

## **Process to Cancel Election and Declare Unopposed Candidate Elected**

If only one candidate files a notice of candidacy during the August filing period the district will initiate the cancellation of the election:

1. The director designated to prepare the ballots will prepare the “Certification of Unopposed Candidates” (on website) and file this form with the chairman of the district board of directors.
2. The district board of directors must post and meet in open session, accept the certification and issue an “Order of Cancellation” (on website).
3. On or after the scheduled official election day the candidate should fill out the “Statement of Elected/Appointed Office” (on website), take the “Oath of Office” (on website) and fill out the “Personal Data Sheet” (on website). If the present director is re-elected these forms must still be completed. This person will assume their duties the day following the scheduled official election day.
4. To complete the cancellation process, a copy of the Order of Cancellation must be posted on the scheduled day of election at the location that would have been used in the election.
5. The directors shall record the proceedings of the meeting and no later than the fifth day after the date of the election, certify to the state board the name and address of the person elected.

District sends originals, **faxes or PDF's** back to state office and keeps a copy for their files of the following forms:

Order of Cancellation  
Personal Data Sheet  
Statement of Appointed/Elected Officer  
Notarized Oath of Office form

The name and proper address of the person elected is to be certified to the State Board no later than 5 days after the election.

Please note that directors must wait until the posted election date to sign their oath and use complete mailing address of the director on all forms.