SCHOOL ELECTION CALENDAR 2021

Thursday, Arch 25 No earlier than 145 days, or later that 40 days before 2 must be filed with district clerk (regardless of who is running the election). NO 20-3-305 Thursday, March 25 At least 70 days before 2 must be filed with district clerk (regardless of who is running the election). NO 20-3-305 Thursday, March 25 At least 70 days before 4 must be filed with district clerk (regardless of who is running the election). NO 20-3-305 At least 70 days before 5 must be sent form or each location with the day of the election; 2) whether the election will be date of the election; 2) the purpose of the election; 3) whether the election will be day mall or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if the election administration within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct. • Bond Elections are subject to additional requirements (see 20-9-422, MCA). • 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. Exception: Even if no request is received, the election administrator. To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution. At least 67 days before within 3 days of passage, but it need NOT be posted. The drustees must also appoint three election administrator. To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution. At least 67 days before within 3 days (for each election administrator) administrator and passage of the election administrator. Friday, before within 3 days (for each election) administrator publishes the notice of close	Days From		Event	MCA
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Days From		Event	MCA
Election	Deadlines	(Special Instances Identified in Green)	Citation
Not less than 30	Friday,	Election administrator certifies ballot. The election administrator prepares the final	20-20-401
days before	April 2	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.	<u>15-10-425</u>
		Trustees must pass a resolution stating exact levy amounts by this date for the clerk	
		to certify the ballot. This resolution must include the durational limit, if any, on the	
		levy.	
Not less than 30	Friday,	Election by Acclamation and Cancellation of Election - Notice. If the number of	20-3-313
days before	April 2	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 may cancel the election. They must then give notice that a	
		trustee election will not be held. The trustee election may not be declared by	
		acclamation until all candidate filing deadlines have passed. Send a copy to the	
		county election administrator to aid with the provisions of late registration.	
		**A trustee election held in single-member or trustee nominating district is	
		considered a separate trustee election for declaring the election by acclamation.	
30 days before	Monday, April	Close of regular voter registration. Registration forms postmarked by this date and	<u>13-2-301</u>
any election	5	received within 3 days are accepted for regular registration. Late registration must	
		be completed at the county election office.	
Not more than	Monday, April	Contact your county election administrator for the absentee ballot list.	13-13-212
30 days before	5		
			<u>20-20-312</u>
Day after Close	Tuesday, April	Start of Late Registration. Late voter registration starts and continues through the	13-2-304
of Regular	6	close of polls on election day, except that late registration is closed from noon to 5	
Registration		pm on the day before the election. Late registration must be completed at the	
		office of the county election administrator.	
Not less than 10	Thursday	Notice of election is posted. The election notice must be published in a newspaper	20-20-204
days, or more	March 25	of general circulation in the district, if available, posted in at least three public	
than 40 days	Through	places in the district AND posted on the district's website for the 10 days prior to	
before	Saturday,	the election, if the district has an active website. Notice using any other recognized	
	April 24	media may be used to supplement the posting. The notice must include: 1) the date	
		and voting locations for the election; 2) voting location 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; 5) where and how	
		absentee ballots may be obtained; and 6) where and how late registrants may	
		obtain a ballot on election day.	
		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.	
At least 20 days	Wednesday,	Absentee ballots available. The election administrator prepares ballots for	<u>13-13-214</u>
before	April 14	absentee voters. Remember to enclose four things in the absentee package.	
		• The ballot (with stubs removed);	<u>20-20-401</u>
		 Instructions for voting and returning the ballot; 	
		A secrecy envelope, free of marks that would identify the voter; and	
		A self-addressed, return envelope with affirmation printed on the back.	
Not before the	Wednesday,	Mail ballots mailed. If mail ballot election is used, all ballots must be mailed on the	<u>13-19-207</u>
20 th day nor	April 14	same day (the day noted in the district's mail ballot plan), except that if an inactive	
later than the	through	elector reactivates after the ballots are mailed, the elector should be provided with	
15 th day	Monday, April	or mailed a ballot. If the elector reactivates after noon on the day before election	
	19	day, the elector must come in on election day to receive a ballot.	



Days From		Event	MCA
Election	Deadlines	(Special Instances Identified in Green)	Citation
Not more than	Saturday,	Absentee/Mail Ballot Counting Notice. Districts must publish in a newspaper of	13-15-105
10 days or less	April 24	general circulation in the county a notice indicating the method that will be used for	15 15 105
than 2 days	through	counting absentee/mail ballots and the place and time that the absentee/mail	
before	Sunday, May 2	ballots will be counted on election day. <i>If the district publishes their notice of</i>	
20.0.0		election on the 10th day prior to the election, in a newspaper of general circulation in	
		the county, this information may be included in that notice.	
Day before	Monday,	Deadline for absentee ballot requests. Voters who wish to vote absentee may	13-13-211
(by Noon)	May 3	request an absentee ballot in writing or in person until noon the day before the	
, ,	1	election.	<u>13-13-214</u>
Day before	Monday,	Deliver certified copy of the lists of registered electors. Before the day of election,	20-20-313
•	May 3	the county election administrator shall deliver a certified copy of the lists of	
	1	registered electors for each voting location to the district. The district shall deliver	
		them to the election judges prior to the opening of a voting location.	
Day before	Monday,	Late registration closed. Late registration is closed at noon the day before the	13-2-304
(at noon)	May 3	election. Electors must late register at the office of the county election	
	(by noon)	administrator by noon and return their certificate of late registration to the election	
		administrator (the school district clerk if the school district is running the election)	
		by 8:00 pm on election day.	
Election Day	Tuesday,	ELECTION DAY. The election administrator must prepare the polling places, printed	Title 13
	May 4	ballots, ensure election judges are present, and conduct a fair and unbiased election.	20-20-105
			20-20-401
		Notify election judges of the names of write-in candidates	20-20-411
No sooner than	Monday, May	The first date that provisional ballots may be counted. Following the election,	13-15-107
3pm on the 6 th	10	unresolved provisional ballots are sealed. These ballots may not be opened until	
day after the		after 3pm on the 6 th day after election. The election judges convene, and a	
election		determination is made as to whether the ballots are counted. If there are	
		provisional ballots in a school election, the canvass may not occur until after all	
		provisional ballots are resolved.	
Following	By Friday,	Trustees canvass the votes, issue certificates of election, and publish results.	20-20-415
receipt of the	May 28	Trustees review the tally sheets compiled by the election judges to ascertain their	20-20-416
tally sheets		accuracy. Recounts are ordered, if necessary. If tally is complete and accurate,	<u> 20-20-410</u>
from all polls		trustees issue certificates of election to successful candidates. The canvassed results	
and within 25		shall be published immediately in a newspaper that will give notice to the largest	
days after the		number of people in the district. <i>If the election was called by acclamation the</i>	
election		trustees should still canvass results and issues certificates of election at this time.	
Within 5 days	Monday, May	Deadline for filing a petition for recount. When a question submitted to a vote of	<u>13-16-201</u>
after the official	10 through	the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for	
canvass	Wednesday,	and against the question, a petition for recount must be filed within 5 days after the	
	June 2	official canvass.	
Within 5 days of	Monday, May	Deadline for convening the School Recount Board. When a tie vote has been	<u>13-16-204</u>
receipt of notice	10 through	certified to the election administrator or conditions have been met for filing a	20-20-420
from the	Monday, June	recount petition, the board shall convene at its usual meeting place to perform a	
election	7	recount. The recount must be completed within 5 days of receipt of official canvass	
administrator	D. F. C.	or recount petition.	20.2.224
Within 25 days	By Friday,	Deadline for trustees to hold organizational meeting to elect chair and appoint	<u>20-3-321</u>
of election	May 28	clerk.	



Days From	Deadlines	Event	MCA
Election	Deadilles	(Special Instances Identified in Green)	Citation
June 1	Tuesday, June	Deadline for trustees to request county election administrator to conduct school	20-20-417
	1	elections for next year. 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 to become the election	
		administrator for school elections. The request must be made by a resolution of the	
		board of trustees. If the county accepts, then the county must perform all the	
		duties the school clerk would have. The school district must assume all costs of the	
		election.	
Within 15 days	By Friday,	Candidate completes and files Oath of Office with the County Superintendent.	<u>20-3-307</u>
after receipt of	June 11	*Newly elected trustees may not be seated until the oath is filed. The issuance and	20-1-202
certificate of		the oath may be administered at the organizational meeting but must be completed	20-1-202
election		within 15 days of issuance.	<u>1-6-101</u>
		**In the event of a recount, the deadline for a candidate to complete and file the	
		oath is 15 days from receipt of the certificate of election.	

<u>1-1-307</u>, 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..." the deadline does not move to a later date but an earlier one.

Additional References:

Sample forms can be found at this address: School Finance Election Webpage

Election Manual: School Election Handbook

MT Secretary of State's Office: Secretary of State's Election Webpage

NOTE: Candidates for trustee positions 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 are required to file a C-1-A Statement of Candidate within 5 days of becoming a candidate. For reporting dates and instructions contact the Montana Commissioner of Political Practices at: Commissioner of Political Practices Webpage.

