School District Special Elections

Office of the Minnesota
Secretary of State
Elections Division

Agenda

- Abbreviations & Terms
- Combined polling places
- Voting before election day locations
- 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: **A**bsentee **B**alloting
EDR: **E**lection **D**ay **R**egistration
HCF: **H**ealth **C**are **F**acility Voting
MB: **M**ail **B**alloting
SD: **S**chool **D**istrict

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

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

Standalone elections

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

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

Combined polling places

- Combination resolutions due by December 31st
  - Still required in *Minn. Stat.* 205A.11, subd. 2
- New! Only if Changed!
- Can be one location.
- May include multiple counties
  - Separate rosters
- Remained: 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

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

Notices

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Notices

- Notice of Election
- Sample Ballots
- 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

Special election candidate filing

Dependent upon when the vacancy takes place:

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

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 & 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

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 available after 9/1/25
- Responding to data practices request pre-election day.

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 until **8 p.m.**

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

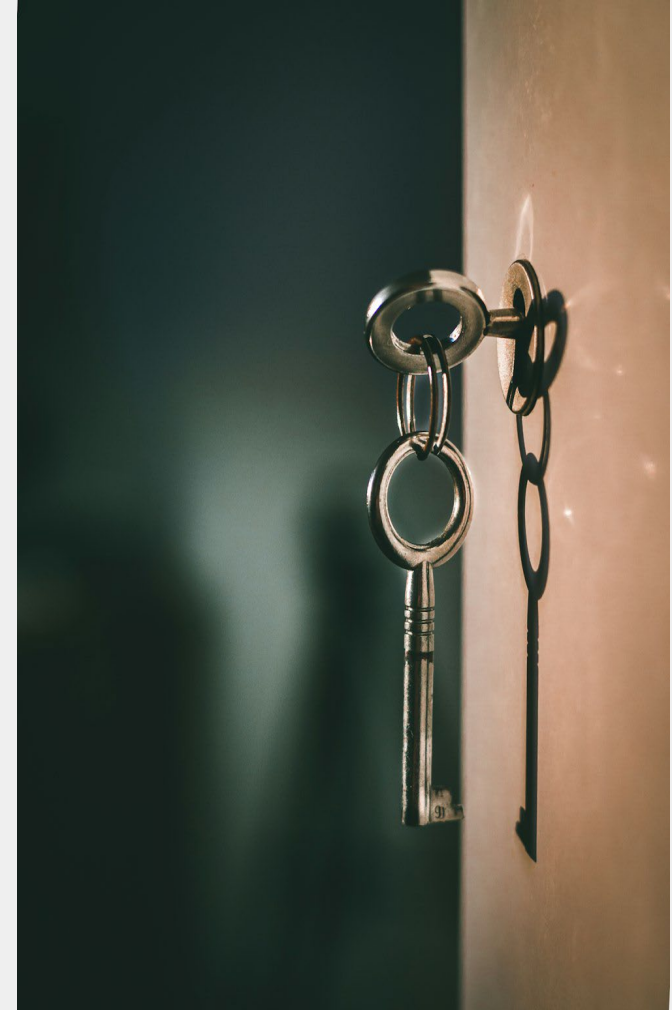# Overview of election day

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

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 & 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

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

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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.

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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.
- Rejected absentee ballots.
- Summary statements.
- Voting history.

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Contact us at elections.dept@state.mn.us