

# 2024 MUNICIPAL ELECTION CALENDAR

The dates to the right are the only date options for annual municipal elections. There are **no other date options**. The school may request to combine with you on any of these dates. Both jurisdictions have to agree to combine. If you intend to combine with the County for the June 4<sup>th</sup> Primary Election, you need to follow the City/School combining with the County Primary Election Calendar. The dates to the right do not reflect the dates you have to follow for a combined Primary Election on June 4<sup>th</sup>.

	APRIL 9	JUNE 4	JUNE 18
	Second Tuesday in April (a school may combine with you on this date)	First Tuesday after the first Monday in June (may combine with School)	Must combine with the school on the third Tuesday in June
Deadline for the <b>governing board</b> to establish the election date <b>if they choose a different date than the 2<sup>nd</sup> Tuesday in April.</b> ( <u>9-13-1</u> & <u>9-13-1.1</u> & <u>9-13-1.2</u> & <u>13-7-10</u> )	No later than January 14	No later than January 14	No later than January 14
Publish notice of vacancies and time and place for filing petitions each week for two consecutive weeks. ( <u>9-13-6</u> , <u>9-13-40</u> & <u>05:02:04:06</u> & <u>13-7-5</u> ) (NOTE: confirm that all notices have been received and published by the paper: ask for a confirmation email)	Between the dates of January 15 <sup>th</sup> & 30 <sup>th</sup>	Between the dates of Feb. 15 <sup>th</sup> & March 1 <sup>st</sup>	Between the dates of March 15 <sup>th</sup> & 30 <sup>th</sup>
Earliest date for candidate to sign the declaration of candidacy, to begin petition circulation and earliest date to file nominating petition. ( <u>9-13-9</u> , <u>9-13-40</u> , <u>9-13-37</u> , <u>13-7-6</u> ; <u>05:02:08:13</u> and <u>05:02:08:11</u> )	January 26 <sup>th</sup>	March 1 <sup>st</sup>	April 9 <sup>th</sup>
Deadline for filing nominating petition. If this is a <b>Friday</b> , please plan accordingly to be available to accept petitions. Registered mail is acceptable if postmarked by the deadline date and time. ( <u>9-13-7</u> , <u>9-13-40</u> , <u>9-13-37</u> , <u>13-7-6</u> )	(FRIDAY) Feb. 23 <sup>rd</sup> 5:00 pm	(TUESDAY) March 26 <sup>th</sup> 5:00 pm	(FRIDAY) May 10 <sup>th</sup> 5:00 pm
Deadline for submission of written request to withdraw candidate's name from nomination. <u>If you will not have an election, you DO NOT have to publish anything further or notify our office.</u> ( <u>9-13-7.1</u> , <u>13-7-7</u> & <u>05:02:07:05</u> ) Remember to issue certificates of election. See page 2 for more info.	Feb. 23 <sup>rd</sup> 5:00 pm	March 26 <sup>th</sup> 5:00 pm	May 10 <sup>th</sup> 5:00 pm
Deadline for Candidates, in <b>first class municipalities only</b> , to file the <u>Candidate Financial Interest Statement</u> with the person in charge of the election. ( <u>12-25-30</u> ) A sample form can be found at <a href="https://sdsos.gov">sdsos.gov</a> .	Within 15 days of filing nominating petition	Within 15 days of filing nominating petition	Within 15 days of filing nominating petition
Have you ordered your election kit? McLeod's Printing in Mitchell (605-996-5151) is the only company in SD that sells election kits. Check to see if you need to order absentee ballot combined envelopes. Absentee materials may not be included in the election kit. ( <u>05:02:10:01.03</u> )	Order so you receive before absentee voting begins	Order so you receive before absentee voting begins	Order so you receive before absentee voting begins
Once you know you have an election, you must draw for candidate order on the ballot. Each candidate or candidate representative may be present. ( <u>9-13-21</u> )	Draw after petition filing deadline	Draw after petition filing deadline	Draw after petition filing deadline
Have your governing board appoint your Election Board. ( <u>9-13-16.1</u> & <u>05:02:05:11.01</u> ). You may use high school seniors ( <i>must be 18 years old</i> ). ( <u>13-27-6.1</u> ) Compensation for the election board. ( <u>9-13-16.1</u> ) The county auditor may have election worker names.	Anytime	Anytime	Anytime
First publication of voter registration notice. Must be published for <b>two</b> consecutive weeks. ( <u>12-4-5.2</u> & <u>05:02:04:04</u> )	Between the dates of March 4 <sup>th</sup> & 8 <sup>th</sup>	Between the dates of April 29 <sup>th</sup> & May 3 <sup>rd</sup>	Between the dates of May 13 <sup>th</sup> & 17 <sup>th</sup>
Second publication of voter registration notice. The last publication to be not less than ten nor more than fifteen days before the deadline for registration. ( <u>12-4-5.2</u> & <u>05:02:04:04</u> )	Between the dates of March 11 <sup>th</sup> & 15 <sup>th</sup>	Between the dates of May 6 <sup>th</sup> & 10 <sup>th</sup>	Between the dates of May 20 <sup>th</sup> & 24 <sup>th</sup>

Deadline for voter registration. (12-4-5)	March 25 <sup>th</sup> by 5:00 pm	May 20 <sup>th</sup> by 5:00 pm	June 3 <sup>rd</sup> by 5:00 pm
Absentee ballots must be made available no later than 15 days prior to the election (9-13-21). Sample ballots must be printed on <b>yellow</b> paper and we encourage you to put the word SAMPLE on the sample ballot. The paper ballot form can be found at 05:02:06:12.	March 25 <sup>th</sup>	May 20 <sup>th</sup>	June 3 <sup>rd</sup>
Publish notice of election that needs to be published each week for <b>two</b> consecutive weeks. First publication must be at least 10 days before the election. (9-13-13 & 05:02:04:08) (Note: May 27 <sup>th</sup> is Memorial Day)	Weeks of March 25 <sup>th</sup> & April 1 <sup>st</sup>	Weeks of May 20 <sup>th</sup> & 27 <sup>th</sup>	Weeks of June 3 <sup>rd</sup> & 10 <sup>th</sup>
Publish facsimile ballot in the week before the election. The calendar week falls from the Monday to the Saturday of the week prior to the Tuesday of Election Day. (9-13-13 & 12-16-16.2 talks about the size for publication) (Note: May 27 <sup>th</sup> is Memorial Day)	Week of April 1 <sup>st</sup>	Week of May 27 <sup>th</sup>	Week of June 10 <sup>th</sup>
<b>If using optical scan ballots:</b> Not more than ten days prior to an election, the person in charge of the election shall conduct a test of the automatic tabulating equipment. <b><u>Notice of the test, must be published at least 48 hours prior to the test.</u></b> (12-17B-5 & 05:02:09:01.01) (Note: May 27 <sup>th</sup> is Memorial Day)	Anytime between March 30 <sup>th</sup> - April 8 <sup>th</sup>	Anytime between May 25 <sup>th</sup> - June 3 <sup>rd</sup>	Anytime between June 8 <sup>th</sup> - 17 <sup>th</sup>
Deadline for a voter to <b>absentee vote in-person.</b> (12-19-2.1)	April 8 <sup>th</sup> by 5:00 pm	June 3 <sup>rd</sup> by 5:00 pm	June 17 <sup>th</sup> by 5:00 pm
A voter, who is confined due to sickness or disability, may request an absentee ballot via authorized messenger until 3:00 pm the day of the election. The ballot must be returned to you in time for your or your staff to get it to the proper polling location by 7:00 pm (local time).	<b>APRIL 9</b> until 3:00 pm	<b>JUNE 4</b> until 3:00 pm	<b>JUNE 18</b> until 3:00 pm
<b>ELECTION DAY. Polls open 7:00 am to 7:00 pm.</b> (9-13-1, 13-7-10) The <b>person in charge</b> of the election <b>MUST BE AVAILABLE</b> from 7:00 am until the ballots have been counted and all election materials and supplies have been returned to the person in charge of the election.	<b>APRIL 9</b>	<b>JUNE 4</b>	<b>JUNE 18</b>
Deadline for official canvass. (9-13-24)	April 16 <sup>th</sup>	June 11 <sup>th</sup>	June 25 <sup>th</sup>
Issue certificates of election. (9-13-5 & 9-13-28; 05:02:15:08 & 05:02:15:09) ( <i>Appointed candidates do not receive a certificate.</i> )	Within 2 days after canvass	Within 2 days after canvass	Within 2 days after canvass
In a <b>first class</b> municipality, an official must file an Elected Official Financial Interest Statement (3-1A-4). The financial interest statement is filed with the person in charge of the election and a sample form can be found at <a href="https://sdsos.gov">sdsos.gov</a> .	Within 15 days of taking oath of office	Within 15 days of taking oath of office	Within 15 days of taking oath of office

**Oaths of Office:** There is nothing in Administrative Rule that outlines the form/wording of an oath of office. Please work with your (city or school, depending on which calendar) attorney to write the oath. Also, there is nothing that clearly guides you as to when your officials must take the oath. Work with your attorney regarding this. Reference [SDCL 9-14-5](#) for qualifying for office.

**Note:** If the municipal election is combined with a school election on a date other than the 2<sup>nd</sup> Tuesday in April, all dates follow [SDCL 13-7](#) (except when combined with the county for a primary election). Additional information on combining elections may be found at: <https://sdsos.gov/elections-voting/assets/CityandSchoolcombinedelectionQ&A.pdf>

**Ballot color for combined elections:** If combining, one ballot must be white, and the other jurisdiction will use a contrasting color (**do not use yellow** as that is the color for sample ballots). 05:02:06:18

**Notify County Auditor:** Contact your county auditor when you know you will have an election and ask if he/she can be available from 7:00 am to 7:00 pm on that date to answer questions regarding voter registration. (SDCL 7-7-2)

**Missed Election Notices:** We encourage any city that misses a publication to get it published and post the notice around their jurisdiction. The notice would still be considered late, and the election could still be challenged. Contact your city attorney if you miss a notice.

**Petitions:** To check the registration status of the candidate and petition signers (**Finance Officers are required by law to do this for candidate petitions**), per 05:02:08:00, go to: <http://cityandschoollookup.sdsos.gov/Login.aspx>. If you forgot your username and password, or never had one, contact the Secretary of State's Election Team and we will provide one to you. [Elections@state.sd.us](mailto:Elections@state.sd.us)

**First Class Municipalities:** Aberdeen, Belle Fourche, Box Elder, Brandon, Brookings, Harrisburg, Huron, Madison, Mitchell, Pierre, Rapid City, Sioux Falls, Spearfish, Sturgis, Tea, Vermillion, Watertown and Yankton.

**Home Rule Municipalities:** Aberdeen, Beresford, Brookings, Elk Point, Faith, Ft. Pierre, Pierre, Sioux Falls, Springfield and Watertown.

**Contact** a member of the Secretary of State's Election Team with any questions at [Elections@state.sd.us](mailto:Elections@state.sd.us) or 605-773-3537.

Additional **election information** can be found at: <https://sdsos.gov> . Click on **Elections & Voting** then the **City/School Resources** button.

# City and/or School Combining with the County on the 2024 Primary date

DO NOT use this calendar if your jurisdiction is just holding your election on the Primary election date and using the same polling location(s). That is not the same as combining and the dates on this calendar do not apply.

This calendar is based upon the presumption that there is a combined ballot and not that each jurisdiction has their own ballot. Cities and schools may choose to combine with the County for the Primary Election. The following are the publication and deadline dates to follow. **Please note** there will be differences on some of the dates when compared to the dates the County Auditor is required to follow.

## JUNE 4

First Tuesday after the first Monday in June

When combining, make sure to have a **written agreement**, with the County and any other jurisdictions, determining who is responsible for and who is paying for each election publication and process.

**PRIOR TO SETTING ELECTION DATE**

\*Deadline for **school board** to set the date of the Annual School Election. ([13-7-10](#))  
\*Deadline for **municipal governing board** to establish the election date no later than **January 14<sup>th</sup>** of the election year if they choose a different election date other than the 2<sup>nd</sup> Tuesday in April. ([9-13-1](#) & [9-13-1.1](#) & [9-13-1.2](#))

School – first regular meeting in January  
City – no later than January 14

Publish notice of vacancies and time and place for filing petitions each week for two consecutive weeks. **Finance officer and school business manager publish these.** ([9-13-37](#) and [13-7-10.4](#)) (NOTE: confirm that all notices have been received and published by the paper. Ask for a confirmation email)

Between the dates of Feb. 15<sup>th</sup> and March 1<sup>st</sup>

Earliest date for candidates to sign declaration of candidacy, begin petition circulation and earliest date to file a nominating petition. ([9-13-37](#) and [13-7-10.4](#))

March 1<sup>st</sup>

Deadline for filing nominating petitions (filed with finance officer or school business manager). If this is a **Friday**, please plan accordingly to be available to accept petitions. **Registered mail** is acceptable if postmarked by the deadline date and time. ([9-13-37](#) and [13-7-10.4](#))

March 26<sup>th</sup> by 5:00 pm

Deadline for submission of written request to withdraw candidate's name from nomination. **If you will not have an election, you DO NOT have to publish anything further or notify our office.** ([9-13-7.1](#), [13-7-7](#) & [05:02:07:05](#))  
Remember to issue certificates of election. See page 2 for more info.

March 26<sup>th</sup> by 5:00 pm

Deadline for Candidates, in **first class municipalities only**, and Candidates, in school districts with a total enrollment of more than 2,000 students, to file the Candidate Financial Interest Statement with the person in charge of the election. ([12-25-30](#))  
A sample form can be found at [sdsos.gov](https://sdsos.gov).

Within 15 days of filing nominating petition

Drawing for position on the ballot. Each jurisdiction conducts their drawing. Each candidate may be present ([9-13-21](#) and [13-7-13](#))

Must be completed by March 31<sup>st</sup>

Deadline to certify to the County Auditor the candidate names and/or ballot language. ([9-13-37](#) and [13-7-10.3](#))

March 28<sup>th</sup>

Work with County Auditor to see if she/he needs assistance with finding election workers.

Anytime

Absentee voting begins <b>46</b> days prior to the election date. ( <a href="#">12-19-1.2</a> and <a href="#">12-19-3</a> ) Work with the county auditor to determine who is handling the absentee voting.	April 19
<b>County Auditor publishes and posts online</b> first deadline of voter registration. Must be published for two consecutive weeks. ( <a href="#">12-4-5.2</a> & <a href="#">05:02:04:04</a> )	Week of April 29
<b>County Auditor publishes and posts online</b> second deadline of voter registration.	Week of May 6
Deadline for voter registration. ( <a href="#">12-4-5</a> )	May 20 by 5:00 pm
<b>Work with the County Auditor</b> to determine if they are publishing the <b>notice of election</b> or if you need to publish your own. This notice needs to be published each week for two consecutive weeks. First publication must be at least 10 days before election. ( <a href="#">13-7-8</a> & <a href="#">05:02:04:15</a> ), ( <a href="#">9-13-13</a> & <a href="#">05:02:04:08</a> ) May 27 <sup>th</sup> is Memorial Day.	Weeks of May 20 and 27
First day that the County Auditor may conduct a public test of the automatic tabulating system. <b>County Auditor must publish</b> the notice 48 hours before test. ( <a href="#">12-17B-5</a> & <a href="#">5:02:09:01.01</a> ) May 27 <sup>th</sup> is Memorial Day.	May 27
<b>County Auditor publishes</b> facsimile ballot at least once within the two calendar weeks prior to the election ( <a href="#">12-16-16</a> ). The calendar week falls from the Monday to the Saturday. ( <a href="#">13-7-8</a> & <a href="#">12-16-16.2</a> ) and ( <a href="#">9-13-13</a> & <a href="#">12-16-16.2</a> ) talks about the size for publication) May 27 <sup>th</sup> is Memorial Day.	Weeks of May 20 or 27
Deadline for a voter to <b>absentee vote in-person</b> . ( <a href="#">12-19-2.1</a> )	June 3 by 5:00 pm
A voter, who is confined due to sickness or disability, <b>may request an absentee ballot via authorized messenger until 3:00 pm the day of the election</b> . The ballot must be returned to the county auditor in time for her/him or their staff to get it to the proper polling location by 7:00 pm. ( <a href="#">12-19-2.1</a> )	<b>JUNE 4</b> until 3:00 pm
<b>ELECTION DAY</b> . Polls open 7:00 am to 7:00 pm ( <a href="#">13-7-10</a> ), ( <a href="#">9-13-1</a> ).	<b>JUNE 4</b>
Deadline for the official canvass. Each jurisdiction conducts own canvass. Work with the County Auditor to receive your jurisdiction's canvass sheet. ( <a href="#">13-7-18</a> ), ( <a href="#">9-13-24</a> )	School – next meeting after the election City – within 7 days of the election
*Schools certify the election results to the County Auditor and issue certificates of election. ( <a href="#">13-7-9</a> , <a href="#">13-7-18</a> , <a href="#">05:02:15:10</a> & <a href="#">05:02:15:11</a> ) *Cities issue certificates of election. ( <a href="#">9-13-5</a> & <a href="#">9-13-28</a> ; <a href="#">05:02:15:08</a> & <a href="#">05:02:15:09</a> )	School – at the next meeting after the election City – within 2 days after canvass
Deadline for officials in a <b>first class municipality</b> , and officials in <b>school districts</b> with a total enrollment of more than 2,000 students, to file an Elected Official Financial Interest Statement ( <a href="#">3-1A-4</a> ). The financial interest statement is filed with the person in charge of the election and a sample form can be found at <a href="#">sdsos.gov</a> .	Within 15 days of taking oath of office

**Missed Election Notices:** We do encourage any jurisdiction that misses a publication to try to get it published and post the notice around their jurisdiction. The notice would still be considered late, and the election could still be challenged. Make sure to contact your jurisdiction's attorney if you miss a notice.

To check the registration status of the candidate and petition signers (**Business Managers and Finance Officers are required by law to do this for candidate petitions**), per [ARSD 05:02:08:00](#), go to: <http://cityandschoollookup.sdsos.gov/Login.aspx>. If you forgot your username and password, or never had one, contact the Secretary of State's Election Team and we will provide one to you.

Contact a member of the Secretary of State's Election Team with any questions at [Elections@state.sd.us](mailto:Elections@state.sd.us) or 605-773-3537. Additional **election information** can be found at: <https://sdsos.gov> by clicking on **Elections and Voting**, then the **City/School Resources** button.