



2018 School Board Election Deadlines

Annual school board elections must be held between **April 1 and June 30** per NDCC 15.1-09-22. The following is a **mock timeline using June 12, 2018, as an example election date**. **If you have a different election date, compute your schedule in accordance with state law cited below.** Please note that if your school board election is held in conjunction with a county election, the county election board "shall administer the election in the same manner as the county or state election" per NDCC 15.1-09-13 (4).

March 2018							April 2018							May 2018							June 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7		1	2	3	4	5						1	2	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30

March 10, 2018

Thirty days before the filing deadline for candidate names to be printed on the ballot, an official notice of this deadline must be published in the official newspaper of the city or county. (NDCC 15.1-09-09)

April 9, 2018

An individual seeking election to the board of a school district shall prepare and sign a document stating the individual's name and the position for which that individual is a candidate. A candidate shall also file a statement of interests as required by section 16.1-09-02. These documents must be filed with the school district business manager, or mailed to and in the possession of the business manager, by four p.m. of the **sixty-fourth day before** the election. (NDCC 15.1-09-08)

Each board of a school district that enters into an agreement with the county [to share election expenses] must notify the county auditor, in writing, **at least sixty-four days before** the election of the offices to be filled at the election and any measures to appear on the ballot. (NDCC 15.1-09-24) *NOTE: This deadline only applies to school districts holding the annual election in conjunction with a primary election and sharing election expenses with a county.*

May 3, 2018

At least **forty days before** the election, the business manager shall prepare and cause to be printed, or otherwise uniformly reproduced, an official ballot containing the names of all individuals who have indicated their intent to be candidates by meeting the provisions of section 15.1-09-08. (NDCC 15.1-09-11)

May 8, 2018

- At least **thirty-five days** prior to the annual election, the board of each school district shall designate one or more precincts for the election. The board shall arrange the precincts in a way that divides the electors of the district as equally as possible. (NDCC 15.1-09-13 (1))
- At least **thirty-five days prior** to the annual election, the board of each school district shall designate one or more polling places for each precinct. The board shall locate the polling places as conveniently as possible for the voters in the precinct. (NDCC 15.1-09-13 (2))

May 29, 2018

At least **fourteen days before** the date of an annual or special school district election, the school board shall publish a notice in the official newspaper of the district stating the time and place of the election and the purpose of the vote. (NDCC 15.1-09-09)

June 12, 2018

School board election

June 18, 2018

On the sixth day after the election, the school board shall meet to canvass all election returns and shall declare the result of an election. (NDCC 15.1-09-15)

June 19-21, 2018

Within three days after the canvass by the school board for a school district election, the business manager of the school district shall provide to each elected individual written notice of the individual's election and of the duty to take an affirmation or oath of office. (NDCC 15.1-09-17)

June 19-28, 2018

- Within ten days** after the canvass by the school board, the business manager shall certify the individuals elected and their terms to the county superintendent of schools. (NDCC 15.1-09-17)
- An individual elected as a member of or appointed to a school board shall take and file with the school district business manager an affirmation or oath of office **within ten days** after receiving notice of the election or appointment and before commencing duties. (NDCC 15.1-09-25)