2021 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. Both jurisdictions have to agree to combine.

	APRIL 13	JUNE 8	JUNE 15
	Second Tuesday in April (a school may combine with you on this date)	**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 **if they choose a different date than the 2nd Tuesday in April.** (9-13-1 & 9-13-1.1 & 9-13-1.2 & 13-7-10)	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. (9-13-6, 9-13-40 & 05:02:04:06 & 13-7-5) **(NOTE:** confirm that all notices have been received and published by the paper: ask for a confirmation email)	Between the dates of January 15th & 30th	Between the dates of Feb. 15th & March 1st	Between the dates of March 15th & 30th
Earliest date to begin petition circulation and earliest date to file nominating petition. (9-13-9, 9-13-40, 9-13-37, 13-7-6; ARSD 05:02:08:13 and 05:02:08:11)	January 29th	March 1st	April 6th
Deadline for filing nominating petition. 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. (9-13-7, 9-13-40, 9-13-37, 13-7-6)	**(FRIDAY)** Feb. 26th 5:00 pm	March 30th 5:00 pm	**(FRIDAY)** May 7th 5:00 pm
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.	Feb. 26th 5:00 pm	March 30th 5:00 pm	May 7th 5:00 pm
Deadline for Candidates, in **first class municipalities only**, 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.	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. Absentee materials may not be included in the election kit. (05:02:10:01.03)	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, you must draw for candidate order on the ballot. Each candidate or candidate representative may be present. (9-13-21)	Draw after petition filing deadline	Draw after petition filing deadline	Draw after petition filing deadline
Have your governing board appoint your Election Board. (9-13-16.1 & 05:02:05:11.01). You may use high school seniors (*must be 18 years old*). (13-27-6.1) Compensation for the election board. (9-13-16.1) The county auditor may have election worker names.	Anytime	Anytime	Anytime
First publication of voter registration notice. Must be published for **two** consecutive weeks. (12-4-5.2 & 05:02:04:04)	Between the dates of March 8th & 12th	Between the dates of May 3rd & May 7th	Between the dates of May 10th & 14th
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 & 05:02:04:04)	Between the dates of March 15th & 19th	Between the dates of May 10th & 14th	Between the dates of May 17th & 21st
Deadline for voter registration. (12-4-5) *For the June 15 election, May 31st is Memorial Day so the deadline to register had to be extended a day.*	March 29th by 5:00 pm	May 24th by 5:00 pm	June 1st by 5:00 pm

	March Election	May 24 Election	May 28 Election
Absentee ballots must be made available no later than 15 days prior to the election (9-13-21). 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. *For the June 15 election, May 31 is Memorial Day so absentee ballots have to be made available earlier.*	March 29th	May 24th	May 28th
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. (9-13-13 & 05:02:04:08) (Note: May 31st is Memorial Day)	Weeks of March 29th & April 5th	Weeks of May 24th & May 31st	Weeks of May 31st & June 7th
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. (9-13-13 & 12-16-16.2 talks about the size for publication)	Week of April 5th	Week of May 31st	Week of June 7th
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)	Conduct test anytime between April 3rd - 12th	Conduct test anytime between May 29th–June 7th	Conduct test anytime between June 5th – 14th
Deadline for a voter to **absentee vote in-person**.	April 12th by 5:00 pm	June 7th by 5:00 pm	June 14th by 5:00 pm
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 must be returned to you in time for your or your staff to get it to the proper polling location by 7:00 pm (local time).	**APRIL 13** until 3:00 pm	**JUNE 8** until 3:00 pm	**JUNE 15** until 3:00 pm
ELECTION DAY. Polls open 7:00 am to 7:00 pm. (9-13-1, 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 the election.	**APRIL 13**	**JUNE 8**	**JUNE 15**
Deadline for official canvass. (9-13-24)	April 20th	June 15th	June 22nd
Issue certificates of election. (9-13-5 & 9-13-28; 05:02:15:08 & 05:02:15:09)	Within 2 days after canvass	Within 2 days after canvass	Within 2 days after canvass
In a **first class** municipality, 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.	Within 15 days of taking oath of office	Within 15 days of taking oath of office	Within 15 days of taking oath of office

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 9-14-5 for qualifying for office.

Note: If the municipal election is combined with a school election on a date other than the 2nd 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.

Petitions: To check the registration status of the candidate and petition signers (**NEW: Finance Officers 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. Elections@state.sd.us

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** can be found at: https://sdsos.gov . Click on **Elections** and **Voting** then the **City/School Resources** button.

First Class Municipalities: Aberdeen, Belle Fourche, Box Elder, Brandon, Brookings, Harrisburg, Huron, Madison, Mitchell, Pierre, Rapid City, Sioux Falls, Spearfish, Sturgis, Vermillion, Watertown and Yankton.

Home Rule Municipalities: Aberdeen, Beresford, Brookings, Elk Point, Faith, Ft. Pierre, Pierre, Sioux Falls, Springfield and Watertown.