# 2020 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. **If you intend to combine with the County for the June 2nd Primary Election, you need to follow the City/School combining with the County Primary Election Calendar. The dates are to the right, on this calendar, will not reflect the dates you have to follow for a combined Primary Election on June 2nd.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 14</td>
<td>First regular meeting in January</td>
</tr>
<tr>
<td>June 2</td>
<td>First Tuesday after the first Monday in June (a City may combine with you on this date)</td>
</tr>
<tr>
<td>June 16</td>
<td>First regular meeting in January</td>
</tr>
</tbody>
</table>

## Deadline for the School Board to establish the election date.
(13-7-10)

### 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 published and published by the paper ask for a confirmation email)

### 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)*

### 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.

### Deadline for submission of written request to withdraw candidate's name from nomination. If you will not have an election, you DO NOT have to publish anything further or notify our office. *(13-7-7 & 05:02:07:05)* Remember to issue certificates of election. See page 2 for more info.

### 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). Within 15 days of filing a nominating petition, a candidate must file this statement with the person in charge of the election. A sample form can be found at sdsos.gov.

### 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)*

### 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)*

### 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 *(must be 18 years old)* *(13-27-6.1)* Compensation for election board. *(13-7-12)*

### First publication of voter registration notice. Must be published for two consecutive weeks. *(12-4-5.2 & 05:02:04:04)*

### 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)*
<table>
<thead>
<tr>
<th><strong>Deadline for voter registration.</strong> <em>(12-4-5)</em></th>
<th><strong>Absentee ballots must be made available no later than 15 days prior to the election.</strong> <em>(13-7-13)</em></th>
<th><strong>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.</strong> <em>(13-7-8 &amp; 05:02:04:15) (Note: May 25th is Memorial Day)</em></th>
<th><strong>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.</strong> <em>(13-7-8 &amp; 12-16-16.2 talks about the size for publication)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>March 30th by 5:00 pm</strong></td>
<td><strong>March 30th by 5:00 pm</strong></td>
<td><strong>Weeks of March 30th &amp; April 6th</strong></td>
<td><strong>Week of April 6th</strong></td>
</tr>
<tr>
<td><strong>May 18th by 5:00 pm</strong></td>
<td><strong>May 18th by 5:00 pm</strong></td>
<td><strong>Weeks of May 18th &amp; May 25th</strong></td>
<td><strong>Week of May 25th</strong></td>
</tr>
<tr>
<td><strong>June 1st by 5:00 pm</strong></td>
<td><strong>June 1st by 5:00 pm</strong></td>
<td><strong>Weeks of June 1st &amp; June 8th</strong></td>
<td><strong>Week of June 8th</strong></td>
</tr>
</tbody>
</table>

**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.

**Petitions:** 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** may be found at: https://sdsos.gov by clicking on Elections & Voting then the City/School Resources button.

South Dakota Secretary of State

*last updated March 2, 2020*