

Webinar Election Workshop Registration Form

2019-2020 Municipal/School Election Workshops

Webinar Workshops – All aspects of elections will be covered over 6 different webinar workshops

-Webinars are free of charge. **New Finance Officers and Business Managers should attend all 6 webinars, if possible.**

-Two identical Webinars will be held on each date. Choose one to attend on each date.

-Each webinar time is limited to 100 participants, so please register early if you plan to attend via webinar.

-Those who register to attend will be emailed the login and call-in information one week prior to each workshop.

***Fill out a separate form for *each* attendee. Check the box in front of the time you wish to attend for each date.**

Webinar 1 - December 5, 2019 Estimated time 45+ minutes.

Check one: 9:30 am or 2:30 pm (Central Time)

- Election Types and Date (don't forget to set your date)
- Combining elections vs. holding elections on the same day
- Election Calendar (appoint your election boards sooner rather than later)
- Precinct and Election Boards
- Public Notices
- Walk through the Secretary of State's website and the Legislative Research Council's site

Webinar 2 – December 11, 2019 Estimated time 80+ minutes

Check one: 9:30 am or 2:30 pm (Central Time)

- Candidate Eligibility Requirements
- Petitions – Forms, Deadlines, Signature Requirements (change for cities) and Counting Signatures (walk through petition checklist). New petition challenge law.
- What if no one files?
- Financial Interest Statements (have to be filed every year now for applicable cities and schools)
- Vacancies –What Creates a Vacancy and How to Fill It
- Campaign Finance (for applicable cities and schools) – Who is Required to File, Restrictions, Disclaimers and Forms

Webinar 3 – January 8, 2020 Estimated time 40+ minutes

Check one: 9:30 am or 2:30 pm (Central Time)

- Ballot Preparation
- Who Can Vote – Voter Registration and Residency

Webinar 4 – January 9, 2020 Estimated time 60+ minutes

Check one: 9:30 am or 2:30 pm (Central Time)

- Absentee Voting – Application, Voting In-Person or by Mail, UOCAVA Voters (walk through SOS handout)

Webinar 5 – January 22, 2020 Estimated time 1.5 + hours

Check one: 9:30 am or 2:30 pm (Central Time)

- Election Worker Training – you may use this to train your election workers.
- Walk through the Precinct Manual as a guide on “What to do on Election Day.”

Webinar 6 – January 23, 2020 Estimated time 30+ minutes

Check one: 9:30 am or 2:30 pm (Central Time)

- What to ask your county auditor for (VR list, schools make sure to ask for all the counties your district covers)
- What should you, as the person in charge of the election, do on Election Day?
- Counting, Canvassing and Recounting – Provisional Ballots, Duties of Canvassers and Recount Process

School: _____

Name: _____ **Title:** _____ **Email:** _____

***Please return this completed form by September 5, 2019 to the SDML at Lisa@sdmunicipalleague.org**

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