



2024 ELECTIONS CALENDAR

WEST VIRGINIA SECRETARY
OF STATE'S OFFICE

ELECTIONS DIVISION

August 4, 2023

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2024 ELECTIONS IN WEST VIRGINIA

PRIMARY ELECTION – May 14, 2024

GENERAL ELECTION – November 5, 2024

Races on the ballot in 2024:

- U.S. President
- U.S. Senate
- U.S. House of Representatives
- Governor
- Secretary of State
- Auditor
- Treasurer
- Agricultural Commissioner
- Attorney General
- Justice of Supreme Court of Appeals
- Judge of the Intermediate Court of Appeals
- State Senate
- House of Delegates
- Judge of the Circuit Court
- Family Court Judge
- County Commission
- Prosecuting Attorney
- Assessor
- Magistrate
- Sheriff
- Surveyor
- Greater Huntington Park & Recreation District
- Board of Education
- Conservation District Supervisor

COMPUTATION OF TIME

"If any applicable provision of this code or any legislative rule or other administrative rule or regulation . . . designates a particular date on, before or after which an act, event, default or omission is required or allowed to occur, and if the particular date designated falls on a Saturday, Sunday, legal holiday or designated day off, then the date on which the act, event, default or omission is required or allowed to occur is the next day that is not a Saturday, Sunday, legal holiday or designated day off."

- W. Va. Code § 2-2-1(e)

"When a proceeding is directed to take place or any act to be done on any particular day of the month or within any period of time prescribed or allowed . . . if that day or the last day falls on a Saturday, Sunday, legal holiday . . . the next day that is not a Saturday, Sunday, legal holiday . . . shall be deemed to be the one intended . . ."

- W. Va. Code § 2-2-2(a)

"Accordingly, in the opinion of the Attorney General, where the last day upon which an act must, or may, be done falls upon a Sunday, the Monday following should be considered as the last day upon which the act can be done."

- See Report and Opinions of the Attorney General, pages 216-17 (1941)

ELECTION CALENDAR 2024

PRIMARY ELECTION DATES	
December 15, 2023	<p>Optional: County Executive Committees May Nominate Community Voting Locations for Primary Election The county executive committees of the two major political parties may nominate sites to be used as community voting locations during the early voting period by written request to the county clerk delivered no later than 150 days prior to election day.</p> <ul style="list-style-type: none">- W. Va. Code §3-3-2a- CSR §153-13-3
January 1 - May 8, 2024	<p>Receive Absentee Ballot Applications for Primary Election from Eligible Voters Period begins during which an eligible voter may submit an absentee ballot application, completed in his or her own handwriting, to the County Clerk in person, by mail, or electronically. Application must be received no earlier than January 1 preceding the Primary Election and not later than 6 days preceding Primary Election.</p> <ul style="list-style-type: none">- W. Va. Code § 3-3-5(b)
January 1 - May 8, 2024	<p>Receive Application for Absentee Ballot from Military or Overseas Voter (UOCAVA) Received no earlier than the first day of January of an election year, but not later than the sixth day preceding the election, which application shall, upon the voter's request, be accepted as an application for ballots for all elections in the calendar year.</p> <ul style="list-style-type: none">- W. Va. Code § 3-3-5(b)(1)
January 1 – January 8, 2024	<p>4th Quarter Report Reports due on January 1 of each year and filed within 6 days thereafter.</p> <p>This report covers transactions from October 1, 2023, through December 31, 2023.</p> <ul style="list-style-type: none">- W. Va. Code §§ 3-8-5, 3-8-5(b)- CSR § 146-3-8

Candidates, treasurers, and financial agents submit reports to the Secretary of State, County Clerk or Municipal Recorder, determined by which office is sought. A detailed itemized statement is submitted setting forth all activity from the previous report or organization date.

January 8, 2024

List of Authorized Ballot Vendors Issued

On or before the **second Monday of January** of each year the Secretary of State provides a list of all vendors authorized to print ballots for state, county, and municipal elections to the county clerk.

- W. Va. Code § 3-1-21a

January 8 - January 27, 2024

Candidate Filing Period

Not earlier than **second Monday in January** and not later than **last Saturday in January** preceding primary election, candidates for nomination or election in the Primary Election file certificates of announcement of candidacy and filing fee with:

- The Secretary of State for statewide races, offices to be filled by voters of more than one county, and judicial offices, excluding magistrate;
- The County Clerk if office is to be filled by voters of a single county, including magistrate; or
- The Town Recorder or City Clerk if for an office is to be filled by voters of a municipality.

Hours for in-person filing on the final day, January 27, 2024:

- Secretary of State: 9:00 a.m. until 11:59 p.m.
- County Clerk's office: 9:00 a.m. until 12:00 p.m.

Mailed Certificate of Announcement Deadline: Must be postmarked by the U.S. Postal Service before midnight E.S.T. on January 27, 2024.

*Candidates unable to pay filing fee must provide an oath stating he or she is unable to pay fee due to a lack of financial resources and receive in-lieu-of-filing-fee petition forms and instructions on gathering signatures. Candidates shall file petitions with required number of signatures by close of filing on **January 27, 2024.***

- W. Va. Code §§ 3-5-7, 3-5-8, 3-5-8a

<p>January 10 - January 25, 2024</p>	<p>Give Notice of Appointment of Ballot Commissioners</p>
	<p>At least 5 days before appointment of Ballot Commissioners the County Clerk notifies each chairman of the two county executive committees of the parties that cast the largest number of votes in the last preceding General Election of the time for making the appointment.</p>
	<p>Each chairman shall designate, in writing, a person to be appointed as Ballot Commissioner between January 15 and January 30. If no appointment is made by the Committee, the County Clerk shall appoint.</p>
	<p>- W. Va. Code § 3-1-19</p>
<p>January 15, 2024 (Deadline)</p>	<p>Notice of Precinct Change</p>
	<p>Notice must be given of the intent to change precincts at least 1 month before any precinct boundary changes go into effect, and such changes must be made at least 90 days before an election.</p>
	<p>Last day on which to complete Class II-0 legal notice of County Commission's intention to change, divide, or consolidate voting precincts for primary election; notice published once each week for 2 successive weeks in 2 qualified newspapers of opposite politics published in the publication area.</p>
	<p>- W. Va. Code §§ 3-1-7(b), 59-3-1 <i>et seq.</i></p>
<p>January 15, 2024 (Deadline)</p>	<p>Optional: County Clerk Proposal of Early Voting Community Voting Location in Addition to the Primary Location for Primary Election</p>
	<p>No less than 120 days prior to election day, the clerk shall submit a proposal for an early voting community voting location in writing to the County Commission for approval or disapproval.</p>
	<p>- W. Va. Code §3-3-2a - CSR §153-13-3</p>
<p>January 15 – January 30, 2024</p>	<p>Appoint Ballot Commissioners</p>
	<p>Ballot Commissioners are appointed between 15th and 30th of January in each year a General Election is held.</p>
	<p>The designees of each party shall be appointed if he or she meets the qualifications for a 2 year term, and cannot be a candidate for any office in any election during the term.</p>

	<p>The County Clerk appoints if the party county executive committee fails to appoint in a timely manner.</p> <p>- W. Va. Code § 3-1-19</p>
<p>January 27, 2024 (Deadline is 11:59 p.m.)</p>	<p>Candidate Filing Deadline Certificate of announcement received in filing office or, if mailed postmarked, before midnight.</p> <p>- W. Va. Code § 3-5-7</p>
<p>February 1, 2024</p>	<p>Term of Ballot Commissioners Begins The term is for 2 years. Vacancies are filled in the same manner as original appointment.</p> <p>- W. Va. Code § 3-1-19</p>
<p>February 9, 2024 (Deadline for committee)</p> <p>February 13, 2024 (Deadline for committee chair)</p>	<p>Executive Committees Fill Vacancies in Nomination by Appointment due to No Candidate Filing Deadline to fill vacancies is no later than the second Friday following the close of filing for the committee, and no later than third Tuesday following the close of filing for the committee chairperson.</p> <p>Last day for the executive committee to appoint a nominee for the Primary Election ballot if a vacancy is caused by failure to file and to certify the nomination to the proper filing officer.</p> <p>If executive committee fails to act: last day for the committee chair to appoint a nominee for the Primary Election ballot if a vacancy is caused by failure to file and to certify the nomination to the proper filing officer</p> <p>- W. Va. Code § 3-5-11</p>
<p>February 13, 2024</p>	<p>Last Day for Candidate to Withdraw from Primary Election A candidate who has filed a certificate of announcement and wishes to withdraw and decline to stand as a candidate for office shall file a signed, notarized statement of withdrawal with the same officer with whom the certificate of announcement was filed; this statement must be <u>received</u> not later than the third Tuesday following the candidate filing deadline.</p> <p>If filed within the specified time period, the name of a candidate who files the statement of withdrawal may not be printed on the</p>

ballot. No candidate who files a statement of withdrawal after that time will have his or her name removed from the ballot.

- W. Va. Code § 3-5-11

February 14, 2024
90 days before Primary Election

February 14, 2024

Deadline for Ordering Precinct Change

Last day for County Commission (**after at least a 1 month notice**) to enter an order changing the boundaries of any precinct into **2 or more** precincts, or consolidate **2 or more** precincts into **1**, or to change the location of the polling place whenever the public convenience may require it. Within **15 days** after such order is issued, the County Commission shall publish the order as a Class II-0 legal advertisement.

- W. Va. Code §§ 3-1-7(b), 59-3-1 *et seq.*

February 14, 2024

Adopt Policy Extending Emergency Absentee Voting

Last day County Commission may adopt policy extending the emergency absentee voting procedures to:

1. Hospitals or other duly licensed health care facilities within an adjacent county or within **35 miles** of the county seat; and
2. Nursing homes within the county; or
3. A voter who becomes confined, on or after the **seventh day** preceding an election, to a specific location within the county because of illness, injury, physical disability, immobility due to advance age or other medical reason.

County Commission must adopt this policy **90 days** before election and a copy of this policy must be filed with the Secretary of State.

- W. Va. Code § 3-3-5c(a)

February 14, 2024

Petition for Suspension of Election Official

Petition seeking suspension of an election official must be filed with County Commission at least **90 days** before an election. The petition must be signed by **25** registered voters of the precinct where the election official last served. Upon presentation of evidence of listed grounds, County Commission may, upon majority vote, suspend the eligibility to serve as an election official for **2 years**.

	<p>County Commission may, on its own motion, suspend an election official for specific causes for 4 years.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-28
<p>February 14, 2024</p>	<p>Notice of Emergency Precinct Change In the case of an emergency <u>and</u> with the approval of the Secretary of State, last day on which to complete notice of County Commission’s intention to change, divide or consolidate voting precincts is at least 1 month before any precinct boundary change. Notice must be published once each week for 2 successive weeks in 2 qualified newspapers of opposite politics as Class II-0 legal ad.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-1-7, 59-3-1 <i>et seq.</i>
<p>February 14, 2024</p>	<p>Early Voting Community Voting Location Approval or Disapproval for Primary Election The county commission shall approve or disapprove community voting location proposal/s submitted by the county clerk no less than 90 days prior to election day.</p> <p>An early voting community voting location may continue to be used in subsequent elections without complying with the approval process if the county commission finds, and the county clerk agrees, at least 50 days, but not more than 80 days, prior to the election, that the location continues to qualify.</p> <ul style="list-style-type: none"> - W. Va. Code §3-3-2a - CSR §153-13-3
<p>February 20, 2024 84 days before Primary Election</p>	
<p>February 20, 2024</p>	<p>Notice of Number of Election Officials The County Commission designates the number and type of election boards for the various precincts and gives written notice to the county executive committees of the 2 major political parties stating the number of nominations which may be made for poll clerks and commissioners.</p> <p><i>Recommended that notice of the number of emergency absentee voting commissioners needed is also provided at this time.</i></p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-29

<p>February 20, 2024 (Deadline)</p>	<p>Secretary of State Certifies and Posts List of Candidates Filed with the Secretary of State's Office By 84 days before the election the Secretary of State arranges and certifies names of all candidates who filed and posts such list in office until after the Primary Election.</p> <p>Secretary of State begins determining the certified candidates to be on the ballots in each county and transmits to the counties. The County Clerks are to receive by the 70th day before the election.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-5-9
<p>February 20, 2024 (At 9:00 am)</p>	<p>Drawing for Order on the Ballot For all ballot systems beginning at 9:00 a.m. on the 4th Tuesday following the close of candidate filing, a drawing by lot shall be conducted in the office of the County Clerk of each county to determine the order of names of candidates for any office or division for which more than 1 is to be nominated. Notice of the time and date is provided on the certificate of announcement.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-5-13a
<p>February 24 – March 25, 2024</p>	<p>Continued use of Community Voting Early Voting Location Agreement for Primary Election An early voting community voting location may continue to be used in subsequent elections without complying with the approval process if the county commission finds, and the county clerk agrees, at least 50 days, but not more than 80 days, prior to the election, that the location continues to qualify.</p> <ul style="list-style-type: none"> - W. Va. Code §3-3-2a - CSR §153-13-3
<p>February 26, 2024 (Deadline for Executive Committee to act)</p>	<p>Executive Committees Fill Vacancies in Nomination by Appointment for General Election Ballot if Vacancy is Caused by Failure to File If vacancy is due to no candidate filing, the executive committee may appoint a nominee for the General Election ballot no later than 30 days after the last day to file a certificate of announcement.</p>
<p>February 28, 2024 (Deadline for Chair to act)</p>	<p>If committee does not act, the chairperson may appoint a nominee no later than 2 days following executive committee deadline.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-5-19

March 5, 2024
70 days before Primary Election

March 5, 2024

Certification of Candidates to County Clerk

70 days before the election the County Clerk is to receive the certification of candidates from the Secretary of State's Office.

- *[This date conflicts with the Code requirement for the Ballot Order Drawing. County Clerks will receive the certification via email by February 20, and via certified mail no later than the Code deadline of March 5].*
- W. Va. Code § 3-5-9

March 5, 2024

Estimate Number of Absentee Ballots

No later than **70 days** before the election the County Clerk estimates number of official absent and early voter's ballots required.

- W. Va. Code § 3-3-11(a)

March 5, 2024

Election Official Nominations Filed

No later than **70 days** before the Primary Election, each county executive committee, or its chairman or secretary on its behalf, shall file in writing with the County Commission a list of persons nominated by a majority vote of the committee at a duly called meeting, as election officials and the positions for which they are designated, and those persons nominated as alternates. The number of alternates for each party may not exceed the number of precincts in the county.

- W. Va. Code §3-1-30

March 5, 2024
(Approximate date)

Candidate Name Removed from Ballot Due to Death

Upon request of the candidate's family, the board of ballot commissioners may remove the name of a candidate who dies if the death occurs *before* the ballots are printed.

If death occurs *after* ballots are printed, a written notice shall be posted with the sample ballot at each precinct which states: "To the voter: (candidate name) of (residence), a candidate for (office sought) is deceased."

- W. Va. Code § 3-5-11(c)

March 15, 2024
60 days before Primary Election

March 15, 2024

Emergency Order to Change Precincts

In case of an emergency and with the permission of the Secretary of State, the County Commission may enter an order to consolidate, divide or change the boundaries of a precinct within a county no later than **60 days** before the election.

Within **15 days** after such order is issued, the County Commission shall publish the order as Class II-0 legal advertisement.

- W. Va. Code §§ 3-1-7, 59-3-1 *et seq.*

March 15, 2024

Emergency Order to Change Community Early Voting Location for Primary Election

In counties where community early voting locations are used, in the case of an emergency, the county commission may enter an order to move the community voting location with the clerk's approval no later than **60 days** before the election.

Reasonable notice of the ordered change shall be given to the public in a clear and conspicuous manner, which may include but is not limited to public announcements, news media, social media, and posting on the county's website.

- W. Va. Code §3-3-2a
- CSR §153-13-3

March 19, 2024
56 days before Primary Election

March 19, 2024

Notice Given for Number of Emergency Absentee Voting Commissioners Needed

56 days before the Primary Election, the County Clerk notifies the County Commission of the number of sets of emergency absentee ballot commissioners necessary.

- W. Va. Code § 3-3-5c(b)

March 26, 2024
49 days before Primary Election

March 26, 2024

Election Officials and Alternates Appointed

No later than **49 days** before the election, the County Commission shall appoint the election officials for each designated election board as follows:

1. Eligible persons nominated and timely filed by the executive committees as poll clerks, election commissioners;
2. Additional persons selected by the County Commission to serve as election commissioners; and
3. Persons to fill any positions for which no nominations were filed.

The County Commission shall also appoint emergency absentee voting commissioners (*at the same meeting or at a subsequent meeting*).

The County Commission shall:

1. Appoint the alternates nominated by the executive committees;
2. Appoint additional alternates; and
3. Determine the number of persons who may be instructed to attend training as alternates.

- W. Va. Code §§ 3-1-30, 3-3-5c

March 26, 2024

Write-In Candidate Filing Deadline for Election of ONLY Nonpartisan offices:

1. Judicial races
1. Board of Education Member
2. Conservation District Supervisor
3. Greater Huntington Park & Recreation District

Eligible persons who seek to be elected by write-in votes to an office which is to be filled at the Primary Election shall file a write-in candidate's certificate of announcement by the **49th day** before the Primary Election.

- W. Va. Code § 3-6-4a

March 29, 2024
46 days before Primary Election

March 29, 2024

Delivery of Absentee Ballots to County Clerk

The board of ballot commissioners are to have the official absentee ballots printed and delivered to the County Clerk **46 days** before the election.

- W. Va. Code § 3-3-11(a)

March 29, 2024 – May 8, 2024
(May 9, 2024 if applications are received on May 8, 2024)

Mail Absentee Ballots

No later than the **46th day** before the election, the County Clerks must mail absentee ballots to voters from whom they have received applications. Following the **46th day** before the election, ballots must be sent within **one day** of receiving applications.

Upon acceptance of a completed application, determine whether the requirements have been met and transmit absentee ballot(s), envelopes, instructions, and any other supplies required for voting the ballot. If determined the requirements have not been met, transmit balloting materials and give notice to the voter that the ballot will be provisional.

- W. Va. Code § 3-3-5

April 1, 2024

Approved Voter Registration Program for Eligible High School Students

No later than **45 days** before the election the County Clerk shall conduct an approved program of voter registration services for eligible high school students at each high school within the county.

- W. Va. Code § 3-2-8(b)(2)

April 1 – April 8, 2024

1st Quarter Report

Reports due on April 1, 2024 of each year and filed within **6 days** thereafter

This report covers transactions from January 1, 2024 through March 31, 2024.

- W. Va. Code §§ 3-8-5, 3-8-5(b);
- CSR § 146-3-8

Candidates, treasurers and financial agents submit reports to the Secretary of State, County Clerk or Municipal Recorder,

	determined by which office is sought. A detailed itemized statement is submitted setting forth all activity from the previous report or organization date.
April 2, 2024 (Deadline depends upon date of appointment)	<p>Notice Mailed to Election Officials Within 7 days following appointment, county commission notifies, by first-class mail, all election commissioners, poll clerks and alternates of their appointment, including a response form.</p> <p>- W. Va. Code § 3-1-30(h)</p>
April 9, 2024 (Deadline depends upon date of appointment)	<p>Election Officials Respond to Notification from County Clerk confirming ability to serve.</p> <p>When an election official or alternate fails to return the response notice (or otherwise confirm to the County Clerk his or her agreement to serve within the required time, the position shall be considered vacant and the County Clerk shall proceed to fill the vacancies within 14 days following the date of appointment.</p> <p>- W. Va. Code § 3-1-30(i)</p>
April 15, 2024 (within 30 days of election)	<p>Instructional Program for Election Officials Within 30 days prior to election, County Clerk conducts instructional program using training materials produced by Secretary of State, to all election officials, explaining and illustrating procedures for conducting elections, duties of the various election officials and methods of voting.</p> <p>- W. Va. Code § 3-1-46</p>
April 18 – 24, 2024	<p>Publish Sample Ballot for Early Voting Not more than 26 nor less than 20 days preceding the Primary Election, Ballot Commissioners publish sample official primary ballot for each party, nonpartisan candidates, and public questions as follows:</p> <ol style="list-style-type: none"> 1. For counties in which 2 or more qualified newspapers publish a daily newspaper, publish a Class I-0 legal advertisement in the 2 qualified daily newspapers of different political parties within the county having the largest circulation 2. For counties having no more than 1 daily newspaper, or having only 1 or more qualified weekly newspapers, publish sample as Class I legal advertisement in qualified newspaper having largest circulation

- §§ 3-5-10, 59-3-1 *et seq.*

**April 23, 2024
(Deadline)**

Voter Registration Deadline

Voter registration for an election shall close **21 days** before the election, or on the **first day** thereafter which is not a Saturday, Sunday or legal holiday.

Completed application of eligible voter for registration, transfer, change of political party or other change submitted by the close of voter registration will be effective for any subsequent election, if:

1. Received at office of the County Clerk, no later than the hour of the close of registration;
2. Accepted by a designated agency or motor vehicle licensing office no later than the close of registration;
3. Accepted through a registration outreach program and received by the County Clerk no later than the close of registration;
4. Addressed to the appropriate County Clerk and postmarked by the postal service no later than the date of the close of registration;
5. Accepted through an approved electronic voter registration system and received no later than the close of business on the final day of registration; or
6. The verification notice mailed to the applicant is not returned as undeliverable

Voters must change party affiliation by close of registration in order to participate in that party's Primary Election.

- W. Va. Code §3-2-6

**April 24 – May 7, 2024
(Notify)**

Inspection of ballots, electronic poll books and vote recording devices

1 inspection can be done for Early Voting and Election Day materials, *or* they can be done separately if Election Day materials are not ready. *Note: Vote recording devices used for Early Voting may only be used on Election Day if they are retested.*

Preparation of materials is completed and **Notification** given to County Commission and Ballot Commissioners no later than **7 days** before election

<p>April 26 – May 9, 2024 (Convene & Inspect)</p>	<p>Early Voting = April 24; Election Day = May 7</p> <p>Convene County Commissioners and Ballot Commissioners no later than 5 days before election.</p> <p>Early Voting = April 26; Election Day = May 9</p> <p>Class I-0 public notice regarding place and time of inspection is published no later than 3 days before inspection.</p> <ul style="list-style-type: none"> - W. Va. Code §§3-4A-13, 59-3-1 <i>et seq.</i>
<p>April 24 – May 13, 2024</p>	<p>Authorized Late Voter Registration Accepted from Certain Uniformed and Overseas Voters</p> <p>Between the 20th day before the election and 1 day before the election, members of the uniformed services and overseas citizens whose employment supports national security, who have been discharged 60 days preceding an election, and spouses/dependents residing with said individuals, may register to vote in person at the County Clerk’s Office. Appropriate documentation/affidavit must be presented as required by law.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-6a; - CSR § 153-44-1 <i>et seq.</i>
<p>April 26, 2024</p>	<p>Accept Voter Registration Card by Mail without Postmark</p> <p>No later than 3 days following the close of registration is the last day an application for registration may be accepted if addressed to the appropriate County Clerk and received by mail with the postmark missing or illegible.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-6(b)(2)(A)
<p>April 29, 2024 (deadline)</p>	<p>Correct Incomplete Applications for Voter Registrations</p> <p>Within 4 business days after the close of registration, County Clerk may correct applications for voter registration containing incomplete information if applicant provides the required information.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-6(b)(1)

April 29 – May 3, 2024	<p>Primary Report Reports due on the 15th day preceding the primary election and filed within 4 days thereafter.</p> <p>This report covers transactions from April 1, 2024 through April 28, 2024.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-8-5, 3-8-5(b); - CSR § 146-3-8 <p>Candidates, treasurers and financial agents submit reports to the Secretary of State, County Clerk or Municipal Recorder, determined by which office is sought. A detailed itemized statement is submitted setting forth all activity from the previous report or organization date.</p>
May 1 – May 11, 2024	<p>Early Voting in Person Beginning on the 13th day and continuing through the third day before the election, voter may vote an early ballot at the county courthouse, an annex or a designated community voting location during normal business hours; additionally, early voting must be conducted between 9 a.m. and 5 p.m. on the last 2 Saturdays before the Primary Election.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-3
May 7, 2024	<p>Public Test of Tabulating Equipment 1 week prior to the start of the count of the votes, all automatic tabulating equipment must be tested to ascertain that it will accurately count the votes for all offices and on all measures.</p> <p>Notice must be provided <u>no more than 2 weeks</u> but <u>not less than 48 hours</u> before test by publication of Class I-0 legal advertisement. (Notice must be provided April 23 – May 5.)</p> <p>After processing pre-audited ballots, the County Commission certifies the equipment to be free from error as determined by the test. Testing material and certification is to be placed in a sealed container until the start of canvass.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-4A-26, 59-3-1 <i>et seq.</i>

May 7 - May 13, 2024	<p>Instructional Program Make-Up Session Within the last 7 days before the election, County Clerk conducts make-up session for election officials unable to attend regular session.</p> <p>- W. Va. Code § 3-1-46(c)</p>
May 7 - May 13, 2024	<p>Publish Official List of Candidates or Sample Ballot for Election Day On the last day on which a newspaper is published immediately preceding the Primary Election, Ballot Commissioners publish the official list of candidates and issues, or the sample ballot, as follows:</p> <ol style="list-style-type: none"> 1. For counties in which 2 or more qualified newspapers publish a daily newspaper, publish as Class I-0 legal advertisement in the 2 qualified daily newspapers of different political parties within the county having the largest circulation; or 2. For counties having no more than 1 daily newspaper, or having only 1 or more qualified weekly newspapers, publish as Class I legal advertisement in qualified newspaper having largest circulation. <p>- W. Va. Code §§ 3-5-10, 59-3-1 <i>et seq.</i></p>
May 7 – May 14, 2024 (Deadline: Noon on May 14)	<p>Receive Requests for Emergency Absentee Ballot No earlier than 7 days preceding the election and no later than noon of Election Day, a voter or a member of the voter’s immediate family (or in counties with an extended policy, a staff member of a nursing home) may request a ballot for voting emergency absentee. A voter may be eligible to receive an emergency absentee ballot in the following circumstances:</p> <ul style="list-style-type: none"> • Voter in the hospital on Election Day; • Replacement poll worker appointed after the period for Early Voting; • Voter in licensed health care facilities within an adjacent county or within 35 miles of the county seat (county policy required); • Voter in nursing home within the county if he or she has resided there for a period of less than 30 days (county policy required); or • Voter becomes confined, on or after the seventh day preceding an election, to a specific location within the

	<p>county because of illness, injury, physical disability, or immobility due to advance age or other medical reason (county policy required).</p> <p>- W. Va. Code §§ 3-3-1, 3-3-5c(d)</p>
May 8, 2024	<p>Deadline for Absentee Ballot Applications Not later than the sixth day preceding the election, last day to receive application for absentee ballot by mail. Ballot shall be mailed no later than the following day.</p> <p>- W. Va. Code § 3-3-5(b)(1), 3-3-5(e)(1)</p>
May 11, 2024 (Deadline)	<p>Deadline for Early Voting in Person Last day to vote an early ballot in person (occurs on a Saturday)</p> <p>- W. Va. Code § 3-3-3</p>
May 13, 2024	<p>Deadline to Hand-Deliver Absentee Ballot to the Clerk's Office No later than 1 day preceding the election, the last day for County Clerk to accept hand delivered absentee ballot by mail. No person may personally deliver more than 2 absentee ballots in any election.</p> <p>- W. Va. Code § 3-3-5(k)</p>
May 13, 2024	<p>Election Commissioners Receive Election Supplies No later than 1 day before Primary Election, the last day on which election commissioner(s) of each precinct, as designated by County Commissioners, shall receive necessary election supplies from County Clerk.</p> <p>- W. Va. Code §§ 3-1-24(a), 3-4A-13(f)</p>
May 13, 2024	<p>Failure to Pick Up Supplies, Delivery Thereof By close of County Clerk's Office 1 day prior to Primary Election, Board of Ballot Commissioners (or chairman thereof) forthwith dispatches, by special messenger, election supplies to any election commissioner who has failed to pick up supplies by designated time.</p> <p>- W. Va. Code § 3-1-25</p>

May 14, 2024

PRIMARY ELECTION DAY

second Tuesday in May of even **years**. Polls open at 6:30 a.m. and close at 7:30 p.m.

- W. Va. Code §§ 3-1-31, 3-5-1

In counties using electronic voting systems, County Clerk must deliver vote recording devices to polling places not less than **1 hour** prior to polls opening.

- W. Va. Code § 3-4A-16

If appointed election official fails to appear at polling place by 5:45 a.m., election officials shall contact County Clerk for assistance in filling vacancy.

- W. Va. Code § 3-1-30(k) *et. seq.*

Upon request by or for persons eligible to vote emergency absentee ballot made no later than noon of Election Day, emergency absentee voting commissioners deliver application and ballot to voter in hospital (or nursing home if authorized).

- W. Va. Code § 3-3-5c

A voter whose registration record lists one address but has since moved to another within the county may update the registration at the polling place and shall vote in the precinct of current residence using a provisional ballot.

- W. Va. Code §§ 3-2-22(a)(6), 3-2-31(c)

A voter whose legal name has changed may update the registration by filing an affidavit of change of legal name at the polling place on Election Day.

- W. Va. Code § 3-2-22(d)(2)

May 14, 2024

Post Summary Returns

Upon completion of the count, the returns are to be open to the public by posting a summary of the returns as have been tabulated at the central counting center.

- W. Va. Code § 3-4A-27(e)

<p>May 14, 2024 (Deadline: 7:30 PM)</p>	<p>Absentee Ballots Received Electronically from Eligible Voters Accepted No later than the close of polls Election Day, accept absentee ballots submitted electronically by eligible military and overseas voters and eligible voters with physical disabilities.</p> <ul style="list-style-type: none"> - W. Va. Code §3-3-5(i)
<p>May 15, 2024</p>	<p>Absentee Ballots without Postmark Accepted 1 day after Election Day, absentee ballots without postmark are accepted if delivered by the US Postal Service or other express shipping service and received by the County Clerk, no later than the day after Election Day. (Does not apply to UOCAVA ballots.)</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5(g)(1)
<p>May 20, 2024</p>	<p>Absentee Ballots Postmarked by Election Day Accepted No later than the hour at which the board of canvassers convenes to begin the canvass, absentee ballots by mail shall be accepted if ballot bears a postmark of the US Postal Service dated no later than Election Day and the ballot is received by the County Clerk, within the required time. Absentee ballots from military are accepted without postmark if received prior to start of canvass.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-3-5(g)(2)
<p>May 20, 2024</p>	<p>Canvass Returns On the fifth day, except for Sundays, after Primary Election, not counting Sunday, after every election. If the fifth day falls on a Saturday or legal holiday, the canvass shall begin on the next business day. County Commission, as the board of canvassers, meets to canvass Primary Election returns. The board of canvassers shall meet from day to day adjourning no longer than is necessary until the canvass is complete.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-5-17, 3-6-9(a)(1) - CSR § 153-18-3
<p>Deadline depends on date canvass is completed in all jurisdictions.</p>	<p>Declare Upon completion of canvass, publicly declare the election results and wait 48 hours (do not count Saturdays, Sundays and legal holidays) to allow for recount requests to be submitted.</p>

*Multi-county races must wait until the last county declares results for the **48 hours** to begin. Notice will be provided by the Elections Division on the start times.*

- W. Va. Code § 3-5-17

Deadline depends on date results are declared

Recount

Recount request must be made within **48 hours** of the declaration of results. If a candidate is on the ballot in more than one county, the **48 hours** begins after the final county's board of canvassers declares the results. A candidate may demand a recount.

Note: If a recount has been demanded, the board of canvassers shall have **48 hours** in which to send notice to all candidates who filed for the office in which a recount has been demanded. Such recount shall be set for no sooner than **3 days** after serving the notice. After the notice is served, candidates so served shall then have an additional **24 hours** in which to demand a recount of precincts not requested to be recounted by candidate originally requesting recount. The recount is open to the public. However, only those authorized may handle election materials.

- W. Va. Code §§ 3-5-17, 3-6-9

Deadline depends on date results are declared and recounts

Certify

48 hours after the declaration, CERTIFY election results in races where a recount was NOT requested.

- W. Va. Code §§ 3-5-17, 3-6-9, 3-6-10

Deadline depends on date of election certification

Contest Primary Election

Within **10 days** after the results of election are certified, candidate may contest the Primary Election before the County Commission in which any primary procedures, practices or results may be in issue. A contest is a legal proceeding. Legal counsel *should* (but not mandatorily) be obtained by parties involved.

- W. Va. Code §§ 3-5-20, 3-7-1, 3-7-6

June 7, 2024

Optional: County Executive Committees May Nominate Community Voting Locations for General Election

The county executive committees of the two major political parties may nominate sites to be used as community voting

	<p>locations during the early voting period by written request to the county clerk delivered no later than 150 days prior to election day.</p> <ul style="list-style-type: none"> - W. Va. Code §3-3-2a - CSR §153-13-3
<p>June 13, 2024 (Deadline)</p>	<p>Transmit Certificates of Results The certification of the results of the Primary Election should be sent to Secretary of State <u>as soon as possible</u> but no later than 30 days after the primary.</p> <p>Board of canvassers transmits original certificates of election results for all offices to be filled by the voters of more than one county to the Secretary of State, along with copies of certificates of results for county candidates.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-5-17, 3-5-18
<p>July 1, 2024</p>	<p>Terms of Board of Education and Soil Conservation District Supervisors Begin</p> <p>New members of the Board of Education and Soil Conservation District elected to full terms and un-expired terms take office.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 18-5-1b, 19-21A-6
<p>July 1 – July 8, 2024</p>	<p>2nd Quarter Report Reports due on July 1 of each year and filed within 6 days thereafter.</p> <p>This report covers transactions from April 1, 2024 through June 30, 2024.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-8-5, 3-8-5(b); - CSR § 146-3-8 <p>Candidates, treasurers and financial agents submit reports to the Secretary of State, County Clerk or Municipal Recorder, determined by which office is sought. A detailed itemized statement is submitted setting forth all activity from the previous report or organization date.</p>

GENERAL ELECTION DATES

**July 8, 2024
(Deadline)**

Notice of Precinct Change

Notice must be given of the intent to change precincts at least **1 month** before any precinct boundary changes go into effect, and such changes must be made at least **90 days** before an election.

Last day on which to complete Class II-0 legal notice of County Commission's intention to change, divide, or consolidate voting precincts for primary election; notice published once each week for **2** successive weeks in **2** qualified newspapers of opposite politics published in the publication area.

- W. Va. Code §§ 3-1-7(b), 59-3-1 *et seq.*

**July 8, 2024
(Deadline)**

Optional: County Clerk Proposal of Early Voting Community Voting Location in Addition to the Primary Location for General Election

No less than **120 days** prior to election day, the clerk shall submit a proposal for an early voting community voting location in writing to the County Commission for approval or disapproval.

- W. Va. Code §3-3-2a
- CSR §153-13-3

July 13, 2024

Report Failure to File Financial Statement to Prosecuting Attorney

60 days after Primary Election the Secretary of State and the County Clerk is to give notice of the failure of any candidates, agents or treasurers to file required, detailed, itemized financial statements of transactions connected with Primary Election to Prosecuting Attorney where candidate resides.

- W. Va. Code § 3-8-7(a)

Report Failure to File Financial Statement to Secretary of State

60 days after Primary Election the County Clerk is to give notice of the failure of any candidates, agents or treasurers to file required, detailed, itemized financial statements of transactions connected with Primary Election to the Secretary of State.

- W. Va. Code § 3-8-7(b)(1)

	<p>Written notification to candidates/committees that failed to file financial statements 60 days after the Primary Election), a written notice is to be sent by certified mail to candidates/committees that failed to file the required finance reports relating to the Primary Election.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-8-7(e) - CSR § 151-51 <i>et seq.</i>
<p>August 1, 2024</p>	<p>Deadline for No Party Organization/Unaffiliated Candidates to File Nominating Petitions, Certificate of Announcements and Pay Filing Fee No later than August 1 preceding the General Election, certificates nominating candidates are to be filed with the Secretary of State or County Clerk, depending upon the office being sought.</p> <p>If nomination certificate is not timely filed and filing fee not timely paid, they may not be accepted by the filing office.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-5-23, 3-5-24
<p>August 5 - 20, 2024</p>	<p>Special Filing Period for Board of Education Vacancy Occurring after Close of Filing for Primary Election No earlier than the first Monday in August and no later than 77 days before the General Election, candidate filing period for unexpired term of Board of Education to fill vacancy which occurs after the close of the Primary Election candidate filing but not later than 84 days before the General Election. The certificate of announcement and filing fee shall be remitted to the County Clerk no earlier than August 1 and no later than 77 days before the General Election.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-5-19(c)
<p>August 7, 2024 90 days before the General Election</p>	
<p>August 7, 2024 (Deadline)</p>	<p>Deadline for Ordering Precinct Change Last day for County Commission (after at least a 1 month notice) to enter an order changing the boundaries of any precinct into 2 or more precincts, or consolidate 2 or more precincts into 1, or to change the location of the polling place whenever the public convenience may require it. Within 15 days after such order is issued, the County Commission shall publish the order as a Class II-0 legal advertisement.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-1-7(b), 59-3-1 <i>et seq.</i>

<p>August 7, 2024</p>	<p>Adopt Policy Extending Emergency Absentee Voting Last day County Commission may adopt policy extending the emergency absentee voting procedures to:</p> <ol style="list-style-type: none"> 1. Hospitals or other duly licensed health care facilities within an adjacent county or within 35 miles of the county seat; and 2. Nursing homes within the county; or 3. A voter who becomes confined, on or after the seventh day preceding an election, to a specific location within the county because of illness, injury, physical disability, immobility due to advance age or other medical reason. <p>County Commission must adopt this policy 90 days before election and a copy of this policy must be filed with the Secretary of State.</p> <p>- W. Va. Code § 3-3-5c(a)</p>
<p>August 7, 2024</p>	<p>Petition for Suspension of Election Official Petition seeking suspension of an election official must be filed with County Commission at least 90 days before an election. The petition must be signed by 25 registered voters of the precinct where election official last served. Upon presentation of evidence of listed grounds, County Commission may, upon majority vote, suspend the eligibility to serve as an election official for 2 years.</p> <p>County Commission may, on its own motion, suspend an election official for specific causes for 4 years.</p> <p>- W. Va. Code § 3-1-28</p>
<p>August 7, 2024</p>	<p>Notice of Emergency Precinct Change In the case of an emergency <u>and</u> with the approval of the Secretary of State, last day on which to complete notice of County Commission’s intention to change, divide or consolidate voting precincts is at least 1 month before any precinct boundary change. Notice must be published once each week for 2 successive weeks in 2 qualified newspapers of opposite politics as Class II-0 legal ad.</p> <p>- W. Va. Code §§ 3-1-7, 59-3-1 <i>et seq.</i></p>

<p>August 7, 2024</p>	<p>Early Voting Community Voting Location Approval or Disapproval for General Election The county commission shall approve or disapprove community voting location proposal/s submitted by the county clerk no less than 90 days prior to election day.</p> <p>An early voting community voting location may continue to be used in subsequent elections without complying with the approval process if the county commission finds, and the county clerk agrees, at least 50 days, but not more than 80 days, prior to the election, that the location continues to qualify.</p> <ul style="list-style-type: none"> - W. Va. Code §3-3-2a - CSR §153-13-3
<p>August 13, 2024 84 days before General Election Day</p>	
<p>August 13, 2024 (Deadline)</p>	<p>Notice of Number of Election Officials The County Commission designates the number and type of election boards for the various precincts and gives written notice to the county executive committees of the 2 major political parties stating the number of nominations which may be made for poll clerks and commissioners.</p> <p><i>Recommended that notice of the number of emergency absentee voting commissioners needed is also provided at this time.</i></p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-29
<p>August 13, 2024</p>	<p>Last Day for Candidate to Withdraw from General Election The last day for candidate to file a notarized statement of withdrawal with the same officer with whom the certificate of announcement was filed must be provided to the County Clerk No later than 84 days before the General Election</p> <ul style="list-style-type: none"> - W. Va. Code § 3-5-11(b)(2)
<p>August 13, 2024</p>	<p>Disqualification for failure to file Primary Financial Statements Late financial statements must be received in the filing office by close of business on this day. Failure to file by the 84th day before the General Election is automatic disqualification, and the candidate’s name will be removed from the ballot. If disqualified,</p>

	<p>the executive committee may appoint according to the provisions of §3-5-19(a)(4).</p> <ul style="list-style-type: none"> - W. Va. Code § 3-8-7(c)(1)
<p>August 13 – October 30, 2024</p>	<p>Accept Applications for Mail-in Absentee Ballot from Eligible Voters for the General Election Period begins during which an eligible voter may submit an absentee ballot application, completed in his or her own handwriting, to the County Clerk in person, by mail, by fax or by email. Application must be received no earlier than 84 days preceding the General Election and not later than 6 days preceding General Election.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5(b)(2)
<p>August 17 – September 16, 2024</p>	<p>Continued use of Community Voting Early Voting Location Agreement for General Election An early voting community voting location may continue to be used in subsequent elections without complying with the approval process if the county commission finds, and the county clerk agrees, at least 50 days, but not more than 80 days, prior to the election, that the location continues to qualify.</p> <ul style="list-style-type: none"> - W. Va. Code §3-3-2a - CSR §153-13-3
<p>August 19, 2024 (Deadline for committee)</p>	<p>Executive Committee or Chair Appointment to Fill Vacancy in Nomination (For committee -- After Primary Election, but not later than 78 days preceding General Election.) Last day an executive committee may fill vacancy in nomination if the vacancy occurs 84 days before the General Election and is caused by any of the reasons below:</p> <ul style="list-style-type: none"> • Candidate automatically disqualified due to failure to file campaign finance reports • Candidate determined disqualified by State Executive Committee • Incapacity of candidate • Withdrawal of a candidate • Vacancy in certain partisan offices not on the General Election ballot (filing fee required) <p>(Not later than 2 days following the deadline for the executive committee)</p>

August 21, 2024 (Deadline for chair)	<p>If appropriate political executive committee has not filled vacancies in its General Election nominations, according to the provisions of this section such vacancies may be filled by the committee's chairman by filing with the proper officer.</p> <p>- W. Va. Code § 3-5-19</p>
August 21 – 27, 2024	<p>Secretary of State Certifies Names Secretary of State certifies to each County Clerk the names of each political party's nominees entitled to be placed on the General Election ballot between last day to fill vacancies in nomination and the drawing to determine ballot order</p> <p>- W. Va. Code § 3-5-18</p>
August 2, 2024 (Deadline for Primary)	<p>Voter History After each primary, general, municipal, or special election, the County Clerk shall enter the voting records into the statewide voter registration database within 80 days after the election.</p> <p>W. Va. Code § 3-2-18(e)</p>
<p>August 27, 2024 70 days before the General Election</p>	
August 27, 2024 (9:00 a.m.)	<p>Drawing for Order of Names on Ballot (On the 70th day next preceding the date of the General Election)</p> <p>For all ballot systems, drawing by lot shall be conducted at 9 a.m. in the office of the County Clerk to determine the order of names of candidates for any office or division for which more than one is to be elected.</p> <p>- W. Va. Code § 3-6-2(d)(2)</p>
August 27, 2024	<p>Estimate Number of Absentee Ballots No later than 70 days before the election the County Clerk estimates number of official absent and early voter's ballots required.</p> <p>- W. Va. Code § 3-3-11(a)</p>
August 27, 2024	<p>Election Official Nominations Filed No later than 70 days before the General Election, each county executive committee, or its chairman or secretary on its behalf, shall file in writing with the County Commission a list of persons</p>

	<p>nominated by a majority vote of the committee at a duly called meeting, as election officials and the positions for which they are designated, and those persons nominated as alternates. The number of alternates for each party may not exceed the number of precincts in the county.</p> <p>- W. Va. Code §3-1-30</p>
<p>August 27, 2024 <i>(Approximate date)</i></p>	<p>Candidate Name Removed from Ballot Due to Death Upon request of the candidate’s family, the board of ballot commissioners may remove the name of a candidate who dies if the death occurs before the ballots are printed. If death occurs after ballots are printed, a written notice shall be posted with the sample ballot at each precinct which states: “To the voter: (candidate name) of (residence), a candidate for (office sought) is deceased.”</p> <p>- W. Va. Code § 3-5-11(c)</p>
<p style="text-align: center;">September 6, 2024 60 days before General Election</p>	
<p>September 6, 2024</p>	<p>Emergency Order to Change Precincts In case of an emergency and with the permission of the Secretary of State, the County Commission may enter an order to consolidate, divide or change the boundaries of a precinct within a county no later than 60 days before the election.</p> <p>Within 15 days after such order is issued, the County Commission shall publish the order as Class II-0 legal advertisement.</p> <p>- W. Va. Code §§ 3-1-7, 59-3-1 <i>et seq</i></p>
<p>September 6, 2024</p>	<p>Emergency Order to Change Community Early Voting Location for General Election In counties where community early voting locations are used, in the case of an emergency, the county commission may enter an order to move the community voting location with the clerk’s approval no later than 60 days before the election.</p> <p>Reasonable notice of the ordered change shall be given to the public in a clear and conspicuous manner, which may include</p>

but is not limited to public announcements, news media, social media, and posting on the county's website.

- W. Va. Code §3-3-2a
- CSR §153-13-3

September 10, 2024
56 days before General Election

September 10, 2024

Notice of Number of Sets of Emergency Absentee Voting Commissioners Needed

56 days before the General Election, the County Clerk notifies the County Commission of the number of sets of emergency absentee ballot commissioners necessary.

- W. Va. Code §3-3-5c

September 17, 2024
49 days before the General Election

September 17, 2024

Election Officials and Alternates Appointed

No later than **49 days** before the election, the County Commission shall appoint the election officials for each designated election board as follows:

1. Eligible persons nominated and timely filed by the executive committees as poll clerks, election commissioners;
2. Additional persons selected by the County Commission to serve as election commissioners; and
3. Persons to fill any positions for which no nominations were filed.

The County Commission shall also appoint emergency absentee voting commissioners (*at the same meeting or at a subsequent meeting*).

The County Commission shall:

4. Appoint the alternates nominated by the executive committees;
5. Appoint additional alternates; and
6. Determine the number of persons who may be instructed to attend training as alternates.

- W. Va. Code §§ 3-1-30, 3-3-5c

<p>September 17, 2024</p>	<p>Write-In Candidate Filing Deadline for General Election Eligible persons who seek to be elected by write-in votes to an office which is to be filled at the General Election shall file a write-in candidate's certificate of announcement by the 49th day before the General Election.</p> <p>- W. Va. Code § 3-6-4a</p>
<p style="text-align: center;">September 20, 2024 46 days before the General Election</p>	
<p>September 20, 2024</p>	<p>Delivery of Absentee Ballots to County Clerk (No less than 46 days prior to General Election) Last day for board of ballot commissioners to have printed and delivered to County Clerk the official absent voters' ballots.</p> <p>- W. Va. Code § 3-3-11(a)</p>
<p>September 20 – October 30, 2024 (October 31, 2024 if applications are received on October 30, 2024)</p>	<p>Mail Absentee Ballots No later than the 46th day before the election, the County Clerks must mail absentee ballots to voters from whom they have received applications. Following the 46th day before the election, ballots must be sent within one day of receiving applications.</p> <p>Upon acceptance of a completed application, determine whether the requirements have been met and transmit absentee ballot(s), envelopes, instructions, and any other supplies required for voting the ballot. If determined the requirements have not been met, transmit balloting materials and give notice to the voter that the ballot will be provisional.</p> <p>- W. Va. Code § 3-3-5</p>
<p>September 24, 2024 (Deadline, depending on date of appointment)</p>	<p>Notice Mailed to Election Officials Within 7 days following the appointment, county commission notifies, by first-class mail, all election commissioners, poll clerks and alternates of their appointment, including a response form.</p> <p>- W. Va. Code § 3-1-30(h)</p>
<p>October 1 – October 7, 2024</p>	<p>3rd Quarter Report Reports due on October 1, 2024 of each year and filed within 6 days thereafter</p> <p>This report covers transactions from July 1, 2024 through September 30, 2024.</p>

	<ul style="list-style-type: none"> - W. Va. Code §§ 3-8-5, 3-8-5(b); - CSR § 146-3-8 <p>Candidates, treasurers and financial agents submit reports to the Secretary of State, County Clerk or Municipal Recorder, determined by which office is sought. A detailed itemized statement is submitted setting forth all activity from the previous report or organization date.</p>
<p>October 1, 2024 (Deadline, depending on date of appointment)</p>	<p>Election Officials Respond to Notification from County Clerk confirming ability to serve</p> <p>When an election official or alternate fails to return the response notice (or otherwise confirm to the County Clerk his or her agreement to serve within the required time, the position shall be considered vacant and the County Clerk shall proceed to fill the vacancies within 14 days following the date of appointment.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-30(i)
<p>October 7, 2024</p>	<p>Instructional Program for Election Officials</p> <p>Within 30 days prior to election, County Clerk conducts instructional program using training materials produced by Secretary of State, to all election officials, explaining and illustrating procedures for conducting elections, duties of the various election officials and methods of voting.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-1-46(c)
<p>October 10 – 16, 2024</p>	<p>Publish Sample Ballot for Early Voting</p> <p>Not more than 26 nor less than 20 days preceding the General Election, Ballot Commissioners publish sample official general ballot, nonpartisan candidates, and public questions as follows:</p> <ol style="list-style-type: none"> 1. For counties in which 2 or more qualified newspapers publish a daily newspaper, publish a Class I-0 legal advertisement in the 2 qualified daily newspapers of different political parties within the county having the largest circulation 2. For counties having no more than 1 daily newspaper, or having only 1 or more qualified weekly newspapers, publish sample as Class I legal advertisement in qualified newspaper having largest circulation <ul style="list-style-type: none"> - W. Va. Code §§ 3-6-3, 59-3-1 <i>et seq.</i>

October 15, 2024

Voter Registration Deadline

Voter registration for an election shall close **21 days** before the election, or on the **first day** thereafter which is not a Saturday, Sunday or legal holiday.

Completed application of eligible voter for registration, transfer, change of political party or other change submitted by the close of voter registration will be effective for any subsequent election, if:

1. Received at office of the County Clerk, no later than the hour of the close of registration;
2. Accepted by a designated agency or motor vehicle licensing office no later than the close of registration;
3. Accepted through a registration outreach program and received by the County Clerk no later than the close of registration;
4. Addressed to the appropriate County Clerk and postmarked by the postal service no later than the date of the close of registration;
5. Accepted through an approved electronic voter registration system and received no later than the close of business on the final day of registration; or
6. The verification notice mailed to the applicant is not returned as undeliverable

- W. Va. Code §§ 3-2-6

**October 16 - 29, 2024
(Notification)**

Inspection of ballots, electronic poll books and vote recording devices.

1 inspection can be done for Early Voting and Election Day materials, *or* they can be done separately if Election Day materials are not ready. *Note: Vote recording devices used for Early Voting may only be used on Election Day if they are retested.*

Preparation of materials is completed and **Notification** given to County Commission and Ballot Commissioners no later than **7 days** before election (Early Voting = October 16; Election Day = October 29).

**October 18 – 31, 2024
(Convene & inspect)**

Convene County Commissioners and Ballot Commissioners no later than **5 days** before election. [Early Voting = October 18; Election Day = October 31].

	<p>Class I-0 public notice regarding place and time of inspection is published no later than 3 days before inspection.</p> <ul style="list-style-type: none"> - W. Va. Code §§3-4A-13, 59-3-1 <i>et seq.</i>
<p>October 16 - November 4, 2024</p>	<p>Authorized Late Voter Registration Accepted from Certain Uniformed and Overseas Voters Between the 20th day before the election and 1 day before the election, members of the uniformed services and overseas citizens whose employment supports national security, who have been discharged 60 days preceding an election, and spouses/dependents residing with said individuals, may register to vote in person at the County Clerk’s Office. Appropriate documentation/affidavit must be presented as required by law.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-6a; - CSR § 153-44-1 <i>et seq</i>
<p>October 18, 2024</p>	<p>Accept Voter Registration Card by Mail without Postmark No later than 3 days following the close of registration is the last day an application for registration may be accepted if addressed to the appropriate County Clerk and received by mail with the postmark missing or illegible.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-6(b)(2)(A)
<p>October 21, 2024</p>	<p>Correct Incomplete Applications for Voter Registration County Clerk may correct applications for voter registration containing incomplete information if applicant provides the required information within 4 business days after the close of registration.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-6(b)(1)
<p>October 21 - October 25, 2024</p>	<p>General Report Reports due on the 15th day preceding the general election and filed within 4 days thereafter.</p> <p>This report covers transactions from October 1, 2024 through October 20, 2024.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-8-5, 3-8-5(b); - CSR § 146-3-8

<p>October 23 – November 2, 2024</p>	<p>Early Voting in Person Conducted Beginning on the 13th day and continuing through the third day before the election, voter may vote an early ballot at the county courthouse, an annex, or a designated community voting location during normal business hours; additionally, early voting must be conducted between 9 a.m. and 5 p.m. on the last 2 Saturdays before the General Election.</p>
<p>- W. Va. Code § 3-3-3</p>	
<p>October 29, 2024</p>	<p>Public Test of Tabulating Equipment 1 week prior to the start of the count of the votes, all automatic tabulating equipment must be tested to ascertain that it will accurately count the votes for all offices and on all measures.</p> <p>Notice must be provided <u>no more</u> than 2 weeks but <u>not less</u> than 48 hours before test by publication of Class I-0 legal advertisement. (Notice must be provided October 15 – October 27)</p> <p>After processing pre-audited ballots, the County Commission certifies the equipment to be free from error as determined by the test. Testing material and certification is to be placed in a sealed container until the start of canvass.</p>
<p>- W. Va. Code §§ 3-4A-26, 59-3-1 <i>et seq.</i></p>	
<p>October 29 – November 4, 2024</p>	<p>Instructional Program Make-Up Session Within last 7 days before election, County Clerk conducts make-up session for election officials unable to attend regular session.</p>
<p>- W. Va. Code § 3-1-46(c)</p>	
<p>October 29 – November 4, 2024</p>	<p>Publish Official List of Candidates or Sample Ballot for Election Day On the last day on which a newspaper is published immediately preceding the General Election, Ballot Commissioners publish the official list of candidates and issues, or the sample ballot, as follows:</p> <ol style="list-style-type: none"> 1. For counties in which 2 or more qualified newspapers publish a daily newspaper, publish as Class I-0 legal advertisement in the 2 qualified daily newspapers of different political parties within the county having the largest circulation; or 2. For counties having no more than 1 daily newspaper, or

	<p>having only 1 or more qualified weekly newspapers, publish as Class I legal advertisement in qualified newspaper having largest circulation.</p> <p>- W. Va. Code § 3-6-3, 59-3-1 <i>et seq.</i></p>
<p>October 29 – Noon, November 5, 2024</p>	<p>Receive Requests for Emergency Absentee Ballot No earlier than 7 days preceding the election and no later than noon of Election Day, a voter or a member of the voter’s immediate family (or in counties with an extended policy, a staff member of a nursing home) may request a ballot for voting emergency absentee. A voter may be eligible to receive an emergency absentee ballot in the following circumstances:</p> <ul style="list-style-type: none"> • Voter in the hospital on Election Day; • Replacement poll worker appointed after the period for Early Voting; • Voter in licensed health care facilities within an adjacent county or within 35 miles of the county seat (county policy required); • Voter in nursing home within the county if he or she has resided there for a period of less than 30 days (county policy required); or • Voter becomes confined, on or after the seventh day preceding an election, to a specific location within the county because of illness, injury, physical disability, or immobility due to advance age or other medical reason (county policy required). <p>- W. Va. Code §§ 3-3-1(d), 3-3-5c</p>
<p>October 30, 2024</p>	<p>Deadline for Absentee by Mail Application Not later than the sixth day preceding the election, last day to receive application for absentee ballot by mail. Ballot shall be mailed no later than the following day.</p> <p>- W. Va. Code § 3-3-5(b)(1), 3-3-5(e)(1)</p>
<p>October 31, 2024 (By close of business at the filing office)</p>	<p>Write-In Candidate Filing Deadline in Case of Death of Candidate Vacancy occurs no earlier than 48 days (September 18) and no later than 5 days (October 31) before the General Election, the certificate shall be received no later than the close of business 5 days before the election, or the close of business on the day following the occurrence of the vacancy, whichever is later.</p>

	<p>Write-in candidates file a certificate of announcement to become certified write-in candidates in case of the death of a candidate.</p> <p>- W. Va. Code § 3-6-4a(c)(2)</p>
November 2, 2024 (Deadline)	<p>Deadline for Early Voting in Person Last day to vote an early ballot in person (occurs on a Saturday)</p> <p>- W. Va. Code § 3-3-3</p>
November 4, 2024	<p>Deadline to Hand-Deliver Absentee Ballots to the County Clerk's Office The last day for County Clerk to accept hand delivered absentee ballot by mail is no later than 1 day preceding the election. No person may personally deliver more than 2 absentee ballots in any election.</p> <p>- W. Va. Code § 3-3-5(k)</p>
November 4, 2024	<p>Election Commissioners Receive Election Supplies No later than 1 day before the General Election, the last day on which election commissioner(s) of each precinct, as designated by County Commissioners, shall receive necessary election supplies from County Clerk.</p> <p>- W. Va. Code § 3-1-24, 3-4A-13(f)</p>
November 4, 2024	<p>Failure to Pick Up Supplies By close of County Clerk's Office 1 day prior to General Election, Board of Ballot Commissioners (or chairman thereof) forthwith dispatches, by special messenger, election supplies to any election commissioner who has failed to pick up supplies by designated time.</p> <p>- W. Va. Code § 3-1-25</p>
<u>November 5, 2024</u>	<p><u>GENERAL ELECTION DAY</u></p> <p>Tuesday after the first Monday in November of even years. Polls open at 6:30 a.m. and close 7:30 p.m.</p> <p>- W. Va. Code § 3-1-31</p> <p>In counties using electronic voting systems, County Clerk must deliver vote recording devices to polling places not less than 1 hour prior to polls opening.</p>

- W. Va. Code § 3-4A-16

If appointed election official fails to appear at polling place by 5:45 a.m., election officials shall contact County Clerk for assistance in filling vacancy.

- W. Va. Code § 3-1-30(k)

Upon request by or for persons eligible to vote emergency absentee ballot made no later than noon of Election Day, emergency absentee voting commissioners deliver application and ballot to voter in hospital (or nursing home if authorized).

- W. Va. Code § 3-3-5c

A voter whose registration record lists one address but has since moved to another within the county may update the registration at the polling place and shall vote in the precinct of current residence using a provisional ballot.

- W. Va. Code §§ 3-2-22(a)(6), 3-2-31(c)

A voter whose legal name has changed may update their registration by filing an affidavit of change of legal name at the polling place on Election Day without using a provisional ballot.

- W. Va. Code § 3-2-22(d)(2)

November 5, 2024

Post Summary Returns

Upon completion of the count, the returns are to be open to the public by posting a summary of the returns as have been tabulated at the central counting center.

- W. Va. Code § 3-4A-27(e)

**November 5, 2024
(Deadline: 7:30 PM)**

Absentee Ballots Received Electronically from Eligible Voters Accepted

No later than the close of polls Election Day, accept absentee ballots submitted electronically by eligible military and overseas voters and eligible voters with physical disabilities.

- W. Va. Code §3-3-5(i)

<p>November 6, 2024</p>	<p>Absentee Ballots Without Postmark Accepted 1 day after Election Day, absentee ballots without postmark are accepted if delivered by the US Postal Service or other express shipping service and received by the County Clerk, no later than the day after Election Day. (Does not apply to UOCAVA ballots.)</p> <ul style="list-style-type: none"> - W. Va. Code § 3-3-5(g)(1)
<p>November 12, 2024</p>	<p>Absentee Ballots Postmarked by Election Day Accepted No later than the hour at which the board of canvassers convenes to begin the canvass, absentee ballots by mail shall be accepted if ballot bears a postmark of the US Postal Service dated no later than Election Day and the ballot is received by the County Clerk, within the required time. Absentee ballots from military are accepted without postmark if received prior to start of canvass.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-3-5(g)(2) 3-5-17
<p>November 12, 2024</p>	<p>Canvass Returns On the 5th day, excluding Sundays, after General Election. If the fifth day falls on a Saturday or legal holiday, the canvass shall begin on the next business day. County Commission, as the board of canvassers, meets to canvass General Election returns. The board of canvassers shall meet from day to day adjourning no longer than is necessary until the canvass is complete.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-5-17, 3-6-9(a)(1) - CSR § 153-18-3
<p>Deadline depends on date canvass is completed in all jurisdictions.</p>	<p>Declare Upon completion of canvass, publicly declare the election results and wait 48 hours (do not count Saturdays, Sundays and legal holidays) to allow for recount requests to be submitted.</p> <p style="color: red;">Multi-county races must wait until the last county declares results for the 48 hours to begin. Notice will be provided by the Elections Division on the start times.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-5-17, §3-6-9(a)(8)
<p>Deadline depends on date results are declared</p>	<p>Recount Recount request must be made within 48 hours of the declaration of results. If a candidate is on the ballot in more than one county, the 48 hours begins after the final county's</p>

canvassing board declares the results. A candidate may demand a recount.

Note: If a recount has been demanded, the board of canvassers shall have **48 hours** in which to send notice to all candidates who filed for the office in which a recount has been demanded. Such recount shall be set for no sooner than **3 days** after serving the notice. After the notice is served, candidates so served shall then have an additional **24 hours** in which to demand a recount of precincts not requested to be recounted by candidate originally requesting recount. The recount is open to the public. However, only those authorized may handle election materials.

- W. Va. Code § 3-6-9

Deadline depends on date results are declared and recounts

Certify

48 hours after the declaration, CERTIFY election results in races where a recount was NOT requested.

- W. Va. Code §§ 3-5-17, 3-6-9, 3-6-10

Deadline depends on date election results are declared

Contest General Election

Within **10 days** after the results of election are **certified**, candidate may contest the General Election before the County Commission in which any general procedures, practices or results may be in issue. A contest is a legal proceeding. Legal counsel *should* (but not mandatorily) be obtained by parties involved.

- W. Va. Code §§ 3-7-1, 3-7-6

December 5, 2024 (Deadline)

Transmit Certificates of Results

The certification of the results of the General Election should be sent to Secretary of State **as soon as possible** but no later than **30 days** after the election.

Board of canvassers transmits original certificates of election results for all offices to be filled by the voters of more than one county to the Secretary of State, along with copies of certificates of results for county candidates

- W. Va. Code § 3-6-11

<p>January 1 – January 7, 2025</p>	<p>4th Quarter Report Reports due on January 1 of each year and filed within 6 days thereafter.</p> <p>This report covers transactions from October 24, 2024 through December 31, 2024.</p> <ul style="list-style-type: none"> - W. Va. Code §§ 3-8-5, 3-8-5(b); - CSR § 146-3-8 <p>Candidates, treasurers and financial agents submit reports to the Secretary of State, County Clerk or Municipal Recorder, determined by which office is sought. A detailed itemized statement is submitted setting forth all activity from the previous report or organization date.</p>
<p>January 4, 2025 (Saturday)</p>	<p>Report Failure to File Financial Statement to Prosecuting Attorney (60 days after General Election)</p> <p>Secretary of State and County Clerk give notice of any failure of candidates, agents or treasurers to file required, detailed, itemized financial statements of transactions connected with General Election to Prosecuting Attorney where candidate resides.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-8-7(a)
<p>January 24, 2025</p>	<p>Voter History (Within 80 days following General Election)</p> <p>After each primary, general, municipal or special election, the County Clerk shall enter the voting records into the statewide voter registration database.</p> <ul style="list-style-type: none"> - W. Va. Code § 3-2-18(e)

Notes