# 2018 Annual School Election Timeline

## November 2017

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday  | Monday | Tuesday  | Wednesday | Thursday | Friday  | Saturday |
|  |  |  | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |  |  |

### Annual School Election Resolution

2018 Annual School Election Resolution due to County Election Board Secretary by the close of business at the County Election Board office on November 17, 2017.

Deadline for school district to publish a legal notice is November 24, 2017. A copy of the notice must also be filed with the County Election Board.

##### December 2017

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday  | Monday | Tuesday  | Wednesday | Thursday | Friday  | Saturday |
|  |  |  |  |  | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |  |  |  |  |  |  |

**Filing Period**

Opens 8 a.m. on Monday, December 4, 2017.

Closes 5 p.m. on Wednesday, December 6, 2017.

#### Contesting Candidacy

Must be filed with the County Election Board Secretary who accepted the Declaration of Candidacy by 5 p.m. Friday, December 8, 2017.

#### Withdrawal of Candidate

Must be filed with the County Election Board Secretary who accepted the Declaration of Candidacy by 5 p.m. on Friday, December 8, 2017.

## January 2018

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday  | Monday | Tuesday  | Wednesday | Thursday | Friday  | Saturday |
|  | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |  |  |  |

###### Pre-Election Expense Claim

District required to submit amount due to the County Election Board by January 29, 2018.

##### February 2018

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday  | Monday | Tuesday  | Wednesday | Thursday | Friday  | Saturday |
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 |  |  |  |

**Annual School Election**

Annual School Election – Tuesday, February 13, 2018

County Election Board to certify results of Annual School Election after 5 p.m. Friday, February 16, 2018

## March 2018

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday  | Monday | Tuesday  | Wednesday | Thursday | Friday  | Saturday |
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

##### April 2018

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday  | Monday | Tuesday  | Wednesday | Thursday | Friday  | Saturday |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |  |  |  |  |  |

###### Annual School Runoff Election

Annual School Runoff Election – Tuesday, April 3, 2018.

County Election Board to certify results of the Annual School Runoff Election --- Friday, April 6, 2018, after 5 p.m.

**ANNUAL ELECTION RESOLUTION**

**(To be utilized if mill levies were made permanent in previous election)**

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Election Board

FROM: The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District, Independent School

 District No. \_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_, County, Oklahoma

 The Board of Education of the \_\_\_\_\_\_\_\_\_\_\_\_ School District has approved the following resolution calling for an election to be submitted to the voters of the district.

Date of the Election:

 An election shall be held to vote to elect a board member for member position number \_\_\_\_ on the second Tuesday in February, that being February 13, 2018, with a run-off election to be held on the first Tuesday in April, that being April 3, 2018 if no candidate for the board member position receives more than 50% of the vote. The polling places shall be open from 7:00 a.m. to 7:00 p.m.

Board Member Position On Ballot:

 The voters shall elect a board member for board position No. \_\_\_, which has a \_\_\_\_\_-year term of office.

Qualifications of Candidates for Office:

 To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. In school districts that have been divided into election districts, a candidate must have resided in the district for six months preceding the first day of the filing period and have been a registered voter registered within the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period.

 No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

 A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any school board office for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

 No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate’s spouse, child, parent, grandchild, grandparent, brother, sister, spouse’s child, spouse’s grandchild, spouse’s brother, spouse’s sister, spouse’s grandparent, grandchild’s spouse, parent’s spouse, and child’s spouse. The prohibitions in this paragraph shall not apply if the board member candidate is related within the second degree of affinity or consanguinity to an individual employed as a substitute teacher by the school district or as a temporary substitute support employee if the school district has an Average Daily Membership of less than five thousand (5,000).

 Candidates must affirm that upon being elected as a new member of the Board of Education, within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members. Three (3) of these twelve (12) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance. Incumbents must affirm that they will complete six (6) hours of instruction within fifteen (15) months of election emphasizing changes in school law. Three (3) of these six (6) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance.

Voters Eligible to Vote:

 To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the district.

Ballot Titles:

 The ballot to be submitted to the voter’s shall call for the voters to:

1. Select one candidate for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School Board Position No. \_\_\_\_:

Approved by the \_\_\_\_\_\_\_\_ Board of Education this \_\_\_ day of \_\_\_\_\_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President of the Board of Education Clerk of the Board of Education

**SPECIAL ELECTION RESOLUTION**

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Election Board

FROM: The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District, Independent School

 District No. \_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_, County, Oklahoma

 The Board of Education of the \_\_\_\_\_\_\_\_\_\_\_\_ School District has approved the following resolution calling for a special election to be submitted to the voters of the district.

Date of the Election:

 An election shall be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the polling places open from 7:00 a.m. to 7:00 p.m.

Issues to be Voted Upon:

 The voters will be asked to fill the vacancy of Office No. \_\_\_\_ of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Education. The term of office shall commence at the board meeting immediately following the election and continuing through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Special Filing Period

 Effective November 1, 2015, it is required that a candidate filing period of three (3) days will begin not more than twenty (20) days following the date the resolution calling the election is required to be filed with the secretary of the county election board. To comply with this requirement, the filing period is hereby set for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*OR: Alternate paragraph when special election is scheduled on same date as a regular or special federal or state election.*

 *Effective November 1, 2015, when a special election to fill a vacancy is scheduled on the same date as a regular or special federal or state election, it is required that a candidate filing period of three days will begin not more than ten (10) days following the date the resolution calling the election is required to be filed with the secretary of the county election board. To comply with this requirement, the filing period is hereby set for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

***Please note that when a special election is called by the Board of Education on the same date as a regular or special federal or state election, the resolution calling the special election is required to be filed with the secretary of the county election board not less than seventy-five (75) days prior to the election.***

***Please also note that effective January 1, 2016, the dates on which elections can be held to fill elective offices are limited as outlined in 26 O.S. § 3-101.***

Qualifications of Candidates for Office:

 To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. In school districts that have been divided into election districts, a candidate must have resided in the district for six months preceding the first day of the filing period and have been a registered voter registered within the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period.

 No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

 A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for school office for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

 No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate’s spouse, child, parent, grandchild, grandparent, brother, sister, spouse’s child, spouse’s grandchild, spouse’s brother, spouse’s sister, spouse’s grandparent, grandchild’s spouse, parent’s spouse, and child’s spouse. The prohibitions in this paragraph shall not apply if the board member candidate is related within the second degree of affinity or consanguinity to an individual employed as a substitute teacher by the school district or as a temporary substitute support employee if the school district has an Average Daily Membership of less than five thousand (5,000).

 Candidates must affirm that upon being elected as a new member of the Board of Education, within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members. Three (3) of these twelve (12) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance. Incumbents must affirm that they will complete six (6) hours of instruction within fifteen (15) months of election emphasizing changes in school law. Three (3) of these six (6) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance.

Filing for Candidacy

 A special filing period shall be conducted from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_.

Voters Eligible to Vote:

 To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the district.

Approved by the \_\_\_\_\_\_\_\_ Board of Education this \_\_\_ day of \_\_\_\_\_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President of the Board of Education Clerk of the Board of Education

Contesting Candidacy

With regard to contesting the candidacy of a candidate, the following is the current status of the law in Oklahoma:

1. If there is more than one candidate for a position, any of the candidates may file a petition concerning the candidacy of another candidate.
2. If there is only one candidate, a protest contesting that individual’s candidacy may be filed by any registered voter who is eligible to vote for the candidate.

A petition (to contest candidacy) must be filed by 5:00 p.m. on the second day following the close of the filing period. The petition must allege that the candidate was not qualified by law to be a candidate and must contain the reasons why the candidate was not qualified. Any reasons which do not appear on the face of the petition are deemed waived and cannot later be added.

The petition is to be filed with the Secretary of the County Election Board who accepted the declaration of candidacy. The contesting of candidacy requires a $250 deposit.

Upon the filing of a petition, the secretary of the appropriate election board must set the matter for a hearing. The hearing cannot be held fewer than three (3) days from the filing of the petition.

It is the obligation of the petitioner to have the candidate served with a copy of the petition. The service must be made in person, where possible, within twenty-four (24) hours after the date and place of the hearing has been set by the county election board secretary. Service must be made by the Sheriff of the county of residence of the individual whose candidacy is being contested.

The petition may be heard without formal pleadings being filed in answer or reply to the contesting petition. The election board may serve subpoenas and compel the attendance of witnesses and production of evidence. At the conclusion of the hearing, the board shall render its decision and the vote of the individual members in writing. The decision of the board shall be final.

If the board determines that the candidate was not qualified, it may order the candidacy stricken and the individual’s name shall not be placed on the ballot. If possible, the board may order the candidate to amend the declaration of candidacy to conform with law.

Should the candidate whose candidacy is being challenged desire to appear in answer to the contest, the candidate is required to deposit with the secretary of the election board a cashier’s check or certified check in the same amount as that filed by the petitioner ($250).

The burden of proof remains on the petitioner to sustain the allegations in the petition. Failure of the candidate to appear or answer shall be deemed default and shall constitute an admission of the allegation in the petition.

In the event the petitioner is successful, his deposit shall be returned to him and all costs of the hearing shall be deducted from the deposit of the candidate whose candidacy was contested. If the candidate does not appear or answer the costs shall be deducted from the deposit made by the petitioner and the balance, if any, shall be returned to the petitioner.

26 O.S. §5-118, et seq.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Election Board**

**Petition to Contest Candidacy**

 I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a candidate for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Board Member Office No. \_\_\_\_\_\_\_\_, contest the candidacy of another candidate for the same office, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on the grounds that he/she is not qualified as a candidate for the office because:

 \_\_\_\_\_ he/she has not been a resident of the school election district for that office for at least six (6) months immediately preceding the filing period for the office.

 \_\_\_\_\_ he/she has not been a registered voter with the county election board at an address located within the geographical boundaries of the district for six (6) months preceding the first day of the filing period.

 \_\_\_\_\_ he/she has not been awarded a high school diploma or certificate of high school equivalency.

 \_\_\_\_\_ he/she had pled guilty, nolo contendere, or been found guilty of a crime that prohibits him/her from holding office.

This petition is filed this \_\_\_\_\_ day of December, \_\_\_\_\_.

 26 O.S. §13A-106 provides:

 To be eligible to be a candidate for member of the board of education of a school district or career-technical school district, a person must have resided in the district for at least six (6) months preceding the first day of the filing period, and have been a registered voter with the county election board at an address located within the geographical boundaries of the district for a six (6) months preceding the first day of the filing period. Beginning May 1, 1990, no person shall be eligible to be a candidate for election to be a member of the board of education of a school district or career-technical school district unless the person has been awarded a high school diploma or certificate of high school equivalency. In school districts that are divided into election districts, a candidate must have resided in the district for at least six (6) months preceding the first day of the filing period and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the election district for six (6) months preceding the first day of the filing period. Beginning May 1, 1990, no person shall be eligible to be a candidate for or elected to be a member of the board of education unless the person has been awarded a high school diploma or certificate of high school equivalency.

Specifically, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is not qualified to be a candidate for the aforementioned office for the following reasons:

WHEREFORE, Petitioner requests the election board set a hearing for this matter and after such hearing declare \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ not to be a qualified candidate for the office.

 Respectfully submitted,

 BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attached is a cashier’s check or certified check as required by 26 O.S. §5-121

Closing Split Precincts in School District Elections

Title 26 O.S. Section 13A-101 allows school districts to close some precincts under certain circumstances. The State Election Board has promulgated rules to implement the law. Following is a summary of the steps school district officials may follow to take advantage of the new law and the new procedure.

 1. If only part of a precinct is located inside the boundaries of a school district, the precinct may be closed for the school district’s election only if school officials certify **in the resolution** calling the election that **no persons reside** within that part of the precinct.

 2. If only part of a precinct is located inside the boundaries of a school district and **100 or fewer voters are registered in the part of the precinct within the district**, the precinct may be closed upon request of school district officials. The request must be submitted in writing to the County Election Board Secretary along with the resolution, but should not be included in the text of the resolution.

 3. The superintendent is required to assist the Secretary of the County Election Board in determining the number of registered voters who reside in the part of the precinct located within the school district’s boundaries. Instructions are provided by the Secretary.

 4. The procedure may be used in any school district election. Once a precinct is closed for an election, the district is not responsible for expenses (Precinct Official compensation and Precinct Registry fees) in the precinct.

# Contact the County Election Board Secretary

for more information

.**COMMON EDUCATION SCHOOL DISTRICT**

**Legal Notice**

**(Must be published in a newspaper of the county wherein the school district administrative office is located at least ten days prior to the filing period.)**

**(Post at the school district administrative offices as well as the county election board office.)**

The Board of Education of \_\_\_\_\_\_\_\_\_\_\_\_ Public School District hereby provides legal notice that the annual school election filing period for candidates will open on Monday, December 4, 2017 at 8:00 a.m. and will close Wednesday, December 6, 2017 at 5:00 p.m.

Board Member Position On Ballot:

 The voters shall elect a board member for board position No. \_\_\_, which has a \_\_\_\_\_-year term of office.

**COMMON EDUCATION SCHOOL DISTRICT**

**To be printed on school letterhead**

**Press Release**

**(Shall be issued to a newspaper of general circulation in the county where the school district’s administrative office is located.)**

The Board of Education of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public School District hereby announces that statutorily qualified individuals interested in running as a candidate for the #\_\_\_\_ seat on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Education may file to run as a candidate for this seat at the \_\_\_\_\_\_\_\_\_\_\_\_\_County Election Board between the hours of 8 a.m. and 5 p.m., Monday, December 4 through Wednesday, December 6, 2017.

**TECHNOLOGY CENTER SCHOOL DISTRICT**

**Legal Notice**

**(Must be published in a newspaper in each county wherein the school district board of education is a member of the technology center district at least ten days prior to the filing period.)**

**(Post in each county at the school district administrative offices as well as the county election board office.)**

The Board of Education of \_\_\_\_\_\_\_\_\_\_\_\_ Technology Center School District hereby provides legal notice that the annual school election filing period for candidates will open on Monday, December 4, 2017 at 8:00 a.m. and will close Wednesday, December 6, 2017 at 5:00 p.m.

Board Member Position On Ballot:

 The voters shall elect a board member for board position No. \_\_\_, which has a \_\_\_\_\_-year term of office.

**TECHNOLOGY CENTER SCHOOL DISTRICT**

**To be printed on school letterhead**

**Press Release**

**(Shall be issued to a newspaper of general circulation in each county where the school district board of education is a member of the technology center district.)**

The Board of Education of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Technology Center School District hereby announces that statutorily qualified individuals interested in running as a candidate for the #\_\_\_\_ seat on the \_\_\_\_\_\_\_\_\_\_\_\_\_ Technology Center School District Board of Education may file to run as a candidate for this seat at the \_\_\_\_\_\_\_\_\_\_\_\_\_County Election Board between the hours of 8 a.m. and 5 p.m. Monday, December 4 through Wednesday, December 6, 2017.