

DRAFT TIMELINE FOR SPECIAL ELECTION DATED --

November 4, 2014

To Be Completed
Prior To:

Finalize scope of project

Determine financing details

Submit material to Commissioner of Education to apply for Review and Comment. (Application must be approved by the school board prior to submission to the commissioner.)*

August 15, 2014

Receive Review and Comment by

October 14, 2014

Adopt formal Resolution Calling the Election (resolution contains form of election notice and ballot - adopt at least 74 days prior to election)**

August 22, 2014

Furnish ballot to each County Auditor in which the District lies at least 74 days prior to election**

August 22, 2014

Furnish ballot or notice of special election to Commissioner of Education at least 74 days prior to election**

August 22, 2014

If creating new combined precincts and polling places, establish election precincts and polling places at least 90 days prior to election** †

N/A

(1a) If combined precincts are to be established for first time, the county auditor must be notified within 30 days of establishment (60 days prior to election) ** †

N/A

(1b) A mailed notice of new/combined polling places to registered voters is required at least 25 days prior to election** †

N/A

-OR-

(2) If previously established combined precincts to be used, 14 days mailed notice of polling places to every affected household with at least 1 registered voter (exceptions if election falls on date of certain other elections)** †

N/A

Appoint election judges at least 25 days prior to election**

N/A

Publish Review and Comment (at least 20 days but no more than 60 days prior to election date)**

September 5, 2014
October 15, 2014

Publish election notice (publish twice at least one week before election)**

Twice by
October 28, 2014

Post election notice (at the administrative offices, polling places & three public and conspicuous places at least ten days prior to election date)**

October 25, 2014

Post sample ballot (at the administrative offices at least four days prior to election; and at each polling place on the date of election)**

October 31, 2014

Distribute informational material

Hold public meeting(s)

Hold special election

November 4, 2014

Provide written notice of certified vote totals to Commissioner of Education in a timely fashion after the election**

* Commissioner has up to 60 days from date material is received to complete the Review and Comment process and send comment to the District. Additional time should be allotted in the case of questions from the Commissioner, and to ensure the publication requirement is able to be met.

** Time frame shown here is a legal requirement.

† These steps are not required if the District's election is being held in conjunction with a federal or statewide election.