

# 2011 City Election I-VOTERS Calendar

## City Primary Election (if necessary)

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Anytime	<p><b>Create election.</b> The “Election Details” may be entered at any time. Absentee requests may be entered any time after the election is created.</p> <p><b>Best Practice:</b> Use this format for naming your election: 2011 [County Name] County City Primary Election.</p>
Friday, September 2	<p><b>Set up election.</b> After the city clerk delivers the nomination papers, include contests from election template and add candidates. Add vacancies if needed.</p> <p><b>Control Counties: Post shared contests.</b> Contests, including races and vacancies, must be entered before sharing. All candidates should be entered, but candidate names can be added, edited or deleted as long as the race is entered.</p>
Tuesday, September 6	<p><b>Non-Control Counties: Include shared contests for contests where you are the non-control county.</b></p> <p><b>Generate ballot styles.</b> Verify that all contests where you are the non-control county have been shared and included. Failure to include all contests before generating ballot styles will require regenerating the election. Rename your system ballot styles.</p> <p><b>Pull absentees.</b> Pull absentees in the “Generate Ballot styles” in to include UOCAVA absentee requests and election-specific requests already entered. Print absentee ballot labels.</p>
Friday, October 7	<p><b>Non-Control Counties: Send election registers to the control county.</b> Contact the control county to determine when they want these and in which format. Also send supplemental registers on Monday, October 10, if necessary.</p>
Tuesday, Oct. 11	<p><b>Election Day</b></p>
Wednesday, October 12	<p><b>Enter results in I-VOTERS.</b> Results can be entered any time after the polls close. Pull “results data” in “Election Results” before entering results. Do not use the “unofficial results” tab. Results must be entered in the “official results” tab in order to print certificates and abstracts.</p>
Friday, October 14	<p><b>Control Counties: Send copies of election registers to non-control county.</b> Last day for control counties to send copies of election registers and records of counted absentee ballots to the non-control county. The non-control county needs these to process vote credit.</p>
Saturday, December 10	<p><b>Last day to close city primary election.</b> Certify the election as soon as:</p> <ul style="list-style-type: none"><li>▪ Election registers are processed (including registers for voters who voted outside your county)</li><li>▪ Election day registrations are processed</li><li>▪ “Added Voters” are processed</li><li>▪ Provisional and absentee ballots are processed</li><li>▪ Check duplicate ballots</li><li>▪ Official results are entered</li></ul>

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## City Regular Election

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<b>Anytime</b>	<p><b>Create election.</b> The “Election Details” may be entered at any time. Absentee requests may be entered any time after the election is created.</p> <p><b>Best Practice:</b> Use this format for naming your election: 2011 [County Name] County Regular City Election.</p>
<b>Friday, September 23</b>	<p><b>Set up election.</b> After the city clerk delivers the nomination papers, include contests from election template and add candidates. Add measures and vacancies if needed.</p> <p><b>Control Counties: Post shared contests.</b> Contests, including races, vacancies and measures, must be entered before sharing. All candidates should be entered, but candidate names can be added, edited or deleted as long as the race is entered.</p>
<b>Monday, September 26</b>	<p><b>Non-Control Counties: Include shared contests for contests where you are the non-control county.</b></p> <p><b>Generate ballot styles.</b> Verify that all contests where you are the non-control county have been shared and included. Failure to include all contests before generating ballot styles will require regenerating the election. Rename your system ballot styles.</p> <p><b>Pull absentees.</b> Pull absentees in the “Generate Ballot styles” in to include UOCAVA absentee requests and election-specific requests already entered. Print absentee ballot labels.</p>
<b>Friday, November 4</b>	<p><b>Non-Control Counties: Send election registers to the control county.</b> Contact the control county to determine when they want these and in which format. Also send supplemental registers on Monday, November 7, if necessary.</p>
<b>Tuesday, November 8</b>	<p><b>Election Day</b></p>
<b>Wednesday, November 9</b>	<p><b>Enter results in I-VOTERS.</b> Results can be entered any time after the polls close. Pull “results data” in “Election Results” before entering results. Do not use the “unofficial results” tab. Results must be entered in the “official results” tab in order to print certificates and abstracts.</p>
<b>Friday, November 11</b>	<p><b>Control Counties: Send copies of election registers to non-control county.</b> Last day for control counties to send copies of election registers and records of counted absentee ballots to the non-control county. The non-control county needs these to process vote credit.</p>
<b>Saturday, January 7, 2012</b>	<p><b>Last day to close regular city election.</b> Certify the election as soon as:</p> <ul style="list-style-type: none"><li>▪ Election registers are processed (including registers for voters who voted outside your county)</li><li>▪ Election day registrations are processed</li><li>▪ “Added Voters” are processed</li><li>▪ Provisional and absentee ballots are processed</li><li>▪ Check duplicate ballots</li><li>▪ Official results are entered</li></ul>

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## City Runoff Election (if necessary)

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<b>Anytime</b>	<p><b>Create election.</b> The “Election Details” may be entered at any time. Absentee requests may be entered any time after the election is created.</p> <p><b>Best Practice:</b> Use this format for naming your election: 2011 [County Name] County City Runoff Election.</p>
<b>Friday, November 11/ Monday, November 14</b>	<p><b>Set up election.</b> After the city clerk delivers the nomination papers, include contests from election template and add candidates.</p> <p><b>Control Counties: Post shared contests.</b> Contests, including races, must be entered before sharing. All candidates should be entered, but candidate names can be added, edited or deleted as long as the race is entered.</p>
<i>*The auditor’s office may be closed Friday, November 11, due to the Veteran’s Day holiday.</i>	
<b>Monday, November 14/ Tuesday, November 15</b>	<p><b>Non-Control Counties: Include shared contests for contests where you are the non-control county.</b></p> <p><b>Generate ballot styles.</b> Verify that all contests where you are the non-control county have been shared and included. Failure to include all contests before generating ballot styles will require regenerating the election. Rename your system ballot styles.</p> <p><b>Pull absentees.</b> Pull absentees in the “Generate Ballot styles” in to include UOCAVA absentee requests and election-specific requests already entered. Print absentee ballot labels.</p>
<b>Friday, December 2</b>	<p><b>Non-Control Counties: Send election registers to the control county.</b> Contact the control county to determine when they want these and in which format. Also send supplemental registers on Monday, December 5, if necessary.</p>
<b>Tuesday, December 6</b>	<p><b>Election Day</b></p>
<b>Wednesday, December 8</b>	<p><b>Enter results in I-VOTERS.</b> Results can be entered any time after the polls close. Pull “results data” in “Election Results” before entering results. Do not use the “unofficial results” tab. Results must be entered in the “official results” tab in order to print certificates and abstracts.</p>
<b>Friday, December 10</b>	<p><b>Control Counties: Send copies of election registers to non-control county.</b> Last day for control counties to send copies of election registers and records of counted absentee ballots to the non-control county. The non-control county needs these to process vote credit.</p>
<b>Saturday, February 4, 2012</b>	<p><b>Last day to close city runoff election.</b> Certify the election as soon as:</p> <ul style="list-style-type: none"><li>▪ Election registers are processed (including registers for voters who voted outside your county)</li><li>▪ Election day registrations are processed</li><li>▪ “Added Voters” are processed</li><li>▪ Provisional and absentee ballots are processed</li><li>▪ Check duplicate ballots</li><li>▪ Official results are entered</li></ul>

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