

**DRAFT TIMELINE FOR SPECIAL ELECTION DATED** --

**February 9, 2021**

Adopt combined polling places resolution by the earlier of 90 days prior to the election or December 31 of the prior calendar year. Combined polling place must be currently designated as a polling place for the county or another municipality. \*\* †

November 11, 2020

Notify County Auditor within 30 days of establishment of combined polling places

Within 30 days of Board Adopting Combined Polling Resolution

Finalize scope of project

Determine financing details

Submit Review & Comment application materials to Commissioner of Education (school board must approve application prior to submission)\*

November 11, 2020

Receive Review and Comment by

January 19, 2021

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

November 27, 2020

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

November 27, 2020

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

November 27, 2020

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

January 15, 2021

-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)\*\* †

January 26, 2021

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

January 15, 2021

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

December 11, 2020

January 20, 2021

Hold School Board public meeting to discuss MDE Commissioner's Review & Comment response \*\*

Prior to election, after receipt of MDE response

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

Twice by  
February 2, 2021

Post election notice at the administrative offices of the district at least ten days prior to election date \*\*

January 30, 2021

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

February 5, 2021

Distribute informational material

**Hold special election**

**February 9, 2021**

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 and

\*\* 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.*