

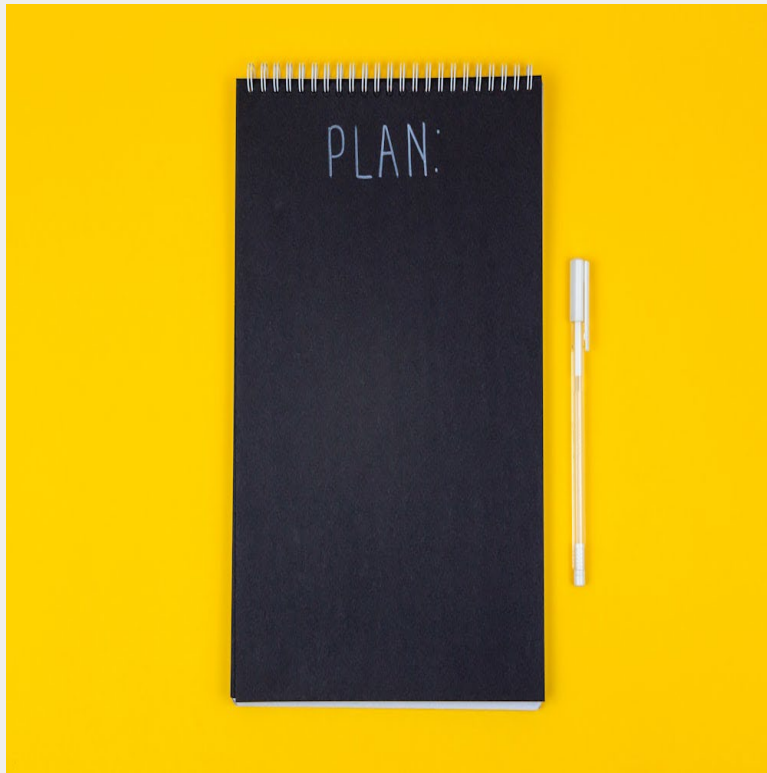


Agenda

- Types of school district special elections
- Combined polling places
- Voting before election day locations
- Calling the special election
- Notices
- Special election candidate filing



Agenda



- Ballot development & equipment decisions
- Voting before election day administration
- Overview of election day
- Closing polls & results reporting
- Canvassing board
- Storage & data practices

Abbreviations & Terms

AB: Absentee Balloting

EDR: Election Day Registration

HCF: Health Care Facility Voting

MB: Mail Balloting

SD: School District



Abbreviations & Terms

Counties: County election offices

Master List: Current list of registered voters

Municipality: City, town or township

Roster: List of registered voters at the close of the pre-registration deadline

Tabulator: ballot counting equipment

Voting Before Election Day: absentee voting



Types of school district special elections

- State elections
- Hierarchy elections
- Standalone elections
- Mail elections



Types of school district special elections

State elections

- Notice is given to county election office at least 74 days before election day
 - To all counties that fall within boundaries
- Items placed on that ballot
 - Complicated when there is a special election on a state primary ballot or a special primary on a state general election ballot
- School district approves ballot proofs
 - For their items on the ballot



Types of school district special elections

Hierarchy elections

- Not a state election.
- County, city or town has a special election at the same time.
- Your special election items on their ballot.
- Complications with:
 - Voting before election day
 - Polling places
 - Mail ballot precincts



Types of school district special elections

Standalone elections

- Combined polling places
- Voting before election day location
- Working with multiple counties
- School district clerk is considered the “auditor”



Types of school district special elections

Mail elections

- Different than mail ballot precincts
- As per *Minn. Stat. 204B.46*
- Questions only – a few new exceptions
- Sometimes required to take place if being held on certain dates





Combined polling places

- Combination resolutions due by December 31st
 - Still required in *Minn. Stat.* 205A.11, subd. 2
- Can be one location.
- May include multiple counties
 - Separate rosters
- Must be a location used by county, city or town for their elections.



Combined polling places

- County, city or town mail ballot precincts are not relevant to a school district standalone special election
- If sub-districts, combined polling places cannot cross



Voting before election day locations

- Decisions made 14 weeks before election
- Notification to Secretary of State
- Notice to voters of days, times and locations posted on:
 - OSS, county and school districts websites
 - At least 14 days before voting before election day begins
- Must include an assistive voting device



Voting before election day locations

- Open during business hours
 - Notice to voters includes details
- Access to SVRS or Master Lists from all counties
- New laws allow for temporary locations
- If requested, must provide at least one day of voting on Indian reservation
- May choose to provide for direct balloting or early voting



Calling the special election

- Who is the school district clerk?
 - Are they certified.
- Have polling places been combined by the deadline?
 - Are buildings confirmed for use?
- What are the voting hours?



Calling the special election

Notice is given at least 74 days before election.

- Might change.
- This is after filing periods...



Calling the special election

Appointing:

- ballot boards
- election judges



Calling the special election

Polling place problems:

- If didn't "combine" in previous year.
- If buildings are not available.
- If building choices are outside of the district's boundaries.



Calling the special election

Questions:

- Authorization statute
- Legal advisor provides exact language
- Notification requirements
- Mailing requirements
- Post election notification requirements



Notices

- Notice of Election
- Notice to Voters – New
 - Replaces sample ballot publication
- Polling Place Change Notification
- Combined Polling Place Notification
- Taxpayers Notice



Notices



Address information:

- Voter registration lists
- Registered voter labels
- Household labels
- Taxpayer labels



Special election candidate filing

Dependent upon when the vacancy takes place:

- Held with regular filing period?
- Two weeks feasible?
 - As close as practicable



Special election candidate filing

Notices & affidavits:

- Noted as a separate office
- Listed on the affidavit
- Separated on result reports



Special election candidate filing

Winner:

- Contest period
- Certification of filing
- Takes office as soon as qualified



Ballot development & equipment decisions

Ballot development:

- Language minority districts
- Assistive voting device required
- Polling place & central count tabulators
- Ballot vendor coordination



Ballot development & equipment decisions

Testing of equipment:

- Preliminary testing of all equipment being used
- Public accuracy testing
- Keep testing documents for at least 22 months



Voting before election day administration

Also known as absentee voting:

- Usually starts 46 days before election.
- Location information available on websites 14 days before beginning date
- Assistive voting device available.
- UOCAVA & Safe at Home ballots.



Voting before election day administration

Administration highlights:

- Need SVRS access or master lists.
 - Determine if a person is registered or not.
- Need envelopes, instructions, postage.
- If SVRS not used, need to keep a log of all activities
- Online applications most likely not available



Voting before election day administration

Ballot boards:

- Appointed before accepting or rejecting takes place
- Must be election judges
 - At least two
 - Exempt from party balance
 - Available election day



Voting before election day administration

Ballot boards:

- Accept or reject voted ballots within so many days of receipt.
- Send replacement ballots if required.
- May begin *processing* of ballots at the close of business on 19th day before election date
- *Counting* cannot begin until 8 p.m. on election night



Voting before election day administration

Agents:

- Return up to three other persons' voted ballots
- Agent log
- Agent delivery & return of ballots within 7 days of election



Voting before election day administration

Health care facility voting:

- If required locations fall within boundaries, must be provided
- HCF trained election judges
- Must take place no matter what
- Optional additional locations



Voting before election day administration

Election day:

- Returned up to 8 p.m.
- Making sure to coordinate with polling place before acceptance or counting.



Voting before election day administration

Resources:

- Absentee voting guide
- SVRS user documentation



Overview of election day

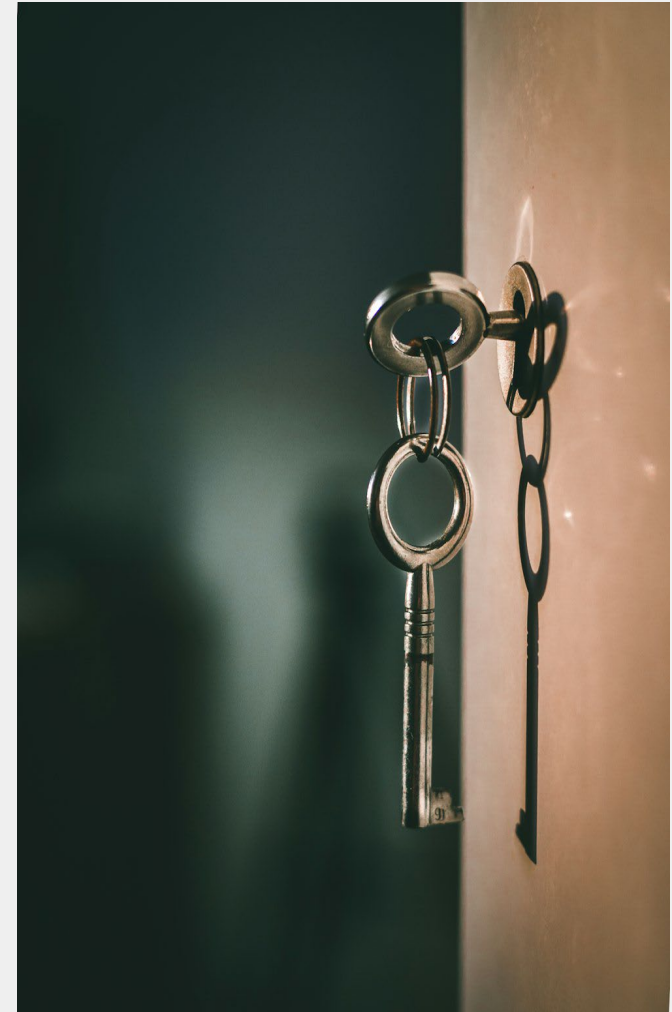
- Rosters and supplies are secured before polls open
- Polls open at beginning hour.
- Rosters are either electronic, paper or both
 - Each county decides which type of roster to provide
- All election laws are followed



Overview of election day

Safety & security of elections:

- New laws regarding:
 - Election official conduct.
 - Threats to election officials
- Security of elections equipment
- Emergency plans



Overview of election day

Resources:

- County election administration guide.
- School district election administration guide.
- Absentee voting guide.
- Election judge guide.



Closing polls & results reporting

Closing polls:

- At 8 p.m.
- Those in line may vote.
- Public may view closing procedures once last voter is done.
- Immediately return results & documents to clerk's office.



Closing polls & results reporting

Summary statements

- Three parts:
 - Statistics
 - Results
 - Certification statements
- Polling place & absentee ballots
- May combine results



Closing polls & results reporting

Results reporting to the public:

- If not held on an August or November election date:
- Most likely will not have results on OSS website



Closing polls & results reporting

Resources:

- County election administration guide.
- School district election administration guide.
- Election judge guide.



Canvassing board

- Within so many days of the election.
- Follow all notification requirements for the meeting.
- School board is the canvassing board.
 - Even if name is on the ballot.
- Ask legal advisor if Oath of Office is required before canvassing



Canvassing board

- Review summary statement(s)
- Certify results
- Sign abstract
 - AKA the canvassing board report
- Public funded recounts
- Discretionary recounts



Storage & data practices

Storage:

- Election day materials kept in secure storage through contest period
 - No one other than election officials
 - Log is kept
- Blank ballots may be destroyed after contest period.



Storage & data practices

Storage:

- All other materials kept based on retention policies:
 - Usually 22 months
- Abstracts are kept forever



Storage & data practices

Information that is public and can be requested:

- Completed absentee ballot application.
- Accepted absentee ballots.
- Summary statements.
- Voting history.

