

# 2024 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 4<sup>th</sup> Primary Election, you need to follow the City/School combining with the County Primary Election Calendar. The dates to the right do not reflect the dates you have to follow for a combined Primary Election on June 4<sup>th</sup>.**

|  | APRIL<br>9  | JUNE<br>4   | JUNE<br>18  |
|--|---|---|---|
|  | Second Tuesday in April<br>(a city may combine with you on this date) | First Tuesday after the 1 <sup>st</sup> Monday in June (a City may combine with you on this date) | Third Tuesday in June<br>(a city may combine with you on this date) |
| Deadline for the <b>school board</b> to establish the election date. ( <a href="#">13-7-10</a> )   | First regular meeting in January                                      | First regular meeting in January  | First regular meeting in January                                    |
| Publish notice of vacancies and time and place for filing petitions each week for two consecutive weeks. ( <a href="#">13-7-5</a> , <a href="#">13-7-10.4</a> & <a href="#">05:02:04:14</a> )<br><b>(NOTE: confirm that all notices have been received and published by the paper ask for a confirmation email)</b>  | 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 for the candidate to sign the declaration of candidacy, to begin petition circulation and earliest date to file nominating petition. ( <a href="#">13-7-10.2</a> , <a href="#">13-7-10.4</a> , <a href="#">13-7-6</a> & <a href="#">05:02:08:11</a> )  | January 27 <sup>th</sup>  | March 1 <sup>st</sup>   | April 9 <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="#">13-7-10.2</a> , <a href="#">13-7-10.4</a> & <a href="#">13-7-6</a> ) *After validating petitions, the business manager must sign a verification stating that the petition contains the minimum # of signatures and that the candidate is a resident voter. | (FRIDAY)<br>Feb. 23 <sup>rd</sup><br>5:00 pm                          | (TUESDAY)<br>March 26 <sup>th</sup><br>5:00 pm  | (FRIDAY)<br>May 10 <sup>th</sup><br>5:00 pm                         |
| Deadline for submission of written request to withdraw candidate's name from nomination. <b>If you will not have an election, you DO NOT have to publish anything further or notify our office.</b> ( <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><br>5:00 pm                                      | March 26 <sup>th</sup><br>5:00 pm   | May 10 <sup>th</sup><br>5:00 pm                                     |
| Deadline for Candidates, in <b>school districts with a total enrollment of more than 2,000 students</b> , to file the Candidate Financial Interest Statement ( <a href="#">12-25-30</a> ). 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 <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. Absentee materials may not be included in the election kit. ( <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, you must draw for candidate order on the ballot. Each candidate or candidate representative may be present. ( <a href="#">13-7-13</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="#">13-7-12</a> & <a href="#">05:02:05:11.01</a> ) You may use high school seniors ( <i>must be 18 years old</i> ) ( <a href="#">13-27-6.1</a> ) Compensation for election board. ( <a href="#">13-7-12</a> ) The county auditor may have election worker names.  | Anytime   | Anytime   | Anytime   |
| First publication of voter registration notice. Must be published for <b>two</b> consecutive weeks. ( <a href="#">12-4-5.2</a> & <a href="#">05:02:04:04</a> )   | Between the dates of March 4 <sup>th</sup> & 8 <sup>th</sup>          | Between the dates of April 29 <sup>th</sup> & May 3 <sup>rd</sup>                                 | Between the dates of May 13 <sup>th</sup> & 17 <sup>th</sup>        |
| 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. ( <a href="#">12-4-5.2</a> & <a href="#">05:02:04:04</a> )  | Between the dates of March 11 <sup>th</sup> & 15 <sup>th</sup>        | Between the dates of May 6 <sup>th</sup> & 10 <sup>th</sup>                                       | Between the dates of May 20 <sup>th</sup> & 24 <sup>th</sup>        |

|   |   |   |   |
|---|---|---|---|
| Deadline for voter registration. ( <a href="#">12-4-5</a> )   | March 25 <sup>th</sup><br>by 5:00 pm                                    | May 20 <sup>th</sup><br>by 5:00 pm                                | June 3 <sup>rd</sup><br>by 5:00 pm                            |
| Absentee ballots must be made available no later than 15 days prior to the election. ( <a href="#">13-7-13</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="#">5:02:06:15</a> .   | March 25 <sup>th</sup>  | May 20 <sup>th</sup>  | June 3 <sup>rd</sup>  |
| Publish notice of election that needs to be published each week for <b>two</b> consecutive weeks. First publication must be at least 10 days before the election. ( <a href="#">13-7-8</a> & <a href="#">05:02:04:15</a> ) (Note: Reminder that May 27 <sup>th</sup> is Memorial Day, plan accordingly)   | Weeks of<br>March 25 <sup>th</sup><br>& April 1 <sup>st</sup>           | Weeks of<br>May 20 <sup>th</sup><br>& 27 <sup>th</sup>            | Weeks of<br>June 3 <sup>rd</sup><br>& 10 <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="#">13-7-8</a> & <a href="#">12-16-16.2</a> talks about the size for publication) (Note: Reminder that May 27 <sup>th</sup> is Memorial Day, plan accordingly)   | Week of April<br>1 <sup>st</sup>  | Week of May<br>27 <sup>th</sup>                                   | Week of June<br>10 <sup>th</sup>                              |
| <b>If using optical scan ballots:</b> 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. <b><u>Notice of the test, must be published at least 48 hours prior to the test.</u></b> ( <a href="#">12-17B-5</a> & <a href="#">05:02:09:01.01</a> ) (Note: Reminder that May 27 <sup>th</sup> is Memorial Day, plan accordingly) | Anytime<br>between<br>March 30 <sup>th</sup> -<br>April 8 <sup>th</sup> | Anytime<br>between May<br>25 <sup>th</sup> – June 3 <sup>rd</sup> | Anytime<br>between June<br>8 <sup>th</sup> – 17 <sup>th</sup> |
| Deadline for a voter to <b>absentee vote in-person</b> .  | April 8 <sup>th</sup><br>by 5:00 pm                                     | June 3 <sup>rd</sup><br>by 5:00 pm                                | June 17 <sup>th</sup><br>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 you or your staff to get it to the proper polling location by 7:00 pm.  | <b>APRIL 9</b><br>until<br>3:00 pm                                      | <b>JUNE 4</b><br>until<br>3:00 pm                                 | <b>JUNE 18</b><br>until<br>3:00 pm                            |
| <b>ELECTION DAY. Polls open 7:00 am to 7:00 pm.</b> ( <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 to person in charge of election.  | <b>APRIL 9</b>  | <b>JUNE 4</b>   | <b>JUNE 18</b>  |
| Deadline for official <b>canvass</b> . ( <a href="#">13-7-18</a> ) Certify the election results to the County Auditor <b>and issue certificates of election</b> . ( <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> )  | At the next<br>meeting after<br>the election                            | At the next<br>meeting after<br>the election                      | At the next<br>meeting after<br>the election                  |
| In <b>school districts with a total enrollment of more than 2,000 students</b> , an official must file an Elected Official Financial Interest Statement ( <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<br>days of<br>taking oath<br>of office                        | Within 15<br>days of<br>taking oath<br>of office                  | Within 15<br>days of<br>taking oath<br>of office              |

**Election Results must be published** in the Board minutes within 60 days of the canvass. SDCL [13-7-30](#) and [31](#).

**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 13-8-14](#) for qualifying for office.

**Note:** If the school election is combined with a municipal 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). [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 encourage any school that misses a publication 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. Contact your school attorney if you miss a notice.

**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 [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](mailto:Elections@state.sd.us) or 605-773-3537. Additional **election information** may be found at: <https://sdsos.gov> by clicking on **Elections & Voting** then the **City/School Resources** button.

**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.