

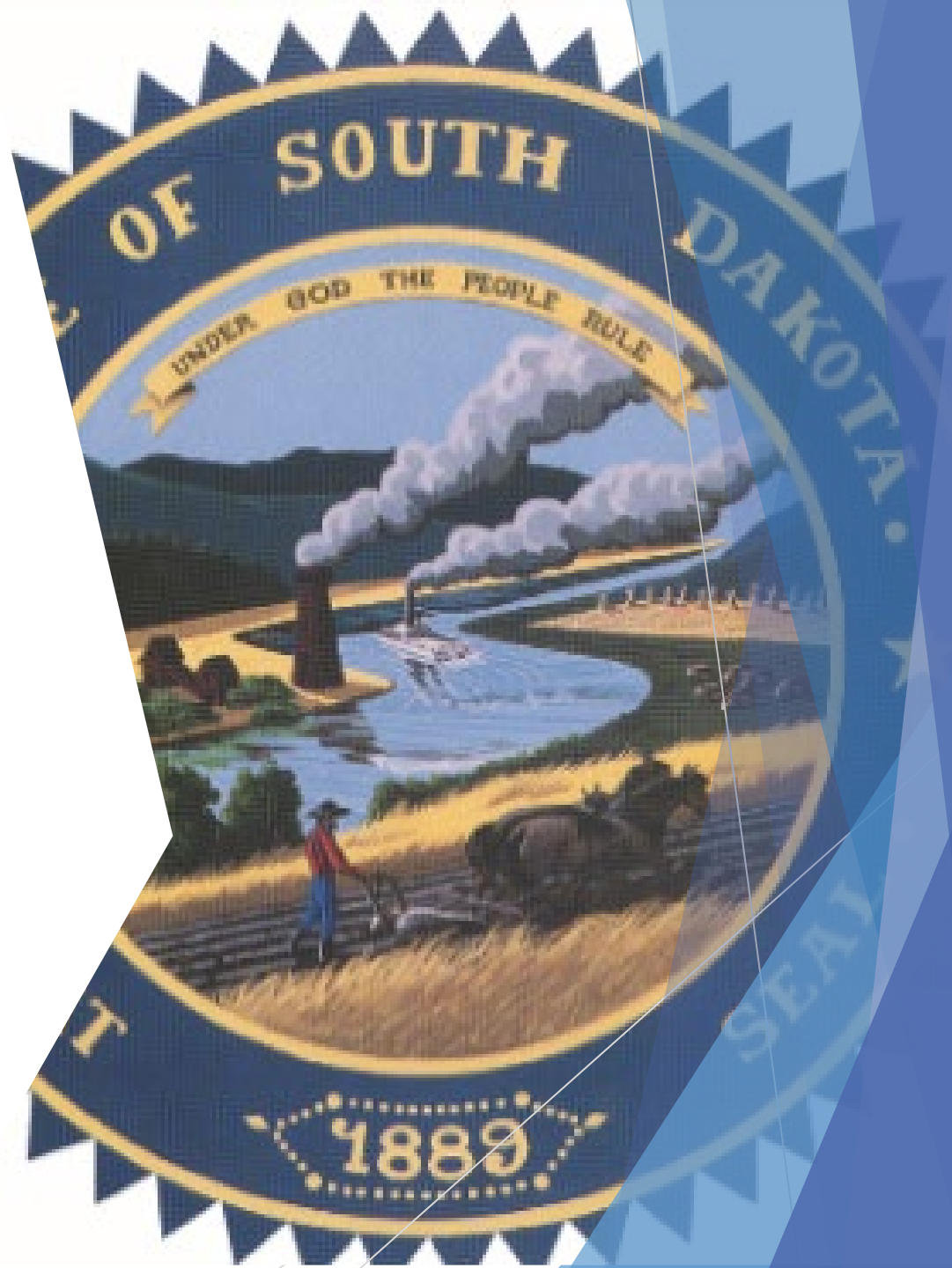
# 2024-2025 MUNICIPAL and SCHOOL ELECTION WORKSHOP Webinar 1

*Sponsored by the*

Secretary of State's Office

South Dakota Municipal League

Associated School Boards of South Dakota



# Contact Information



## Elections Team

- **Rachel Soulek:** *Director, Division of Elections*
- **Christine Lehrkamp:** *Deputy Director, Division of Elections*
- **Bailey Tibbs:** *State Elections Coordinator*
- **Heather Irwin:** *Elections Systems Administrator*

General email that goes to the Election Team: [elections@state.sd.us](mailto:elections@state.sd.us)

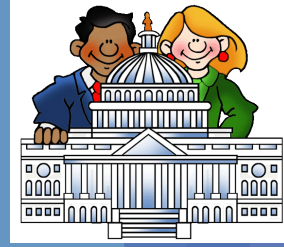
**Elections Division - 605.773.3537**

# Contact Information

- ▶ SD Municipal League
  - ▶ Jessica Carr, Director of Member Engagement
    - ▶ [Jessica@sdmunicipalleague.org](mailto:Jessica@sdmunicipalleague.org)
    - ▶ 605-224-8654
- ▶ Associated School Boards of South Dakota
  - ▶ Tyler Pickner, Director of Communications
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# Election Types and Dates



**Municipalities** have *three* options: set your date by **January 14** if choosing a date other than the second Tuesday in April ([SDCL 9-13-1](#)).

1. Second Tuesday in April ([SDCL 9-13-1](#)).
  - **April 8, 2025**
2. First Tuesday after the first Monday in June ([SDCL 9-13-40](#)).
  - **June 3, 2025 (Primary Election Day)**
3. Combine with the school on the second Tuesday in April, first Tuesday after the first Monday in June or the third Tuesday in June ([SDCL 9-13-1.1](#)).
  - a. If the municipal election is combined with a school election on a date other than the second Tuesday in April, all dates follow [SDCL 13-7](#), except if combining with a Primary election you would also follow [Title 12](#).

# Election Types and Dates



**Schools** have *many* options: school board sets election date **no later than first regular meeting in January** ([SDCL 13-7-10](#)). Dates listed below are the most common.

1. Anytime from the second Tuesday in April through the third Tuesday in June ([SDCL 13-7-10](#)).
2. Combine with municipality on the second Tuesday in April, first Tuesday after the first Monday in June or on the third Tuesday in June ([SDCL 13-7-10.1](#)).
3. In even-numbered years, you may combine with the Primary Election on the first Tuesday after the first Monday in June ([SDCL 13-7-10.3](#)). Follow [Title 12](#) for election dates. This won't apply to elections in odd years because there are no Primary or General elections.
  1. Talk with your county auditor **NOW** if you plan to do this.

# Election Types and Dates

## Combining Elections

- ▶ Any election may be combined *if* deadlines permit ([SDCL 12-2-6](#))
- ▶ Have a written agreement with contingencies if one jurisdiction doesn't have an election, will you combine notices, do both jurisdictions print in the same paper etc.
  - ▶ Ask your colleagues for sample agreements

## BENEFITS OF COMBINING ELECTIONS

- Popular option
- Increase voter turnout
- Fewer trips to the polls for voters
- Shared election board workers
- Time and money saver

BENEFITS



Now we are going to look at  
the election calendars online

<https://sdsos.gov/elections-voting/upcoming-elections/municipal-school-information/default.aspx>

Add these dates to your outlook  
calendar! Reference the statutes and  
administrative rules listed. Please look  
at the notes on the back page.



# Public Notices

**Refer to the Election Calendar for Notices and the deadlines.**

**Other items to note:**

- All public notices required by law, shall include an inscription listing the approximate cost of the newspaper publication.
- This inscription shall be printed in the same type size as the body of the notice and located at the top or bottom of the public notice ([SDCL 17-2-28](#)).



# PUBLIC NOTICES

- ▶ **Notice of Vacancy** (*two notices to publish*)
  - ▶ School Board ([ARSD 5:02:04:14](#))
  - ▶ Municipalities ([ARSD 5:02:04:06](#)) –
- ▶ **Notices of Deadline for Voter Registration** (*two notices to publish*)
  - ▶ [ARSD 5:02:04:04](#)
- ▶ **Notices of Election** (*two notices to publish*)
  - ▶ School Board ([ARSD 5:02:04:15](#))
  - ▶ Municipalities ([ARSD 5:02:04:08](#))
- ▶ Publish **facsimile ballot** in the calendar week prior to the election  
([SDCL 9-13-13](#) & [13-7-8](#)).

# PRECINCTS & ELECTION BOARDS

- ▶ **Municipal Precincts** ([SDCL 9-13-16](#)):
  - ▶ Each ward is a precinct and does not have to be the same as for county elections.
  - ▶ Any changes to your precincts may have to be done via an ordinance change and that would have to take effect prior to your notice of election being published. And within sufficient time for the auditor to make changes in the voter file.
- ▶ If all wards use the same polling place, a single election board may be appointed ([SDCL 9-13-36](#)).
- ▶ If all wards are voting in an election, a single election board, ballot box and pollbook may be used if the ward ballots are different colors ([SDCL 9-13-36](#)).

# PRECINCTS AND ELECTION BOARDS

- ▶ **School** voting precincts and polling places are determined by the school board and do not have to be the same as those used for county elections ([SDCL 13-7-11](#)).
  - ▶ Any changes to your precincts would have to take effect prior to your notice of election being published. And within sufficient time for the auditor to make changes in the voter file.
- ▶ Municipalities and School Districts must notify the county auditor of boundary (includes precincts) changes at least 45 days before an election ([SDCL 12-14-1.1](#)).
  - ▶ If in **even numbered** year you must notify the County Auditor at least **100 days before** the Primary and **100 days before** the General Election if there are boundary changes.

# PRECINCTS AND ELECTION BOARDS

## Election Boards

- ▶ [SDCL 9-13-16.1](#) and [13-7-12](#)
  - ▶ Appointed by the governing body. Notice of Appointment is [ARSD 05:02:05:11.01](#).
  - ▶ Minimum of one superintendent and two precinct deputies.
  - ▶ Choose election board members whom you trust and who will do a good job. If possible, use board members who work for other elections and are experienced.
  - ▶ Members of School Boards may serve on election boards as long as they are not a candidate on the ballot or related within the second degree to a candidate on the ballot.

# PRECINCTS AND ELECTION BOARDS

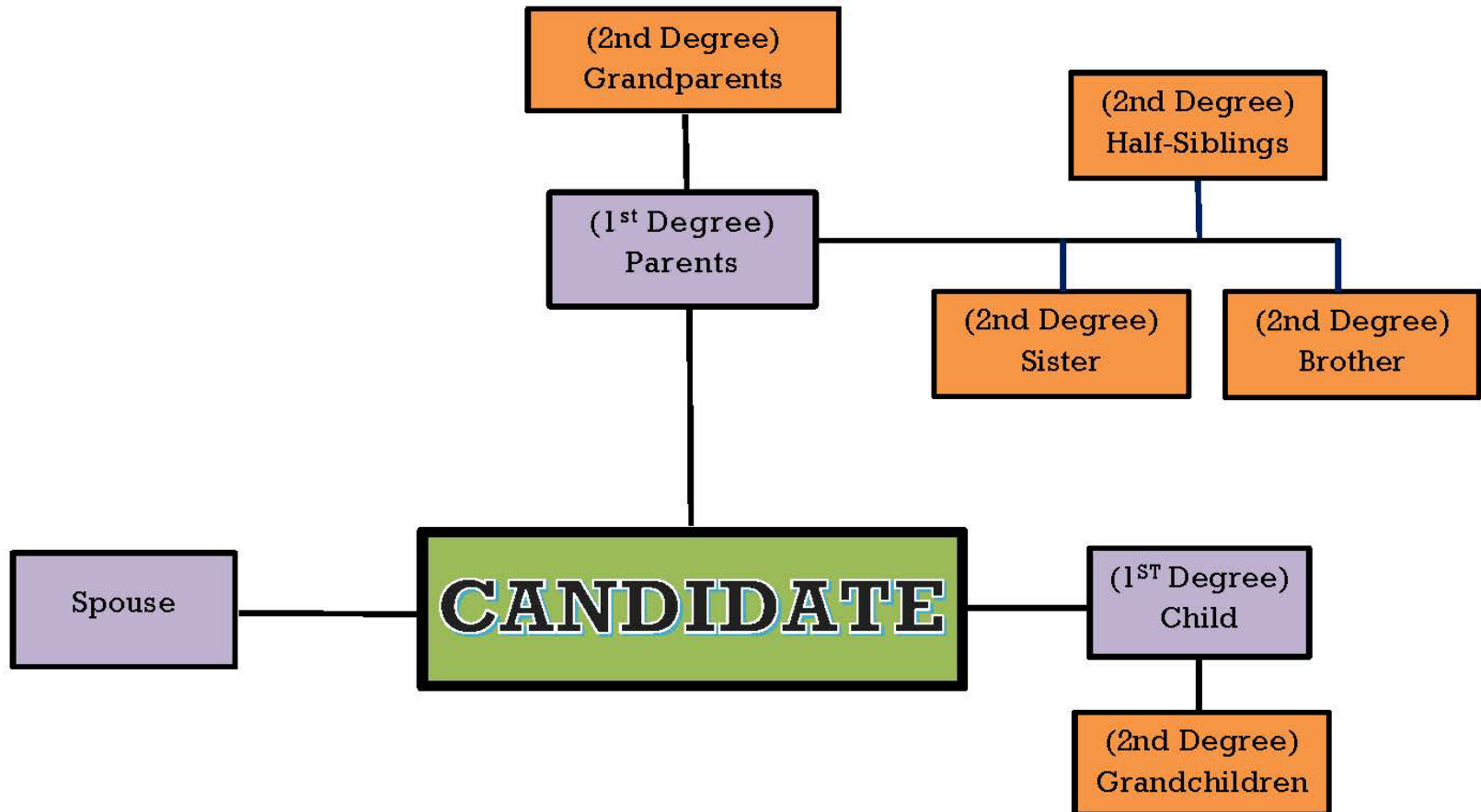
## Election Boards- *cont'd*

- ▶ Election board members must be a registered voter and resident of the precinct they will be working in ([SDCL 12-15-2](#)). You may go outside of the precinct if you've exhausted all options.
- ▶ May not be related within the second degree to a candidate on the ballot ([SDCL 12-15-14.3](#)).
- ▶ Election board members may not be poll watchers ([SDCL 12-15-2.1](#)).
- ▶ 18-year-old students are allowed to be excused from school to be an election official ([SDCL 13-27-6.1](#))

# DEGREE OF KINSHIP CHART

(This chart only includes relationships that cannot serve as a poll worker)

SDCL 12-15-14.3. No person may serve on an election or counting board who is a candidate or related by blood or marriage within the second degree to candidate who is on the ballot in that precinct.



# PUBLIC NOTICES

## What if I Missed a Notice?



- ▶ Do not panic!
- ▶ Be sure to inform your attorney and follow their advice.
- ▶ Have the paper publish the missed notice if there is still time before the deadline.
  - ▶ If the paper failed to publish the notice, get in writing from them that it was their error
- ▶ Post the notice in areas within your jurisdiction (post office, grocery store, bank, etc....)
- ▶ Mail notice to all residents or registered voters.
- ▶ The election may still be challenged due to the missed or incorrect notices.
- ▶ Proofread ALL notices very carefully!

# Important Websites We Will Review

## ▶ Secretary of State:

▶ [www.sdsos.gov](http://www.sdsos.gov)

▶ Elections & Voting

▶ City/School Resources

## ▶ Legislative Research Council:

▶ [www.sdlegislature.gov](http://www.sdlegislature.gov)





# ANY QUESTIONS?

