

# 2021-2022 MUNICIPAL AND SCHOOL ELECTION OFFICIAL TRAINING

## WEBINAR SCHEDULE

Prior to each webinar, Lori at the SDML will forward the login information to those that have pre-registered. The length of each webinar is an estimate. We could go longer or shorter, but we will try very hard to stick to the allotted time.

### Webinar 1: Thursday, December 9, 2021

**9:30 AM - 10:15 AM CST / 2:30 PM - 3:15 PM CST**

- Election Types and Date (don't forget to set your election date)
- Combining elections vs. holding elections on the same day
- Election Calendar (appoint your election boards sooner rather than later)
- Precinct and Election Boards
- Public Notices
- We will walk through our website and the Legislative Research Council's site if time allows

### Webinar 2: Wednesday, December 15, 2021

**9:30 AM - 10:40 AM CST / 2:30 PM - 3:40 PM CST**

- Candidate Eligibility Requirements
- Petitions - Forms, Deadlines, Signature Requirements (change for cities) and Counting Signatures (walk through the petition checklist). New petition challenge law.
- What if no one files?
- Financial Interest Statements (these must be filed every year for applicable cities and schools)
- Vacancies - What Creates a Vacancy and How to Fill It
- Campaign Finance (for applicable cities and schools) - Who is Required to File, Restrictions, Disclaimers and Forms

### Webinar 3: Thursday, March 3, 2022

**9:30 AM - 10:10 AM CST / 2:30 PM - 3:10 PM CST**

- Ballot Preparation
- Who Can Vote - Voter Registration and Residency

**Webinar 4: Tuesday, March 15, 2022**

**9:30 AM - 10:30 AM CST / 2:30 PM - 3:30 PM CST**

- Absentee Voting - Application, Voting In-Person or by Mail, UOCAVA Voters (we will walk through our handout)

**Webinar 5: Thursday, March 17, 2022**

**9:30 AM - 11:00 AM CST / 2:30 PM - 4:00 PM CST**

- Election Worker Training - you may use this to train your election workers
  - We will walk through the Precinct Manual as a guide on “What to do on Election Day.”

**Webinar 6: Thursday, March 24, 2022**

**9:30 AM - 10:00 AM CDT / 2:30 PM - 3:00 PM CDT**

- What to ask your county auditor for (Voter registration list, schools make sure to ask for all the counties your district covers etc.)
- What should you, as the person in charge of the election, do on Election Day?
- Counting, Canvassing and Recounting - Provisional Ballots, Duties of Canvassers and Recount Process