

2018

Special Elections

Quick Reference Guide



Office of the Minnesota Secretary of State

180 State Office Building

100 Rev. Dr. Martin Luther King Jr. Blvd.

St. Paul, MN 55155

Phone: (651) 215-1440

Toll Free: 1-877-600-8683

Minnesota Relay Service: 1-800-627-3529

Email: elections.dept@state.mn.us

Website: <http://www.sos.state.mn.us>

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1.0 INTRODUCTION

This quick reference guide is designed to provide county, municipal, and school district election officials with a brief introduction to special elections and the subject areas where questions commonly occur. For further information about the topics covered in this guide, we refer you to the election guides listed below. (Those that may be particularly helpful are listed in **bold**.)

- **County Auditor Election Guide**
- **City Clerk Election Guide**
- **Township Clerk Election Guide**
- **School District Election Guide**
- **Absentee Voting Administration Guide**
- Election Judge Guide
- Voting Equipment Testing Guide
- Mail Election Guide
- Recount Election Guide

All election guides should be used along with the Office of the Minnesota Secretary of State (OSS) publication "Minnesota Election Laws." Citations in this guide refer to the Minnesota election laws (M.S. citations) or rules (M.R. citations). Full text of the Minnesota election laws and rules can be found at the Office of the Revisor of Statutes website <http://www.revisor.mn.gov>

Guides, training materials and other publications are updated periodically. Current editions can be found at the OSS Election Guide website located at <http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>. Please contact this office if you have comments on how this publication could better support the needs of election administrators.

2.0 SPECIAL ELECTION BASICS

A special election is an election held to fill vacancies in public offices or for a special purpose such as a ballot question or for the recall of an elected official. See sections 2.1 to 2.3 below for further information on vacancies, ballot questions, and recalls.

In general, these elections are conducted in the same manner as regular elections and would follow normal election procedures, unless the law authorizing the election has specific instructions.

2.1 VACANCY

A vacancy in elective office occurs due to the incumbent's:

- death;
- resignation;
- becoming ineligible;
- moving out of the elective district.

A vacancy can also occur when someone who has been elected to an office declines or refuses to take the seat. The process for filing a prospective vacancy may begin once the incumbent submits a letter of resignation to the official(s) authorized under [M.S. 351.01](#) to receive it. ([M.S. 351.01](#); [351.02](#))

Whether or not a special election should be scheduled and upon what date is in large part determined by *when* the vacancy occurs.

2.1.1 Filling Vacancies

Refer to the following citations for the process of filling vacancies in these offices:

- Federal and State: [M.S. 204D.19](#), [204D.20](#); [204D.28](#); [204D.29](#)
- County:
 - Commissioner: [M.S. 375.101](#)
 - **Note 1:** 2017 legislative changes removed the 120-day time table. Special elections can now occur on a faster schedule. It is also possible to move special election to special primary date if primary not needed.
 - **Note 2:** Hennepin County commissioners filled by [M.S. 383B.031](#).)
 - Auditor, Treasurer, Recorder, Sheriff, Attorney and Coroner: [M.S. 375.08](#)
 - Soil and Water Conservation District Supervisor: [M.S. 103C.305, subd. 6](#)
- City:
 - Charter: Refer to the city's charter

- Statutory: [M.S. 412.02](#)
- Township: [M.S. 367.03, subd. 6](#)
- School District: [M.S. 123B.09, subd. 5b](#) (**Note:** Refer to the Appendix for a vacancy table.)

For additional information, refer to the vacancy sections within the [County Auditor Election Guide](#).

2.2 BALLOT QUESTION

A local governing body may decide to place certain questions on the ballot on which voters are authorized or required under law to vote. Such questions are generally limited to:

- adoption or amendment of a city charter;
- changing options for organizing the governing body;
- consolidation of school districts;
- liquor licensing or Sunday liquor sales;
- raising school district levy limits;
- issue of bonds; or
- other subjects authorized by a city's charter.

The requirements in the enabling legislation must be met before the question can be placed on the ballot. There may also be other requirements once the question has been authorized, such as providing notification to voters.

2.2.1 Question Elections

Listed below are common statutes citations related to ballot questions.

- State: [Minnesota Constitution, Article IX, Section 1](#)
- County: [M.S. 375A.10](#); [375A.12](#)
- City: [M.S. 205.10, subd. 1](#); [275.60](#); [275.61](#); [340A.416](#); [340A.504, subd. 3\(c\)](#); [412.221, subd. 33](#)
- Township: [M.S. 340A.416](#); [340A.504](#); [365.44](#); [365.51](#); [365A.06](#); [367.30](#); [367.36](#); [475.58](#);
- School District: [M.S. 123A.46](#); [123A.48](#); [126C.16](#); [126C.17, subd. 9](#); [275.60](#); [275.61](#)

2.3 RECALL OF ELECTED OFFICIAL

Recall of an elected official is the process by which voters remove the official from office before their term has ended. The Minnesota Constitution and Minnesota Statutes provide a process for the recall of state-level and county-level elected officials.

- State-level: [Article VIII, Section 6 of the Minnesota Constitution](#) and [M.S. 211C](#)
- County-level: [M.S. 351.14 to 351.23](#)

Minnesota law does not provide a process for recalling federal or local – city, township or school district– elected officials. However, a city governed by a home rule charter may have a recall provision in its charter.

2.4 CALENDARING

When the potential for a special election exists, a common practice is to create a calendar of important dates and deadlines to ensure that all requirements can be met in the stipulated timeline.

Each year, OSS creates elections calendars listing important dates related to that year's election cycle. Calendars specific to the February, April and May uniform election dates for the given year are also created. These calendars may serve as a resource in individual special election planning. For special mail elections, a calendar template is available in the 2017 Mail Voting Guide.

Some basic things to keep in mind when planning are:

- Needed polling place changes
- Notice requirements
- Candidate filing period
- Absentee balloting requirements
- Mail voting period/requirements

Refer to the Appendix for a sample special election calendar to fill a vacancy in a county commissioner seat. A sample special election calendar to fill a state legislature vacancy is included as well.

3.0 UNIFORM ELECTION DATES

County, municipal and school district special elections must be held on one of the following dates:

- second Tuesday in February
- second Tuesday in April
- second Tuesday in May
- second Tuesday in August
- first Tuesday after the first Monday in November

There are no exceptions for home rule charter cities; a charter city must not designate additional dates in its charter. ([M.S. 205.07, subd. 3a](#); [M.S. 205A.05, subd. 1a](#))

If a special primary is needed, the primary must also occur on one of the uniform election dates.

Special elections are to follow all provisions of election law so far as practicable. The dates selected for the special primary (if needed) and the special election must allow for notifications, a filing period, absentee voting, etc.

Notes:

- School district special elections to fill vacancies must be held no later than the first Tuesday after the first Monday in November following the vacancy. ([M.S. 123B.09, subd. 5b](#))
- A school district referendum must be held on the first Tuesday after the first Monday in November unless conducted via mail. For districts in statutory operating debt, the commissioner of education may grant authority to the district to hold the referendum on a different day. ([M.S. 126C.17, subds. 9 and 11](#))

3.1 STATE AND FEDERAL SPECIAL ELECTIONS

The aforementioned uniform election dates only apply to county or local special elections. The timing of state or federal special elections is determined as provided in [M.S. 204D.17 to 204D.29](#).

4.0 PRECINCTS AND POLLING PLACES

Precinct polling places are designated by December 31st each year. These are the locations used at the special election unless changed according to law. Changes to polling place locations cannot be made less than **90 days** before the election. If the polling place(s) is changed, notice must be provided to voters at least **25 days** before the election. ([M.S. 204B.16, subd. 1](#); [M.S. 204B.16, subd. 3](#); [204B.16, subd. 1a](#))

For further information on polling place designation and voter notification see the [County Auditor Election Guide](#) or the appropriate [Clerk Election Guide](#).

4.1 MAIL ELECTION

A county, municipality or school district holding a special election for a **question** may choose to conduct the election by mail with the office of the auditor or clerk the only polling place. No offices can be voted on at a special mail election.

Note: The jurisdiction holding the election does not need to apply to the county auditor for permission to hold the special election via mail.

A mail election must be authorized by resolution. This resolution must be adopted no later than **90 days** before the election to be conducted by mail and is in effect for just that election. The resolution expires after the special election is completed.

Notice of the choice of mail election and of the election itself must be provided to auditor. In addition, voters must be notified of mail voting procedures. See section 5.0 below for further discussion of notices. For more information on conducting mail elections, refer to the [Mail Voting Guide](#). ([M.S. 204B.46](#); [M.R. 8210.3000](#))

4.2 SCHOOL DISTRICT COMBINED POLLING PLACES

When no other election is being held within the district, school districts have the option to use the precincts/polling places created by cities and townships or the combined polling place(s) designated by the school board. These combined locations are commonly known as school district combinations or combined precincts. ([M.S. 205A.11](#))

Combined polling places are designated by the school board by December 31st of each year for use in the following calendar year if needed. School district combinations are discussed in greater detail in the

[School District Elections Guide](#). See below for fast facts covering frequently asked questions about school district combinations.

4.2.1 School District Combinations Fast Facts

- A combined precinct(s) is in effect until it is changed in accordance with Minnesota Statutes. (E.g. the combinations designated by the board by December 31st of the previous year are used for the current special election unless changed by the school board in keeping with the statutes.) ([M.S. 205A.11, subd. 2 and 3](#))
- Voters must be notified of any polling place change. Notices can be sent to each registered voter or to each registered voter household.
- SVRS-generated PVCs **cannot** be used to notify affected voters/households of a polling place change. A different method must be used. Notifications must be sent return-service-requested.
- These combined precincts/polling places are used only for the school district's standalone election.
- A school district combined polling place must be at a location that the county (for an unorganized territory) or a municipality has designated as a polling place.
- When establishing combined precincts, the district must take into account both geographical distribution and population distribution.
 - **Note:** It is suggested to cities and towns to keep an individual precinct size to 1,500-2,000 registered voters.

4.3 VOTING HOURS

For federal, state and county special elections, voting hours are 7:00 a.m. to 8:00 p.m. (Townships with less than 500 inhabitants and unorganized territories that have fixed a later start time according to [M.S. 204C.05, subd. 1a and 1b](#) would open at the time designated.) ([M.S. 204C.05](#))

For standalone local (city, township or school district) elections, the minimum voting hours are:

- 10:00 a.m. to 8:00 p.m. – for municipalities or school districts located **in** metropolitan area
- 5:00 p.m. to 8:00 p.m. – for municipalities or school districts located **outside** metropolitan area ([M.S. 205.175; 205A.09](#))

Note: The “metropolitan area” is defined as the counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington and Wright. ([M.S. 200.02, subd. 24](#))

4.3.1 Changing Voting Hours

Cities, townships and school districts can alter their voting hours by:

- resolution passed by the governing body of the jurisdiction holding the election
 - this resolution must be adopted *before* giving notice of the election
- petition signed by a number of voters equal to 20 percent of the votes cast at the last local election
 - the petition must be presented to the jurisdiction's clerk no later than 30 days prior to the election. Clerk must then give 10 days' notice of the changed hours and notify the county auditor of the change.

Refer to the following statutes citations for details and deadlines:

- Municipalities: [M.S. 205.175](#)
- School Districts: [M.S. 205A.09](#)

4.3.2 Postponement

State and federal special elections cannot be postponed due to weather. County, city, township and school special elections not held in conjunction with a state or federal elections may be postponed for inclement weather. When one or more local jurisdictions are holding elections in conjunction with one another (likely given the uniform election dates), the jurisdiction with the largest geographic area has the authority, after consulting with the other auditors and clerks, to postpone the election. When postponing the election:

- Decision must apply to every precinct in the election

- Must be made no later than 6:00 p.m. on the day before the election
- Must be rescheduled for the following Tuesday. ([M.S. 205.105](#); [205A.055](#); [373.50](#))

Note: An election that is postponed due to weather may be postponed again.

5.0 NOTICES

As mentioned above, special elections are conducted in the same manner as regular elections and follow normal election procedures. Among these procedures is providing notification when and in the manner directed by Minnesota law. The table below provides a quick snapshot of common notice types. For complete information, refer to the appropriate Election Guide.

Table 1. Election Notifications

Notice Type	Who Provides	To Whom	How	When
Candidate Filing	All jurisdictions filling vacancy	Public	Publish in official newspaper	At least 2 weeks before 1 st day to file
			Post in auditor/clerk's office	10 days before 1 st day to file
Election (Administration)	All jurisdictions	Auditor	Written notice	At least 74 days before election
	School Districts	Commissioner of Education	Written notice	At least 74 days before election
	Auditor	OSS	Set up special election in SVRS	At least 74 days before election
Election (Public)	All jurisdictions Note: Exemptions exist for some cities/towns	Public	Publish	2 weeks
			Post in clerk's office	10 days
Mail Election	Jurisdictions holding question election by mail	Auditor	Written notice	At least 2 weeks after resolution adopted Note: May given 1 notice (of mail + election provided that both deadlines are met)
Mail Balloting Procedures	Jurisdiction holding mail election	Public	Post <u>and</u> publish, media or mailed	6 weeks prior to election
Levy Referendum	School Districts	Property taxpayers Note: This list is from property tax records; NOT SVRS	Notice by 1 st class mail	At least 15 days, but no more than 30 days before referendum
Public Accuracy Test (PAT)	All jurisdictions	Public	Publish in official newspaper	At least 2 days in advance of PAT
Sample Ballot	Municipalities	Public	Publish in official newspaper <u>and</u> post in clerk's office	At least 2 weeks before election
	School Districts	Public	Post in clerk's office	4 days before election
	All jurisdictions	Public	Post in each polling place	Election Day

5.1 CITATIONS:

- For Municipalities:
 - Candidate filing notice: [M.S. 205.13, subd. 2](#)
 - Election notices; sample ballot: [M.S. 205.16](#)
- For School Districts:
 - Candidate filing notice: [M.S. 205A.06, subd. 2](#)
 - Election notices; sample ballot: [M.S. 205A.07](#)
- Mail election and mail ballot procedures: [M.S. 204B.46](#); [M.R. 8210.3000, subparts 2 and 3](#)
- Levy Referendum: [M.S. 126C.17, subd. 9\(b\)](#)
- Public accuracy test: [M.S. 206.83](#)

6.0 ABSENTEE VOTING

The county auditor administers regular absentee voting for county, state and federal special elections, and UOCAVA voting for all special elections. In advance of these county/state/federal elections, an auditor may designate a full-time municipal clerk to administer regular absentee voting and related provisions.

When a city, town or school district special election is held on a day other than a state election day, the clerk of that jurisdiction is responsible for all absentee administration, with the exception of UOCAVA absentees. ([M.S. 203B.05, subd. 2](#))

The municipality or school district may ask the county auditor to administer absentee voting on their behalf. The county can accept or decline this request. If the auditor agrees to administer absentee voting on behalf of the municipality or school, the administration costs incurred are to be paid by the city, town or school district holding the election.

Note: Minnesota statutes do not provide for a city or township clerk to administer a standalone school district election on behalf of a school district.

Absentee administration includes, but is not limited to:

- Mailing absentee ballot applications to permanent AB voters at least 45 days before the election
- Filling absentee ballot requests received via mail, email, fax or in-person
 - **Note:** Unless held in conjunction with a county, state or federal election, the online *regular* absentee ballot application is not available for local special elections.
- Establishing an absentee ballot board for the accepting/rejecting of returned AB envelopes
 - **Note:** Ballot board meetings are public. Challengers can be present.
- Conducting outreach to any health care facilities that exist within the jurisdiction

Absentee voting takes place in the office of the auditor or the municipal or school clerk. The auditor/clerk may also designate additional absentee voting locations. Absentee voting locations are also polling places. This means that the same campaigning prohibitions that apply to precinct polling places on Election Day apply to AB voting locations throughout the absentee period. ([M.S. 203B.081](#); [204C.06](#))

For a complete guide to AB administration, refer to the [Absentee Voting Administration Guide](#).

7.0 ELECTION JUDGES AND VOTING EQUIPMENT

7.1 ELECTION JUDGES

For special elections, a minimum of three election judges shall be appointed for each precinct. (Note, student election judge trainees do not count toward the minimum number of judges per precinct.)

All election judges must be trained. County auditors are responsible for training judges or delegating the training responsibility to city or township clerks. School district clerks do not have the authority to train judges.

A judge's training certification is effective for two years. So, during a special election, there is a pool of trained election judges to draw from. Judges are appointed by the governing body of the jurisdiction

holding the election (e.g. school board would appoint judges to serve at the school district special election). See the [County Auditor Election Guide](#) or appropriate [Clerk Election Guide](#) for additional information about election judges.

Note: For township or school district elections that are held solely for township or school district offices respectively, the usual party balance requirement does not apply. ([M.S. 204B.21](#); [205.075, subd. 4](#); [205A.10, subd. 2](#))

7.2 VOTING EQUIPMENT

Assistive voting devices (e.g. AutoMARK, ImageCast Evolution, or Verity TouchWriter) must be available for use at **all** special elections. (The only exception is for standalone township elections in a town with less than 500 registered voters). An assistive voting device must be set up at each polling place on election day as well as the absentee voting location(s) during the AB voting period. ([M.S. 206.57, subd. 5](#))

Because assistive devices must be used, ballots must be in the optical scan format and prepared according to the rules for optical scan ballot layout. A jurisdiction can choose to hand count ballots or use a tabulator. ([M.R. 8250.1810](#))

Testing of the equipment (whether assistive voting device, tabulator, or both) is required. Both preliminary testing and public accuracy testing must be completed prior to election day. For further information regarding equipment testing, refer to the [Voting Equipment Testing Guide](#). ([M.S. 206.83](#); [M.R. 8220.1550](#))

8.0 ELECTION RESULTS

8.1 CANVASSING

Following the special primary or special election, the election results must be certified by the jurisdiction's canvassing board. Refer to the following citations for the canvass process:

- Federal and State: [M.S. 204C.31, subd. 2](#); [204D.27](#)
- County: [M.S. 204C.31, subd. 1](#); [204C.33](#)
- City: [M.S. 205.185, subd.3](#); [205.065, subd. 5](#)
- Township: [M.S. 205.185, subd.3](#)
- School District: [M.S. 205A.03, subd. 4](#); [205A.10](#)

Dependent upon the jurisdiction holding the election and the election type (vacancy or question), it may be necessary to provide election results to another entity. Review the enabling legislation and Minnesota election statutes carefully for any additional reporting requirements.

8.2 REPORTING RESULTS WITH ERS

The Election Reporting System (ERS) hosted by the OSS is available upon request for county level special elections. ERS is also available when a municipal or school district special election is held on the August primary or November general election date in any year. ERS is not available for local special elections held on other dates.

9.0 APPENDIX

9.1 SCHOOL DISTRICT BOARD MEMBER VACANCY TABLE

Note: This table is to assist in determining the process to use when a regular vacancy occurs. You will need to know:

- The **year** the School Board Member was **elected**; and
- The **date** the **vacancy occurred**

Table 2. School Board Member Vacancy Table (Date of Vacancy up to Aug. 5, 2020)

Year School Board Member Elected	8-10-2017 to 1-1-2018	1-2-2018 to 8-8-2018	8-9-2018 to 1-7-2019	1-8-2019 to 8-7-2019	8-8-2019 to 1-6-2020	1-7-2020 to 8-5-2020
2014	Appoint until 1-7-2019 (No Special Election)	Appoint until 1-7-2019 (No Special Election)	Appoint until 1-7-2019 (No Special Election)	N/A	N/A	N/A
2015	Appoint until Special Election 11-6-2018	Appoint until Special Election 11-6-2018	Appoint until 1-6 -2020 (No Special Election)	Appoint until 1-6-2020 (No Special Election)	Appoint until 1-6-2020 (No Special Election)	N/A
2016	Appoint until Special Election 11-6-2018	Appoint until Special Election 11-6-2018	Appoint until Special Election 11-5-2019	Appoint until Special Election 11-5-2019	Appoint until 1-4-2021 (No Special Election)	Appoint until 1-4-2021 (No Special Election)
2017	N/A	Appoint until Special Election 11-6-2018	Appoint until Special Election 11-5-2019	Appoint until Special Election 11-5-2019	Appoint until Special Election 11-3-2020	Appoint until Special Election 11-3-2020
2018	N/A	N/A	N/A	Appoint until Special Election 11-5-2019	Appoint until Special Election 11-3-2020	Appoint until Special Election 11-3-2020

9.2 SAMPLE SPECIAL ELECTION CALENDARS

9.2.1 County Commissioner

Note: When calendaring, statutory timelines should be followed as far as practicable.

Table 3. Sample County Commissioner Special Election Calendar

Date	Action	Reference
December 20, 2016	Vacancy Declared	None
January 3, 2017	Notice of Candidate Filing	At least 2 weeks before 1 st day to file
January 17 – 31, 2016	Candidate Filing Period	2 weeks or as long as practicable
February 2, 2017	Last day for candidates to withdraw	2 days following the close of candidate filing
February 17, 2017	Special Primary AB Period	46 days before the Special Primary
April 1, 2017	County open for AB voting 10:00am-3:00pm	Saturday before Election
April 3, 2017	AB voting until 5:00pm	Day before Election
April 4, 2017	Special Primary Day	None
April 6 or 7, 2017	Canvass Special Primary Results	2 nd or 3 rd day following SP
April 13 or 14, 2017	Contest Period Expires	7 days after canvass
April 21, 2017	Special Election AB Period	46 days before Special Election
June 3, 2017	County open for AB voting 10:00am-3:00pm	Saturday before Election
June 5, 2017	AB voting until 5:00pm	Day before Election
June 6, 2017	Special Election Day	Not less than 120 days following date vacancy declared
Beginning June 9 – Ending June 16, 2017	County can canvass Special Election Results	3 rd and 10 th days following the election
June 16 – 23, 2017	Contest period expires, dependent upon when canvass held	7 days after canvass
If no contest filed	Issue certificate of election when receive certification of filing from winning candidate	None
After certificate of election issued	Winner seated immediately	None

9.2.2 Legislative

Table 4. Sample Legislative Special Election Calendar

Date	Action	Reference
October 16	Governor issues writ (of special election)	Filed with OSS immediately
October 16	OSS immediately sends copy of writ to county auditors	None
October 16	County Auditor posts at least 5 days before close of filing	None
December 8	Filings Open	None
December 14	Filings Close	No later than 14 days before the special primary
December 14	Withdrawal close (5:00 p.m. day after last day for filing)	None
~ December 18	Absentee for Special Primary begins	As soon as ballot proof approved
January 9	County open for AB voting from 10:00am to 3:00pm	Saturday before election
January 11	County open for AB voting until 5:00pm	Day before election
January 12	Special Primary	Not later than 14 days before special election Note: Not held if only 1 individual from each major party files
January 13	County Primary Canvass	Day after Special Primary
January 14	State Primary Canvass	Not later than 4 days after county canvass
~ January 15	Absentee for Special Election	None
February 6	County open for AB voting from 10:00am to 3:00pm	Saturday before election
February 8	County open for AB voting until 5:00pm	Day before election
February 9	Special Election	No more than 35 days after issuance of writ
February 10	County Canvass	Next day
February 13	State Canvass	Not later than 4 days after county canvass
February 15	Certificate of Election	2 days after state canvass

9.3 'HOME' COUNTY CHECKLISTS

9.3.1 Stand-Alone School District Elections

SVRS

Polling Places

- Check school district's SVRS combined precinct(s) for your county against school district resolution
 - verify Polling Place assigned
 - verify Precincts included
 - verify all precincts in county are assigned to a combination

Election Schedule

- If *special* election – Home County sets up election (Add New)
- If *regularly scheduled* election – OSS will add school district primary and general election
- After Election is *Active*: Within Election Checklist, ensure Districts are verified (checkbox is marked)

Note: OSS activates all SVRS elections. (In order to activate, all precincts in district must be in a combination.)

Absentee Voting

- If school district clerk administering ABs, provide the following:
 - Permanent AB List (voters who are automatically sent an AB application before each election)
 - Master List (voters in your county who fall within school district boundaries); provide updated List within 7 days of the election.
- Administer UOCAVA voting for your county
 - Issue ballots
 - Establish UOCAVA ballot board
 - Accept/Reject returned ballots from UOCAVA voters; Issue Replacements

Rosters

- Set Print Preferences
- Mark Rosters Ready to Build
- Print / Distribute Rosters to District

Note: Rosters cannot be printed until after the close of pre-registration. Before marking rosters ready to build, ensure all VRAs are entered and all SVRS pending work is completed for district's voters.

Voting History

- Post roster history for the residents of your county
- Enter EDRs for your county's residents

ERS

Note: Applies only if election will be held on August Primary day or November General Election day

Offices / Candidates /Questions

- Add school district office(s)
 - Coordinate with non-Home county regarding entry of school district candidates (non-Home county does have ability to enter candidates)
- Enter Ballot Questions

- Run Offices in Election and Questions in Election reports to review entries. Make corrections as needed.

Ballots

- Coordinate with non-home county(ies) to submit sample-UOCAVA ballot files to OSS
- Note: Providing sample-UOCAVA ballot files is *optional*

Precinct Review

- Review school district precincts in election
 - Will reflect SVRS SD combinations, unless there is a concurrent municipal election

Election Results

- Complete OSS results reporting survey
 - If reporting results, continue below

Results Reporting

- Conduct results testing
- Enter results on election night or morning after
- Generate abstract for school district (optional)

9.3.2 Stand-Alone Municipal Elections

SVRS

Polling Places

- Check precinct polling locations to ensure they are up-to-date

Election Schedule

- If *special* election – Home County sets up election (Add New)
- If *regularly scheduled* election – OSS will add Municipal primary and general election
- After Election is *Active*: Within Election Checklist, ensure Districts are verified (checkbox is marked)

Note: OSS activates all elections.

Absentee Voting

- If municipal clerk administering ABs, provide the following:
 - Permanent AB List (voters who are automatically sent an AB application before each election)
 - Master List (voters in your county who fall within MCD boundaries); provide updated List within 7 days of the election.
- Administer UOCAVA voting for your county
 - Issue ballots
 - Establish UOCAVA ballot board
 - Accept/Reject returned ballots from UOCAVA voters; Issue Replacements

Rosters

- Set Print Preferences
- Mark Rosters Ready to Build
- Print / Distribute Rosters to municipality

Note: Rosters cannot be printed until after the close of pre-registration. Before marking rosters ready to build, ensure all VRAs are entered and all SVRS pending work is completed for district's voters.

Voting History

- Post roster history for the residents of your county
- Enter EDRs for your county's residents

ERS

Note: Applies only if election will be held on August Primary day or November General Election day

Offices / Candidates /Questions

- Add municipal office(s)
 - o Coordinate with non-Home county regarding entry of municipal candidates (non-Home county does have ability to enter candidates)
- Enter Ballot Questions
- Run Offices in Election and Questions in Election reports to review entries. Make corrections as needed.

Ballots

- Coordinate with non-home county(ies) to submit sample-UOCAVA ballot files to OSS

Note: Providing sample-UOCAVA ballot files is *optional*

Precinct Review

- Review precincts in election to ensure they are correct

Election Results

- Complete OSS results reporting survey
 - o If reporting results, continue below

Results Reporting

- Conduct results testing
- Enter results on election night or morning after
- Generate abstract for municipality (optional)

9.4 'NON-HOME' COUNTY CHECKLISTS

9.4.1 Stand-Alone School District Elections

SVRS

Polling Places

- Check school district's SVRS combined precinct(s) for your county against school district resolution
 - verify Polling Place assigned
 - verify Precincts included
 - verify all precincts in county are assigned to a combination

Election Schedule

- If *special* election – Home County sets up election (Add New)
- If *regularly scheduled* election – OSS will add school district primary and general election
- After Election is *Active*: Within Election Checklist, ensure Districts are verified (checkbox is marked)

Note: OSS activates all SVRS elections. (In order to activate, all precincts in district must be in a combination.)

Absentee Voting

- If school district clerk administering ABs, provide the following:
 - Permanent AB List (voters who are automatically sent an AB application before each election)
 - Master List (voters in your county who fall within school district boundaries); provide updated List within 7 days of the election.
- Administer UOCAVA voting for your county
 - Issue ballots
 - Establish UOCAVA ballot board

Accept/Reject returned ballots from UOCAVA voters; Issue Replacements

Rosters

- Set Print Preferences
- Mark Rosters Ready to Build
- Print / Distribute Rosters to District

Note: Rosters cannot be printed until after the close of pre-registration. Before marking rosters ready to build, ensure all VRAs are entered and all SVRS pending work is completed for district's voters.

Voting History

- Post roster history for the residents of your county
- Enter EDRs for your county's residents

ERS

Note: Applies only if election will be held on August Primary day or November General Election day

Offices / Candidates /Questions

- Home County adds school district office(s)
 - Coordinate with Home county regarding entry of school district candidates (non-Home county does have ability to enter candidates)
- Home County enters Ballot Questions

- Run Offices in Election and Questions in Election reports to review entries. Contact Home County if corrections needed.

Ballots

- Coordinate with home county(ies) to submit sample-UOCAVA ballot files to OSS
- Note: Providing sample-UOCAVA ballot files is *optional*

Precinct Review

- Review school district precincts in election
 - o Will reflect SVRS school district combinations, unless there is a concurrent municipal election

Election Results

- Complete OSS results reporting survey
 - o If reporting results, continue below

Results Reporting

- Conduct results testing
- Enter results on election night or morning after
- Generate abstract for school district (optional)

9.4.2 Stand-Alone Municipal Elections

SVRS

Polling Places

- Check precinct polling locations to ensure they are up-to-date

Election Schedule

- If *special* election – Home County sets up election (Add New)
- If *regularly scheduled* election – OSS will add Municipal primary and general election
- After Election is *Active*: Within Election Checklist, ensure Districts are verified (checkbox is marked)

Note: OSS activates all elections.

Absentee Voting

- If municipal clerk administering ABs, provide the following:
 - o Permanent AB List (voters who are automatically sent an AB application before each election)
 - o Master List (voters in your county who fall within MCD boundaries); provide updated List within 7 days of the election.
- Administer UOCAVA voting for your county
 - o Issue ballots
 - o Establish UOCAVA ballot board
 - o Accept/Reject returned ballots from UOCAVA voters; Issue Replacements

Rosters

- Set Print Preferences
- Mark Rosters Ready to Build
- Print / Distribute Rosters to municipality

Note: Rosters cannot be printed until after the close of pre-registration. Before marking rosters ready to build, ensure all VRAs are entered and all SVRS pending work is completed for district's voters.

Voting History

- Post roster history for the residents of your county
- Enter EDRs for your county's residents

ERS

Note: Applies only if election will be held on August Primary day or November General Election day

Offices / Candidates /Questions

- Home County adds municipal office(s)
 - Coordinate with Home county regarding entry of municipal candidates (non-Home county does have ability to enter candidates)
- Home County enters Ballot Questions
- Run Offices in Election and Questions in Election reports to review entries. Contact Home County if corrections needed.

Ballots

- Coordinate with non-home county(ies) to submit sample-UOCAVA ballot files to OSS

Note: Providing sample-UOCAVA ballot files is *optional*

Precinct Review

- Review precincts in election to ensure they are correct

Election Results

- Complete OSS results reporting survey
 - If reporting results, continue below

Results Reporting

- Conduct results testing
- Enter results on election night or morning after
- Generate abstract for municipality (optional)