

# Elections Refresher Course



September 21, 2016

2 – 4 pm

# In-Service Review “Refresher Course”



- ❧ After each primary election and before each ensuing general, special or municipal election, the training authority shall confer or correspond with the head election judge of each precinct to review problems or questions encountered at the primary.
- ❧ The training authority shall analyze problems indicated by the election returns, incorrect registrations, election judge comments or voter complaints and shall answer questions of the head judges.

# Agenda



- œ Primary Review
- œ General Election Ballots
- œ Ballot Timeline
- œ Testing
- œ Election Day
- œ Other

# Primary Review Statistics

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- ⌘ Registered Voters = 27,451
- ⌘ Election Day Registrants (EDR's) = 138
- ⌘ Number of Persons Voting = 3,466
- ⌘ Voter Turnout = 13%
  - ⌘ Lake City 41% (high) Pine Island City 5% (low)
  - ⌘ 2014 Primary Turnout 15%
  - ⌘ 2012 Primary Turnout 9%

# Primary Review Statistics



- ❧ 1<sup>st</sup> Precinct checked in at 8:22pm (Wacouta Township)
- ❧ Final precinct uploaded to state at 10:06pm
- ❧ County staff locked up at 10:45pm – way to go!

# Primary Review Incident Logs

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- ❧ Blank Incident Logs
- ❧ Election judge did not show up to work
- ❧ Election judges did not receive Training Certificates
- ❧ Voters signed roster but then decided not to vote
  - ❧ In another case, voter decided to put in blank ballot
- ❧ Voters signing on wrong line
- ❧ 17 year old's came in to register (but did not vote)

# Primary Review Incident Logs

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- ❧ Deceased voter notations on Incident Log – remember to use forms
- ❧ Precinct supplied “cheater” glasses to lend out to those voters that came in without their glasses
- ❧ Spelling/clerical corrections
- ❧ Plenty of spoiled ballots

# Primary Review Incident Logs

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- ❧ AutoMark issues – Holden Township
- ❧ M100 cards had not been zeroed out after testing so showed testing results rather than “open polls?” message. (multiple precincts)
- ❧ Judges had to rearrange ballots in M100

# Incident Logs

## Curbside Voter

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- ❧ Curbside voters – 4 curbside voters
- ❧ Instructions – Election Judge Guide (page 32)
  - ❧ Certificate of Registered Voter Form
  - ❧ Registration Judge (if registering) or Roster Judge (if already registered) need to print “curbside” on the appropriate signature line.

# Updating a Voter's Registration Status

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- ❧ “Mrs. and Mrs. X came in to vote. They recently moved to our precinct. Election Judges found names in the roster book. They don't know how their registration was updated.”
- ❧ Ways for voter to update registration:
  - ❧ Filling out new Voter Registration Application
  - ❧ Online at Secretary of State's website
  - ❧ Post Office – change of address form
  - ❧ Department of Motor Vehicle – when obtaining driver's license with new address (box to check?)

# Supplies & Materials



☞ Please return all items supplied to you in the plastic totes: pens, pads of paper, magnifying glass, etc.

# Posting Election Day History New Registrants

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- ⌘ EDR = Election Day Registrant
- ⌘ Many precincts wrote the wrong number of new registrants on the summary statement.
  - ⌘ New registrants who decided not to vote – not EDR
  - ⌘ 17 year old registrant recorded – not EDR
  - ⌘ Women (recently married) registered with their new last names – EDR, should not sign roster on maiden name line
  - ⌘ Township recorded 0 EDR's but had 2

# Posting Election Day History New Registrants



## Precinct Summary Statement State Primary Election August 9, 2016

Municipality Belle Creek Township  
Ward \_\_\_\_\_ Precinct \_\_\_\_\_ Check if AB  
County Goodhue County

### Registration Statistics

Number of persons registered at 7 a.m. \*1. 310  
Number of new registrants on election day \*2. \_\_\_\_\_ (# of new registrant signatures on the roster; Do NOT count AB's)



EDR = Election Day Registrant =  
# of signatures on new registrant roster

# Election Day Registrations Scanning Process

- ☞ Reduces the amount of data entry following the election
- ☞ MOST IMPORTANT: Please make sure your Registration Judge checks the box that corresponds to the ID that was verified.
- ☞ If not, the scan of the entire registration cannot be uploaded to the state.



W _____ P _____ SD _____ Initials _____	ID with Current Name & Address ID Number: _____	Photo ID + Document with Current Name & Address Document Type: _____ Photo ID Number: _____	Other
	<input type="checkbox"/> MN Driver's License, Learner's Permit, MN ID Card, or Receipt <input type="checkbox"/> Tribal ID Card	<input type="checkbox"/> Driver's License, Learner's Permit or State ID Card <input type="checkbox"/> U.S. Passport <input type="checkbox"/> U.S. Military or Veteran ID <input type="checkbox"/> Tribal ID <input type="checkbox"/> Student ID	<input type="checkbox"/> Vouched For <input type="checkbox"/> Notice of Late Registration <input type="checkbox"/> Valid Registration in Same Precinct <input type="checkbox"/> Student ID with College List ID Number: _____

- ☞ Suffix Issues: Jr, Sr, not Mr, Mrs. – vendor is working on a solution to this issue

# Election Judge Training Requirements

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- ❧ County's new training database (2016)
- ❧ We matched up your resolutions to training records. Some were trained but not on resolution; some were on resolution but no record of training – emails sent out letting you know.
- ❧ Reviewed Election Judge Oaths:
  - ❧ 3 judges took the oath but no record of training
  - ❧ 10 judges were trained and worked but not on the resolution
- ❧ October 14<sup>th</sup> – Last day to appoint election judges for November Election

# Election Judge Oaths



Concerns about where to put  
Election Judge Oaths...

## Reminders:

- ✓ Husband & wife (close relatives) cannot work same shift
- ✓ Cannot give yourself the oath
- ✓ Person giving oath must also sign where indicated
- ✓ Head judge should take oath

Leave loose in plastic tote



## **Election Night Form Checklist**

**Take time to organize your materials & supplies**

Sealed **White** Cardboard Box (Transfer Case) with all **voted ballots**

Sealed **Brown** Cardboard Box (Transfer Case) with all **unused ballots**  
**Do Not put any voted ballots in with the unused ballots**

### **PLACE ITEMS LISTED BELOW IN THE PLASTIC BOX:**

**Yellow** labeled envelope

- # \_\_\_\_ OF SPOILED BALLOTS

**Green** labeled envelope

- VOTER REGISTRATION CARDS COMPLETED ON ELECTION DAY
- COMPLETED CHALLENGER FORMS
- COMPLETED DECEASED VOTER FORMS

**Blue Border** labeled envelope

- ORIGINAL BALLOTS THAT HAVE BEEN DUPLICATED

**Pink** labeled envelope

- USED VOTER RECEIPTS

Zippered Pouch with White label

- ONE Backup M100 card
- TWO AutoMark Cards (the little ones)

### **WHITE THREE RING BINDER**

- Unused forms

Polling Place Roster

### **Red Plastic Envelope**

- 2 Summary Statement Tapes & 1 Zero Tape
- Simplified Summary Statement – **SIGN BACK SIDE**
- M100 card **with totals on it**
- Incident Log

\*Note: Complete Election Judge Oaths should be placed in the plastic tote.

# General Election Ballots

## Federal/State/Judicial Offices



- ❧ President & Vice President
- ❧ U.S. Representative – District 2
- ❧ State Senator – Districts 21 or 58
- ❧ State Representative – Districts 21A, 21B or 58B
- ❧ State Constitutional Amendment
- ❧ Judicial Races:
  - ❧ Associate Justice Supreme Court Justice 6
  - ❧ Court of Appeals – Judge 5, 8, 11, 13, 14, 16, 17, 18, 19
  - ❧ 1<sup>st</sup> District Court – Judge 4, 7, 8, 9, 11, 13, 15, 17, 21, 22, 23, 25, 33, 34, 35, 36



# General Election Ballots

## Constitutional Amendment



- ❧ Failure to vote on a constitutional amendment will have the same effect as voting no on the amendment (instructions in question box on ballot)
- ❧ This is “different” than normal city/school questions

Constitutional Amendments
Failure to vote on a constitutional amendment will have the same effect as voting no on the amendment.
To vote for a proposed constitutional amendment, fill in the oval next to the word "Yes" on that question. To vote against a proposed constitutional amendment, fill in the oval next to the word "No" on that question.
<b>Remove Lawmakers' Power to Set Their Own Pay</b>
Shall the Minnesota Constitution be amended to remove state lawmakers' power to set their own salaries, and instead establish an independent, citizens-only council to prescribe salaries of lawmakers?
<input type="radio"/> Yes
<input type="radio"/> No

# General Election Ballots

## County Offices

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### ☞ County Commissioners (if applicable):

- ☞ District 1
- ☞ District 3
- ☞ District 5

### ☞ Soil & Water Conservation District Supervisors: (on all ballots)

- ☞ District 3
- ☞ District 4
- ☞ District 5

# General Election Ballots

## School Elections



- ❧ “Special” Elections to fill vacancies in terms expiring:
  - ❧ S.D. 252 Cannon Falls
  - ❧ S.D. 253 Goodhue (normally odd year elections)
  - ❧ S.D. 255 Pine Island
    - Also, switched to even year elections in 2016
  - ❧ S.D. 2172 Kenyon-Wanamingo
  
- ❧ Question for S.D. 2172 Triton

# Ballot Timeline



- ❧ August 16<sup>th</sup> – Candidate Filing Closes
- ❧ August 18<sup>th</sup> – Withdrawal Deadline
- ❧ August 26<sup>th</sup> – Notice of Election Deadline (municipalities, schools)
- ❧ August 26<sup>th</sup> – County submits ballot order & ok for ballot production to begin (slight delay due to Lake City primary tie)
- ❧ August 29<sup>th</sup> – Certification of Presidential Candidates
- ❧ August 30<sup>th</sup> – County receives 1<sup>st</sup> set of proofs (67 ballot styles)
- ❧ August 31<sup>st</sup> – County receives 2<sup>nd</sup> set of proofs (all 67 styles must be proofed again)
- ❧ September 1<sup>st</sup> – County receives 3<sup>rd</sup> set of proofs, proof all 67 styles and sign off on proofs
- ❧ September 7<sup>th</sup> – County receives official ballots

# Ballot Timeline



- ❧ September 13<sup>th</sup> – County receives AutoMark test card
- ❧ We do not yet have any of the M100 cards (due: 9/22/16)
- ❧ September 23<sup>rd</sup> – Absentee voting begins/ AutoMark “test” card
  - ❧ Review 65 ballot styles on AutoMark test card
  - ❧ Mark test ballots on AutoMark (~ 650 ballots in 2014)
  - ❧ Run test decks through M100 (regular cards, backup cards, AB regular cards, AB backup cards)
    - ❧ 60 ballots/test deck x 65 ballot styles x 4 cards = 15,600 ballots
- ❧ October 11<sup>th</sup> – Goal date for Cities and Townships to pick up Testing Materials



# Preliminary Testing Reminders



- ❧ Preliminary Testing: A test by the election jurisdiction of the electronic voting system for all precincts, using the test deck **PRIOR** to the Public Accuracy Test.
  - ✓ Listening to your ballot(s) on the AutoMark
  - ✓ Marking pre-determined AutoMark ballots (“A” columns on the test deck)
  - ✓ Checking AutoMark functionality
  - ✓ Running test decks through both M100 cards (regular & backup)
  - ✓ Comparing M100 results tape to test deck
  - ✓ Resolving any discrepancies

# AutoMark Pronunciations



- ❧ CLERKS: When you have a candidate with a difficult to pronounce name, you need to have them complete the Pronunciation Form.
- ❧ Even when we receive forms, some are liable to be missed
- ❧ 12+ changes after we listened to all 98 ballots on the AutoMark
- ❧ These are computer generated pronunciations
- ❧ Examples:
  - ❧ Sjoblom                      Show Bloom
  - ❧ Angelstad                    Angle Sted (90 degree angle)
  - ❧ Burow                        Burr O
  - ❧ Dowse                        Rhymes with house

# Public Accuracy Test Reminders



- ❧ Public Accuracy Test (PAT): A public test by the election jurisdiction to demonstrate the accuracy of the electronic voting system.
- ❧ Legal Requirements:
  - ❧ Conducted within the 14 days before the election,
  - ❧ Open to the public
  - ❧ Notice must be published in the newspaper at least 48 hours prior
  - ❧ At least two election judges of different parties (party balance)
- ❧ Process:
  - ❧ Re-mark 3 ballots on the AutoMark (you choose)
  - ❧ Must be an errorless count

# Public Accuracy Test Reminders



- ❧ Public Accuracy Test (PAT) – for the Public.
- ❧ The purpose is to **demonstrate the accuracy** of the electronic voting system.
  - ❧ Assures voter confidence in system and process.
  - ❧ Try to get public to attend.
- ❧ Recommended PAT date: November 1<sup>st</sup> (10am)
  - ❧ Required range: October 25<sup>th</sup> – November 7<sup>th</sup>



# Testing for the General



- ❧ Find your M100 Operating Manual
  - ❧ Opening & closing polls (pg 31 - 34)
  - ❧ Understanding system messages (pg 63 - 85)
- ❧ Shared Polling Places – consider placing “shared” notice and test together.
- ❧ All jurisdictions will need to fax/email us a copy of the Preliminary Testing Certificate and Public Accuracy Certificate once testing is complete.
  - ❧ Fax: (651) 267-4878 (Note: new fax number)
- ❧ Call with any questions

# Election Day



- ❧ Challengers (page 34 & 35 of Election Judge Guide)
- ❧ Rules for Polling Place Conduct: campaigning, persons allowed in polls, etc (page 30 & 31 of Election Judge Guide)
- ❧ Greeter Lists – automatically sent to precincts that have requested in the past. Let us know if you want us to add you to this list.

# Election Day

## See ID Notation on Roster



- ❧ The voter is a new Minnesota voter who registered by mail or online and election officials could not verify their application information.
- ❧ The voter confirms registration by showing the Roster Judge any proof of residence used for EDR except vouching.
- ❧ Procedure:
  - ❧ Roster Judge will verify residency
  - ❧ Voter will sign roster by their name to complete registration

# Election Day

## UOCAVA Precinct Record



- ❧ Printed on green paper – included in your roster (in front of new registrants page)
- ❧ Lists UOCAVA ballots applied for (if no applications are received for your precinct, you will not have this report)
- ❧ Roster Judge & Registration Judge both need to be aware (2 copies)
- ❧ “Accepted” and “Federal Write-In” are votes that have already been counted (do not allow these voters to vote in the polls)

# Accepted Absentee Ballots for Election Day Registrants



- ❧ Report is used by Registration Judge so anyone who registered (and their ballot was already counted) during the absentee voting period cannot register and vote again on Election Day.
- ❧ Found in the roster (goldenrod paper)
- ❧ Question on why multiple copies of report in precinct's materials
  - ❧ In larger precincts, roster is divided alphabetically into different roster books – each roster judge would need a copy of the report as the report contains all names of new registrant ab voters

# Other Election Day Reminders



- ❧ For any ballots that the county receives after rosters have been picked up, the county will call the precinct on Election Day to verify they have not voted. Roster Judge (or Registration Judge) will mark AB on the appropriate line.
- ❧ Remember to use your Precinct Finder. If you think the precinct finder is wrong, call the county to verify. Do not allow voters to vote if you cannot match up their address within the precinct finder.
- ❧ Ask your election judges to review the sections of the Election Judge Guide related to their duties

# Election Night

## Closing the Polls



- ❧ Announce at 8pm, “The polls are closed.”
- ❧ Voters in line at 8pm must be allowed to vote; voters arriving after 8pm cannot vote
- ❧ Polling place is open to the public for observation after all voting is finished
  - ❧ Set boundaries for observers
- ❧ Follow Checklist for Closing the Polls (includes instructions for closing M100 and printing results tapes)
- ❧ Complete Summary Statement
- ❧ Tally Write-In's

# Election Night Write-In's



- ❧ You must manually review all ballots for write-in's
  - ❧ Some may not have filled in the oval next to the write-in line; M100 will divert write-in's with ovals filled in to the one side of ballot box.
  - ❧ Please try to face the ballots in the same direction during this review process.
- ❧ County will provide you with a Write-In Tally Sheet
  - ❧ Included in **RED** plastic envelope
  - ❧ Federal, State, County candidates – are required to register in order for these write-in votes to be counted
  - ❧ You are required to record and tally ALL city and school write-in votes. This includes Mickey Mouse's & Donald Duck's. ☹

# Election Night Registered Write-In's



Names of  
"Registered"  
write-in's will  
be provided



## Registered Write-Ins for Federal, State and County Offices «Precinct\_Name» General Election November 4, 2014

U.S. Senator	
Name	Total Votes
1 JACK SHEPARD	
2 STEPHEN WILLIAMS	

U.S. Representative District 2	
Name	Total Votes
1 ANDREW RICHARD WILLMERT	

Governor & Lt Governor	
Name	Total Votes
1 AJ JANSSEN AND LETITIA REA	
2 DENNIS S. FERCHE AND JANE SMITH	
3 MERRILL ANDERSON AND MARK ANDERSON	

Attorney General	
Name	Total Votes
1 SHARON ANDERSON	

You just fill  
in totals  
(if any)

**EXAMPLE**

# Election Night Local Write-In's



ALL NAMES  
and vote totals  
must be written  
down for these  
races

## Local Office Write in Tally Sheet Red Wing City W3 P1 General Election November 4, 2014

City Council Member At Large			
Name	Total Votes	Name	Total Votes
1		6	
2		7	
3		8	
4		9	
5		10	

Council Member Ward 3			
Name	Total Votes	Name	Total Votes
1		6	
2		7	
3		8	
4		9	
5		10	

School Board Member 256			
Name	Total Votes	Name	Total Votes
1		6	
2		7	
3		8	
4		9	
5		10	

**EXAMPLE**

# Election Night Summary Statement



## Registration Statistics

- ☞ # of persons registered at 7am – county fills in for you.
- ☞ # of new registrants \*\*\*

## Ballot Reconciliation

- ☞ # of ballots in ballot box = total votes

## Certificate of Election Judges

- ☞ All judges present to sign
- ☞ Record seal number

## Additional Information Required

- ☞ # of voting booths
- ☞ # of election judges

**Precinct Summary Statement  
State Primary Election August 9, 2016**

Wardship: State Creek Township  
 Ward: \_\_\_\_\_ Precinct: \_\_\_\_\_ Check # AB  
 County: Jefferson County

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**Registration Statistics**

Number of persons registered at 7 a.m. 11. 310  
 Number of new registrants on election day 12. \_\_\_\_\_ (If of new registrant ballots on the roster; (Do NOT count NPN))

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**Ballots delivered to the precinct**

Ballots delivered as verified by the clerk 3. 300  
 Ballot count adjustments from incident log (11) 4. \_\_\_\_\_ (Ballot packs over/under)  
 Number of unofficial ballots made 5. \_\_\_\_\_ (If of photocopies made)  
 Number of absentee ballots delivered 6. 0  
 Total number of ballots delivered to precinct (3+4+5+6 = A) A

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**Ballots not in the ballot box**

Number of spoiled ballots 7. \_\_\_\_\_ (Ballot voter made a mistake)  
 Number of originals for which duplicates made 8. \_\_\_\_\_ (Ballots retained by Election Judges)  
 Number of rejected absentees 9. 0  
 Number of unused ballots 10. \_\_\_\_\_ (Leftover "unused")  
 Total number ballots not in the ballot box (7+8+9+10 = B) B

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**Ballots used in the ballot box**

Number of signatures on roster (pre-registered + ECR) 11. \_\_\_\_\_ (Registered and Non-registered signatures; (Do NOT count NPN))  
 Number of accepted regular, military and overseas absentee ballots 12. 0  
 Number of accepted federal only absentee ballots 13. 0  
 Number of accepted presidential only absentee ballots 14. 0  
 Total number of ballots in the ballot box (= persons voting) (11+12+13+14 = C) C

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**Ballots returned to Auditor/Clerk**

Ballots returned from the precinct (B + C = D) D  
 Difference for audit/clerk notation on delivery record (A - D = E) E

# Election Night

## Returning Supplies & Ballots

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- ❧ Government Center – same setup as for the Primary
  1. Youth assistance at the door. ☺
  2. Check-In: staff will log in all materials and supplies. You will receive a number and take your RED envelope to the next station.
    - RW Precincts will need to stop at a “pre check-in” station with Kathy/Lisa prior to checking in.
  3. Summary Statement Review: staff will verify summary statement for completeness and accuracy.
  4. ABC Envelope Station & M100 Upload: staff will make copies of your summary statement while your results are being uploaded. Once the totals have been verified from the upload, you are good to go.
  5. Refreshments, conversation and then home to bed...

# Election Night

## Returning Supplies & Ballots

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- ☞ Remember to put the M100 card “with results” in the RED plastic envelope. The blank (or backup card) is put in the Zippered Pouch.
  - ☞ Please remember to put them in their plastic cases
- ☞ Used Ballot Box (white), Unused Ballot Box (brown)
  - ☞ Used ballots must be kept for 22 months
  - ☞ Unused ballots may be destroyed 9 days after contest period ends so it is important they go in the correct box

# After the General Election



## ☞ Canvassing Boards

- ☞ November 11 - 18 Time period for cities, towns with November elections, school districts to canvass results
  - ☞ Please do not plan to canvass on the 11<sup>th</sup> (holiday and not necessarily enough time for us to get you canvassing materials)
- ☞ County Canvassing Board: Thursday, November 17

## ☞ Certificates of Election

- ☞ Cannot be issued until 7 days after the canvassing board
- ☞ Remember: you may not issue a certificate of election until you receive the candidates Campaign Financial Report Certification of Filing (due November 15)

## ☞ Campaign Financial Report (post-general)

- ☞ Due 30 days after election

# Campaign Reports & Online Accessibility



- ❧ New law in 2014
- ❧ Requires all governments that accept affidavits of candidacy, nomination petitions or place ballot questions on the ballot to make the required financial reports available online.
- ❧ Reports are required to be posted on the government's website no later than 30 days after receipt of the report and must be available for four years after the posting date.
- ❧ Filing officer shall provide link to the Campaign Finance and Public Disclosure Board.
- ❧ Exemptions:
  - ❧ Jurisdiction does not maintain a website or
  - ❧ Qualifies as city/town with less than 400 registered voters as of January 1 of the year in which the election is to be held.

# Other Dates & Reminders



- ❧ October 11 – hoping to have testing materials available. We will send out an email.
- ❧ October 18 – last day to pre-register for the November General Election (5pm)
- ❧ October 25 – last day for municipalities & school districts with general elections to publish 1<sup>st</sup> of 2 notices of general election as well as sample ballots (exemption: cities of 4<sup>th</sup> class and non-metro towns may dispense with published notice but still must post)
  - ❧ Sample ballots must also be available for public inspection
  - ❧ October 24 – deadline to post notice

# Other Dates & Reminders



- ❧ October 28 – campaign finance reports due
- ❧ November 1 – at close of business, county can begin processing absentee ballots
- ❧ Saturday, November 5 – AB locations open 10am – 3pm
- ❧ **Monday, November 7 – You can pick up Election Day rosters and supplies between noon & 5pm.**
  - ❧ Reminder: we will confirm any changes to contact names & phone numbers used during the Primary.
  - ❧ Stop in Room 208, staff will make sure someone is available to assist pickup from Room 201.

# Other Dates & Reminders



- ❧ November 8<sup>th</sup> – ELECTION DAY!
- ❧ November 21<sup>st</sup> – Post Election Review (PER)
  - ❧ Government Center – Room 201 (9am)
  - ❧ 2 Precincts will be selected at the November 17<sup>th</sup> County Canvassing Board.

# Record Retention



- ❧ Election Abstracts – are permanent records. The county is responsible for keeping only the county abstract.
- ❧ All other materials are retained for 22 months (except the unused ballots).
- ❧ These rules apply to all elections:
  - ❧ Township Elections
  - ❧ City Elections
  - ❧ School Elections
  - ❧ Any other Special Election

# Elections after the State General Election



- ❧ Township Elections – March 2017
  - ❧ Calendar
  - ❧ Last day to publish Notice of Election: December 20
  - ❧ Last day to post Notice of Election: December 23
  - ❧ Notice of Election due to us: December 30
  - ❧ Filing period: January 3 – 17 (open 1-5pm on 17<sup>th</sup>)
  - ❧ Handout (purple) – follow up from Election Clerk training
- ❧ January 4 – First day for municipalities and school districts to hold a special election after the State General Election (not within 56 days)

# Questions?



Goodhue County Elections – (651) 385-3040