

# SOUTH DAKOTA MUNICIPAL LEAGUE

## 2021-2022 MUNICIPAL/SCHOOL ELECTION WORKSHOPS

The Secretary of State's office, Associated School Boards of South Dakota and the South Dakota Municipal League will again co-sponsor webinar workshops covering all aspects of elections - from notices to the final canvass.

**Webinar Workshops** – All aspects of elections will be covered over 6 different webinar workshops

-Webinars are free of charge. **New Finance Officers and Business Managers should attend all 6 webinars, if possible.**

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

-Those who register to attend 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 – Thursday December 9, 2021** 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 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
- Walk through the Secretary of State's website and the Legislative Research Council's site

**Webinar 2 – Wednesday, December 15, 2021** 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 (must 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 – Thursday, March 3, 2022** Estimated time 40+ minutes

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

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

**Webinar 4 – Tuesday, March 15, 2022** Estimated time 60+ minutes

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

- Absentee Voting – Application, Voting In-Person or by Mail, UOCAVA Voters (walk through SOS handout)

**Webinar 5 – Thursday, March 17, 2022** Estimated time 1.5 + hours

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

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

**Webinar 6 – Thursday, March 24, 2022** Estimated time 30+ 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 District:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**\*Please return this completed form by November 30, 2021 to the SDML at [Lisa@sdmunicipalleague.org](mailto:Lisa@sdmunicipalleague.org)**