

ANNUAL ELECTION INSTRUCTIONS FOR BOARD OF EDUCATION

Boards of education should follow the instructions below in preparation for the annual or special school elections.

1. **BOARD RESOLUTION:** File resolution of special election with the county election board 60 days prior to date of election. File resolution of annual election with the county election board no later than fifteen days before the filing period.
2. **PRELIMINARY ESTIMATE OF NEEDS:** Preliminary estimate of needs must be approved by the local board with approval recorded in the minutes no later than December 31 of each year, and published in one issue of a newspaper in general circulation in the district at least 10 days before the annual election. One copy should be retained for district records. One copy must be filed with the county clerk.
3. **FILING PERIOD RECOMMENDED:** It is suggested that each school district publish opening and closing dates prior to the opening and the filing period for notification and declaration of candidacy for membership on the board of education. Filing period for board seats is the first Monday, Tuesday, and Wednesday in December.
4. **ELECTORS QUALIFICATIONS:** A legal voter at a school election is a person registered with the county election board at an address located within the boundaries of a school district.
5. **NOTIFICATION AND DECLARATION OF CANDIDACY:** Candidates are required to file with the county election board of the county wherein supervision of the school district is located, between the hours of 8 a.m. on the first Monday in December and 5 p.m. on the following Wednesday.
6. **WITHDRAWAL OF CANDIDATE:** A candidate may withdraw by sworn affidavit before ballots have been printed.
7. **NAMES ON BALLOT:** Legal names on ballot shall be placed according to lot.
8. **ELECTION HOURS:** All school district elections are to be held from 7 a.m. to 7 p.m.
9. **ELECTIONS (Materials and Officials):** Notification will be in the hands of the county election board, and county election board will furnish the officials for holding the election.
10. **BALLOTS:** Shall be allowed only for members of the board and the procedures for a recount shall be the same as for county elections.
11. **RECOUNT:** Shall be allowed only for members of the board and the procedures for a recount shall be the same as for county elections.
12. **THE VOTE:** When candidates for the board of education tie in an election, the winner is determined by lot.
13. **ELECTION RESULTS:** County election officials will certify results of the election to the local board of education.
14. **OATHS OF OFFICE:** Oaths of office administered to the newly elected board member after certification of the election results by the county election board.
15. **EXPENSE:** School districts are required to pay the expense of all elections held by the county election board plus the materials required to conduct the election. Not less than 35 days before the election the county election board will submit an itemized estimate of the amount of compensation for precinct officials. The school district must submit funds in that amount to the county election board not less than 15 days before the election. As soon as possible after the election, the county election board will submit an itemized claim for the balance of the election expense. Payment shall be made within 30 days up receipt of the itemized claims for the balance of the election expenses.
16. **NOTICE OF ELECTION:** Publish 10 days prior to the election. Notice of election cannot be posted. Designate the offices to be filled, the levy or levies to be voted upon, the place or places where the election will be held, and the time in which the election is to be held.