



TIMELINE FOR LEVY REFERENDUMS - NOVEMBER 6, 2018

1. Have the board adopt the resolution calling the special election at least seventy-four (74) days prior to the election date (no later than August 24, 2018).
2. Notify the Commissioner of Education and the County Auditor of each county in which the school district is located in whole or in part of the date of the special election and of the question(s) to be voted on at least seventy-four (74) days prior to the election date (no later than August 24, 2018).
3. Coordinate the printing of the ballots for the special election and of the various absentee voting materials and have absentee ballots available at least forty-six (46) days prior to the date of the special election (no later than September 21, 2018).
4. Obtain from the County Auditor of each county in which the school district is located in, whole or in part, a list of each taxpayer in the district and mail the required referendum notice to each taxpayer at least fifteen (15) but no more than thirty (30) days prior to the date of the special election (no earlier than October 7, 2018 and no later than October 22, 2018).
5. Submit a copy of the required referendum notice to the Commissioner of Education and to the County Auditor of each county in which the school district is located in whole or in part at least fifteen (15) days prior to the date of the special election (no later than October 22, 2018).
6. Post the Notice of Special Election at the administrative offices of the district at least (10) days prior to the date of the special election (no later than Friday, October 27, 2018)
7. Publish the Notice of Special Election in the official newspaper for two (2) consecutive weeks with the last publication being at least one (1) week prior to the date of the special election (October 23, 2018 is the last day for publication of the first notice and October 30, 2018 is the last day for publication of the second notice).
8. Post the sample ballot at the administration offices of the district at least four (4) days before the date of the special election (no later than November 2, 2018) and post two sample ballots at each polling place on election day. The sample ballots shall not be printed on the same color paper as the official ballot.
9. Have the board canvass the results of the special election between November 9, 2018 and November 16, 2018 (between the 3rd and 10th day following the election) and notify the County Auditor of each county in which the school district is located in whole or in part of the results of the election.
10. Notify the Commissioner of Education of the results of the referendum revenue authorization election within fifteen (15) days (no later than November 21, 2018) after the results of the referendum have been certified by the school board or, in the case of a recount, after the results of the recount have been certified by the canvassing board.

THE ABOVE TIMELINE IS BASED UPON MINNESOTA STATUTES 2017. STATUTORY CHANGES DURING THE 2018 SESSION MAY AFFECT NOVEMBER 2018 ELECTIONS. FAILURE TO ABIDE BY THESE TIMELINES MAY RESULT IN A NEGATED ELECTION.

