

## **Process if more than one candidate files and election is held**

1. Appointed presiding election judge presides over election. (Sample text on website – “General Instruction for the Presiding Election Judge”)
2. Appointed chief election clerk records the election proceedings
3. Election judge shall call the election meeting to order, review voter eligibility requirements and instruct all eligible voters (who did not vote early) to sign the “Poll List for Election” (on website)
4. Upon their signature certifying they are eligible voters, each voter shall be given a printed ballot to cast their vote “Official Ballot Sample” (on website).
5. District Board shall separately tabulate the votes cast early and the votes cast at the election.
6. Candidate receiving a majority of all votes is elected to the office.
7. If no candidate received a majority, the two candidates receiving the largest number of votes shall be immediately voted on in a second ballot. Voters should sign the “Poll List for Second Ballot” (on website), and the candidate receiving the largest number of votes cast early and those cast in the second ballot is elected.
8. Election judge and chief election clerk must sign “Election Certification Form” (on website).
9. Newly elected director should complete the “Personal Data Sheet”, “Statement of Elected/Appointed Officer” and “Oath of Office” (all three on website). If the present director is re-elected, these forms must still be completed.

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

Election Certification Form  
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.