

ELECTION OFFICIALS' INSTRUCTIONS

What is the candidate required to do?

Within **five calendar days** of filing qualifying papers with the appropriate election official, every candidate must file a Statement of Economic Interest or have a current SEI on file. Ala. Code § 36-25-15(a)

What is the election official required to do?

Within **five calendar days** of receiving a declaration of candidacy or a petition to appear on the ballot, each election official shall notify the commission of the name of the candidate and the date on which they qualified. Ala. Code § 36-25-15(b)

What is the Commission required to do?

Within **five business days** of receiving the notification from the election official, the Commission shall notify the election official whether the candidate has complied by filing the SEI within five days of qualifying. Ala. Code § 36-25-15(c)

I am an election official, how do I send the Commission the names of the candidates that qualify with me?

For the most efficient and accurate results, please use this [template](#) to fill in all requested fields. Once you have completed the list, please go to the [SEI site](#) and choose "Candidate List Upload." You will use your personal login information to login to the system, so the uploads are secure, and we are able to identify who uploaded the list.

I already uploaded my list, but I had another candidate qualify. What do I do?

Using the list you have already created, simply add the new candidate(s) to that list and upload it again. The only list you will see when you login is the latest upload.

Do I have to update the list every day?

It is not required but we HIGHLY encourage the list be updated each day a new candidate has qualified. The sooner we have the name, the sooner we can determine whether a candidate has complied. If a candidate has not complied prior to qualifying ending, they may re-qualify with the election official if they choose and the time frame for filing the SEI will begin again with the second qualification.

Example 1:

Qualifying opens 6-10-24 and closes on 6-24-24. Jane Doe qualifies on 6-10-24. Her SEI must be filed by 6-15-24. The election official informs the Commission about Jane Doe's qualification on 6-15-24, but she has not filed her SEI and therefore, has not complied with Ala. Code § 36-25-15. She may re-qualify with the election official if she chooses and the confirmation process begins again as though she had not qualified before.

Example 2:

Qualifying opens 6-10-24 and closes 6-24-24. John Doe qualifies on 6-20-24 without filing his SEI. The election official informs the Commission of his qualification on 6-25-24, as required. However, John has not filed his SEI within the five days and qualifying has closed. Therefore, he is unable to re-qualify for the election.

What happens once the list has been uploaded?

The names on the list and the confirmation codes will be automatically compared to the SEIs that have been filed with the Commission. If there is not a match between the list uploaded and a properly filed SEI, the candidate will get an e-mail informing them that they are required to file their SEI by "Date five days after qualifying date" and receive the same e-mail every day until those five days have expired. The election official will be copied on the e-mails to the candidates.

What happens if a candidate does not comply with Ala. Code § 36-25-15?

The Code says that "if a candidate does not submit a statement of economic interests or when applicable, an amended statement of economic interests in

accordance with the requirements of this chapter, the name of the person shall not appear on the ballot and the candidate shall be deemed not qualified as a candidate in that election.”

“If a candidate is deemed not qualified, the appropriate election official shall remove the name of the candidate from the ballot.”