

## **2022 Election Information Reference Guide**

- May 3, 2022 will be the last even year election.
- All four (4) year terms will be three (3) year terms expiring in May 2025.
- Any term of office expiring in May 2023, but became vacant mid-term, will be a one (1) year term expiring in May 2023.
- There will be NO four (4) year terms.

### ***CALL FOR NOMINATIONS:***

Call for Nominations will be provided between January 23, 2022 and February 17, 2022 by either email or mail to all active registered electors. In addition to mail and email, the Call for Nominations may also be provided by either newspaper, billing statement or newsletter, posted on the District's website, or posted in public places within the District.

### ***SELF NOMINATION FORMS AND ACCEPTANCE FORMS:***

Self Nomination forms and Acceptance forms will be filed with the Designated Election Officer or Secretary/Presiding Officer of the Board of Directors no earlier than January 1, 2022 and no later than the close of business on February 25, 2022.

Candidate must be an eligible elector of the District (or Director District) at time of signing nomination form. Must be witnessed by any registered elector of the State. If an incumbent's term expires and is term limited, (s)he cannot file a nomination form.

### ***CANCELLATION OF ELECTION:***

Election can be cancelled if there are no more candidates, including write-in candidates, than the positions to be filled, and there are no ballot issues or ballot questions.

Election cannot be cancelled in part. If there is a ballot issue or ballot question, election of candidates must still be on the ballot.

Election can be cancelled after the close of business on March 1st (63rd day before the election).

DEO shall declare the candidates elected to the term of office they were nominated. DEO must notify the candidates of the cancellation and that they were declared elected.

If Election is NOT cancelled, ballot content certification is done no later than 60 days before the election, March 4<sup>th</sup>.

***UNIFORM AND OVERSEAS CITIZENS ABSENTEE VOTING ACT (UOCAVA):***

Required for both polling place and mail ballot elections.

Districts must transmit ballots to eligible electors designated as a “covered voter” under UOCAVA no later than 45 days before the election, March 18th.

***MAIL BALLOT ELECTIONS:***

Include location(s) for delivery of voted ballots and where ballots can be obtained. Not required to be located within the District. Should be convenient to eligible electors.

For mail ballot elections, before a ballot can be mailed to a person, DEO must confirm they are an eligible elector of the District.

The voter registration list will include all “active” and “inactive” registered electors within the District. Ballots are only automatically mailed to those electors who are “active”. Any “inactive” elector must request a ballot from the DEO.

Ballot packets will be mailed no earlier than 22 days before the election, April 11th, and no later than 15 days before the election, April 18<sup>th</sup>.

***Walk-In Locations:***

Mail ballot packets must be available at location designated in Mail Ballot Plan for: “Inactive” electors.

Eligible electors not on voter registration list or property owners list (i.e. spouse or civil union partner of a property owner).

Replacement ballots:

Location open April 11<sup>th</sup> to May 2<sup>nd</sup>, Monday through Friday, during normal business hours.

Location open on Election Day, May 3<sup>rd</sup>, from 7:00 a.m. to 7:00 p.m.

Those eligible electors on the **Permanent Absentee Voter (PAV)** list shall be mailed an absentee voter ballot for each polling place election conducted by the District, or as otherwise requested.

***NOTICES OF ELECTION:***

Notice of Election must be:

- Published in legal newspaper circulated within the District one time no later than April 13<sup>th</sup>.
- Posted in DEO’s office.

- Mailed or emailed to County Clerk of each county in which the District is located.

Post Polling Place sign in a conspicuous location that can be seen from the outside of the polling place location no later than April 13<sup>th</sup>.

***ELECTION DAY:***

Polling place and walk-in voting locations open from 7:00 a.m. to 7:00 p.m.

For polling place elections, if appointed Counting Judges, they may count ballots throughout the day.

If no Counting Judges, then counting cannot commence until after 7:00 p.m.

For mail ballot elections, Election Judges may commence counting 15 days prior to the election (this is not recommended for smaller elections).

Ensure secrecy of count until after 7:00 p.m.

If appointed, watchers may be present.

***ELECTION NIGHT:***

Election Judges certify unofficial election results and post at polling place or walk-in voting location.

Election Judges issue Certificate of Election Returns.

Designated Election Judge shall return all election supplies and materials to DEO.

Make sure Election Judges have signed all necessary forms before leaving polling place or walk-in voting location.

***CANVASS BOARD:***

DEO appoints Canvass Board, at least 15 days before the election, April 18<sup>th</sup>.

One District Board member; and One eligible elector of the District (not a Board member).

To the fullest extent possible, no member of the Canvass Board nor the member's spouse or civil union partner shall have a direct interest in the election.

Duty is to certify final election results after Election Day.

Last day Canvass Board shall certify the final election results is May 17<sup>th</sup>.

Must wait to ensure all eligible UOCAVA ballots have been received up to the 8<sup>th</sup> day after the election, May 11<sup>th</sup>.

***COMMENCEMENT OF TERMS OF OFFICE***

**IF ELECTION CANCELLED:**

Term of office of the persons declared elected shall commence at the next meeting of the Board of Directors of the District following the date of the election, but no later than thirty (30) days following the date of the election and upon the signing of an oath and filing with the County Clerk for each county in which the District is located and posting of a bond.

**IF ELECTION CONDUCTED:**

The term of office of each newly elected person shall commence at the next meeting of the Board of Directors of the District following the election, but no later than thirty (30) days following the date the election results were certified by the Canvass Board and upon the signing of an oath and filing with the County Clerk of each county in which the District is located and posting of a bond.