



John Thurston  
Secretary of State

## 2019 ANNUAL SCHOOL ELECTION DATES

### FOR SCHOOL DISTRICTS WITH NOVEMBER ELECTION ONLY

#### ANNUAL SCHOOL ELECTION: NOVEMBER 5, 2019 Ark. Code § 6-14-102(a)(1)

- Deadline to apply to register to vote – Sunday, October 6, 2019\*
  - (\*Actual deadline is Monday, October 7, 2019)

Ark. Code § 6-14-108; Ark. Code § 7-5-201(a); Arkansas Constitution Amendment 51

#### ANNUAL SCHOOL RUNOFF ELECTION: DECEMBER 3, 2019 Ark. Code § 6-14-121

- Deadline to apply to register to vote – Sunday, November 3, 2019\*
  - (\*Actual deadline is Monday, November 4, 2019)

Ark. Code § 6-14-108; Ark. Code § 7-5-201(a); Arkansas Constitution Amendment 51

July 1 – Monday

#### **EFFECTIVE DATE OF ACT 597 of 2019**

First day for candidates filing by petition to circulate petitions for Annual School Election. Petition must contain at least twenty (20) registered voters who are residents of the school district and, if applicable, the position's electoral zone.

Ark. Code § 6-14-111(d-f), Act 597 of 2019

July 25 – Thursday

#### **BEGIN: CANDIDATE FILING FOR ANNUAL SCHOOL ELECTION**

**12:00 Noon** – First day a candidate filing by petition can file a petition of candidacy, the political practices pledge and the affidavit of eligibility with the county clerk.

Ark. Code § 6-14-111(e), Act 597 of 2019

**12:00 Noon** – First day a write-in candidate can file a notice of intent to be a candidate, a political practices pledge, and an affidavit of eligibility with the county clerk.

Ark. Code § 6-14-111(g)

The county clerk of the county in which the nominating petition is filed shall verify the signatures on the nominating petition from that county, and if there are signatures from another county to be verified, immediately forward the nominating petition to the appropriate county clerk.

Ark. Code § 6-14-124(a), Act 552 of 2019

August 1 - Thursday

#### **DEADLINE: CANDIDATE FILING FOR ANNUAL SCHOOL ELECTION**

**12:00 Noon** – Deadline for a candidate filing by petition to file a petition of candidacy, affidavit of eligibility, and political practices pledge with the county clerk for the Annual School Election.

Ark. Code § 6-14-111(e), Act 597 of 2019

**12:00 Noon** – Deadline for write-in candidates to file notice of intent to be a candidate, a political practices pledge, and an affidavit of eligibility with the county clerk for the Annual School Election.

*Ark. Code § 6-14-111(g), Act 597 of 2019*

Immediately after the close of the filing period for write-in candidates – The county clerk must certify to the county board of election commissioners (CBEC) any write-in candidates who have filed required paperwork for the Annual School Election.

*Ark. Code § 6-14-111(j)(2), Act 552 of 2019*

**August 2 - Friday**

**1 DAY AFTER DEADLINE TO FILE BY PETITION FOR ANNUAL SCHOOL ELECTION**

Deadline for county clerk to certify to the CBEC the names of those candidates who are registered voters in the school district and the electoral zone, if applicable, and who have qualified for ballot access by petitions for the Annual School Election.

*Ark. Code § 6-14-111(j)(1)*

**August 6 – Tuesday**

**FIVE DAYS AFTER END OF CANDIDATE FILING PERIOD**

Deadline for the county clerk of a non-domicile county to return the nominating petition to the county clerk of the county in which the school district is domiciled for administrative purposes.

*Ark. Code § 6-14-124(a), Act 552 of 2019*

**August 15 - Thursday**

**14 DAYS AFTER THE FILING DEADLINE**

Deadline for county clerk to notify each school board candidate in person or by mail of the deadlines for filing the financial disclosure reports, including the ten-day pre-election and final reports required, and at that time, furnish each candidate with the appropriate forms and instructions for complying with deadlines. If notice is sent by mail, then notice shall be postmarked within fourteen (14) days after the deadline for filing for office.

*Ark. Code § 7-6-208(b)(3)(A)*

**August 25 - Sunday\***

**72 DAYS PRIOR TO THE ANNUAL SCHOOL ELECTION**

Deadline for ballot draw. Deadline for public meeting of CBEC and candidates to determine by lot the order in which the names appear on the ballot.

*Ark. Code § 6-14-111(k)*

*[\*Any deadline falling on a weekend or holiday when the designated filing office is closed is extended to the following business day, per § 7-1-108. The actual deadline will be Monday, August 26.]*

**September 6 - Friday**

**60 DAYS PRIOR TO THE ANNUAL SCHOOL ELECTION**

Deadline for county clerks to make available applications for absentee ballots for the Annual School Election.

*Ark. Code § 7-5-405(a)(1)*

Deadline for school district to submit to the county clerk the language to be used to submit the rate of tax to the voters during the annual school election.

*Ark. Code § 6-14-111(h), Act 552 of 2019*

For school elections in which the school district is situated in two or more counties, the county clerk of the county in which the school district is domiciled for administrative purposes shall submit all ballot questions that have been filed to each CBEC in each county in which the school district has territory.

*Ark. Code § 6-14-124(a), Act 552 of 2019*

**September 19 – Thursday**

**47 DAYS PRIOR TO THE ANNUAL SCHOOL ELECTION**

Deadline for the CBEC to deliver absentee ballots to the county clerk for mailing to all qualified applicants.

*Ark. Code § 7-5-407(a)(1)*

**September 20 – Friday**

**46 DAYS PRIOR TO THE ANNUAL SCHOOL ELECTION**

Deadline for county clerk to deliver ballots to those absentee voters who made timely application under the law, Ark. Code § 7-5-406 (members of uniformed services and other citizens residing outside the United States).

*Ark. Code § 7-5-407(2)*

**October 6 – Sunday\***

**30 DAYS PRIOR TO THE ANNUAL SCHOOL ELECTION**

Deadline for CBEC to change a polling site.

*Ark. Code § 7-5-101(d)(2)*

Deadline to apply to register to vote in the Annual School Election.

*Ark. Code § 7-5-201(a); Arkansas Constitution Amendment 51 § 9(b)*

*[\*Any deadline falling on a weekend or holiday when the designated filing office is closed is extended to the following business day, per § 7-1-108. The actual deadline will be Monday, October 7.]*

**October 11 – Friday**

**25 DAYS PRIOR TO THE ANNUAL SCHOOL ELECTION**

The county clerk automatically shall mail, no later than twenty-five (25) days before each election, an absentee ballot for each election for those persons voting by absentee ballot who reside outside the county in which they are registered to vote, have a disability as defined in § 7-5-311, or reside in a long-term care or residential care facility licensed by the state. The absentee ballot application for those voters shall remain in effect for one (1) year unless revoked by the voter or the administrator of the facility has presented an absentee ballot request from the voter authorizing the administrator to receive absent ballot on behalf of the voter for that election.

*Ark. Code § 7-5-404(b)(2)(A)*

**October 14 – Monday**

**15 DAYS PRIOR TO EARLY VOTING FOR THE ANNUAL SCHOOL ELECTION**

Deadline for CBEC or county clerk to prepare and post in a public place in the county clerk's office its list of appointed election officials, deputy county clerks, or additional deputies hired to conduct early voting. The list may appoint election

officials, deputy county clerks, or additional deputies hired to conduct early voting in the event of a runoff election.

*Ark. Code § 7-5-202(b)(2)*

**October 16 – Wednesday**

**20 DAYS PRIOR TO THE ANNUAL SCHOOL ELECTION**

Deadline for the CBEC to appoint a sufficient number of election officials for the Annual School Election.

*Ark. Code § 7-4-107(b)(1)*

**October 21 – Monday**

**15 DAYS PRIOR TO THE ANNUAL SCHOOL ELECTION**

First day for a designated bearer to pick up from the county clerk a maximum of two absentee ballots for the Annual School Election. Upon delivery of an absentee ballot to an individual authorized to receive an absentee ballot, the county clerk shall mark the electronic voter registration list and the precinct voter registration list to indicate that an absentee ballot has been delivered to the voter.

*Ark. Code § 7-5-409(f-g); See also § 7-5-403*

**October 22 – Tuesday**

**7 DAYS PRIOR TO THE BEGINNING OF EARLY VOTING FOR THE ANNUAL SCHOOL ELECTION**

Deadline for CBEC to conduct L&A testing. All election media must be tested to ascertain that the voting system has been correctly configured and will correctly count the votes for all offices.

*Ark. Code § 7-5-515(c)(1); § 7-5-611(a)(2)*

**October 26 – Saturday**

**10 DAYS PRIOR TO THE ANNUAL SCHOOL ELECTION**

Deadline for CBEC to publish notice for the Annual School Election in a newspaper of general circulation in the county (or counties). The notice shall include:

- Date of the election
- Hours of voting on election day;
- Places and times for early voting;
- Polling sites;
- Candidates and offices to be elected;
- Time and location of opening, processing, canvassing, and counting of ballots; and
- The location where a list of appointed election officials, deputy county clerks, or additional deputies hired to conduct early voting can be found and the date the list is available.

*Ark. Code §§ 6-14-109(a-b) and 7-5-202(a); Act 473 of 2019*

**October 26 – Saturday\***

Deadline for CBEC to make publication of all nominations and other measures and questions to be submitted to the electors by posting a list thereof at the door of the courthouse.

*Ark. Code §§ 6-14-109(c) and 7-5-206; Act 473 of 2019*

[\*Any deadline falling on a weekend or holiday when the designated filing office is closed is extended to the following business day, per § 7-1-108. The actual deadline will be Monday, October 28.]

October 28 – Monday

**1 DAY PRIOR TO THE BEGINNING OF EARLY VOTING FOR THE ANNUAL SCHOOL ELECTION**

Last day to post sample ballots for each ballot style via an internet website if using bound volumes or electronic device to allow voters to access sample ballots in the polling site.

*Ark. Code § 7-5-202(c), Act 199 of 2019*

October 29 – Tuesday

**7 DAYS PRIOR TO THE ANNUAL SCHOOL ELECTION**

Early voting begins for the Annual School Election and shall be available to any qualified elector who applies to the county clerk during regular office hours. Early voting ends the day before Election Day at the time the county clerk's office regularly closes.

*Ark. Code § 7-5-418(a) (2)*

Deadline for county clerk to receive absentee ballot applications by mail, fax, or electronic means for the Annual School Election.

*Ark. Code § 7-5-404(a)(2)(A)(ii) and (vi)(a)*

**NO EARLIER THAN THE TUESDAY BEFORE THE ELECTION**

First day the election officials can meet in a place designated by the CBEC for the purpose of opening the outer envelope, processing, and canvassing the absentee ballot paper work.

*Ark. Code § 7-5-416(a)(1)*

November 1 – Friday

**4 DAYS PRIOR TO THE ANNUAL SCHOOL ELECTION**

Deadline for the county clerk to receive county to county transfers of registered voters.

*Arkansas Constitution Amendment 51 §10(b)(2)(A)*

November 3 – Sunday\*

**30 DAYS PRIOR TO THE ANNUAL SCHOOL RUNOFF ELECTION**

Deadline to apply to register to vote for the Annual School Runoff Election.

*Ark. Code § 6-14-108*

*[\*Any deadline falling on a weekend or holiday when the designated filing office is closed is extended to the following business day, per § 7-1-108. The actual deadline will be Monday, November 4.]*

November 4 - Monday

**1 DAY PRIOR TO THE ANNUAL SCHOOL ELECTION**

Deadline for county clerks to receive applications for absentee ballots (in person) by a designated bearer, administrator, or voter for the Annual School Election.

*Ark. Code § 7-5-404(a)(2)(A)(i), (iii), and (v)*

Deadline for a voter to personally deliver a ballot to the county clerk not later than the close of regular business hours.

*Ark. Code § 7-5-411(a)(3)*

Last day for voter to participate in early voting. Early voting closes the day before the election day at the time the county clerk's office regularly closes.

*Ark. Code § 7-5-418(a)(2)*

Deadline for the CBEC to select and deliver ballots to a suitable person/persons for delivery to polling sites. The suitable person/persons shall not be an elected official, an elected official's deputy, or a candidate.

*Ark. Code § 7-5-211(a)(1)(A-B)*

Deadline for the CBEC to deliver to the designated person/persons, for each set of poll workers at each polling site, the following additional election supplies if applicable:

- A good and sufficient ballot box with numbered seals.
- Sufficient list-of-voters forms adequate to record the names of all registered voters who appear to vote in the polling site.
- A precinct voter registration list.
- Sufficient tally sheets.
- Envelopes to seal the ballots and certificates.
- Separate sheets containing blank forms of certificates prepared to enable the poll workers to properly certify the paper ballot count at the polling site, upon which certificates shall be endorsed a blank form of oath to be taken by the poll workers before entering upon discharge of their duties.
- A blank form of oath to be taken by the poll workers before entering upon the discharge of their duties.
- Voter registration application forms for voters using fail-safe voting and other record-keeping supplies necessary to document fail-safe voting procedures.
- In those counties in which an optical scanner is used to count paper ballots, the marking instrument recommended by the manufacturer of the optical scanner for proper marking on the ballots.

*Ark. Code § 7-5-211(a)(2)(A-H)*.

November 5 - Tuesday

#### ANNUAL SCHOOL ELECTION

Polls open 7:30 a.m. to 7:30 p.m.

*Ark. Code § 6-14-121(a); Ark. Code § 7-5-304*

CBEC shall post at each polling site:

- The public notice of the election.
- At least two sample ballots marked with the word "SAMPLE" of each ballot style that will be used at the polling site, OR, if sample ballots were posted online before early voting began, two bound volumes of sample ballots marked with the word "SAMPLE", or one bound volume and one electronic device allowing access to sample ballots.
- Two copies of the full text of measures on the ballot.
- At least two copies of the instructions on how to vote, including how to cast a provisional ballot, and instructions for fail-safe voting.
- General information on voting rights including information on the right of an individual to cast a provisional ballot and instructions on how to contact the appropriate officials if these rights are alleged to have been violated.
- General information on federal and state laws regarding acts of fraud and misrepresentation.

- Double-sided two foot (2') by two foot (2') signs, each containing the words "VOTE HERE", and an arrow pointing to the polling site, shall be posted near each main driveway entrance to the polling site.
- One printout from each voting machine, terminal, or ballot tabulator showing that the candidate and question counters register zero (0).

*Ark. Code § 7-5-202(c) (1-8), Act 199 of 2019, Act 398 of 2019*

**8:30 a.m.** – First time the election officials can meet for the purpose of opening the inner absentee ballot envelope and counting the absentee ballots.

*Ark. Code § 7-5-416(a)(1)*

**1:30 p.m.** – Deadline for delivery of application for an absentee ballot by an authorized agent of the voter for the Annual School Election.

*Ark. Code § 7-5-404(a)(2)(A)(iv)*

**7:30 p.m.** – Deadline for the county clerk to receive delivery of absentee ballots by mail (excluding overseas), or by hand-delivery from the designated bearer, administrator or authorized agent of the voter.

*Ark. Code § 7-5-411(a)(1)(A); Ark. Code. § 7-5-411(a)(2)*

Deadline for qualified electors outside of the United States or active duty uniformed personnel to sign, date, postmark (not required for military), and mail absentee ballots to the county clerk. Must be received by the county clerk by 5:00 p.m., 10 calendar days after the election.

*Ark. Code § 7-5-411(a)(1)(B)(i-ii)*

**Immediately after the polls close--** Deadline for the poll workers to process returns and deliver all election materials, stubs boxes, and returns from the polls to the CBEC.

*Ark. Code § 7-5-317(a-b); § 6-14-114*

Election officials shall count the results and make returns.

*Ark. Code § 6-14-114*

After the close of voting, the certified printout, signed by the poll workers, shall be returned to the CBEC of the county in which the school district is domiciled for administrative purposes and filed with the election returns.

*Ark. Code §§ 7-5-518(c)(2) and 6-14-115, Act 552 of 2019*

November 7 – Thursday

**EARLIEST DATE – 48 HOURS TO 15 DAYS AFTER ANNUAL SCHOOL ELECTION**

The timeframe in which the CBEC must ascertain and declare results for the Annual School Election and file certification of election with the county clerk is no earlier than forty-eight (48) hours and no later than the 15th calendar day after the Annual School Election.

*Ark. Code § 6-14-115(a), Act 552 of 2019*

The county clerk of the county in which the school district is administered, after receiving the certification of election from the CBEC, shall file a certified copy of

the certified results and a certification of the outcome of each race or issue with the county clerk of each county in which any part of the school district lies.

*Ark. Code § 6-14-115(b), Act 552 of 2019*

The county clerk (or designee) shall deliver to the person having the highest number of legal votes: a certificate of election, notice of the requirement to all directors elected to an initial or nonconsecutive term that he or she must subscribe to the director's oath, the date that is ten (10) days later, within which to have the oath administered, a list of individuals qualified to give the oath under, a copy of the directors oath\*, notice that the individual shall be unable to assume the duties of a director until a copy of the administration of the oath is received by the county clerk or his or her designee.

*Ark. Code § 6-14-115(a)(2)*

*(\*Further instruction and timelines regarding the administration of oaths for school board members are located in Ark. Code § 6-13-617.)*

**November 11 – Monday\***

**MONDAY FOLLOWING THE ANNUAL SCHOOL ELECTION**

**12:00 Noon** – Deadline for a voter, who voted a provisional ballot because of failure to provide verification of registration, to present a copy of a document or identification card to the CBEC or the county clerk.

*Arkansas Constitution, Amendment 51, § 13*

**15 DAYS BEFORE EARLY VOTING FOR THE ANNUAL SCHOOL RUNOFF ELECTION**

Deadline for county clerk or CBEC to prepare and post in a public place in the county clerk's office its list of election officials, deputy county clerks, or additional deputies hired to conduct early voting.

*Ark. Code § 7-5-202(b)(2)*

*[\*This is a holiday. Any deadline falling on a weekend or holiday when the designated filing office is closed is extended to the following business day, per § 7-1-108. The actual deadline will be Tuesday, November 12.]*

**November 15 – Friday**

**10 DAYS AFTER THE ANNUAL SCHOOL ELECTION**

**5:00 p.m.** Deadline for the county clerk to receive absentee ballots from overseas voters or armed services personnel serving in active duty.

*Ark. Code § 7-5-411(a)(1)(B) (i-ii)*

**November 20 – Wednesday**

**15 DAYS AFTER THE ANNUAL SCHOOL ELECTION**

Deadline for CBEC to ascertain and declare results for the Annual School Election and file certification of election with the county clerk.

*Ark. Code § 6-14-115(a), Act 552 of 2019*

The county clerk of the county in which the school district is administered, after receiving the certification of election from the CBEC, shall file a certified copy of the certified results and a certification of the outcome of each race or issue with the county clerk of each county in which any part of the school district lies.

*Ark. Code § 6-14-115(b), Act 552 of 2019*



The county clerk (or designee) shall deliver to the person having the highest number of legal votes: a certificate of election, notice of the requirement to all directors elected to an initial or nonconsecutive term that he or she must subscribe to the director's oath, the date that is ten (10) days later, within which to have the oath administered, a list of individuals qualified to give the oath under, a copy of the directors oath\*, notice that the individual shall be unable to assume the duties of a director until a copy of the administration of the oath is received by the county clerk or his or her designee.

*Ark. Code § 6-14-115(a)(2)*

*(\*Further instruction and timelines regarding the administration of oaths for school board members are located in Ark. Code § 6-13-617.)*

**November 21 – Thursday**

**5 DAYS PRIOR TO THE BEGINNING OF EARLY VOTING FOR THE ANNUAL SCHOOL RUNOFF ELECTION**

Deadline for CBEC to conduct L&A testing. All election media must be tested to ascertain that the voting system has been correctly configured and will correctly count the votes for all offices.

*Ark. Code § 7-5-515(c)(1); § 7-5-611(a)(2)*

**November 23 – Saturday**

**10 DAYS PRIOR TO THE ANNUAL SCHOOL RUNOFF ELECTION**

Deadline for CBEC to publish notice for the Annual School Runoff Election in a newspaper of general circulation in the county (or counties). The notice shall include:

- Date of the election
- Hours of voting on election day;
- Places and times for early voting;
- Polling sites;
- Candidates and offices to be elected;
- Time and location of opening, processing, canvassing, and counting of ballots; and
- The location where a list of appointed election officials, deputy county clerks, or additional deputies hired to conduct early voting can be found and the date the list is available.

*Ark. Code §§ 6-14-109(a-b) and 7-5-202(a); Act 473 of 2019*

**October 23 – Saturday\***

Deadline for CBEC to make publication of all nominations and other measures and questions to be submitted to the electors by posting a list thereof at the door of the courthouse.

*Ark. Code §§ 6-14-109(c) and 7-5-206; Act 473 of 2019*

Deadline for the CBEC to deliver absentee ballots to the county clerk for mailing to all qualified applicants.

*Ark. Code § 7-5-407(b)*

*[\*Any deadline falling on a weekend or holiday when the designated filing office is closed is extended to the following business day, per § 7-1-108. The actual deadline will be Monday, November 25.]*

November 25 – Monday

**20 DAYS AFTER THE ANNUAL SCHOOL ELECTION**

Deadline for county clerk of the county in which the school district is administered to submit certified copies of election results, certification of the outcome of each race, and text of each issue on the ballot to the Commissioner of Education.

*Ark. Code § 6-14-115(c), Act 552 of 2019*

**1 DAY PRIOR TO THE BEGINNING OF EARLY VOTING FOR THE ANNUAL SCHOOL RUNOFF ELECTION**

Last day to post sample ballots for each ballot style via an internet website if using bound volumes or electronic device to allow voters to access sample ballots in the polling site.

*Ark. Code § 7-5-202(c), Act 199 of 2019*

November 26 – Tuesday

**7 DAYS PRIOR TO THE ANNUAL SCHOOL RUNOFF ELECTION**

Early voting begins for the Annual School Runoff Election and shall be available to any qualified elector who applies to the county clerk during regular office hours. Early voting ends the day before Election Day at the time the county clerk's office regularly closes.

*Ark. Code § 7-5-418(a) (2)*

First day for designated bearer to pick up from the county clerk a maximum of two absentee ballots for the Annual School Runoff Election. Upon delivery of an absentee ballot to an individual authorized to receive an absentee ballot, the county clerk shall mark the electronic voter registration list and precinct voter registration list to indicate that an absentee ballot has been delivered to the voter.

*Ark. Code § 7-5-409(f-g)*

Deadline for the county clerk to receive absentee ballot applications by mail, fax, or electronic mail for the Annual School Runoff Election.

*Ark. Code § 7-5-404(a)(3)(A)(ii) and (vi)(a)*

**NO EARLIER THAN THE TUESDAY BEFORE THE ELECTION**

First day the election officials can meet in a place designated by the CBEC for the purpose of opening the outer envelope, processing, and canvassing the absentee ballot paper work.

*Ark. Code § 7-5-416(a)(1)*

November 29 – Friday

**4 DAYS PRIOR TO THE ANNUAL SCHOOL RUNOFF ELECTION**

Deadline for county clerk to receive county-to-county transfers of registered voters.

*Arkansas Constitution Amendment 51 § 10(2)(A)*

December 2 – Monday

**1 DAY PRIOR TO THE ANNUAL SCHOOL RUNOFF ELECTION**

Deadline for county clerks to receive applications for absentee ballots from a designated bearer, administrator, or voter for the Annual School Runoff Election.

*Ark. Code § 7-5-404(a)(2)(A)(i), (iii), and (v)*

Deadline for a voter to deliver a ballot in person to the county clerk is no later than the close of regular business hours.

*Ark. Code § 7-5-411(a)(3)*

Last day for voter to participate in early voting. Early voting closes the day before the election day at the time the county clerk's office regularly closes.

*Ark. Code § 7-5-418(a)(2)*

Deadline for the CBEC to select and deliver ballots to a suitable person/persons for delivery to polling sites. The suitable person/persons shall not be an elected official, an elected official's deputy, or a candidate.

*Ark. Code § 7-5-211(a)(1)(A-B)*

Deadline for the CBEC to deliver to the designated person/persons, for each set of poll workers at each polling site, the following additional election supplies if applicable:

- A good and sufficient ballot box with numbered seals.
- Sufficient list-of-voters forms adequate to record the names of all registered voters who appear to vote in the polling site.
- A precinct voter registration list.
- Sufficient tally sheets.
- Envelopes to seal the ballots and certificates.
- Separate sheets containing blank forms of certificates prepared to enable the poll workers to properly certify the paper ballot count at the polling site, upon which certificates shall be endorsed a blank form of oath to be taken by the poll workers before entering upon discharge of their duties.
- A blank form of oath to be taken by the poll workers before entering upon the discharge of their duties.
- Voter registration application forms for voters using fail-safe voting and other record-keeping supplies necessary to document fail-safe voting procedures.
- In those counties in which an optical scanner is used to count paper ballots, the marking instrument recommended by the manufacturer of the optical scanner for proper marking on the ballots.

*Ark. Code § 7-5-211(a)(2)(A-H)*

December 3 – Tuesday

## ANNUAL SCHOOL RUNOFF ELECTION

Polls open 7:30 a.m. to 7:30 p.m.

*Ark. Code § 6-14-121(a); Ark. Code § 7-5-304*

CBEC shall post at each polling site:

- The public notice of the election.
- At least two sample ballots marked with the word "SAMPLE" of each ballot style that will be used at the polling site, OR, if sample ballots were posted online before early voting began, two bound volumes of sample ballots marked with the word "SAMPLE", or one bound volume and one electronic device allowing access to sample ballots.
- Two copies of the full text of measures on the ballot.

- At least two copies of the instructions on how to vote, including how to cast a provisional ballot, and instructions for fail-safe voting.
- General information on voting rights including information on the right of an individual to cast a provisional ballot and instructions on how to contact the appropriate officials if these rights are alleged to have been violated.
- General information on federal and state laws regarding acts of fraud and misrepresentation.
- Double-sided two foot (2') by two foot (2') signs, each containing the words "VOTE HERE", and an arrow pointing to the polling site, shall be posted near each main driveway entrance to the polling site.
- One printout from each voting machine, terminal, or ballot tabulator showing that the candidate and question counters register zero (0).

*Ark. Code § 7-5-202(c) (1-8), Act 199 of 2019, Act 398 of 2019*

**8:30 a.m.** – First time the election officials can meet for the purpose of opening the inner absentee ballot envelope and counting the absentee ballots.

*Ark. Code § 7-5-416(a)(1)*

**1:30 p.m.** – Deadline for delivery of application for an absentee ballot by an authorized agent of the voter for the Annual School Runoff Election.

*Ark. Code § 7-5-404(a)(2)(A)(iv)*

**7:30 p.m.** – Deadline for the county clerk to receive delivery of the ballots by mail (excluding military and overseas absentee voters who did not cast "instant runoff" ballots), or by the designated bearer, administrator or authorized agent of the absentee voter who is medically unable to vote at the regular polling site for the General Primary Runoff Election.

*Ark. Code § 7-5-411(a)(1)(A) and (a)(2)*

**Immediately after the polls close--** Deadline for the poll workers to process returns and deliver all election materials, stub boxes, and returns from the polls to the CBEC.

*Ark. Code § 7-5-317(a-b); § 6-14-114*

Election officials shall count the results and make returns.

*Ark. Code § 6-14-114*

After the close of voting, the certified printout, signed by the poll workers, shall be returned to the CBEC of the county in which the school district is domiciled for administrative purposes and filed with the election returns.

*Ark. Code §§ 7-5-518(c)(2) and 6-14-115, Act 552 of 2019*

December 5 – Thursday

**EARLIEST DATE – 48 HOURS TO 15 DAYS AFTER ANNUAL SCHOOL RUNOFF ELECTION**

The timeframe in which the CBEC must ascertain and declare results for the Annual School Runoff Election and file certification of election with the county clerk is no earlier than forty-eight (48) hours and no later than the 15th calendar day after the Annual School Election.

*Ark. Code § 6-14-115(a), Act 552 of 2019*

The county clerk of the county in which the school district is administered, after receiving the certification of election from the CBEC, shall file a certified copy of the certified results and a certification of the outcome of each race or issue with the county clerk of each county in which any part of the school district lies.

*Ark. Code § 6-14-115(b), Act 552 of 2019*

The county clerk or his or her designee shall deliver to the person having the highest number of legal votes: a certificate of election, notice of the requirement to all directors elected to an initial or nonconsecutive term that he or she must subscribe to the director's oath\*, the date that is ten (10) days later, within which to have the oath administered, a list of individuals qualified to give the oath under, a copy of the directors oath, notice that the individual shall be unable to assume the duties of a director until a copy of the administration of the oath is received by the county clerk or his or her designee.

*Ark. Code § 6-14-115(a)(2)*

*(\*Further instruction and timelines regarding the administration of oaths for school board members are located in Ark. Code § 6-13-617.)*

December 9 – Monday

**MONDAY FOLLOWING THE ANNUAL SCHOOL RUNOFF ELECTION**

12:00 Noon – Deadline for a voter, who voted a provisional ballot because of failure to provide verification of registration, to present a copy of a document or identification card to the CBEC or the county clerk.

*Arkansas Constitution, Amendment 51, § 13*

December 13 - Friday

**10 CALENDAR DAYS AFTER THE ANNUAL SCHOOL RUNOFF ELECTION**

5:00 p.m. Deadline for the county clerk to receive absentee ballots from overseas voters or armed services personnel serving in active duty.

*Ark. Code § 7-5-411(a)(1)(B)(i-ii)*

December 18 – Wednesday

**15 DAYS AFTER THE ANNUAL SCHOOL ELECTION**

Deadline for CBEC to ascertain and declare results for the Annual School Election and file certification of election with the county clerk.

*Ark. Code § 6-14-115(a), Act 552 of 2019*

The county clerk of the county in which the school district is administered, after receiving the certification of election from the CBEC, shall file a certified copy of the certified results and a certification of the outcome of each race or issue with the county clerk of each county in which any part of the school district lies.

*Ark. Code § 6-14-115(b), Act 552 of 2019*

The county clerk (or designee) shall deliver to the person having the highest number of legal votes: a certificate of election, notice of the requirement to all directors elected to an initial or nonconsecutive term that he or she must subscribe to the director's oath, the date that is ten (10) days later, within which to have the oath administered, a list of individuals qualified to give the oath under,

a copy of the directors oath\*, notice that the individual shall be unable to assume the duties of a director until a copy of the administration of the oath is received by the county clerk or his or her designee.

*Ark. Code § 6-14-115(a)(2)*

*(\*Further instruction and timelines regarding the administration of oaths for school board members are located in Ark. Code § 6-13-617.)*

December 23 – Wednesday

**20 DAYS AFTER THE ANNUAL SCHOOL ELECTION**

Deadline for county clerk of county in which the school district is administered to submit certified copies of election results, certification of the outcome of each race, and text of each issue on the ballot to the Commissioner of Education.

*Ark. Code § 6-14-115(c), Act 552 of 2019*

**\*\*All deadlines and requirements shall be provided for by the election laws of this State.\*\***

Elections Division: 1.800.482.1127