

GOODHUE COUNTY 2022 ELECTION CLERK TRAINING



May 10, 2022

Before We Get Started...

Information presented in this training session is based on current laws and rules

Check your emails every day – all election updates, changes and other information will be sent electronically

Agenda

- Training requirements & resources
- Security practices
- What's new for 2022
- Review of past elections
- Election calendar
- Election judge recruitment and duties
- Notice requirements
- Candidate filings
- Campaign practices
- Campaign finance
- Ballot preparation
- Electronic voting systems
- Mail elections
- Absentee voting
- Election Day
- Post-election
- Common questions
- Other trainings

Training Requirements

- Initial certification
 - 5 hours of training, good for the election cycle in which it is earned
- Certification maintenance
 - 4 hours during each election cycle
 - Training can 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
- 4 of 5 initial hours and 3 of 4 maintenance hours may be from sources other than county auditor or secretary of state, subject to approval of home county auditor
 - Include copy of agenda or course curriculum when submitting hours to county auditor

Note: additional required trainings (if applicable): train the trainer and SVRS training (for absentee locations)

These additional trainings do NOT count towards the initial or maintenance hours noted above


Training Requirements


- Election cycle begins on January 1 of even-numbered year and ends on December 31 of odd-numbered year
 - **January 1, 2022 – December 31, 2023**
- All clerks must be trained and certified before they can administer elections
- County tracks training hours for all clerks and judges
 - Certificates are issued to all municipal and school clerks for which Goodhue is the training provider


Training Materials – County Website


[Home](#) > [Government](#) > [Departments](#) > [Elections](#)


ELECTIONS



PREPARE TO VOTE


ABSENTEE VOTING & OTHER WAYS TO VOTE


ELECTION JUDGES


CANDIDATES


VOTER OUTREACH & EDUCATION


REDISTRICTING

CONTACT US

ELECTIONS
[Email](#)

Physical Address
509 W 5th St
Room 208
Red Wing, MN 55066

Phone: 651-385-3040

[Directory](#)

Training Materials – County Website

Elections Home

Prepare to Vote

Absentee Voting and Other Ways to Vote

Election Judges

Candidates

Voter Outreach and Education

Redistricting

Election Results

[Home](#) › [Government](#) › [Departments](#) › [Elections](#) › Election Judges

ELECTION JUDGES

[BECOME AN ELECTION JUDGE](#)

[ELECTION TRAINING MATERIALS](#)



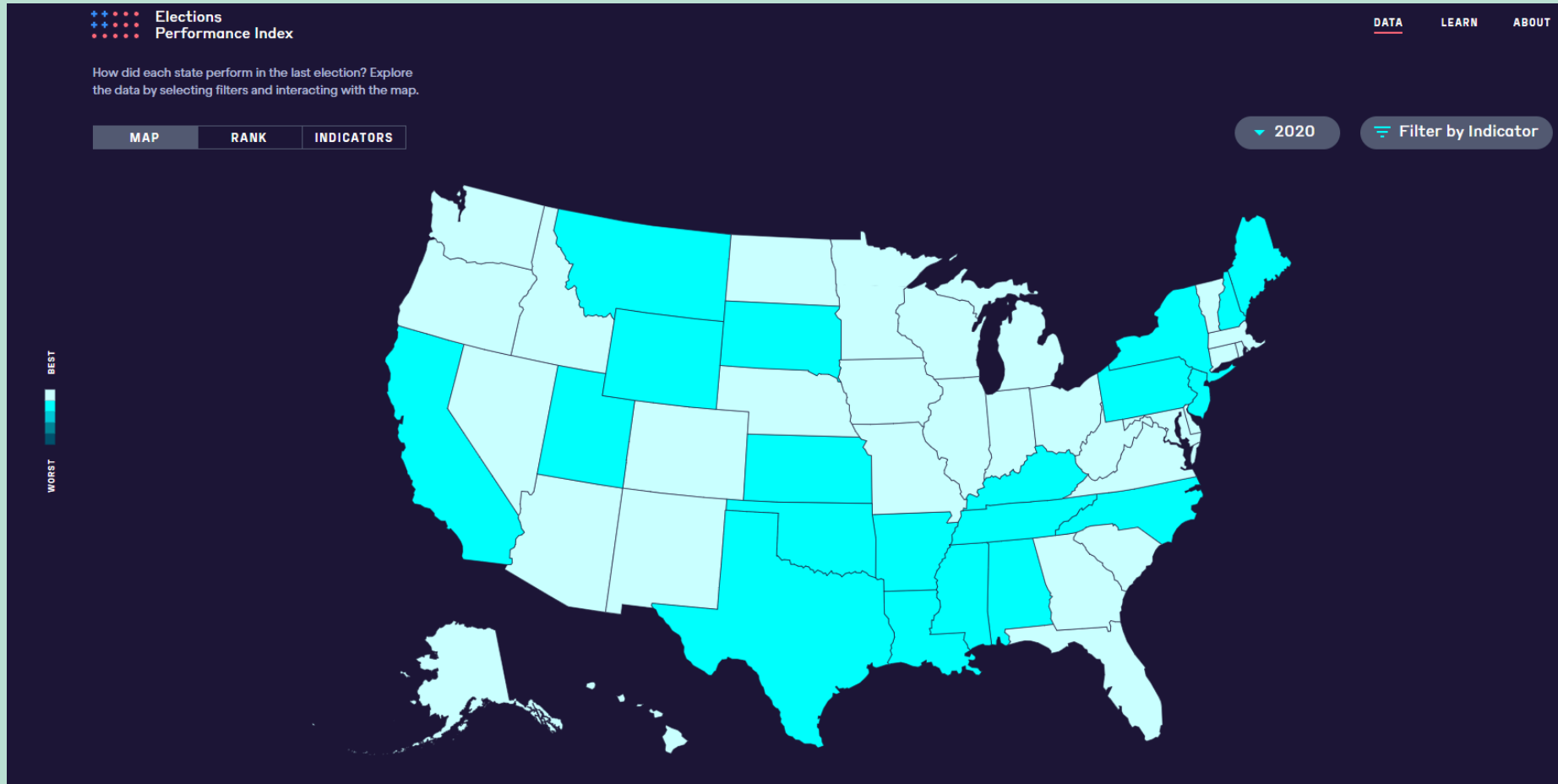
Training Materials – State Website

The screenshot displays the navigation menu and main content area of the State Website's Election Administration & Campaigns page. The navigation menu includes links for 'Become a Candidate', 'Campaigning', 'Data & Maps', 'Election Administration', and 'Elections Calendar'. The main content area features a breadcrumb trail: 'Election Administration & Campaigns > Election Administration > Election Guides'. Below this, the 'ELECTION GUIDES' section is highlighted, and a list of guides for election administrators is provided. The following guides are listed:

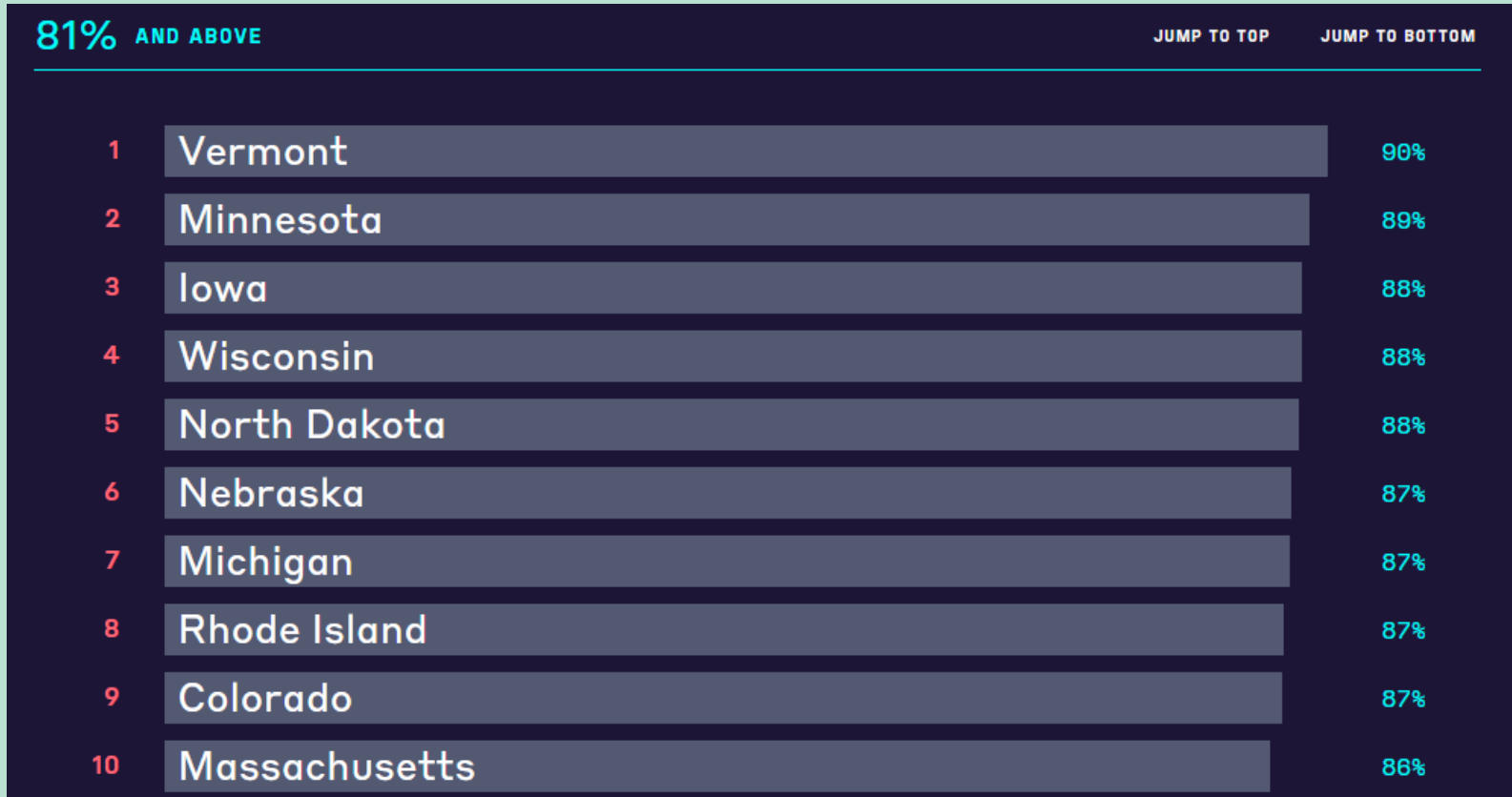
- [County Election Administration Guide \(2020\)](#)
- [City Clerk Election Guide \(2020\)](#)
- [Town Clerk Election Guide \(2020\)](#)
- [School District Election Guide \(2020\)](#)

The last three items in the list are enclosed in a red rectangular box.

Elections Performance Index



Elections Performance Index



<https://elections.mit.edu/#/data/map>

Elections Performance Index

- Indicators:

- Voter turnout MN 79.96% / National Average 67.87%
- Voter registration rate MN 91.91% / National Average 87.34%
- Data completeness (EAVS survey)
- Online voter registration
- Online lookup tools
- Registration/AB issues MN 1.12% / National Average 5.12%

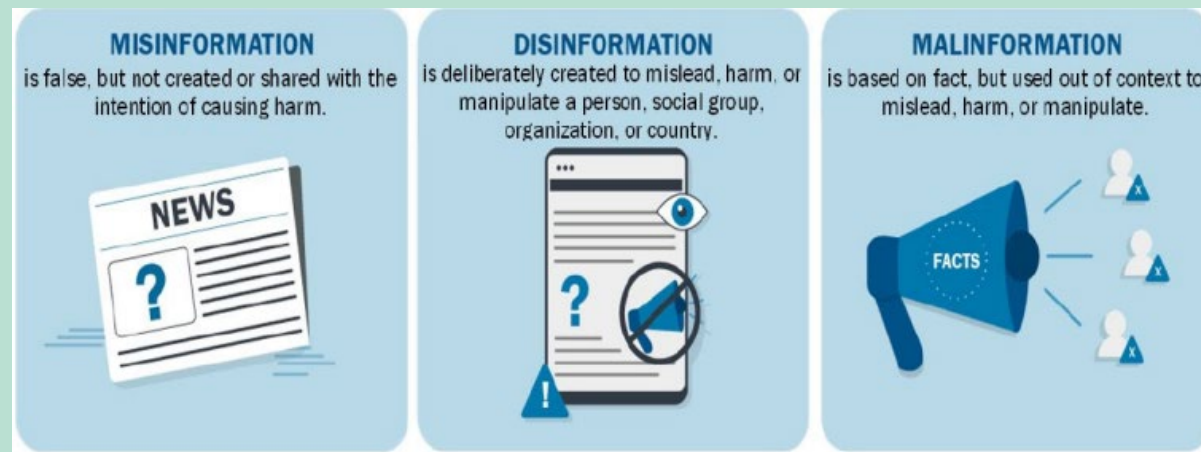
Elections Performance Index

- Indicators:

- Voter registration rejection MN .04% / National Average 6.21%
- Residual vote rate MN .48% / National Average .89%
 - Over/under voted ballots
- Post election audits
- Electronic Registration Information Center (ERIC) member
- Unreturned mail ballots MN 16.14% / National Average 11.54%
- Disability access MN .12 pp / National Average .09PP
- UOCAVA rejection MN 3.36% / National Average 1.62%

Mis-Dis-Mal-Information

- Misinformation, disinformation, and malinformation (MDM) can present risks to the election infrastructure community, its owners and operators, and the public. MDM can spread quickly, causing rumors to undermine facts.



- The risks of MDM range from undermining confidence in institutions to activating and inspiring dangerous behaviors and violence

Mis-Dis-Mal-Information

- “MDM can originate from a variety of sources across digital, social, and traditional media, and new MDM topics emerge continuously. Foreign actors have used MDM to target American voters for decades. MDM also may originate from domestic sources aiming to sow divisions and reduce national cohesion. Foreign and domestic actors can use MDM campaigns to cause anxiety, fear, and confusion. These actors are ultimately seeking to interfere with and undermine our democratic institutions.
- Even MDM that is not directly related to elections can have an impact on the election process, reducing voter confidence and trust. Election infrastructure related MDM occurs year-round – It is not just a concern in the months prior to Election Day. False narratives erode trust and pose a threat to democratic transitions, especially, but not limited to, narratives around election processes and the validity of election outcomes.” - CISA (Cybersecurity and Infrastructure Security Agency)

Security Practices

Physical Security Considerations

- Meet with local law enforcement
 - Emergency Management Division utilizes the county's geographic information system (GIS) system to know where polling places are
 - The GIS system has been updated for 2022 polling place changes
- De-escalation training
- FBI/DOJ reporting process

Security Practices

EAC Toolkit www.eac.gov/election-officials/election-official-security



Challenges for Election Officials

Harassment or threats, whether in person, by phone, online, or through other means, affect every corner of society. Unfortunately, election officials are not immune to these threats, and they often face unique challenges that may put their safety at greater risk.

- **Unlike private citizens, state and local election officials are public servants.** Many election officials are directly elected or are appointed by a public body. This means that personal information, including personal addresses and contact information, may be on official public records.
- **The public is less likely to trust the outcome of an election if their preferred candidate(s) loses.** Additionally, individual members of the public may blame the system for political losses or distrust.

Unfortunately, what the public views as a faceless system is in fact run by real people.

- **According to the Pew Research Center, women are more likely to report facing extreme harassment or threats online:** “Women who have been harassed online are more than twice as likely as men to say they were extremely or very upset by their most recent encounter (34% vs. 14%).” This is especially concerning for election officials since, according to the **Democracy Fund**, women make up 80% of all local election officials.

Security Practices

Task Force On Threats To Election Workers

The graphic features a dark background with a large, faint, circular seal of the Department of Justice in the background. The seal contains the text 'DEPARTMENT OF JUSTICE' and 'WASHINGTON'. In the center of the seal is a detailed illustration of the Department of Justice building. Overlaid on this is the title 'Task Force on Threats to Election Workers' in a white serif font. Below the title is a horizontal white line. To the left of the title, there is a small orange rectangular bar. Below the line is a bulleted list of information.

Task Force on Threats to Election Workers

- Report threats, harassment, or intimidation
- FBI—Election Crime Coordinator
- <https://tips.fbi.gov>
- 1-800-CALL-FBI (225-5324) prompt 1, then prompt 3.
- DOJ—Public Integrity Section
 - John Keller, Principal Deputy Chief
 - Sean Mulryne, Deputy Director, Election Crimes Branch

Security Practices

Polling Place Election Materials & Equipment Security

- Election judges are the first line of defense for the physical security of elections.
 - Watch voting equipment to see that seals haven't been tampered with
 - Report any attempts to disrupt or influence the election process
 - A sergeant-at-arms or a peace officer can be called to restore the peace
 - Once peace is restored they can't be within 50 feet of the polling place
 - Note all details of security concerns and how they were addressed on your incident log

If you see something, say something

- Election materials are to be retained for 22 months

Security Practices

Department Of Homeland Security Review

- Department of Homeland Security – Cybersecurity and Infrastructure Security Agency came to the county to conduct a physical security review of the building. Since elections is considered critical infrastructure, it was included in the review.
- Food for thought
 - Does anyone have background checks conducted on all election volunteers
 - Verify that they do live in MN
 - Verify that they aren't a convicted felon
 - Election judges leave for the evening in a group
 - Election judges to report to the county in teams of two
 - Develop a plan in case someone gets hurt at the polling place
 - Who will render aid and how are the election materials secured?
 - Traffic flow in and out of the polling place.

What's New For 2022?

- Waiting for the session to close to see what gets passed

What Was New In 2020?

- Court cases related to voter assistance (statutes not updated)

Thao et al vs. Simon, 62-CV-20-1044 (consent decree)

- No limits on # of voters a person can assist in filling out a ballot (formerly = 3)
- Candidates can assist a voter (formerly was not allowed)

Election Calendars

- Calendars were emailed out March 7, 2022
 - Primary-possible cities: Red Wing, Lake City
 - Cities without primaries: All Others
 - School districts without primaries: all schools
 - Townships with November elections: Cherry Grove, Holden, Kenyon
- Townships with March elections received their calendars in December 2021
 - Recommend reviewing new calendar at the secretary of state's website (see below)
- Calendars can also be found on the secretary of state's website: <https://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-calendars/>

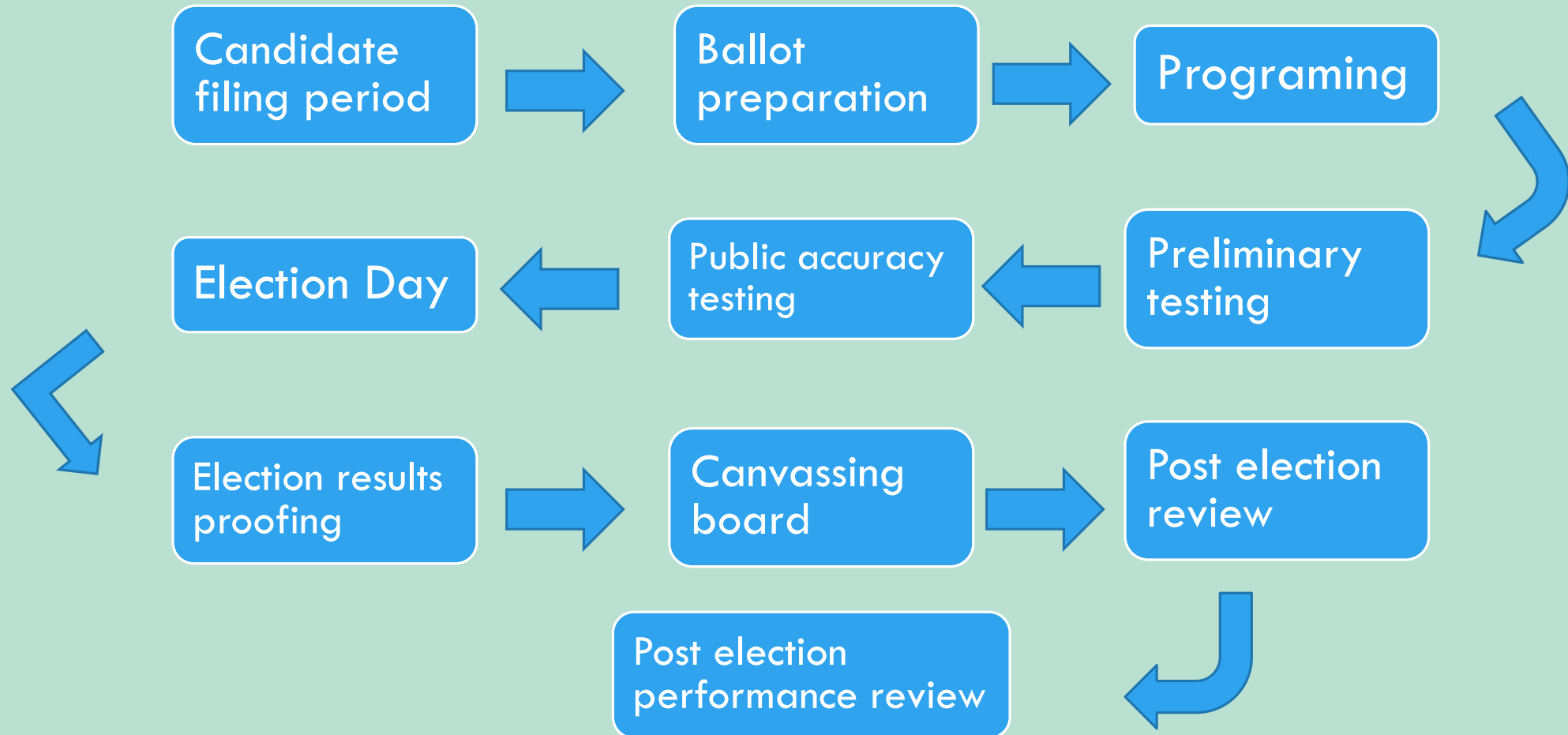
The calendar is one of the most important documents you will use during the elections cycle – refer to it early and refer to it often!!

Election Calendars

Key Dates

- Early filing period: May 17 – May 31
- AB period (primary): June 24 – August 8
- Pre-registration close (primary): July 19
- Late (w/o primary) filing period: August 2 – August 16
- State primary: August 9
 - Canvassing board: August 11 – August 12
 - Materials will be ready no earlier than August 11
 - County canvassing board: August 12
- AB period (state general): September 23 – November 7
- Pre-registration close (general): October 18
- State general election: November 8
 - Canvassing board: November 11 – November 18
 - Materials will be ready no earlier than November 14
 - County canvassing board: November 16

Election Flow Chart



Election Judge Recruitment

General Requirements

- Clerks are responsible for hiring and assigning judges
- Major political party list
 - Distributed to all jurisdictions via email – county receives by May 15 and immediately forwards
 - **Must select individuals from this list first before finding other judges**
 - Any judges that are hired but are not on this list must provide statement of party affiliation
 - This form will be sent with the party list email. You will collect them in advance of the election and keep them to make sure you maintain party balance
- Number of judges required
 - State primary: minimum of 3
 - State general: minimum of 4
 - If fewer than 500 registered voters (as of 14 weeks before the state primary), must have at least 3
- Secretary of state judge recruitment toolkit
 - <https://www.sos.state.mn.us/elections-voting/get-involved/recruit-election-judges/>

Election Judge Recruitment

Party Balance

- Party affiliation and statements should be completed prior to the day of the election to ensure the party balance requirement is met.
- Collect statements and bring to the polls on election day. Retain them for 22 months.
- 4 major political parties
 - Grassroots-Legalize Cannabis
 - Legal Marijuana Now
 - Republican
 - Democratic-Farmer-Labor

STATEMENT OF AFFILIATION

Minnesota Statutes require an election judge to provide the appointing authority their major political party affiliation, or a statement that they do not affiliate with any major political party. An individual who refuses to provide this information may not be appointed as an election judge.

This information may be shared with other election judges assigned to the precinct at the same election, to verify party balance requirements. This data may not be disclosed or used by the election judges for any other purpose.

I, _____ attest that I
(Print First and Last Name)

affiliate with the Democratic-Farmer-Labor Party

affiliate with the Grassroots-Legalize Cannabis Party

affiliate with the Legal Marijuana Now Party

affiliate with the Republican Party

do not affiliate with a major party

**Residential nomination primary election judges are to be strongly reminded that the major political party choice of a voter has been deemed "private" by state law (M.S. 207A.12, ~~sub~~ (b)). Willful disclosure of a voter's major political party ballot choice to anyone other than those authorized by law is a crime under M.S. 13.09; civil penalties may also be imposed upon the individual as well as the municipality under M.S. 13.08 and 13.085.

Election Judge Signature

Date

Election Judge Recruitment

Party Balance

- Must maintain party balance amongst judges who affiliate with a major party
- At least 2 judges in each precinct must represent different major political parties
- **Party balance requirement**
 - No more than half of the election judges in a precinct may be members of the same major political party unless the election board consists of an odd number of election judges, in which case the number of election judges who are members of the same major political party may be one more than half the number of election judges in that precinct.
- **Access to election judge party affiliation**
 - May be shared with other election judges assigned to the precinct at the same election, to verify compliance with party balance requirements.
 - This data may not be disclosed or used by the election judges for any other purpose.

Election Judge Recruitment

Important Dates

- Last day to appoint election judges – 25 days prior to election day
 - State primary – July 15
 - State general – October 14
- Most jurisdictions appoint judges for both the primary and general elections at the same time
- Please submit copies of judge appointment resolutions to the county to assist in tracking training requirements
 - Specify the head judge
- County tracks completed training
 - County will review election judge resolutions with the training logs and reach out to those clerks whose judges haven't completed their training.

Election Judge Recruitment

Qualifications & Training

- Basic qualifications
 - Eligible to vote in Minnesota
 - Must be able to read, write and speak English
- **Ineligible** to serve as election judges
 - Relatives cannot serve in the same precinct at the same time
 - Relatives or someone who lives with a candidate cannot serve in precinct where that candidate is on the ballot
 - Relatives include spouse, parent/step-parent, child, stepchild, sibling and stepsibling
- Training & certification
 - Must complete 2 hour election judge training course prior to serving
 - Certification is valid for 2 years
 - Head judges are required to complete an additional hour of training
 - Training must be completed not more than 60 days before the state primary or fewer than 3 days before the state general

Election Judge Recruitment

Qualifications & Training – (Training Continued)

- Trainings
 - Election judge training (online or in person)
 - Head judge training (online or in person)
 - Absentee ballot board training
 - Health care facility training
 - Poll pad training
 - Omniballot training
 - DS200 training
 - Refresher training

Election Judge Recruitment

Food for Thought

- Question 1. How do precincts with 3 judges handle curbside voting?
 - If your precinct has 3 election judges
 - An individual comes to curbside vote
 - Two judges of different MAJOR political parties go out to administer curbside voting
 - One judge stays back
 - The judge inside can't get a voter registered and hand the voter a ballot
 - Have you had voting come to a stop at past elections?

Notice Requirements

- 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 must also 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 but must post 10 days before election

Notice Requirements

(Continued)

- Public Accuracy Test
 - At least 2 days published notice
- Sample ballot (municipalities)
 - Publish at least 14 days before election
 - Post at least 4 days before election
 - Towns, cities of 4th class exempt from publication but must post
- Sample ballot (school districts)
 - Post at least 4 days before election
- Levy referendums (school districts)
 - 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

Filing Period

- Early filing period: May 17 – May 31
- Late filing period: August 2 – August 16
 - Cities and schools without primary, townships with November elections
 - Must be open until 1:00 pm - 5:00 pm on August 16
 - Withdrawal deadline: August 18 at 5:00 pm (must be open 1:00 pm – 5:00 pm)
- Each jurisdiction is responsible for their own Notice of Filing (for local offices)
 - Published notice: 2 weeks prior to filing period
 - Posted notice: 10 days prior to filing period

Candidate Filings

Candidate Eligibility

- Candidate requirements
 - Eligible to vote
 - Will be 21 years old on assuming office; and
 - Will have been a resident for 30 days before the general election
- Mayor or council member may not be a full-time permanent employee of the city

Candidate Filings

Filing Locations

- Where do candidates file?
 - US Senator or Representative – Secretary of State
 - Governor, Lt. Governor, Secretary of State, Attorney General, State Senate, State Representative, State Auditor, Judicial – Secretary of State or county where the candidate resides
 - County offices: County Auditor
 - Soil & water district: County Auditor
 - City or township: municipal clerk
 - School district: school district clerk

Candidate Filings

Packet Contents

- Affidavit of Candidacy
- Candidate pronunciation form
- Address of residence form
- Affidavit of withdrawal
- Campaign cyber security information
- Campaign manual
- Campaign financial report
- Campaign financial report certification of filing
- MNDOT 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
- IRS fact sheet – political organizations tax filing requirements

Candidate Filings

Filing Process

- The steps for candidate filing are as follows:
 - Candidate files Affidavit of Candidacy with the clerk
 - Affidavit must be signed, notarized and delivered in person or otherwise to the clerk during the candidate filing period
 - Absentee candidates may follow a process laid out in section 7.1 of the clerk guide
 - Filing fee must be paid
 - 2nd & 3rd class cities - \$5 (can vary for charter cities)
 - Township, school district, 4th class cities - \$2
 - Affidavits of Candidacy must be numbered in the order they are received

Candidate Filings

Filing Process

- The steps for candidate filing are as follows (continued):
 - If there is more than one candidate with similar names, candidates may provide up to three additional words to be printed to distinguish between the two
 - Name must be the candidate's true and correct name or a name by which the candidate is commonly known in the community
 - Confirm capitalization of candidate's name
 - Any individual who has an issue with names placed on the ballot or filing process can file an error and omissions petition
 - Charter cities may have additional requirements

Candidate names must appear in upper and lower case lettering

Candidate Filings

Affidavit of Candidacy Reminders

- Phone number is **REQUIRED**
- Residence address unless private data box is checked
 - If box is checked, must provide a campaign address
 - Address of residence form – attach to Affidavit of Candidacy
 - No PO Boxes
- Legibility
- Required licenses
- **Name**
 - Upper/lower case
 - Middle initial punctuation (or none)
 - No occupancy advantage (dr., Principal, etc.)
- Must be signed and properly notarized
- Email is optional
 - Discourage use of government email address

Candidate Filings

Affidavit of Candidacy – 2022 Changes

- 2022 changes
 - OSS will no longer send out triplicate copy of affidavit.
 - Must have candidate complete form and make copies
 - One for your records (and to scan to our office)
 - One for the candidate's records

 **Office of the Minnesota Secretary of State**
AFFIDAVIT OF CANDIDACY

Filing # _____
County/Check # _____
Amount \$ _____

Instructions
All information on this form is available to the public. Information provided will be published on the [Secretary of State's website](#). If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (Minn. Stat. 204B.03)

Candidate Information

Name and Office
Candidate Name (as it will appear on the ballot) _____
Office Sought _____ District # _____
For Partisan Office, Provide Political Party or Principle _____
For Judicial Office, Provide Name of Incumbent _____

Residence Address
Do not complete if residence address is to be private and checkbox below is marked. All address and contact information is optional for federal, judicial, county attorney, and county sheriff office candidates.
Street Address _____
City _____ State _____ Zip Code _____
 My residence address is to be classified as private data. I certify a police report has been submitted or I have an order for protection for my (or my family's) safety, or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

Campaign Address and Contact
Candidate Phone Number (Required) _____
Campaign Contact Address (Required for those who have checked the box above):
Street Address _____
City _____ State _____ Zip Code _____
Website _____ Email _____

Affirmation
For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.
If filing for a state or local office, I also swear (or affirm) that:
• I am eligible to vote in Minnesota;
• I have not filed for the same or any other office at the upcoming primary or general election (except as provided in M.S. 204B.06, subd. 1 (2));
• I am, or will be on assuming office, 21 years of age or more;
• I will have maintained residence in this district for at least 30 days before the general election; and
• If a major political party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's candidates at the next general election.
If filing for one of the following offices, I also swear (or affirm) that I meet the requirements listed below:
• **United States Senator** – I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January 3rd, or if filled at special election, within 21 days after the election.
• **United States Representative** – I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January 3rd, or if filled at special election, within 21 days after the election.
• **Governor or Lieutenant Governor** – I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with _____
• **Supreme Court Justice, Court of Appeals Judge, District Court Judge, or County Attorney** – I am licensed in the law and licensed to practice law in Minnesota. My Minnesota attorney license number is _____ and a copy of my license is attached.
• **State Senator or State Representative** – I will be a resident of Minnesota not less than one year and of this district for six months on the day of the general or special election.
• **County Sheriff** – I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is _____ and a copy of my license is attached.
• **School Board Member** – I have not been convicted of an offense for which registration is required under Minn. Stat. 243.166.
• **County, Municipal, School District, or Special District Office** – I meet any other qualifications for that office prescribed by law.

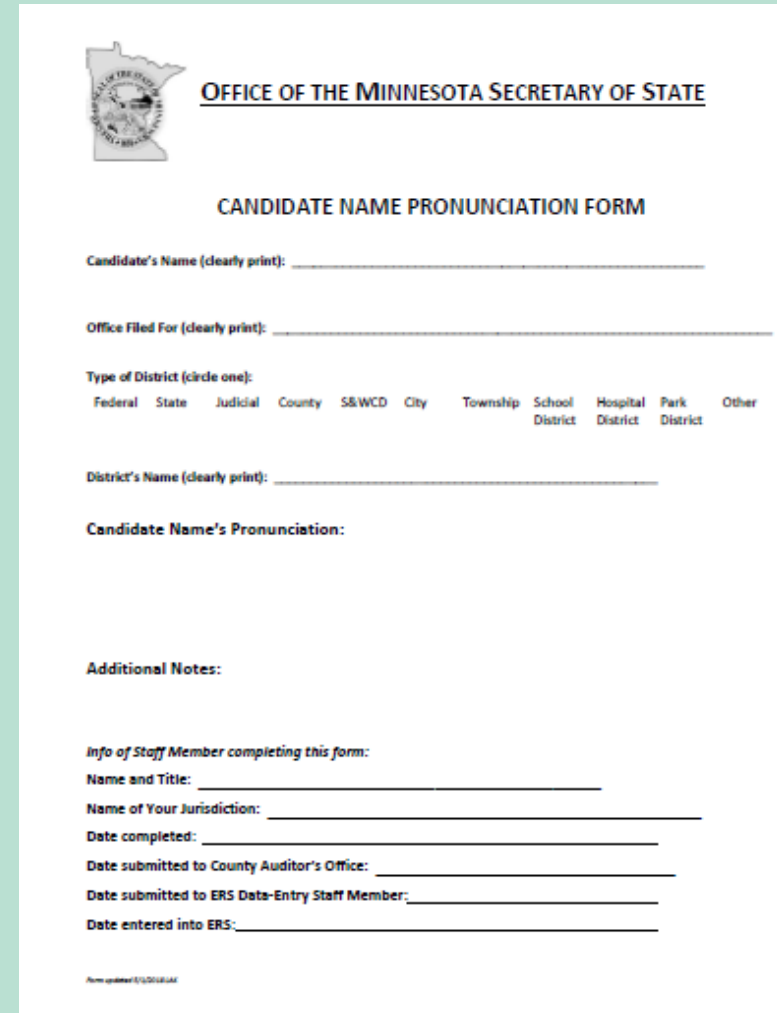
Candidate Signature _____ Date _____
Subscribed and sworn to before me this _____ day of _____, 20____.


Notary public or other officer empowered to take and certify acknowledgement (Notary stamp)
White Copy – Filing Office Yellow Copy – CFO Board Pink Copy – Public Information Gold/Red Copy – Candidate Rev. 5/2015

Candidate Filings

Affidavit of Candidacy – Pronunciation Form

- Candidate name pronunciation forms
 - Important to complete this.
 - Names are pronounced different
 - Example: Serres



 **OFFICE OF THE MINNESOTA SECRETARY OF STATE**

CANDIDATE NAME PRONUNCIATION FORM

Candidate's Name (clearly print): _____

Office Filed For (clearly print): _____

Type of District (circle one):
Federal State Judicial County S&WCD City Township School District Hospital District Park District Other

District's Name (clearly print): _____

Candidate Name's Pronunciation:

Additional Notes:

Info of Staff Member completing this form:

Name and Title: _____

Name of Your Jurisdiction: _____

Date completed: _____

Date submitted to County Auditor's Office: _____

Date submitted to ERS Data-Entry Staff Member: _____

Date entered into ERS: _____

Form updated 5/12/2014

Candidate Filings

Affidavit of Candidacy

- Affidavit & pronunciation forms must be forwarded to the county immediately after receiving
 - County contacts
 - Fax: (651) 267-4878
 - Email: gc_election@co.goodhue.mn.us
 - Retain originals for review of ballot proofs
 - Ballot questions, must send the ballot question in a word document & resolution approving question
- Local contests - see Secretary of State candidate filing website for details (link below)
 - <https://candidates.sos.state.mn.us/candidatefilingresults.aspx?county=25&municipality=0&schooldistrict=&hospitaldistrict=&level=3&party=0&federal=true&judicial=false&executive=true&senate=true&representative=true&title=&office=0&candidateid=0>

Candidate Filings

Withdrawal Period

- A candidate may file an affidavit of withdrawal with the filing officer
 - Shall request that the official withdraw the candidate's name from the ballot
 - The filing fee is non-refundable
 - A candidate may stop campaigning but their name will remain on the ballot if they withdraw after the withdrawal period

Office of the Minnesota Secretary of State

AFFIDAVIT OF WITHDRAWAL

Instructions

Generally, a candidate who has filed an affidavit of candidacy may remove his or her name from the ballot by filing an affidavit of withdrawal by 5 p.m. no later than 2 days after the end of the filing period. The affidavit of withdrawal is filed with the same filing officer where the original affidavit of candidacy was filed. The withdrawal affidavit should include the candidate's name and office for which they filed and include a request to have their name withdrawn from the ballot. See the [Candidate Withdrawal](#) webpage for details regarding U.S. Presidential and Vice Presidential candidates, and candidates for State Constitutional Offices (Governor and Lieutenant Governor, Secretary of State, Attorney General, and State Auditor).

Statement

I,

certify that I filed an affidavit of candidacy for the office of

on , 2020. I request that my name be withdrawn from the ballot, pursuant to *Minnesota Statutes 204B.12, subd. 1.*

Signature Date

Revised 5/2020

Candidate Filings

No Filings Are Received

- If no one files for an office, the general election ballot will reflect only write-in spots for candidates.
- The number of write in spots will reflect the number of candidates to be elected

Candidate Filings

Filing Officer

- The filing officer is the official who is:
 - Authorized by law to accept Affidavits of Candidacy
 - Authorized to place a ballot question on the ballot
- Filing officer must collect campaign filings:
 - Available for public inspection
 - Posted on the jurisdiction's website within 30 days of receipt
 - Unless city/township has fewer than 400 registered voters
 - Reports remain on the website for 4 years after date of posting
 - Filing officer must provide link to where the reports are posted to the campaign finance and public disclosure board
- Filing officer is ***not responsible to verify the content*** of completed campaign finance forms

Campaign Practices

Campaign Laws

- M.S. 211B – Minnesota Fair Campaign Practices
 - Also published in campaign manual
- M.S. 211A – Covers candidates/committees for local campaign finance
 - Requires periodic campaign reports, tied to \$750 fundraising threshold

See page 55 of the clerk or township election guide

Campaign Finance

Required Reports

- Initial
- Year-end
- Election year
- (Final) Certification of Filing

Campaign Finance

Required Reports - Continued

- Initial
 - Due within 14 days of raising or spending \$750
 - See campaign manual page 17
- Year-end
 - Due January 31 of each year after the year the initial report is filed
 - Example: if initial report is filed in 2022, the first year-end report is due January 31, 2023
 - For a non-election year, contains information for whole year
 - For election year, contains information only after the post-election report

Campaign Finance

Required Reports - Continued

- Election year
 - Pre-primary or special – due 10 days before election date (7/30/2022)
 - Pre-general or special – due 10 days before election date (10/29/2022)
 - Post-general or special – due 30 days after election date (12/8/2022)
- Required only if candidate actually appears on ballot and reaches the \$750 threshold
 - If a candidate is not on a primary ballot, but has reached the threshold before the primary election date, they are required to file by 7/30/2022

Campaign Finance

Required Reports - Continued

- Final report
 - Candidate or committee may file a final report when all debts have been settled and all assets in excess of \$100 in the aggregate have been disposed of.
 - Report can be filed at any time
 - Contains same information as included in other required campaign reports
 - Covers period from last report filing date
- Certification of filing
 - Due 7 days after general or special election (11/15/2022)
 - Required for all candidates on the ballot
 - Indicates all required reports were filed or that the \$750 threshold for fundraising/spending was not met
 - **An election certificate CANNOT be issued until this is received**
 - A filing officer that issues an election certificate without receiving the certification of filing is guilty of a misdemeanor

Campaign Finance

Required Reports - Continued

- Failure to file
 - Filing officer must notify a candidate **immediately** if the candidate fails to file a report by the due date
 - If missing report is not filed within 10 days after this notification is mailed, the filing officer must file a complaint with the Office of Administrative Hearing
 - Complaint can be withdrawn if the missing report is filed

Campaign Finance

Campaign Complaints

- Campaign finance or practice violations are heard by the Office of Administrative Hearings (OAH).
- To initiate a complaint
 - A completed form must be filed with OAH
 - The matter is subject to review and possible hearing

Ballot Preparation Arrangements

- Printing arrangements
 - Seachange is the county's ballot printer
 - Ballot preparation starts at the close of withdrawal
 - OSS's system ERS sets the rotation of candidate names
 - County notifies the vendor that rotation has been set and they can access candidate names and ballot questions
 - Precincts must have 100 ballots for every 85 individuals who voted in that precinct at the previous election for the same office
- Ballot layout
 - OSS provides example ballots by May 1st

Ballot Preparation

Proofing Tips

- County will email out ballot proofs to jurisdictions with races on the ballot
- Jurisdictions must review proofs in a timely manner
- Items to review
 - Offices appear on ballot
 - Vote for number is correct
 - Terms are correct
 - Candidate names match Affidavits of Candidacy
 - Ballot questions match what the board approved
- If any changes are needed, ballots for the entire county will need to be proofed until no changes are needed countywide
- Ballots must be ready by the start of absentee voting period (46 days prior to the election)

Ballot Preparation

Errors & Omissions

- Any person may petition a court to seek to correct any error, omission or wrongful act
- Petitioner must state the problem and the proposed solution in the petition
 - State or federal office, the petition must be filed with any judge of the state supreme court
 - County, municipal or school district office, the petition must be filed with any judge of the district court in the county
- Court will hold an expedited hearing and issue its findings and order as soon as possible
- Failure to obey the order is contempt of court

Ballot Preparation

Ballot Questions

- If your jurisdiction decides to place a question on the ballot, you must
 - Include this in your notice of election
 - Provide a copy of the resolution approving the question to be placed on the ballot
 - Send us the question(s) as a PDF
 - Send us the question(s) as a word document

Electronic Voting Systems

Overview

- Poll Pads
 - Electronic roster
- DS200 optical scan voting system
 - Precinct ballot counter
 - Direct voting absentee ballot counter
- Omniballot assistive voting device (AVD)
 - Required for all elections except townships with March elections that have fewer than 500 registered voters
- DS450
 - Absentee ballot counter

Electronic Voting Systems

Testing

- Preliminary
- Public Accuracy Test (PAT)
- These tests will be completed at the county
 - Clerks who would like to help with testing, please contact our office
 - We will contact those clerks when materials are ready to see if you are available to assist
- Dates for Goodhue County Public Accuracy Tests
 - Primary – July 26, 10:00 am
 - General – October 25, 10:00 am

Electronic Voting Systems

Testing

- Preliminary testing must be completed as soon as possible
- Public Accuracy Testing must be completed within 14 days of the election
 - Must give 48 hours of published and posted notice
 - You can publish and post that testing will be done at the Government Center
 - We will publish and post as well
 - At least two judges from different parties must be on hand to witness the test
 - If more than three precincts exist, test at least three including one from each congressional, legislative, county commissioner, school district and ward

Electronic Voting Systems

Tentative Plan

- Clerks or head judges will pick up equipment and supplies
 - Starting at 6pm on the Monday before the election (NEW)
 - Will sign up for a 15 minute time slot
 - What you will be picking up
 - Election day supplies
 - Ballots
 - Omniballot
 - DS200 top
 - Poll pads
- This will allow us to get all absentees & direct voters loaded to the Poll Pads. This reduces the requirement for staff to track which AB voters returned a ballot after rosters went out. We will not have to call precincts between 6-7 to add voters to paper rosters. Judges are busy enough with polls opening at 7.
- **It is important to control activity on and access to voting equipment at all times**

Mail Balloting

Recap of Law

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

(Currently the only mail balloting precinct is Bellechester City)

- **Pros**

- Do not need separate set of election equipment (county is polling place on election day)
- Fewer election judges needed (reduced costs)

- **Cons**

- Higher mailing costs
- New residents may be unfamiliar with process
- Return of undeliverable ballots and sending replacements

Mail Balloting

Process To Establish or Revoke

- Must be authorized by resolution and include which elections are covered:
 - Mail ballot for all elections
 - Mail ballot for state/federal, in-person (at town hall) for township
 - Mail ballot for township, in-person (at town hall) for state/federal
- Must be adopted no later than 90 days before the first election that will be conducted by mail
- Authorization is effective until revoked
 - Revocation must occur no later than 90 days before the next election
- A notice of the election and the special mail procedures must be given at least ten weeks prior to the election

Mail Balloting

Process

- County sends out PVC's in advance to update SVRS with returned undeliverable mail
- County mails out ballots to each registered voter no more than 46 days and no later than 14 days before the election
- A second mailing goes out no later than 14 days before the election for individuals who registered to vote after the initial mailing was sent
- Voters who are “challenged,” or have “see id” or whose registration is incomplete are not sent ballots. They receive a letter and must apply for an absentee ballot and receive non-registered materials

Mail Balloting

Process

- Ballots can be returned by mail, in person or by a designated agent until 8:00 p.m. on the day of the election
- An individual shall not be the designated agent of more than three voters in one election
- A log is kept containing the agent's name and address, the name and address of the voter whose ballot was being delivered, and the agent's signature. The agent shall show identification containing their name and signature
- Returned mail ballots then go to ballot board

Absentee Voting

IP Addresses

- IP addresses are, in essence, identifiers. Adding an IP address in our systems gives permission to access the state's sites
- IP request overview:
 - To access SVRS, county staff and municipal users need their IP addresses added to the state's permissions list
 - IP request are made by county staff
- If you change your IP address:
 - Contact the county, county will get it updated with the state

Absentee Voting

SVRS Account Access

- If new staff need access to SVRS, send the request to gc_election@co.goodhue.mn.us
- Each location should have a minimum of two staff with access
- Do not share users, passwords or grid cards
- Training specific to SVRS – Absentee voting is required

Absentee Voting

General Information

- 2 separate processes
 - Regular (MN) (203B.04 & 203b.15)
 - Federal/state, county elections – county administers
 - March township – township administers
 - Military & overseas (UOCAVA)
 - County **always** processes these ballots
- AB locations
 - Must be available for entire 46 day AB period
 - Must be open Saturday prior to election 10:00 am – 3:00 pm (8/6/2022, 11/5/2022)
 - Must be open Monday prior to election until 5:00 pm (8/8/2022, 11/7/2022)
 - Direct voting only location can be available for the 7 days prior to election

Absentee Voting

Absentee Voting Locations

- Goodhue County Government Center – all precincts
- The list below contains cities that will do absentee voting for their residents. They are not responsible for the administration of the ballot board
 - Cannon Falls City
 - Kenyon City
 - Red Wing City
 - Zumbrota City

Absentee Voting

Ballots

- Ballots must be available for absentee voters at least 46 days before the election.
- If ballots are not ready, absentee voting still begins
 - You must use emergency procedures using substitute ballots
 - This is similar to running out of ballots on election day
 - Make copies of your ballot proof email.
 - Make sure it is the final corrected copy
 - The word “substitute” must be printed in brackets directly above the words “official ballot”
 - When delivered these must be accompanied by an initialed affidavit from the election official that lists why the official ballots were not ready

Absentee Voting

Supplies

- Absentee ballot applications
- Instructions: non-registered and registered
- Voter Registration Applications (VRAs)
- 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 dropping off ballots on behalf of another voter
- Incident log – to make note of any issues or unusual occurrences during AB process
- Ballots

Absentee Voting

Process - In Person

- Voter completes absentee ballot request (application)
- Clerk enters AB application in SVRS
 - If voter checks “both primary and general elections”,
 - Select both in SVRS
 - Primary – delivery method should be in person
 - General – delivery method should be mail out

Absentee Voting

Process - In Person

- Clerk prints AB labels
 - Place the APP label on the AB application
 - Place the signature 2 label on the signature 2 envelope
 - Place VRA label on the VRA (if voter is non registered)
- Give voter the ballot and applicable envelopes
 - Tan/gold security envelope (for ballot); will be placed inside white signature envelope
 - White signature envelope (registered or non-registered, as appropriate)
 - Return envelope (with postage) and instructions if voter is taking materials with them
- If/when voter returns white signature envelope (containing voted ballot), clerk can complete the witness section
- Clerk updates SVRS to show the ballot as received

Absentee Voting

Process - In Person

- Disclaimer
 - These next slides show label placements.
 - They show examples of completed forms/envelopes.
 - Information was made up and the practice system was used for label creation.

Absentee Voting

Process - In Person

2020 Minnesota Absentee Ballot App[®]

Apply online at <https://www.mnvotes.org> OR

Complete lines 1 through 7 below. Please print clearly.

Return this application as soon as possible. Ballots must be returned.

Important: Active duty military and overseas voters should not use this application. See the other side for more information.

3429538 STG HCF PCT NR 06/30 06/30
25 0125 256 RED WING W-2 P-1
JANE SMITH APP

1. absentee ballots requested for the following election(s) (if no election is marked, a ballot will be mailed for the next election only)

2/11 Special Election 4/14 Special Election 8/11 Primary Election Both 8/11 & 11/3 Elections
 3/10 Township Election 5/12 Special Election 11/3 General Election Other (specify date): _____

2. last name or surname: Smith first name: Jane middle name: _____ suffix: _____

3. date of birth (mm/dd/yyyy): 01-01-2001 county where you live: _____ phone number: _____

email address: _____

4. mark all boxes that apply:

I have a MN-issued driver's license or MN ID card. The number is: _____

I have a social security number. The last four digits are: XXX-XX-1234

I do not have a MN-issued driver's license, MN-issued ID card or a social security number.

Your identification number will be compared to the one on your absentee ballot envelope.

5. address where you live (residence) apt. city state zip code

1412 4th St W _____ Red Wing MN 55076

6. address where your absentee ballot should be sent apt. city state zip code

7. I certify that I:

- am completing this application on my own behalf;
- will be at least 18 years old on election day;
- am a citizen of the United States;
- will have resided in Minnesota for 20 days immediately preceding election day;
- maintain residence at the address given on this application form;
- am not under court-ordered guardianship in which the court order revokes my right to vote;
- have not been found by a court to be legally incompetent to vote;
- have the right to vote because, if I have been convicted of a felony, my felony sentence has expired (been completed) or I have been discharged from my sentence; and
- have read and understand this statement: The above information is accurate, and I sign this application form under penalty of perjury, a felony punishable by not more than 5 years imprisonment, a fine of not more than \$10,000, or both.

sign here: X date 6/30/2020

← Label placed here

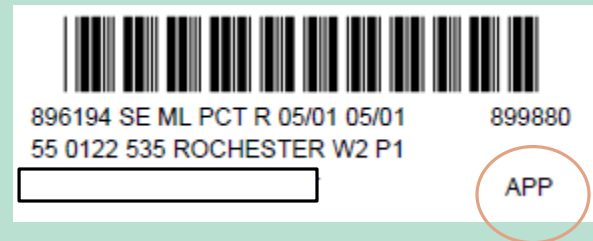
This shows what type of materials to use.

R = Registered
NR = Non-Registered

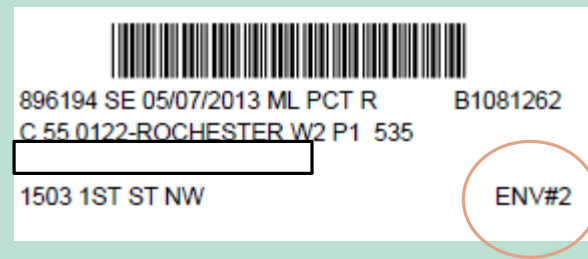
Absentee Voting

Process - In Person

- Label placement
 - Application – APP label



- Signature envelope 2 – envelope 2 label



Absentee Voting Process - In Person

Signature Envelope
Voter must complete this section-please print clearly

Voter name _____

Voter address _____ MN

Number _____
(MN driver's license #, MN ID Card #, or last four digits of SSN)
I do not have a MN-issued driver's license, MN-issued ID card or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote by absentee ballot.

Voter Signature _____

Witness must complete this section

Witness Name _____

MN street address _____ MN
(or title, if an official or notary)

Voter must provide proof of residence: (See instructions, check one)

MN drivers license, ID card, permit, or receipt
 Utility bill, rent statement, or student fee statement plus photo ID
 Registered voter in the precinct who vouched for voter's residence in the precinct (Must complete the voucher form on the back of the Voter Registration Application).
 Tribal ID card
 Notice of late registration
 Previous registration in the same precinct
 An employee of a residential facility in the precinct who vouched for voter's residence at the facility (Must complete the voucher form on the back of the Voter Registration Application).

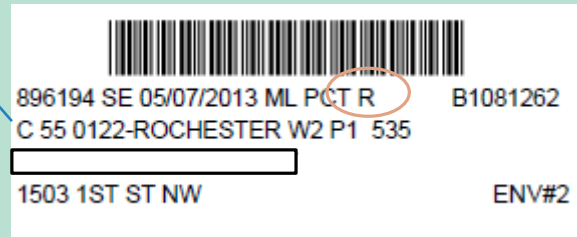
I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope; and
- the voter is or has been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

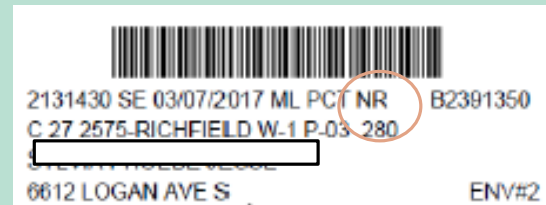
Notary Signature _____
Notary, must affix stamp

Official Use Only
Accepted Rejected (reason) _____

Signature Envelope - Registered - 2AVE-R



R = Registered
NR = Non-Registered



Signature Envelope
Voter must complete this section-please print clearly

Voter name _____

Voter MN address _____ MN

ID Number _____
(MN driver's license #, MN ID Card #, or last four digits of SSN)
 I do not have a MN-issued driver's license, MN-issued ID card or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements to vote by absentee ballot.

Voter Signature _____

Witness must complete this section

Witness Name _____

MN street address _____ MN
(or title, if an official or notary)

Voter must provide proof of residence: (See instructions, check one)

MN drivers license, ID card, permit, or receipt
 Utility bill, rent statement, or student fee statement plus photo ID
 Registered voter in the precinct who vouched for voter's residence in the precinct (Must complete the voucher form on the back of the Voter Registration Application).
 Tribal ID card
 Notice of late registration
 Previous registration in the same precinct
 An employee of a residential facility in the precinct who vouched for voter's residence at the facility (Must complete the voucher form on the back of the Voter Registration Application).

I certify that:

- the voter showed me the blank ballots before voting;
- the voter marked the ballots in private or, if physically unable to mark the ballots, the ballots were marked as directed by the voter;
- the voter enclosed and sealed the ballots in the ballot envelope;
- the voter registered to vote by filling out and enclosing a voter registration application in this envelope;
- the voter provided proof of residence as indicated above; and
- I am or have been registered to vote in Minnesota, or am a notary, or am authorized to give oaths.

Witness Signature _____
If notary, must affix stamp

For Official Use Only
Accepted Rejected (reason) _____

Signature Envelope - Unregistered

Absentee Voting

Process - In Person

- Voter completes the top.
 - DL# or last 4 of their SSN
 - Signs
- Staff witnesses the bottom.
 - Labels

Name
Goodhue Co. Elections
Red Wing, MN 55066

Ballot Envelope

Number: 896194 SE 05/07/2013 ML PCT R B1081262
Address: C 55 0122-ROCHESTER W2 P1 535
Address: 1503 1ST ST NW ENV#2

Number: []
I driver's license #, []
ID Card #, []
Last four digits of SSN) []
I do not have a MN-issued driver's license, MN-issued ID card
or a Social Security Number.

I certify that on Election Day I will meet all the legal requirements
to vote.

Signature: [X]

Witness must complete this section

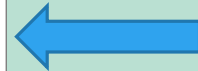
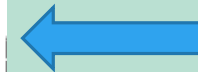
Name: []
Address: Goodhue Co. Elections
Street: []
City: Red Wing, MN 55066
State: MN

I certify that:
1. The voter showed me the blank ballots before voting;
2. The voter marked the ballots in private or, if physically unable to mark
the ballots, the ballots were marked as directed by the voter;
3. The voter enclosed and sealed the ballots in the ballot envelope; and
4. I am or have been registered to vote in Minnesota, or am a notary,
and am authorized to give oaths.

Signature: [X]
Notary, must affix stamp

Official Use Only
Accepted Rejected (reason) []

Ballot Envelope - Registered - 2AVE-R



Absentee Voting

Curbside Voting

- Curbside voting is available for 46 days prior to the election
- Two judges take the absentee application to the vehicle
- Judges return to the office and enter the absentee application
- Two judges take the ballot and absentee envelopes to the car
- Voter completes the ballot and places it in the envelopes
- Voter completes the envelopes
- Judges witness the absentee envelope and return to the clerk

Absentee Voting

Agent Delivery

- Voters may ask an agent to pick up and return an absentee ballot for reasons such as:
 - Living in a nursing home, assisted living facility, residential treatment center, group home or women's shelter
 - Hospitalized or unable to go to the polling place due to incapacitating health reasons or a disability
- Materials differ from Mail-in voting materials
 - Forms required:
 - Absentee application that has been signed by the voter
 - Request for agent delivery of absentee ballot form

Absentee Voting

Agent Delivery

- Pickup
 - 7 days prior and until 2 p.m. on Election Day
- Return
 - Ballot must be returned to the same election office by 3 p.m. on Election Day

Absentee Voting

Process - In Person

- Ballot is transferred to county custody
- Absentee ballot board accepts/rejects ballot within applicable time period
 - Up until 2 weeks before election: must process within 5 days
 - During 14 days preceding election: must process within 3 days
 - Days = calendar days (**not** business days)
- Envelope processing (opening) can begin 1 week prior to election
- AB ballots are tallied on election night

Absentee Voting

Process – Other Information

- For AB requests made via mail or online
 - If AB application is received through the mail, or voter requests in person but wants their ballot mailed to them, forward the application to the county
 - **REMEMBER: do not issue an absentee ballot without receipt of a valid AB ballot application!!**
- If voter requests an AB application, send it to them
 - Encourage voter to complete process online

Absentee Voting

Absentee Ballot Drop Off

- Return by mail
- Return in-person
 - Goodhue County Government Center – all precincts
 - Voter may return their ballot
 - Voter may return up to three ballots for other voters
- Residents in these cities can return ballots to their city clerk
 - Cannon Falls City
 - Kenyon City
 - Red Wing City
 - Zumbrota City

Absentee Voting

General Information

- The governing body of the jurisdiction administering regular absentee voting must authorize an Absentee Ballot Board by ordinance or resolution
- Absentee Ballot Board
 - Must consist of a sufficient number of election judges
 - Election judges must meet party balance requirements
 - May include deputy auditors
 - Deputy auditors are exempt from party balance requirements
- Minnesota law does not provide a defined time period for establishing a ballot board
 - It is recommended that the board be established by the start of the elections absentee period

Absentee Voting

Health Care Facility Voting

- Health care facility definition
 - Health care facilities (HCFs) mean hospitals, residential treatment centers and nursing homes governed by M.S. 144.50
 - Confirm a facility's status by calling its administrator or by checking the Minnesota Department of Health's directory of licenses and certified health care facilities
- Must be conducted within 20 days of the election
- Currently there are 6 facilities in Goodhue County that meet the definition
- HCF training will take place in July (1hr)
- Refer to the email sent out on May 3rd for more information

Election Day

Polling Place Situations – Physical Security

- Who is allowed in and near a polling place?
 - “No one except an election official or an individual who is waiting to register or to vote or an individual who is conducting exit polling shall stand within 100 feet of the building in which a polling place is located.”
 - Other authorized persons are:
 - Persons helping a voter, children accompanying voters, vouchers, observers (written authorization from the OSS, county auditor or clerk), peace officers, challengers, teachers & elementary & high school students (participating in a mock elections that has been authorized by the OSS), person making a written complaint, media, people conducting exit polls.

Election Day

Polling Place Situations – Physical Security

- Situations near but not in the polling place
 - Questionable crowds or intimidation near a polling place, which may be at a public building
 - Campaigning near the polling place

Election Day

Polling Place Situations – Physical Security

- The head election judge must grant access to law enforcement and determine the length of time they are needed
- Security issues at the polling place are at the discretion of the head election judge and do not necessarily involve contacting law enforcement
- Examples of situations may include:
 - People refusing to leave a polling location
 - People harassing election judges
 - Physical threats
 - Unplugging or damaging election equipment
 - Tampering with election documents

Election Day

Polling Place Situations – Training Preparation

- Training and communication prior to Election Day
 - Examples ready for the head election judges for anything that may come up. We want the to know how to handle harassment in the polling place and people refusing to leave.
 - If you have any situations that have happened in the past, please share and we will be sure to include them in the head election judge training.
 - What is considered campaign paraphernalia?
 - Words that appear on the ballot (not slogans)

Election Day

Polling Place Situations – Training Preparation

- Incident logs
 - The incident logs are like Election Day diaries.
 - Any unusual events or problems must be recorded in the Incident Logs for clear and precise legal documentation
 - These records should include as much detail as possible in case further investigation becomes necessary
 - Include the name of the election judge who witnessed in incident
 - Incident Logs are returned to the county election office
 - County staff follow up with incidents and referring documented situations for investigations

Election Day

Polling Place Situations – Training Preparation

- Election Judge Situations
 - Plan for staff shortages on Election Day, including backup election judges and emergency training materials to adapt to a specific situation
- Reporting chain of command
 - Election Judges > Head Judge
 - Head Judge >
 - Municipal Clerk
 - County Election Staff
 - Law Enforcement/Emergency Services
 - Equipment Vendor
 - County Election Staff > OSS Election Staff

Election Day

Polling Place Situations – Covid-19 & Other Policies

- Requirement of masks and social distancing are under the purview of guidelines at the local level
 - If your area requires masks and someone refuses, it can not prevent them from voting
- Buildings that don't allow guns on the premises
 - Be prepared for solutions that do not prevent someone from voting if they insist on carrying a gun
 - Curbside Voting may be an option in these situations

Election Day

Voter's Assistance

- Voters can bring someone to the polling location to assist them with filling out a ballot
 - Currently no limit to how many people a person may assist
 - Candidates are currently able to assist voters with marking their ballot
 - Who may Not assist:
 - Voter's employer
 - An agent of the voter's employer
 - An officer or agent of the voter's union
- Election Judges can assist voters filling out their ballot
 - Must be two judges from different major parties
- Interpreter phone lines are available for Election Judges to assist voters


Election Day

Curbside Voting

- Curbside voting is available for anyone who cannot easily leave their vehicle to enter the polling place.
 - Allows a voter to register to vote and vote without leaving their vehicle
 - Voters do not need to provide a reason to qualify
 - Setup cannot interfere with the disability parking place
 - Curbside voting procedures vary by jurisdiction – ex:
 - Numbering system
 - Designated parking spots
 - Driver up area
 - Baby monitors have been used in some precincts

Post-election

Polls Close

- Return to county after closing polls
 - Two judges deliver ballots, equipment and materials
 - Clerk should remain at county or be available until all returns for their jurisdiction have been received and any issues have been resolved
- County check-in process
 - Park in the front of the building and enter in the handicapped door
 - Helpers will be available to haul in supplies
 - Check in ballots, equipment and materials
 - Review and verification of summary statement
 - Transmission of results to state's election reporting system
 - Refreshments, conversation and debrief with fellow clerks and judges 

Post Election

Canvassing Board

- Election returns must be reported to a Canvassing Board
- What does a Canvassing Board do?
 - Canvassing Board's main duty is to certify elections results
- Who makes up a Canvassing Board?
 - State/federal – state and county
 - County - county
 - Municipal – city council or township board
 - School district – school board

Post Election

Canvassing Board

- Canvassing board process
 - Take oath of office
 - Publically canvass (review & discuss) results
 - Sign reports and abstracts
 - **Retain signed abstracts permanently**
 - Primary County Canvassing Board – board will select the date and time of the PER
 - General County Canvassing Board – board will select at random the two precincts that will be recounted at the Post Election Review

Post Election

Canvassing Board - Dates

- Primary
 - Per state statute: must canvass on 2nd or 3rd day after election
 - For county and any local jurisdictions with races on the ballot
 - County Canvassing Board is set for 8:30 am on Friday, August 12
 - Post election review location, date and time will be set
- General
 - Per state statute: may canvass between the 3rd and 10th day after election
 - County Canvassing Board is set for 8:30 am on Wednesday, November 16th
- School districts (questions)
 - Written notice containing the certified vote totals for each ballot question must be provided to the Commissioner of Education

Post Election

State Canvassing Board Report

Minnesota State Canvassing Report

State General Election

Tuesday, November 3, 2020


Minnesota Voter Statistics

County	Registered as of 7am	Registered on Election Day	Absentee and Mail Ballots Regular	Absentee Ballots Federal Only	Absentee Ballots Presidential	Total Voting
Goodhue	30,731	2,361	11,127	31	0	28,759

<https://www.sos.state.mn.us/media/4361/mn-2020-state-general-canvassing-report-2pm.pdf>

Post Election

State Canvassing Board Report

U.S. Senator	LMN Kevin O'Connor	GLC Oliver Steinberg	 R Jason Lewis	DFL Tina Smith
Aitkin	462	143	5,761	3,474
Anoka	15,385	3,842	98,041	89,414
Becker	1,069	297	11,273	6,370
Beltrami	1,804	564	11,468	9,987
Benton	1,539	465	12,914	6,835
Big Stone	163	39	1,637	1,106
Blue Earth	2,847	871	15,040	16,527
Brown	690	224	8,736	4,808
Carlton	1,092	361	8,906	9,577
Carver	3,292	928	33,621	27,614
Cass	966	333	10,877	5,913
Chippewa	358	90	3,807	2,269
Chisago	2,340	691	19,699	11,012
Clay	2,348	716	13,308	15,136
Clearwater	242	69	3,078	1,224
Cook	133	73	1,162	2,344
Cottonwood	321	80	3,796	1,794
Crow Wing	2,032	774	23,792	12,964
Dakota	15,317	4,162	107,117	131,394
Dodge	806	248	6,924	4,013
Douglas	1,055	321	14,775	7,616
Faribault	444	148	4,624	2,531
Fillmore	625	205	6,440	4,696
Freeborn	1,057	313	8,364	6,797
Goodhue	1,486	489	15,171	11,186

Post Election

County Canvassing Board Report

Abstract print version 29847, generated 11/10/2020 10:02:53 AM

Summary of GOODHUE County Totals Tuesday, November 3, 2020 State General Election

Number of persons registered as of 7 a.m.	30731
Number of persons registered on Election Day	2361
Number of accepted regular, military, and overseas absentee ballots and mail ballots	11127
Number of federal office only absentee ballots	31
Number of presidential absentee ballots	0
Total number of persons voting	28759

Post Election

County Canvassing Board Report

NP - Nonpartisan

U.S. President & Vice President

R
Donald J. Trump and
Michael R. Pence
16052

DFL
Joseph R. Biden and Kamala
Harris
11805

IA
Roque "Rocky" De La
Fuente and Darcy
Richardson
64

GP
Howie Hawkins and Angela
Walker
102

IND
Kanye West and Michelle
Tidball
64

IND
Brock Pierce and Karla
Ballard
65

SLP
Gloria La Riva and Leonard
Peltier
8

SWP
Alyson Kennedy and
Malcolm Jarrett
9

LIB
Jo Jorgensen and Jeremy
"Spike" Cohen
397

WI
WRITE-IN
69

U.S. Senator

LMN
Kevin O'Connor
1486

GLC
Oliver Steinberg
489

R
★
Jason Lewis
15171

DFL
Tina Smith
11186

WI
WRITE-IN
25




Post Election

County Canvassing Board Report

Office Title: U.S. Senator

County: Goodhue

Precinct

	LMN Kevin O'Connor	GLC Oliver Steinberg	 R Jason Lewis	DFL Tina Smith	WI WRITE-IN
0005 : BELLECHESTER	8	0	41	18	0
0010 : BELLE CREEK TWP.	20	1	202	92	0
0015 : BELVIDERE TWP.	12	1	213	66	0
0020 : CANNON FALLS P-1	103	35	625	476	1
0025 : CANNON FALLS P-2	76	26	669	476	2
0030 : CANNON FALLS TWP.	24	11	441	246	0
0035 : CHERRY GROVE TWP.	9	2	171	61	0
0040 : DENNISON	8	2	68	33	0
0045 : FEATHERSTONE TWP.	14	5	297	203	0
0050 : FLORENCE TWP.	40	15	620	403	1
0055 : GOODHUE	39	13	399	164	0

Post Election


County Canvassing Board Report

Detail of GOODHUE County Election Results
 Tuesday, November 3, 2020 State General Election

Office Title: U.S. Senator

County: Goodhue

Precinct

	LMN Kevin O'Connor	GLC Oliver Steinberg	 R Jason Lewis	DFL Tina Smith	WI WRITE-IN
0060 : GOODHUE TWP.	10	3	233	69	0
0065 : HAY CREEK TWP.	15	8	349	226	1
0070 : HOLDEN TWP.	6	3	194	95	0
0075 : KENYON	83	25	558	374	3
0080 : KENYON TWP.	10	5	174	60	1
0085 : LAKE CITY	20	5	240	252	0
0090 : LEON TWP.	20	11	373	221	1
0095 : MINNEOLA TWP.	16	3	274	148	0
0100 : PINE ISLAND	113	24	859	598	2
0105 : PINE ISLAND TWP.	7	5	260	131	0
0110 : RED WING W-1 P-1	58	12	611	556	0
0115 : RED WING W-1 P-2	69	25	614	553	0
0125 : RED WING W-2 P-1	90	26	438	637	2
0130 : RED WING W-2 P-2	58	13	541	486	1
0140 : RED WING W-3 P-1	71	21	530	676	0
0145 : RED WING W-3 P-2	51	19	492	492	1
0155 : RED WING W-4 P-1	103	36	361	590	2
0160 : RED WING W-4 P-2	61	30	421	468	1
0170 : ROSCOE TWP.	17	5	341	149	0
0175 : STANTON TWP.	27	7	454	278	2
0180 : VASA TWP.	25	8	355	217	0
0185 : WACOUTA TWP.	14	1	131	137	0
0190 : WANAMINGO	34	15	426	177	1
0195 : WANAMINGO TWP.	9	1	232	56	0
0200 : WARSAW TWP.	21	6	241	168	0
0205 : WELCH TWP.	20	10	280	209	1
0210 : ZUMBROTA P-1	43	26	509	368	1
0215 : ZUMBROTA P-2	50	20	658	447	1

Post Election

County Canvassing Board Report

Detail of GOODHUE County Election Results
 Tuesday, November 3, 2020 State General Election

Office Title: U.S. Senator

County: Goodhue

Precinct

0220 : ZUMBROTA TWP.

Total:

LMN
 Kevin O'Connor
 12
 1486

GLC
 Oliver Steinberg
 5
 489

 R
 Jason Lewis
 276
 15171

DFL
 Tina Smith
 110
 11186

WI
 WRITE-IN
 0
 25

Post Election

Precinct Summary Statements & Results Reports

**Precinct Summary Statement
State General - November 3, 2020**

Municipality Belle Creek Township

Ward _____ Precinct _____ Check if AB _____

County Goodhue County

Number of Election Judges who worked in this precinct 6

Number of Voting Booths in this precinct 6 (Do not count the Automark as a voting booth)

Registration Statistics
 Number of persons registered at 7 a.m. *1. 340
 Number of new registrants on election day *2. 19 (# of new registrant signatures on the roster, Do NOT count AB's)

Ballots delivered to the precinct
 Ballots delivered as certified by the clerk 3. 350
 Ballot count adjustments from incident log (+/-) 4. +3 (ballot packs over/under)
 Number of unofficial ballots made 5. 0 (# of photocopies made)
 Number of absentee ballots delivered 6. 0
 Total number of ballots delivered to precinct (3+4+5+6 = A) 353

Ballots not in the ballot box
 Number of spoiled ballots *7. 1 (Ballots voter made a mistake)
 Number of originals for which duplicates made *8. 0 (Ballots remade by Election Judges)
 Number of rejected absentees *9. 0
 Number of unused ballots 10. 93 (Leftover "unused")
 Total number ballots not in the ballot box (7+8+9+10 = B) 94

Ballots cast in the ballot box
 Number of signatures on roster (preregistered + EDR) *11. 259 (Registered and Non-registered signatures, Do NOT count AB's)
 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) 259

Ballots returned to Auditor/Clerk
 Ballots returned from the precinct (B + C = D) 253
 Difference for auditor/clerk notation on delivery record (A - D = E) _____

Unit Serial Number: 0317420488

Belle Creek Township

Total Paper Sheets: 259.

President and Vice-President
Number to Vote For 1

REP Donald J. Trump/Pence	262
DFL Joseph R. Biden/Harris	52
INR Roque "Rocks" De La Fuente/Richardson	0
GRN Howie Hawkins/Walker	0
IND Kanye West/Tidball	0
IND Brock Pierce/Ballard	0
SCL Gloria La Riva/Peltier	0
SWP Alyson Kennels/Jarrett	3
LIB Jo Jorgensen/Cohen	1
Write-in	0
Over Votes	1
Under Votes	1
Total Votes	259

U.S. Senator
Number to Vote For 1

LHN Kevin O'Connor	17
GLC Oliver Steinberg	1
REP Jason Lewis	183
DFL Tina Smith	55
Write-in	0
Over Votes	0
Under Votes	3
Total Votes	259

U.S. Representative 02
Tabulator Seal Number _____

ELECTION JUDGE _____
 ELECTION JUDGE _____
 ELECTION JUDGE Steve M. Namm
 ELECTION JUDGE _____
 ELECTION JUDGE _____
 ELECTION JUDGE _____

U.S. Senator
Number to Vote For 1

LHN Kevin O'Connor	17
GLC Oliver Steinberg	1
REP Jason Lewis	183
DFL Tina Smith	55
Write-in	0
Over Votes	0
Under Votes	3
Total Votes	259

Post Election

Absentee Summary Statements & Results Reports

Precinct Summary Statement
State General - November 3, 2020

Municipality Belle Creek Township

Ward _____ Precinct _____ Check if AB

County Goodhue County

Number of Election Judges who worked in this precinct _____

Number of Voting Booths in this precinct _____ (Do not count the Automark as a voting booth)

Registration Statistics

Number of persons registered at 7 a.m. *1. 340

Number of new registrants on election day *2. 2 (# of new registrant signatures on the roster; Do NOT count AB's)

Ballots delivered to the precinct

Ballots delivered as certified by the clerk 3. 4

Ballot count adjustments from incident log (+/-) 4. _____ (ballot packs over/under)

Number of unofficial ballots made 5. _____ (# of photocopies made)

Number of absentee ballots delivered 6. 59

Total number of ballots delivered to precinct (3+4+5+6 = A) A 63

Ballots not in the ballot box

Number of spoiled ballots *7. _____ (Ballots voter made a mistake)

Number of originals for which duplicates made *8. 4 (Ballots remade 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 4

Ballots cast in the ballot box

Number of signatures on roster (preregistered + EDR) *11. - (Registered and Non-registered signatures, Do NOT count AB's)

Number of accepted regular, military and overseas absentee ballots *12. 59

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 59

Ballots returned to Auditor/Clerk

Ballots returned from the precinct (B + C = D) D 63

Difference for auditor/clerk notation on delivery record (A - D = E) E -

Detail Results By Precinct

Machine ID: A Machine #: 4518053122
 Belle Creek Township
 11/09/2020 10:58:36

First Ballot Date Time: 10/21/2020 11:04:30 Total Sheets Processed:
 Last Ballot Date Time: 11/09/2020 10:57:54 Total Ballots Cast:
 Blank Sheets Cast: _____

Ballot Style	Ballots Cast
Seq:00002 Typ:01 Spl:01	13
Seq:00003 Typ:01 Spl:01	30
Seq:00004 Typ:01 Spl:01	10
Seq:00005 Typ:01 Spl:01	2

Contest	Votes
President and Vice-President (Vote For 1)	
REP Donald J. Trump/Pence	17
DFL Joseph R. Biden/Harris	38
INA Roque "Rocky" De La Fuente/Richardson	0
GRN Howie Hawkins/Walker	0
IND Kanye West/Tidball	0
IND Brock Pierce/Ballard	0
SCL Gloria La Riva/Peltier	0
SWP Alyson Kennedy/Jarrett	0
LIB Jo Jorgensen/Cohen	0
write-in, if any	0
Over Votes	0
Under Votes	0
Total	55
U.S. Senator (Vote For 1)	
LMN Kevin O'Connor	1
GLC Oliver Steinberg	0
REP Jason Lewis	17
DFL Tina Smith	27
write-in, if any	0
Over Votes	0
Under Votes	0
Total	55

Belle Creek Township

Total Paper Sheets: 4

President and Vice-President
 Number to Vote For 1

REP Donald J. Trump/Pence	4
DFL Joseph R. Biden/Harris	0
INA Roque "Rocky" De La Fuente/Richardson	0
GRN Howie Hawkins/Walker	0
IND Kanye West/Tidball	0
IND Brock Pierce/Ballard	0
SCL Gloria La Riva/Peltier	0
SWP Alyson Kennedy/Jarrett	0
LIB Jo Jorgensen/Cohen	0
Write-in	0
Over Votes	0
Under Votes	0
Total Votes	4
U.S. Senator Number to Vote For 1	
LMN Kevin O'Connor	2
GLC Oliver Steinberg	0
REP Jason Lewis	2
DFL Tina Smith	0
Write-in	0
Over Votes	0
Under Votes	0
Total Votes	4

Post Election

Precinct & Absentee Vote Totals

- Belle Creek Township
 - Polling Place = 183
 - AB DS450 = 17
 - AB Direct = 2
 - Total = 202

Office Title: U.S. Senator

County: Goodhue

Precinct

0005 : BELLECHESTER

0010 : BELLE CREEK TWP.

0045 : BELMONT TWP.

	LMN Kevin O'Connor	GLC Oliver Steinberg	R Jason Lewis	DFL Tina Smith	WI WRITE-IN
0005 : BELLECHESTER	8	0	41	18	0
0010 : BELLE CREEK TWP.	20	1	202	92	0
0045 : BELMONT TWP.					

Post Election

Notices

- Primary
 - Clerk sends out notice of nomination for “winning” candidate
- General
 - Clerk sends certificate of election for “winning” candidate
 - **Certificate should be sent out ONLY after receiving all required campaign finance reports****

Post Election

Post Election Review (PER)

- Required after State General Election
- Must be completed between 11/19/2022 and 11/26/2022
 - County will set date, time and location at the primary canvassing board on August 12
- County is PER official
 - Clerk must be present if designated
- Precincts will be selected at County General Canvassing Board on November 16
 - Random selection
 - If <50k registered voters, must select at least 2 precincts
 - At least 1 selected precinct must have >150 votes cast
 - If this criteria is not met, additional precinct(s) must be selected

Post Election

Post Election Performance Review

- The Secretary of State must monitor and evaluate election procedures in the precincts audited in the post-election review
- At least four precincts in each Congressional District must be reviewed
- The precincts must be chosen by lot by the State Canvassing Board at its meeting to canvass the State General Election
- 2018 was the last time a Goodhue County precinct was selected

Post Election

Post Election Performance Review

- Areas of review
 - Precinct equipment information
 - Early calendar year activities
 - Election judge & ballot board appointment and training
 - Pre-state election activities
 - Absentee voting
 - Mail ballot precinct voting
- Areas of review (Continued)
 - Equipment Testing
 - Results reporting testing
 - Election day polling place activities
 - Post election activities
 - County canvassing board
 - Data entry
 - Storage of election materials

Post Election

Recounts

- Responsibility
 - County auditor: single county state offices, county offices and questions
 - Clerks (municipal, school district): local offices and questions
 - Can be delegated to county by mutual agreement
- Required vs. Discretionary
 - Recounts are required when difference is $<.5\%$ (as determined by local election official)
 - Recounts are discretionary (by candidate request) when difference is equal to or greater than $.5\%$
- Even required recounts must be requested (required refers to the fact that the recount would be publicly funded)
- Recount results must be presented to canvassing board

Contact the county for additional details if needed

Post Election

Record Retention

- Most election materials must be retained for 22 months
 - Election abstracts must be retained permanently
- Materials should be kept in secure location
- Responsibility
 - State/county races – county
 - Local, stand-alone – municipal/school district clerk
- Consult legal adviser for additional information

Why not Hand Count?

- Large increase in the time to count the votes
- Voters will not have opportunity to correct errors they made on their ballots
- The accuracy of the ballot counting will be reduced

Why not Hand Count?

- Example 1
 - Precinct with 200 voters
 - Optical Scan Ballot with 30 contests

The stack of 200 ballots must be counted 30 separate times to get the vote totals for each contest.
($200 \times 30 = 6,000$)

6,000 ballots would need to be counted by the Election Judges

Why not Hand Count?

- Example 2
 - Precinct with 2,000 voters
 - Optical Scan Ballot with 30 contests

The stack of 2,000 ballots must be counted 30 separate times to get the vote totals for each contest.
(2,000 x 30 = 60,000)

60,000 ballots would need to be counted by the Election Judges

Why not Hand Count?

- Related concerns
 - Extra hours to be worked by Election Judges – cost
 - Extra Election Judges – for counting
 - Ballots being handles 30 times instead of 1 or 2
 - Later time for reporting results
 - Recruiting Election Judges in the future
 - Possibility of counting errors in stacks of 25 (some piles with 24 or 26)

Why not Hand Count?

- Less chance to detect errors
 - Overvotes – Equipment rejects with a message. Voter can spoil and replace
 - Crossover Votes – Equipment rejects with a message. Voter can spoil and replace
 - Completely Blank Ballot – Equipment responds with a message and voter can correct marking error (Example – voter circles name instead of filling oval)

Why not Hand Count?

- Testing of Electronic Voting Systems
 - Certification Testing
 - Acceptance Testing
 - Preliminary Testing before Elections
 - Public Accuracy Testing (PAT)
 - Post Election Review – After election random selection of precincts in each county
 - Recounts – Must be conducted by hand
- *Paper Ballots (Official source document)

Why not Hand Count?

- Counted into piles of 25 (stacks of 24 or 26)
- Ballots can inadvertently be placed in the incorrect pile
- The more offices counted the more possibilities of errors
- The more voters (ballots) in a precinct the more possibilities of errors

How do the voter rolls get “cleaned up”?

- Deceased voters
 - The OSS periodically receives an electronic report of deceased Minnesota residents from the Minnesota department of health, the vital records department of another state and the social security death index
 - County receives written statements signed by a Minnesota voter
- Records of name changes
 - The State Court Administrator regularly sends an electronic report of those voters whose name has change to the OSS

How do the voter rolls get “cleaned up”?

- State Court Administrator reports are received on a daily basis. Voter records in SVRS are compared to a list from the State Court Administrator to identify voters who are:
 - Under a guardianship in which the courts have revoked the right to vote
 - Legally incompetent to vote
 - Convicted of a felony
 - Eligible to vote again (restoration of voting rights)

How do the voter rolls get “cleaned up”?

- Commissioner of Corrections report is received on a monthly basis. Voter records in SVRS are compared to a list from the Department of Corrections to identify voters who are:
 - Serving a felony sentence and are not marked as challenged-felony in SVRS
 - Possibly registered to vote while serving a felony sentence
 - Possibly voted while serving a felony sentence
 - Eligible to vote again (restoration of voting rights)

How do the voter rolls get “cleaned up”?

- Citizenship
 - Commissioner of Public Safety must report on individuals identified as having temporary lawful status. The OSS determines if any data newly indicates if a person the report is registered to vote. Any name on the list and in SVRSs is forwarded to the county. County changes voter to challenged and forwards documentation to the county attorney
- Change of address information
 - At least once a month, the OSS compiles a list of registered voters who have filed a permanent change of address order the the U.S. Postal Service or from the driver’s license address information obtained through ERIC. County processes these and sends notification to the voter

How do the voter rolls get “cleaned up”?

- Non-forwardable election mail
 - County must manually update a voter record when a non-forwardable mailing sent to a voter is returned as undeliverable with a permanent forwarding address.
- Annual List Maintenance
 - This is an automated process that updates voter records in SVRS to inactive-ALM status if they have not voted or updated their voter registration record within the previous four years
- A voter registers with new information
- County runs SVRS reports for potential duplicates

Poll Pad Questions

- How do we know that Poll Pads aren't connected to the internet?
 - The county did not purchase the Cradelpoint 200 or the polling place data plan
- Some voter data is public but some is private. How is this secured on the poll pads?
 - All data stored on poll pads is encrypted using the IOS operating system that has been validated to Fips 140-2 by NIST
- If someone checks in on one poll pad, how does the other poll pad get updated?
 - The poll pads within the precinct feature bluetooth sync. Bluetooth 4.0 security standards. This is the most secure bluetooth standard available employing multiple security features to safeguard voter data

How do we know that modems aren't in DS200s in all jurisdictions in Minnesota?

- Modem components are not resident on the DS200 by default, but rather a separate board that is only installed in DS200s in those jurisdictions which choose this technology and where a state may permit their legal use. A configuration report printed by the DS200 will indicate whether a modem has been installed. Additionally, DS200s without a modem component do not include the technology or the network architecture required to support modeming and allow a modem to operate on the machine
- Goodhue County doesn't have modems
- There are a small number of Minnesota counties that have purchased modems

Other Trainings

- Election judge
 - In Person – Tentative June 13 (two 2hr sessions)
 - Online - Available July 1
- Head election judge
 - In Person – Tentative June 13 (two 2hr sessions)
 - Online - Available July 1
- Poll Pad, OmniBallot and DS200 Training
 - Poll Pad 3hr
 - OmniBallot – ½ hr to 1 hr (following Poll Pad)
 - DS200 – same room as OmniBallot
 - June 14, 15, 16, 20, 21 (two sessions per day)
- Ballot Board training
 - Election judge – Tentative June 22 (one 2hr session)
 - Ballot Board training – Tentative June 22 (one 1hr session)
- Health care facility (HCF)
 - In Person – Tentative July 14 (one 1hr session)
- Refresher course
 - In Person – Tentative September 21 (one 2hr session)

Questions?