



**BOND ELECTION CHECKLIST & TIMELINE  
FOR NOVEMBER 8, 2016 GENERAL ELECTION**

DEADLINE	DAYS	RESPONSIBLE PARTY / ACTION	AUTHORITY
06/11/16	-150	<b>SCHOOL DISTRICT</b> - can call for an election at this time or earlier. <b>SCHOOL DISTRICT</b> notify <i>County School Office</i> of call for election as soon as resolution is adopted.	35-453
07/01/16	-130	<b>SCHOOL DISTRICT</b> deadline to Call for an Election. <b>County School Office</b> notifies Elections Department & Recorder's Office of special election.	
07/11/16	-120	<b>SCHOOL DISTRICT</b> email <i>County School Office</i> with resolution signed by Governing Board. Resolution to include ballot language and appropriate exhibits in preparation for special election.	15-491
07/11/16	-120	<b>SCHOOL DISTRICT</b> Governing Board sends written request for <i>County School Office</i> to (1) order precinct registers from County Recorder OR advising the <i>County School Office</i> that the <b>SCHOOL DISTRICT</b> will be responsible for ordering and delivering to polling sites; (2) request mail list of registered electors in the district from Voter Registration and (3) arrange for mailing of Information Pamphlet. <b>This maybe included in Board Resolution ordering election.</b>	
07/11/16	-120	<i>County School Office</i> notifies Elections, Recorder and Board of Supervisors of call for election. The <i>County School Office</i> arranges for printer, certified translator, labeling company and a mailing company.	
07/11/16	-120	<i>County School Office</i> places Pro/Con notices in area newspapers upon receipt of the resolution and call for election. Response deadline will be approximately 88 days before election. <b>Pro/con notices must appear four (4) consecutive times in a newspaper of general circulation in the District.</b>	35-454
07/06/15	-120	<b>RECORDER</b> mails out 120 day election notice postcard	16-166
07/06/15	-120	<b>Proposition Numbers assigned by Elections Department</b>	
07/21/16	-110	<b>SCHOOL DISTRICT</b> - Submit required information to be included in the bond pamphlet.	35-454; 15-491; 15-492
07/21/16	-110	<b>SCHOOL DISTRICT</b> - provide mail permit number if <b>SCHOOL DISTRICT's</b> permit is to be used for mailing of Information Pamphlet OR request to use county permit. If district mail permit number will be used, verify that the annual permit fee has been paid for the year and sufficient postage is available.	
07/31/16	-100	<i>County School Office</i> requests mail list from Pima County Recorder with mailing data and polling locations for registered voters.	
08/05/16	-95	<i>County School Office</i> Preparation of Notice of Election and Affidavit of Posting for School District.	15-403
07/31/15	-95	<b>County School Office prepares First Draft of Informational Pamphlet for SCHOOL DISTRICT for initial review</b>	
08/10/16	-90	<b>SCHOOL DISTRICT</b> - Post election notices and file affidavit of posting with <i>County School Office</i>	15-403
08/10/16	-90	<b>*** FINAL BALLOT QUESTION SUBMISSION DEADLINE***</b>	
08/12/16	-88	<b>Deadline</b> for area residents and district governing board to submit their signed 200 word PRO or CON argument to <i>County School Office</i> . <b>Please note the deadline date is subject to change.</b> Verify the actual deadline with the <i>County School Office</i> .	35-454
08/15/16	-85	<b>SCHOOL DISTRICT</b> submit ballot question to Arizona Legislative Council for review. The Arizona Legislative Council shall notify the <b>SCHOOL DISTRICT</b> within 10 calendar days if the ballot language does not comply with state statute.	15-491.H
<b>08/26/2016</b>	<b>-74</b>	<b>SCHOOL DISTRICT PROVIDES FINAL APPROVAL OF INFORMATION PAMPHLET</b>	

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08/29/16	-71	<b>County School Office sends Information Pamphlet to printer</b>	
09/19/16	-50	County School Office - verify mail list request with Pima County Recorder. Information needed 10 days prior to pamphlet mail deadline date	
09/24/16	-45	Pima County Recorder submits mailing list to labeling and mailing vendors.	
10/04/16	-35	<b>INFORMATION PAMPHLET MAIL DEADLINE</b>	35-454/15-491.H
10/10/16	-29	Last day to register to vote	16-121
10/12/16	-27	<b>Early voting starts/Early Ballots will be mailed to voters on the Permanent Early Voter List or for early ballot requests</b>	16-541/16-545
10/13/16	-26	Information Pamphlets to Recorder for inclusion with out-of-state ballot requests.	
10/13/16	-26	<b>RECORDER MAILS BALLOTS FOR PEVL/EARLY REQUESTS</b>	16-542
10/28/16	-11	<b>Last day to request an Early Ballot to be mailed</b>	16-542.D
11/01/16	-7	Elections Department - perform Logistics and Accuracy test. County School Office will send a representative to observe the L&A test on behalf of the district. SCHOOL DISTRICT may also send a witness to observe the L&A test.	16-449
11/04/16	-4	Last day to vote early	16-542.D
11/07/16	-1	Emergency early voting ends at 5:00 p.m.	16-542.H
11/08/16	0	<b>**ELECTION DAY**</b>	16-204
11/13/16	5	County School Office - Provide Report of Special Election Results to SCHOOL DISTRICT (Tentative)	
11/14/16	6	<b>First day to CANVASS ELECTION RETURNS. The canvass is not complete until it is presented to the Board of Supervisors.</b>	15-493
11/14/16	6	County School Office - Provide Bond Information Pamphlet to the Pima County Treasurer	
11/23/16	15	SCHOOL DISTRICT prepares Report of Special Election Results. Provide one copy to ADE and two copies to County School Office.	
12/08/16	30	Last day to canvass returns	15-493
11/28/16	20	County School Superintendent declares results of election	15-426
11/29/16	21	Provide pamphlet and canvass to Pima County Treasurer	
12/08/16	30	County School Office submits the Information Pamphlet to the Arizona Department of Revenue	35-454.A.3
12/31/15	58	<b>Deadline for County School Office to submit report to president of the Senate and speaker of the House for mail ballot elections only.</b>	16-409

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