

## To All County Election Administrators and Staff:

As planning begins for mail ballot elections in the upcoming school and special district election season, please review the following links for assistance in completing the mail ballot forms and preparing for these elections:

- 1) A link to the applicable **school** date ranges and statutes can be found at [2018-School-Election-Calendar](#). School Election materials are on the OPI website at <https://opi.mt.gov/Leadership/Finance-Grants/School-Finance/Elections>. Standard mail ballot timetable dates for May 8, 2018 school district elections are at <http://sos.mt.gov/Portals/142/Elections/Documents/Mail-Ballot-Timetable-Dates.pdf>.
- 2) The deadline for us to **receive** the mail ballot plan, timetable, and instructions for May 8, 2018 mail ballot elections is **Friday, March 9, 2018**.
  - If you have a large number of mail ballot plans, feel free to send us a single draft to review before sending us all of them.
  - As you update your instructions, please be aware that the cost of a postage stamp has increased to 50 cents.
- 3) Please email your plan, timetable, and instructions to [soselections@mt.gov](mailto:soselections@mt.gov).
- 4) A link to an updated training presentation on Mail Ballot Elections is: <http://sos.mt.gov/Portals/142/Elections/Documents/Mail-Ballot-Election-Process.pdf>
- 5) Mail ballot forms are at <http://sos.mt.gov/elections/officials/forms#384234566-mail-ballot-forms>.
- 6) We are forwarding this email to OPI for OPI's distribution to school clerks.
- 5) Under [13-1-504](#), MCA, many special purpose district elections are held annually on the same day as school elections. Please be sure to confirm whether or not you will need to hold any such special purpose district elections in your county. The standard mail ballot timetable dates for these May 8, 2018 special purpose district elections is attached.

Please let us know if you have any questions or need assistance.



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**2018 School and Special Purpose District Mail Ballot  
Election Dates for Use on [Mail Ballot Election Timetable](#)**

*Montana Secretary of State*

[sos.mt.gov](http://sos.mt.gov) • [soselections@mt.gov](mailto:soselections@mt.gov)

**NOTE: Review [20-3-313](#), MCA for information regarding cancelling a school election and [13-1-502\(4\)](#) and (5), MCA, for information regarding cancelling a special district election.**

Activity	Deadline
<b>1</b> Copy of the following sent to the governing body: 1) written plan; 2) written statement informing the governing body of the decision to conduct the election by mail ballot; 3) list of reasons for the decision; and 4) statement regarding the right of the governing body to object under <a href="#">13-19-204</a> , MCA	No date set by law, but should be at least no later than 60 days before election
<b>2</b> Submission of written plan to SOS*	Enter the actual date submitted; must be received by SOS not later than Friday, <b>March 9, 2018</b> , 60 days before the election
<b>3</b> Last day for governing body to opt out	55 days before the election is <b>March 14</b> .
<b>4</b> Secretary of State approves, disapproves, or recommends changes to plan	Within 5 days of SOS receipt of plan
<b>5</b> <b>County election administrator</b> publishes notices at least 3 times in the 4 weeks before the close of regular registration specifying close of voter registration and availability of late registration (For <b>all</b> non-school <b>and</b> school elections, to be published by the <b>county election administrator</b> at least 3 times in the 4 weeks preceding the close of registration, once per week. School clerks running school elections will need to coordinate with the county election administrator to have the county election administrator publish the notices of close of registration. <a href="#">13-2-301</a> )	<b>School Election and Non-School Election:</b> At least 3 times, once per week, between <b>March 12</b> and <b>April 8</b>
<b>6</b> Publish notice of election (For <b>school</b> elections, <a href="#">20-20-204</a> , MCA: <a href="#">notice</a> must be published at least <b>once</b> between 40 and 10 days before the election in a newspaper (if there is one in the district) and in 3 public places in the district, and for 10 days prior to the election, on the district's website, if the district has an active website) For <b>non-school</b> elections: <a href="#">13-1-108</a> , MCA.)	<b>School Election:</b> At least <b>once</b> 40 – 10 days before election in a newspaper: choose and enter at least one date between <b>March 29</b> and <b>April 28</b> <hr/> <b>Non-School Election:</b> At least <b>3 times</b> , once per week, between <b>March 29</b> and <b>April 28</b>
<b>7</b> Close of regular registration	<b>April 9</b> (the 30th day before the election falls on a Sunday, so the deadline for registration moves to Monday).
<b>8</b> Beginning of late registration	<b>April 10</b> (the day after the close of registration)
<b>9</b> Specific date on which ballots will be mailed	<b>Choose and enter a single day between April 18</b> (20 days before election) <b>and April 23</b> (15 days before election).
<b>10</b> Election Day	<b>May 8, 2018</b>

\*Please email your plan, timetable, and instructions to [soselections@mt.gov](mailto:soselections@mt.gov).