

2017-2018 MUNICIPAL/SCHOOL ELECTION WORKSHOPS

Presented by:

Office of South Dakota Secretary of State • South Dakota Municipal League • Associated School Boards of South Dakota

One in-person workshop and five webinar workshops are scheduled to assist election officers in conducting elections. The Secretary of State's office, Associated School Boards of South Dakota and the South Dakota Municipal League will again co-sponsor workshops covering all aspects of elections - from notices to the final canvass - including question-and-answer sessions.

Please check the box in front of the workshop that you wish to attend under each date.

***Webinar Registration is located on second page.**

In-person Workshop – There will be only one in-person workshop held.

- New Finance Officers and Business Managers are encouraged to attend the in-person training if possible.

-\$25 registration fee for the in-person workshop - includes a working lunch.

***Training covers all aspects of elections in one day, so webinar workshop attendance will not be necessary.**

☐ **October 25th** 10:00 am-3:00 pm Central Time, Ramkota Hotel, Pierre

In-person Election Workshop Registration Form

2017-2018 Municipal/School Election Workshops

October 25, 2017 Ramkota Hotel, Pierre

School: _____

Please Print Name and Title:

Name

Title

Email

***Send a check for \$25/person if you plan to attend the in-person training in Pierre on October 25, 2017**

Please return this form with payment by October 10, 2017 to:

South Dakota Municipal League

208 Island Drive

Fort Pierre, SD 57532

***NO REFUNDS AFTER October 10, 2017**

SDML OFFICE USE ONLY:	DATE: _____	CHECK#: _____	AMOUNT: _____
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Webinar Election Workshop Registration Form

2017-2018 Municipal/School Election Workshops

Webinar Workshops – All aspects of elections will be covered over 5 different webinar workshops

-Webinars are free of charge. **New Finance Officers and Business Managers should attend all 5 webinars, if possible.**

-Two identical Webinars will be held on each date. Choose one to attend on each date.

-Each webinar time is limited to 100 participants, so please register early if you plan to attend via webinar.

-Those who register to attend the webinar will be emailed the login and call-in information one week prior to each workshop.

***Fill out a separate form for *each* attendee. Check the box in front of the time you wish to attend for each date.**

Webinar 1 - December 5, 2017 Estimated time 45+ minutes.

Check one: ☐ 9:30 am or ☐ 2:30 pm (Central Time)

- Election Types and Date (don't forget to set your 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 (adding optical scan notice)
- Walk through the Secretary of State's website and the Legislative Research Council's site

Webinar 2 – January 4, 2018 Estimated time 70+ minutes

Check one: ☐ 9:30 am or ☐ 2:30 pm (Central Time)

- Candidate Eligibility Requirements
- Petitions – Forms, Deadlines, Signature Requirements (change for cities) and Counting Signatures (walk through petition checklist). New petition challenge law.
- What if no one files?
- Financial Interest Statements (have to be filed every year now 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 – March 6, 2018 Estimated time 20+ minutes

Check one: ☐ 9:30 am or ☐ 2:30 pm (Central Time)

- Ballot Preparation
- Who Can Vote – Voter Registration and Residency
- Absentee Voting – Application, Voting In-Person or by Mail, UOCAVA Voters (walk through SOS handout)

Webinar 4 – March 7, 2018 Estimated time 1.5 + hours

Check one: ☐ 9:30 am or ☐ 2:30 pm (Central Time)

- Election Worker Training – you can use this to train your election workers.
- Walk through the Precinct Manual as a guide on “What to do on Election Day.”

Webinar 5 – March 13, 2018 Estimated time 25+ minutes

Check one: ☐ 9:30 am or ☐ 2:30 pm (Central Time)

- What to ask your county auditor for (VR list, schools make sure to ask for all the counties your district covers)
- 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

School: _____

Name: _____ **Title:** _____ **Email:** _____

***Please return this completed form by October 10, 2017 to the SDML at Lisa@sdmunicipalleague.org**