



OH NO! I'M HAVING AN
ELECTION, NOW WHAT?!?! |

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AGENDA

- Websites
- Review Election Calendar
- Election Procedure
- LR 129 Ballot Interference Prevention Act
- Pending Legislation
- Share Election Stories and Questions

WEBSITES: OFFICE OF PUBLIC INSTRUCTION

The screenshot shows the homepage of the Office of Public Instruction (OPI) website. The header includes the OPI logo, the slogan "PUTTING MONTANA STUDENTS FIRST", and social media icons for Facebook, Twitter, and YouTube. A search bar is located in the top right. Below the header are navigation tabs for "Families & Students", "Educators", "Leadership", and "Contact". The main content area is organized into columns with various service categories. The "Finance & Grants" column is highlighted, and the "Elections" link is specifically highlighted with a red box. Other categories include Academic Success, Assessment & Accountability, Data & Reporting, Management & Operations, and OPI Communication. A sidebar on the left contains an "Elections" section and a "GUIDES & INFO" section with a list of links.

Academic Success	Assessment & Accountability	Data & Reporting	Finance & Grants	Management & Operations	OPI Communication
After School Programs	Educator Preparation	Access to OPI Information Reporting Systems	District Travel Reimbursement	Emergency Planning & Safety	Education Advocates
Every Student Succeeds Act (ESSA)	School Accreditation	AIM-Achievement in Montana	Elections	Legal Division	MASS Resources
Title & Other Federal Programs	Special Education	CSPR	E-Grants	Montana Schools Directory	OPI Emails
	Statewide Testing	E-Transcripts	Legislative Updates	Office of the Superintendent	OPI Summary of Activities
		GEMS Data Warehouse	School Finance	School Innovation, Flexibility & Efficiency	Subscribe to Emails
		Student Privacy & K-12 Data Governance	School Nutrition Payments		
		Youth Risk			

<http://opi.mt.gov>



WEBSITES: OFFICE OF PUBLIC INSTRUCTION

Elections

GUIDES & INFORMATION

- [2019 Election Handbook](#)
- [Title 20 School Election Laws](#)
- [2019 Election Calendar](#)
- [2019 Election Calendar with Forms](#)
- [District Classification Guidance](#)
- [2019 District Classification Report](#)
- [2019 Districts Required to Report Campaign Finance Activity](#)
- [Election Disaster and Contingency Planning](#)

BALLOT MATERIALS

- [Ballot Interference Prevention Act Guidance](#)
- [Ballot Interference Prevention Act Notice](#)
- [Election Administrator Forms](#)
- [Election Judge Forms](#)
- [Sample Ballots](#)

TRUSTEE INFORMATION

- [School Board Forms](#)
- [Trustee Candidate Forms](#)

SECRETARY OF STATE RESOURCE MATERIALS

- [Absentee Voter Materials](#)
- [Mail Ballot Voter Materials](#)
- [Provisional Ballot Voter Materials](#)
- [Election Judge Training](#)
- [Ballot Layout Guidance](#)
- [Accessibility Forms](#) (Electronic Ballot Information also Included)
- [Voting System Certification](#)

<http://opi.mt.gov>

WEBSITES: SECRETARY OF STATE

The screenshot displays the homepage of the Montana Secretary of State's website. At the top, there are navigation icons for 'Tweet', 'Contact', and 'Search'. Below these is a large banner featuring the state seal and a quote: "The Mission of the Office of the Secretary of State is to help commerce thrive, promote democracy, and record history for future generations." followed by a signature. To the right, a sidebar identifies Corey Stapleton as Montana's Secretary of State, providing his address and phone number. Below the banner, a section titled "WHAT'S TRENDING @ SOS" features three cards: "EPASS LOGIN" for businesses, a reminder to "FILE YOUR ANNUAL REPORT" due by April 15, and a group photo labeled "STATE OF SOS". At the bottom right, a red navigation bar contains links for "Elections Home Page" and "My Voter Page", with the former highlighted by a red box.

<http://sosmt.gov>



Putting Montana Students First **A+**

WEBSITES: SECRETARY OF STATE

ELECTION OFFICIALS

Home → Election & Voter Services → Election Officials

ELECTION OFFICIALS

- Election Official Forms
- Election Official Resources
- Election Official Training
- Election Judge Training
- MT Votes Training
- Surveys



<http://sosmt.gov>



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WEBSITES: SECRETARY OF STATE

ELECTION OFFICIAL FORMS

Home → Election & Voter Services → Election Official Forms

- + ABSENTEE FORMS
- + ACCESSIBILITY FORMS
- + BALLOT COLLECTION
- + BALLOT LAYOUT
- + BALLOT RECONCILIATION
- + CANDIDATE FORMS
- + CHALLENGE FORMS
- + COUNTING, CANVASS AND RECOUNT FORMS
- + ELECTION JUDGE FORMS
- + MAIL BALLOT FORMS

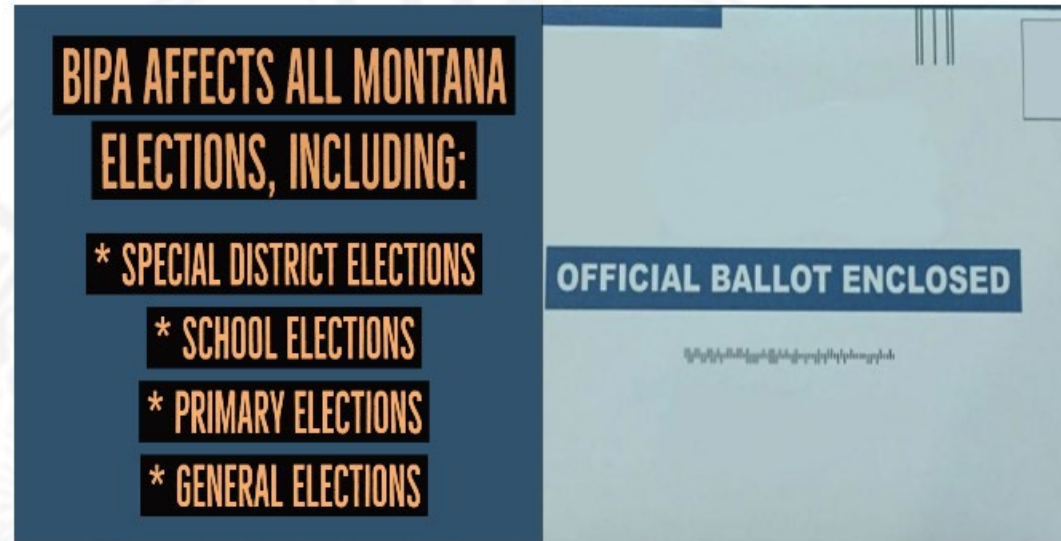
<http://sosmt.gov>



Putting Montana Students First **A+**

WEBSITES: COMMISSIONER OF POLITICAL PRACTICES OF POLITICAL PRACTICES

MONTANA BALLOT INTERFERENCE PREVENTION ACT



LR 129, the "Ballot Interference Prevention Act" (BIPA) passed in the November 2018 election. All Montana elections will now comply with the requirements of the BIPA.

- [Commissioner of Political Practice's BIPA Policy 5.0](#)
- [Secretary of State's BIPA Election Directive](#)
- [Ballot Collection Registry form](#)

<http://politicalpractices.mt.gov/Featured-Online-Services/Montana-Ballot-Interference-Prevention-Act>

TIMELINE REVIEW

- Thursday, March 28th – Regular candidate filing ended
- Thursday, April 4th (5pm) – Last day for regular candidates to withdraw from the election
- Thursday, April 4th (5pm) – Last day for write-in candidates to file
- Deadline to notify judges of appointment

TIMELINE REVIEW

- Friday, April 5th – Ballot certified
- Friday, April 5th – Election by Acclamation
- Monday, April 8th – Close of regular voter registration, contact the county for absentee list
- Tuesday, April 9th – Start of late registration
- Thursday, March 28th through Saturday, April 27th – Notice of Election

TIMELINE REVIEW

- Wednesday, April 17th – Absentee ballots available
- Wednesday, April 17th through Monday, April 22nd – Mail ballots mailed
- Saturday, April 27th through Sunday, May 5th – Absentee/mail ballot counting notice
- Monday, May 6th (at noon) – Deadline for absentee ballot requests

TIMELINE REVIEW

- Monday, May 6th – Receive certified copy of registered electors
- Tuesday, May 7th – ELECTION DAY!!
- Monday, May 13th (after 3pm) – First date provisional ballots may be counted
- Wednesday, May 22nd – Deadline for canvassing the votes, issuing certificates of election, publishing results

TIMELINE REVIEW

- Within 5 days of the official canvas – Deadline for requesting a recount
- By Wednesday, May 22nd – Deadline for conducting organizational meeting
- Friday, May 31st – Deadline to request counties conduct school elections in the following year
- Within 15 days of receipt – Deadline for completing and filing the oath of office

CANDIDATE FILING

- All candidate filing must be done with the district clerk – regardless of who is running the election
- Verify the candidate’s signature and voter registration status with the county election administrator
- Candidate must specify which term they are applying for
- Ensure that write in candidates complete the form with any and all variations of the candidate’s name



WHICH OF THE FOLLOWING ARE ACCEPTABLE WAYS TO WITHDRAW FROM AN ELECTION?

- A. Go to the county election office (*no, must be done with the district clerk*)
- B. Go to the district clerk's office (*yes!*)
- C. Send an email to the election administrator (*verify the sender is the candidate, must be sent to the district clerk*)
- D. Write a letter to the election administrator (*verify the sender is the candidate, must be sent to the district clerk*)
- E. Fax a request to the election administrator (*verify the sender is the candidate, must be sent to the district clerk*)



IN WHICH OF THE FOLLOWING SITUATIONS MAY A WRITE IN VOTE BE COUNTED?

- A. A vote for the write in candidate who completed a oath of candidacy and is running against a candidate who filed as a regular candidate *(yes!)*
- B. A write in vote for a candidate who filed as a write in candidate, but the name is slightly different than the names written on the oath of candidacy *(probably not, name must be as written on the declaration – determined by election judges)*
- C. A vote for a candidate who provided a sticker to the elector *(if the elector marks the x next to the candidate name)*
- D. A vote for a candidate who did not file as a write in candidate *(only if no regular or other write in candidates)*

ELECTION JUDGES

- Election judges must be residents of the school district
- Get names of trained judges from the county
- Judges must be trained (unless it's an emergency) using Secretary of State materials – recommend additional training on paper ballots
- Restrictions on relationships (see handbook)



WHICH OF THE FOLLOWING ARE NOT ALLOWED TO BE AN ELECTION JUDGE?

- A. Resident of an outlying elementary district that is part of the high school for a trustee only election (*no, not a resident of the EL where the trustees are being elected*)
- B. The candidate's step grandmother (*no, relations include by marriage*)
- C. The district clerk (*maybe, not recommended*)
- D. Another board member who does not appear on the ballot (*maybe, not recommended*)
- E. An current employee of the district (*if they are a resident of the district*)

BALLOT CERTIFICATION

- Ballot in the final form
 - Names of all candidates (no additional identifiers – incumbent (I), political affiliation, MD, JD, etc.)
- Final levy amounts (by resolution of the board of trustees)
- Check, double check, triple check (let others check)



HOW SHOULD CANDIDATE NAMES APPEAR ON THE BALLOTS?

- A. In order of submission of candidate forms (*no*)
- B. In alphabetical order (*yes!*)
- C. In alphabetical order, rotated (*no rotation in school elections*)
- D. Randomly (*no*)

BALLOT CERTIFICATION

- Other considerations
 - Number of write-in lines should equal the number of open positions
 - Only candidate's name should appear on the ballot
 - List the longest term first, then shorter terms
 - Trustee election first, followed by levies
 - Candidates who withdraw after the deadline must still appear on the ballot

SCHOOL DISTRICT BALLOTS

- Who gets what ballot?

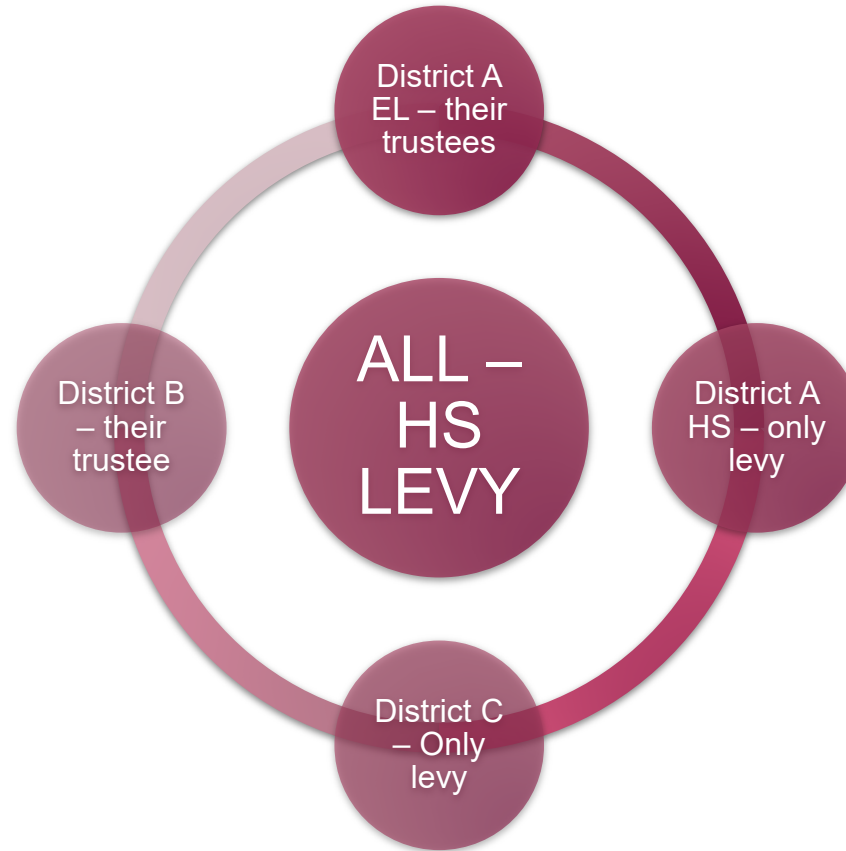
District A EL – Trustee election

District A HS – Levy election, outlying HS trustee representing District B

District B EL (outlying EL district, students attend District A HS) – Trustee election

District C EL (outlying EL district, students attend District A HS)

SCHOOL DISTRICT BALLOTS





HOW MANY BALLOTS SHOULD I PRINT?

- A. Enough for the highest voter turnout in the last few years (*not recommended*)
- B. Enough for every elector, including inactive electors (*yes, but more*)
- C. Enough for every properly registered elector, not including inactive electors (*no*)
- D. Enough for every elector, plus extras for spoiled ballots (*yes!*)

Bonus Question: What happens if you run out of ballots? (*all ballots must be the same – be sure you have enough!!*)

ELECTION BY ACCLAMATION

- Number of candidates for open trustee positions is less than or equal to the number of candidates filing as regular and/or write-in candidates
- Can cancel one election and not the other:
What is “another election”?
 - EL v HS
 - Trustees elected by district
 - Trustees and levy

ELECTION BY ACCLAMATION

- Still follow the school election calendar in regard to:
 - Canvas
 - Issuance of certificates of election
 - Organizational meeting
 - Trustees elected by acclamation are elected to a full term (as opposed to appointed candidates)

REGULAR/LATE REGISTRATION

- What is the difference?
 - Regular registration – show up on absentee/mail ballot lists
 - Regular registration – complete form with either county or district (district sends to county)
 - Late registration – after the close of regular registration, until noon on the day before the election, and on election day
 - Late registration – only done at the county election administrator’s office
 - Late registration – must complete registration and be in line to vote before the close of polls



LATE REGISTRATION BALLOT: PROVISIONAL OR REGULAR?

- A. No prior voter registration (*regular*)
- B. Previously registered in another district in Montana (*provisional until you can verify they have not voted or received a ballot in another election*)
- C. Re-activated elector (*regular*)
- D. New to the state of Montana (*regular*)

ELECTION NOTICE

- **Must include:**
 - The date and polling locations;
 - The hours that the polling places will be open;
 - Each proposition that will be considered;
 - Number of trustees to be elected and length of term;
 - Where and how absentee ballots may be obtained; and
 - Where and how late registrants may obtain a ballot.



WHERE ARE SCHOOL ELECTION NOTICES REQUIRED TO BE POSTED?

- A. On television (*supplemental, not required*)
- B. In a newspaper (*if there's one in the district*)
- C. On the district's Facebook page (*supplemental, not required*)
- D. On the district's webpage (*yes!*)
- E. For an elementary district – at least three public places in the district (*yes!*)
- F. For a high school district – in every elementary district the high school represents (*only 3 places in the district is required, but the more the better*)

ABSENTEE AND MAIL BALLOTS

- Packets must include:
 - A ballot
 - A secrecy envelope
 - A signature envelope
 - Instructions



WHICH OF THE FOLLOWING ARE DIFFERENCES BETWEEN MAIL AND ABSENTEE BALLOTS?

- A. Size of the ballot (*no*)
- B. Type of paper used (*no*)
- C. Ballot stubs (*yes!*)
- D. Date ballots are available (*no, ballots available 20 days before*)
- E. Date they are mailed (*20 days before for absentee, date on mail ballot plan for mail ballot – 15-20 days before*)

ABSENTEE AND MAIL BALLOT COUNTING NOTICE

- Purpose: Give notice of when, where, and how ballots will be counted
 - Can include with the election notice ONLY if the election notice is published ON the 10th day before the election
 - Broadcast on radio/television OR publish in a newspaper of general circulation in the county



WHICH OF THE FOLLOWING ARE PROVISIONAL BALLOTS?

- A. Unsigned return envelopes *(yes, if not resolved on/before election day)*
- B. Ballots from late registrants *(if registered elsewhere and has received another ballot)*
- C. Elector requests a replacement ballot *(yes!)*
- D. Signature on return envelope doesn't match *(yes, if not resolved on/before election day)*
- E. Two ballots come back in one return envelope *(if you can match the second ballot to an elector – or both are void)*

PROVISIONAL BALLOTS

- Return envelope is unsigned/signature cannot be verified
 - Contact the elector as quickly as possible. If you cannot connect with the elector, mail the form.
 - Unresolved ones become provisional at the close of polls on election day.
- Elector requests a replacement ballot
 - Complete the Ballot Replacement Request form. The new ballot is provisional until verified that the original ballot was not returned.

PROVISIONAL BALLOTS

- Late Registration

- The registrant is either marked as “new” or “transfer” (with previous district identified)
- Contact either the county election administrator or the district clerk and verify if they are running an election
- If the previous district is running an election – provisional until verified that a ballot has not been received



HOW LONG DO YOU WAIT TO RESOLVE PROVISIONAL BALLOTS?

- A. Until the close of polls on election day
- B. 5:00 pm the day after the election
- C. By 3pm on the 6th day after the election *(yes!)*
- D. If it doesn't affect the outcome it's okay to ignore them

HANDLING OF PROVISIONAL BALLOTS

- Provisional ballot form
- Secrecy envelope
- Outer envelope
- Must notify after the election whether the vote was counted for not

(forms on the Secretary of State webpage)

COUNTING PROVISIONAL BALLOTS

- Provisional ballots are counted no earlier than 3:00 pm on the 6th day after the election
- Election judges must count the remaining ballots and re-certify their count.

ELECTION DAY NOTES

- Election administrator available for late registrants to obtain a ballot
- Judges know how to serve disabled electors
- Give judges contact information in case of issue or emergency

ELECTION DAY NOTES

Great videos and training on the Secretary of State's webpage:

<https://www.youtube.com/watch?v=JCaGRyhZ9F4>



WHEN IS A RECOUNT MANDATORY?

- A. When the trustees request it
- B. When a candidate requests it
- C. When the two election judges don't come up with the same tally
- D. When it's a tie vote (yes!)
- E. When the trustees find an error on the tally sheet, at the canvas (yes!)

RECOUNTS

- Tie Vote
- The margin is less than $\frac{1}{4}$ of 1% of total votes cast, or 10 votes, whichever is greater
- Between $\frac{1}{4}$ of 1% and $\frac{1}{2}$ of 1% if the candidate files a bond to pay for the recount

RECOUNTS

- The school district **ALWAYS** conducts the recount, no matter who ran the election
- The recount must take place at the usual meeting place of the board of trustees
- Immediately canvas the results and issue/re-issue certificates of election

RECOUNTS

- Three members of the board of trustees
- Additional members appointed by the board chair
- Recount board count is the final count

CERTIFICATE OF ELECTION

- Issued to candidates and for all ballot measures
- Must be signed and oath taken before being seated
- Must be filed with the county election administrator

ORGANIZATIONAL MEETING

- Newly qualified trustees are seated
- Elect officers
- Appoint a clerk
- Can be done in the same night as the canvas

REQUEST COUNTY CONDUCT ELECTION

- Must be done by board resolution not later than June 1, 2019 for elections to be conducted in FY 19-20 (July 1, 2019 through June 30, 2020)
- Can be all elections, or just certain elections
- The conduct of elections (who does what) should be specified in an agreement

LR 129 – MONTANA BALLOT INTERFERENCE PREVENTION ACT (BIPA)

- Referendum from the 2017 legislative session
- On the ballot in November 2018
- Approved by 63% of electors

LR 129 – MONTANA BALLOT INTERFERENCE PREVENTION ACT (BIPA)

- An elector may only return 6 ballots per election other than their own
- Must have a specific relationship with the person they are returning a ballot for:
 - Acquaintance
 - Caregiver
 - Family Member
 - Household Member

LR 129 – MONTANA BALLOT INTERFERENCE PREVENTION ACT (BIPA): RECOMMENDATIONS

- Have specific “election officials” designated
- Let staff know about the new requirements and warn about accepting ballots from students, staff and/or parents
- Post a notice in and around areas where ballots are being collected

LR 129 – MONTANA BALLOT INTERFERENCE PREVENTION ACT (BIPA): RECOMMENDATIONS

- Ask everyone returning a ballot whose ballot they are returning
- If someone refuses to sign a registry, do not engage – take what information you have and report to the Commissioner

LR 129 – MONTANA BALLOT INTERFERENCE PREVENTION ACT (BIPA): FORMS

- Registry:

<http://politicalpractices.mt.gov/Portals/144/2019%20Communication%20assets/PDFs%20for%20website/Ballot%20Collection%20Registry%20Form.pdf?ver=2019-03-11-130952-703>

- Compliance Form:

<http://politicalpractices.mt.gov/Portals/144/2019%20Communication%20assets/PDFs%20for%20website/Fillable%20Ballot%20Interference%20Prevention%20Act%20Complaint%20Form.pdf?ver=2019-03-12-152127-720>

PENDING LEGISLATION

- SB 130 – extends the date to canvas from 15 to 25 days (effective July 1)
- SB 148 – Allows late registrants to drop ballot at a polling location (effective Oct 1)
- SB 162 – Changes to when and how early ballot counting is conducted (effective upon passage and approval)

PENDING LEGISLATION

- SB 291 – Makes accessible voter technology available for all elections – county must provide one device per polling location (effective upon passage and approval)
- ~~SB 366 – Referendum to require photo ID to vote – on the ballot November 2020 (effective January 1, 2021)~~

PENDING LEGISLATION

- HB 166 – Only one copy of a sample ballot at the polls, instead of one in each voting booth (effective Oct 1)
- HJ 3 – Interim study on accessibility for disabled electors
- HJ 10 – Study resolution to address American Indian Voting
- SJ 21 – Interim study on electioneering (definition of electioneering)