

## SPLOST Timeline

### Step:

#### Timeline:

**Commissioners Send Notification Letter to All Qualified Municipalities** (Letter shall invite mayors to a meeting to discuss possible SPLOST projects to include in a referendum and shall specify the date, time, place, and purpose of the meeting.):

Notice must be delivered or mailed to each mayor at least **10 days** prior to the date of the meeting. O.C.G.A. § 48-8-111(a).

#### **Meeting with qualified municipalities:**

The meeting must occur at least **30 days** prior to the issuance of the call for the referendum O.C.G.A. § 48-8-111(a).

**Adopt and Execute IGA, If Appropriate** (An IGA is not required, but if one is used, it must include certain information, as described in O.C.G.A. § 48-8-115(b)(1).):

An IGA is not required.

**County Commissioners Call for the Referendum** (County commissioners adopt a resolution calling for the imposition of the SPLOST. The resolution must specify eligible expenditures/projects identified by the county and any qualified municipality, the maximum period of time during which the tax may be levied, the estimated cost of the projects, and certain other information if general obligation debt is to be issued in conjunction with the imposition of the tax. O.C.G.A. § 48-8-111(a).):

The commissioners may adopt the resolution at a Board of Commissioners' meeting occurring after the meeting with municipal officials, after the Board of Commissioners has compiled a proposed list of local projects to be funded with the SPLOST, but before call for the election.

**Commissioners Notify County Election Superintendent** (by forwarding copy of the resolution or ordinance of the governing authority calling for the imposition of the tax):

Notification must occur after adoption of the resolution. O.C.G.A. § 48-8-111(a).

**County Attorney Initiates Preclearance Proceedings with the Department of Justice Under the Federal Voting Rights Act (if required):**

After adoption of the resolution (Once the process is initiated, it usually takes approximately 60 days to complete, although the process may be extended.)

**Election Superintendent Issues Call for an Election and Publishes Notice in County's Legal Organ:**

**Deadline to Print/Mail Ballots:**

**Election Date:**

Upon receipt of the resolution or ordinance, election superintendent shall issue the call for an election and cause the date and purpose for the election to be published once a week for four weeks immediately preceding the date of the election in the official organ of the county. As we understand that the County intends to hold the SPLOST election in conjunction with a general election, the call must be issued at least 90 days before the SPLOST election. O.C.G.A.

§ 21-2-540(b) (Otherwise, when the special election related to SPLOST occurs separately, the statute requires that the call be sent at least 29 days before the date of the special election.). The date of the call is the date that it appears in the newspaper. O.C.G.A. § 21-2-2(3).

Under the most conservative timeline required (which timeline may change depending upon what issues/candidates are on the relevant ballot), the board of registrars or absentee ballot clerk must mail or issue official absentee ballots to all eligible applicants not more than 49 days but not less than 45 days prior to any special election, and the superintendent must prepare, obtain, and deliver an adequate supply of official absentee ballots to the board of registrars or absentee ballot clerk prior to the date the ballots must be mailed/issued. Therefore, using this most conservative timeline, all ballots must be printed *at least* 45 days prior to the election so that they can be mailed or issued as required. O.C.G.A. § 21-2-384(a).

March 21, 2017

(During odd-numbered years, special elections to present a question to the voters must be held on one of two dates during the calendar year – the third Tuesday in March or the Tuesday after the first Monday in November. O.C.G.A. § 21-2-540(c)(2).)

### **Timeline**

#### **(with relevant dates):**

**March 21, 2017**

Election Date

**Between January 31 and February 4, 2017**

Board of registrars or absentee ballot clerk must mail or issue official absentee ballots to all eligible applicants. (Ballots must be printed prior to this deadline.)

**No Later than January 20, 2017  
(if required)**

Submit preclearance request to the Department of Justice  
(However, this process can and should begin as soon as the Board adopts the relevant resolution to account for any extension that the Department of Justice may require or any concerns that the Department of Justice may raise.)

**December 21, 2016 (if SPLOST  
election done in conjunction with  
general election – later if seperately)**

Deadline to issue the call for an election and publish that call in the County's legal organ.  
(Publication may need to occur a few days earlier if the County's legal organ only publishes legal notices on certain dates or requires earlier submission.)

**After the Board of Commissioners Adopts  
the Resolution Calling for Imposition of  
the SPLOST**

County Commissioners notify Election Superintendent

**No Later Than December 6, 2016  
(Could be December 20, 2016 if Notice**

County Commissioners call for referendum/adopt a resolution calling for the

to Election Superintendent goes out  
**NEXT DAY)**  
(Board of Commissioner's Meeting Occurring  
After the Meeting with Municipal Officials)

imposition of the SPLOST

**If applicable, any relevant IGA must be  
adopted after the meeting with municipal  
officials and before the Board of Commissioners  
adopts a resolution calling for the imposition  
of the SPLOST. (This step is not legally required.)**

County and Municipalities Adopt IGA

**Not Later than November 6, 2016  
(At Least 30 Days Prior to the Board of  
Commissioner's Meeting at Which the  
Board Adopts a Resolution Calling for the  
Imposition of the SPLOST)**  
(Again, could be later if call is approved  
December 20, 2016 and notice sent next day)

Meeting with Municipal Officials from  
Qualified Municipalities

**Not Later than October 27, 2016  
(At Least 10 Days Prior to the Meeting with  
the Qualified Municipalities)**

Commissioners Send Notification Letter to  
All Qualified Municipalities