

# 2018 MUNICIPAL ELECTION CALENDAR

The dates to the right are the only date options for annual municipal elections. There are no other date options. The school may request to combine with you on any of these dates. **If you intend to combine with the County for the June 5<sup>th</sup> Primary Election, you need to follow the City/School combining with the County Primary Election Calendar. The dates to the right, on this calendar, will not reflect the dates you have to follow for a combined Primary Election on June 5<sup>th</sup>.**

	APRIL 10	JUNE 5	JUNE 19
	Second Tuesday in April	First Tuesday after the first Monday in June (may combine with School)	Must combine with the school on the third Tuesday in June
Deadline for the governing board to establish the election date <b>if they choose a different date than the 2<sup>nd</sup> Tuesday in April.</b> ( <a href="#">9-13-1</a> & <a href="#">9-13-1.1</a> & <a href="#">9-13-1.2</a> )	No later than January 14	No later than January 14	No later than January 14
Publish notice of vacancies and time and place for filing petitions each week for two consecutive weeks. ( <a href="#">9-13-6</a> , <a href="#">9-13-37</a> , <a href="#">9-13-40</a> & <a href="#">05:02:04:06</a> & <a href="#">13-7-5</a> ) <b>NOTE:</b> confirm that all notices have been received <u>and</u> published by the paper (ask for a confirmation email)	Between the dates of January 15 <sup>th</sup> and 30 <sup>th</sup>	Between the dates of Feb. 15 <sup>th</sup> and March 1 <sup>st</sup>	Between the dates of March 15 <sup>th</sup> and 30 <sup>th</sup>
Earliest date to begin petition circulation and earliest date to file nominating petition. ( <a href="#">9-13-9</a> , <a href="#">9-13-40</a> , <a href="#">9-13-37</a> , <a href="#">13-7-6</a> ; ARSD <a href="#">05:02:08:13</a> and <a href="#">05:02:08:11</a> )	January 26 <sup>th</sup>	March 1 <sup>st</sup>	April 10 <sup>th</sup>
Deadline for filing nominating petition. If this is a <b>Friday</b> , please plan accordingly to be available to accept petitions. <b>Registered mail</b> is acceptable if postmarked by the deadline date and time. ( <a href="#">9-13-7</a> , <a href="#">9-13-40</a> , <a href="#">9-13-37</a> , <a href="#">13-7-6</a> )	Feb. 23 <sup>rd</sup> 5:00 pm	March 27 <sup>th</sup> 5:00 pm	May 11 <sup>th</sup> 5:00 pm
Deadline for submission of written request to withdraw candidate's name from nomination. <u>If you will not have an election, you <b>DO NOT</b> have to publish anything further or notify our office.</u> ( <a href="#">9-13-7.1</a> , <a href="#">13-7-7</a> & <a href="#">05:02:07:05</a> ) Remember to issue certificates of election. See page 2 for more info.	Feb. 23 <sup>rd</sup> 5:00 pm	March 27 <sup>th</sup> 5:00 pm	May 11 <sup>th</sup> 5:00 pm
Deadline for Candidates, in <b>first class municipalities only</b> , to file the Candidate Financial Interest Statement with the person in charge of the election ( <a href="#">12-25-30</a> ). A sample form can be found at <a href="#">sdsos.gov</a> .	Within 15 days of filing nominating petition	Within 15 days of filing nominating petition	Within 15 days of filing nominating petition
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 ( <a href="#">05:02:10:01.03</a> ).	Order so you receive before absentee voting begins	Order so you receive before absentee voting begins	Order so you receive before absentee voting begins
Once you know you have an election, drawing for candidate order on the ballot needs to be conducted. Each candidate may be present. ( <a href="#">9-13-21</a> )	Draw after petition filing deadline	Draw after petition filing deadline	Draw after petition filing deadline
Don't forget to have your governing board appoint your Election Board. ( <a href="#">9-13-16.1</a> & <a href="#">05:02:05:11.01</a> )	Anytime	Anytime	Anytime
First publication of voter registration notice. Must be published for two consecutive weeks. ( <a href="#">12-4-5.2</a> & <a href="#">05:02:04:04</a> )	Between the dates of March 5 <sup>th</sup> and 9 <sup>th</sup>	Between the dates of April 30 <sup>th</sup> and May 4 <sup>th</sup>	Between the dates of May 14 <sup>th</sup> and 18 <sup>th</sup>
Second publication of voter registration notice. ( <a href="#">12-4-5.2</a> & <a href="#">05:02:04:04</a> )	Between the dates of March 12 <sup>th</sup> and 16 <sup>th</sup>	Between the dates of May 7 <sup>th</sup> and 11 <sup>th</sup>	Between the dates of May 21 <sup>st</sup> and 25 <sup>th</sup>
Deadline for voter registration. ( <a href="#">12-4-5</a> )	March 26 <sup>th</sup> by 5:00 pm	May 21 <sup>st</sup> by 5:00 pm	June 4 <sup>th</sup> by 5:00 pm

Absentee ballots must be made available no later than 15 days prior to the election ( <a href="#">9-13-21</a> ). Sample ballots must be printed on <b>yellow</b> paper and we encourage you to put the word SAMPLE on the sample ballot. The paper ballot form can be found at <a href="#">05:02:06:12</a> . The optical scan ballot can be found at <a href="#">05:02:06:10</a> .	March 26 <sup>th</sup>	May 21 <sup>st</sup>	June 4 <sup>th</sup>
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. ( <a href="#">9-13-13</a> & <a href="#">05:02:04:08</a> )	Weeks of March 26 <sup>th</sup> and April 2 <sup>nd</sup>	Weeks of May 21 <sup>st</sup> and May 28 <sup>th</sup>	Weeks of June 4 <sup>th</sup> and June 11 <sup>th</sup>
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. ( <a href="#">9-13-13</a> & <a href="#">12-16-16.2</a> talks about the size for publication)	Week of April 2 <sup>nd</sup>	Week of May 28 <sup>th</sup>	Week of June 11 <sup>th</sup>
Automatic tabulating systems only. Conduct a public test of the system. Must publish notice 48 hours before test. ( <a href="#">12-17B-5</a> & <a href="#">05:02:09:01.01</a> )	March 31 – April 9	May 26 – June 4	June 9 – 18
Deadline for a voter to <b>absentee vote in-person</b> .	April 9 by 5:00 pm	June 4 by 5:00 pm	June 18 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 you in time for your or your staff to get it to the proper polling location by 7:00 pm.	<b>APRIL 10</b> until 3:00 pm	<b>JUNE 5</b> until 3:00 pm	<b>JUNE 19</b> until 3:00 pm
<b>ELECTION DAY. Polls open 7:00 am to 7:00 pm</b> ( <a href="#">9-13-1</a> , <a href="#">13-7-10</a> ). The <b>person in charge</b> of the election MUST BE AVAILABLE from 7:00 am until the ballots have been counted and all election materials and supplies have been returned.	<b>APRIL 10</b>	<b>JUNE 5</b>	<b>JUNE 19</b>
Deadline for official canvass. ( <a href="#">9-13-24</a> )	April 17 <sup>th</sup>	June 12 <sup>th</sup>	June 26 <sup>th</sup>
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> )	Within 2 days after canvass	Within 2 days after canvass	Within 2 days after canvass
In a <b>first class</b> municipality, an official must 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	Within 15 days of taking oath of office	Within 15 days of taking oath of office

**Note:** If the municipal election is combined with a school election on a date other than the 2<sup>nd</sup> 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 city attorney if you miss a notice.

If you intend to check the registration status of the candidate and/or petition signers (**you are not required by law to do this**), you must do it for all **petitions** and all signers, 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.