**2020 SCHOOL BOARD ELECTION CALENDAR**

The annual election for school districts shall be held between the second Tuesday in April and the third Tuesday in June (13-7-10 & 13-7-10.1). The days to the right are found to be the most common. A school district may choose an alternate date. If you intend to combine with the County for the June 2nd Primary Election, you need to follow the City/School combining with the County Primary Election Calendar. The dates are to the right, on this calendar, will not reflect the dates you have to follow for a combined Primary Election on June 2nd.

<table>
<thead>
<tr>
<th></th>
<th>APRIL 14</th>
<th>JUNE 2</th>
<th>JUNE 16</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deadline for the school board to establish the election date.</strong> (13-7-10)</td>
<td>First regular meeting in January</td>
<td>First regular meeting in January</td>
<td>First regular meeting in January</td>
</tr>
<tr>
<td><strong>Publish notice of vacancies and time and place for filing petitions each week for two consecutive weeks.</strong> (13-7-5, 13-7-10.4 &amp; 05:02:04:14)</td>
<td>Between the dates of January 15th and 30th</td>
<td>Between the dates of Feb. 15th and March 1st</td>
<td>Between the dates of March 15th and 30th</td>
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<td>(NOTE: confirm that all notices have been received and published by the paper ask for a confirmation email)</td>
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<tr>
<td><strong>Earliest date to begin petition circulation and earliest date to file nominating petition.</strong> (13-7-10.2, 13-7-10.4 &amp; 13-7-6 &amp; 05:02:08:11)</td>
<td>January 31st</td>
<td>March 1st</td>
<td>April 7th</td>
</tr>
<tr>
<td><strong>Deadline for filing nominating petition.</strong> *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. (13-7-10.2, 13-7-10.4 &amp; 13-7-6) *After validating petitions, the business manager must sign a verification stating that petition contains the minimum # of signatures and that the candidate is a resident voter.</td>
<td>Feb. 28th 5:00 pm</td>
<td>March 31st 5:00 pm</td>
<td>May 8th 5:00 pm</td>
</tr>
<tr>
<td><strong>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. (13-7-7 &amp; 05:02:07:05) Remember to issue certificates of election. See page 2 for more info.</strong></td>
<td>Feb. 28th 5:00 pm</td>
<td>March 31st 5:00 pm</td>
<td>May 8th 5:00 pm</td>
</tr>
<tr>
<td><strong>Deadline for Candidates, in school districts with a total enrollment of more than 2,000 students, to file the Candidate Financial Interest Statement (12-25-30). Within 15 days of filing a nominating petition, a candidate must file this statement with the person in charge of the election. A sample form can be found at sdsos.gov.</strong></td>
<td>Within 15 days of filing nominating petition</td>
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</tr>
<tr>
<td>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. (05:02:10:01:03)</td>
<td>Order so you receive before absentee voting begins</td>
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</tr>
<tr>
<td>Once you know you have an election, drawing for candidate order on the ballot needs to be conducted. Each candidate may be present. (13-7-13)</td>
<td>Draw after petition filing deadline</td>
<td>Draw after petition filing deadline</td>
<td>Draw after petition filing deadline</td>
</tr>
<tr>
<td>Don’t forget to have your governing board appoint your Election Board. (13-7-12 &amp; 05:02:05:11:01) You may use high school seniors (must be 18 years old) (13-27-6.1) Compensation for election board. (13-7-12)</td>
<td>Anytime</td>
<td>Anytime</td>
<td>Anytime</td>
</tr>
<tr>
<td>First publication of voter registration notice. Must be published for two consecutive weeks. (12-4-5.2 &amp; 05:02:04:04)</td>
<td>Between the dates of March 9th &amp; 13th</td>
<td>Between the dates of April 27th &amp; May 1st</td>
<td>Between the dates of May 11th &amp; 15th</td>
</tr>
<tr>
<td>Second publication of voter registration notice. The last publication to be not less than ten nor more than fifteen days before the deadline for registration. (12-4-5.2 &amp; 05:02:04:04)</td>
<td>Between the dates of March 16th &amp; 20th</td>
<td>Between the dates of May 4th &amp; 8th</td>
<td>Between the dates of May 18th &amp; 22nd</td>
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</tbody>
</table>

*South Dakota Secretary of State*  
*last updated August 28, 2019*
### Jurisdiction

The jurisdiction determining who is responsible and who is paying for each election process.

### Official Oath

Officials must take the oath. Work with your attorney regarding this. Reference [ARSD 05:02:06:10](#).

### Ballot Color

Ballot color for combined elections:

- If combining, one ballot must be white and the other jurisdiction will use a contrasting color ([SDCL 13-8-14](#)).

- Sample ballots must be printed on yellow paper and we encourage you to put the word SAMPLE on the sample ballot. The paper ballot form can be found at [05:02:06:12](#). The optical scan ballot can be found at [05:02:06:10](#).

### Notice of Election

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. ([13-7-8 & 05:02:04:15](#) Note: May 25th is Memorial Day)

- If combining, one ballot must be white and the other jurisdiction will use a contrasting color ([SDCL 13-8-14](#)).

- 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. ([13-7-8 & 12-16-16.2](#) talks about the size for publication)

### Oath of Office

If using optical scan ballots: Not more than ten days prior to an election, the person in charge of the election shall conduct a test of the automatic tabulating equipment. **Notice of the test, must be published at least 48 hours prior to the test.** ([12-17B-5 & 05:02:09:01:01](#))

- Deadline for a voter to **absentee vote in-person.**

- A voter, who is confined due to sickness or disability, may request an absentee ballot via authorized messenger until 3:00 pm the day of the election. The ballot has to be returned to you in time for you or your staff to get it to the proper polling location by 7:00 pm.

### Election Day

ELECTION DAY. Polls open 7:00 am to 7:00 pm. ([13-7-10](#)) The person in charge 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 to person in charge of election.

- **APRIL 14** until 3:00 pm
- **JUNE 2** until 3:00 pm
- **JUNE 16** until 3:00 pm

### Canvass

Deadline for official canvass. ([13-7-18](#)) Certify the election results to the County Auditor and issue certificates of election. ([13-7-9, 13-7-18, 05:02:15:10 & 05:02:15:11](#))

- At the next meeting after the election
- Within 15 days of taking oath of office

### School Districts

In school districts with a total enrollment of more than 2,000 students, an official must file an Elected Official Financial Interest Statement ([3-1A-4](#)). The financial interest statement is filed with the person in charge of the election and a sample form can be found at [sdsos.gov](#).

### Oaths of Office

There is nothing in Administrative rule that outlines the form/wording of an oath of office. Please work with your (city or school, depending on which calendar) attorney to write the oath. Also, there is nothing that clearly guides you as to when your officials must take the oath. Work with your attorney regarding this. Reference [SDCL 13-8-1-14](#) for qualifying for office.

### Ballot Color

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

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 school attorney if you miss a notice.

### Petitions

Petitions: 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](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

Contact a member of the Secretary of State’s Election Team with any questions at Elections@state.sd.us or 605-773-3537.

Additional election information may be found at: [https://sdsos.gov](https://sdsos.gov) by clicking on Elections & Voting then the City/School Resources button.

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