


# SCHOOL ELECTIONS CALENDAR

## MAY 8, 2012

Days from election	Deadlines	Event <small>(Special instances identified in green)</small>	MCA Citation
No earlier than 135 days, or later than 40 days before	<b>Sunday, December 25 through Thursday, March 29</b>	<b>Trustee candidates file for election.</b> Nomination petition and Oath of Candidacy must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE.</b> Candidates from county high school districts with enrollments of 2,000 or more or first-class districts in counties with populations of 15,000 or more must file a form C-1-A, and if desired, a form C-3 with the district clerk and Montana Commissioner of Political Practices within 5 days of filing for office. <b>Any candidate that has already filed for election, but wishes to withdraw their name, may do so not less than 38 days before the school election by sending a statement of withdrawal to the election administrator.</b>	<a href="#">13-10-201(6)</a> <a href="#">13-37-201</a> <a href="#">20-3-305</a> <a href="#">20-3-344</a> <a href="#">13-10-325</a>
End of January	<b>Tuesday, January 31</b>	<b>Contact the Montana Commissioner of Political Practices (MCP) office at (406) 444-2942 if you are in (1) a first-class district located in a county with populations of 15,000 or more, OR (2) a county high school district with an enrollment of 2,000 or more and did NOT receive a notice and a packet of information from the MCP.</b>	<a href="#">13-37-206</a>
At least 75 days before	<b>Thursday, February 23</b>	<b>Contact your county election administrator</b> for the annual absentee ballot list, if you have not received it. SB 276, which was passed in the 2009 session, requires the county election administrator to mail an address confirmation form to voters who previously requested an absentee ballot for all elections. The county election administrator sends the confirmation form in January of each year. (In mail ballot elections, ballots are sent under mail ballot procedures rather than under absentee ballot list procedures)	<a href="#">13-13-212</a>
At least 70 days before	<b>Tuesday, February 28</b>	<b>Request for a mail ballot election must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.</b>	<a href="#">13-19-202</a> <a href="#">13-19-203</a>
At least 60 days before	<b>Friday, March 9</b>	<b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> to the Secretary of State's Office so that it is received by this deadline (i.e. fax, mail, or e-mail to SOS office (not post marked)).	<a href="#">13-19-205</a>
At least 40 days before	<b>Thursday, March 29</b>	<b>Trustees call for an election.</b> The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s) (if changed from previous school election); and 4) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot. <b>It is recommended the resolution provide authorization for the election administrator to cancel any portion of the election that is not required, in accordance with the statutes.</b> The resolution must be delivered to the county election administrator at least 35 days before the election, but it need NOT be posted. The trustees must also appoint three election judges per precinct. The resolution should appear in the board minutes.	<a href="#">20-20-401</a> <a href="#">13-1-304</a> <a href="#">20-3-313</a>
At least 38 days before	<b>Saturday, March 31</b>	<b>Last day trustee candidates can withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	<a href="#">13-10-325</a>
At least 35 days before	<b>Tuesday, April 3</b>	<b>Last day to file resolutions for school election with county election administrator.</b>	<a href="#">20-20-201(2)</a>
At least 30 days before	<b>Sunday, April 8</b>	<b>Voter registration closes.</b> A voter must register by this deadline to vote in the school election. County election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration.	<a href="#">20-20-311</a> <a href="#">20-20-312</a>

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Not less than 20 days, or more than 30 days before	<b>Sunday April 8 and Wednesday, April 18</b>	<p><b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may be used to supplement the notice. The notice must include: 1) the date and polling places of the election; 2) polling place hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; and 5) where and how absentee ballots may be obtained.</p> <p>If the polling place has changed from the previous school election, that change must be referred to in the notice. If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.</p>	<a href="#">20-20-204</a>
Not less than 26 days before	<b>Thursday, April 12 (By 5 p.m.)</b>	<b>Deadline for write-in candidate to file declaration of intent for a trustee position on a school board.</b> ( <a href="#">13-10-211(3)</a> , MCA) [not less than 26 days before the election]	<a href="#">13-10-211(3)</a>
No later than 25 days before	<b>Friday, April 13</b>	<p><b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held.</p> <p><i>A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i></p>	<a href="#">20-3-313</a>
Not less than 25 days before	<b>Friday, April 13</b>	<p><b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk. See School Election Handbook for more information. <i>Trustees must pass a resolution stating exact levy amounts by this date in order for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.</p>	<a href="#">13-12-201</a> <a href="#">20-20-401</a> <a href="#">15-10-425</a>
At least 20 days before	<b>Wednesday, April 18</b>	<p><b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package.</p> <ul style="list-style-type: none"> <li>• The ballot</li> <li>• Instructions for voting and returning the ballot</li> <li>• A secrecy envelope, free of an marks that would identify the voter</li> <li>• A self-addressed, return envelope with affirmation printed on the back of the envelope</li> </ul>	<a href="#">20-20-401</a>
Not later than the 10th day before	<b>Saturday, April 28</b>	<b>Deadline to notify election judges of appointment.</b> Verify judges have received training or provide information on training opportunities.	<a href="#">20-20-203</a>
Day before	<b>Monday, May 7 (By Noon)</b>	<b>Request an absentee ballot.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election. <i>Remember to include a section on the absentee ballot application allowing the voter to become part of the annual absentee list.</i>	<a href="#">13-13-211</a> <a href="#">13-13-214</a>
Day before	<b>Monday, May 7</b>	<b>Deliver certified copy of the lists of registered electors</b> for each polling place to the district by election administrator before the election day. District then delivers list(s) to election judges prior to opening of polls.	<a href="#">20-20-313</a>
Election Day	<b>Tuesday, May 8</b>	<b>Notify election judges of the names of write-in candidates</b>	

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Election Day 	<b>Tuesday, May 8</b>	<b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election (See Election Procedures).	<a href="#">20-20-105</a> <a href="#">Title 13</a> <a href="#">Chapter 13</a> <a href="#">20-20-203</a> <a href="#">20-20-401</a> <a href="#">20-20-411</a>
Following receipt of the tally sheets from all polls and Within 15 days after election	<b>Wednesday, May 23</b>	<b>Trustees canvass the votes, issue certificates of election, and publish results.</b> Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	<a href="#">20-20-415</a> <a href="#">20-20-416</a>
Within 15 days after receipt of certificate of election	<b>Between Tuesday May 8, and Wednesday, May 23</b>	<b>Candidate completes and files Oath of Office</b> with the County Superintendent. Newly elected trustees may not be seated until the oath is filed.	<a href="#">20-20-416</a> <a href="#">20-3-307</a> <a href="#">20-1-202</a> <a href="#">1-6-101</a>
Within 15 days of election	<b>Wednesday, May 23</b>	<b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.	<a href="#">20-3-321</a>
12 days before and 20 days after	<b>Thursday, April 26 Through Monday, May 28</b>	<b>Filing Report:</b> Candidates who marked Box "C" on their form C-1-A must file form C-5 with the district clerk and Montana Commissioned of Political Practices.	<a href="#">13-37-226(4)</a>
June 1	<b>Friday, June 1</b>	<b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	<a href="#">20-20-417</a>

**Additional References:**

Sample forms can be found at this address: [http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7Gpc1\\_7](http://www.opi.mt.gov/Finance&Grants/schoolfinance/Index.html#p7Gpc1_7)

[1-1-307](#), MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

**If the deadline, as read in statute, is phrased “not later than.....,” then the deadline does not move to a later date, but an earlier one.**

**\*\*Special instances are identified with green lettering\*\***