

Important Pre-Election Day Milestones for a Possible 2018 Bond Referendum Under the Public Finance Act and Election Laws

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- 05/09/18 *Identify the projects.* Identify the capital improvement projects to consider including in the proposed bond referendum.
- 05/09/18 *Confirm that the projects are eligible.* Confirm that the proposed projects are eligible to be funded by general obligation bonds under the Public Finance Act. *Virginia Code §§ 15.2-2602, 15.2-2604.*
- 05/24/18 *School Board adopts a resolution.* If the bond issue will be for school purposes, the School Board adopts a resolution requesting the Board of Supervisors to take the action. *Virginia Code § 15.2-2640. See Virginia Code § 15.2-2642 for magisterial district-specific bond issues for school districts.*
- 06/06/18 *Ensure the projects are in the CIP.* Ensure that the projects are either already in or are added to the capital improvement plan.
- 06/13/18 *Board of Supervisors adopts an ordinance or a resolution.* The Board of Supervisors adopts an ordinance or resolution stating in brief and general terms the purpose or purposes for which the bonds are to be issued and the maximum amount of the bonds to be issued. *Virginia Code § 15.2-2640.* The ordinance or resolution requests the Circuit Court to order an election to be held pursuant to Virginia §§ 15.2-2610 and 15.2-2611 on the question of contracting the debt and issuing the proposed bonds. *Virginia Code § 15.2-2640.*
- 06/20/18 *Ordinance or resolution, and a petition requesting that a referendum be held, are filed with the Court.* The ordinance or resolution adopted by the Board of Supervisors is certified by the Board Clerk and is filed with the Circuit Court requesting that a referendum on the question of the issuance of the bonds be held. *Virginia Code § 15.2-2610.* The Board also requests the Circuit Court to order a special election, in accordance with Virginia Code § 24.2-681 *et seq.*, requiring the election officers of the locality on the day fixed in the order to open the polls and take the sense of the voters of the locality on the question of contracting the debt and issuing bonds for the purpose or purposes set forth in the resolution or ordinance. *Virginia Code § 15.2-2610.* The Board also requests the Court to prescribe the notice. *Virginia Code § 15.2-2610.*
- 08/17/18** *Deadline by which the Court's order must be entered.* The Circuit Court's order must be entered at least 81 days prior to the date of the election. *Virginia Code § 24.2-682.* This date is 81 days prior to the election.
- 08/20/18 *Court order sent to the State Board of Elections.* A copy of the Circuit Court's order is sent immediately to the State Board of Elections by the Clerk of the Circuit Court. *Virginia Code § 24.2-684.*
- 10/27/18** *Deadline by which the notice of the referendum must be published.* Notice of the election is published in the form prescribed by the Circuit Court at least once, not less than 10 days before the election in a newspaper of general circulation. *Virginia Code § 15.2-2610.* This is 10 days prior to the election.
- 11/06/18 *Election day.* The election on the referendum will be held on the same day as the general election.

Boldfaced dates: hard deadlines

Non-boldfaced dates: recommended deadlines