



Municipal and School Clerk Responsibilities

Presented by the
Office of the Secretary of State
Elections Division



What is Covered



- What's New 2016
- Precincts
- Polling places
- Shared voting equipment
- Combined poll places
- Required notices
- Candidate filing
- Vacancy in nomination
- Ballots
- Voting system testing
- Administering absentee voting
- Election judges
- Election day
- After polls close
- After election
- Record retention
- Training materials
- Contacts

What was Passed in 2016 Legislative Session



- Chapter 161, Art 1 – Effective May 23, 2016
 - Alternative AB Voting – in-person, no envelopes, counter/ballot box available, 7 days before election
 - Details to follow in this presentation

What was Passed in 2016 Legislative Session



- Chapter 161, Art 1 - Effective August 1, 2016
 - Voting booths not required to have specific dimensions
 - Clarifies that when more than one councilmember/school member is to be elected for full terms, must be under one office on the ballot
 - School affidavit must be in the same form as all other affidavits – removed “substantially same” language

What was Passed in 2016 Legislative Session



- Chapter 161, Art 1 – Effective August 1, 2016
 - Clarifies that “challenger” petitions are to be filed with the *clerk of the jurisdiction* conducting the election for the question.
- Chapter 161, Art 2 - Effective May 23, 2016
 - School board vacancies must be filled by board appointment at a regular or special meeting
 - Details regarding the new laws are found later in this presentation

What was Passed in 2016 Legislative Session



- Chapter 161, Art 3 - Effective August 1, 2016
 - Emergency Planning for Elections
 - Details to follow in this presentation
- Chapter 162 - Effective July 1, 2017
 - Presidential Nomination Primary (PPE)
 - Changes election precinct boundary deadline to **December 1st** (no longer June 1st) in the year prior to state elections
 - Changes deadline to withdraw from a combined polling place to **October 1st** (not April 1st) prior to PNP year
 - Details to follow in this presentation

Clerk Responsibilities



- [M.S. 204B.28](#) requires Auditor to meet or otherwise communicate with local election officials by July 5, 2016
 - Strongly encourage the use of the clerk guides

Municipality



- Municipality
 - Any city or town
- Metropolitan *County*
 - 7 counties as per [M.S. 473.121](#)
 - Anoka, Carver, Dakota, Hennepin, Ramsey, Scott or Hennepin

Municipality



- **Metropolitan Area**
 - 11 counties as per [M.S. 200.02](#)
 - Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington and Wright
 - 7 counties with exclusions as per [M.S. 473.121](#)
 - Anoka,
 - Carver,
 - Dakota excluding the city of Northfield,
 - Hennepin excluding the city of Hanover,
 - Ramsey,
 - Scott excluding the city of New Prague, and
 - Washington

Precincts



- Municipality determines precinct boundaries
- Basic units for administering elections
- Each city must have at least one

[M.S. 204B.14](#)

Precincts



- Precinct boundary changes
 - Before December 1 in the year prior of state election (new date approved in 2016 legislature)
 - Or 10 weeks before next election
 - Redistricting prohibition years ending 0 or 2
- Annexations change precinct boundaries
 - More than 21 days before regularly scheduled election, effective at election
 - Less than 21 days before regularly scheduled election, effective after the election

[M.S. 204B.14](#)

Precincts



- Precinct boundary changes
 - Does not take effect until notice posted for at least 56 days
 - Municipal clerk immediately notifies county auditor and OSS

[M.S. 204B.14](#)

Precincts



- Municipal clerk files a corrected base map with OSS and county auditor within 30 days after the boundary change
- County auditor makes changes in SVRS
 - Address ranges and voter records

[M.S. 201.11](#); [204B.14](#)

Precincts



- County auditor makes corrected map and precinct finder available for public inspection
- County auditor notifies affected school districts
- Precinct change often leads to a polling place change for some of the voters affected
 - If so, notice of polling place change is required

[M.S. 201.11](#); [204B.14](#)

Precincts



- House number or name of street changes
 - Existing residence, municipality notifies county auditor
 - County auditor updates SVRS
 - No changes within 45 days of election including affected residence(s)

Precincts



- SD may have multiple municipal precincts combined to use one polling place
 - For standalone school district elections
 - If normal board elections in even years, then consolidation is only used for special elections (bonding/levy questions)
 - Voters are notified of combination by 14 days before every election used
 - Consider turnout for these elections when deciding on single combination for entire district vs. multiple combinations

[M.S. 205A.11](#)

Precincts



- Cannot be designated less than 90 days prior to an election (unless unavailable for use)
- 30 day notice to county auditor
- Voters are notified of polling place change 25-days pre-election once

Polling Places



- Municipality determines polling locations
- City council or town board designate
 - By ordinance or resolution
 - Large enough to accommodate election activities
 - Free of non-election activities
 - Smoke free
 - Liquor free and no liquor in adjoining room
 - Consider # of booths, election judges needed for short wait times
 - Consider turnout for questions, presidential elections
 - Consider available calculators recommended by Pres Commission
 - Fully accessible, [M.S. 204B.16, subd. 5 \(a\) to \(f\)](#)

Polling Places



- Polling places located outside of boundary:
 - For a city in whole or in part in the metro area:
 - Within 1 mile of the precinct boundary
 - For Towns and School Districts outside metro:
 - Within 5 miles of the town or school district boundary

[M.S. 204B.16, subd. 1](#)

Polling Places



- Minimum accessibility requirements
 - Paved parking, wide reserved spaces
 - Curb cuts or temporary ramps
 - No barrier in polling place impeding path of person with disabilities to the voting booth
 - Paved main routes free of stairs or elevator bypasses
 - Doorways/entrances minimum 32 inches wide

[M.S. 204B.16. subd. 5](#)

Polling Places



- Walkways/hallways minimum 36 inches wide
- Hallways free of protrusions overhanging floor
- Handrails on stairs
- Signs showing accessible routes into location
- Signs outlining assistance available
- At least one 34 inch high accessible voting station

[M.S. 204B.16. subd. 5](#)

Polling Places



- Designations remain effective until changed
- Changes cannot be made
 - Less than 90 days before next election
 - Anytime between state primary and general elections
- Clerk must notify auditor of change
- Voters must be notified of change at least 25 days before the next election
 - PVC sent by auditors (not for school district changes)
 - Letter sent by the clerk or auditor

[M.S. 204B.16](#)

Combined Polling Place



- Establish single combined polling place no later than May 1
 - May be combined after May 1st and until polls close on election day for *emergency situation* (new language approved by 2016 legislative session)
 - Any 3rd or 4th class city, town or city having territory in more than 1 county, in which all the voters of the city or town shall cast their ballots
 - Contiguous precincts

[M.S. 204B.14, subd. 2](#)

Combined Polling Place



- Up to 4 contiguous municipalities located outside metro area ([M.S. 200.02, subd. 24](#)), in same county
 - Each municipality must approve
- Non-contiguous precincts located in 1 or more counties
 - Each governing body & OSS must approve

[M.S. 204B.14, subd. 2](#)

Combined Polling Place



- Each precinct in a combined polling place
 - Separate rosters
 - Separate ballot boxes
 - Separate summary statements
- A single set of election judges may be appointed

Combined Polling Place



- A copy of the ordinance or resolution filed with county auditor
- A municipality can withdraw by notifying county auditor no later than April 1 of any year other than year prior to PNP
 - October 1st in year prior to PNP (new date passed in 2016 legislative session)

[M.S. 204B.14, subd. 1](#)

Emergency Planning for Elections – New 2016



- Chapter 161, Art 3 (SF 2381)
 - Effective August 1, 2016
 - In the event of an emergency, *combined polling places* may be established for an election after May 1st.
 - County auditor (notifies OSS) must be immediately notified including reasons.
 - Notice must be posted in office and web site (if it exists) and request local media to publically announce reason and location change info
 - Election Day – large printed notice must be posted in a conspicuous place at original polling place

Emergency Planning for Elections – New 2016



- Polling place *may be changed* in an emergency to a place as near as possible to original polling place.
- May be located outside of precinct without regard to distance limitations.
- Must immediately notify County Auditor (notifies OSS) including reason.
- Notice must be posted at office and web site (if exists).
- Request local media to publically announce the reason and location of new poll place.
- Election Day – large printed notice posted in conspicuous place at original poll place.

Emergency Planning for Elections – New 2016



- OSS will develop state elections emergency plan and a guide to assist county and local election officials in developing a county elections emergency plan which must include a model county elections emergency plan.

Miscellaneous



- City and school district primary option
 - Resolution adopting primary by April 15th
- School special question election prohibited on date of annual March township election & meetings

[M.S. 205.065, subd. 2](#); [205A.03, subd. 1](#); [205A.11, subd. 2](#)

Miscellaneous



- School polling place combinations
 - If not elected at-large, must not include more than 1 board member district
 - Every municipal precinct is to be addressed in resolution
 - Review resolution carefully, ask questions & update SVRS under school district polling locations
 - Once established, the combinations are established for stand alone SD elections until changed

[M.S. 205.065, subd. 2](#); [205A.03, subd. 1](#); [205A.11, subd. 2](#)

Required Notices



- Candidate filing period
 - 2 weeks published notice
 - 10 days posted notice
- Notice of election to County Auditor
 - 74 days before every municipal or school district election
- Notice of cancellation to County Auditor
 - 74 days before every municipal or school district election

[M.S. 205.13](#); [205.105](#); [205.16](#); [205A.06](#); [205A.07](#)

Required Notice



- **Public Notice of Election**
 - 14 and 7 days published notice
 - 10 days posted notice (optional for municipalities)
 - Towns, Cities of the 4th class not in the 7 county metro area ([M.S. 473.121, subd. 2](#)) exempt from publication requirement but then must post
- **Notice of Mail Election and Mail Procedures**
 - At least 10 weeks before the election
- **Notice of No State Primary**
 - Within 15 days after the close of filing

[M.S. 204B.45, subd. 2](#); [204D.03](#); [205.16](#); [205A.07](#)

Required Notice



- Electronic Voting System Public Accuracy Test
 - At least 2 days published notice
- Sample Ballot - Municipalities
 - Publish at least 14 days before the election
 - Post at least 14 days before the election
 - Towns, Cities of the 4th class not in the 7 county metro area exempt from publication requirement but then must post
- Sample Ballot – School Districts
 - Post at least 4 days before the election

[M.S. 205.16, subs. 2 & 3; 205A.07, subd. 2; 206.83](#)

Required Notice



- Bad weather postponement of election
 - Not state primary or general
 - Municipal or school
 - Decision no later than 6 p.m. day before election
 - By jurisdiction with largest geographic area
 - Contact election judges
 - Notify local media outlets
 - If possible, post on website
 - Must be rescheduled for the following Tuesday

[M.S. 205.105](#); [205A.055](#)

Presidential Nomination Primary – New 2016



● Chapter 162 (SF 2985)

- Effective July 1, 2017
 - Presidential Nomination Primary (PPE)
 - Chairs of 2 largest parties must not schedule precinct caucuses on the date of the PPE or the March town election date
 - If major parties do not choose alternate caucus date by March 1st of previous odd year, then one of the following shall be the caucus date in the following even year:
 - 1st Tuesday in February in non-presidential primary year
 - The Tuesday immediately prior to the PPE in presidential primary year

Presidential Nomination Primary – New 2016



- Must be separate ballots for each major political party
- Voter must request a party ballot and the choice must be recorded on the polling place roster
- Polling place roster for PPE includes wording regarding agreeing to principles of party and understand that choice of party ballot will be public information

Presidential Nomination Primary – New 2016



- Polling place posters must include information on voter indicating party ballot choice, that the choice will be recorded and it will be public information
- Auditor must include the voter's party choice when posting voter history
- Public information list must include the party choice of any voter who voted in the most recent PPE
- The state will reimburse many of the local county and municipality costs for the PPE and a special state PPE revenue fund is created.

Candidate Filings



- Two-week filing period
 - 84-70 days before primary, or
 - 98-84 days before Nov. general if no primary
 - 70-56 days before March Twp election
 - Municipal Clerk must be open from 1-5 p.m. on last day
 - 2 day withdrawal period, no refund

[M.S. 204B.09](#); [204B.10](#); [205.13](#); [205A.06](#); [M.R. 8205](#)

Candidate Filings



- Accept “Affidavit of Candidacy” and filing fee (or Petition in Place of Filing Fee)
- Filing fee dependent on city class or charter
- Electronic filing for absent candidates does not apply to municipal or school district offices
- Separate filing to fill terms for vacancies

[M.S. 204B.09](#); [204B.10](#); [205.13](#); [205A.06](#); [M.R. 8205](#)

Candidate Filings



- Current filing fees:
 - First class cities: \$20
 - Second/Third class cities: \$5
 - Fourth class cities and towns: \$2

[M.S. 205.13](#); [205A.06](#); [M.R. 8205](#)

Candidate Filings



- Home rule charter or statutory city may adopt, by ordinance, a filing fee of a different amount not to exceed the following:
 - First class cities: \$80
 - Second/Third cities: \$40
 - Fourth class cities: \$15
 - A home rule charter city that sets filings fees by authority provided in city charter is not subject to the fee limits in this section.

[M.S. 205.13](#); [205A.06](#); [M.R. 8205](#)

Candidate Filings



- Candidate eligibility
 - Eligible voter
 - No other affidavit on file (limited exception)
 - At least 21 years old
 - Maintained residence in district for 30 days before the general election
 - School board, cannot be registered sex offender
 - Charter cities may have additional requirements

[M.S. 123B.09](#); [204B.06, subds. 1 & 4a](#)

School Board Candidate Filings



- If a school district has moved from seven members to six members:
 - Three members instead of four members shall be elected at the *next* election of the board and thereafter after the board shall consist of six members.

[M.S. 123B.09](#)

Non-Partisan Vacancy in Nomination



- Vacancy exists when only 1 or 2 filed and there is a withdrawal during normal withdrawal period
- Vacancy exists when candidate (where only 1 or 2 filed, or was nominated at a primary) dies on or before 79 days before the general election
 - August 21, 2016
- 5 day filing period immediately after the vacancy occurs

[M.S. 204B.131](#)

Non-Partisan Vacancy in Nomination



- Allows for Affidavit of Candidacy and filing fee (or petition in lieu of filing fee) within 5 days after vacancy occurs
- Another 2 day withdrawal period exists after 5 day filing period
- If now more than 2 candidates, names appear on primary ballot (vote for 2 would be more than 4 candidates, etc.), otherwise appear on the general ballot

[M.S. 204B.131](#)

School District Vacancies



- School District Vacancies
 - Regular
 - Illness or Absent

School District Vacancies - Regular



A **Regular Vacancy** occurs when a Board Member:

- Dies;
- Resigns; or
- Ceases to be a Resident of the District

[M.S. 123B.09, subd. 3](#)

School District Vacancies Illness or Absent



Illness or Absent Member Vacancies Occur when a Board Member:

- Is unable to serve on the Board and attend its meetings for not less than 90 days because of
 - **Illness** or
 - **Prolonged Absence** from the District

[M.S. 123B.09, subd. 3](#)

Regular Vacancies

When is Special Election Required?



- General Rule

“...A special election to fill the vacancy must be held no later than the first Tuesday after the first Monday in November following the vacancy...”

[M.S. 123B.09, subd. 5b](#)

(as amended by [Laws 2016, Chapter 161, Art. 2, sect. 1](#))

Regular Vacancies

When is Special Election Required?



- Exception if less than 90 days prior to Election

“...If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs, the special election must be held no later than the first Tuesday after the first Monday in November of the following calendar year...”

[M.S. 123B.09, subd. 5b](#)

(as amended by [Laws 2016, Chapter 161, Art. 2, sect. 1](#))

Regular Vacancies

When is Special Election Required?



- Exception if less than 90 days before Election in year 3 of term

“...If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the third year of the term, no special election is required...”

[M.S. 123B.09, subd. 5b](#)

(as amended by [Laws 2016, Chapter 161, Art. 2, sect. 1](#))

Regular Vacancies Vacancy Table



- The following two slides contain a **Table** to help determine the process to use when a **regular vacancy occurs**. You will need to know:
 - The **year** the School Board Member was **Elected**; and
 - The **date** the **vacancy occurs**

Date of Vacancy (up to Jan. 7, 2019)



Year School Board Member Elected	Up to 8-10-2016	8-11-2016 to 1-2-2017	1-3-2017 to 8-9-2017	8-10-2017 to 1-1-2018	1-2-2018 to 8-8-2018	8-9-2018 to 1-7-2019
2012	Appoint until 1-2-2017 (No Special Election)	Appoint until 1-2-2017 (No Special Election)	N/A	N/A	N/A	N/A
2013	Appoint until Special Election Nov. 8, 2016	Appoint until 1-1-2018 (No Special Election)	Appoint until 1-1-2018 (No Special Election)	Appoint until 1-1-2018 (No Special Election)	N/A	N/A
2014	Appoint until Special Election Nov. 8, 2016	Appoint until Special Election Nov. 7, 2017	Appoint until Special Election Nov. 7, 2017	Appoint until Jan. 7, 2019 (No Special Election)	Appoint until Jan. 7, 2019 (No Special Election)	Appoint until Jan 7, 2019 (No Special Election)
2015	Appoint until Special Election Nov. 8, 2016	Appoint until Special Election Nov. 7, 2017	Appoint until Special Election Nov. 7, 2017	Appoint until Special Election Nov. 6, 2018	Appoint until Special Election Nov. 6, 2018	Appoint until Jan. 6, 2020 (No Special Election)
2016	N/A	N/A	Appoint until Special Election Nov. 7, 2017	Appoint until Special Election Nov. 6, 2018	Appoint until Special Election Nov. 6, 2018	Appoint until Special Election Nov.5, 2019
2017	N/A	N/A	N/A	N/A	Appoint until Special Election Nov. 6, 2018	Appoint until Special Election Nov. 5, 2019
2018	N/A	N/A	N/A	N/A	N/A	N/A

Date of Vacancy (Jan. 8, 2019 – Jan 3, 2022)



Year School Board Member Elected	1-8-2019 to 8-7-2019	8-8-2019 to 1-6-2020	1-7-2020 to 8-5-2020	8-6-2020 to 1-4-2021	1-5-2021 to 8-4-2021	8-5-2021 to 1-3-2022
2012	N/A	N/A	N/A	N/A	N/A	N/A
2013	N/A	N/A	N/A	N/A	N/A	N/A
2014	N/A	N/A	N/A	N/A	N/A	N/A
2015	Appoint until Jan.6, 2020 (No Special Election)	Appoint until Jan. 6, 2020 (No Special Election)	N/A	N/A	N/A	N/A
2016	Appoint until Special Election Nov. 5, 2019	Appoint until Jan. 4, 2021 (No Special Election)	Appoint until Jan. 4, 2021 (No Special Election)	Appoint until Jan. 4, 2021 (No Special Election)	N/A	N/A
2017	Appoint until Special Election Nov. 5, 2019	Appoint until Special Election Nov. 3, 2020	Appoint until Special Election Nov. 3, 2020	Appoint until Jan. 3, 2022 (No Special Election)	Appoint until Jan 3, 2022 (No Special Election)	Appoint until Jan. 3, 2022 (No Special Election)
2018	Appoint until Special Election Nov. 5, 2019	Appoint until Special Election Nov. 3, 2020	Appoint until Special Election Nov. 3, 2020	Appoint until Special Election Nov. 2, 2021	Appoint until Special Election Nov. 2, 2021	Appoint until Jan. 2, 2023 (No Special Election)

Regular Vacancy Appointment Process



- At a **regular** or **special meeting**
- Evidenced by a **resolution** entered in the minutes
- Effective 30 days following adoption
 - Exception – **Petition to Reject the Appointee** is filed
- Continues until an election is held under 123B.09, subd. 5b

[M.S. 123B.09, subd. 5b](#)

Regular Vacancy
Appointment Process – Petition to Reject



Who May Sign?

- Must be **Eligible Voters**
- Must be **Residents of the School District**

Regular Vacancy
Appointment Process – Petition to Reject



How many signatures are required?

- At least **Five Percent (5%)** of the total number of voters voting in the School District at the most recent **State General Election**
- ❖ **Note:** Be sure to record the total number of School District Voters for the State General Election

Regular Vacancy
Appointment Process – Petition to Reject



When and Where does Petition to Reject need to be filed?

- Must be filed **within 30 days** of the **School Board's adoption** of the Resolution making the appointment.
- Must be Filed with the **School District Clerk**

[M.S. 123B.09, subd. 5b](#)

(as amended by [Laws 2016, Chapter 161, Art. 2, sect. 1](#))

Regular Vacancy Appointment Process – Petition to Reject



Results if Petition is Validly Filed?

- The **appointment** by the School Board is **ineffective**
- The School Board must name a **new** **Appointee** under the process in 123B.09, subd. 5B

[M.S. 123B.09, subd. 5b](#)

(as amended by [Laws 2016, Chapter 161, Art. 2, sect. 1](#))

Regular Vacancy

When Vacancy Occurs Prior to Effective Date



Scenario #1

- **Vacancy occurs prior to effective date** of May 23, 2016
- **No Special Election** has been scheduled

Process:

- School Board may fill by **Appointment**

Regular Vacancy When Vacancy Occurs Prior to Effective Date



Scenario #2:

- **Vacancy** Prior to **effective date** of May 23, 2016
- The School District has **called a Special Election**
- **Absentee Voting Period** has not yet begun

Process:

- **May cancel** the Special Election and **fill Vacancy by Appointment**; or
 - To Cancel – Must adopt a **Resolution by June 6, 2016**
- **May allow** the **Special Election** to proceed

Regular Vacancy When Vacancy Occurs Prior to Effective Date



Scenario #3:

- **Vacancy** prior to **effective date** of May 23, 2016
- School District has **called a special election**
- **Absentee balloting period has begun**

Process:

- No provision for cancelling the Special Election

[Laws 2016, Chapter 161, Art. 2, Sect. 2](#)

Ill or Absent Vacancy Appointment



- The **Board** by Resolution **declares a Vacancy** to exist
- The **Board Fills** the Vacancy at **any regular or special meeting**

[M.S. 123B.09, subd. 4](#)

Ill or Absent Vacancy Duration of Appointment



- Appointment is for the **remainder of the term**; **unless:**
 - The ill or absent member is again **able to resume duties** as a member of the School Board;
 - The **School Board** has, by resolution, determined and **declared the person is once again a board member**; and
 - The **School Board** also must **declare the person appointed to no longer be a member** of the School Board

Candidate Financial Filings



- Local candidates required to comply
 - Campaign finance reporting in M.S. 211A
 - Campaign Practices in M.S. 211B
- 211A reporting form
 - Printed name, telephone, signature, email
 - Total Cash on Hand
 - Total receipts and expenditures
 - Itemized contributions exceed \$100

[M.S. 211A.02](#)

Candidate Financial Filings



- Reporting schedule
 - Initial report, 14 days raise or spend more than \$750
 - 10 days before primary or special primary
 - 10 days before general election or special election
 - 30 days after general or special election
 - January 31st of each year
- Requirement to post on website (if there is one) immediately upon receipt and no later than 30 days for four years. Share website address with CFPD.

Candidate Financial Filings



- Certification of filing
 - 7 days after election
 - No Certificate of Election issued if not submitted, including winning write-in candidates
- Final report
 - All debts paid
 - \$100 or less remaining
 - Ends activity
- Violation by Filing Officer – Misdemeanor

[M.S. 211A.02](#), [211A.03](#); [211A.05, subd. 1](#)

Optical Scan Ballot Creation



- Clerks provide ballot information to auditor
 - As soon as possible after close of withdrawal
 - Local offices, questions
- Base rotations
 - OSS draws lot for 1st precinct for partisan offices
 - County auditor draws lot for other rotated offices
 - County auditor may delegate to clerks
 - Vendor completes rotation for remaining precincts

[M.S. 206.90](#); [M.R. 8220.0825](#); [8220.0850](#)

Ballot Information



- Clerks work with auditor to enter ballot information into the state candidate filing system
 - May be done by auditor or clerk
- No general initiative or referendum process, nor “advisory” elections

Vote System Testing



- All electronic voting systems
 - Preliminary testing
 - Tests marking and counting of offices and precincts for each ballot style
 - Public Accuracy Testing
 - Public demo of the accuracy of preliminary testing
 - Includes assistive voting devices, if being used at the election (only March Twp elections of less than 500 voters are exempt)

[M.S. 206.83](#); [M.R. 8220.1050](#); [8220.1550](#)

Alternative AB Voting Method – New 2016



- Chapter 161, Art 1
 - Alternative AB method is allowed during the seven days before the election (effective May 23, 2016)
 - It is optional for a ballot counter/box to be made available
 - If counter/box is made available:
 - must give voter option to vote AB w/envelope or
 - without envelope

Alternative AB Voting Method – New 2016



- If voting without AB envelope
 - Official creates AB record
 - Voter signs oath
 - AB signature envelope #2 label sheet containing oath
 - Voter given ballot to mark and place into ballot counter
 - Official immediately marks SVRS AB record as “accepted” in SVRS

Absentee Voting Administration



- State elections, administered by:
 - County Auditor (always administers UOCAVAs)
 - Full-time Municipal clerk if
 - Meets SVRS tech requirements and is trained
 - County auditor designates clerk, or
 - Clerk has given auditor notice of intent to admin

[M.S. 203B.16, subd. 3](#)

Absentee Voting Administration



- Multi-County Municipal AB designation only effective if municipality administers AB for entire municipality
- AB designation must specify if also includes AB Board
- May 3/August 2 (2016), last day for auditor to designate alternate absentee voting locations (at least 14 weeks)

[M.S. 203B.16, subd. 3](#)

Absentee Voting Administration



- For standalone elections, administered by
 - Municipal or school clerk
 - Includes health care facility outreach 20 days prior to election day
 - County auditor can agree to administer absentees
 - County Auditor always administers UOCAVA
- Adult Correctional Facilities
 - DOC provides OSS with list and mailing address (on web site)
 - AB application with address must not be processed, copy of application to county attorney

[M.S. 203B.05](#); [203B.11](#)

Absentee Voting Administration



- SVRS View available to Clerks to use for standalone elections if not have SVRS AB designated access
 - Don't need static IP
 - Use to determine if AB applicant is registered
 - Only use for authorized purposes
 - OSS audits for abuse

Absentee Voting Administration



- All AB periods 46 days, except March Twp is 30 days
- Clerk administering absentee voting
 - City office open 10am to 3pm Sat before election
 - Until 5pm day before election
 - Town office open 10am to 12pm Sat before March election
 - School office is not required to have extended hours

[M.S. 203B.05](#); [203B.085](#)

Absentee Voting Administration



- County auditor acting on behalf of clerk
 - Auditor office open from 10am to 3pm Saturday before election
 - Until 5pm day preceding the election

[M.S. 203B.05; 203B.085](#)

Absentee Voting Administration



- Regular absentee applications
 - No excuse
 - New privacy statement
 - Processed by county auditor or clerk
 - AB board to accept or reject, if delegated

[M.S. 203B.121](#); [203B.23](#)

Absentee Voting Administration



- FPCA for uniformed and overseas citizens
 - Processed by county auditor
 - Clerk forwards application to county auditor
 - County UOCAVA AB board to accept or reject
 - If regular AB board delegated, county auditor forwards accepted UOCAVAs to municipal ballot board for counting

[M.S. 203B.121](#); [203B.23](#)

Absentee Voting Administration



- If AB board delegated, authorize absentee ballot board
 - By ordinance or resolution
 - Election judges or deputy city clerks
 - Trained in the handling and processing of absentees

[M.S. 203B.121](#); [203B.23](#)

Absentee Voting Administration



- Processing absentee ballots
 - Receive all regular absentees during 45 days before election
 - Record status of ballots in SVRS
 - Accept or reject
 - Rejected at least 5 days before election day, send replacement
 - County auditor sends accepted UOCAVAs to ballot board for counting
 - Count ballots starting close of business on 7th day before election
 - Mark rosters “AB” create supplemental reports

[M.S. 203B.121](#); [203B.23](#)

Election Judges



- Clerk hires and assigns election judges
 - Party lists to municipalities by May 15th
 - Minimum of 4 judges per precinct in state general
 - Except minimum of 3 if precinct less than 500 registered voters
 - Minimum of 3 required for all other elections
 - At least 2 EJ in each precinct with different major parties
 - Remaining judges can serve without party affiliation

[M.S. 204B.19](#); [204B.21](#); [204B.22](#)

Election Judges



- Trainee judges serve without political affiliation
- No more than half the judges in each precinct may belong to same major party
- Party balance doesn't apply standalone town/school election – but may apply to ballot boards for such elections
- Compensation is set by appointing authority
 - At least minimum wage (2/3 minimum for student trainees)

[M.S. 204B.19](#); [204B.21](#); [204B.22](#)

Election Judge Training



- County auditor may delegate to municipal clerk
 - May not delegate to school district clerk
- Required Judge Training
 - Election Judge
 - Head Election Judge
 - Health Care Facility AB Voting Election Judge
 - Absentee Ballot Board

[M.S. 204B.25](#); [204B.31](#); [M.R. 8240.1750, subp. 2](#); [8240.1800](#)

Election Judge Training Materials



- Supporting materials
 - Election Judge Guide
 - Election Judge Video
 - Election Judge Workbook
 - Generic PowerPoint
- Obtain materials by contacting Voter Outreach at OSS Office

Election Judge Video



- Approximately 30 minutes
- Introduces key concepts and procedures
- Ideal for review prior to attending a training, especially for first-time judges
- Divided into separate chapters
- Available on YouTube or DVD

Election Judge Workbook



- Precinct Finder Exercise
- Election Day Registration Exercise
- Summary Statement Exercise
- General Knowledge Quiz

Election Day



- Election judge vacancies on election day
 - Clerk may fill election judge vacancies if appointed alternates
 - If appointed at the precinct, Head Judge provides emergency training
- No lingering within 100 ft of building, except exit pollers

[M.S. 204B.23](#); [204B.25](#); [204C.06](#); [204C.07](#)

Election Day



- Document on incident log if refuse to remove campaign materials, but allow to vote
- Challengers must prove residence in MN
 - Show same proof of residence accepted for Election Day Registration
- Challengers for question elections must be appointed by the clerk of the jurisdiction conducting the election

[M.S. 204B.23](#); [204B.25](#); [204C.06](#); [204C.07](#)

After Polls Close



- Summary statements
 - Returned to municipal clerk or county auditor ASAP
 - No later than 24 hours after election day
 - Must be sealed and signed over seal
 - Check summary statements/math
 - Fail to deliver, clerk must send special messenger

[M.S. 204C.24](#); [204C.25](#); [204C.27](#); [204C.28](#); [204C.29](#)

After Polls Close



- Clerk logs
 - Time delivered
 - Names of persons delivering
 - # ballots to precinct, # ballots returned, note of any discrepancy
- Clerk returns to auditor
 - Polling place rosters
 - EDRs
 - Other even –year materials

[M.S. 204C.24](#); [204C.25](#); [204C.27](#); [204C.28](#); [204C.29](#)

After the Election



- **Canvass board**

- Meets 3rd day after primary, unless auditor agrees to review statistics to permit canvass to be conducted on 2nd day after primary
- Odd year primary canvass may be either 2nd or 3rd day
- Meets between 3 and 10 days after general
 - March Twp canvass within 2 days of election
- May review portion or all summary statements
- Declares the results

[M.S. 205.065, subd. 5](#); [205.185, subd. 3](#); [205A.03, subd. 4](#); [205A.10](#)

After the Election



- Clerk is responsible for conducting a recount for local office or question
- County auditor is post election review official
 - May designate municipal clerk
 - If designated, clerk must be present

[M.S. 205.065, subd. 5](#); [205.185, subd. 3](#); [205A.03, subd. 4](#); [205A.10](#)

After the Election



- Clerk certifies local results to county auditor
- Clerk issues certificate of election to candidates
 - **All financial reports and/or Certificate of Filing received** and
 - After 7 days of canvass if no recount requested or contest is filed
- Clerk notifies OSS referendums changing form of government or approving intoxicating beverage sales

[M.S. 204C.40](#); [367.30](#); [367.31](#)

Record Retention



- Clerk is responsible for custody of ballots and returns in local elections
- Securing materials for contested elections (added section to clerk manuals)
- County is responsible for custody of ballots and returns in state primary and general
- Secure all materials used in the local election (including voted ballots) for 22 months following the election

[M.S. 204B.40](#)

Election Calendar



- Calendars posted at:

<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-calendars/>

- Separate calendars for Cities, Towns, Schools and those with or without a primary

Frequent Q & A



- Polling Places
 - School District stand-alone elections: consider expected turnout before determining number and location of polling places
- Filing
 - Contact Auditor before Notice of Filing Period with questions about offices
 - Notice of Filing Period – Municipalities must be open from 1:00 pm to 5:00 pm on last day
 - Use updated Affidavit of Candidacy forms
 - Affidavits of Candidacy are public

Frequent Q & A



- Absentee Voting
 - If Application requested, send it to the voter
 - Application must be received before ballot is sent
 - Clerk's office open extended hours for AB in person
 - Clerk duties (issuing absentee) vs. Election Judge duties (candidate cannot be election judge)
- Ballots
 - March Town Elections (less than 500 registered voters): One ballot contains both offices and questions and is on white paper

Election Administrator Certificate



- County auditor trains and certifies clerks
- Certification training: 5 hours.
- Maintenance hours
 - 4 hours during the following “election cycle”
 - January 1 even-year to December 31 odd year

[M.R. 8240.2700](#); [8240.2800](#)

Train the Trainer Guide



- Learning Objectives
- Training Context, [M.R. 8240.1600](#)
- Learner Information
 - Four stages of learning
 - Learner preferences
 - Learning styles
 - Keys to Adult Learning
 - Lesson Plans
 - Gauging Learner Understanding

Contacts



For the most:

- equipment,
- use of AB modules in SVRS,
- use of SVRS view, and
- general election questions

It is recommended that a local clerk contact and work with their county elections office(s) for:

- Better communication/dialogue
- Knowledge of local practices and procedures

Contacts



SVRS technical issues (i.e., passwords, label printing, etc.) should be referred to your *county elections office* as they manage your access to the system.

If other questions arise or if the county elections office is not available:

Please contact the OSS Elections Division at elections.dept@state.mn.us or 651/215-1440



Thank You