

# City and/or School Combining with the County on the 2018 Primary date

**DO NOT use this calendar if your jurisdiction is just holding your election on the Primary election date and using the same polling location(s). That is not the same as combining and the dates on this calendar do not apply.**

Cities and schools may choose to combine with the County for the Primary Election. The following are the publication and deadline dates to follow. **Please note** there will be differences on some of the dates when compared to the dates the County Auditor is required to follow. This calendar is based upon the presumption that there is a combined ballot and not that each jurisdiction has their own ballot.

When combining, make sure to have a **written agreement**, with the County and any other jurisdictions, determining who is responsible for and who is paying for each election publication and process.

\*Deadline for school board to set the date of the Annual School Election ([13-7-10](#))  
 \*Deadline for municipal governing board to establish the election date no later than **January 14<sup>th</sup>** of the election year if they choose a different election date other than the 2<sup>nd</sup> Tuesday in April. ([9-13-1](#) & [9-13-1.1](#) & [9-13-1.2](#))

Publish notice of vacancies and time and place for filing petitions each week for two consecutive weeks. **Finance officer and school business manager publish these.** ([9-13-37](#) and [13-7-10.4](#)) **NOTE: confirm that all notices have been received and published by the paper (ask for a confirmation email)**

Earliest date for candidates to begin petition circulation and earliest date to file a nominating petition. ([9-13-37](#) and [13-7-10.4](#))

Deadline for filing nominating petitions (filed with finance officer or school business manager). 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. ([9-13-37](#) and [13-7-10.4](#))

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. ([9-13-7.1](#), [13-7-7](#) & [05:02:07:05](#)) Remember to issue certificates of election. See page 2 for more info.

Deadline for Candidates, in **first class municipalities only**, and Candidates, in school districts with a total enrollment of more than 2,000 students, to file the Candidate Financial Interest Statement with the person in charge of the election ([12-25-30](#)). A sample form can be found at [sdsos.gov](#).

Drawing for position on the ballot. Each jurisdiction conducts their drawing. Each candidate may be present ([9-13-21](#) and [13-7-13](#))

Deadline to certify to the County Auditor the candidate names and/or ballot language. ([9-13-37](#) and [13-7-10.3](#))

Work with the County Auditor to see if she/he needs assistance with finding election workers.

# JUNE 5

First Tuesday after the first Monday in June

**PRIOR TO SETTING  
ELECTION DATE**

School – first regular meeting in January  
 City – no later than January 14

Between the dates of Feb. 15<sup>th</sup> and March 1<sup>st</sup>

March 1<sup>st</sup>

March 27<sup>th</sup> by 5:00 pm

March 27<sup>th</sup> by 5:00 pm

Within 15 days of filing nominating petition

Must complete by March 29<sup>th</sup>

March 29<sup>th</sup>

Anytime

Absentee voting begins <b>46</b> days prior to the election date. ( <a href="#">12-19-1.2</a> and <a href="#">12-19-3</a> ) Work with the county auditor to determine who is handling the absentee voting.	April 20 <sup>th</sup>
<b>County Auditor publishes</b> first deadline of voter registration. Must be published for two consecutive weeks. ( <a href="#">12-4-5.2</a> & <a href="#">05:02:04:04</a> )	Week of April 30 – May 5
<b>County Auditor publishes</b> second deadline of voter registration notice.	Week of May 7-11
Deadline for voter registration. ( <a href="#">12-4-5</a> )	May 21 <sup>st</sup> by 5:00 pm
<b>Work with the County Auditor</b> to determine if they are publishing the <u>notice of election</u> or if you need to publish your own. This notice needs to be published each week for two consecutive weeks. First publication must be at least 10 days before election. ( <a href="#">13-7-8</a> & <a href="#">05:02:04:15</a> ), ( <a href="#">9-13-13</a> & <a href="#">05:02:04:08</a> )	Weeks of May 21 – 26 and May 28 – June 1
First day that the County Auditor may conduct a public test of the automatic tabulating system. <b>County Auditor must publish</b> the notice 48 hours before test. ( <a href="#">12-17B-5</a> & <a href="#">5:02:09:01.01</a> )	May 26 <sup>th</sup>
<b>County Auditor publishes</b> 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. ( <a href="#">13-7-8</a> & <a href="#">12-16-16.2</a> ) and ( <a href="#">9-13-13</a> & <a href="#">12-16-16.2</a> ) talks about the size for publication)	Week of May 28 <sup>th</sup> – June 2 <sup>nd</sup>
Deadline for a voter to <b>absentee vote in-person</b> .	June 4 by 5:00 pm
A voter, who is confined due to sickness or disability, <b>may request an absentee ballot via authorized messenger until 3:00 pm the day of the election</b> . The ballot has to be returned to the county auditor in time for her/him or their staff to get it to the proper polling location by 7:00 pm.	<b>JUNE 5</b> until 3:00 pm
<b>ELECTION DAY. Polls open 7:00 am to 7:00 pm</b> ( <a href="#">13-7-10</a> ), ( <a href="#">9-13-1</a> ).	<b>JUNE 5</b>
Deadline for the official canvass. Each jurisdiction conducts own canvass. Work with the County Auditor to receive your jurisdiction's canvass sheet. ( <a href="#">13-7-18</a> ), ( <a href="#">9-13-24</a> )	<b>School</b> – at the next meeting after the election <b>City</b> – within 7 days of the election
*Schools certify the election results to the County Auditor ( <a href="#">05:02:07:04</a> ) and issue certificates of election ( <a href="#">13-7-9</a> , <a href="#">13-7-18</a> , <a href="#">05:02:15:10</a> & <a href="#">05:02:15:11</a> ). *Cities issue certificates of election. ( <a href="#">9-13-5</a> & <a href="#">9-13-28</a> ; <a href="#">05:02:15:08</a> & <a href="#">05:02:15:09</a> )	<b>School</b> – at the next meeting after the election <b>City</b> – within 2 days after canvass
Deadline for officials in a <b>first class municipality</b> , and officials in <b>school districts</b> with a total enrollment of more than 2,000 students, to file an Elected Official Financial Interest Statement ( <a href="#">3-1A-4</a> ). <b>NOTE:</b> as of July 1, 2017, these have to be filed annually per <a href="#">3-1A-4</a> . The financial interest statement is filed with the person in charge of the election and a sample form can be found at <a href="#">sdsos.gov</a> .	Within 15 days of taking oath of office

**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 jurisdiction's 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](mailto: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.