



**BOND ELECTION CHECKLIST & TIMELINE
FOR NOVEMBER 5, 2019 GENERAL ELECTION**

| DEADLINE | DAYS | RESPONSIBLE PARTY / ACTION | AUTHORITY |
|-----------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 05/31/19 | -158 | SCHOOL DISTRICT - can call for an election at this time or earlier. SCHOOL DISTRICT notify <i>County School Office</i> of call for election as soon as resolution is adopted. | 35-453 |
| 06/28/19 | -130 | SCHOOL DISTRICT deadline to Call for an Election. County School Office notifies Elections Department & Recorder's Office of special election. | |
| 07/08/19 | -120 | SCHOOL DISTRICT email <i>County School Office</i> with resolution signed by Governing Board. Resolution to include ballot language and appropriate exhibits in preparation for special election. | 15-491; 15-492 |
| 07/08/19 | -120 | <i>County School Office</i> notifies Elections, Recorder and Board of Supervisors of call for election. The <i>County School Office</i> arranges for printer, certified translator, labeling company and a mailing company. | |
| 07/08/19 | -120 | <i>County School Office</i> places Pro/Con notices in area newspapers upon receipt of the resolution and call for election. Response deadline will be approximately 88 days before election. | 35-454; 39-204 |
| 07/08/19 | -120 | RECORDER mails out 120 day election notice postcard for address correction notification | 16-166 |
| 07/08/19 | -120 | Proposition Numbers assigned by Elections Department | |
| 07/18/19 | -110 | SCHOOL DISTRICT - Submit required information to be included in the bond pamphlet. | 35-454; 15-491; 15-492 |
| 07/18/19 | -110 | SCHOOL DISTRICT - provide mail permit number if SCHOOL DISTRICT's permit is to be used for mailing of Information Pamphlet OR request to use county permit. If district mail permit number will be used, verify that the annual permit fee has been paid for the year and sufficient postage is available. | |
| 07/28/19 | -100 | <i>County School Office</i> requests mail list from Pima County Recorder with mailing data and polling locations for registered voters. | |
| 08/02/19 | -95 | <i>County School Office</i> Preparation of Notice of Election and Affidavit of Posting for School District. | 15-403 |
| 08/02/19 | -95 | County School Office prepares First Draft of Informational Pamphlet for SCHOOL DISTRICT for initial review | |
| 08/07/19 | -90 | SCHOOL DISTRICT - Post election notices and file affidavit of posting with <i>County School Office</i> | 15-403 |
| 08/07/19 | -90 | *** FINAL BALLOT QUESTION SUBMISSION DEADLINE*** | |
| 08/09/19 | -88 | Deadline for area residents and district governing board to submit their signed 200 word PRO or CON argument to <i>County School Office</i> . Please note the deadline date is subject to change. Verify the actual deadline with the <i>County School Office</i> . | 35-454 |
| 08/12/19 | -85 | <i>County School Office</i> submits ballot question to Arizona Legislative Council for review. The Arizona Legislative Council shall notify the SCHOOL DISTRICT within 10 calendar days if the ballot language does not comply with state statute. | 15-491 |
| 8/23/2019 | -74 | SCHOOL DISTRICT PROVIDES FINAL APPROVAL OF INFORMATION PAMPHLET | |



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| 08/26/19 | -71 | <i>County School Office</i> sends Information Pamphlet to printer | |
| 09/16/19 | -50 | <i>County School Office</i> - verify mail list request with Pima County Recorder. Information needed 10 days prior to pamphlet mail deadline date | |
| 09/21/19 | -45 | <i>Pima County Recorder</i> submits mailing list to labeling and mailing vendors. | |
| 10/01/19 | -35 | INFORMATION PAMPHLET MAIL DEADLINE | 35-454/15-491.H |
| 10/07/19 | -29 | Last day to register to vote | 16-121 |
| 10/09/19 | -27 | Early voting starts/Early Ballots will be mailed to voters on the Permanent Early Voter List or for early ballot requests | 16-542 |
| 10/10/19 | -26 | Information Pamphlets to Recorder for inclusion with out-of-state ballot requests. | |
| 10/10/19 | -26 | RECORDER MAILS BALLOTS FOR PEVL/EARLY REQUESTS | 16-542 |
| 10/25/19 | -11 | Last day to request an Early Ballot to be mailed | 16-542 |
| 10/29/19 | -7 | Elections Department - perform Logistics and Accuracy test. <i>County School Office</i> will send a representative to observe the L&A test on behalf of the district. SCHOOL DISTRICT may also send a witness to observe the L&A test. | 16-449 |
| 11/01/19 | -4 | Last day to vote early | 16-542 |
| 11/04/19 | -1 | Emergency early voting ends at 5:00 p.m. | 16-542 |
| 11/05/19 | 0 | **ELECTION DAY** | 16-204 |
| 11/11/19 | 6 | First day to CANVASS ELECTION RETURNS. The canvass is not complete until it is presented to the Board of Supervisors. | 15-493 |
| 11/11/19 | 6 | <i>County School Office</i> - Provide Bond Information Pamphlet to the Pima County Treasurer | |
| 11/20/19 | 15 | SCHOOL DISTRICT prepares Report of Special Election Results. Provide one copy to ADE and two copies to <i>County School Office</i> . | |
| 12/05/19 | 30 | Last day to canvass returns | 15-493 |
| 11/25/19 | 20 | County School Superintendent declares results of election | 15-426 |
| 11/26/19 | 21 | Provide pamphlet and canvass to Pima County Treasurer | |
| 12/05/19 | 30 | <i>County School Office</i> submits the Information Pamphlet to the Arizona Department of Revenue | 35-454 |
| 01/02/20 | 58 | Deadline for County School Office to submit report to president of the Senate and speaker of the House for <u>mail ballot elections only</u> . | 16-409 |
| Contact Information: Nathan R. Bacal, Pima County School Superintendent's Office, (520) 724-8451 or nathan.bacal@schools.pima.gov <i>The deadlines/requirements are subject to legislative changes to school election requirements.</i> | | | |