

2019 SCHOOL BOARD ELECTION CALENDAR

The annual election for school districts shall be held between the second Tuesday in April and the third Tuesday in June ([13-7-10](#) & [13-7-10.1](#)). The days to the right are found to be the most common. A school district may choose an alternate date.

	APRIL 9	JUNE 4	JUNE 18
	Second Tuesday in April (a city may combine with you on this date)	First Tuesday after the first Monday in June (a City may combine with you on this date)	Third Tuesday in June (a city may combine with you on this date)
Deadline for the school board to establish the election date. (13-7-10)	First regular meeting in January	First regular meeting in January	First regular meeting in January
Publish notice of vacancies and time and place for filing petitions each week for two consecutive weeks. (13-7-5 , 13-7-10.4 & 05:02:04:14) NOTE: confirm that all notices have been received and published by the paper (ask for a confirmation email)	Between the dates of January 15 th and 30 th	Between the dates of Feb. 15 th and March 1 st	Between the dates of March 15 th and 30 th
Earliest date to begin petition circulation and earliest date to file nominating petition. (13-7-10.2 , 13-7-10.4 , 13-7-6 & 05:02:08:11)	January 25 th	March 1 st	April 9 th
Deadline for filing nominating petition*. If this is a Friday , please plan accordingly to be available to accept petitions. Registered mail is acceptable if postmarked by the deadline date and time. (13-7-10.2 , 13-7-10.4 & 13-7-6) *After validating petitions, the business manager must sign a verification stating that the petition contains the minimum # of signatures and that the candidate is a resident voter.	Feb. 22 nd 5:00 pm	March 26 th 5:00 pm	May 10 th 5:00 pm
Deadline for submission of written request to withdraw candidate's name from nomination. <u>If you will not have an election, you DO NOT have to publish anything further or notify our office.</u> (13-7-7 & 05:02:07:05) Remember to issue certificates of election. See page 2 for more info.	Feb. 22 nd 5:00 pm	March 26 th 5:00 pm	May 10 th 5:00 pm
Deadline for Candidates, in school districts with a total enrollment of more than 2,000 students , to file the Candidate Financial Interest Statement (12-25-30). <u>Within 15 days of filing a nominating petition</u> , a <u>candidate</u> must file this statement with the person in charge of the election. A sample form can be found at sdsos.gov .	Within 15 days of filing nominating petition	Within 15 days of filing nominating petition	Within 15 days of filing nominating petition
Have you ordered your election kit? McLeod's Printing in Mitchell (605-996-5151) is the only company in SD that sells election kits. Check to see if you need to order absentee ballot combined envelopes (05:02:10:01:03).	Order so you receive before absentee voting begins	Order so you receive before absentee voting begins	Order so you receive before absentee voting begins
Once you know you have an election, drawing for candidate order on the ballot needs to be conducted. Each candidate may be present. (13-7-13)	Draw after petition filing deadline	Draw after petition filing deadline	Draw after petition filing deadline
Don't forget to have your governing board appoint your Election Board. (13-7-12 & 05:02:05:11.01) You may use high school seniors (<i>must be 18 years old</i>) (13-27-6.1) Compensation for election board (13-7-12)	Anytime	Anytime	Anytime
First publication of voter registration notice. Must be published for two consecutive weeks. (12-4-5.2 & 05:02:04:04)	Between the dates of March 4 th and 8 th	Between the dates of April 29 th and May 3 rd	Between the dates of May 13 th and 17 th
Second publication of voter registration notice. The last publication to be not less than ten nor more than fifteen days before the deadline for registration (12-4-5.2 & 05:02:04:04)	Between the dates of March 11 th and 15 th	Between the dates of May 6 th and 10 th	Between the dates of May 13 th and 17 th
Deadline for voter registration. (12-4-5)	March 25 th by 5:00 pm	May 20 th by 5:00 pm	June 3 rd by 5:00 pm

Absentee ballots must be made available no later than 15 days prior to the election (13-7-13). Sample ballots must be printed on yellow paper and we encourage you to put the word SAMPLE on the sample ballot. The paper ballot form can be found at 05:02:06:12 . The optical scan ballot can be found at 05:02:06:10 .	March 25 th	May 20 th	June 3 rd
Publish notice of election that needs to be published each week for two consecutive weeks. First publication must be at least 10 days before the election. (13-7-8 & 05:02:04:15)	Weeks of March 25 th and April 1 st	Weeks of May 20 th and May 27 th	Weeks of June 3 rd and June 10 th
Publish facsimile ballot in the calendar week before the election. The calendar week falls from the Monday to the Saturday of the week prior to the Tuesday of Election Day. (13-7-8 & 12-16-16.2 talks about the size for publication)	Week of April 1 st	Week of May 27 th	Week of June 10 th
If using optical scan ballots: Not more than ten days prior to an election, the person in charge of the election shall conduct a test of the automatic tabulating equipment. <i>Notice of the test, must be published at least 48 hours prior to the test.</i> (12-17B-5 & 05:02:09:01.01)	Conduct test anytime between March 30 – April 8	Conduct test anytime between May 25 th – June 3 rd	Conduct test anytime between June 8 th – 17 th
Deadline for a voter to absentee vote in-person .	April 8 th by 5:00 pm	June 3 rd by 5:00 pm	June 17 th by 5:00 pm
A voter, who is confined due to sickness or disability, may request an absentee ballot via authorized messenger until 3:00 pm the day of the election . The ballot has to be returned to you in time for you or your staff to get it to the proper polling location by 7:00 pm.	APRIL 9 until 3:00 pm	JUNE 4 until 3:00 pm	JUNE 18 until 3:00 pm
ELECTION DAY. Polls open 7:00 am to 7:00 pm (13-7-10). The person in charge of the election MUST BE AVAILABLE from 7:00 am until the ballots have been counted and all election materials and supplies have been returned.	APRIL 9	JUNE 4	JUNE 18
Deadline for official canvass (13-7-18). Certify the election results to the County Auditor (05:02:07:04) and issue certificates of election (13-7-9 , 13-7-18 , 05:02:15:10 & 05:02:15:11).	At the next meeting after the election	At the next meeting after the election	At the next meeting after the election
In school districts with a total enrollment of more than 2,000 students , an official must file an Elected Official Financial Interest Statement (3-1A-4). NOTE: as of July 1, 2017, these have to be filed annually per 3-1A-4 . The financial interest statement is filed with the person in charge of the election and a sample form can be found at sdsos.gov .	Within 15 days of taking oath of office	Within 15 days of taking oath of office	Within 15 days of taking oath of office

Oaths of Office: There is nothing in Administrative rule that outlines the form/wording of an oath of office. Please work with your (city or school, depending on which calendar) attorney to write the oath. Also, there is nothing that clearly guides you as to when your officials must take the oath. Work with your attorney regarding this. Reference [SDCL 13-8-14](#) for qualifying for office.

Note: If the school election is combined with a municipal election on a date other than the 2nd Tuesday in April, all dates follow [SDCL 13-7](#) (except when combined with the county for a primary election). When combining, make sure to have a written agreement with the other jurisdiction determining who is responsible and who is paying for each election process.

Ballot color for combined elections: If combining, one ballot must be white and the other jurisdiction will use a contrasting color (**do not use yellow** as that is the color for sample ballots). [ARSD 05:02:06:18](#)

Notify County Auditor: Contact your county auditor when you know you will have an election and ask if he/she can be available from 7:00 am to 7:00 pm on that date to answer questions regarding voter registration. ([SDCL 7-7-2](#))

Missed Election Notices: We do encourage any jurisdiction that misses a publication to try to get it published and post the notice around their jurisdiction. The notice would still be considered late and the election could still be challenged. Make sure to contact your school attorney if you miss a notice.

To check the registration status of the candidate and petition signers (**Business Managers are required by law to do this for candidate petitions**), per [ARSD 05:02:08:00](#), go to: <http://cityandschoollookup.sdsos.gov/Login.aspx>. If you forgot your username and password, or never had one, contact the Secretary of State's Election Team and we will provide one to you.

Contact a member of the Secretary of State's Election Team with any questions at Elections@state.sd.us or 605-773-3537.

Additional **election information** can be found at: <https://sdsos.gov>. Click on Elections and Voting then the **City/School Resources** button.