



Goodhue County
Finance & Taxpayer Services
509 W 5th Street
Red Wing, MN 55066

Election Clerk Training Session

June 16, 2016

Agenda

- Election Clerk Training Requirements
- 2014 & 2015 Recap
- New in 2016
- Pre-Election Administration
- Election Day
- Post-Election Duties
- Other
- Break Out Sessions

Election Clerk Training Requirements

- “Election Cycle” – begins on January 1 of even-numbered years and ends on December 31 of an odd-numbered year
 - January 1, 2016 – December 31, 2017
- All election clerks must be trained and certified before they can administer elections
- County is working to create a database to track hours for all election clerks
 - Issue Election Administrator Certificates to all municipal clerks and all school clerks for which Goodhue County is home county.

City and Township Clerk Training Requirements



- Initial Certification
 - 5 hours of training, good for election cycle in which earned
- Certification Maintenance
 - Complete 4 hours of election training during each election cycle
 - Training may be provided by county auditor or Secretary of State
- Emergency Training
 - A municipal clerk who has taken office less than 6 months before an election may administer that election after completing 2 hours of emergency training conducted by county auditor or Secretary of State

City and Township Clerk Training Requirements



- “Train the trainer” course
 - If the clerk will be training election judges, in addition to the initial training or maintenance training, the clerk **must** complete a “train the trainer” course, conducted or approved by the Secretary of State before each state primary election; and emergency training.
 - This course does not count towards your initial or biennial maintenance
- Time spent attending (or teaching) election judge training will count towards initial certification or biennial maintenance

School District Clerk Training Requirements



- Initial certification
 - 5 hours of training, good for election cycle in which earned
- Certification Maintenance
 - Complete 4 hours of election training during each election cycle
 - Training may be provided by county auditor or Secretary of State
- Emergency Training
 - A municipal clerk who has taken office less than 6 months before an election may administer that election after completing 2 hours of emergency training given by the *home* county auditor or Secretary of State
- Time spent attending election judge training will count towards your initial certification or biennial maintenance

Election Training from Other Sources (“not us”)



- 4 of the 5 hours of initial certification and 3 of the 4 hours of certification maintenance may be from other sources, subject to approval of the home county auditor
 - When submitting training hours from other (outside) sources, please include a copy of the agenda and/or course curriculum

County Website – Training Materials

The screenshot displays the Goodhue County Minnesota website. At the top, a navigation bar includes links for Government, Services, Residents, Business & Property, and How Do I... The main header features the Goodhue County seal and the text "GOODHUE COUNTY MINNESOTA TO EFFECTIVELY PROMOTE THE SAFETY, HEALTH, AND WELL-BEING OF OUR RESIDENTS". A left sidebar contains a search bar and several menu items: Campaign Finance Reports, Election Training Materials (highlighted with a black arrow), FACILITIES & HOURS, PROPERTY & TAXES, MAPS, and ELECTIONS. The main content area shows the breadcrumb "You Are Here: Home > Government > Departments > Elections > Election Training Materials" and a section titled "Election Training Materials" with the text "Below are the most current election training materials available." This section lists "OSS Training Materials" (Election Judge Training Video (2016), Election Judge Training, Absentee Voting Guide, Election Judge Recruitment, Municipal & School District Clerks) and "Goodhue County Training Materials" (2014 Election Judge Training, 2014 Election Judge Workbook Exercises, 2014 Head Judge Training, 2014 Head Judge Workbook Exercises, 2014 Election Refresher Course). A "CONTACT US" section on the right provides contact information for Elections: Goodhue County, Government Center - Room 208, 509 W 5th St, Red Wing, MN 55066. Contact details include Phone: 651-385-3040, Fax: 651-267-4878, and E-mail: gc_election@co.goodhue.mn.us. A "Select Language" dropdown is visible at the bottom right.

Government Services Residents Business & Property How Do I...

 **GOODHUE COUNTY** MINNESOTA
TO EFFECTIVELY PROMOTE THE SAFETY, HEALTH, AND WELL-BEING OF OUR RESIDENTS

SEARCH... 

Campaign Finance Reports

Election Training Materials

FACILITIES & HOURS

PROPERTY & TAXES

MAPS

ELECTIONS

You Are Here: [Home](#) > [Government](#) > [Departments](#) > [Elections](#) > Election Training Materials

Election Training Materials

Below are the most current election training materials available.

OSS Training Materials

- Election Judge Training Video (2016)
- Election Judge Training
- Absentee Voting Guide
- Election Judge Recruitment
- Municipal & School District Clerks

Goodhue County Training Materials

- 2014 Election Judge Training
- 2014 Election Judge Workbook Exercises
- 2014 Head Judge Training
- 2014 Head Judge Workbook Exercises
- 2014 Election Refresher Course

CONTACT US

Elections

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Select Language ▼

Reminders from 2014

- Dissolution of Cannon Falls Hospital District
- Polling Place Moves
 - Dennison City at Dennison City Hall
 - Red Wing Colvill Pavillion voters moved to Jordan Towers II
- Colored Voter Receipts (for General Election only)
 - Different colors for different school districts within precinct
 - Should help ensure voter gets appropriate ballot
 - Only # written on receipt s/b the SD #
- Mail Balloting
 - Allowed for non-metro towns of any size (all Goodhue County townships)
 - Cities with < 400 registered voters (Bellechester & Dennison)
 - Any precinct < 100 voters

Reminders from **2014**

- Precincts < 500 registered voters can use only 3 judges even for the state general election
 - Would not recommend for this year's general election.
- Election Judge Prohibition includes step-parents
- Municipal clerk's office must be open for filing from **1-5pm** on the last day of filing (M.S. 205.13, subd. 1a)
 - This does include township elections
- Online Voter Registration
- Online Absentee Ballot Requests
- "No excuse" absentee voting

2014 Incident Logs



- Polling Locations:
 - Verify your doors open at 7am
 - Make sure you have good signage and that walkways/doorways are wheelchair accessible
- M100 Setup
 - Make sure you lift the flap (on ballot box) prior to connecting the M100 to the ballot box. 😊
 - Some voters tried to take the zeroes tape. Once the zeroes tape has been printed out, roll it up and tuck it next to the tape roll, then put the cover back on. Voters won't see it. At the end of the night, remove the cover and pull out the zeroes tape. Then, print the results tape.
 - If you leave the zeroes tape tucked under the cover when you try to print results, it will get bunched up and cause printing problems.

2014 Incident Logs

- If you are not 18 on the day of the Primary, you cannot vote at the Primary.
 - Age 17 at Primary but age 18 at General – first time voter at 2016 General.
- Voters must sign the roster before receiving a ballot.
- Emphasize voter instructions:
 - Ex. How many candidates you can vote for in school races
 - PRIMARY: not to cross party lines (should be fairly easy this year)
- Election Day Voter Registration:
 - In the 2014 General Election, we had **14 voters** (in 8 different precincts) who **registered and voted** in the wrong polling place. Verify address in precinct finder.

2015 New Law Highlights

- Absentee voter can return their own ballot in person on Election Day until 3pm
 - *Only returned to absentee polling location; NOT to the Election Day polling site*
- Candidates address on affidavit of candidacy is private if otherwise private under MN law
- Ballot candidate names not required to be in upper case (rule change went into effect for 2016 State Primary)
- Individuals domiciled with a candidate cannot be Election Judge where candidate is on the ballot

2016 New Rule Highlights

~effective with State Primary

- Adds veteran ID card to photo ID's with document
- Voucher form identifies voter ID # (found on roster) and Election Judge signature in section to be completed by Election Judge
 - Adds a line for "printing" voucher's name
- Ballots in upper/lower case, font sizes
- Voting booths are not required to have specific dimensions

2016 New Laws – SF 2381

(Article 1 – Election Administration)

- Alternative AB method is allowed during the 7 days before the election
 - Voter has option to vote AB with envelope or AB without envelope
- UOCAVA absentee application is good from when it is received through the end of that calendar year or through the next regularly scheduled state general election (whichever is later)
- 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
 - Previously, it had to be “substantially” in same form

2016 New Laws – SF 2381

(Article 2 – School Board Vacancies)

- School board vacancies must be filled by board appointment at a regular or special meeting
 - Appointment is effective 30 days following adoption of resolution and serves until a special election is held for the remainder of the term.
 - If 5% petition by voters, appointment can be rejected and board must name new appointee.
 - Additional provisions specifically for 2016 situations
- Special election is held no later than the next November election following the vacancy, unless the vacancy occurs less than 90 days prior to the next November election, in which case the special election is held no later than the following calendar year November election.
- No special election required if vacancy occurs < 90 days prior to the November election in the third year of the term

2016 New Laws – SF 2381

(Article 3 – Elections Emergency Plans)

- In the event of an emergency, combined polling places may be established for an election after May.
- Polling place may be changed in an emergency to a place that is as near as possible. May be located outside of precinct.
- Secretary of State must develop a state elections emergency plan and a guide to assist county and local officials in developing a county elections emergency plan.
- County must develop a county elections emergency plan.
 - Cities, towns and schools may create an elections emergency plan
 - Plans must be reviewed prior to each state general election with any revisions due to state by July 1st
 - Initial county plans are due Sept. 1, 2016
- Local election official may extend polling place hours for one hour if the polling place has been combined or moved on election day.

2016 New Laws – SF 2385

(Presidential Primary Election - highlights)

- Effective July 1, 2017 – for 2020 Presidential Election
- By March 1 of odd year prior to presidential primary, party chairs must submit agreed upon presidential primary date to OSS.
 - Date must not be on the March town election date.
- Separate ballots for each major political party
- Voter must request a party ballot and the choice must be recorded on the polling place roster
 - This “choice” will now become public information
- State will reimburse many of the local county and municipality costs for this election and a state revenue fund will be created
 - Reimbursement requests to state to cover: ballot printing, absentee ballot postage, sample ballot publication, polling place preparation, electronic voting system preparation, compensation for temp staff/overtime, election judge salaries, county canvassing board member compensation

New in 2016 (for Goodhue County)

- 3 M100 Summary Statements (3 is not new) BUT... you can post one of these if you choose.
 - If you do not want to post, bring all three to the County
- Voter Registration Applications (new format)
 - 8 ½ x 11 full size paper (pads of 100)
 - No longer need to post Tennessean warning at registration table
 - County is going to scan in all VRA's received to electronically process within state's SVRS system
 - Green Vouching Forms are being **REPLACED** – the new application has a vouching form on the back. We will include some type of label for you to separate VRA's with vouching side completed from non-vouched VRA's (more to come at election judge training).

New in 2016 (for Goodhue County)

- “See ID” notation on roster
 - VRA was processed through mail
 - Voter is required to show ID at next federal election
 - We will cover more in depth at election judge training
- Pine Island School District (255) is moving to even year elections effective November 2016 general ballot
 - Pine Island Township & Roscoe Township – always had a separate ballot for SD 255 voters because the other school districts had races, will now see SD races
 - Pine Island City – still just one ballot but with SD races
- State Grants:
 - Magnifying glasses
 - 1 Curbside Voting Alarm

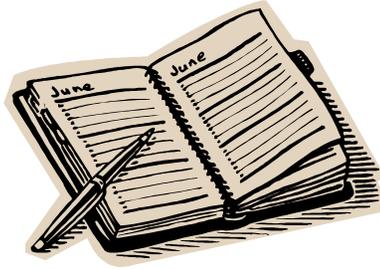
New in 2016 (for Goodhue County)

- Tracking City/Township/School Clerk training requirements
- Election Judge Training
 - Database to track municipal clerks with “train the trainer” credentials.
 - If municipal clerk does not have this additional training, your election judges must be trained by the county
 - We will be asking for copies of your resolution appointing election judges for all future elections
 - Including Township, School District and special elections
 - Issuing Certifications to all trained clerks (except non-home county schools)
 - For 2018, we are looking at an online curriculum for experienced judges; most likely training for all “new” judges will be in-person training.

Pre-Election Administration

- Calendar
- Required Notices
- Filings
- Campaign Finance
- Election Judge Recruitment
- Equipment Testing

Calendars



- 2016 Calendars were e-mailed out Friday, April 15, 2016
 - Cities With Primary Calendar: Red Wing, Lake City
 - Cities Without Primary Calendar: all other cities
 - School Districts With Primary Calendar: Faribault SD
 - School Districts Without Primary Calendar: all other schools with even-year elections
 - Townships with November Elections Calendar: Holden, Kenyon
- Townships with March Elections received their calendar back in December 2015
- Your calendar is one of the most important documents you will use during elections – look ahead to see what is coming up next for deadlines...

Election Calendar: Key Dates

- Early Filing Period: May 17th – May 31st
 - Goodhue County, RW, Lake City, Faribault SD
- AB Period: June 24 – August 8
- Pre-Registration Close: July 19
- w/o Primary Filing Period: August 2 – August 16
- State Primary: August 9
- Canvassing Board: August 11 – August 12
- AB Period (State General): September 23 – November 7
- Pre-Registration Close: October 18
- State General Election: November 8
- Canvassing Board: November 11 – November 18

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 (if applicable) also due 74 days before election
 - Schools: similar notice also must be filed with Commissioner of Education
- Public Notice of Election
 - 14 and 7 days published notice
 - 10 days posted notice (optional for municipalities)
 - Towns, Cities of 4th class are exempt from publication requirement but then must post

Required Notices – continued

- 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 4th class exempt from publication requirement but then must post.
- Sample Ballot (School Districts)
 - Post at least 4 days before the election
- Schools (additional notice for levy referendums)
 - Must prepare and deliver to each property taxpayer a notice of levy referendum and proposed revenue increase at least 15 days before (but no more than 30 days before)

Candidate Filings

- Already closed for jurisdictions with Primary (May 17-31)
- “Late Filing Period”: August 2 – 16, 2016
 - Cities without primary, Schools without primary, Townships with November elections
 - Must be open until 5pm on August 16
 - Withdrawal deadline: August 18 @ 5pm
- Each jurisdiction is responsible for their own Notice of Filing (for your local offices)
 - Published Notice – 2 weeks prior to filing period (July 19)
 - Posted Notice – 10 days prior to filing period (July 22)
- Filing Fees:
 - City Offices
 - 2nd & 3rd class cities - \$5 (for charter cities, this can vary)
 - 4th class cities - \$2
 - Township & School District Offices - \$2

Candidate Filing Packet

(suggested)

- Affidavit of Candidacy
- 2016 Candidate Name Pronunciation Form
- Address of Residence Form
- Affidavit of Withdrawal
- 2016 Campaign Manual
- Campaign Financial Report
- Campaign Financial Report Certification of Filing
- MN DOT Letter – Campaign Signs
- MN Attorney General’s Letter – MN Auto Dialing Law
- Secretary of State Request Forms:
 - Precinct Finder, Map Order, Voter Information, Polling Place List, Accepted Absentee/Mail Ballot List (new),
- IRS Fact Sheet – Political Organizations Tax Filing Requirements

Affidavit of Candidacy...

What to look for?

- Phone Number is REQUIRED 
- Residence address unless Private Data Box is checked
 - Address of Residence Form: This form is to be attached to the Affidavit of Candidacy when a candidate has checked the Private Data Box
 - Also if box is checked, a campaign address is required
- Legibility
- **NEW in 2016: Upper/lower case**
 - Names will now be printed on ballot in upper and lower case.
 - Example: John Doe vs JOHN DOE
 - Please make sure candidates complete the affidavit accordingly
 - Issues with McGrath, MacDonald, etc; need to be clear

Candidate Filing Packet

- 2016 Candidate Name Pronunciation Forms
 - As the filing officer, it is your responsibility to work with the candidate to complete this form.
- Forward a COPY of all Affidavits any applicable Pronunciation Forms to the County immediately after receiving
 - You will review your originals to the ballot proofs we send you
 - Fax: (651) 267-4878 or
 - Email: erin.n.poncelet@co.goodhue.mn.us AND
cyndee.marcus@co.goodhue.mn.us

Filing Officer

- The filing officer is the official:
 - Authorized by law to accept affidavits of candidacy
 - Authorized to place a ballot question on the ballot
- Filing Officer must have campaign finance filings
 - Available for **public inspection**
 - **Posted on jurisdiction's website** within 30 days of receipt
 - Unless city/township has fewer than 400 registered voters
 - Reports must be available on website for 4 years from the date the report was posted to the website
 - Filing officer shall provide the Campaign Finance and Public Disclosure Board with the link to the section of the website where their reports are available
- Filing Officer is **not responsible to verify the content** of the completed campaign finance forms

Candidates & Campaigns

- M.S. 211B covers Minnesota Fair Campaign Practices, also published within Campaign manual
- M.S. 211A covers candidates/committees for local campaign finance
 - Required Campaign Reports:
(tied to the \$750 donations/contributions threshold)
 - Initial Report
 - Year-End Report
 - Election Year Reports
 - Final Report

Required Campaign Reports

- A candidate/committee who receives contributions or makes disbursements of more than \$750 in a calendar year shall submit an **Initial Report** to the filing officer within 14 days after the candidate/committee receives or makes disbursements of more than \$750 and shall continue to make the reports listed until a final report is filed. (Campaign Manual page 18):
 - Candidate/committee must file a report by January 31 (**Year End Report**) of each year following the year when the initial report was filed AND

Pre-Election Reports

- 10 Days before Primary/Special (if name/question is on ballot)
- 10 days before General/Special (if name/question is on ballot)
- 30 days after General/Special

Required Campaign Reports

- **Final Report** – candidate/committee may file a final report when all debts have been settled and all assets in excess of \$100 in the aggregate are disposed of. The final report may be filed at any time.
- **Certification of Filing**
 - Due 7 days after the general or special election (11/15/2016)
 - Required for candidates on the ballot
 - Indicates all reports have been filed or did not raise/spend \$750 in the calendar year
 - An Election Certificate cannot be issued until this is received
 - If you issue election certificate without receiving certification of filing, guilty of misdemeanor
 - You, as filing officer issue these election certificates

Required Campaign Reports

- Failure to File
 - Filing officer must immediately notify a candidate if they fail to file a report on the date that it is due
 - If missing report is not filed within 10 days after notification is mailed, must file complaint with Office of Administrative Hearing
 - Formal complaint can be withdrawn once the missing report is filed

Election Judge Recruitment & Duties

- Political Party Lists
 - Distributed to all jurisdictions via e-mail May 18, 2016
 - You must select individuals from this list before finding other judges
- Minimum of 4 judges in precinct unless precinct has fewer than 500 registered voters (then 3)
- At least 2 judges in each precinct affiliated with different major political parties (stand-alone town & school elections exempt from this requirement)
- No more than $\frac{1}{2}$ of judges in a precinct from any one major party

Election Judge Guide (Page 2!)

- Basic Qualifications – eligible to vote in Minnesota and be able to read, write and speak English
- Restrictions:
 - Candidates for office cannot be a judge in a precinct where they appear on the ballot (includes active write-in candidates)
 - Applies to relatives of candidate on in precincts where on ballot
 - Someone who live with candidate in precinct where on ballot
 - Related election judges cannot serve together
 - Challengers appointed to contest voter eligibility
- Training & Certification:
 - Must complete a 2 hour election judge course before they serve
 - Certification is valid for 2 years.
 - Head Judges and Health Care Facility Judges are required to complete an additional hour of training.

Election Judge – Important Dates

- July 15th – last day to appoint your election judges for the State Primary Election
 - Most jurisdictions appoint their judges to both elections (Primary & General) at this time
 - We will be asking for copies of your resolutions to help track training requirements in our new training database
- October 14th – last day to appoint your election judges for the State General Election
- Election Judge Training:
 - Tuesday, July 19th 1-3pm (head judge for 1 hr following)
 - Tuesday, July 26th 6-8pm (head judge for 1 hr following)
- Refresher Training (clerk/head judge):
 - September 21, 2016 2-4pm

Election Judge – Other

- Secretary of State Toolkit (link included in 5/18/2016 email)
 - <http://www.sos.state.mn.us/elections-voting/get-involved/recruit-election-judges/>
- Online Election Judge Training (2018)

Electronic Voting Systems: M100 & AutoMark & _____ ???

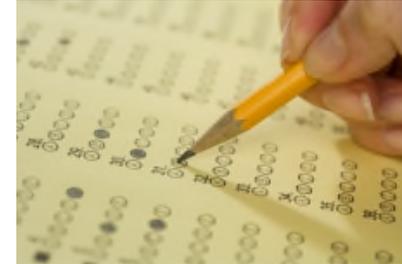
- M100 – Optical Scan Voting System
 - Ballot Counter
- AutoMark – Assistive Voting Device (AVD)
 - Required for all elections except townships with March elections that have fewer than 500 registered voters.
 - Exempt from requirement at their March Township elections:

Belle Creek	Minneola	Warsaw
Belvidere	Pine Island Twp	Welch
Cherry Grove	Wacouta	Zumbrota Twp
Goodhue Twp	Wanamingo Twp	
- Future Equipment?
 - State grants – possibility in 2017

Electronic Voting Systems

- Maintenance Contract – ONE countywide contract (except City of RW)?
 - Seems to work well with other counties
 - Easier for service technicians and vendor
 - County could bill everyone annually
- Thoughts?

Electronic Voting Systems: Preliminary Testing



- Diagnostic Testing
 - Before/during preliminary testing, ensure all basic functions are working properly:

AutoMark

- ✓ Printer prints clearly, does not jam
- ✓ Monitor works, touch screen is calibrated
- ✓ Audio clear, volume & temp controls work
- ✓ Battery is charged
- ✓ Locks and doors operate
- ✓ Date/time

Ballot Counters (M100):

- ✓ Printer prints clearly, does not jam
- ✓ Write-in diverter operates (General)
- ✓ LCD display or monitor works
- ✓ Battery is charged
- ✓ Locks and doors operate

Testing guide provides detailed list

The 2016 Voting Equipment Testing Guide can be found at:

Not yet

Electronic Voting Systems: Preliminary Testing

- What to look for during equipment testing?
 - M100
 - Print accurate zeroes tape with candidates in same order as on ballot
 - Should notify if ballot has no votes, overvotes, stray marks in timing channel, cross-party votes (in primary)
 - Should accurately record properly marked votes
 - AutoMark
 - Should allow voters to make choices in a variety of ways
 - Should prevent overvotes and cross-party votes (in primary)
 - Should reject ballots with stray marks in timing channel
 - Should accurately print voter's choices on ballot

Electronic Voting Systems: Preliminary Testing

- How to accomplish?
 - Create a Test Deck – set of ballots marked with predetermined valid votes to test each position, for each office/question, for each ballot style with all equipment to be tested.
 - Basic test deck is ordered from our ballot vendor
 - Some of those ballots must be replaced and marked by hand and by the AutoMark
 - We will have removed those ballots that need to be marked by the AutoMark from the test deck that you receive from us
 - We will have the basic test deck available for distribution at Election Judge Training (July 19 & July 26).
 - Predetermined Results Chart

Electronic Voting Systems: Preliminary Testing

Summary of Process

1. See Equipment Testing guide for materials to have on hand.
2. Mark AutoMark ballots
3. Print zero tape and compare to ballot (order should be the same)
4. Insert ballots into counter
 - Vary orientation
 - Override alerts for overvotes, cross-party, and blank ballots
 - Ballot marked in timing marks is rejected (cannot be overridden)
5. Run results tape, compare with spreadsheet
6. Troubleshoot any errors found
7. Repeat using other memory card (zero out each card when finished)!
8. When complete, secure equipment, record seal numbers on Certificate of Preliminary Testing

Electronic Voting Systems: Preliminary Testing

- Tips

- Test back-up card first
- Try different orientations when inserting ballots
- Make sure ballots with write-in's were diverted

- Troubleshooting

If the test results don't match during preliminary testing:

- Put ballots in order & make sure you have them all
- Identify race with error (doesn't match spreadsheet)
- Compare race on spreadsheet and each ballot to determine which ballot was marked incorrectly
- If necessary, mark a new ballot.
- **Re-test – it is imperative that you have an errorless test**

Electronic Voting Systems: Preliminary Testing

- Completion of Testing
 - Mark on each results tape whether it was main or backup memory card
 - Place test deck, results chart, tapes in sealed container in secured area
 - Seal memory card in ballot counter
 - Store equipment in secured area
 - Secure backup memory cards
 - Complete Preliminary Testing Certificate

Electronic Voting Systems: Public Accuracy Test (PAT)

- Demonstrates accuracy of voting system for public
- Must be held within 14 days of election
- Notify public of time and place at least 2 days in advance
 - Publish in official newspaper
 - Post in office of local election official conducting test
- At least two election judges from different parties must witness test
- Public may view test, but not handle materials
 - During PAT, you must mark and replace some of the AutoMark ballots previously used in your test deck (we recommend 3).

Electronic Voting Systems: Public Accuracy Test (PAT)

Summary of Process

1. Open sealed container from preliminary testing
2. Use same test deck and results chart
 - Mark some ballots with AutoMark at PAT (we recommend 3)
3. Use memory card sealed in equipment
4. Print zero tape on ballot counter
5. Insert ballots into ballot counter
6. Run results tape on ballot counter
7. Compare tape w/ results chart
8. Must have errorless test
9. Zero out memory card
10. Complete Certificate of Public Accuracy Test
 - Including witness signatures
11. Place and store test decks, results chart, tapes in sealed container in secured area (22 months)

Electronic Voting Systems

- SECURITY – SECURITY - SECURITY



- Always keep your equipment and election materials in a secured area when not being tested.
 - Do not allow 3rd parties unattended access to election equipment.
 - Retain all testing materials for 22 months
-
- County Dates for Public Accuracy Test:
 - Primary: August 2, 2016 at 10am
 - General: November 1, 2016 at 10am

Election Day – tips?

- Continue to read/review Clerk Guide throughout process
- Day or two before election, re-read through Election Judge Guide
- Think about which of your judges are suited to which roles... emphasis on Head Judge/Registration Judge
- Set up room/building early
- What else might you need?
- Primary will be a different experience than General



Election Day

- Election judge vacancies on election day
 - Clerk may fill vacancies if appointed alternates
 - If appointed at the precinct, Head Judge provides emergency training
- No lingering within 100 ft of building (except exit pollers)
- Document on incident log if refuse to remove campaign materials, but allow voter to vote
- Challengers must prove residence in MN (same as id to vote)

Election Day - Primary

- Independence party no longer major political party so only Republican and Democratic-Farmer-Labor party columns
- State Partisan Primary Ballot (Partisan side)
 - US Representative – District 2
 - 4 Republican candidates & 1 Democratic-Farmer-Labor candidate
- State & County Nonpartisan Primary Ballot (Nonpartisan side)
 - Local Primaries:
 - RW City Mayor
 - RW City Council – Ward 2
 - RW City Council – Combined Ward 3 & 4
 - Lake City Council
 - Judicial – Supreme Court, Associate Justice 6
 - 3 candidates



Election Day – General

(Federal, State, County, Judicial)

- Federal Offices
 - President
 - US Representative-District 2
- Legislative Offices (where applicable)
 - State Senator – 21 or 58
 - State Representative – 21A, 21B or 58B
- Judicial Offices
 - Supreme Court Associate Justice – Seat 6
 - Court of Appeals – Seats 5, 8, 11, 13, 14, 16, 17, 18, 19
 - First District Court – Seats 4, 7, 8, 9, 11, 13, 15, 17, 21, 22, 23, 25, 33, 34, 35, 36
- County Offices
 - County Commissioner – Districts 1, 3 or 5 (where applicable)
 - Soil & Water Supervisor – Districts 3, 4, 5

Election Day – General

- Local Offices
- Local Questions
 - Notice of Election for questions due August 26th
 - However, Candidate filing closes August 16th with candidate withdrawals August 18th
 - If you know you are having a question, please work with us as early as possible. We cannot sign off on ballot proofs and have our vendor start printing ballots until all county races/questions are complete.
- Ballots Proofs
 - If you have an office or question on the ballot, we will be sending you a copy of your ballot proof to review.
 - We need your approval ASAP; waiting for one means waiting for all.

Post-Election Duties

After 8pm Election Night

- Returning to the County after closing the polls
 - One or more judges deliver ballots & materials
 - Request clerk to remain/be available until all returns for their jurisdiction have been received
- County Check-In Process (2nd Floor of Gov't Center)
 - We will follow same process as in 2014
 1. Check In – Staff will “check you in” and complete a Record of Materials Received
 2. Summary Statement Review – County staff will review and verify the information found on your Summary Statement
 3. County staff will transmit M100 results to the State’s Election Reporting System
 4. Refreshments & conversation with fellow clerks and judges.

Post-Election Duties

Canvassing Board

- Who makes up Canvassing Board?
 - Municipal Results = City Council or Township Board
 - School District Results = School Board
- What does the Canvassing Board do?
 - Election returns must be reported to a canvassing board
 - Main duty is to certify election results
 - Results can be presented/compiled in an “abstract” – County provides each jurisdiction with an abstract for their canvassing board
 - Process:
 - Take oath of office
 - Publically canvass results (i.e. review/discuss)
 - Sign reports/abstracts & retain abstracts permanently

Post-Election Duties

Canvassing Board Dates

- Primary Election

- State statute: the county & any local jurisdictions with local races on the ballot must canvass on the 3rd day after the Primary Election - **Friday, August 12th**.
- The County Canvassing Board is set for 8:30 am.
 - At the County Canvass of the State Primary, the County will set the Post Election Equipment Review (PER) location, date and time.

- General Election

- State statute: canvassing boards may canvass between the 3rd and 10th day following the General Election.
- The County Canvassing Board is set for November 17th at 8:30 am.
 - At the County Canvass of the State General, the County will randomly select the precincts for the Post Election Equipment Review (2)

- Schools (re: questions)

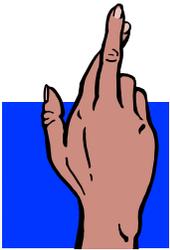
- A written notice containing the certified vote totals for each ballot question must be provided to Commissioner of Education

Post-Election Duties

- Clerk sends out Notice of Nomination for “winning” Primary candidates following Primary Election
- Clerk sends Certificate of Election for “winning” General candidate following General Election
 - ONLY when you have received all required campaign financial reports

Post-Election Duties

- Post-Election Equipment Review (PER)
 - Manual recount of votes for offices of President (or Governor depending on year), U.S. Senator & U.S. Representative
 - Time, date and location will have been set at the County's Primary Election Canvassing Board (August 12th)
 - Precincts to recount will have been selected at random at the County's General Election Canvassing Board (November 17th)
- Recounts – hoping for no recounts but...
 - County, Municipal, School Offices:
 - Recounts required when difference is $< .5\%$ (up to local election official to determine)
 - Recounts are discretionary (candidate request) when the difference is $.5\%$ or $>$
 - If you need more information on a local recount, contact our office



Other: Training Dates



- Election Judge Training
 - Tuesday, July 19 (1 – 3pm)
 - Tuesday, July 26 (6 – 8 pm)
 - Clerks and Election Administrators should plan to attend one of these sessions along with their judges
- Head Judge/Health Care Facility (HCF) Judge Training
 - 1 hour in length
 - Will be offered following each Election Judge Training Session (July 19 from 3 – 4pm and July 26 from 8 – 9 pm)
- Refresher Course
 - September 21 (2 – 4 pm)
 - Clerks and their Head Judges should plan to attend
 - Recap of Primary Election as well as reminders/changes for General Election

Other: General Reminders

- Please remember to check your e-mail every day...
 - All election correspondence comes via e-mail
 - Election distribution list – you can add as many e-mail addresses as you like to the list



Other: Record Retention

- Most election materials must be retained for 22 months
- Election abstracts must be retained permanently
- Secure these materials
- Consult your local legal advisor for more information on retention practices

Break Out Sessions

- Absentee Voting for Designated Cities
(County Board Room)
- Townships with March Elections
(Here-courtroom)
- Schools – take Absentee Voting handout with you
- Equipment Check Out
(2nd Floor - Room 201)



Township Elections - AutoMark

- Townships required to use an AutoMark in their 2017 township election (500 registered voters):

Cannon Falls Twp	Leon Twp
Featherstone Twp	Roscoe Twp
Florence Twp	Stanton Twp
Hay Creek Twp	Vasa Twp

* Same list as in 2014/2015

Township Elections

- Notice of Filing vs. Notice of Election
- Notice of Election to County Auditor – due in December (not January)
- Absentee Voting for Township Elections
 - Absentee Supplies – we are trying to make things easier by bringing to Zumbrota for the annual meeting.
 - Absentee Supplies are not the same as Election Day Supplies
 - Pick up and return supplies, ballots, rosters in timely manner
 - Must be open the Saturday before the election 10am – noon for absentee voting... EVEN IF, no one ever comes to vote.
- Receiving returns
 - The clerk receives and retains the returns (ballots/materials) when election judges have completed their work on election night (22 month retention, abstracts/results are permanent)

March Township Elections

Voter Turnout

Township	Registered Voters 5/1/2012	2013 Turnout	% turnout	*** Registered Voters 5/1/2012	2014 Turnout	% turnout	Registered Voters 5/1/2014	2015 Turnout	% turnout	Registered Voters 5/1/2015	2016 Turnout	% turnout
Belle Creek	306	22	7%	306	17	6%	303	26	9%	300	17	6%
Belvidere	255	16	6%	255	15	6%	256	17	7%	274	16	6%
Cannon Falls	756	29	4%	756	20	3%	751	20	3%	760	22	3%
Cherry Grove	229	16	7%	229	17	7%	227	15	7%	237	12	5%
Featherstone	520	21	4%	520	38	7%	515	20	4%	513	21	4%
Florence	1065	30	3%	1065	64	6%	1044	106	10%	1040	43	4%
Goodhue	317	16	5%	317	15	5%	316	15	5%	306	18	6%
Hay Creek	564	117	21%	564	36	6%	567	59	10%	581	18	3%
Leon	621	21	3%	621	22	4%	634	17	3%	627	21	3%
Minneola	421	48	11%	421	22	5%	414	23	6%	422	25	6%
Pine Island	363	15	4%	363	10	3%	368	9	2%	376	11	3%
Roscoe	493	12	2%	493	13	3%	502	14	3%	514	18	4%
Stanton	706	46	7%	706	22	3%	728	75	10%	707	24	3%
Vasa	575	10	2%	575	9	2%	598	12	2%	590	12	2%
Wacouta	299	41	14%	299	22	7%	300	32	11%	313	33	11%
Wanamingo	294	22	7%	294	109	37%	290	90	31%	295	95	32%
Warsaw	408	144	35%	408	114	28%	408	67	16%	409	201	49%
Welch	495	12	2%	495	11	2%	489	18	4%	487	87	18%
Zumbrota	373	21	6%	373	22	6%	380	15	4%	370	15	4%
	9060	659	8%	9060	598	8%	9090	650	8%	9121	709	9%

*** 5/1/2013 registered voter counts were unavailable

Township Elections

Moving the Town Election to November

Process:

1. Process Initiated by Board or Voters
2. Question placed on a ballot submitted to the town voters and the next annual town election
3. If resolution/ordinance is affirmed by majority of voters, the town officers are elected for terms of 4 years (clerk/treasurer are elected in alternate years)
 - Transition to the 4-year terms must be accomplished as set out in resolution/ordinance.
4. If passed, clerk must adjust the town's election schedule to accommodate a November town general election.

Mail Balloting

- Recap of law:
 - Allowed for non-metro towns of any size (all Goodhue County townships)
 - Cities with < 400 registered voters (Bellechester & Dennison)
 - Any precinct < 100 voters

PROS	CONS
Auditor's Office as polling place on election day (need only 1 set of equipment for all MB's)	Mailing costs
Greater # of ballots cast	New residents may be unfamiliar with process
Fewer election judges (training/costs)	Returned as undeliverable; replacements

Mail Balloting

- Process:

- Must be authorized by resolution (includes which elections)
 - Mail ballot for all elections
 - Mail ballot for state/federal elections but still in-person at town hall for township elections
 - Mail ballot for township elections but still in-person at town hall for state/federal elections
- Timing: adopted no later than 90 days before first election to be conducted by mail.
- Effective until revoked; can be revoked no later than 90 days before next election.

- Statistics:

- 63 counties have mail ballot precincts
- For 15 counties, at least 50% of their precincts vote by mail ballot

Absentee Voting

Absentee Voting Guide

- 2 Separate Absentee Voting Processes:
 - MN Process – regular process (203B.04 & 203B.15)
 - County administers for state/federal elections
 - Township administers for March Township Elections
 - Procedures for military and overseas voters (UOCAVA)
 - County always performs this process for UOCAVA voters – includes UOCAVA Ballot Board
- Absentee Ballot Board

Absentee Voting

Absentee Voting Guide

- Absentee voting takes place in the office of the municipal clerk for March Township Elections. In many if not all cases, this may be the clerk's home.
 - This information should be readily shared with the public, including hours available for absentee voting.
- For Township Elections, the absentee voting period starts 30 days before the election.
- Township must establish an Absentee Ballot Board to accept/reject absentee ballots
 - County is the Absentee Ballot Board for UOCAVA ballots and any ballots in a state/federal election
 - Ballot board must be election judges trained in the handling of absentee ballots – township board members who are trained as election judges can serve on this board (if not on ballot).

Absentee Voting

Absentee Voting Guide

- Forms:
 - Absentee Ballot Applications
 - Instructions – registered, non-registered
 - Voter Registration Applications
 - Envelopes (signature, secrecy, return)
 - Master List – list of all registered voters in jurisdiction
 - Precinct Finder – list of addresses by precinct
 - Agent Return Log – to log individuals other than voter who return ballots
 - Incident Log – to make note of any occurrences in the AB voting location

Absentee Voting

Absentee Voting Guide

- Process:

1. Have voter complete an absentee ballot request
2. Determine if voter is registered or not – look up in master list.
3. If not registered, have voter complete voter registration application
 - Verify id and proof of residence; also verify that residence is found within your precinct (precinct finder)
4. Give voter ballot and applicable envelopes
 - Tan/Gold Security envelope (for ballot); this envelope is placed inside the white signature envelope
 - White Signature envelope (registered or non-registered)
 - Return envelope (with postage) and instructions if voter is taking ballot and materials with them
5. When voter returns their white signature envelope (with ballot inside), clerk can complete the “witness” section

Absentee Voting

Absentee Voting Guide

- Process: (continued)
 6. Absentee Ballot Board will need to accept/reject ballot within applicable time period (*calendar days, not business days*)
 - Accept/reject within 5 days of receipt up until 2 weeks before election
 - During the 14 days preceding the election, must accept or reject within 3 days of receipt
 7. Envelope processing can begin a week before the election
 8. Election Night tally the absentee ballot totals
 - They can be reported separately from the polling place totals or combined with the polling place totals; if there are very few absentee ballots, combined totals should be used when communicating results
- ❖ *If you receive an application through the mail or voter wants their ballot mailed, follow same instructions except now you'll have a mail out envelope (plus postage on return envelope); send registered or non-registered materials depending on voter registration status*

Shared vs. Combined Polling

- Shared Polling Place

- Use (1) Precinct voting system for up to 4 precincts
 - Must be in same county
 - Combined total of fewer than 2,500 voters as of June 1
- Share equipment but have separate:
 - Election Judges, Rosters, Summary Statements
- Currently: Goodhue City/Goodhue Township,
- Formerly: Belvidere Township/ Bellechester City (went to mail balloting), Dennison City/Warsaw Township

- Combined Polling Place (must be done by May 1)

- Share equipment but have separate:
 - Rosters, Summary Statements
- *May appoint a single set of election judges for site*
 - *But, one judge must be appointed from each municipality*
- Kenyon/Holden/Cherry Grove Townships

