

2020 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 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.**

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.

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](#))

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)

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](#))

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](#))

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.

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](#).

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](#))

Once you know you have an election, drawing for candidate order on the ballot needs to be conducted. Each candidate may be present. ([9-13-21](#))

Don't forget to 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 election board. ([9-13-16.1](#))

First publication of voter registration notice. Must be published for two consecutive weeks. ([12-4-5.2](#) & [05:02:04:04](#))

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](#))

Deadline for voter registration. ([12-4-5](#))

**APRIL
14**

**Second
Tuesday in
April** (a school may combine with you on this date)

**No later than
January 14**

**Between the
dates of
January
15th & 30th**

January 31st

**Feb. 28th
5:00 pm**

**Feb. 28th
5:00 pm**

**Within 15
days of filing
nominating
petition**

**Order so you
receive
before
absentee
voting begins**

**Draw after
petition filing
deadline**

Anytime

**Between the
dates of
March 9th &
13th**

**Between the
dates of
March 16th &
20th**

**March 30th
by 5:00 pm**

**JUNE
2**

**First Tuesday
after the first
Monday in
June** (may combine with School)

**No later than
January 14**

**Between the
dates of
Feb. 15th &
March 1st**

March 1st

**March 31st
5:00 pm**

**March 31st
5:00 pm**

**Within 15
days of filing
nominating
petition**

**Order so you
receive
before
absentee
voting begins**

**Draw after
petition filing
deadline**

Anytime

**Between the
dates of April
27th & May 1st**

**Between the
dates of
May 4th & 8th**

**May 18th
by 5:00 pm**

**JUNE
16**

**Must
combine
with the
school on the
third
Tuesday in
June**

**No later than
January 14**

**Between the
dates of
March 15th &
30th**

April 7th

**May 8th
5:00 pm**

**May 8th
5:00 pm**

**Within 15
days of filing
nominating
petition**

**Order so you
receive
before
absentee
voting begins**

**Draw after
petition filing
deadline**

Anytime

**Between the
dates of May
11th & 15th**

**Between the
dates May
18th & 22nd**

**June 1st
by 5:00 pm**

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 . The optical scan ballot can be found at 05:02:06:10 .	March 30 th	May 18 th	June 1 st
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 25th is Memorial Day)	Weeks of March 30 th & April 6 th	Weeks of May 18 th & May 25 th	Weeks of June 1 st & June 8 th
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 6 th	Week of May 25 th	Week of June 8 th
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. <u>Notice of the test, must be published at least 48 hours prior to the test.</u> (12-17B-5 & 05:02:09:01.01)	Conduct test anytime between April 4 th - 13 th	Conduct test anytime between May 23 rd – June 1 st	Conduct test anytime between June 6 th – 15 th
Deadline for a voter to absentee vote in-person .	April 13 th by 5:00 pm	June 1 st by 5:00 pm	June 15 th 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.	APRIL 14 until 3:00 pm	JUNE 2 until 3:00 pm	JUNE 16 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 14	JUNE 2	JUNE 16
Deadline for official canvass. (9-13-24)	April 21 st	June 9 th	June 23 rd
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: 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 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.