

Auditor's Calendar
School Election – September 12, 2017

■ Text in purple = School secretaries ■ Text in black = County Auditor ■ Text in orange = I-VOTERS

Days from Election	Date	Event	Code Cite
	Anytime	<p>Create Election. The "Election Details" may be entered at any time. Absentee requests may be entered at any time after the election is created.</p> <p>Best Practice: Use this format for naming your election: 2017 [County Name] County School Election.</p>	
-134	Monday, May 1	<p>Signature Formula Set. The number of signatures needed on candidates' nomination petitions is calculated from the number of registered voters in the school or director district on May 1. The auditor will do this calculation and inform school secretaries and community college board secretaries of the required number of signatures.</p>	IAC 721— 21.500
-64	Monday, July 10	<p>Candidate Filing Begins. First day to file nomination papers with the secretary of the school board or community college board secretary. The secretary or a designee must be present to receive the papers.</p>	§260C.15(3), §277.4(1)
-45	Saturday, July 29	<p>Last Day for Vacancies. Vacancies occurring on or before today on community college boards or school boards and board resignations occurring on or before today that will be effective either immediately or at the beginning of the next term must be filled at the 2017 school election. Vacancies occurring after this date cannot be filled at this school election and instead must wait to be filled until the next pending election (i.e. the next school election or special school or community college election).</p>	§69.12(1)(a)(3), 260C.11(1), 279.6
-40	Thursday, Aug. 3 – 5 p.m.	<p>Candidate Filing Deadline. Last day to file nomination papers with the school secretary or community college board secretary. Deadline is 5 p.m.</p> <p>School secretary's office must be open until 5 p.m.</p>	§260C.15(3), 277.4(1)
-39	Friday, Aug. 4 – 5 p.m.	<p>Nominations Delivered. School secretaries and community college board secretaries deliver all nomination papers and the full text of all public measures to the auditor by 5 p.m.</p> <p>Auditor's office must be open until 5 p.m. if necessary.</p>	§260C.15(3), 277.4(3)
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-39	Friday, Aug. 4 – 5 p.m.	<p>Set Up Election. After the school secretary delivers the nomination papers, include contests from election template and add candidates. Add measures and vacancies if needed.</p> <p>Control Counties: Post shared contests. Contests, including races, vacancies and measures, must be entered before sharing. Candidate names can be added, edited or deleted at any time as long as the race is entered before the contests are shared.</p>	
-35	Tuesday, Aug. 8 – 5 p.m.	<p>Community College Candidates Certified. Last day for control auditor for community colleges to certify the names of candidates and public measures to the other auditors in the community college.</p>	§260C.15(3)
		<p>Withdrawal Deadline. Last day for candidates to withdraw by filing a written request with the school secretary. Deadline is 5 p.m.</p>	§277.4(4)
		<p>Objection Deadline. Last day to file written objections to nomination papers or eligibility of a candidate with the school secretary or community college board secretary.</p>	§260C.15(4), 277.5
		<p>School secretary’s office must be open until 5 p.m.</p>	
		<p>Important Note: Absentee ballots must be ready as soon as practicable. Once ballots are ready, absentee voting must begin by mail and in the auditor’s office.</p>	§53.10(1)
		<p>Health Care Facility Delivery. Within 10 days after ballots are printed, the auditor may send teams to deliver ballots to residents and patients of health care facilities. After this 10 day window, ballots cannot be delivered to health care facilities again until the 14th day before the election.</p>	§53.8(3), 53.22(1)(a)
-29	Monday, Aug. 14 – 5 p.m.	<p>Satellite Voting Petition Deadline. A petition requesting a satellite absentee voting station must be filed no later than 5 p.m. on the 30th day before the election. <i>This deadline falls on Sunday and is therefore moved to the next business day.</i></p>	§47.4, 53.11(2)(d)
		<p>At least seven days before the first day of a satellite, the auditor must notify the political parties’ chairpersons of the date, time, and location of a satellite so the parties may appoint observers.</p> <p>Auditor’s office must be open until 5 p.m.</p>	§53.11(5)

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-29	Monday, Aug. 14 – 5 p.m.	<p>Non-Control Counties: Include shared contests for contests where you are the non-control county.</p> <p>Generate Ballot Styles. Verify that all contests for which you are the non-control county have been shared and included. Failure to include all contests before generating ballot styles will require regenerating the election. Rename your system ballot styles.</p> <p>Pull Absentees. Pull absentees in “Generate Ballot Styles” to include UOCAVA absentee requests and election-specific requests already entered. Print absentee ballot labels.</p>	
-20	Wednesday, Aug. 23	<p>Publications Begin. First day to publish notice of changes in polling places (this includes temporary changes).</p> <p>First day the auditor may publish notice of the school election and sample ballot. The notice of election must include an accessibility notice.</p>	<p>§49.23</p> <p>§49.53, 260C.15(1), IAC 721— 21.50(10)</p>
-15	Monday, Aug. 28	<p>Worry-Free Postmark Date. Mailed voter registration forms which are postmarked on or before today are considered on time to pre-register for the school election even if they are received after 5 p.m. on Friday, September 1.</p> <p>Last Day to Appoint Precinct Election Officials. Appointed by the auditor.</p>	<p>§48A.9(3)</p> <p>§49.13(1)</p>
-14	Tuesday, Aug. 29	<p>Health Care Facility Delivery. Teams may resume delivery of absentee ballots to residents and patients of health care facilities.</p>	§53.22(1)(a)
-11	Friday, Sept. 1 – 5 p.m.	<p>Voter Pre-Registration Deadline. The deadline to pre-register to vote for the school election is 5 p.m. This applies to registration in person (including registration at driver’s license stations or agencies) or by mail.</p> <p>Exceptions: Mailed registration forms postmarked on or before Monday, August 28, are considered on time even if they are received after 5 p.m. today.</p> <p>After today, a person may register to vote at the auditor’s office, a health care facility, or a satellite voting station and vote an absentee ballot. The process is the same as for registering to vote on election day.</p> <p>Auditor's office must be open from 8 a.m. to 5 p.m.</p>	<p>§48A.9(1)</p> <p>§48A.7A(3)</p> <p>§48A.9(2)</p>

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-4	Friday, Sept. 8 – 5 p.m.	Publication Deadline. Last day to publish notice of election, sample ballot and polling place changes. The notice of election must include an accessibility notice.	§49.23, 49.53, 260C.15(1), IAC 721—21.50(10)
		Deadline to request an absentee ballot by mail.	§53.2(1)(b)
		Last Day to Submit Written Challenges to Absentee Voters. A person qualified to vote in the election may submit a written challenge to the qualifications of an absentee voter until 5 p.m. to the auditor (observers witnessing the processing of absentee ballots may submit challenges until the polls close on election day.)	§53.31(1)
		Last Day to Review Absentee Affidavits. Last day for auditor to review absentee affidavits received by 5 p.m.	§53.18(2)
		Non-Control Counties: Send election registers to the control county. Contact the control county to determine when they want these and in which format.	
		Auditor's office must be open until 5 p.m.	
-3	Saturday, Sept. 9 – Election Day at 4 p.m.	Voters admitted to hospitals or nursing homes after 12 a.m. September 9 may call to request delivery of an absentee ballot. Deadline for a telephone request is 4 p.m. on election day.	§53.22(2)
-1	Monday, Sept. 11 – 5 p.m.	Absentee Ballot In-Person Deadline. Last day to request and vote an absentee ballot in person at the auditor's office.	§53.2(1)(a)
		Exception: If the polls open at noon on election day, voters may vote by absentee ballot in person at the auditor's office from 8 a.m. until 11 a.m. on election day	
		Last Day for Voters to Fix Incomplete Affidavits. Voters have until 5 p.m. to fix incomplete affidavit envelopes.	§53.18(2)
		Equipment Testing Deadline. Last day to test voting equipment. Keep testing results in election files. Must be finished testing not later than 12 hours before the polls open.	§52.35
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-1	Monday, Sept. 11 – 5 p.m.	PEO Training Deadline. Last day for training precinct election officials.	§49.124(1)
		Auditor May Convene ASVP Board. In some limited circumstances, the board may review affidavits and decide which ballots to accept for counting. If secrecy envelopes were enclosed with all absentee ballots, the auditor may direct the board to open the affidavit envelopes and remove secrecy envelopes. Notify the county political party chairpersons of the time the ASVP board will be convened.	§53.23(3)(b)(1)
		School Election Day. Polls are open from 7 a.m. until 8 p.m.	§49.73, 260C.15(1), 277.1
Election Day	Tuesday, Sept. 12	Exception: The polls may be opened at noon for any school election unless the auditor receives a petition objecting to the shortened hours.	§49.73
		If the polls open at noon, voters may vote by absentee ballot in person at the auditor's office from 8 a.m. until 11 a.m.	§53.2(1)(a)
		Electronically Submitted Absentee Ballot Requests Must be Matched with Originals. If an electronic or faxed request was submitted, the original absentee ballot request must be received by the time the polls close. If the original does not arrive on time or was postmarked after Friday, September 8, the ballot cannot be counted. Notify the voter the ballot was rejected. This requirement does not apply to UOCAVA voters.	IAC 721— 21.2(2)
+1	Wednesday, Sept. 13 – Noon	Post the Number of Provisional Ballots. Number of provisional ballots cast in each precinct must be posted as soon as possible after the election.	§50.20
		ASVP Board Must Reconvene at Noon. ASVP board must reconvene at noon to consider provisional ballots and absentee ballots postmarked Monday, September 11, or earlier.	§50.21, 50.22
		Ballots and Election Supplies Returned. Election supplies from each precinct, including election register, tally list, and ballots, must be returned by noon. Send messengers for supplies not returned by noon. Best Practice: Have voted ballots returned back to auditor's office on election night after the polls close.	§50.10, 50.17, 50.23
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+1	Wednesday, Sept. 13 – Noon	<p>Enter Results in I-VOTERS. Results can be entered any time after the polls close. Pull “Results Data” in “Election Results” before entering results. Do not use the “Unofficial Results” tab. Results must be entered in the “Official Results” tab in order to print certificates, abstracts, and election canvass summary.</p>	
		<p>Absentee Ballot Deadline. Absentee ballots postmarked on Monday, September 11, or earlier and received before the county canvass are considered to be on time to be counted.</p>	§53.17(3)
+3	Friday, Sept. 15	<p>County Canvass of Votes. No time is specified for this meeting, but it is required to be held this day.</p> <p>Control Counties: Send copies of election registers. Send copies of registers and records of counted absentee ballots to the non-control county. The non-control county needs these to process vote credit.</p>	§277.20
+6	Monday, Sept. 18 – 5 p.m.	<p>Recount Request Deadline. Written requests for a recount must be filed in the auditor’s office by 5 p.m. on the third day after the canvass.</p> <p>Auditor's office must be open until 5 p.m.</p>	§50.48(1)(a)
	Date varies for community colleges.	<p>Control County Canvass for Community Colleges. Canvass of county abstracts for community colleges by board of supervisors of control county. (This meeting is set for the last Monday in September or the last regular supervisors' meeting in September.)</p>	§260C.15(5)
+23	Thursday, Oct. 5	<p>Notice of Election Contest Deadline for School District Candidates. Statement of intent to contest election must be filed in the control auditor’s office within 20 days after the day the apparent winner was declared elected.</p>	§57.6, 62.5(1), 277.22
	Date varies for community colleges.	<p>Notice of Election Contest Deadline for Community College Candidates. Statement of intent to contest election must be filed in the control auditor’s office within 20 days after the day when the apparent winner was declared elected.</p> <p>Important Note: This date will vary for community colleges depending on when the canvass occurs. <i>If the deadline falls on Sunday, the deadline is moved to the next business day.</i></p>	§57.6, 62.5, 277.22 §47.4

Days from Election	Date	Event	Code Cite
	Dates will vary for each school district	Organizational Meeting. At its first regular meeting after the canvass of votes, the school board organizes for the new term.	§279.1
+45	Friday, Oct. 27	EDR Acknowledgment Deadline. Last day to mail acknowledgments to voters who registered and voted after the school election pre-registration deadline.	§48A.26A(1)
+60	Saturday, Nov. 11	Deadline to Update Voter History Last day to add voter election participation information in I-VOTERS.	§48A.38(2)