties that use ballot card voting systems to publish at least 48 hours notice of the required public test of the machines if the county has scheduled a public test of automatic tabulation machines on October 25, 2016, the last day permitted under statute. (IC 3-11-13-22)

## Monday, October 24, 2016

### CFA

End of campaign finance reporting period for the final pre-election report of a candidate's committee of a candidate for a statewide office on the 2016 general election ballot (*Governor, Lt. Governor, Attorney General and Superintendent of Public Instruction*). (IC 3-9-5-6)

## Tuesday, October 25, 2016

**DEADLINE** for a county election board or the Lake and Tippecanoe County boards of elections and registration to conduct a public test of the ballot card voting systems at the general election. The public test must ascertain whether the machines will correctly count votes cast for all candidates and on all public questions. The board must file an **IEC-10 form** certifying the performance of the public test not later than 7 days after the test. (IC 3-11-13-22; IC 3-11-13-23(b); IC 3-12-3-8). **NOTE: IF THE PUBLIC TEST IS NOT PERFORMED, THE BALLOT CARDS MUST BE TABULATED BY HAND.**

### CFA

**Beginning** of the final quarterly reporting period for candidates' committees for a statewide office on the 2016 general election ballot (*Governor, Lt. Governor, Attorney General and Superintendent of Public Instruction*). (IC 3-9-5-6(e))

## Tuesday, October 25, 2016 (continued)

**CFA** **Beginning** of reporting period for candidates' committees for a statewide office on the 2016 general election ballot (*Governor, Lt. Governor, Attorney General and Superintendent of Public Instruction*) to file a supplemental campaign finance report with the Indiana election division to report large contributions that total at least \$1,000 from a person that are received by the committee after the end of the pre-election reporting period (*October 24*) and before the deadline to file the quarterly report (*noon, November 1*). The report is to be filed within 48 hours of the receipt of the large contribution. (IC 3-9-5-22) **STATE FORM: CFA-11 (Supplemental "Large Contribution" Report)**

**CAN** **DEADLINE**, by noon, to file a sworn statement with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration questioning the validity of a certificate of candidate selection to fill a late vacancy on the general election ballot. (IC 3-8-1-2; IC 3-13-2-11) **STATE FORM: CAN-1 (Statement of Organization)**

**First day** for each public school and nonpublic school to fulfill the requirement to provide class discussion concerning the system of government, methods of voting, party structures, election laws, and the responsibilities of citizen participation in government and elections. (IC 20-30-5-4)

## Saturday, October 29, 2016

**ABS** The office of the circuit court clerk or Lake and Tippecanoe County boards of elections and registration must be open for at least seven (7) hours to permit absentee ballot voting. However, in a county with a population of less than 20,000, the county election board may, by majority vote, reduce absentee voting hours in the office of the clerk to a minimum of four (4) hours on this date. (IC 3-11-10-26)

**DEADLINE**, by noon, for a county election board to notify the county chairmen of the two major political parties of the number of teams of provisional ballot counters to be appointed. (IC 3-11.7-3-3)

**DEADLINE**, for a county voter registration office to prepare certified copies of the list of registered voters of each precinct. (except in counties that are using electronic poll books). The list must contain the following: full name; address; date of birth, whether the voter is required to provide additional residency documentation prior to voting; and identification number of each voter. Upon receiving a written request from a major political party county chairman, the county voter registration office must prepare and furnish no more than two (2) copies of the list to the precinct inspector. The inspector may provide a copy of the list to any other precinct officer. (IC 3-7-28-4; IC 3-7-29-1; IC 3-7-29-2)

**DEADLINE** for a county election board or the Lake and Tippecanoe County boards of elections and registration to publish a list of the offices to be filled at the general election; the text of any public question to be placed on the ballot; the date of the general election; and the hours during which the polls will be open. (IC 3-10-2-2; IC 3-10-3-1; IC 5-3-1-2)  
**STATE FORM: CAN-39**

## Saturday, October 29, 2016 (continued)

**DEADLINE**, for the county commissioners, the Mayor of Indianapolis, or the Lake and Tippecanoe County boards of elections and registration to publish notice of the place of voting for each precinct. (IC 3-11-8-3.2; IC 5-3-1-4)

**DEADLINE**, in a county that tabulates all votes cast on ballot cards at a central location, for the county election board or the Lake and Tippecanoe County boards of elections and registration to designate a central location for the processing of ballot cards. (IC 3-12-3-2.5)

**DEADLINE**, for the Lake County board of elections and registration to duplicate, distribute, and cause to be posted copies of official sample ballots to schools, fire stations, county courthouses, and other public buildings in the county. (IC 3-11-14-8)

**DEADLINE**, in a county having a population of at least 300,000 for the judge of the circuit court to order the county commissioners, the Mayor of Indianapolis or the Lake County boards of elections and registration to provide a suitable room for the canvassing of votes other than a room in the county courthouse. (IC 3-12-4-7)

## Monday, October 31, 2016

### ABS

**DEADLINE**, by 11:59 p.m., for the Indiana election division, a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to receive a mailed, facsimile transmitted, or emailed absentee ballot application from a voter who requests to vote **by mail**. (*Note: this does not include a voter who is a confined voter or a voter caring for a confined person who requests that the absentee ballots be delivered to the applicant by an absentee voter board.*) (IC 3-11-4-3(4); IC 3-11-4-3(b)) **STATE FORMS: ABS-1, ABS-2, ABS-15**

### ABS

**DEADLINE** for the Indiana election division, a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to receive an absentee ballot application to vote by mail from an absent uniformed services voter or overseas voter in order to count the special federal write-in absentee ballot submitted by the voter by mail. (IC 3-12-2-7.5; 42 U.S.C. § 1973ff-2(b)(2))

**DEADLINE, for the Indiana election division or a county voter registration office to receive a registration application from an absent uniformed services voter or an overseas voter for processing before the general election.** (IC 3-7-36-10) *Note: Absent uniform service (military) voters and overseas voters often use the Federal Post Card Application to register to vote and request an absentee ballot.*

**DEADLINE**, by noon, for a county election board or the Lake and Tippecanoe County boards of elections and registration to file a copy of the notice of the general election with the Indiana election division and in the minutes of the board. (*Transferred from Saturday October 29; IC 3-10-2-2*) **STATE FORM: CAN-39**

**DEADLINE**, for a county election board or the Lake and Tippecanoe County boards of elections and registration to notify county chairmen that sample ballots are available to inspect. (IC 3-6-5-14(b); IC 3-11-3-10; IC 3-11-13-5; IC 3-11-14-14)

**DEADLINE** for each county sheriff to provide the county voter registration office with a list of each Indiana resident who has been convicted of a crime and has been placed in a county correctional facility during the previous quarter. (IC 3-7-46-6)

# NOVEMBER 2016

**Tuesday, November 1, 2016**

**CFA DEADLINE**, by noon, for candidates' committees for a statewide office on the 2016 general election ballot (*Governor, Lt. Governor, Attorney General and Superintendent of Public Instruction*) to file a **quarterly** campaign finance report with the Indiana election division covering the period from October 1 through October 24. (IC 3-9-5-6) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

**CFA End**, at noon, of reporting period for candidates' committees for a statewide office on the 2016 general election ballot to file a supplemental campaign finance report with the Indiana election division to report large contributions that total at least \$1,000 from a person that are received by the committee after the end of the pre-election reporting period (*October 24*) and before the deadline to file the pre-election report (*noon, November 1*). The report is to be filed within 48 hours of the receipt of the large contribution. (IC 3-9-5-22)

**CAN DEADLINE**, by noon, for the Indiana election commission, a county election board, or the Lake and Tippecanoe County boards of elections and registration to resolve any question concerning the validity of an individual's selection as a candidate to fill a late ballot vacancy on the general election ballot. (IC 3-8-1-2; IC 3-13-2-11)

**DEADLINE** for a county election board or the Lake and Tippecanoe County boards of elections and registration to receive a certificate of death for a candidate, or to vote unanimously that there is good cause to believe a candidate has died, to print new ballots to remove the name of the candidate who has died if the candidate's party does not fill the vacancy by noon November 3. A ballot removing the name of the candidate must contain the statement "NO CANDIDATE" or "CANDIDATE DECEASED" or words to that effect at the appropriate position on the ballot. (IC 3-11-3-29.5)

**DEADLINE** for a county election board or the Lake and Tippecanoe County boards of elections and registration to certify to the Indiana election division that a public test of an optical scan ballot card voting system at the general election has been conducted in conformity with state law if that test was performed on the last day it could be performed on October 25, 2016. (IC 3-11-13-22(a)) **IEC-10 (optical scan)**

**Thursday, November 3, 2016**

**DEADLINE**, by noon, if a candidate vacancy is filled for a county election board or the Lake and Tippecanoe County boards of elections and registration to reprint ballots with the successor candidate's name. If a candidate vacancy is filled after noon on this date and before the election, the county election board is not required to reprint ballots with the name of the successor candidate but may do so upon the vote of the election board. (IC 3-11-3-29.5)

## Thursday, November 3, 2016 (continued)

**DEADLINE**, by the close of business at a county voter registration office, for the office to mail a VRG-15 affidavit to a voter upon the voter's request. The VRG-15 is for a voter who is entitled to vote only a ballot with President and Vice-President candidates because the voter was previously a resident and registered voter of Indiana but lost residency in Indiana within the thirty (30) days immediately before the general election,, (IC 3-10-10-5) **STATE FORM: VRG-15**

## Saturday, November 5, 2016

### ABS

The office of the circuit court clerk or Lake and Tippecanoe County boards of elections and registration must be open for at least seven (7) hours to permit absentee ballot voting. However, in a county with a population of less than 20,000, the county election board may, by majority vote, reduce absentee voting hours in the office of the clerk to a minimum of four (4) hours on this date. (IC 3-11-10-26)

**DEADLINE** for the circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to change the polling place for a precinct in the county. The circuit court clerk may change a polling place after this date if it is dangerous or impossible to use the designated polling place. (IC 3-11-8-3.2)

First day an inspector or other authorized member of the precinct election board may pick up ballots and election supplies for the inspector's precinct. (IC 3-11-3-10); IC 3-11.5-4-1)

## Sunday, November 6, 2016

### CFA

**6 a.m.**, end of the pre-general election supplemental campaign finance reporting period for candidates on the 2016 general election ballot (*other than candidates' committees for a statewide office*). Contributions from a person that total \$1,000 or more received by a candidate on the general election ballot after that time must be reported on the committee's annual campaign finance report. (IC 3-9-5-20.1)

**DEADLINE** for a precinct inspector or other authorized member of the precinct election board may pick up ballots and election supplies for the inspector's precinct. (IC 3-11-3-10)

**DEADLINE**, in a county that counts absentee ballots at a central location and does not use electronic poll books, for the circuit court clerk or the Lake and Tippecanoe County boards of election and registration to provide a certificate to inspectors stating the names of the voters: (1) to whom absentee ballots were sent or who marked ballots in person; and (2) whose ballots have been received by the county election board under IC 3-11-10. (IC 3-11.5-4-1)

## Monday, November 7, 2016

### ABS

**DEADLINE**, by noon, for a voter to vote an absentee ballot in-person in one office of the circuit court clerk or Lake and Tippecanoe County boards of elections and registration or at a satellite absentee voting facility established by the board. A voter in the act of voting at noon may complete voting and a voter waiting in line to vote at noon may vote if otherwise qualified to do so if the clerk, or clerk's designee, indicates that the voter was present at noon by writing down the name of the voter, stamping the voter's hand, or standing immediately behind the last voter in line at noon. (IC 3-11-10-26; IC 3-11-8-11.3)

## Monday, November 7, 2016 (continued)

**ABS DEADLINE**, by noon, for the Indiana election division, circuit court clerk or Lake and Tippecanoe County boards of elections and registration to receive a mailed, faxed, emailed, or hand delivered absentee ballot application from a voter requesting an absentee travelling board to visit the voter at the voter's location because of illness or injury of the voter, or because the voter is caring for a confined person at a private residence. (IC 3-11-4-3(a)(3); IC 3-11-4-3(b); IC 3-11-10-25)

**ABS DEADLINE**, by midnight, for a travelling absentee voter board to visit and vote a voter at the voter's location because of illness or injury or because the voter is caring for a confined person at a private residence. (IC 3-11-10-25; IC 3-11-10-24(b))

**ABS DEADLINE**, by noon, for the Indiana election division, circuit court clerk or Lake and Tippecanoe County boards of elections and registration to receive an absentee ballot application from a military or overseas voter who requests to vote an absentee ballot by fax or email. The application may be delivered to the circuit court clerk and Tippecanoe County boards of elections and registration by fax or email. (IC 3-11-4-3(a)(2)(B); IC 3-11-4-3(b); IC 3-11-4-4(a)(4))

**DEADLINE**, by 4 p.m., for a voter who has moved to a different precinct in Indiana less than 30 days before the general election, to execute a voter registration transfer request in the county voter registration office. This transfer allows the voter to return to the voter's precinct of former residence and vote at that location one final time. After this time, the affidavit may be executed in person at the polling place in the voter's precinct of former residence. (IC 3-10-11-7) **STATE FORM: VRG-4/12**

**DEADLINE**, by 4 p.m., for a voter who has moved to a different precinct in the same county and same congressional district to execute a transfer request for the voter's registration in the county voter registration office. This transfer allows the voter to return to the voter's precinct of former residence and vote at that location one final time. After this time, the affidavit may be executed in person at the polling place in the voter's precinct of former residence (IC 3-10-12-4) **STATE FORM: VRG-4/12**

**DEADLINE**, by 6 p.m., for a county election board or the Lake and Tippecanoe County boards of elections and registrations to deliver the voting system and equipment to each polling place. In precincts using computerized electronic voting systems, the county election board shall have the system put in order, set and adjusted, and ready for use in voting. (IC 3-11-11-1.8; IC 3-11-13-6; IC 3-11-14-13)

**DEADLINE** for a county election board to conduct a training and educational meeting for inspectors, judges, poll clerks, assistant poll clerks, and sheriffs. Inspectors must attend this meeting. The county election board may require other precinct election officers to attend as well. A county election board may allow an individual to serve as a poll worker if the individual is appointed after the training and educational meeting or the poll worker demonstrates to the county election board that the individual was unable to attend the meeting due to a good cause. (IC 3-6-6-40)

**DEADLINE**, by noon, for the county chairmen of the two major political parties to make a written recommendation to the county election board for the appointment of individuals as provisional ballot counters. If a county chairman fails to make a nomination, the county election board may appoint any voter of the county. (*Transferred from Saturday, November 5*; IC 3-11.7-3-4; IC 3-11.7-4-5)

Each full service license branch must remain open from 8:30 a.m. local time until 8:00 p.m. local time, solely for the purpose of issuing driver's licenses and state identification cards. (IC 9-16-1-7)

## **GENERAL ELECTION DAY- NOVEMBER 8, 2016** (IC 3-10-2-1)

**DEADLINE**, by 5 a.m., for the members of the precinct election board, poll clerks, and sheriffs to meet at the polling place. (IC 3-11-11-2; IC 3-11-13-27; IC 3-11-14-16)

In a precinct using an electronic voting system, each precinct election board must:  
(1) compare the ballot label on each electronic voting system with the sample ballot to see that it is correct; (2) see that the system records zero (0) votes for each candidate and on each public question; and (3) see that the system is otherwise in perfect order before the polls open. The board then shall certify that the ballot labels and the sample ballots are in agreement. (IC 3-11-14-13; IC 3-11-14-17)

In a precinct using an optical scan ballot card voting system, the precinct election board must  
(1) Compare the ballot cards used in the marking device with the sample ballots furnished and determine whether the names, numbers, and letters are in agreement; (2) see that the system records zero (0) votes for each candidate and on each public question; and (3) see that the system is otherwise in perfect order before the polls open. (IC 3-11-13-27)

The precinct election board shall post the Voter's Bill of Rights in a public place in each polling place on election day. (IC 3-5-8-3).

The precinct election board shall post sample ballots near the entrance to the polls on election day and see that they are available to public inspection throughout the day. (IC 3-11-11-1.9; IC 3-11-13-10; IC 3-11-14-5)

In a county using electronic poll books, the county election board shall provide and the inspector shall post a notice that warns that making a false statement by signing the poll list or concerning the individual's name or residence address is punishable as a Level 6 felony. The notice must be posted in a location clearly visible to a voter who provides information to the precinct election officer using the electronic poll book. (IC 3-7-29-1; IC 3-11-13-11)

5:30 a.m. a challenger, poll book holder, or watcher may enter into the polling place. (IC 3-6-7-5, IC 3-6-8-4; IC 3-6-10-5.5; IC 3-11-8-15, IC 3-11-8-16)

Each full service license branch must remain open from 6:00 a.m. local time until 6:00 p.m. local time, solely for the purpose of issuing driver's licenses and state identification cards. (IC 9-16-1-7)

**POLLS OPEN**, 6 a.m. to 6 p.m., prevailing local time. (IC 3-11-8-8)

The appointments of precinct judge, poll clerk, or sheriff expire at NOON if they were appointed to serve in that precinct election office for the first half of election day. The beginning of the term of a precinct election officer appointed to serve for the last part of election day. (IC 3-6-6-10; IC 3-6-6-11)

## Tuesday, November 8, 2016 (continued)

**DEADLINE**, by noon, for certain absent uniform services voters (*or the voter's spouse or dependent*), not previously registered, to register and vote in the office of the clerk or at another location as designated by resolution of the county election board. (IC 3-7-36-14; IC 3-11-4-3) **STATE FORMS: ABS-IN PERSON, VRG-11, ABS-11 AND ABS-13**

**DEADLINE**, by noon, for the county voter registration office to visit the appropriate post office to accept delivery of mail containing residency confirmation documentation submitted by a first-time Indiana voter who submitted a voter registration application by mail and who has, up to that point, failed to submit residency confirmation documents. The county voter registration office shall immediately notify the county election board of the names of voters who have filed additional residency confirmation documents so that the county election board can send this information to precinct election boards. (IC 3-11-10-11(b))

**DEADLINE**, by noon, in a county that counts absentee ballots at a central location, for the clerk (or clerk's agent) to visit the post office to receive voted absentee ballots. In general, absentee ballots received after noon are considered as arriving as too late and may not be counted. (IC 3-11.5-4-3; IC 3-11.5-4-7; IC 3-11.5-4-10; IC 3-12-1-17) *Note: This deadline does not apply to an absentee ballot mailed by an overseas voter. See entry for November 18, 2016.*

**DEADLINE**, by 3 p.m., in a county that counts absentee ballots at a central location that does not use electronic poll books, for the circuit court clerk or Lake and Tippecanoe County boards of election and registration (*or their agent*) to deliver a certificate to each precinct setting forth the absentee ballots received by noon on election day. (IC 3-11.5-4-8)

**DEADLINE**, by 3 p.m., in a county that counts absentee ballots at the precinct, for a county election board to receive notification from the county voter registration office that a voter who returned an absentee ballot, and is required to submit additional residency confirmation documents, filed the documents with the county voter registration office after the preparation of the poll list and, as a result, are entitled to have the voter's absentee ballot counted if the ballot otherwise complies with law. The county election board must transmit a supplemental certified list of such voters to the appropriate precinct election board or attempt to notify the board regarding the content of the list. (IC 3-11-10-12)

## Tuesday, November 8, 2016 (continued)

**DEADLINE**, by 5 p.m., in a county that counts absentee ballots at a central location, for the county election board or the Lake and Tippecanoe County boards of elections and registration to issue a certificate to a voter whose absentee ballot has been rejected, to permit that voter to vote at the precinct if otherwise qualified to do so. (IC 3-11.5-4-13)

In a county that counts absentee ballots at the precinct, the circuit court clerk or Lake and Tippecanoe County boards of elections and registration must visit the appropriate post office to accept delivery of absentee ballots at the latest possible time to permit delivery to the precincts before 6 p.m. with sufficient time to enable the precinct election board to vote the ballots during the time the polls are open. (IC 3-11-10-11; IC 3-11-10-12)

**DEADLINE**, before close of polls, in a county that counts all absentee ballots at the precinct except for absentee ballots cast on an electronic voting system, the circuit court clerk or Lake and Tippecanoe County boards of elections and registration must certify a list of absentee voters who cast their absentee ballot on an electronic voting system to the appropriate precinct election board at the same time the county election board delivers other absentee ballots to the precinct. The precinct judges shall mark the poll list to indicate that each voter on the list sent by the county election board has voted by absentee ballot, note on the list any voter on the list that has already voted at the precinct, and return the list to the county election board with the precinct's other election materials. The county election board shall count the absentee ballots cast on an electronic voting system pursuant to the procedures in IC 3-11.5 for counting absentee ballots at a central location. (IC 3-11-10-12.5)

**DEADLINE**, before close of polls, in a county that counts absentee ballots at the precinct, for the inspector to check the precinct poll list and any later certification from the county election board to determine whether an absentee voter has met the residency confirmation documentation requirement. If the voter has met the documentation requirement, then the absentee ballot is processed as an absentee ballot at the polls. If not, and the absentee ballot is otherwise valid, then the voter's absentee ballot is marked as a provisional ballot and returned to the county election board and processed as a provisional ballot. (IC 3-11-10-16.5)

**DEADLINE**, 6 p.m., in a county that counts absentee ballots at the precinct, for the county election board to deliver all absentee ballots to the appropriate polling place in sufficient time to enable the precinct election board to vote the ballots while the polls are still open. (IC 3-11-10-12) *(Note: This deadline does not apply to an absentee ballot mailed by an overseas voter. See entry for November 18.)*

**DEADLINE**, by 6 p.m., for a voter who returned an absentee ballot, and is required to submit additional residency confirmation documents, to file the additional documents with the county voter registration office for the absentee ballot to be processed as an absentee ballot rather than a provisional ballot. (IC 3-11-4-18)

**DEADLINE**, 6 p.m., for a voter who voted a provisional ballot at the polls because the voter failed to provide required residency confirmation documentation prior to voting, for the voter to file a copy of the required residency confirmation documentation with the county voter registration office to permit the provisional ballot to be counted. If the voter fails to meet this deadline, the voter's provisional ballot is invalid and may not be counted. (IC 3-11-8-25; IC 3-11-8-25.2; IC 3-11.7-5-2(c))

## **Tuesday, November 8, 2016 (continued)**

**DEADLINE**, by 6 p.m., for the county election board or the Lake and Tippecanoe County boards of elections and registration to convene in the room provided for the board to canvass votes and declare results of the election. (IC 3-12-4-6) *(Note: The deadline for declaring the results of the election does not apply to the board's determination of whether to count provisional ballots. See entry for November 18.)*

In counties using a ballot card voting system where votes are tabulated at a central location, all ballot cards must be sealed and delivered to the designated location immediately after the polls are closed and the number of ballot cards verified. (IC 3-12-3-1; IC 3-12-3-2)

In a precinct using an electronic voting system, the inspector must announce after the close of the polls that the printout of precinct results is available for inspection by precinct election officials and watchers. (IC 3-12-3.5-2)

At the close of the polls, the precinct election board must seal all provisional ballots and any spoiled provisional ballots in the required container. The inspector must return the container to the circuit court clerk. (IC 3-11.7-2-4)

**DEADLINE**, by midnight, for the inspector and judge of the opposite political party to deliver to the county election board or Lake and Tippecanoe County boards of elections and registration certification of the vote count and other election materials. (IC 3-12-2-7; IC 3-12-3-10; IC 3-12-3.5-4)

The appointment of a precinct election officer expires when the county election board or the Lake and Tippecanoe County boards of elections and registration complete the canvass of the precinct. (IC 3-6-6-37)

## **Wednesday, November 9, 2016**

NEW TERM OF THE GENERAL ASSEMBLY BEGINS. (IC 2-2.1-1-1)

Effective date of an order adopted on or after September 9, 2016, by the board of commissioners of a county to establish a board of registration to administer voter registration within the county, rescinding a previously adopted order to establish a board of registration, or abolishing a board of registration previously established by state law (IC 3-12-7-3) before that law was repealed. (IC 3-7-12-5; IC 3-7-12-5.5)

## **Friday, November 11, 2016**

## **VETERANS DAY**

**Indiana election division closed**

## **Monday, November 14, 2016**

**DEADLINE**, by noon, for full-service registration agency to respond to an inquiry by a county election board or the Lake and Tippecanoe County boards of elections and registration indicating whether the agency's records contain any information regarding the registration. If the agency does not respond to the board's inquiry, or if the agency responds that the agency has no record of the alleged registration, the board shall reject the provisional ballot and (1) document on the ballot the inquiry and response, if any, by the agency; and (2) endorse the ballot with the word "Rejected" and the inquiry and response, if any, by the voter registration agency. (*Transferred from Friday, November 11; IC 3-11.7-5-2*)

## **Tuesday, November 15, 2016**

**DEADLINE** for a county voter registration office to notify the co-directors of the Indiana election division that a voter produced a receipt indicating that the voter had applied to register at the bureau of motor vehicles (*or another "full service" office*), and was allowed to vote on election day, although the voter's name did not appear on the precinct voter registration list. (IC 3-7-48-9)

## **Wednesday, November 16, 2016**

**DEADLINE** for the Indiana election division to send a campaign finance delinquency notice to candidates' committees for a statewide office on the 2016 general election ballot that failed to file a quarterly report on October 17, 2016. (IC 3-9-4-14(a)(2)(A))

## **Friday, November 18, 2016**

**DEADLINE**, by noon, for a voter who voted a provisional ballot because the voter was unable or declined to present a photo identification at the polls to satisfy the photo identification requirement by producing photo identification to the county election board or circuit court clerk and signing an affidavit indicating that the voter is the same person who cast the provisional ballot on election day. The voter may also satisfy the photo identification requirement by appearing at the office of the county election board or circuit court clerk and signing an affidavit indicating that the voter is the same person who cast the provisional ballot on election day and that the voter cannot obtain a photo identification because the voter is either: a) indigent and unable to obtain a photo identification without the payment of a fee; or b) has a religious objection to being photographed. (IC 3-11.7-5-1; IC 3-11.7-5-2.5)

## **ABS**

**DEADLINE**, by noon, for a county election board or the Lake and Tippecanoe County boards of elections to receive an absentee ballot cast by mail by an overseas voter. The absentee ballot is not considered to be arriving too late if the absentee ballot envelope is postmarked no later than election day (November 8, 2016) and the board, by unanimous vote of its entire membership, determines that the postmark date complies with this requirement. If the board is unable to determine the postmark date, the absentee ballot may not be counted. (IC 3-12-1-17)

**DEADLINE**, by 3 p.m., for a county election board or the Lake and Tippecanoe County boards of elections to make a determination of whether or not to count a provisional ballot. Immediately upon completion of the provisional ballot count, the provisional ballot counters must make a certificate showing the total number of provisional ballots cast for each candidate and on each public question. (IC 3-11.7-5-1; IC 3-11.7-5-28)

## Monday, November 21, 2016

**DEADLINE**, by noon, for a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to prepare a statement specifying the number of votes cast: (1) for each candidate for federal office, state office, or state legislative office; (2) for each candidate for a judicial office; (3) for each candidate for a circuit or county office commissioned by the governor (*circuit court clerk; county auditor; county recorder; county treasurer; county coroner; county sheriff; county surveyor*); (4) for each candidate for any other local office declared elected by the county election board or Lake County board of elections and registration; (5) for and against the ratification of each state constitutional amendment; (6) for and against the retention of each justice of the supreme court and judge of the court of appeals or tax court; and (7) for and against the retention of any judge in Lake County or St. Joseph County. The circuit court clerk or the Lake and Tippecanoe County boards of elections and registration shall send the statement by certified mail, return receipt requested or hand-deliver the statement to the Indiana election division. **The statement may be sent by using SVRS.** (IC 3-12-5-1; IC 3-12-5-1.5; IC 3-12-5-5; IC 3-12-5-6; IC 3-12-5-11) **STATE FORMS: CEB-10 (Governor and Lieutenant Governor), CEB-11 (Circuit Court Clerk and Local Offices at the General Election), CEB 12 (Retention of a Justice of the Indiana Supreme Court or a Judge of an Appellate or Tax Court), CEB-13 (Federal, State, Legislative and Judicial Offices) and CEB-25 (Statement of the Votes Cast for School Board Offices and on Local Public Questions)**

Immediately after receipt of the statements, the Indiana election division shall prepare a certificate for the secretary of state to certify which candidate has received the highest number of votes for United States Senator. The secretary of state shall file this certificate with the governor. The governor shall sign the certificate and transmit the certificate to the secretary of the United States Senate. (IC 3-12-5-9)

Immediately after receipt of the statements, the Indiana election division shall prepare a certificate for the secretary of state to certify each candidate who has received the highest number of votes for United States Representative. The secretary of state shall execute this certificate and forward a copy of the certificate to the clerk of the United States House of Representatives. (IC 3-12-5-9)

Immediately after receipt of the statements, the Indiana election division shall prepare a certificate for the secretary of state to certify which candidate has received the highest number of votes for each state legislative office. The secretary of state shall sign the certificate, and the Indiana election division shall then forward the certificate to the candidate for legislative office. (IC 3-12-5-12)

**DEADLINE** for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to send a campaign finance delinquency notice to a person who failed to file a pre-general election campaign finance report. (*Transferred from Sunday, November 20; IC 3-9-4-14(a)(2)(A)*)

## Tuesday, November 22, 2016

**DEADLINE**, by noon, for a candidate for election to a federal or statewide office at the general election to file a verified petition for a recount or contest of the general election with the Indiana election division. *See also Monday, November 28 deadline for a state chairman to file a petition.* (IC 3-12-11-1; IC 3-12-11-2)

**Tuesday, November 22, 2016 (continued)**

**DEADLINE**, by noon, for a candidate for election to a state legislative office at the general election to file a verified petition for a recount or contest of the general election with the Indiana election division. *See also Monday, November 28 deadline for a county chairman to file a petition.* (IC 3-12-11-1; IC 3-12-11-2)

**DEADLINE**, by noon, for a candidate for election to a local office at the general election to file a verified petition for a recount or contest of the general election with the appropriate circuit court clerk. *See also Monday, November 28 deadline for a county chairman to file a petition.* (IC 3-12-6-1; IC 3-12-6-2; IC 3-12-8-5)

**DEADLINE**, by noon, for a candidate for election to a school board office at the general election to file a verified petition for a recount or contest of the general election with the appropriate circuit court clerk. (IC 3-12-6-1; IC 3-12-6-2; IC 3-12-8-5)

**DEADLINE**, by noon, for a voter who desires a recount of the votes cast at the general election concerning a public question to file a verified petition with the circuit court clerk, the Lake and Tippecanoe County boards of elections and registration, or the Indiana election division. (IC 3-12-12-2)

**DEADLINE**, for a county election board or the Lake and Tippecanoe County boards of elections and registration to postmark, hand-deliver, or transmit using SVRS, a post-election report concerning the general election to the Indiana election division. The post-election report shall include the number of absentee ballots: (1) transmitted to absent uniformed services voters and overseas voters for the general election; and (2) returned by absent uniformed services voters and overseas voters and cast in the election. (IC 3-6-5-17, IC 3-6-5-17.5) **STATE FORM: CEB-9**

First day that a county election board or the Lake and Tippecanoe County boards of elections and registration may adopt a resolution providing for the central count of absentee ballots within the county. (IC 3-11.5-5-1; IC 3-11.5-6-1)

GENERAL ASSEMBLY ORGANIZATIONAL DAY. Newly elected members are sworn in. (IC 2-2.1-1-2)

**Thursday, November 24, 2016**

**Friday, November 25, 2016**

**THANKSGIVING DAY**

**LINCOLN'S BIRTHDAY**

**Indiana election division closed.**

**Monday, November 28, 2016**

**DEADLINE**, by noon, for state political party chairman of a candidate for federal or statewide office at the general election to file a verified petition for recount or contest with the Indiana election division, if a candidate has not previously filed a recount or contest petition. (*Transferred from Friday, November 25; IC 3-12-11-2*)

**DEADLINE**, by noon, for a county chairman of a county within a state legislative district of a candidate for election to a state legislative office at the general election, to file a verified petition for a recount or contest of the general election with the Indiana election division, if a candidate has not previously filed a recount or contest petition. (*Transferred from Friday, November 25; IC 3-12-11-2*)

## Monday, November 28, 2016 (continued)

**DEADLINE**, by noon, for the county chairman of a candidate for nomination to a local office, to file a verified petition for a recount of the general election with the appropriate circuit court clerk if a candidate has not previously filed a recount petition. (*Transferred from Friday, November 25; IC 3-12-6-2*)

**DEADLINE**, by noon, for the secretary of state to issue a certificate indicating whether: (1) each proposed state constitutional amendment has been ratified or rejected; and (2) whether an Indiana supreme court justice or judge of the Indiana court of appeals or tax court has been retained or removed. The Indiana election division shall forward the certificates to the chief justice (*and to the director of the office of code revision of legislative services agency, in the case of a proposed state constitutional amendment*). (*Transferred from Friday, November 25; IC 3-12-5-1(d)*)

**DEADLINE**, by noon, for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to correct an error in the certification of the vote for a candidate or on a public question. *NOTE: This deadline does not apply to the correction of a certification resulting from a petition filed for a recount of the election.* (IC 3-12-5-14) If the corrected vote results in a different candidate receiving the highest number of votes for federal, statewide, legislative, or judicial office, the Indiana election division shall immediately notify the governor of the amendment. (*Transferred from Friday, November 25; IC 3-12-5-8(a)*)

First day, after noon, for the issuance of a certificate of election to a school board office or to a local office (*other than judge or county office commissioned by the governor under IC 4-3-1-5*). (IC 3-12-5-2; IC 3-12-5-14; IC 3-12-5-16) **STATE FORMS: CEB-7 (County Commissioner), CEB-8 (County Council), CEB-16 (County Assessor), CEB-17 (Township Trustee) CEB-18 (Township Board Member); CEB-19 (Township Assessor), CEB-21 (school board member), CEB-32 (Town Clerk-Treasurer), CEB-33 (Town Council Member) Note: A candidate elected to a constitutional office (judge, clerk of circuit court, county auditor, county recorder, county treasurer, county sheriff, county coroner, and county surveyor) receives a governor's commission, not a certificate of election. The Indiana election division will provide a governor's commission to these candidates as identified on the CEB-11 and CEB-13.**

First day, after noon, that unused ballots from the general election may be destroyed. One unused ballot must be retained in the records of the county election board or Lake and Tippecanoe County boards of elections and registration. (IC 3-11-3-31)

## Tuesday, November 29, 2016

**DEADLINE**, by noon, for a candidate elected to a federal, statewide, or state legislative office on the face of the general election returns, to file a verified cross-petition for a recount of the general election with the Indiana election division. (IC 3-12-11-4)

**DEADLINE**, by noon, for a candidate elected to a local office or school board office on the face of the general election returns, to file a verified cross-petition for a recount of the general election with the appropriate circuit court clerk. (IC 3-12-6-4)

**Tuesday, November 29, 2016 (continued)**

**DEADLINE**, by noon, for the Indiana election division to tabulate the number of votes cast for presidential electors, statewide offices (other than governor and lieutenant governor), or a judicial office according to the certificates submitted by the circuit court clerks and Lake County election director. Immediately after the completion of the tabulation, the secretary of state certifies to the governor the candidate receiving the highest number of votes for each office. (IC 3-12-5-7)

**Wednesday, November 30, 2016**

Beginning, at noon, of term of town council members and a town clerk-treasurer in newly incorporated town. (IC 36-5-2-3(c))

# DECEMBER 2016

## Thursday, December 1, 2016 Voter Registration Begins

**First day after the general election that an individual may register to vote.**  
(IC 3-7-13-10)

**DEADLINE** for the Indiana election division to send a campaign finance delinquency notice to candidates' committees for a statewide office on the 2016 general election ballot that failed to file a pre-election report on November 1, 2016. (IC 3-9-4-14(a)(2)(A))

First day that a county voter registration office can dispose of voter registration declinations and voter list maintenance program lists received by the county voter registration office on or before December 1, 2014. (IC 3-7-27-6)

First day that the Indiana election division, a county election board, or the Lake County and Tippecanoe boards of elections and registration are not required to retain campaign finance reports filed in those offices for elections in 2012 and previous years, except for judicial offices. (IC 3-9-4-6)

First day that a county election board or the Lake and Tippecanoe County boards of elections and registration is not required to retain campaign finance reports filed in those offices by candidates for local judicial offices elected to a term of six years for elections in 2010. (IC 3-9-4-6)

## Monday, December 5, 2016

**DEADLINE**, by noon, for a voter to bring a civil action to require a circuit court clerk or the Lake and Tippecanoe County boards of elections and registration to correct an error in the certification of the vote for a candidate or on a public question. *NOTE: This deadline does not apply to a correction resulting from a recount petition. (Transferred from Saturday, December 3; IC 3-12-5-15)*

## Tuesday, December 6, 2016

**DEADLINE**, by noon, for the governor to prepare a commission for a candidate elected as a presidential elector, to a statewide office (other than governor or lieutenant governor, or to a judicial office. Immediately upon completion of the commission, the governor shall deliver the commission to the Indiana election division and the division will forward the commission to the elected candidate. (IC 3-12-5-8(b)) *(See December 13 for related entry)*

## Friday, December 9, 2016

First day that a county voter registration office can cancel the registration of a voter who: (1) did not respond to a duplicate voter registration elimination program postcard mailed in 2014; and (2) did not vote in the 2014 general election, 2015 primary election, the 2015 municipal election, or the 2016 general election at the registration address to which the postcard was mailed in 2014. **Counties should only perform this process after updating vote history from the 2016 general election.** (IC 3-7-38.2-15)

**Tuesday, December 13, 2016**

**DEADLINE**, for the Indiana election division to forward the commission prepared by the governor for a candidate elected as a presidential elector, to a statewide office (other than governor or lieutenant governor, or to a judicial office, at the address set forth in the candidate's declaration of candidacy. (IC 3-12-5-8(b))

**Thursday, December 15, 2016**

Last day that the proprietor or manager of a residential facility (other than a mental health facility) must retain the list of residents for use by poll takers in the general election. (IC 3-6-11-7)

**Monday, December 19, 2012 MEETING OF THE PRESIDENTIAL ELECTORS**

10 a.m., in the chamber of the Indiana house of representatives, to cast ballots for the election of the President and Vice-President of the United States. (IC 3-10-4-7; IC 3-10-4-9)

11 a.m., deadline for all presidential electors to appear at the meeting. If an elector fails to appear, or if proof of the elector's death, disqualification, or resignation is presented prior to this time, the remaining electors shall elect an individual to fill the vacancy. (IC 3-10-4-8)

**Tuesday, December 20, 2016**

**DEADLINE** for the state recount commission to complete a recount or contest concerning a state legislative office. The commission may adopt an order extending the deadline for completion of a recount or contest to a date specified in the order if the commission finds good cause to do so. Not later than seven days after the commission completes a recount, the Indiana election division shall prepare certified statements showing the result and submit one copy of the statement to the candidate who received the most votes and one copy to the presiding officer of the appropriate chamber of the Indiana general assembly. (IC 3-12-11-21)

**DEADLINE** for a local recount commission to complete a recount for a local office or a school board office unless the court extends the date after finding good cause to do so. (IC 3-12-6-21.9)

**Friday, December 23, 2016**

**WASHINGTON'S BIRTHDAY**

**Sunday, December 25, 2016**

**CHRISTMAS DAY**

**Monday, December 26, 2016**

**CHRISTMAS HOLIDAY  
Indiana election division closed**

**Saturday, December 31, 2016**

**CFA** End of annual campaign finance reporting period and post-election campaign finance reporting periods for 2016. (IC 3-9-5-6(e); IC 3-9-5-9; IC 3-9-5-10)

A resolution adopted by a county election board to omit the appointment of poll clerks and sheriffs in certain precincts expires. (IC 3-6-6-38)

A resolution adopted by the county election board to locate the polls for a precinct at the polls of an adjoining precinct, using the precinct election board of the adjoining precinct, expires. (IC 3-11-8-4.3)

A resolution providing that an inspector may serve as inspector for more than one precinct at a shared polling location expires. (IC 3-6-6-38.5)

A resolution adopted by a town council establishing a town election board expires. (IC 3-10-7-5.5)

**DEADLINE** for fiscal body of a political subdivision (*town council, county council, township board, school board*) to break a tie vote when a tie vote for a local or circuit office. If a tie vote has occurred for more than one at large seat, the fiscal body breaks the tie by electing the number of persons needed to fill each at large seat. (IC 3-12-9-4)

**DEADLINE**, for a meeting of the board of county commissioners to be held to determine which incumbent township board members shall hold office for another four year term under Article 15, Section 3 or the Constitution of Indiana when fewer candidates have been elected for the township board than there are seats on the board to be elected. (IC 3-13-10-6.5)

**DEADLINE** for a town council in a town which elects town council members in the 2016 general election to determine which incumbent "at large" town council members will serve an additional four year term as "holdover" members under Article 15, Section 3 of the Constitution of the State of Indiana when fewer "at large" members were elected in November 2016 than the number of at large town council seats to be elected. (IC 3-13-9-5.6)

**DEADLINE** for a county voter registration office to mail a request for transfer of registration affidavit (VRG 4/12) and the original registration of a voter who changed residence to another county in Indiana less than 30 days before the 2016 general election, to the county where the person currently resides as shown in the affidavit. Upon mailing the affidavit and original registration to another county, the registration in the county of the person's former residence shall be canceled. (IC 3-7-43-4)

# JANUARY 2017

*NOTE: The dates for observing state holidays in 2017 are subject to confirmation by the Governor's office. The designation of state holidays by the governor traditionally occurs during the summer of the preceding year.*

**Sunday, January 1, 2017**

**NEW YEAR'S DAY**

**CFA**

Beginning of 2017 campaign finance reporting periods. (IC 3-9-5-10)

First day of term for an individual elected as county commissioner, county council member, county assessor, and Marion County township board member elected in the 2016 general election. (IC 36-2-2-3; IC 36-2-3-3; IC 36-6-6-2)

First day of term for individuals elected as judge, clerk of the circuit court or other county office commissioned by the governor in the 2016 general election. (IC 3-10-2-11; IC 3-10-2-12; IC 3-10-2-13; IC 36-2-15-2)

Beginning at noon, first day of term for an individual elected as a town council member, town clerk-treasurer or as a judge of a town court in 2016. (IC 36-5-2-3; IC 36-5-6-3; IC 33-10.1-3-1.1)

First day of term of individuals elected as a school board member in the 2016 general election except as otherwise provided in the school corporation's organizational plan. (IC 3-5-4-11; IC 20-23-4-30; 20-23-7-8.1; 20-23-12-8; IC 20-23-14-8; IC 20-23-17-4; IC 20-23-17.2-8; IC 20-25-3-4)

First day of term for an individual appointed as a member of a county board of voter registration. (IC 3-7-12-10)

First day Indiana election division may discard duplicate copies of federal campaign finance reports filed in 2014. (IC 3-9-4-6 (c), IC 3-9-5-13)

A resolution adopted by the county election board to establish satellite absentee voting facilities expires. (IC 3-11-10-26.5)

**Monday, January 2, 2017**

**NEW YEAR'S DAY (Observed)  
Indiana election division closed**

**Wednesday, January 4, 2017**

*Note: Only the towns of Montezuma (Parke County), Cambridge City (Wayne County), or Vernon (Jennings County) may hold elections in 2017. Elections for some local public questions may also be held in 2017.*

**CAN**

First day a Democratic or Republican Party candidate may file a declaration of candidacy for town office for a town with a population of less than 3,500 that has adopted an ordinance pursuant to IC 3-8-5-2 to nominate major party candidates for town offices at the 2017 municipal primary election. (IC 3-8-5-3; IC 3-8-2-4; IC 3-8-5-10.5; 3-8-5-17) **STATE FORMS: CAN-42 (Declaration of Candidacy); CAN-12 (Statement of Economic Interests)**

## Wednesday, January 4, 2017 (continued)

**CAN** First day a Democratic Party, Libertarian Party, or Republican Party candidate may file a declaration of candidacy for town office for a town having an election November 7, 2017 in a town with a population of less than 3,500 that has not adopted an ordinance to nominate major party candidates at a primary. (IC 3-8-5-3; IC 3-8-5-10.5; 3-8-5-17) **STATE FORMS: CAN-16 (Declaration of Candidacy); CAN-12 (Statement of Economic Interests)**

**CAN** First day a minor party candidate (*other than a Libertarian Party candidate*) or an independent candidate wishing to be placed on the ballot as a candidate for town office in a town having an election November 7, 2017 may file a petition of nomination with a county voter registration office for verification of signatures. (IC 3-8-6-10) **STATE FORMS: CAN-44 (Petition of Nomination); CAN-20 (Consent); CAN-12 (Statement of Economic Interest)**

## Friday, January 6, 2017

**DEADLINE** for the Election Division to deliver the Certified Statement of the Circuit Court Clerk of the Votes Cast for Governor and Lieutenant Governor at the General Election (CEB-10) to the Speaker of the Indiana House of Representatives before the date of the joint convention of the Indiana House and Senate canvass the votes cast for governor and lieutenant governor (Monday, January 9).

## Monday, January 9, 2017

**CFA DEADLINE** for the Indiana general assembly to reconvene for the 2017 regular session. Beginning of the "prohibited period" during which an individual who holds a state legislative office or is a candidate for state legislative office, the incumbent or candidate's committee, or a legislative caucus may not solicit or accept campaign contributions or conduct other fundraising activities. (IC 2-2.1-1-2(d); IC 3-9-2-12)

First day of term for the individuals elected governor and lieutenant governor elected in 2016. (Article 5, Section 9, Constitution of the State of Indiana)

First day of term for the individual elected attorney general elected in 2016. (IC 4-6-1-2)

First day of term for the individual elected superintendent of public instruction elected in 2016. (IC 20-19-1-1)

**DEADLINE** for Indiana house of representatives and Indiana senate to meet in joint convention to hear the canvass of votes cast for governor and lieutenant governor. The joint convention must act to resolve any tie vote or election contest for these offices. After resolving any tie or contest, the presiding officer of the joint convention certifies to the convention the individuals elected as governor and lieutenant governor. (IC 3-12-5-5)

**Monday, January 9, 2017 (continued)**

VR

**DEADLINE for a county voter registration office to complete the updating of voter registration records to indicate that a voter voted at the November 8, 2016 general election.** If a recount or contest is being conducted in a county, the county voter registration office must complete the updating of the voter registration records not later than 60 days after completion of the recount or contest. (*Transferred from Saturday, January 7*) (IC 3-10-1-31.2)

**Monday, January 16, 2017**

**MARTIN LUTHER KING DAY  
Indiana election division closed**

**Tuesday, January 17, 2017**

**DEADLINE** for the Indiana election division to provide voter registration data from the statewide voter registration list to the Kansas Secretary of State to permit comparison of Indiana's voter registration data with voter registration data from other states. (*Transferred from Sunday January 15*; IC 3-7-38.2-5)

**Wednesday, January 18, 2017**

CFA

**DEADLINE**, by noon, for all candidate committees, all legislative caucus committees, and all political action committees to file the **2016 annual campaign finance report** with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration. (IC 3-9-5-3; IC 3-9-5-10) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

CFA

**DEADLINE**, by noon, for candidates' committees for a statewide office on the 2016 general election ballot to file a **quarterly** campaign finance report with the Indiana election division covering the period from October 25 through December 31, 2016. (IC 3-9-5-6(e)) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

CFA

**DEADLINE**, by noon, candidates' committees for a statewide office **not** on the 2016 general election ballot to file a semiannual campaign finance report with the Indiana election division covering the period from July 1 through December 31, 2016. (IC 3-9-5-9) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

**Friday, January 27, 2017**

**DEADLINE**, for the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration to review its campaign finance records to determine if a committee is subject to the administrative dissolution procedure. (IC 3-9-1-12)

**Tuesday, January 31, 2017**

**DEADLINE** for each county sheriff to provide the county voter registration office with a list of each Indiana resident who has been convicted of a crime and had been placed in a county correctional facility during the previous quarter. (IC 3-7-46-6)

**Tuesday, January 31, 2017 (continued)**

**CAN DEADLINE** for an individual elected to the office of county commissioner, county council member, county assessor, township trustee, township board member, township assessor, town council member, town clerk-treasurer, town court judge, or school board in the 2016 general election to **take** the individual's oath of office. (IC 5-4-1-1.2)

**CAN DEADLINE** for an individual elected to the office of county commissioner, county council member, county assessor, township trustee, township board member, township assessor, town council member, town clerk-treasurer, town court judge, or school board in the 2016 general election to **file** the individual's oath of office with the appropriate circuit court clerk. (IC 5-4-1-1.2)

**NOTE: Only selected dates after January 2017 are included in this edition of the calendar.**

# FEBRUARY 2017

**Friday, February 3, 2017**

**CAN DEADLINE**, by noon, for a major party candidate to file a declaration of candidacy with a county election board for nomination to a city office or a town office, in a town with a population of less than 3,500 that has adopted an ordinance pursuant to IC 3-8-5-2 to nominate major party candidates for town offices at the 2017 municipal primary election. This declaration must be filed in the office of the county election board located in the county that contains the greatest percentage of population of the election district. The declaration must be accompanied by a Statement of Economic Interests. (IC 3-8-2-4; 3-8-2-6; IC 3-8-9-5) **STATE FORMS: CAN-42 (Declaration of Candidacy); CAN-12 (Statement of Economic Interests)**

**Monday, February 6, 2017**

**CAN DEADLINE**, by noon, for a major party candidate to withdrawal a previously filed declaration for nomination for town office in a town with a population of less than 3,500 that has adopted an ordinance pursuant to IC 3-8-5-2 to nominate major party candidates in a primary. (IC 3-8-2-20) **STATE FORM: CAN-10 (Primary Election Candidate Withdrawal)**

**DEADLINE**, for the Indiana election division to file a report with the federal Election Assistance Commission setting forth the combined number of absentee ballots transmitted to military and overseas voters for the November 8, 2016 general election, and the combined number of those ballots returned by military and overseas voters and cast in the election. (IC 3-6-4.2-12)

# MARCH 2017

**Wednesday, March 1, 2017**

**CFA DEADLINE**, by noon, for all **regular party committees** to file the **2016 annual campaign finance report** with the Indiana election division, a county election board, or the Lake and Tippecanoe County boards of elections and registration. This deadline applies whether the report was hand-delivered, sent by U.S. mail, or otherwise delivered to the division or board. (IC 3-9-5-10) **STATE FORM: CFA-4 (Report of Receipts and Expenditures of a Political Committee)**

**Monday, March 6, 2017**

## **STATE CHARTER ELECTION: TOWN OF VERNON**

General election for Mayor, Town Clerk-Treasurer, Town Councilmen, and Town Marshal in the Town of Vernon, Jennings County under the authority of special state charter issued under 1816 Indiana Constitution. Polls open at 11 a.m. and close at 4 p.m. (Local Acts 1851, c. 1, s. 3 and 5, as amended by Acts 1885, c. 42, s. 1, and Acts 1895, c. 59, s. 1)

**MUNICIPAL PRIMARY ELECTION DAY- MAY 2, 2017** (3-10-6-2)

**MUNICIPAL ELECTION DAY- NOVEMBER 7, 2017**  
(3-10-6-5)