



Annual Checklist for Republican Town/City/Ward Committees

This is a handy list of dates that town/city/ward committees should be familiar with. It should prove helpful in keeping track of important deadlines.

- Continually** identify and recruit Republicans for town/city/ward committees, registrars, and election officers.
- Regularly** obtain a free voter list (“voter extract”).¹
- In **January**, look for annual census in the mail. Voters shall return completed census form to keep active voter status.¹
- In **February** or **March**, look for notice of any expiring registrar terms.²
- By **45 days after above notice**, committee chair shall submit 3 registrar nominees selected at a committee meeting with a quorum.²
- By **April 15th**, look for notice from board of registrars or selectmen (“select board”), to submit election officer nominees to town or city appointing authority.³
- By **June 1st** deadline, Republican Town Committee chair shall submit a list of election officer nominees (*even if April 15th notification is not received*) to the Board of Registrars. This list is selected at a Republican Town Committee meeting by a quorum of its members.³
 - The Board of Registrars may, if they deem necessary, meet with potential election officers after the Town Committee chairs are informed and offered an opportunity to attend the meetings.³
- By **June 30th**, the registrars shall submit the list of election officer nominees to the appointing authority (“select board” or mayor).³
 - Supplemental lists may be submitted at any time before appointments are made, to fill any vacancies occurring in original list. Appointments shall be made from the original list before any names are taken from any supplemental list.³
- Between **July 15th** and **August 15th**, monitor for election officer appointments by select board or other appointing authority.³
 - Election officers shall equally represent the 2 leading political parties, except that, without disturbing the equal representation of such parties, not more than 1/3 of the election officers may be unenrolled.⁴
 - For any primary or election, the city or town clerk must notify the appointing authority in writing if there is a deficiency in election officers within 6 weeks preceding the election. The appointing authority may then appoint election officers without regard to political party, voter status, residence, or inclusion on a list filed by the political party.⁵
 - The warden and clerk shall represent the 2 leading political parties⁴ unless the position is vacant within 3 weeks of the election. Then the city or town clerk may fill the vacancy by appointing a competent person willing to serve, without regard to political party, voter status, residence, or inclusion on a list filed by a political party.⁵

¹ MGL Ch 51 Sec 6, MGL Ch 53 Sec 37

² MGL Ch 51 Sec 15

³ MGL Ch 54 Sec 11b, 12

⁴ MGL Ch 54 Sec 13

⁵ MGL Ch 54 Sec 14