

2020

State of Minnesota

Presidential Nomination Primary

Elections Administrator Guide



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PRESIDENTIAL NOMINATION PRIMARY ELECTION ADMINISTRATION CALENDAR

This abbreviated calendar lists important deadlines related to the 2020 State of Minnesota Presidential Nomination Primary. Each listing includes citations to Minnesota Statutes or Minnesota Rules. Full text of the Minnesota Election Statutes and Rules can be found at the [Minnesota Office of the Revisor of Statutes](https://www.revisor.mn.gov) (<https://www.revisor.mn.gov>). This calendar is not intended to provide legal advice and should not be used as a substitute for legal guidance. Readers should consult with an attorney for advice concerning specific situations.

When a statutory reference is to a certain number of days before an election or other event, start counting from the day before the event. When determining the days after the event, start counting from the day after the event. If the last day falls on a weekend or legal holiday, that day is usually omitted. For example, if a deadline falls on a Sunday, that day is omitted and Monday becomes the day of the deadline.

The complete, detailed versions of the 2019 and future 2020 Elections and SVRS-related tasks calendars are and will be available at the Office of the Minnesota Secretary of State [Election Calendars](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-calendars/) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-calendars/>).

Beginning in 2018, special elections for local jurisdictions are to be held on the uniform election dates identified in [M.S. 205.10, subd. 3a](#) and [205A.05, subd. 1a](#). Federal and state special elections are not required to be held on the newly identified uniform election dates. The Presidential Nomination Primary election does not fall on one of these uniform election dates and is an *additional* election date for the 2020 calendar year. No other election can be held on this date.

MARCH 2019

3-1-2019: Last day for all major party chairs to jointly submit to Office of the Secretary of State the single date of agreement of the date of the next year's presidential nomination primary. If no agreement is provided, it is held the first Tuesday in March of the presidential election year. Cannot be held on the annual March town elections date. [M.S. 202A.14, subd. 1\(b\)\(1\)](#); [205.075, subd. 1](#); [207A.11\(b\)](#)

MAY 2019

5-1-2019: Obtain number of registered voters for each precinct as of 8:00 a.m. Used for rotation of names on Presidential Nomination Primary ballots. [M.S. 206.61, subd. 5](#)

5-14-2019: May Uniform Special Election Date.

AUGUST 2019

August 2019: Counties and local municipalities work with the Office of the Secretary of State's Office to define and collect information regarding estimated administration costs associated with the 2020 Presidential Nomination Primary.

8-30-2019: No later than September 1st of year preceding a presidential election year, the Secretary of State certifies to the Office of Management & Budget the estimated state and local costs of administering the Presidential Nomination Primary. The OSS may make supplemental certifications to OMB if new information indicates actual costs will exceed initial estimate. [M.S. 207A.15, subd. 1\(b\)](#)

SEPTEMBER 2019

September 2019: OSS provides PNP-specific training to county elections staff across the state. There will be two sessions.

9-15-2019: Within 15 days of the Secretary of State certifying estimates of Presidential Nomination Primary election administration costs (deadline is September 1, 2019), the Office of Management & Budget must place funds into a specific account for OSS administrative uses and for county/municipal estimated administrative costs for distribution after the election. [M.S. 207A.15, subd. 1\(b\) & \(c\)](#)

OCTOBER 2019

10-1-2019: Last day for municipalities to **withdraw** from polling place “combinations” for the next calendar year. The deadline to withdraw from combined polling places is October 1st in the calendar year **before** the presidential nomination primary is held. This is an earlier deadline to withdraw than in other years. [M.S. 204B.14, subd. 2\(b\), para. 7](#)

10-15-2019: At least 20 weeks before the Presidential Nomination Primary the Secretary of State will provide notice to counties of the date (March 3, 2020). [M.S. 207A.14, subd. 1](#)

10-25-2019: Within 10 days of receiving the notice of the Presidential Nomination Primary election date, the counties must provide a notice of the date to each municipal clerk within the county. [M.S. 207A.14, subd. 1](#)

NOVEMBER 2019

11-1-2019: Last day for municipalities to **establish** polling place “combinations” for the next calendar year. The deadline to establish combined polling places is November 1st in the calendar year **before** the presidential nomination primary is held. This is an earlier deadline to establish a combination than in other years. [M.S. 204B.14, subd. 2\(b\)](#)

11-26-2019: Last day for counties to determine if a precinct has fewer than 500 registered voters if they wish to have a minimum of three judges for state “primary” elections. The Presidential Nomination Primary is considered a state primary. [M.S. 204B.22, subd. 1](#)

DECEMBER 2019

12-4-2019: Even though jurisdictions have until December 31st of each year to pass a resolution/ordinance defining poll places for the next calendar year, M.S. 204B.16, subd. 3 & 205A.11, subd. 3 remain. Therefore, poll places for the March 2020 Presidential Nomination Primary should be confirmed by this date to meet the 90-day deadline as noted in these statutes. [M.S. 204B.16, subds. 1 & 3](#); [205A.11, subds. 2\(b\) & 3](#)

12-4-2019: Last day for municipal governing body or county board to authorize or revoke mail balloting before March 2020 Presidential Nomination Primary. [M.S. 204B.16, subd. 3](#); [204B.45, subd. 1](#); [M.R. 8210.3000, subp. 2](#)

12-4-2019: If electronic pollbooks will be used for the first time at the Presidential Nomination Primary election, a notice is to be sent to the Office of the Secretary of State noting that all precincts will use electronic rosters. If not, specify which precincts. The notification is valid for all subsequent elections, unless revoked. If precincts were not included in the initial notification of intent to use electronic rosters, a new notification must be submitted – at least 90 days before the primary date. [M.S. 201.225, subd. 6\(a\)](#)

12-18-2019: Notice of the election and the special mail procedures, to include information specific to the presidential nomination primary administration of mail ballots, must be posted at least 10 weeks prior to the election. If first election, notice must be given by one or more additional means identified in [M.R. 8210.3000, subp. 3](#). [M.S. 204B.45, subd. 2](#); [M.R. 8210.3000, subp. 3](#)

12-20-2019: Absentee voting period begins for special elections being held on the February Uniform Election Date (February 11, 2020) – 46 days before the election. [M.S. 203B.081, subd. 1](#)

12-24-2019: Last day for the Office of the Secretary of State to provide Presidential Nomination Primary example ballots to counties/ballot vendors – 70 days before the primary date. [M.S. 207A.14, subd. 2](#)

12-25-2019: Christmas holiday. Government offices closed.

12-31-2019: Last day for Major Political Parties to submit to the Office of the Secretary of State the names of their candidates to appear on their Presidential Nomination Primary ballot. Also last day for Major Political Parties to submit a request to have "uncommitted" and/or "write-in" items on their ballot - 63 days before the primary date. [M.S. 207A.13, subd. 1\(c\) & 2\(a\)](#)

12-31-2019 through 3-2-2020: Contact UOCAVA voters who did not include party on FPCA.

JANUARY 2020

1-1-2020: New Year's Day. Government offices closed.

1-3-2020: Last day to send a Presidential Nomination Primary Absentee Ballot Application (specific form) to each person on the list of eligible voters who have applied to automatically receive an AB application – 60 days before the primary date. [M.S. 203B.04, subd. 5](#); [203B.06, subd. 1](#); [M.R. 8210.0200, subp. 4](#)

1-3 through 3-2-2020: Time period for Presidential Nomination Primary election judges, head election judges and health care facility election judges to successfully complete a one-hour training course that includes PNP-specific content related to the election judge role they will serve – within 60 days of the primary date. [M.R. 8215.0600, subp. 1](#)

First week in January: State Elections Director will send out 2020 state elections recount contracts to participating counties the first week in January 2020. Agreements should be signed and returned before the March 3, 2020, Presidential Nomination Primary election date.

1-17-2020: Electronic versions of all Presidential Nomination Primary ballot styles and types have been transmitted to the Office of the Secretary of State for "My Ballot" information. [M.S. 204D.09](#)

1-17 through 2-18-2020: Time period for Presidential Nomination Primary Mail Ballots to be mailed. Send Non-Registered Mail Ballot notice to Challenged/See ID identified voters - Not more than 46 days nor later than 14 days before primary date. [M.S. 204B.45, subd. 2](#)

1-17 through 3-2-2020: Period of time for Absentee Voting for Presidential Nomination Primary elections. Assistive voting device required for all Absentee Ballot voting locations - at least 46 days before election through the primary date. [M.S. 203B.04, subds. 1 & 2\(a\)](#); [203B.081, subd. 2](#); [204B.35, subd. 4](#); [M.R. 8250.0200](#); [8250.1810, subp. 1](#)

1-20-2020: Martin Luther King Jr. Day. Government offices closed.

1-21-2020: Last day for post-secondary institutions to submit housing lists.

1-21-2020: Last day to pre-register for special elections being held on the February Uniform Election Date (February 11, 2020). Paper applications received in person or by mail have a 5:00 p.m. deadline. Online voter registrations received through Office of the Secretary of State secure website have an 11:59 p.m. deadline – closes 21 days before special election date. [M.S. 201.061, subd. 1](#)

1-31-2020: If electronic pollbooks will be used at the Presidential Nomination Primary elections, counties & municipalities are to certify to the OSS that they meet all requirements of [M.S. 201.225](#) – at least 30 days before the nomination primary date. [M.S. 201.225, subd. 6\(b\)](#)

FEBRUARY 2020

2-7-2020: Last day for Office of the Secretary of State to prepare & furnish to each county, 2 for each precinct, instruction posters printed in large type upon cards or heavy paper for the Presidential Nomination Primary. Special language related to the Presidential Nomination Primary is required-see [M.S. 207A.12\(b\)](#) for details - at least 25 days before the nomination primary date. [M.S. 204B.27, subd. 3](#); [207A.12\(b\)](#)

2-7-2020: Absentee voting period begins for March Town Elections (March 10, 2020) – 30 days before the town election date. [M.S. 203B.081, subd. 2](#)

2-7-2020: If electronic pollbooks will be used at the March Town Elections, counties or municipalities are to certify to the OSS that they meet all requirements of [M.S. 201.225](#) – at least 30 days before the March town election date. [M.S. 201.225, subd. 6\(b\)](#)

2-10-2020: Beginning of health care absentee voting period.

2-11-2020: February Uniform Special Election Date.

2-11-2020: Last day to pre-register for Presidential Nomination Primary election. Paper applications received in person or by mail have a 5:00 p.m. deadline. Online voter registrations received through Office of the Secretary of State secure website have an 11:59 p.m. deadline – closes 21 days before primary date. **Special Note:** February special election EDRs must be entered into SVRS quickly so that EDR voters will be placed on Presidential Nomination Primary & March Town Election rosters before printing/downloading. [M.S. 201.061, subd. 1](#)

2-14-2020: Municipal clerks & counties (unorganized territory) post a public notice stating the date of the Presidential Nomination Primary. Notice includes the location of each poll place, voting hours & info specific to the presidential nomination primary as outlined in [M.S. 207A.12\(b\)](#). Notice may be published in addition to posting - at least 15 days before the primary date. [M.S. 207A.14, subd. 3](#)

2-17-2020: Presidents' Day. Government offices closed.

2-18-2020: Last day for Office of the Secretary of State to transmit to each county auditor examples of any blank forms to be used for the Presidential Nomination Primary - at least 14 days before the primary date. [M.S. 204B.27, subd. 1](#)

2-18-2020: Last day to pre-register for March Town elections (March 10, 2020). Paper applications received in person or by mail have a 5:00 p.m. deadline. Online voter registrations received through Office of the Secretary of State secure website have an 11:59 p.m. deadline – closes 21 days before primary date. [M.S. 201.061, subd. 1](#)

2-25-2020: The chair of each Major Political Party must submit to the Secretary of State the names of any write-in candidates, if any, to be counted for that party on their Presidential Nomination Primary ballot. The party must have requested that there be a "write-in" choice on their ballot at least 63 days before the election - no later than 7 days before the presidential nomination primary. [M.S. 207A.13, subd. 2\(b\)](#)

2-25-2020: Last day for abstract forms for Presidential Nomination Primary to be provided by the Office of the Secretary of State electronically via ERS - must be available at least one week prior to the primary date. [M.S. 204B.27, subd. 1](#)

2-25-2020: PRECINCT CAUCUS MEETINGS. One week before Presidential Nomination Primary Election Date. In every state general election year, beginning at 7 p.m., there shall be held for every election precinct a party caucus. There is no longer reporting of presidential straw poll results because of Presidential Nomination Primary. [M.S. 202A.14, subd. 1](#); [202A.18, subd. 2a](#); [202A.20, subd. 2](#)

2-28-2020: Absentee voting period begins for special elections being held on the April Uniform Election Date (April 14, 2020) – 46 days before the election. [M.S. 203B.081, subd. 1](#)

MARCH 2020

1-3 through 3-2-2020: Time period for Presidential Nomination Primary election judges, head election judges and health care facility election judges to successfully complete a one-hour training course that includes PNP-specific content related to the election judge role they will serve – within 60 days of the primary date. [M.R. 8215.0600, subp. 1](#)

1-17 through 3-2-2020: Period of time for Absentee Voting for Presidential Nomination Primary elections. Assistive voting device required for all Absentee Ballot voting locations - at least 46 days before election through the primary date. [M.S. 203B.04, subds. 1 & 2\(a\)](#); [203B.081, subd. 2](#); [204B.35, subd. 4](#); [M.R. 8250.0200](#); [8250.1810, subp. 1](#)

3-2-2020: State Elections Director will send out 2020 state elections recount contracts to participating counties the first week in January 2020. Agreements should be signed and returned before the March 3, 2020, the Presidential Nomination Primary election date.

3-3-2020: PRESIDENTIAL NOMINATION PRIMARY DAY. Must be held each year in which a president and vice president of the U.S. are to be nominated and elected. If the major parties do not jointly submit a different date by March 1 in a year prior to a presidential election year, the presidential nomination primary must be held on the first Tuesday in March in the year of the presidential election. [M.S. 207A.11](#)

3-4-2020: Presidential Nomination Primary EDRs for voters who reside within a town holding March town elections (March 10, 2020) or a jurisdiction holding a special election on either the April or May Uniform Election Date (April 14; May 12, 2020) must be entered into SVRS quickly; before each election's rosters are printed/downloaded.

3-5-2020 – 3-6-2020: County canvassing period.

3-10-2020: March Town Elections Date.

3-10-2020: Presidential Nomination Primary State Board Canvass Board meets in a public space in the Capitol complex to canvass & certify copies of the county canvassing board reports. Immediately after meeting the Secretary of State notifies the chair of each major party of the results - 7 days after the primary date. [M.S. 204C.32, subd. 2](#); [207A.12\(c\) & \(d\)](#)

3-24-2020: Last day to pre-register for special elections being held on the April Uniform Election Date (April 14, 2020). Paper applications received in person or by mail have a 5:00 p.m. deadline. Online voter registrations received through Office of the Secretary of State secure website have an 11:59 p.m. deadline – closes 21 days before special election date. [M.S. 201.061, subd. 1](#)

3-26-2020: Absentee voting period begins for special elections being held on the May Uniform Election Date (May 12, 2020) – 46 days before the election. [M.S. 203B.081, subd. 1](#)

APRIL 2020

4-14-2020: April Uniform Special Election Date.

4-14-2020: Voting history from Presidential Nomination Primary must be posted. This includes roster voting history & Election Day registrations and voting history for absentee and mail ballots received too late. Election Day registration data entry can be extended if county notifies the Office of the Secretary of State before deadline. Extension is now limited to 28 additional days. OSS will now post data about county's compliance with history deadlines on public website. [M.S. 201.121, subd. 1\(a\)](#); [201.171](#)

4-21-2020: Last day to pre-register for special elections being held on the May Uniform Election Date (May 12, 2020). Paper applications received in person or by mail have a 5:00 p.m. deadline. Online voter registrations received through Office of the Secretary of State secure website have an 11:59 p.m. deadline – closes 21 days before special election date. [M.S. 201.061, subd. 1](#)

MAY 2020

5-9-2020: Counties & municipalities are encouraged to submit their requests for payment of presidential nomination primary expenses to the OSS as soon as all information is gathered. The **deadline** to submit requests for payment is May 9, 2020. All requests must include an itemized description of actual costs & copies of invoices & must be certified. The OSS shall provide each county & municipality with the appropriate forms for requesting payment & certifying expenses for the Presidential Nomination Primary - within 60 days after the presidential nomination primary state canvass board meeting. [M.S. 207A.15, subd. 2\(b\)](#)

5-12-2020: May Uniform Special Election Date.

5-25-2020: Memorial. Day. Government offices closed.

JUNE 2020

6-8-2020: The Office of the Secretary of State must reimburse counties & municipalities their certified Presidential Nomination Primary expenses - no later than 90 days after the presidential nomination primary state canvass board meeting. [M.S. 207A.15, subd. 2\(b\)](#)

JULY 2020

7-1-2020: The Office of Management & Budget must transfer back to the general fund any funds remaining from the Presidential Nomination Primary elections account - 120 days after the Presidential Nomination Primary state canvass board certifies results. [M.S. 207A.15, subd. 1\(c\)](#)

1.0 INTRODUCTION

This guide is designed to aid county auditors and municipal election clerks in the administration of the State of Minnesota's Presidential Nomination Primary (PNP). Please use this guide 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 [Minnesota Office of the Revisor of Statutes](https://www.revisor.mn.gov/) (<https://www.revisor.mn.gov/>). If you are using an interactive electronic edition of this guide, you may simply click on the citations to retrieve a current statute or rule. In all matters, the law or the rule itself is the final authority.

This guide focuses on the election duties performed by election administrators for the Presidential Nomination Primary. There are other materials developed to assist with the administration of the Presidential Nomination Primary:

- Presidential Nomination Primary Supplemental Election Judge Guide
- Presidential Nomination Primary SVRS & ePollbook Technical User Documents
- Presidential Nomination Primary ERS, Equipment & ENR Technical User Documents

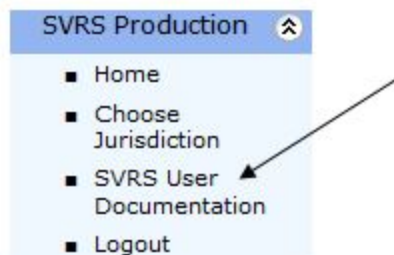
Because the Presidential Nomination Primary is a state election, except for the unique items identified in statutes and rules specific to this type of primary, much of the overall processes and procedures of a state partisan primary election are to be followed.

For a more comprehensive view of election administration in Minnesota, we refer you to the following election guides that are not specifically written for the Presidential Nomination Primary:

- County Auditor's Election Guide
- City Clerk Election Guide
- Township Clerk Election Guide
- Election Judge Guide
- Voting Equipment Testing Guide
- Absentee Voting Administration Guide
- Mail Voting Guide
- Recount Guide
- Train the Trainer Guide
- Election Terminology Guide

These guides, training materials and other publications are updated periodically. Current editions are available at the Office of the Minnesota Secretary of State [Election Guides](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>).

In addition, there are several user documents and electronic presentations on the use of the Statewide Voter Registration System (SVRS). You may find a library of instructions under User Documentation in SVRS:



Please contact this office if you have comments on how this publication could better support the needs of county auditors.

County Auditor and staff can contact the OSS with election related questions at 651-201-1338 or by e-mail to elections.dept@state.mn.us.

Municipal Clerks

Municipal clerks are supported by the county election offices. If you are having SVRS technical issues and/or questions about the overall Presidential Nomination Election process, please start with the county elections office as they have the best information for their jurisdictions within their county. For municipal clerks who do not have access to SVRS to access its user documentation page, please contact the county elections office so the needed materials can be sent using other methods such as e-mails or printing paper copies.

1.1 ABBREVIATIONS & DEFINITIONS USED IN THIS GUIDE

AB: Absentee ballots/voting.

ALM: Annual List Maintenance.

Counties: County election offices.

EDR: Election Day registration

ENR: Election night reporting.

ERS: Election Results System.

MB: Mail ballots/voting.

Municipalities: City and town clerk offices and/or city councils/town boards. The term municipality does not include school districts.

Partisan State Primary: The state primary election held in August of an even-year to determine party nominees for state & federal offices (does not include presidential candidates) and often includes judicial, county, city and school district primary races.

PNP: Presidential nomination primary.

SVRS: Statewide Voter Registration System.

OSS: Office of the Minnesota Secretary of State.

1.2 OVERVIEW

The Presidential Nomination Primary is an additional, regularly-scheduled statewide election being held in the year in which a president and vice president of the U.S. are to be nominated and elected (every four years). The state primary election currently held on the second Tuesday in August and the state general election held on the first Tuesday after the first Monday in November will continue to be administered in all even-numbered years. [M.S. 204D.03, subds. 1 & 2](#); [207A.11\(b\)](#)

1.2.1 Presidential Nomination Primary

A presidential nomination primary must be held each year in which a president and vice president of the United States are to be nominated and elected. The party chairs of Minnesota's major political parties may jointly submit to the OSS by March 1 the year prior to the PNP year a single date to conduct the election. The date chosen cannot be the date of the March town general elections. If a date is not submitted by March 1st of the prior year, the presidential primary will be held the first Tuesday in March of the primary year (March 3, 2020). [M.S. 207A.11\(b\)](#)

Presidential nomination primary voters must be eligible to vote in the State of Minnesota on the day of the primary. The PNP voter must request the ballot of the party for whose candidate the individual wishes to vote. The choice must be recorded on the roster and will be added as part of the voting history for the primary. The major party ballot choice of a voter will only be shared with the chairs of the major political parties after the election.

The purpose of the PNP is for voters in the State of Minnesota who identify with a major political party to vote for a presidential candidate who they wish for their party to nominate as the candidate on the November state general election ballot. This nominating primary replaces the "preferential polls" (also known as "straw polls") that were conducted at party caucus meetings in the past.

If requested by the party chair, the ballot for that party must contain a place for their party's voters to indicate a preference for having delegates attend the national convention as "uncommitted" to any candidate. In addition, the party chair may request that their party's ballot have a spot for "write-in" candidates. Party chairs must request an "uncommitted" and/or "write-in" item on their party's ballot no later than 63 days before this primary (December 31, 2019). If a party has chosen a "write-in" line on their ballot, the chair must submit the names of write-in candidates to be counted on their ballot no later than 7 days before this primary (February 25, 2020). [M.S. 207A.13](#)

The certified results of each party's nomination primary in the State of Minnesota must "bind the election of [Minnesota political party] delegates" who will attend each party's nominating convention and vote. Questions regarding a party's nominating convention and the processes followed are to be directed to the party's state leadership. Contact information of Minnesota political parties can be found at the Office of the Secretary of State's [Political Parties](#) webpage found at <https://www.sos.state.mn.us/elections-voting/how-elections-work/political-parties>. [M.S. 207A.12\(d\)](#)

1.3 DISCUSSING THE NEW PRESIDENTIAL NOMINATION PRIMARY WITH VOTERS

The Presidential Nomination Primary includes requirements and procedures that are different than what Minnesota voters have known for previous state primaries. Most notably:

1. The requirement that one must state their major party preference;
2. A voter will be given a presidential "primary" ballot with only those party's candidates on the ballot;
3. There will only be the one office (president) on the ballot and it will be one name only (not a team);
4. A party may choose to have "uncommitted" and "write-in" items on their ballot; and

5. The choice of major party ballot is private, except that it will be shared with the chairs of the major parties after voting history has been entered for the election.

These notable items are “significant” changes for the voters of Minnesota, and will, most likely, lead to some confusion, additional questions and heightened concerns.

It is expected that there will be a large volume of inquiries and sharing of concerns from voters in the days leading up to the PNP date:

- When voters hear information about the PNP from news and social media sources.
- When voters are asked to declare their major party preference as a part of their absentee ballot application.
- When mail ballot precinct voters are sent multiple ballots within their envelope packets and instructed to vote only one ballot.

On Presidential Nomination Primary Day:

- When voters hear from friends and family about the request for the major party preference when they were at the polls.
- When voters arrive at the roster or registration table and they are asked their major party preference before being given a ballot.
- If voters refuse to provide their major party preference to the election judges and they are turned away from the poll place without voting.

After Voting in the Presidential Nomination Primary:

- When voters (or friends and family members) are contacted by the major parties who have received the information as to a voter’s party ballot choice.

It is also important to note that a voter’s major party preference will not be a part of the voter’s registration record, but, will be a part of their voting history that is shared only with the chairs of the major parties. The major parties do not have any restrictions as to how they will use that information other than what is already prescribed by current laws (campaign, election administration and/or law enforcement purposes).

The outreach team of the Office of the Secretary of State is developing informational brochures and talking points to assist with an election administrator’s responses to these questions and concerns. It is believed that there will be a higher volume of inquiries/concerns associated with the PNP compared to other state primary elections.

It is suggested that counties and municipalities plan accordingly for their incoming communication centers beginning in January of 2020 (the start of PNP absentee and mail ballot voting).

2.0 PRESIDENTIAL NOMINATION PRIMARY ELECTION TRAINING

2.1 COUNTY AUDITOR & MUNICIPAL CLERKS TRAINING

The Elections Division of the Office of the Minnesota Secretary of State will conduct a training session for county election administrators in the fall of 2019. The sessions will include suggested best practices, distribution of forms developed for this primary's administration and materials that can be used for local election official meetings and election judge training sessions.

It is suggested that new county election administrators review 2018 materials related to administering state elections before the PNP-focused September 2019 training sessions because the even-year Auditor's Conference will not be held until after the PNP; April 29-May 1, 2020.

Recommended materials related to the administration of any state election for county elections staff to review before PNP training sessions:

- County Auditor's Election Guide
- County Auditor Conference Presentations found in SVRS User Documentation
- Municipal and School Clerk Responsibilities Slideshow found in SVRS User Documentation (focus on municipal clerk duties)
- Election Judge Guide
- Voting Equipment Testing Guide
- Absentee Voting Administration Guide
- Mail Voting Guide
- Recount Guide
- Train the Trainer Guide
- Election Terminology Guide

After reviewing the materials related to the laws, rules and best practices of administering any state election, then it is recommended that county elections with SVRS access review user documents under the categories closely related to their assigned job duties in SVRS User Documentation (link to webpage found in SVRS left-menu under SVRS Production).

It is also strongly recommended that new county auditors or any new staff members the county auditor wishes to designate to obtain the County Election Administration Training certification as noted in [M.S. 204B.27, subd. 10](#), M.R. 8240.0100, subp. 7, [M.R. 8240.0200, subp. 4](#), [M.R. 8240.1200](#) and [M.R. 8240.2900](#) do so before the date of the PNP (March 3, 2020).

A reminder: Before new municipal clerks are able to administer an election, they are *required* by [M.S. 204B.25, subd. 4](#) and [M.R. 8240.2700, subp. 1](#) to have obtained a Municipal Clerk Election Administration training certification as noted in [M.S. 204B.25, subd. 4](#), [M.R. 8240.0100, subp. 7](#), [M.R. 8240.0200, subp. 2](#), [M.R. 8240.1200](#), and [M.R. 8240.2700](#). It is recommended for county election offices to review the documentation of all municipal clerks' certification and provide training sessions/materials for those who need to obtain the certification before the PNP election date.

2.2 ELECTION JUDGE TRAINING

To serve as an election judge for the Presidential Nomination Primary, an individual must have been certified as an election judge in the past two years. To serve as a head election judge or a health care facility election judge one must have attended the required corresponding training course in the past two years. All election judges serving the presidential nomination primary must attend, within 60 days of the date of the PNP, a one-hour training course that includes content specific to the primary's unique procedures.

The Presidential Nomination Primary election judge training course will consist of the following topics:

- Opening the polls: Clerk certificate will note the total number of ballots delivered; not the number of each party's ballots. Sample ballot posting & posters/information cards differences.
- Ballot differences: one for each major party
- Roster & registration differences: Request of major party choice, noting that choice on the roster & noting that choice on the ballot receipt.
- ePollbook differences: Party choice screen(s).
- Voter eligibility differences: Must provide party choice or the voter is not eligible to vote.
- Ballot distribution differences: Ballot given to voter must match what is listed on the ballot receipt & spoiled ballots can only be replaced with the same party's ballot.
- Challengers: Cannot challenge a voter's choice of major party ballot.
- Complaints: HAVA vs. state election law complaints.
- Closing the polls: Do not have to "tie out" individual party's ballot; "tie out" the total amount of ballots delivered to poll place.
- Post-election differences: All voters' party choice will be provided to the chair of each major party; but, it will not be a part of the public information lists.

3.0 PRECINCT BOUNDARY CHANGES

Precinct changes normally must be completed by the municipality (or county board for unorganized territories) no later than December 1 in the year prior to the year of the state general election. Because the 2020 Presidential Nomination Primary is in a year ending in zero, no additional precinct changes will be allowed after January 1, 2020 until after the legislature has been redistricted in 2021 or 2022, with the following exceptions:

- City annexations of adjacent territory in the same county may be included in an adjacent precinct.
- Municipalities or counties may split the territory of one precinct into multiple smaller precincts. Names of the new precincts shall include the name of the former precinct.
- First class cities may reestablish precincts within four weeks of adoption of ward boundaries in 2021, as provided in MS 204B.135, subd. 1. [M.S. 204B.14, subd. 3](#)

Precinct lines must not cross city, ward, county, county commissioner, soil and water conservation, legislative or congressional district boundaries. [M.S. 204B.14, subds. 2 & 3](#); [375.025, subd. 1](#); [103C.311, subd. 2](#)

The municipal clerk (or county board for unorganized territories) must provide the following notification after a boundary change occurs:

- the municipal clerk must immediately notify the county auditor and the OSS. OSS provides a Precinct Boundary Change Notice form for this purpose on the [Election Administrator Forms](#) webpage (<https://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-administrator-forms/>).
- the municipal clerk must file a corrected base map with the county auditor and the OSS within 30 days after the boundary change was made.
- post a notice of the change for at least 56 days; the change cannot go into effect until a notice has been posted for the 56-day period.
- if polling locations change, make arrangements with the county auditor to notify the affected voters and their households of the change. [M.S. 204B.14, subd. 5](#)

The county auditor must use the corrected map filed by the municipal clerk to update the precinct finder in SVRS. The corrected map and precinct finder must be made available for inspection. If a municipality makes a change to the boundary of an election precinct (or if an annexation occurs affecting a precinct boundary) the auditor must notify each school district with territory affected by the boundary change at least 30 days before the effective date of the change. [M.S. 204B.14, subd. 5](#)

3.1 ANNEXATIONS AND PRECINCT BOUNDARY CHANGES

A common trigger event for precinct boundary changes is municipal annexation, which usually goes through the [Minnesota Boundary Adjustments Unit](#) of the Office of Administrative Hearings (<http://www.mba.state.mn.us/>). The Minnesota Boundary Adjustments staff works with property owners, local governments and state agencies to review and facilitate municipal boundary adjustments. After an annexation has occurred affecting a precinct boundary, the municipal clerk must comply with the precinct boundary change requirements in [M.S. 204B.14, subd. 5](#). Annexed territory may be incorporated into the existing adjacent precinct if the new precinct meets all legal requirements and the pre-annexation municipal boundary was not coterminous with a county, county commissioner, legislative or congressional district boundary. Coterminous boundaries have a boundary in common.

If the pre-annexation municipal boundary **was** coterminous with a county, county commissioner, legislative or congressional district boundary, a new precinct must be created. If the affected territory is

contiguous with the municipal boundary, is in the same county and contains 50 or fewer registered voters, the OSS may move the boundary to be coterminous. Please call the Elections Division at (651) 215-1440 or 1-877-600-8683 for more information on the process of obtaining a Boundary Adjustment Order from the OSS. [M.S. 204B.14, subd. 5](#); [204B.146, subd. 3](#)

A change in the boundary of a precinct that has occurred as a result of a municipal boundary adjustment that is effective more than 21 days before a regularly scheduled election takes effect at the scheduled election. A change that is effective less than 21 days before a regularly scheduled election takes effect the day after the scheduled election. February 11, 2020, is 21 days before the date of the PNP. [M.S. 204B.14, subd. 4a](#)

3.2 HOUSE NUMBER AND STREET ADDRESS CHANGES

If a municipality administratively changes the number or name of a street address of an existing residence, the municipal clerk shall promptly notify the county auditor and the county auditor shall immediately update the voter records of registered voters in SVRS to reflect the change. A municipality must not make a change to the number or name of a street address of an existing residence effective during the 45 days prior to any election in a jurisdiction which includes the affected residence. January 18, 2020 is 45 days before the date of the PNP. [M.S. 201.11, subd. 2](#)

4.0 POLLING PLACES

4.1 POLLING PLACE DESIGNATION

[M.S. 204B.16, subd. 3](#) still states that “no designation of a new or different polling place shall become effective less than 90 days prior to an election....” The Presidential Nomination Primary is being held on March 3, 2020. Ninety days prior to March 3rd is December 4, 2019. Therefore, it is possible that the last day for a polling place change to be approved is before December 4, 2019. Jurisdictions should consult with legal advisors if there is a need for a polling place change for the PNP.

The designated polling place remains the polling place for that election precinct throughout the next calendar year unless:

- an emergency occurs after the deadline to designate a polling place but before the polls close on Election Day
- a polling place becomes unavailable
- a township designates one location for state/federal elections and one location for all a township’s standalone elections. [M.S. 204B.16, subd. 1; 204B.175](#)

If the designated polling place has changed, the governing body shall send to every affected household a nonforwardable, mailed notice stating the location of the new polling place at least 25 days before the next election. Counties may work with local jurisdictions to fulfill this administrative requirement including providing address data or labels. PVCs can be used to send notifications of municipal and county (unorganized territory) election precinct polling place changes. PVCs are not required; any type of notification document (i.e., letter, trifold) can be used, as long as it is sent as non-forwardable. [M.S. 204B.16, subd. 1a](#)

4.1.1 Emergency Polling Place Designation

Election Emergency Plans

With an election date of March 3, 2020, in the State of Minnesota, there could easily be weather-related “emergencies” and so reviewing the current plans that were either updated or confirmed by July 1, 2019, is important.

A county is required to have an elections emergency plan. The plan must address the needs of voters with disabilities in all aspects. When an emergency requires the relocation of the polling place, the plan must include:

- Procedures for securing the ballots and voting equipment
- Notifying the public and other government officials
- Restoring voting activities as soon as possible

It is suggested that the details of the county emergency plan related to changing a polling place shortly before or on Election Day are shared with election judges during certification training.

If the county contains jurisdictions that cross county lines, all counties must ensure that there are uniform emergency plans for that municipality. Cities, towns and school districts may create a local elections emergency plan that would then govern all election emergencies within that local jurisdiction.

Counties and municipalities must review their election emergency plan prior to each state general election and revisions are to be completed and filed with the OSS by July 1 of the state general election year. [M.S. 204B.181](#)

Changing a Polling Place due to an Emergency

If a polling place is changed on Election Day due to an emergency, the requirement to notify the voters with a nonforwardable mailed notice does not apply. [M.S. 204B.16, subd. 1a](#)

If a local election official determines that an emergency has occurred or is imminent, the local election official must procure a polling place that is:

- as near the designated polling place as possible
- in compliance with [M.S. 204B.16, subds. 4 & 5](#) (prohibited locations & provides access by elderly and persons with disabilities)

If it is not possible to locate a new polling place in the precinct, the replacement polling place may be located outside of the precinct without regard to distance limitations. The location official must certify to the appropriate governing body the expenses incurred because of the change. Expenses are paid as part of the expenses of the election.

Once the new location is confirmed the local election official must immediately notify the county and OSS. The notice must include:

- the reason for the relocation
- the reason for the location of the new polling place
- information about extended hours at replacement polling place if applicable

The notice is immediately posted, shared with election judges and placed on a website of the jurisdiction if one is available. Local media outlets are requested to publicly announce the details of the notice.

On Election Day, the local election official must post the notice in large print in a conspicuous place at the original polling place, if practical. The notice must include the address and directions to the replacement polling place. The posted notice at the original location should be in a location visible to voters in a motor vehicle, if practical. [M.S. 204B.16, subd. 3](#); [204B.175](#); [204C.05, subd. 2\(b\)](#)

4.2 COMBINED POLLING PLACE

Under certain circumstances, governing bodies may combine polling places into a single, accessible location with a single team of election judges. A copy of the ordinance or resolution establishing a combined polling place must be filed with the county auditor within 30 days after approval by the governing body or, in the case of multiple municipalities, all governing bodies. Separate returns are kept for each precinct involved.

The following circumstances allow for the establishment of a single, accessible, combined polling place **no later than November 1** of the previous calendar year if a PNP is scheduled for the next calendar year:

- for any city of the third or fourth class, any town or any city having territory in more than one county in which all the voters of the city or town shall cast their ballots
- contiguous precincts in the same municipality
- up to four contiguous cities and townships located outside the metro area that are located in the same county
- noncontiguous precincts located in one or more counties subject to approval of both the governing body of each municipality and the secretary of state, and
- mail election precincts, in which case the designation by the municipality or the auditor of only 1 centrally-located polling place is required (see Mail Elections Guide) [M.S. 204B.14, subd. 2](#); [204B.45, subd. 1](#)

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

Note: If combined poll places are approved by the November 1, 2019, deadline, the combinations must remain in place for all elections, including the August state primary and the November general elections, held in the 2020 calendar year.

Rosters Special Note: Precinct rosters cannot be “combined” in the same way that they are combined for a school district standalone election. If paper rosters are being used, the paper rosters for each precinct must be kept separate (usually separate three-ring binders). Items to consider if using electronic pollbooks for a combined precincts for municipal, county, state and/or federal elections:

- Poll finder features must include the address ranges for all combined precincts
- If precincts cross multiple counties, each county will need to certify the use of electronic pollbooks before use in an election
- If precincts cross multiple counties, the voting history and election day registration records must be separated and a file given to each county containing only their records to process

4.3 VOTER NOTIFICATION OF POLLING PLACE CHANGE

When municipalities change polling places, in addition to notifying the auditor to update SVRS, they also must notify, at the least, all affected households with at least 1 registered voter by a non-forwardable mailing no later than 25 days before the next election. [M.S. 204B.16, subd. 1a](#)

4.4 POLLING PLACE ACCESSIBILITY

Federal and state laws require that all polling places be fully accessible and usable by elderly voters or voters with disabilities. [M.S. 204B.16, subd. 4](#)

Municipal clerks should visit polling locations periodically to verify that polling locations are still accessible. The OSS Polling Place Accessibility Diagnostic Tool posted on the [Election Guides](#) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>) provides instructions on how polling place inspections should be performed.

See the text of the [Americans with Disabilities Act](#) (<https://www.ada.gov/pubs/ada.htm>) for more specific details on accessibility.

4.5 ELECTION SUPPLIES/COSTS FOR THE PRESIDENTIAL NOMINATION PRIMARY

The Office of the Secretary of State shall reimburse the counties and municipalities for presidential nomination primary administration expenses from the PNP elections account including:

- preparation and printing of ballots
- postage for absentee ballots
- publication of the sample ballot
- preparation of polling places in an amount not to exceed \$150 per polling place
- preparation of electronic voting systems in an amount not to exceed \$100 per precinct
- compensation for temporary staff or overtime payments
- salaries of PNP election judges
- compensation of county canvassing board members
- other expenses as approved by the OSS

Counties and municipalities must submit separate requests for payments of their individual presidential nomination primary costs within 60 days (May 9, 2020) after the results of the primary are certified by

the State Canvassing Board. The requests for payment must be accompanied by an itemized description of actual expenditures, including copies of invoices, and must be certified that it is based on actual costs related to the PNP.

The OSS will provide the appropriate request for payment and certification forms to counties and municipalities. No reimbursement will be made unless the county or municipality complies with the requirements as set forth by [M.S. 207A.15](#). The OSS will complete the issuance of reimbursements no later than 90 days (June 8, 2020) after the results of the PNP have been certified by the State Canvassing Board. [M.S. 207A.15](#)

If there are funds remaining in the PNP elections state account, the Office of Management & Budget must transfer back those funds to the state's general fund 120 days (July 1, 2020) after the results have been certified by the State Canvassing Board. [M.S. 207A.15, subd. 1\(c\)](#)

5.0 PRECINCT CAUCUSES

Precinct caucuses are the first step used by Minnesota's major political parties to select the candidates and issues they will support in the upcoming elections. Minnesota now has four major parties: Legal Marijuana Now Party, Grassroots-Legalize Cannabis Party, Republican Party of Minnesota and Democratic-Farmer-Labor Party.

Precinct caucuses as outlined in [Chapter 202A](#) of the Minnesota Statutes will still take place in 2020, but, the preference poll to decide upon presidential candidate teams will not take place.

5.1 ELIGIBILITY TO PARTICIPATE IN CAUCUSES

Precinct caucuses are open to anyone who is eligible to vote or will be eligible to vote by the state general election and lives in the precinct. Precinct Caucus participants must support or intend to support the party and may only participate in one party's caucus. The purpose of precinct caucuses is to elect local party officers and delegates to the party conventions and to discuss resolutions. Precinct caucuses may also be used by the major political parties as opportunities to conduct preference polls and to help recruit election judges. [M.S. 202A.16; 202A.18, subd. 2a; 202A.20, subd. 2](#)

5.2 CAUCUS DATE

Because the two largest major political parties did not submit a single precinct caucus date by March 1st of 2019, the caucus is being held on the Tuesday immediately prior to the PNP: **February 25, 2020.** [M.S. 202A.14, subd. 1](#)

Public facilities shall be made available for the precinct caucus meetings identified in [Chapter 202A](#) of Minnesota Statutes. A charge for the use of the facilities may be imposed in an amount that does not exceed the lowest amount charged to any public or private group. [M.S. 202A.192](#)

There are limitations on a variety of public meetings on the night of a major political party precinct caucus scheduled as per [Chapter 202A](#) of the Minnesota Statutes. Please see [M.S. 202A.19](#) for details.

Every employee is entitled to be absent from work to attend a major political party precinct caucus meeting scheduled as per [Chapter 202A](#) of the Minnesota Statutes, after giving the employer at least 10 days' written notice. They are entitled to attend the precinct caucus meetings without penalty or deduction from salary or wages other than a deduction in salary for the time of absence from employment. [M.S. 202A.19, subd. 2](#)

5.3 CAUCUS NOTICE

Each party's county or legislative district chairs must publish notice of the precinct caucuses for at least six days, indicating the date, time and place for all their caucuses. They must also deliver the same information to the municipal clerk and county auditor at least 20 days before the precinct caucus. The county auditor then makes this information available at least 10 days before the date of the caucuses to persons who request it. During state election years the OSS works with the political parties and hosts an online caucus finder on the OSS website. [M.S. 202A.14, subd. 3](#)

6.0 VOTER REGISTRATION

6.1 VOTER REGISTRATION APPLICATIONS (VRAS)

Because this is a state primary election, all federal and state election voter registration laws apply.

To facilitate voter registration, auditors are responsible for printing and distributing voter registration applications (VRAs) throughout their counties. For registration on Election Day, auditors must supply all polling places with adequate quantities of VRAs in order to accommodate all voters who need to register. The voucher oath in [M.R. 8200.9939](#) may be printed on the backside of VRAs used for Election Day registration. An estimate of the number of VRAs that will be needed can be determined by looking at past similar elections within the county.

The presidential nomination primary election is being held at the beginning of the calendar year; presenting the possibility of multiple 21-day pre-registration deadlines and roster generation time periods for multiple elections in quick succession: February's uniform special election date, Presidential Nomination Primary, March town elections, April's uniform special election date and May's uniform special election date.

All county offices need to keep in mind that even though the deadline to enter EDRs for an election is 42 days; because of fast-approaching elections, a county may need to complete EDR data entry into SVRS before the generation of the next election's rosters.

A list of items to be considered by county election offices during this time period is provided below. The information and scenarios presented are not legal opinions of the OSS; they are simply items to discuss and consider when planning for the 2020 election year. *Any detailed questions regarding specific voter registration questions are to be directed to the county's legal advisor for a definitive answer.*

Entry of Election Day Registration Applications

It will be important for counties to enter EDRs from each election as soon as possible; especially for voters who reside in jurisdictions with another election scheduled. When a person registers and votes on election day, they are considered registered to vote and, therefore, should, in most cases, have their names listed on the next election's roster.

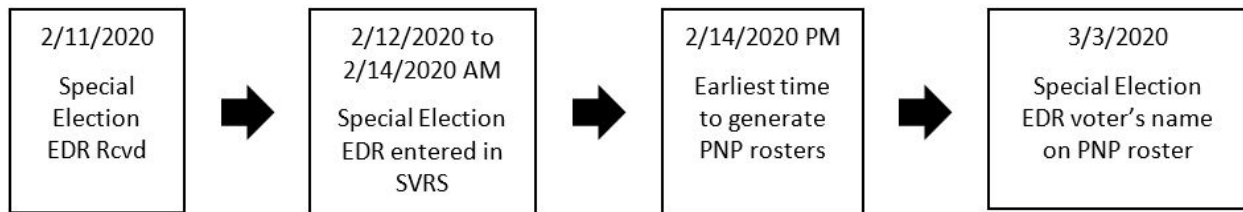
Roster Generation

It is strongly encouraged to delay the generation of a roster for an election during this time period to make sure that all Election Day registration and all other registration applications received by the 21-day deadline for that election have been entered into SVRS. In addition, the "late registrations" received from voters for one election should, in most cases, be present on the roster for the next election. If you work with the OSS to print paper rosters, please coordinate these efforts with the Elections Division so that the paper rosters are generated on a later date if needed.

Examples of Different Registration Scenarios during this Time Period

Example A

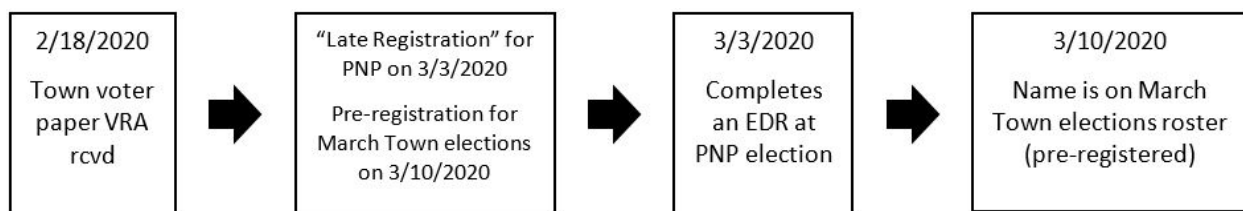
A voter who completes an Election Day Registration at a February special election on February 11, 2020, and wishes to vote at the Presidential Nomination Primary being held on March 3, 2020, will have met the pre-registration deadline of February 11, 2020, so their name should, in most cases, be included on the PNP roster. Counties will need to enter all February elections' EDRs before generating rosters for the PNP.



Example B

A township voter submits a paper voter registration application to the county by 5:00 p.m. on February 18, 2020 (they did not have a special election on February 11, 2020). They have missed the pre-registration deadline to have their name placed on the roster for the Presidential Nomination Primary. If they arrive to vote at the PNP, they will need to complete an EDR in order to do so. However, their name will need to be on the March town elections roster because the "late registration" for the PNP allows them to become registered the day after that election and their March town elections VRA was submitted by that election's pre-registration deadline. Plus they completed an EDR at the PNP becoming registered that day.

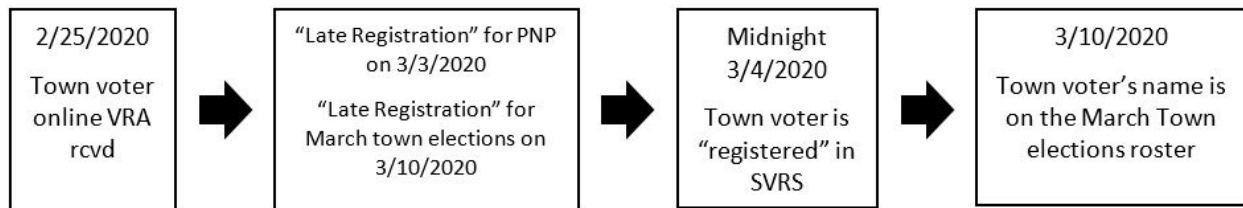
Special Note: Because of the need to make sure that all PNP "late registrations" and EDRs are processed in SVRS, OSS plans to "lock" the March town elections roster generation process in SVRS until the late afternoon of Friday, March 6, 2020. We encourage counties with March town elections to plan accordingly so that data entry of PNP EDRs is complete by the morning of Friday, March 6, 2020. Consider this data entry deadline when providing estimates of costs to the OSS in August of 2019.



Example C

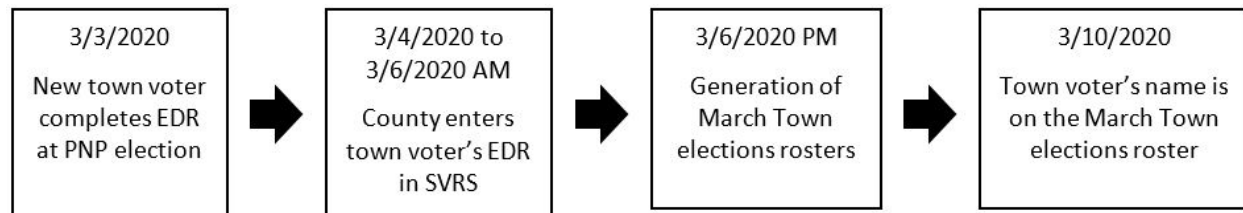
A township voter submits an online voter registration application sometime on the day of February 25, 2020. The application is considered a “late registration” for the upcoming March 3, 2020, Presidential Nomination Primary AND the March 10, 2020, March Town elections. However, at midnight on March 4, 2020, the voter becomes a registered voter in SVRS. Regardless if the town voter completes an EDR at the PNP elections, because of the law addressing “late registrations,” the voter becomes a registered voter, in most cases, the day after the next election.

For this reason and other voter registration timeline issues, as stated above, OSS plans to “lock” the SVRS process to generate March town rosters until late in the afternoon of Friday, March 6, 2020.



Example D: A new township voter arrives at the Presidential Nomination Primary on March 3, 2020, and is required to complete an Election Day Registration. They are considered registered on that day (they are given a ballot to vote); therefore, their EDR will need to be processed in SVRS before the March town election rosters are generated so that their name is placed on the March town elections rosters on March 10, 2020.

For this reason and other voter registration timeline issues, as stated above, OSS plans to “lock” the SVRS process to generate March town rosters until late in the afternoon of Friday, March 6, 2020.



6.1.1 Online Voter Registration

The ability to register to vote or to update one’s voter registration information “online” became available in the fall of 2013. At the [Online Voter Registration](https://mnvotes.sos.state.mn.us/VoterRegistration/VoterRegistrationMain.aspx) application (<https://mnvotes.sos.state.mn.us/VoterRegistration/VoterRegistrationMain.aspx>), data is entered by the voter and the information is queued in SVRS for county auditors to process the record.

Please keep in mind that one’s ability to submit an online voter registration application will continue even after the 21-day pre-registration deadline for the PNP.

With the increase of electronic records queued into SVRS, county elections staff should review the home page of their SVRS screen daily in order to process newly populated records within the statutorily mandated timelines. SVRS’s home page provides accurate numbers as to how many “overall” electronic applications are pending and also provides specific numbers as to online voter registration applications that are queued for processing:

NUMBER OF PENDING APPLICATIONS (Count=1935)

Source	Pend Reason	Count
DVS	Queued for Processing	444
FPCA-Online	Queued for Processing	2
Online	Queued for Processing	65
DOH Express	Queued for Processing	38
DOH (non-Express)	Queued for Processing	94
County Pended		1
County Pended	Deficient	1281
County Pended	Unpredictable	11
County Pended	Unpredictable, Deficient	19

6.1.2 Late Registration

A voter registration application might be received too late for a pre-registration deadline of one election but might have been received in time for an election that is being held as soon as the following week. For example, the Presidential Nomination Primary is being held Tuesday, March 3, 2020, and the March town elections are being held Tuesday, March 10, 2020.

If a paper voter registration application is received later than 5:00 p.m. or an electronic application is received later than 11:59 p.m. on the 21st day before an election and it is not deficient, the auditor shall send a notice of late registration to the person seeking to register, stating that if the person does not register on Election Day, the registration will become effective on the day after the election. It is suggested that if the voter lives in districts with multiple upcoming elections, the late registration letter is tailored to identify which election they will need to complete an Election Day registration and which elections they will be registered to vote. [M.S. 201.061, subd. 1](#); [M.R. 8200.3110](#)

When an application is marked as a late registration, a late registration notice/letter is automatically produced and placed in the Correspondence queue in SVRS to print. Elections staff are **required to print the letters (perhaps tailoring the letter as described above) and mail them out each day** during the time between the pre-registration deadline and the day before each election. This letter can be used as an Election Day Registration document.

6.1.3 Mail Registration

Although it applies to a small number of voters, there is a special “See ID” requirement for some mail registrants. Mail registration is defined as a voter registration application delivered to the OSS, county auditor or municipal clerk by the U.S. Postal Service or a commercial carrier. “Show ID” only applies when a voter has registered by mail, has not previously voted in a federal election in Minnesota, fails verification and the auditor cannot verify the voter record. In this case, the voter must show a proof of residence, excluding using a voucher, at the polling place on Election Day. [M.S. 201.061](#)

When a VRA is processed in SVRS, the system checks to see if the applicant is new to the system, has never voted in a federal election and if the application has been “mailed in.” If so, the voter record is then sent through the verification process. If the voter record is verified, it becomes exempt from the “See ID” requirement. If this type of voter record fails the verification process, the auditor sends the voter a notification that they may be required to show ID before being allowed to vote in a future election.

Certain “mail-in” voters are exempt from any potential “show ID” requirement, and these voter records are flagged accordingly in SVRS. These voters are exempt because they:

- Are on the permanent list to receive absentee ballot applications
- Vote through health care facility outreach absentee voting
- Are either a military or overseas voter under UOCAVA [M.R. 8200.3200](#)

A voter who is listed as “See ID” is considered to have an incomplete registration. A voter may complete voter registration by doing one of the following:

- Showing proof of residence, excluding using a voucher, to the county auditor up to 20 days before the election,
- Showing a proof of residence, excluding a voucher, on Election Day to the Roster Judge,
- Re-registering on Election Day, or
- Re-registering through the absentee process. [M.S. 201.061, subps. 1a & 3](#)

6.1.4 Election Day Registration

As stated, the entry of Election Day registrations of elections held in the beginning of the year as soon as possible will be important; especially if voters have a fast-approaching 21-day pre-registration deadline for an upcoming election. This includes EDRs received at the polling place on Election Day AND those received from a non-registered absentee voter.

If registering on Election Day, voters must provide specific proof of residence set forth in law. The Election Day registration process occurs in the voter's polling place and is explained in detail in the Election Judges' Guide. [M.S. 201.061, subd. 3](#)

VRAs completed on Election Day must be entered into the system within 42 days after the election, unless you notify the OSS. If, after attempting to verify the information on the voter record in SVRS against Department of Public Safety or Social Security Administration databases, verification cannot be made, the auditor must attempt to resolve the discrepancy. If after being notified, a voter does not provide the necessary information, the voter must be challenged in SVRS and the matter may be referred to the county attorney. If during the verification process, the Department of Public Safety provides information that indicates the voter is ineligible to vote, the auditor must challenge the record in SVRS and refer the matter to the county attorney. [M.R. 8200.5500](#)

6.1.5 Election Day Registration & Student Housing Lists

A post-secondary institution can submit a written agreement to the county auditor no later than 60 days prior to the election stating that the institution will submit an accurate list of persons residing in housing on campus or within 10 miles of campus. The written agreement is effective for all subsequent elections held in that calendar year. Because the PNP is being held on March 3, 2020, early in the calendar year, counties need to keep in mind that the deadline for state elections in the 2020 calendar year is January 3, 2020.

The post-secondary institution must then submit an updated list to the county auditor no earlier than 20 days prior to each election in that calendar year. This list is then delivered to election judges in the appropriate precincts on Election Day for use with photo student identification as a proof of residence by those on the list. The county elections official shall notify all postsecondary educational institutions in the county of the process to provide student housing lists for Election Day registration purposes. [M.R. 8200.5100, subp. 3](#)

6.1.6 Annual List Maintenance - Active vs. Inactive Status

Within 6 weeks after every election, the county auditor shall post the voting history for every person who voted in the election. After the end of the year, the OSS performs annual list maintenance (ALM), and changes those voters who have not voted in the last 4 years to “inactive”. The OSS prepares a report for the county auditor of all “inactive” voters. Those individuals whose status was changed to “inactive” must register before voting in another election. [M.S. 201.171](#)

Because the PNP is held early in the calendar year, there are concerns that absentee voting for some PNP voters might be complicated by a change of registration status from active to inactive when the system completes the Annual List Maintenance in mid-January of 2020. If a PNP voter has submitted a signed statement on an AB application before the date of the Annual List Maintenance, their voter registration record, in most cases, should remain active or returned to active status.

What this means:

- The county will need to review their Annual List Maintenance Report and determine if any voter on the list has submitted an absentee ballot application for the PNP election. They asked for a report to do this.
- If an application has been submitted and the application is dated earlier than the Annual List Maintenance date, in most cases, the voter’s record should be moved back to “active” status.
- If an absentee ballot has not yet been sent to the voter, and they are now in active status, they should be sent registered materials.
- If a “registered” absentee ballot packet has been sent to the voter already, make sure that the voter’s record has been moved back to “active” status (if appropriate), before processing the returned, voted ballot in SVRS.

6.2 REGISTERED VOTER LISTS

6.2.1 Polling Place Rosters and Greeter’s Lists

- OSS provides rosters for every election in the state.
- The rosters may be provided to county auditors in any mutually agreed upon format.
- The poll place rosters (electronic or paper) will have a section for the voter to note their major party choice before the voter is allowed to sign the roster page or certification slip (electronic roster) and given a receipt to receive a ballot.
- If an AB or MB ballot was voted and accepted, that notation along with the major party choice of the voter will be listed on the roster.
- Before a county generates a roster for any election date, they are to make sure that all voter registration applications that have been received by the deadlines are entered into SVRS. This includes all applications received:
 - By all county registration locations AND the OSS by 5:00 p.m. on the 21-day pre-registration deadline date. Reminder: the county might not receive OSS applications received by the deadline for up to two days after.
 - By the online registration system by 11:59 p.m. on the 21-day pre-registration deadline date. Reminder: the online application received by the deadline might not show up in the county’s pending queue for up to three days after.
 - As Election Day Registrations from an election that was held shortly before the 21-day pre-registration deadline for an upcoming election.

- Greeter lists are generated at the same time as rosters and exactly matches a roster's information. Greeter Election Judges may use the Greeter Lists to assist voters waiting in line to confirm that they are registered to vote in that particular polling place.
- Individuals can inspect the polling place rosters used on Election Day, in order to do so:
 - PNP rosters will include information as to the voter's choice of major party ballot. This information was declared "private" during the 2019 legislative session. Therefore, this information is required to be redacted before inspection takes place.
 - the individual must provide the county auditor with identification and submit a written request stating that they will not use the information for purposes unrelated to elections, political activities or law enforcement
 - the county auditor must conceal month & day of birth for all voters on the polling place roster
 - the roster is not available for inspection until the voting history has been posted for that precinct. [M.S. 201.091](#); [204B.40](#); [M.R. 8200.9115](#); [8200.9120](#)

6.2.2 Public Information List

- The county auditor shall make available for inspection a public information list containing the name, address, year of birth, telephone number if provided & voting history of each registered voter in the county. (Note: A paper copy is not kept on hand. For a requested visual inspection, print a public information list for the district requested or allow for viewing of electronic report).
- The Public Information List will include the voting history of the PNP, but, NOT the major party choice of the voter.
- All PNP voters and their party choice of ballot will be shared with the chairs of each of the major parties after data entry is complete (approx. 42 days after the election).
- A separate, different report is being built that will be generated by the OSS and the OSS will distribute the "party choice" directly to the chairs after voting history and EDR data entry is complete.
- The public information list may be inspected by registered voters or copies can be purchased by registered voters for a fee from the OSS. The public information list will not include a PNP voter's choice of major party ballot.
- To inspect or purchase a public information list a registered voter must provide identification & submit a written request stating that they will not use the list for purposes unrelated to elections, political activities or law enforcement.
- A registered voter may request to withhold their voter information from the public information list. The OSS webpage [I Fear For My Personal Safety](#) explains this and other options. (<http://www.sos.state.mn.us/elections-voting/register-to-vote/i-fear-for-my-personal-safety/>). [M.S. 201.091](#); [M.R. 8200.6100-6400](#)

6.3 SVRS RECORDS PENDING QUEUES

Because the Presidential Nomination Primary is being held earlier in the calendar year than other state elections, it will be important for election officials across the state to review and process records placed into SVRS pending queues beginning in December of 2019.

There are multiple forms that can be accepted for the purposes of adding registered voters or updating existing registered voter's information. Voter registration information from these sources is queued into SVRS on a regular basis for county auditors to review and process:

- DVS
- Online Voter Registration Applications
- Online Federal Post Card Applications
- Change of Address Information
- Department of Health and Social Security Administration Deceased Information
- Court Events
- Minnesota Driver's License/Social Security Number Verification Data

The county's SVRS home page provides a list of pending work that is to be addressed and should be reviewed daily. If data is queued to be processed it should be done with 10 days of receipt. [M.S. 201.121, subd. 1](#); [M.R. 8200.9310, subp. 2](#)

Because the PNP is a state election, COA database exchanges of information between ERIC and the OSS will not occur within 47 days of the election date of March 3, 2020 (January 16, 2020).

6.4 CHALLENGES TO VOTER REGISTRATION

6.4.1 Challenging a Voter's Political Party Choice for the Presidential Nomination Primary

There are no provisions found in state election laws that allow for anyone to challenge a voter's major political party choice. There are no provisions for a person's choice that is check marked on the absentee ballot application to be challenged. And there are no provisions for challengers in the poll place to challenge the major political party choice of a voter at the poll place.

When election judges are voting a ballot in the poll place they are a "voter" during the time they are voting and should be treated as such. Their choice of a major party ballot is private and there are no provisions in current state laws for anyone else to question or challenge their party ballot choice.

6.4.2 A Voter's Eligibility to Vote Challenges Prior to Election Day

Any registered voter may "challenge another's registration or eligibility" by petitioning the county auditor. The petition shall state the grounds for the challenge and be accompanied by an affidavit stating that the challenge is based on the challenger's personal knowledge. Within five days after receipt of the petition, the county auditor shall set a date for a hearing on the challenge and notify the challenger by mail. A copy of the petition and notice of hearing shall be served on the challenged voter by the county auditor in the same manner as a civil action. The hearing shall be held before the county auditor or the auditor's designee, who shall then make findings and affirm or dismiss the challenge. [M.S. 201.195](#); [200.031](#)

6.4.3 A Voter's Eligibility to Vote Challenges on Election Day

Election judges, designated challengers or any other voter may challenge the eligibility of a voter on Election Day based on their own personal knowledge. The individual making a challenge in this manner must complete and sign an oath stating the challenger's name, signature, telephone number, address, that the challenge is being made based upon their own personal knowledge and the basis of the challenge. Election judges administer an oath to the challenged voter and ask questions to determine the voter's eligibility. For additional information on Election Day challenges see the Election Judge Guide found at the OSS [Election Guides](#) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>). [M.S. 204C.12](#)

6.4.4 HAVA and/or State Election Law Violation Complaints

State election laws require that a voter who wishes to vote in the Presidential Nomination Primary state their choice of a major political party's ballot to vote. This will be something very different from what Minnesota voters have become accustomed. There will be voters who will refuse to share this choice on their absentee ballot application or at the polls on Election Day. If they do not provide their choice, they are not eligible to vote in the PNP. Therefore, it is likely that a voter who is turned away and not allowed to vote just for the reason of not providing a major party ballot choice may wish to file a complaint.

If a voter is turned away for the *sole reason of not sharing a major political party ballot choice*, there is not a federal Help America Vote Act or State Election Law that is being violated. But, if they insist, please provide a complaint form to them. The appropriate official will respond to the complaint when filed.

The Help America Vote Act provides for a complaint process that allows voters to submit formal complaints regarding specific voter registration, voter information or voting equipment issues on the day of a federal election. This complaint form can be completed on or after Election Day by the voter and is submitted to the OSS. The completed complaint form must be notarized or signed by an election judge on Election Day before it is submitted. A copy of the HAVA Complaint Form is available at the OSS [Election Day Forms](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-day-forms/) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-day-forms/>) and must be made available to voters the day of any federal election. [M.S. 200.04](#)

7.0 PRESIDENTIAL NOMINATION PRIMARY ELECTION JUDGES

Election judges who have obtained certification for the last state election cycle are eligible to serve as an election judge for the Presidential Nomination Primary election as long as they have an additional hour of specific training related to the PNP's unique procedures within 60 days of the date of this primary. The 2020 Presidential Nomination Primary is being held March 3, 2020; therefore, 60-days before the election is January 3, 2020.

If an election judge is appointed to serve as a head judge and/or a health care facility election judge for the PNP, they must have had received the additional training to serve as that type of election judge within the past two years.

The Office of the Secretary of State will develop and provide training materials and presentations for use when conducting the one-hour of PNP specific election judge training.

7.1 PRESIDENTIAL NOMINATION PRIMARY MAJOR POLITICAL PARTIES & ELECTION JUDGE LISTS

By May 1st of 2018, each major political party prepared a list of eligible voters to act as election judges in each election precinct. The political parties furnished the lists electronically to the OSS. The OSS, in turn, furnished the lists to the auditor's office by May 15th of 2018. The electronic information was produced as a report in SVRS. Auditors, in turn, promptly forwarded the lists to city and township clerks.

The city councils and auditors used the party lists to appoint election judges to serve at elections and those same election judges may serve in the Presidential Nomination Primary if they obtain the additional training. If there aren't enough people on the lists or no lists have been received, the governing body may appoint other people who meet the qualifications. The governing body may evaluate applicants to determine if they are capable of carrying out the duties. [M.S. 204B.21, subd. 2](#); [M.R. 8240.0300](#)

An individual who is appointed from a source other than the list furnished by the political parties must provide to the appointing authority the individual's major political party affiliation or a statement that the individual does not affiliate with any major political party. An individual who refuses to provide their major political party affiliation or a statement of unaffiliation must not be appointed as a PNP election judge. [M.S. 204B.21, subd. 2](#)

7.2 PARTY BALANCE

At least 2 election judges in each Presidential Nomination Primary precinct must serve with a different major political party designation (there are now four major parties). The remaining election judges in a precinct can serve without an affiliation to a major political party. No more than half the judges in a precinct may belong to the same major political party. [M.S. 204B.19, subd. 5](#); [204B.21, subds. 1 & 2](#)

The major party affiliation of an election judge or a statement that the judge does not affiliate with a major political party 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. [M.S. 204B.21, subd. 3](#)

7.3 NUMBER REQUIRED

A minimum of three election judges shall be appointed for each precinct with fewer than 500 registered voters as of 14 weeks before the [state] PNP. [M.S. 204B.22, subd 1\(a\)](#)

When planning for the appropriate number of election judges for a precinct the following factors should be kept in mind:

- There will be more questions and concerns of PNP voters especially related to the requirement to declare a major party's ballot choice before voting
- If only the minimum is present, the poll place is at risk of being out of compliance with [M.S. 204B.22](#) if an election judge has to leave the location for any reason during the day
- The number of registered voters assigned to the poll location. Is it significantly more than the suggested 1,500?
- Historical knowledge of the percentage of registered voters who have voted at the poll place on Election Day. The last PNP in 1992 had a less than 10 percent turnout. However, the parties are now "bound" to the results of the 2020 PNP, therefore, turnout may be higher.
- Is there an expected higher turnout for a particular election?
- The number of expected Election Day registrations
- Has redistricting occurred?
- Has the jurisdiction's boundary lines or the precinct's lines changed due to annexation, etc.
- Has the poll place location recently changed?

7.4 VOTER'S MAJOR POLITICAL PARTY BALLOT CHOICE AND PRIVACY

Presidential nomination primary election administrators/assistants and election judges are to be strongly reminded that the major political party choice of a voter (absentee or poll place) has been deemed "private" by state law ([M.S. 207A.12, subd. \(b\)](#)). 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](#).

8.0 NOTICES, CANDIDATES & BALLOTS

8.1 PRESIDENTIAL NOMINATION PRIMARY NOTICES

The 2020 Minnesota presidential nomination primary will be held March 3, 2020.

The Office of the Secretary of State will provide notice of the date of the PNP to county election offices 20 weeks before the primary (October 15, 2019). Within 10 days (by October 25, 2019) after notification each county shall provide notice of the date to each municipal clerk.

Municipal clerks and county elections offices (unorganized territory) shall post (publishing is an *option* in addition to) a public notice stating:

- the date of the PNP
- the location of each polling place
- the hours during which the polling places will be open (same as state elections)
- requirements to vote in the primary as per [M.S. 207A.12\(b\)](#)

8.2 PRESIDENTIAL NOMINATION PRIMARY CANDIDATES

8.2.1 Candidate Names for the Presidential Nomination Primary Ballots

Major political party chairs will submit the names of their candidates to be placed on their respective PNP ballots to the Office of the Secretary of State at least 63 days (December 31, 2019) before the primary date. [M.S. 207A.13, subds. 1\(c\) & 2\(a\)](#)

8.2.2 Uncommitted and Write-In Items on the Presidential Nomination Primary Ballots

If requested by the party chair, the ballot for that party must contain a place for their party's voters to indicate a preference for having delegates attend the national convention as "uncommitted" to any candidate. In addition, the party chair may request that their party's ballot have a spot for "write-in" candidates. Party chairs must request an "uncommitted" and/or "write-in" item on their party's ballot no later than 63 days before this primary (December 31, 2019). If a party has chosen a "write-in" line on their ballot, the chair must submit the names of write-in candidates to be counted on their ballot no later than 7 days before this primary (February 25, 2020). [M.S. 207A.13](#)

Presidential candidates who wish to have their name counted as a write-in candidate on the PNP ballot must contact and work with their major political party. This process is different/separate from the process to have one's name counted on the November presidential election ballot.

If voters ask what the term, "uncommitted" means on their party's ballot, we suggest this explanation:

If a voter chooses "uncommitted" on their major party's presidential nomination ballot, they are telling the party that they wish for the delegates to be sent to their national nominating convention without being "bound" to cast their vote(s) for any one of their party's candidates. If you would like further information about your party's choosing of delegates and/or their national nominating convention, please speak with your party's representatives.

8.3 EXAMPLE & SAMPLE BALLOTS

8.3.1 Example Ballots – Presidential Nomination Primary

The Office of the Secretary of State will provide PNP example ballots to counties and ballot vendors at least 70 days before the primary date (December 24, 2019).

Presidential nomination primary ballots shall be printed in the same manner as state primary ballots as far as practicable with a few notable exceptions:

- The heading will be “Presidential Nomination Primary Ballot”
- There must be separate ballots for each major political party
- Major political party chairs will submit the names to be placed on their ballot to the OSS no later than 63 days before the primary (December 31, 2019). Once submitted, no changes can take place.
- If requested by a major party’s chair, the ballot for their party must contain a place for a voter to indicate a preference for having delegates remain uncommitted (deadline is no later than 63 days before the primary – December 31, 2019)
- If requested by a major party’s chair, the ballot for their party must contain a place for write-in name (deadline is no later than 63 days before the primary – December 31, 2019)
- There will be a rotation of names on each party’s ballot
- If a party has requested the designation of “uncommitted” be placed on their ballot, that designation will be a part of the candidate rotation
- If a party has requested a “write-in” spot on their ballot, it will be placed on the ballot after all other candidates. [M.S. 207A.13](#)

8.3.2 Sample Ballots - Presidential Nomination Primary

Because the presidential nomination primary is a state election, at least 46 days (January 17, 2020) before the PNP the county auditor shall prepare sample ballots for each precinct for public inspection and transmit an electronic copy of the sample ballots to the Office of the Secretary of State. The sample ballot shall be posted in a conspicuous place in the auditor’s office and shall be published at least one week (February 25, 2020) before the PNP in at least one newspaper of general circulation in the county. [M.S. 204D.09](#)

Note: When providing sample ballots electronically for a state election, auditors have the option to provide UOCAVA ballot files as well. When provided, these files are used with the UOCAVA e-mail delivery system in SVRS.

8.3.3 Sample Ballots for Each Polling Location – Presidential Nomination Primary

At least two sample ballots of each party’s presidential nomination primary ballot must be created for posting in each polling place in the county during the day the PNP. Each sample ballot must reflect the offices, candidates and candidate order of the ballot(s) being used in that polling place. [M.S. 204c.08, subd. 2a](#)

8.4 NOMINATING PETITIONS – NON-MAJOR PARTY PRESIDENTIAL CANDIDATES

Non-major party presidential candidates or voters who do not affiliate with a major party in the State of Minnesota may have questions as to presidential ballot access in the State of Minnesota.

The presidential nomination primary is **not** a process to determine nominees for minor, other political or independent parties for placement on the November presidential ballot. These candidates must file by nominating petition to have their names placed on the November presidential ballot. Even with the PNP in place in the State of Minnesota, these candidates are still required to complete the petition process that was previously in place.

The petition must include: Names of presidential & vice-presidential candidates, up to three words stating the political party or principle, ten presidential elector nominees, and ten alternate presidential elector nominees. The submission must include pledges executed by each political party nominee or for unaffiliated candidates.

The filing period for non-major party presidential candidates to submit petition and pledge paperwork is between May 19, 2020 and 5:00 p.m. August 18, 2020 with the Office of the Secretary of State.

Questions about this process should be directed to the Office of the Secretary of State.

9.0 BALLOT PREPARATION

9.1 PRINTING ARRANGEMENTS

Immediately after the major party chairs certify the names of their nominees and/or the presence of “uncommitted” or “write-in” items on their ballots, the official administering the election needs to finalize ballot preparation. The ballots must be prepared in time to have a supply for every precinct available to cover absentee voting at least 46 days (January 19, 2020) before the PNP. [M.S. 203B.081](#); [204B.35](#)

The official charged with preparation of the ballots prepares instructions to the printer in writing addressing candidate name rotation. There will be candidate rotation of each party’s nominees on their ballots. Rotation will include the rotation of the notation of “uncommitted” if requested by the party chair. If a “write-in” item is requested to be placed on the ballot, it will be listed after all nominees. These instructions must be approved by the legal advisor of the official before delivery to the printer. If the printing contract will exceed \$1,000, the election official may request the printer first furnish a bond, letter of credit, or certified check conditioned on the ballots being prepared in accordance with the furnished instructions and Minnesota election law. [M.S. 204D.04, subd. 2](#)

Each precinct must be provided with at least 100 ballots for every 85 individuals who voted in that precinct at the previous “similar” election, or in an amount at least 10 percent greater than the number of votes which are reasonably expected to be cast in that precinct, whichever supply of ballots is greater. The last PNP in the State of Minnesota was held in 1992 and the statewide turnout was 10.64 percent. It is difficult to gauge the expected turnout of a PNP being held on a date that many other states are holding a primary election (greater media coverage for a “super” Tuesday), when a “preferential poll” is not being held at the state caucus meetings, when the major parties have agreed to bind their delegates to the nominees chosen at this primary and in a time when social media influences many demographics of voters.

The auditor or clerk must certify the number of ballots being provided to each precinct, without opening any of the packages of ballots, and provide this number to the election judges for inclusion on the summary statement. [M.S. 204B.28, subd. 3](#); [204B.29 sub. 1](#)

A major decision to resolve well in advance is whether to use an electronic voting system or traditional hand counted paper ballots. Even when normally using an electronic voting system for state elections, it may be more convenient and cost-effective to hand count the ballots for low turnout elections. Even though assistive voting equipment is required (ballots must be optical scan) to be present in a poll location, electronic *tabulation* equipment is not required to be used.

Counties should consult their legal advisor if they plan to change the counting process for the nomination primary election; an amendment to the voting systems plan may be required.

9.2.1 Optical Scan Ballot Layout

Ballots must be prepared by the county auditor according to the rules for format of optical scan systems. The ballots must be packaged for each precinct in groups of 25, 50 or 100. [M.R. 8250.1810](#)

9.3 PROOFING TIPS

Check ballot header language for accuracy.

- Check the layout matches the example ballot.
- Check the headings on the ballot.
- Check major party names on the ballots.
- Check the vote for # on each office.
- Check to make sure candidates are in proper order.
- Check that candidate names are spelled correctly.
- Check for the presence of “uncommitted” or “write-in” items on the ballot.
- Check to make sure candidate names are rotated
- Check to make sure “uncommitted” is rotated with other candidate names if present on the party’s ballot
- Check to make sure that “write-in” item is not rotated and is listed after rotated candidate names if present on the party’s ballot

9.4 COURT REMEDY FOR ERRORS AND OMISSIONS

Any person may petition a court to seek to correct any error, omission or wrongful act that they feel has occurred or is about to occur in the election process or ballot preparation. This includes mistakes in preparing or printing ballots, errors or omissions in printing names or questions, or any error or wrongful act of any individual charged with any duty concerning an election.

The petitioner must state the problem and the proposed solution in the petition. In matters concerning election for state or federal office the petition must be filed with a judge of the state Supreme Court. In matters concerning election for county, municipal, or school district office the petition must be filed with a judge of the district court in the county where the election was held. The court will hold an expedited hearing and issue its findings and orders soon as possible after. Failure to obey the order is contempt of court. [M.S. 204B.44](#)

10.0 ABSENTEE VOTING

An eligible individual seeking to vote at the presidential nomination primary (PNP) can do so by absentee ballot if they so choose.

Absentee voting for the PNP is administered following the same laws and procedures as all other elections. Complete information about absentee voting administration can be found in the [Absentee Voting Administration Guide](https://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/) available on the OSS Election Guides webpage located at <https://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>

The following section highlights the few differences that exist for the presidential primary.

10.1 APPLYING FOR AN ABSENTEE BALLOT

In order to receive an absentee ballot for the PNP, voters must include their major political party choice on their absentee ballot application form.

Voters using the Minnesota process (i.e. “regular”) must complete the separate and unique PNP Minnesota Absentee Ballot Application form. **The usual “regular” application form cannot be used for this election.**

The dedicated PNP application form includes a section to indicate major party choice as well as an oath section with additional certification language.

The online regular absentee ballot application will be available for the PNP and include the information described above. The online absentee ballot applications for the PNP will be available after the November 2019 local general election date (November 5, 2019); most likely early December of 2019.

Military and overseas voters apply for a ballot using the Federal Post Card Application (FPCA). This application form already includes a space for the voter to provide their party preference. In order to receive an absentee ballot for the PNP, applicants must indicate their major political party choice.

The online UOCAVA application has been updated to include a party indicator as well.

10.1.1 Federal Post Card Applications Received Without Party Choice

The county auditor must contact those voters with an active FPCA on file which does not contain a major political party choice. Between 63 and 48 days before the PNP [12/31/2019 – 1/15/2020], the county auditor must reach out to voters by email, U.S. mail, or phone to collect the voter’s choice. The SVRS report *UOCAVA without Party for Pres Primary for Excel*, identifies these voters and includes their contact information.

A voter who has not communicated a party choice by one of the methods described above cannot be sent a PNP ballot.

10.2 SVRS ABSENTEE BALLOT RECORDS

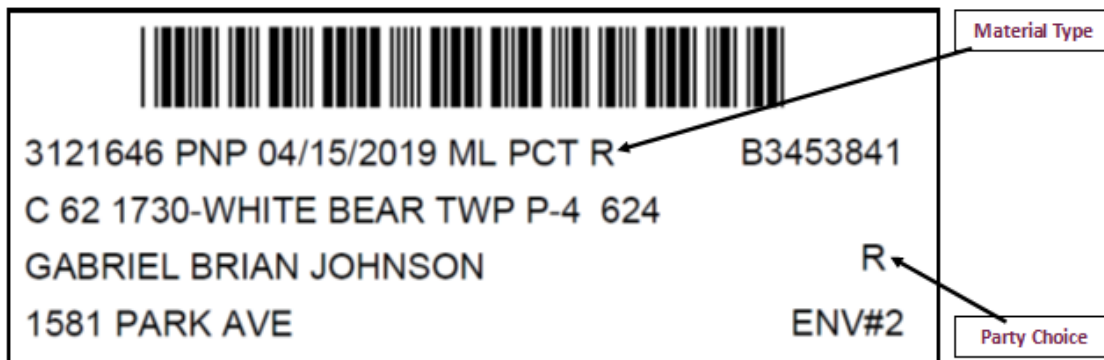
The Absentee Ballot module of the statewide voter registration system (SVRS) must be used for the PNP. When entering *regular* absentee ballot applications for the PNP, entry of the voter’s party choice is required.

For UOCAVA records, in order for a PNP ballot to be initialized, a political party must be specified. The system-generated Envelope #2 label for regular and UOCAVA absentee voters includes the voter's major party choice. Parties are identified by a single letter.

- Democratic-Farmer-Labor Party: **D**
- Grassroots – Legalize Cannabis: **G**
- Legal Marijuana Now: **L**
- Republican: **R**

The Party indicator is located directly above "ENV#2" on the lower right corner of the envelope.

Reminder: The Material Type issued to the voter is indicated by an "R" (Registered) or "NR" Non-registered. This indicator is located in the top row of the label, to the left of the ballot ID number.



10.3 CHANGING MAJOR PARTY BALLOT CHOICE DURING THE ABSENTEE VOTING PERIOD

If a voter chooses to change the choice of the major party ballot during most of the absentee voting period, they will be required to complete another absentee ballot application, choose another party from the list on the application, spoil their previous ballot, and they may be given the new party's ballot to vote. They may complete this "change" process up through the end of business on the 7th day before the election (February 25, 2020). After that time, because the information is then recorded on the rosters, a major party's ballot choice cannot be changed.

However, spoiled ballots may be replaced with a ballot of the same major party as requested on the last application before the 7th day.

Because "direct balloting" occurs within 7 days of the election, a person who votes during this time period may have a spoiled ballot replaced, but, the ballot must remain the choice of the party listed on the application.

10.4 ABSENTEE BALLOT VOTING IN MAIL BALLOT PRECINCTS

Because absentee voters who reside within mail ballot precincts complete an absentee ballot application, they will be sent/given one ballot; their major party ballot choice as listed on their application. This will be different from the multiple ballots that will be mailed/given to the registered mail ballot precinct voter.

The opening, separating and tabulating processes of returned/accepted absentee and mail ballots will have slight differences. Please review the mail ballot precinct counting and processing procedures as outlined in section 11.5 of this manual.

11.0 MAIL BALLOTING AND THE PRESIDENTIAL NOMINATION PRIMARY

11.1 NOTICE OF MAIL BALLOT PROCEDURES

As with other elections, the notice of the election and the mail procedures must be given at least 10 weeks prior to the Presidential Nomination Primary (PNP). In addition to the required information, county auditors may wish to consider including PNP-specific information in the notice such as:

- Registered voters will receive each major political party's ballot.
- Voters must choose the ballot of the party whose principles they generally agree with.
- Only one ballot can be voted and returned. The other blank ballots should be destroyed and discarded.
- Voters must record their party choice on the signature envelope. The voter's choice of a party will not be a part of a public information list, but, will be shared with the major political parties.

Before the first election at which mail balloting will be used or discontinued, even if it is for the presidential nomination primary, a notice must also be given by one or more of the following means:

- publication in a newspaper of general circulation
- posting of notice at public locations within each precinct
- dissemination of information through the media or at public meetings
- mailed notice to registered voters [*M.R. 8210.3000, subp. 3*](#)

Even if the presidential nomination is not the first election at which mail balloting will occur, it is **strongly suggested** that, in addition to posting, election administrators choose to mail the notice of MB procedures. Mailing the notice to voters registered in mail ballot precincts can serve to 'clean up' registration records ahead of the actual ballot mailing.

11.2 MAIL BALLOT MATERIALS

11.2.1 Ballots

Registered voters in mail ballot precincts must receive the ballot of *each* major political party. (Potentially up to four ballots.) They are instructed to return only one ballot and destroy the other blank ballots.

11.2.2. Envelopes

Signature Envelope: A different signature envelope is used for the PNP than for other elections. It contains a PNP-specific certification statement which includes space for the voter to indicate their major political party choice.

Return Mailing Envelope: County auditors should seriously consider the use of an additional white return envelope within which voters can seal their signed signature envelope. Though not required, the separate return mailing envelope would protect from view the information contained on the signature envelope, which includes the voter's name, residence address, major political party choice, and signature.

11.2.3 Instructions

A PNP-specific set of Mail Ballot Instructions is used for this Primary. If the county opts to use the separate return mailing envelope, there is additional language that must be included. Refer to samples provided by the OSS.

11.3 MAIL BALLOT BOARD

11.3.1 Additional Rejection Reason

In addition to the existing envelope review requirements, the ballot board must review the mail ballot signature envelope to verify the voter has indicated their major political party choice. If the party choice is blank or more than one party is indicated, the ballot board must reject the envelope. The ballot board must record the rejection in SVRS. The Returned PNP MB Envelopes module is available in SVRS to process returned MB signature envelopes. The rejection reason "Party choice not valid" is available for these scenarios within the module.

11.3.2 Recording Party Choice in SVRS

Signature Envelopes accepted by the ballot board are recorded in SVRS as well. The major party choice provided by the mail ballot voter must be recorded as ballots are marked "accepted" in SVRS. The Returned PNP MB Envelopes module in SVRS is available to process returned PNP mail ballots. All PNP mail ballots are to be processed through this module. Mail Ballots cannot be marked "accepted/rejected" through the Returned AB Envelopes module.

11.3.3. Storing Accepted Envelopes

As accepted mail ballot envelopes are securely stored ahead of counting, it is strongly recommended to sort them by political party within a given precinct.

11.4 MAIL BALLOT MANAGEMENT

11.4.1. Replacement Ballots after Envelope Rejection

As with other elections, a mail ballot voter whose envelope is rejected at least five days before the election must be sent a replacement. The MB voter should be sent the ballot of each major political party again.

11.4.2 Changing Party Choice

Until the close of business on the seventh day before the PNP, a voter can change their choice of major party ballot. A voter with an accepted ballot can request to have their accepted ballot spoiled, and the county must transmit replacement ballots (all parties) to the voter.

11.5 PROCESSING/COUNTING ACCEPTED MAIL BALLOTS

If not done previously, sort accepted mail ballot envelopes by major political party. Process one party at a time. The roster must be marked with both the accepted mail ballot and the party choice.

For each party in turn, separate signature envelopes from secrecy envelopes. Open the secrecy envelope and remove the contents.

- If a secrecy envelope includes one party ballot that matches the party currently being processed, that ballot must be placed in the pile to be counted.
- If a secrecy envelope includes a party ballot different than the party currently being processed, that ballot must be placed in the Spoiled Ballot Envelope and not counted.

- If a secrecy envelope includes multiple voted party ballots (e.g. currently working on processing Republican ballots and the secrecy envelope contains a voted Republican ballot *and* a voted DFL ballot), both ballots are placed in the Spoiled Ballot Envelope and not counted.
- If a secrecy envelope includes one voted ballot that matches the party currently being processed as well as an unvoted ballot for another party (ies), place the unvoted ballots in the Spoiled Ballot Envelope. Count the voted ballot.
- If the secrecy envelope includes only one blank ballot that matches the party currently being processed, place the blank ballot in the pile to be counted. The tabulator will note that it is a blank ballot, however, it should be counted because a voter may choose to vote a “blank” ballot.
- If no ballots are found within the secrecy envelope, discuss with the election administrator as to next steps.

Once all secrecy envelopes for a given party have been opened and the contents sorted. Insert the ballots to be counted into the tabulator.

The mail ballot precinct summary statement might include a large number on the “spoiled” ballot line than other elections because a mail ballot voter has returned multiple ballots. Ballot board members should note on the incident log when ballots are placed in the spoiled ballot envelope: The reason and the number. The incident log’s notations will provide documentation as to why the ballots were placed in the spoiled ballot envelope and not counted.

12.0 TESTING

12.1 EQUIPMENT TESTING

State statutes and rules require jurisdictions to complete two rounds of testing of optical scan and assistive voting equipment and programming prior to Election Day. Preliminary testing is extensive and should be performed as soon as possible.

Testing includes a valid vote for every candidate on every ballot style within the precinct. And, in order to truly “catch” any software tabulation problems, it is required that candidates have a different vote totals. Therefore, if a party has a large list of candidates, the test decks for the Presidential Nomination Primary has the potential to contain a high number of test ballots.

The first round of testing is preliminary testing and is extensive and should be performed as soon as possible. The second round of testing is a Public Accuracy Test (PAT) which occurs within 14 days of the election. Each jurisdiction that operates electronic voting equipment, even if only an assistive voting device is employed, must hold a PAT, giving at least 48 hour published and posted notice of the time and place of the test. At least two election judges from different parties must be on hand to witness the test. If the jurisdiction has three or fewer precincts, all precincts must be tested. If more precincts exist, test at least three including one from each congressional, legislative, county commissioner, school district and ward. The public is welcome to watch the test. See the Equipment Testing Guide for more details on conducting testing available at the OSS [Elections Guide](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/) webpage (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>). [*M.R. 8220.1550*](#)

If it is decided to only use assistive voting technology in the poll places for the Presidential Nomination Primary elections, preliminary and public accuracy testing of the assisting voting devices must take place.

12.2 RESULTS REPORTING & ABSTRACT TESTING

Because this type of state election is new and the presence of multiple ballots styles for every precinct across the state, it is strongly suggested that preliminary testing include uploading and downloading of results into reporting software (if being used) and ERS.

It is also strongly suggested that counties use testing results to print “test versions” of their state/federal abstracts and “write-in” (if present) abstracts to identify any problems well in advance of their Presidential Nomination Primary canvass board meeting date and time.

13.0 ELECTION DAY

13.1 VOTING HOURS – POSTPONEMENT

For state elections, voting hours are 7 a.m. to 8 p.m. Towns with fewer than 500 inhabitants and unorganized territories may open as late as 10 a.m. Voters waiting in line at 8 p.m. are allowed to register and/or vote. Those who arrive after 8 p.m. cannot vote. [M.S. 204C.05](#)

13.2 ELIGIBILITY TO VOTE IN THE PRESIDENTIAL NOMINATION PRIMARY

An individual seeking to vote at the presidential nomination primary must be registered to vote or become registered to vote on Election Day. That means that all voters in this state election must meet the eligibility requirements to vote in any other state election including having obtained the age of 18 on or before Election Day. *This might cause some confusion because previous state caucus meetings that held presidential preferential polls had a requirement that a caucus participant obtain the age of 18 by the November Election Day.*

In addition to meeting all eligibility requirements to vote in a state election in the State of Minnesota, one will also be required to request the ballot of the major party for whose candidate the individual wishes to vote. That choice will be recorded on the poll place roster and that choice will be provided the chairs of all four major parties after data entry is complete (approx. 42 days after the election). If a voter refuses to provide this choice to an election judge, they will be refused a ballot and asked to leave the poll place. [M.S. 200.031](#); [201.014](#); [201.016, subd. 1](#); [207A.12](#)

Because of the requirement to voice a major party ballot choice, there is an expectation that there could be a larger number of voters who, even though they meet all eligibility requirements to vote in a state election, will be refused the presidential nomination ballot because of the additional requirement. The election judge guide supplement developed for use at the presidential nomination primary will provide suggestions for steps in responding to concerns, refusals and potential disruptive behavior in the poll place on Election Day.

Special Note: Once a voter chooses a major party's ballot in the poll place and signs the roster or Election Day registration roster, they cannot request another party's ballot. A spoiled ballot may be replaced in the poll place, but, only with the ballot of the same major party marked on the roster.

13.3 AUTHORIZED PERSONS AND ACTIVITIES IN THE POLLING PLACE

During voting hours, the law only allows election judges, people directly engaged in voting, and authorized persons to be present in a polling place.

Authorized persons are:

- Persons helping a voter who is disabled or unable to read English.
- Persons who are vouching for a voter's residence.
- Observers with written authorization from the OSS, the county auditor, or the clerk for the purpose of observing election procedures.
- Peace officers, if the election judges request their presence to keep order.
- Children when accompanying voters.
- Challengers authorized to observe in the polling place.
- Teachers and elementary and high school students if participating in a mock election that has been authorized by the secretary of state.
- The news media may enter the polling place to observe the voting process so long as they:

- Show photo identification to the head election judge upon arrival at the polling place along with either a recognized media credential or written statement from a local election official attesting to the media representative's credentials.
 - Stay at least 6 feet from voters.
 - Do not converse with voters or interfere with the voting process.
 - Do not make a list of those voting or not voting.
 - Standardize the bulleting used in this section...
 - Persons making written complaint.
 - There may be voters who refuse to provide their major party ballot choice and are refused the ability to vote the primary ballot who wish to file a complaint.
 - Or there may be voters who wish to complain that they were required to provide a major party choice before voting.
 - Or there may be voters who wish to complain that their choice of major party ballot will be made known to the chairs of the four major parties after the election data entry is complete.
 - Election judges are to provide a form upon request. All completed forms are to be returned to the election administrator and will be forwarded on for further review.
- [M.S. 204C.06](#)

13.4 ELECTION JUDGE NEUTRALITY IN THE POLLING PLACE

Even though many judges are affiliated with major parties and often have personal opinions about political matters, once a judge steps into the polling place and takes the oath, they are to remain neutral while serving in the role of election judge. Voters have the right to vote in a polling place that is free of any influence.

This will be especially important when roster and registration election judges are gathering the choice of major party ballot from voters. Election judges must make sure that they are not responding in any way that demonstrates approval or disapproval of the voter's major party choice. In addition, election judges must not project in any way that they somehow suspect that the voter might not "truly" affiliate with that party.

The important issue of election judge neutrality in the presidential nomination primary poll place will be addressed in greater length in the Presidential Nomination Primary election judge supplemental guide.

13.5 PROHIBITED CONDUCT IN THE POLLING PLACE

Disorderly persons (including those who refuse to leave for any reason), intoxicated persons and/or liquor, persons campaigning and/or campaign materials, smoking, and persons lingering are not allowed in the polling place.

People may not gather or linger in the polling place or within 100 feet of the building in which the polling place is located.

One exception is an individual conducting an exit poll. Exit polls cannot be conducted within the polling place, but may be conducted anywhere outside of the room being used as the polling place. An individual conducting an exit poll may only approach voters as they leave the polling place after having voted to ask them to take an anonymous written questionnaire.

Furthermore, campaigning is also not allowed in the polling place, within 100 feet of the building where the polling place is located or on public property if the polling place is on public property.

Election judges may appoint a sergeant-at-arms when necessary to keep the peace or otherwise assist them. A sergeant-at-arms or a peace officer may be requested to arrest or remove anyone from the polling place who, despite a warning to desist, engages in disorderly conduct. No peace officer shall enter or remain in a polling place or stand within 50 feet of the entrance of a polling place except when summoned by an election judge to restore the peace or when voting or registering to vote themselves. [M.S. 204C.06, subds. 5 & 6](#)

See the Election Judge Guide for additional information regarding prohibited conduct in the polling place.

Note: Per *Schimming v. Riverblood*, OAH 7-6347-20326-CV (June 5, 2009), the prohibition of signs and campaign materials within 100 feet does not apply to adjacent private property.

13.6 ROLE OF CHALLENGERS IN THE PRESIDENTIAL NOMINATION PRIMARY POLLING PLACE

When challengers arrive at a precinct, they should be directed to the Head Judge to prove their Minnesota residency by presenting one of the proofs of residency accepted for Election Day registration.

Items to keep in mind regarding Challengers:

- Challengers must be a resident of the state and prove their residence by presenting one of the approved Election Day registration documents or set of documents/procedures. They are not required to be a resident of the precinct of which they act as a challenger. [M.S. 204C.12, subd. 2](#); [204C.07, subd. 3a](#)
- The presidential nomination primary is a partisan election, therefore, only one challenger from each major political party for each precinct shall be allowed to remain in the polling place at one time. [M.S. 204C.07, subd. 1](#)
- Challengers may be present during the hours of voting and to remain until the votes are counted and the results declared. [M.S. 204C.07, subd. 4](#)
- The only time a challenger is allowed to converse with a voter is to determine, in the presence of an election judge, whether the voter is eligible to vote in the precinct. [M.S. 204C.07, subd. 4](#)
- A challenge to a voter's eligibility must be based on "personal knowledge that the individual is not an eligible voter." [M.S. 204C.12, subd. 1](#)

What Challengers cannot do:

- Challengers shall not handle or inspect registration cards, files or lists (roster pages with party designations, roster pages with AB party ballot choices designated, epollbook screens, etc.). [M.S. 204C.07, subd. 4](#)
- Challengers shall not prepare in any manner any list of individuals who have or have not voted. Because a voter's PNP election party choice has been declared "private" during the 2019 legislature, challengers should not make lists that contain this information. [M.S. 204C.07, subd. 4](#)
- Challengers shall not attempt to influence voting in any manner including disrupting or challenging the choice of major party ballot of a voter. [M.S. 204C.07, subd. 4](#)
- Challengers and the political parties that appoint them must not compile lists of voters to challenge on the basis of mail sent by a political party that was returned as undeliverable or an "unacknowledged" receipt of registered mail. A violation of this subdivision is a gross misdemeanor. [M.S. 204C.07, subd. 5](#)

There are no provisions in Minnesota election laws that allow for a challenger to “challenge” a voter’s choice of major party ballot. All that is required of a voter is to indicate that choice before a ballot is given to them; as long as they meet the other eligibility requirement to vote in a state election. In fact, since a PNP voter’s party ballot choice was declared “private” during the 2019 legislative session, strong efforts should be made so that challengers are not privy to that choice in the polling place. The choice will be recorded and provided as a part of a report required to be given to the chairs of all major parties after the election data entry is complete.

Everyone, including challengers, serving in the presidential nomination primary polling place is to be reminded that the major political party choice of all voters has been deemed “private” by state law ([M.S. 207A.12, subd. \(b\)](#)). 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](#).

13.7 EMERGENCIES

Nothing must interfere with the right of voters to vote free of undue delay or inconvenience. Should emergencies occur, auditors, clerks and election judges have wide discretion to resolve the problem. Polling places may be moved, additional judges enlisted, and materials or supplies (including ballots and voter registration applications) photocopied, if necessary. If a precinct ballot counter should break down, the emergency voting slot in its ballot box should be opened immediately.

Provide training regarding the Election Day relevant portions of the county or municipal election emergency plan. [M.S. 204B.16, subd. 7](#); [204B.181](#); [204B.25, subd. 1](#); [204B.30](#)

13.8 PUBLIC ACCESS TO POLLING PLACE AFTER POLLS CLOSE

After all voters in line at 8 p.m. have voted, the polling place is open to the public until votes are counted and the results are declared.

13.9 SUMMARY STATEMENTS

In precincts with a precinct ballot counter, the printed results tape is the summary statement if it contains all required elements. The presidential nomination primary is a state election, therefore, election judges from all precincts must complete at least three copies of the summary statement and seal each in individually signed envelopes. The first copy must remain attached to the zero report printed when the polls were opened.

The results for all major parties will be on one results tape for a poll place; much like when a poll place has multiple school districts with election items on the same Election Day.

The result counts of all voted absentee ballots for a precinct must be recorded on a summary statement in substantially the same format as provided in [M.S. 204C.26](#). The ballot board shall submit at least one completed summary statement to the county auditor or municipal clerk. The county auditor or municipal clerk may require the ballot board to submit a sufficient number of completed summary statements, or the county auditor or municipal clerk may certify reports containing the details of the ballot board summary statement to the recipients of the summary statements.

Each copy of the summary statements must include the following:

- Total ballots delivered to your precinct as adjusted by the actual count (from any adjustments noted on the incident log);
 - **Special Note:** This will be the TOTAL ballot count of all (all parties) ballots delivered to the precinct (similar to the ballot account process for precincts with school district splits).
- The number of spoiled ballots;
- The number of duplicate ballots made, if any;
- The number of unused ballots at the end of the day;
- The number of absentee ballots delivered;
- The number of absentee ballots rejected;
- The number of persons registered to vote at 7am on Election Day;
 - This number is listed in the back of the pre-registered roster.
- The number of persons who registered to vote at the polling place on Election Day;
 - This is the number of voter signatures on the Election Day registration roster (or the number of EDR voter registration applications).
- The number of signatures on the rosters (pre-registered roster plus the Election Day registration roster);
 - This is the number of voter signatures on either rosters or the number of issued voter receipts.
 - Do not count “AB” notations printed, written, or stamped on the registered roster.
- The number of accepted absentees;
- The total number of voters that voted at the polling place on Election Day
- Number of Election Judges present at the poll place (count signatures of those who have signed the oath)
- Number of booths or other types of voting spaces available in the poll pace (do not count assistive voting device). [M.S. 204C.24](#)

14.0 AFTER THE ELECTION

14.1 RETURNING MATERIALS

At least one election judge from each precinct must deliver the following sealed items to the county auditor or the municipal clerk (who delivers to the county auditor) after all ballots have been counted but no later than 24 hours after voting ends at 8 p.m. on election night:

- two sets of summary statements; and
- all voted and spoiled ballots. [M.S. 204C.27](#)

Every auditor must remain in their office on the night of the election until all returns have been delivered to the auditor's office. The auditor must prepare a record of all materials delivered to their office on the night of the election. This record must be prepared in the presence of the municipal clerk or election judge who delivered the materials to the auditor's office. The record must include all materials delivered, the time of delivery, the name of the individual who made the delivery, the number of ballots delivered to the precinct and the total number of ballots returned as listed on the summary statement. A discrepancy between the number of ballots delivered and returned must be noted. All envelopes returned on election night must remain sealed and stored in a secure place in the auditor's office. [M.S. 204C.28, subd. 1](#)

At least one election judge from each precinct must deliver the following to the municipal clerk within 24 hours after voting has ended on the night of the election:

- remaining summary statements and returns;
- all unused and spoiled municipal or school district ballots;
- completed voter registration applications;
- voter rosters; and
- voting systems. (there was discussion that the actual tabulator isn't delivered on election night but instead it's the usb device.)

The municipal clerk then must return all polling place rosters and completed voter registration applications to the county auditor within 48 hours after voting ends on election night. You may need to make arrangements to have rosters returned sooner to complete accepting/rejecting absentee ballots within 24 hours after the polls close. [M.S. 204C.27](#)

14.2 RECEIVING & REPORTING RESULTS

14.2.1 Receiving and Posting Results

Auditors' offices must remain open after the polls close in order to receive the election returns, to permit public review of the summary statements, and to tabulate ballots if operating a central count voting system. The offices must remain open until these tasks are completed or for 24 hours, whichever comes first. If clerks or election judges fail to deliver the returns, the auditor must send a special messenger to the polling place to pick up the returns. [M.S. 204C.28, subd. 1](#); [204C.29, subd. 1](#)

In precincts where an electronic voting system is used, if the election judges determine that the number of ballots exceeds the number of voters for the entire precinct, the judges must seal the ballots and transport them to the county auditor or municipal clerk. The auditor or clerk must remove excess ballots and run the remaining ballots through the ballot counter. When the final count agrees with the number of ballots to be counted, those ballots not counted shall be sealed in a separate envelope with a certificate stating why they were not counted. [M.S. 204C.20](#); [206.86](#)

14.2.2 Election Night Reporting System

All candidates for the PNP are entered into the state election reporting system (ERS). The election reporting system will allow the county to request several different types of reports, including canvass reports. Detailed information on the use of the system will be provided prior to the election.

14.3 GENERATING ABSTRACTS

The Election Reporting System (ERS) is located at <https://acecounty.sos.state.mn.us/Login.aspx>. If you have forgotten your User ID or Password, please contact the Elections Division at elections.dept@state.mn.us or 651/215-1440.

When printing abstracts for state/federal offices (there is no need to print a *county* abstract for the Presidential Nomination Primary):

- printer should be set to landscape with all margins set to 0.5; adjust if needed;
- review Pre-Canvass Reports in the ERS's Results Reports (see screenshot);
- confirm precincts for each race;
- confirm election results are appearing as expected; and
- make corrections and reprint if discrepancies are identified.

Remember, the abstract your canvassing board signs are the official results which are reported to the State Canvassing Board. Care is needed in proofing results to insure the results are reported accurately.



14.4 CANVASS OF THE RETURNS

The county canvassing board consists of the county auditor, the court administrator of the district court, the mayor (or chair of the township board) of the county's most populous municipality, and two members of the county board selected by the board from its members who are not candidates at the election. [M.S. 204C.31](#)

The county canvassing board must meet on the second or third day after the presidential nomination primary. [M.S. 204C.32](#); [204C.33](#)

Steps in canvassing board procedure vary according to the method of voting system used in the county. The steps to canvass the results:

1. the auditor inputs or uploads the results and statistics by precinct in the statewide Election Reporting System (ERS) and generates two state abstract reports that are the summary of statistics and votes cast for federal and state offices in the election, one county abstract report that is the summary of statistics and votes cast for county offices in the election, and a separate registered write-in report for federal, state, and county offices;
2. the auditor proofs the reports prior to the canvass board meeting to ensure they contain the correct vote totals and that the statistics add up to the total reported voting;
3. the canvass board takes an oath of office as defined in the Constitution of the State of Minnesota article V, section 6 and publicly canvasses the election returns by reviewing the abstract and write-in reports provided by the auditor;
 - a. the board may ask to examine summary statements before it declares the results;
 - b. when satisfied that the abstract reports are correct, the board signs the abstracts and they become the official results;
 - c. in the case of a tie vote, the canvassing board determines the winner by lot;
4. obvious errors by election judges or the county canvass board may be corrected by following the specific procedures prescribed by [M.S. 204C.38](#);
5. immediately after the conclusion of the county canvass for state elections, the auditor sends one copy of the state abstract. A registered write-in abstract might be sent as well if at least one major party requests a write-in item on their ballot and they have submitted at least one registered name to be counted. One or both abstracts are sent to the OSS by messenger, express mail or similar service; and
6. the auditor keeps one state abstract and the county abstract as a permanent record of the election, available for public inspection. [M.S. 204C.33](#); [204C.34](#); [204C.37](#); [204C.38](#); [204C.39](#)

14.5 NOTICE OF RESULTS – PRESIDENTIAL NOMINATION PRIMARY

Immediately after the state canvassing board declares the results of the presidential nomination primary, the OSS must notify the chair of each major party of the results. The results of the presidential nomination primary must bind the election of delegates in each party. [M.S. 207A.13\(c\) & \(d\)](#)

14.6 RECORD RETENTION

The county auditor is responsible for custody of election materials returned to them after any election for at least 22 months from the date of the election. All election materials involved in a contested election must be retained for 22 months or until after the contest is decided, whichever is later. UOCAVA materials must be retained for six years. The auditor must permanently retain abstracts canvassed by the county canvassing board and make them available for public inspection. These abstracts are permanently retained because they contain the original signatures of the canvassing board.

Materials include:

- Pre-election accuracy test results tapes.
- Completed VRAs.
- Records of notices of late, incomplete, and deficient registrations.
- Records of notices of ineligibility for registration.
- Returned PVCs, NCOA notices, or election mailing
- Reports of deceased voters, name changes, felony convictions, guardianships and commitments.
- Ballots cast.

- Defective and spoiled ballots.
- Precinct summary statements.
- Polling place rosters.
- Completed EDR applications.
- County records of materials delivered to them after completion of voting.
- County records of access to ballots.
- Lists submitted by residential facilities and educational institutions, per [M.S. 135A.17](#) and [201.061, subd. 3.](#)
- Completed Oath of Challenge to Voter's Eligibility forms.
- Precinct Incident Logs.
- Used absentee ballot applications.
- Used absentee ballot return envelopes.
- UOCAVA precinct record.
- Copies of post-election machine audits, including machine tapes generated as part of that process, or copies of any other similar documented means of verification.

Unused ballots and electronic voting system and counting programs only need to be kept through the end of the contest period and do not need to be kept through the end of the 22 month retention period. [M.S. 204B.40](#)

14.7 POSTING VOTER HISTORY

Within six weeks after every election, the county auditor must post the voting history for every person who voted in that election. If the county is not able to enter all Election Day Registration application information and subsequent voting history into SVRs prior to the 42-day deadline, they must notify the OSS prior to the deadline that the deadline will not be met. This notification is for EDRs only; there is no extension provided for in law for delayed posting of precinct roster history. Voting history must also be entered for late or rejected absentee or mail ballots. Although not counted in an election, a late or rejected AB or MB must be considered a vote for the purpose of continuing registration, but is not considered voting history for the purpose of public information lists. [M.S. 201.121](#); [201.171](#)

Even though county election offices will have at least 42 days to enter presidential nomination primary Election Day registrations into SVRS, it is hoped that counties are able to enter the EDRs of voters with upcoming special elections before an election's roster generation and/or the 21-day, pre-registration deadline for that election.

APPENDIX

PRESIDENTIAL NOMINATION PRIMARY RECURRING ABSENTEE VOTER APPLICATION COVER LETTER EXAMPLE

Dear Voter:

You have applied to automatically receive an absentee ballot application before each election that you are eligible to vote. Enclosed you will find an absentee ballot application for the March 3, 2020, Minnesota Presidential Nomination Primary.

If you wish to vote an absentee ballot for the nomination primary, please complete and sign the enclosed application and return it to the location listed below as soon as possible.

To complete the enclosed application, you will need to indicate your choice of a major political party's nomination primary ballot you wish to vote. Only that party's ballot with their candidates for the Office of U.S. President will be present on the nomination primary ballot.

By choosing a major political party's nomination primary ballot you are stating that you are in general agreement with the principles of the party for whose candidates you intend to vote.

The current Minnesota major political parties are:

Legal Marijuana Now
Grassroots-Legalize Cannabis
Republican
Democrat-Farmer-Labor

If you would like more information about the March 3, 2020, Minnesota Presidential Nomination Primary, please visit the Office of the Minnesota Secretary of State's Presidential Nomination Primary informational webpage at <https://www.sos.state.mn.us/elections-voting/how-elections-work/presidential-primary/>

If you prefer to complete an electronic absentee ballot application (forego the paper application process), that option is available to you. You may complete an electronic application at <https://mnvotes.sos.state.mn.us/ABRegistration/ABRegistrationStep1.aspx>

If you have any questions about the absentee voting process for this primary, please contact our office at

Sincerely,

County/Municipal Absentee Voting Office
Physical Address
Mailing Address
Fax Number
E-mail address
Elections main website address

PRESIDENTIAL NOMINATION PRIMARY ABSENTEE BALLOT APPLICATION

For Presidential Nomination Primary Use Only

Minnesota Absentee Ballot Application

Apply Online at <http://www.mnvotes.org> -OR- Complete lines 1 through 7. Please print clearly.

Return this application as soon as possible. Ballots must be returned by election day to be counted.

Important:

- A presidential nomination primary ballot cannot be sent to you unless you indicate on this application which major political party ballot you wish to receive. You may receive the ballot of only one major political party.
- Active duty military and overseas voters should not use this application. See the other side for more information.

1.	mark the major political party ballot which you wish to receive for the 3/3/2020 Presidential Nomination Primary: <input type="checkbox"/> Democratic-Farmer-Labor Party ballot <input type="checkbox"/> Legal Marijuana Now Party ballot <input type="checkbox"/> Grassroots-Legalize Cannabis Party ballot <input type="checkbox"/> Republican Party ballot				
2.	last name or surname	first name	middle name	suffix	
3.	date of birth ____/____/____	county where you live	phone number ____-____-____		
email address _____					
4.	mark all boxes that apply: <input type="checkbox"/> I have a MN-issued driver's license or MN ID card number. The number is: _____ <input type="checkbox"/> I have a social security number. The last four digits are: XXX-XX-_____ <input type="checkbox"/> 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	MN	zip code
6.	address where your absentee ballot should be sent	apt.	city	state	zip code
7.	<p>I certify that I:</p> <ul style="list-style-type: none">• am completing this application on my own behalf;• am in general agreement with the principles of the party for whose candidate I intend to vote;• 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 address 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. <p>sign here: <u>X</u> _____ date ____/____/____</p>				

See other side for special instructions for voters with disabilities or power of attorney.
official use only

Pres Pri → <input type="checkbox"/> reg <input type="checkbox"/> non-reg	received	ballot issued date	initials	type M C HCF	reason replaced <input type="checkbox"/> rejected <input type="checkbox"/> spoiled <input type="checkbox"/> lost <input type="checkbox"/> never received	repl. date:	precinct
--	----------	--------------------	----------	-----------------	--	-------------	----------

Return this application as soon as possible to:

Who may apply for a ballot

Each person must apply for themselves. It is a felony to make a false statement in an application for an absentee ballot, to attempt to cast an illegal ballot, or to help anyone to cast an illegal ballot.

Why your phone number and email address are requested

Election officials ask for your phone number and email address so they can contact you to resolve any questions about your application. Providing this information is optional when applying for an absentee ballot with the paper application.

Where to return your application

You should return this to your local election office. If not provided above, contact information for your local election official can be found under "Find County Election Office" at <http://www.mnvotes.org>.

Options for returning Presidential Nomination

Primary absentee ballot applications

Submit an absentee ballot application online at <http://www.mnvotes.org>. -OR- Paper absentee ballot applications may be returned by mail, fax or as a scanned attachment to an email.

When your ballot will be sent

Your absentee ballot materials will be sent to you at least 46 days before the election. If you applied after this date, your ballot will be sent when the application is received. Contact your local election official if you have not received your ballot. To check the status of your absentee ballot, visit <http://www.mnvotes.org>.

Options available to you if you have a disability

You may:

- sign the application yourself,
- make your mark, or
- ask another person to sign for you in your presence (have the person sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask another person to use your signature stamp in your presence. (See *Minnesota Statutes*, section 645.44, subdivision 14.)

Information regarding Power of Attorney

Voting is not covered by power of attorney. A power of attorney pertains only to affairs affecting property. A person with power of attorney may only sign for you in your presence, as outlined above. (See *Minnesota Statutes*, section 523.24, subdivision 14.)

If you think you may not be registered to vote

If you are not registered at the legal residence address provided, you will be sent a voter registration application with your ballot materials.

Information for active-duty military and overseas voters

If you are applying for an absentee ballot because you or your family are active-duty military or because you will be overseas and/or outside of the territorial limits of the United States, do not use this application. You are entitled to special protections if you apply using the Federal Postcard Application. For more information and to apply online, go to <http://www.mnvotes.org>.

Privacy Notice

Your exact date of birth, email address, and any ID number you give (Minnesota driver's license, state ID or last four digits of social security number) are private. Only election officials may access it.

Election officials ask for your exact date of birth so they can match your application to your voter record. If you refuse to give your date of birth, you won't get an absentee ballot.

Election officials ask for your email so they can contact you about your application. Also, the Office of the Secretary of State may email you (or contact you another way) about voting and elections, or ask for public input. If applying online for an absentee ballot, you must provide an email address. If you refuse to give an email address you will need to apply with a paper application.

Election officials ask for an ID number to check that the person who is casting the ballot is the same person who applied for it. If you have an ID number but refuse to give it, your absentee ballot might get rejected, and you won't be able to check your absentee ballot status online.

For the Presidential Nomination Primary, your political party preference is required in order for election officials to issue you the correct ballot. Your political party preference is private except it is available to the chair of each major political party. Election officials will also see it in the process of administering the Presidential Nomination Primary. Failure to provide your political party preference means a ballot cannot be issued to you.

The rest of the data on your application is public when used for elections, political activities or law enforcement purposes. If you need to keep your contact data private because of personal safety concerns, call 1-877-600-8683 to learn what you can do.

Revised 07-18-2019

PRESIDENTIAL NOMINATION PRIMARY ABSENTEE BALLOT INSTRUCTIONS FOR REGISTERED VOTERS

Instructions

How to vote by absentee ballot for registered voters

You will need:	<ul style="list-style-type: none">• Ballot*• Tan ballot envelope*• White signature envelope*• Larger white return envelope*	<ul style="list-style-type: none">• Pen with black ink• Your ID number Minnesota driver's license number, Minnesota ID card number, or the last four digits of your Social Security number. <i>See below if you do not have any of these numbers.</i>
	<p>*If any of these items are missing, please contact your local election official.</p>	<ul style="list-style-type: none">• Witness Anyone registered to vote in Minnesota, including your spouse or relative, or a notary public, or a person with the authority to administer oaths

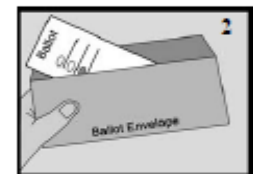
1 Vote!

- The party ballot received is based on the party you selected on the application form. You may receive the ballot of only one major political party. If you received the incorrect ballot, contact your election office at (email) or (phone number).
- Show your witness your blank ballot, then mark your votes in private.
- Follow the instructions on the ballot.
- Do not write your name or ID number anywhere on the ballot.
- Do not vote for more candidates than allowed. *If you do, your votes for that office will not count.*
See the other side if you make a mistake on your ballot.

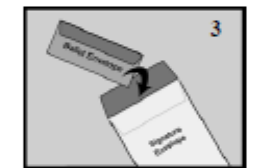


2 Seal your ballot in the tan ballot envelope

- Do not write on this envelope.



3 Put the tan ballot envelope into the white signature envelope



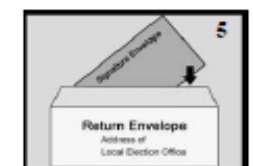
4 Fill out the white signature envelope completely

- If there is no label, print your name and Minnesota address.
- Print your Minnesota driver's license number, Minnesota ID card number, or the last four digits of your Social Security number.
Be sure to use one of same numbers that you provided on your absentee ballot application.
If you do not have any of these numbers, check the box.
- Read and sign the oath.
- Ask your witness to print their name and Minnesota street address, including city (not a P.O. Box), and sign their name.
If your witness is an official or notary, they must print their title instead of an address.
Notaries must also affix their stamp.
- Seal the envelope.



5 Put the signature envelope into the larger white return envelope to protect your private information from view

- Seal the envelope.



6 Return your ballot by Election Day to the address on the return envelope Ballots may not be delivered to your polling place.

You have three options:

- Send it so it arrives by Election Day, using U.S. mail or a package delivery service,
- Deliver it in person before election day or by 3:00 p.m. on Election Day, or
- Ask someone to deliver it by 3:00 p.m. on Election Day.

This person cannot deliver more than 3 ballots.

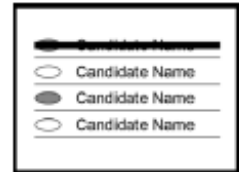
See the other side for special instructions if you have a disability.

To check the status of your absentee ballot, visit www.mnvotes.org.



Correcting a mistake

- If time allows, ask for a new ballot from your election office. Contact your election office at [e-mail] or [phone number], or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do not initial your corrections).



If you have a disability:

If you have a disability or cannot mark your ballot, your witness may assist you by marking your ballot at your direction, assembling the materials, and filling out the forms for you.

When signing the envelope, Minnesota law says you may:

- Sign the return envelope yourself, or
- Make your mark, or
- Ask your witness to sign for you in your presence. (Have the witness sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask your witness to use your signature stamp in your presence.

Minnesota Statutes, section 645.44, subdivision 14

Please note: Voting is not covered by power of attorney. A person with power of attorney may only sign for you in your presence, as outlined above.

Confidentiality Notice: If your ballot envelope is accepted, your name and address is available to the public upon that acceptance, when used for elections, political and law enforcement purposes. Otherwise, the data you supply on your signature envelope is restricted to election officials until 8:00 p.m. on Election Day. After that time, your envelope and the data on it, other than your identification number, are public information. Your ID number is required to ensure that the ballot is returned by the same voter who applied for it. You may refuse to provide it, but doing so may lead your absentee ballot to be rejected and will prevent you from checking on the status of your absentee ballot online.

PRESIDENTIAL NOMINATION PRIMARY ABSENTEE BALLOT INSTRUCTIONS FOR NON-REGISTERED VOTERS

Instructions

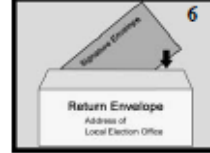
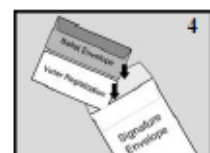
How to vote by absentee ballot

- You will need:
- Ballot*
 - Tan ballot envelope*
 - Voter registration application*
 - White signature envelope*
 - Larger white return envelope*
 - Pen with black ink
 - Minnesota driver's license with your address or other authorized proof of where you live.
See other side for a list of options
- *If any of these items are missing, please contact your local election official.
- Your ID number
Minnesota driver's license number,
Minnesota ID card number,
or the last four digits of your Social Security number.
See below if you do not have any of these numbers.
 - Witness
Anyone registered to vote in Minnesota,
including your spouse or relative,
or a notary public,
or a person with the authority to administer oaths

Important: You must submit the voter registration application with your ballot (in the white signature envelope) for your vote to be counted.

- 1 Fill out the voter registration application and sign it**
 - Show your witness your driver's license or other authorized proof of where you live.
See the other side for a list of options.
- 2 Vote!**
 - The party ballot you received is based on the party you selected on the application form. You may receive the ballot of only one major political party. If you received the incorrect ballot, contact your election office at (e-mail) or (phone number).
 - Show your witness your blank ballot, then mark your votes in private.
 - Follow the instructions on the ballot.
 - Do not write your name or ID number anywhere on the ballot.
 - Do not vote for more candidates than allowed. *If you do, your votes for that office will not count.*
See the other side if you make a mistake on your ballot.
- 3 Seal your ballot in the tan ballot envelope**
 - Do not write on this envelope.
- 4 Put the tan ballot envelope and the voter registration application in the white signature envelope**
- 5 Fill out the white signature envelope completely**
 - If there is no label, print your name and Minnesota address.
 - Print your Minnesota driver's license number, Minnesota ID card number, or the last four digits of your Social Security number.
Be sure to use one of the same numbers that you provided on your absentee ballot application.
If you do not have any of these numbers, check the box.
 - Read and sign the oath.
 - Ask your witness to print their name and Minnesota street address, including city (not a P.O. Box), indicate which proof you showed them, and sign their name.
If your witness is an official or notary, they must print their title instead of an address.
Notaries must also affix their stamp.
 - Seal the envelope.
- 6 Put the signature envelope into the larger white return envelope to protect your private information from view**
 - Seal the envelope.
- 7 Return your ballot by Election Day to the address on the return envelope**
Ballots may not be delivered to your polling place.
You have three options:
 - Send it so it arrives by Election Day, using U.S. mail or a package delivery service,
 - Deliver it in person before election day or by 3:00 p.m. on Election Day, or
 - Ask someone to deliver it by 3:00 p.m. on Election Day.
This person cannot deliver more than 3 ballots.

To check the status of your absentee ballot, visit www.mnvotes.org.



Options for proof of where you live

A valid Minnesota driver's license, Minnesota ID card, or permit with your current address

or

A photo ID that does not have your current address along with a document that has your current address

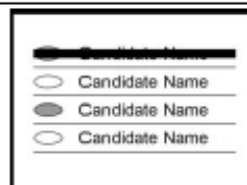
- **Eligible photo IDs:** Minnesota or another state's driver's license, learner's permit, or ID card; U.S. passport; U.S. military or veteran ID card; Minnesota high school/college/university ID card; or tribal ID card with your signature, from a tribe recognized by the Bureau of Indian Affairs (BIA).
- **Eligible documents with your current address:** an original bill, including account statements and start-of-service notifications, dated within 30 days before or with a due date 30 days before or after the election; a current student fee statement; or a residential lease if valid through election day. Eligible bills are: gas, electric, solid waste, water, sewer, phone, cell phone, television, Internet provider, credit card, or banking services; or bills for rent or mortgage payments.

or one of the following:

- A yellow receipt for a valid Minnesota driver's license, Minnesota ID card, or permit with your current address
- **Vouching:** the signature of a registered voter who lives in your precinct and personally knows that you live in the precinct. If your witness is registered to vote in this precinct, your witness may vouch for you.
This person must complete and sign the voucher form on the back of the voter registration application.
- A tribal ID card with your name, address, signature, and picture, from a tribe recognized by the BIA
- A "Notice of Late Registration" if you received one from the county auditor or city clerk
- If you have moved within your precinct or changed your name, a current registration in the precinct
- **Vouching for residents of certain residential facilities:** the signature of an employee of your residential facility, including nursing homes, group homes, battered women's shelters, homeless shelters, etc.
If you are not sure if the residential facility where you live is eligible, call your local election official.
The employee must complete and sign the voucher form on the back of the voter registration application.

Correcting a mistake

- If time allows, ask for a new ballot from your election office. Contact your election office at [e-mail] or [phone number], or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do not initial your corrections).



If you have a disability:

If you have a disability or cannot mark your ballot, your witness may assist you by marking your ballot at your direction, assembling the materials, and filling out the forms for you.

When signing the envelope, Minnesota law says you may:

- Sign the return envelope yourself, or
- Make your mark, or
- Ask your witness to sign for you in your presence. (Have the witness sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask your witness to use your signature stamp in your presence.

Minnesota Statutes, section 645.44, subdivision 14

Please note: Voting is not covered by power of attorney. A person with power of attorney may only sign for you in your presence, as outlined above.

Confidentiality Notice: If your ballot envelope is accepted, your name and address is available to the public upon that acceptance, when used for elections, political and law enforcement purposes. Otherwise, the data you supply on your signature envelope is restricted to election officials until 8:00 p.m. on Election Day. After that time, your envelope and the data on it, other than your identification number, are public information. Your ID number is required to ensure that the ballot is returned by the same voter who applied for it. You may refuse to provide it, but doing so may lead your absentee ballot to be rejected and will prevent you from checking on the status of your absentee ballot online.

PRESIDENTIAL NOMINATION PRIMARY UOCAVA ABSENTEE BALLOT INSTRUCTIONS VIA ELECTRONIC TRANSMISSION

Instructions

How to vote by absentee ballot
for military and overseas voters sent ballots electronically

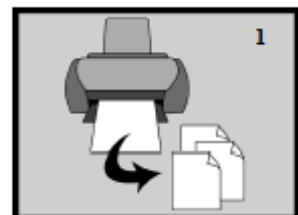
Note: Your ballot must be printed out and physically returned. It cannot be returned electronically.

You will need:

- A printer
- A pen with black ink
- Two envelopes (you have 3 options):
 - Address your own blank envelopes by hand
 - Print the envelope templates directly onto envelopes (print the mailing envelope onto an envelope approximately 4 ½ inches by 9 ½ inches so that everything is positioned according to postal regulations)
 - If you do not have access to any envelopes, create the envelopes by folding and taping or gluing the attachments.
- Your ID number
Minnesota driver's license number, Minnesota ID card number, U.S. passport number, or the last four digits of your Social Security number.
See below if you do not have access to any of these numbers.

1 Print the materials

- Print your ballot, the Certificate of Eligibility, and the envelope templates if you are using them.
- Please note that the ballot may take multiple pages.
- Your printer should automatically scale the documents to fit on the printable area of the page. Just be sure that none of the words or ovals are cut off.

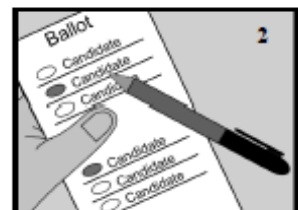


2 Vote!

- The party ballot you received is based on the party you selected on the application form. You may receive the ballot of only one major political party. If you received the incorrect ballot, contact your election office at (email) or (phone number).
- Mark your votes in private.
- Follow the instructions on the ballot.
- Do not write your name or an ID number anywhere on the ballot.
- Do not vote for more candidates than allowed.

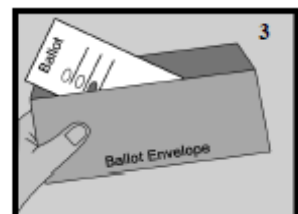
If you do, your votes for that office will not count.

See below if you make a mistake on your ballot.



3 Use one of the envelopes as the ballot envelope

- Put your ballot in this envelope to keep your votes private.
- Seal the envelope.
- Do not write on this envelope.



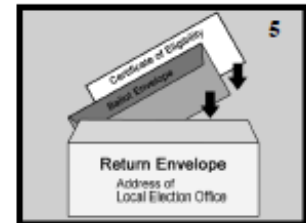
4 Fill out the Certificate of Eligibility completely

- Print your name and your Minnesota street address, including city (present or last).
- Print your e-mail address and phone number (optional).
- Print your Minnesota driver's license number, Minnesota ID card number, passport number, or the last four digits of your Social Security number.
Be sure to use one of the same numbers that you provided on your absentee ballot application.
If you do not have access to any of these documents, leave this space blank.
- Read and sign the oath.



5 Put it all together

- Attach the Certificate of Eligibility to the ballot envelope.
- Your second envelope is the return (mailing) envelope.
- Put the ballot envelope and the Certificate of Eligibility into the return envelope.
- Seal the return envelope.
- Address the return envelope to:
Official Absentee Balloting Material
_____ County
[Street address]
[City], MN [Zip Code]
USA



6 Return your ballot by Election Day to the address above

- Send it so it arrives by Election Day, using mail, a package delivery service, or the diplomatic pouch at a U.S. embassy or consulate.
- Postage is not required if the postal permit is on the envelope and it is sent using U.S. mail, U.S. military mail, or the diplomatic pouch. Postage may be required if you use a foreign mail service or a package delivery service.

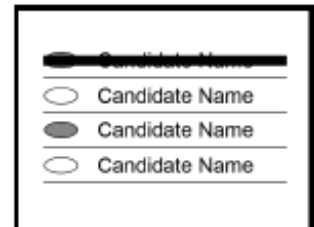


To check the status of your absentee ballot, visit
<http://www.mnvotes.org>

If you need any help while voting, please contact your county elections office at [insert e-mail address] or [insert telephone number].

Correcting a mistake

- Print out a new ballot, or
- Ask for a new ballot from your election office, or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do not initial your corrections).



If you have a disability:

If you have a disability or cannot mark your ballot, another person may assist you by marking your ballot at your direction, assembling the materials, and filling out the forms for you.

When signing the Certificate of Eligibility, Minnesota law says you may:

- Sign the Certificate yourself, or
- Make your mark, or
- Ask another person to sign for you in your presence. (Have this person sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask another person to use your signature stamp in your presence.

Minnesota Statutes, section 645.44, subdivision 14

Please note: Voting is not covered by a power of attorney. A person with power of attorney may only sign for you in your presence, as outlined above.

Confidentiality Notice: If your ballot envelope is accepted, your name and address is available to the public upon that acceptance, when used for elections, political and law enforcement purposes. Otherwise, the data you supply on your Certificate of Eligibility is restricted to election officials until 8:00 p.m. on Election Day. After that time, your certificate and the data on it, other than your identification number, are public information. Your ID number is required to ensure that the ballot is returned by the same voter who applied for it. You may refuse to provide it, but doing so may lead your absentee ballot to be rejected and will prevent you from checking on the status of your absentee ballot online.

PRESIDENTIAL NOMINATION PRIMARY UOCAVA ABSENTEE BALLOT INSTRUCTIONS VIA MAIL

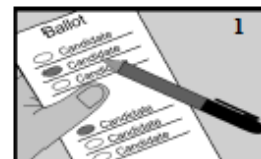
Instructions

How to vote by absentee ballot for military and overseas voters

- You will need:
- Ballot*
 - Tan ballot envelope*
 - White signature envelope*
 - Larger white return envelope*
- *If any of these items are missing, please contact your local election official.
- Pen with black ink
 - Your ID number
Minnesota driver's license number, Minnesota ID card number, U.S. passport number, or the last four digits of your Social Security number.
See below if you do not have any of these numbers.

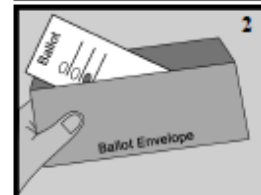
1 Vote!

- The party ballot you received is based on the party you selected on the application form. You may receive the ballot of only one major political party. If you received the incorrect ballot, contact your election office at (email) or (phone number).
- Mark your votes in private.
- Follow the instructions on the ballot.
- Do not write your name or ID number anywhere on the ballot.
- Do not vote for more candidates than allowed. *If you do, your votes for that office will not count.*
See the other side if you make a mistake on your ballot.



2 Seal your ballot in the tan ballot envelope

- Do not write on this envelope.



3 Put the tan ballot envelope into the white signature envelope



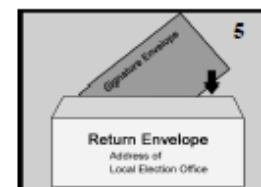
4 Fill out the white signature envelope completely

- If there is no label, print your name and Minnesota address (present or last).
- Print your e-mail address and phone number (optional).
- Print your Minnesota driver's license number, Minnesota ID card number, passport number or the last four digits of your Social Security number.
Be sure to use one of the same numbers that you provided on your absentee ballot application.
If you do not have access to any of these documents, leave this space blank.
- Read and sign the oath.
- Seal the envelope.



5 Put the signature envelope into the larger white return envelope to protect your private information from view

- Seal the envelope.



6 Return your ballot by Election Day to the address on the return envelope

- Send it so it arrives by Election Day, using mail, a package delivery service, or the diplomatic pouch at a U.S. embassy or consulate.
- Postage is not required if the postal permit is on the envelope and it is sent using the U.S. mail, U.S. military mail, or the diplomatic pouch. Postage may be required if you use a foreign mail service or a package delivery service.

See the other side for special instructions if you have a disability.

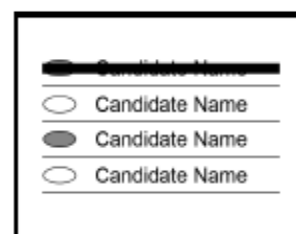
To check the status of your absentee ballot, visit <http://www.mnvotes.org>.

If you have any questions, contact your county elections office at [insert e-mail address] or [insert telephone number].



Correcting a mistake

- If time allows, ask for a new ballot from your election office. Contact your election office at [e-mail] or [phone number], or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do not initial your corrections).



If you have a disability:

If you have a disability or cannot mark your ballot, another person may assist you by marking your ballot at your direction, assembling the materials, and filling in the forms for you.

When signing the envelope, Minnesota law says you may:

- Sign the return envelope yourself, or
- Make your mark, or
- Ask another person to sign for you in your presence. (Have this person sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask another person to use your signature stamp in your presence.

Minnesota Statutes, section 645.44, subdivision 14

Please note: Voting is not covered by power of attorney. A person with power of attorney may only sign for you in your presence as outlined above.

Confidentiality Notice: If your ballot envelope is accepted, your name and address is available to the public upon that acceptance, when used for elections, political and law enforcement purposes. Otherwise, the data you supply on your signature envelope is restricted to election officials until 8:00 p.m. on Election Day. After that time, your envelope and the data on it, other than your identification number, are public information. Your ID number is required to ensure that the ballot is returned by the same voter who applied for it. You may refuse to provide it, but doing so may lead your absentee ballot to be rejected and will prevent you from checking on the status of your absentee ballot online.

PRESIDENTIAL NOMINATION PRIMARY UOCAVA PROVIDE PARTY CHOICE REQUEST LETTER EXAMPLE

Dear Military or Living Abroad Voter:

Our records indicate that you have an active military or living abroad absentee ballot application with our office.

There will be a Minnesota Presidential Nomination Primary on Tuesday, March 3, 2020. For this primary, all absentee voters, including military and those living abroad, must indicate on their absentee ballot application a choice of a Minnesota major political party before a nomination primary ballot can be delivered to the voter.

At this time, your military or living abroad absentee ballot application does not indicate a Minnesota major party preference. Information about the Minnesota Presidential Nomination Primary can be found at <https://www.sos.state.mn.us/elections-voting/how-elections-work/presidential-primary/>

If you would like to vote in the March 3, 2020, Minnesota Presidential Nomination Primary, you will need to update your current application online at <https://mnvotes.sos.state.mn.us/UocavaRegistration/UocavaStep1.aspx> and complete the section titled "For Presidential Nomination Primary Use Only:"

When the updated application is received by our office and it indicates a major party preference, we will deliver to you a nomination primary absentee ballot when they become available.

If you do not update your application noting a major party preference, we cannot deliver to you a nomination primary absentee ballot. You will continue to receive absentee ballots for future Minnesota elections that you do qualify to vote.

The current Minnesota major political party choices are:

Legal Marijuana Now
Grassroots-Legalize Cannabis
Republican
Democrat-Farmer-Labor

If you do not have access to a computer or the internet, please contact our office and we will assist you with alternate methods to update your current application.

If you have any questions about the absentee voting process for this primary, please contact our office at

Sincerely,

County/Municipal Absentee Voting Office

Physical Address Mailing Address Fax Number E-mail address Elections main
website address

PRESIDENTIAL NOMINATION PRIMARY DIRECT BALLOTING ABSENTEE BALLOT APPLICATION

For Presidential Nomination Primary Use Only

Minnesota Absentee Ballot Application

Apply Online at <http://www.mnvotes.org> -OR- Complete lines 1 through 7. Please print clearly.

Return this application as soon as possible. Ballots must be returned by election day to be counted.

Important:

- A presidential nomination primary ballot cannot be sent to you unless you indicate on this application which major political party ballot you wish to receive. You may receive the ballot of only one major political party.
- Active duty military and overseas voters should not use this application. See the other side for more information.

1.	mark the major political party ballot which you wish to receive for the 3/3/2020 Presidential Nomination Primary:				
	<input type="checkbox"/> Democratic-Farmer-Labor Party ballot		<input type="checkbox"/> Legal Marijuana Now Party ballot		
	<input type="checkbox"/> Grassroots-Legalize Cannabis Party ballot		<input type="checkbox"/> Republican Party ballot		
2.	last name or surname	first name	middle name	suffix	
3.	date of birth ____/____/____	county where you live	phone number ____-____-____		
	email address				
4.	mark all boxes that apply: <input type="checkbox"/> I have a MN-issued driver's license or MN ID card number. The number is: _____ <input type="checkbox"/> I have a social security number. The last four digits are: XXX-XX-_____ <input type="checkbox"/> 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	MN	zip code
6.	address where your absentee ballot should be sent	apt.	city	state	zip code
7.	I certify that I: <ul style="list-style-type: none"> am completing this application on my own behalf; am in general agreement with the principles of the party for whose candidate I intend to vote; 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 address 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: <u> X </u> date ____/____/____				

See other side for voter's certificate and special instructions for voters with disabilities or power of attorney.

official use only

Pres Pri →	received	ballot issued date	initials	type C (DB)	reason replaced <input type="checkbox"/> rejected <input type="checkbox"/> spoiled <input type="checkbox"/> lost <input type="checkbox"/> never received	repl. date:	precinct
<input type="checkbox"/> reg <input type="checkbox"/> non-reg							

PRESIDENTIAL NOMINATION PRIMARY SUMMARY STATEMENT

Precinct Summary Statement Presidential Nomination Primary March 3, 2020

Municipality _____

Ward _____ Precinct _____ ☐ Check if AB

County _____

Number of Election Judges who worked in this precinct * _____

Number of Voting Booths in this precinct * _____

Registration Statistics

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

Number of new registrants on election day *2. _____

Ballots delivered to the precinct

Ballots delivered as certified by the clerk 3. _____

Ballot count adjustments from incident log (+/-) 4. _____

Number of unofficial ballots made 5. _____

Number of absentee ballots delivered 6. _____

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

Ballots not in the ballot box

Number of spoiled ballots *7. _____

Number of originals for which duplicates made *8. _____

Number of rejected absentees *9. _____

Number of unused ballots 10. _____

Total number ballots not in the ballot box (7+8+9+10 = B) B

Ballots cast in the ballot box

Number of signatures on roster (preregistered + EDR) *11. _____

Number of accepted regular, military and overseas absentee & mail ballots *12. _____

Number of accepted federal only absentee ballots *13. _____

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

Ballots returned to Auditor/Clerk

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

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

* are entered into ERS stats

[Insert applicable office names and all offices on the ballot for the precinct]

Legal Marijuana Now

U.S. President - District	_____
Candidate A	_____
Candidate B	_____
Candidate C	_____
Write-Ins	_____
Overvotes/Defective	_____
Undervotes	_____
Total for this office	_____

Grassroots-Legalize Cannabis

U.S. President - District	_____
Candidate A	_____
Candidate B	_____
Candidate C	_____
Write-Ins	_____
Overvotes/Defective	_____
Undervotes	_____
Total for this office	_____

Republican

U.S. President - District	_____
Candidate A	_____
Candidate B	_____
Candidate C	_____
Write-Ins	_____
Overvotes/Defective	_____
Undervotes	_____
Total for this office	_____

Democrat-Farmer-Labor

U.S. President - District	_____
Candidate A	_____
Candidate B	_____
Candidate C	_____
Write-Ins	_____
Overvotes/Defective	_____
Undervotes	_____
Total for this office	_____

Certificate of Election Judges [for optical scan]

We the undersigned election judges hereby certify

- that the national flag of the United States was displayed on a suitable staff during voting hours;
- that the number of ballots entered on this summary statement correctly show the number of votes cast for each candidate;
- that the order of the offices and questions to be voted on and the candidates' names on the ballots was the same on the zero tape and the sample ballot;
- the number of ballots entered on this summary statement correctly show the number of ballots in the transfer case;
- that the ballots have been counted and agree with the number of names as shown on the summary statement or that any discrepancy has been noted on the incident report;
- that the number of excess ballots, if any, is _____;
- that all ballots requiring duplication were duplicated and are in the proper envelope;
- that all ballots used in the election and all ballots that have been duplicated have been placed in the transfer case and the case was securely sealed with an official seal in such a manner as to render it impossible to open the case without breaking the seal; and
- that the numbers of any seals used to seal the transfer case or cases are _____.

Certificate of Election Judges [for hand count]

We the undersigned election judges hereby certify

- that the national flag of the United States was displayed on a suitable staff during voting hours;
- that all of the ballots cast were properly piled, checked, and counted;
- that the number of ballots entered on this summary statement correctly show the number of votes cast for each candidate;
- that the number of excess ballots, if any, is _____;
- that all ballots used in the election have been placed in the transfer case or envelope(s) and the case or envelope(s) was securely sealed with an official seal in such a manner as to render it impossible to open the case without breaking the seal; and
- that the numbers of any seals used to seal the transfer case or cases are _____.

(signature of election judge)

(signature of election judge)

(signature of election judge)

(signature of election judge)

(signature of election judge)

(signature of election judge)

PRESIDENTIAL NOMINATION PRIMARY NOTICE OF MAIL BALLOT PROCEDURES EXAMPLE

NOTICE OF PRESIDENTIAL NOMINATION PRIMARY MAIL BALLOT PROCEDURES TO VOTERS OF _____ IN _____ COUNTY, MINNESOTA

1. This notice is given to all residents of mail ballot precincts in the State of Minnesota.
2. On March 3, 2020, the State of Minnesota is holding a Presidential Nomination Primary.
3. For more information about the Minnesota Presidential Nomination Primary, please visit <https://www.sos.state.mn.us/elections-voting/how-elections-work/presidential-primary/>
4. Eligible voters not pre-registered by February 11, 2020, or pre-registered voters wishing to receive their ballot at a temporary address may contact the _____ by phone, mail or in person for an absentee ballot application.
5. All registered mail ballot voters will be sent all the major political party ballots to their residence approximately _____ before the March 3, 2020, primary date.
6. Mail ballot voters will choose the ballot of the party they are in general agreement with their principles and only vote that one ballot.
7. Only one voted ballot will be returned. The unused ballots are to be destroyed and discarded by the mail ballot voter and NOT returned in the voted ballot envelope packet.
8. The voted major political party ballot may be returned by mail (a postage prepaid return envelope is included when the ballots are mailed), or may be delivered in person, or delivered by designated agent to:

Ballots must be received no later than 8:00 p.m. on Election Day in order to be counted. Normal business hours are Monday-Friday, 8:00 a.m. to 4:30 p.m.

9. In addition to the normal business hours, extended hours for mail ballot voting are:
Saturday, February 29, 2020 from 10:00 a.m. to 3:00 p.m.; Monday, March 2, 2020, 8:00 a.m. to 5:00 p.m.
10. The polling place for this election will be at _____.
The polls will be open:
_____.

At least one assistive voting device will be available at the polling place; allowing for persons with disabilities to vote privately and independently.

11. All mail ballots will be counted at the _____ after 8:00 p.m. on March 3, 2020.

Additional information is available by contacting _____
_____, phone _____

Dated _____ day of _____, 20__.

By order of _____ (governing body)

(Election Official)

PRESIDENTIAL NOMINATION PRIMARY POSTED NOTICE OF MAIL BALLOT PROCEDURES

POSTED NOTICE OF PRESIDENTIAL NOMINATION PRIMARY MAIL BALLOT PROCEDURES TO VOTERS OF _____ IN _____ COUNTY, MINNESOTA

1. This is a notice to all residents of mail ballot precincts in the State of Minnesota.
2. The Minnesota Presidential Nomination Primary will be held Tuesday, March 3, 2020.
3. The nomination primary mail ballots will be mailed to registered voters to their residents on _____.
4. Each mail ballot voter registered by February 11, 2020 will be mailed a nomination primary ballot automatically.
5. Eligible voters not pre-registered by the date noted, or pre-registered voters wishing to receive their ballot at a temporary address may contact the _____ by phone, mail or in person for an absentee ballot application.
6. All ballots may be returned by mail (a postage prepaid return envelope is included when the ballots are mailed), or may be delivered in person, or delivered by designated agent to:

Ballots must be received no later than 8:00 p.m. on Election Day in order to be counted. Normal business hours are Monday-Friday, 8:00 a.m. to 4:30 p.m.

7. In addition to the normal business hours, extended hours for mail ballot voting are:

Saturday, February 29, 2020, from 10:00 a.m. to 3:00 p.m.; Monday, March 2, 2020, from 8:00 a.m. to 5:00 p.m.

8. The polling place for this nomination primary will be at _____.

The polls will be open:

Tuesday, March 3, 2020, from 7:00 a.m. to 8:00 p.m.

At least one assistive voting device will be available at that polling place that permit persons with disabilities to vote privately and independently and that permit any voter to submit their ballot to be automatically checked and corrected for voting errors prior to being cast and counted.

9. All mail ballots will be counted at the _____ after 8:00 p.m. on the nomination primary date.

Additional information is available by contacting _____,
_____, phone _____.

Dated _____ day of _____, 200____.


By order of _____ (governing body)

(election official)

Office of the Minnesota Secretary of State

PRESIDENTIAL NOMINATION PRIMARY MAIL BALLOT SIGNATURE ENVELOPE EXAMPLE

Put the Ballot Envelope
in here, then seal flap



Signature Envelope

Voter must complete this section please print clearly

Voter name

Voter MN address MN

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

I am in general agreement with the principles of
the Party.

Voter Signature X

Witness must complete this section

Witness name

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

City

I certify that:

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

Witness Signature X

If notary, must affix stamp

For Official Use Only

☐ Accepted ☐ Rejected (reason:)

Signature Envelope— Mail

Signature Envelope for Presidential Nomination Primary Mail Ballots

Minnesota Rules Citations

M.R. 8210.0050: All mail voting envelopes must bear a legend indicate the ballot category enclosed, in no smaller than 8-point type. The ballot category is " mail "

M.R. 8210.0600, subp. 3: Printing Specifications

- Statement is to be printed on the back of the envelope
- Voter certificate must be at least 4-1/8 inches wide
- Area for voter's name and address must be no smaller than 1-1/4 inches by 3-1/4 inches
- Following text must be printed in no smaller than 12-point bold type:
 - " Voter must complete this section "
 - " Witness must complete this section "
- " X " on signature line must be at least 20-point type
- Remainder of the statement must be printed in no smaller than 10-point medium type

M.R. 8210.0710, subp. 1: The secretary of state shall provide samples of the front...of the envelope.

M.R. 8210.0710, subp. 2: Form

- Envelope must be white in color with black ink
- The following must be printed on the same side as the voter's certificate:

"For Official Use Only

() Accepted () Rejected (reason:)

M.R. 8210.0710, subp. 3: The envelope must have "Signature Envelope— Mail" printed in no smaller than 8-point type."

M.R. 8210.0710, subp. 4: The following words must be printed above the voter's certificate or on the reverse side of the envelope: " Put the Ballot Envelope in here, then seal flap "

M.R. 8215.0500, subp. 5: Form of mail voter's certificate.

PRESIDENTIAL NOMINATION PRIMARY MAIL BALLOT INSTRUCTIONS

Instructions

How to vote by mail ballot

- You will need:
- Ballot*
 - Tan ballot envelope*
 - White signature envelope*
 - Large white return envelope*
 - Pen with black ink
- *If any of these items are missing, please contact your local election official.
- Witness
Anyone registered to vote in Minnesota, including your spouse or relative, or a notary public, or a person with the authority to administer oaths

1 Vote!

- Choose the ballot of the party you are in general agreement with the principles of.
- Show your witness that party's blank ballot, then mark your votes in private.
- Follow the instructions on the ballot.
- Do not write your name or ID number anywhere on your ballot.
- Do not vote for more than one candidate. If you do, your vote will not count.
- Do not vote the ballot of more than one party. Only return one ballot.
- Destroy and discard the extra blank ballot. You can destroy the ballot by shredding or tearing the extra ballot in half. Do not return the extra ballot.

See the other side if you make a mistake on your ballot.

2 Seal only one voted ballot in the tan ballot envelope

- Do not write on this envelope.

3 Put the tan ballot envelope into the white signature envelope

4 Fill out the white signature envelope completely

- If there is no label, print your name and Minnesota address.
- In the oath, print the name of the political party ballot that you chose. If you do not print a party name, your vote will not count. If you return a different ballot than you indicate in the oath, your vote will not count.
- Read and sign the oath.
- Ask your witness to print their name and Minnesota street address, including city (not a PO Box), and sign their name.
*If your witness is an official or notary, they must print their title instead of an address.
Notaries must also affix their stamp.*
- Seal the envelope.

5 Put the signature envelope into the large white return envelope to protect your information from view

6 Return your ballot by Election Day to the address on the return envelope

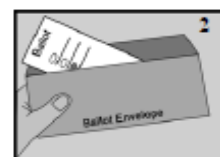
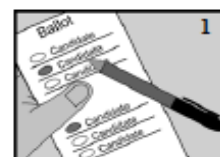
You have three options:

- Send it so it arrives by Election Day, using United States mail or a package delivery service,
- Deliver it in person by 8:00 p.m. on Election Day, or
- Ask someone to deliver it by 8:00 p.m. on Election Day.

This person cannot deliver more than 3 ballots.

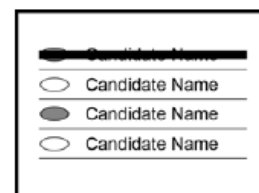
If you have questions, please call: (...) ...-....

See other side for special instructions if you have a disability



Correcting a mistake

- If time allows, ask for a new ballot from your election office. Contact your election office at [e-mail] or [phone number], or
- Completely cross out the name of the candidate you accidentally marked and then mark your ballot for the candidate you prefer (do not initial your corrections).



If you have a disability:

If you have a disability or cannot mark your ballot, your witness may assist you by marking your ballot at your direction, assembling the materials, and filling out the forms for you.

When signing the envelope, Minnesota law says you may:

- Sign the return envelope yourself, or
- Make your mark, or
- Ask your witness to sign for you in your presence. (Have the witness sign their own name as well.)
- If you have adopted the use of a signature stamp for all purposes of signature, you may use your signature stamp or ask your witness to use your signature stamp in your presence.

Minnesota Statutes, section 645.44, subdivision 14

Please note: Voting is not covered by power of attorney. A person with power of attorney may only sign for you in your presence, as outlined above.

Confidentiality Notice: For the Presidential Nomination Primary, your political party preference is required in order for your ballot to be counted. Your political party preference is private except it is available to the chair of each major political party. Election officials will also see it in the process of administering the Presidential Nomination Primary. Failure to provide your political party preference means your ballot cannot be counted.


PRESIDENTIAL NOMINATION PRIMARY MAIL BALLOT RETURN ENVELOPES EXAMPLES

DISCLAIMER: These accepted examples are in addition to the accepted envelope examples provided in the *Absentee Voting Administration Guide*.

PNP MB A-1

Signature Envelope

Voter must complete this section please print clearly

Voter name 

Voter ID: 3132310 PNP 07/17/2019 ML PCT R B3464758

Voter MN address: C 11 0125-HOME BROOK TWP 181
JOHN ADAMS
2476 76TH ST SW ENV#2

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


I am in general agreement with the principles of
the Grassroots Legalize Cannabis Party.

Voter Signature: X John Adams

PNP MB A-2

Signature Envelope

Voter must complete this section please print clearly

Voter name 

Voter ID: 3132310 PNP 07/17/2019 ML PCT R B3464758

Voter MN address: C 11 0125-HOME BROOK TWP 181
JOHN ADAMS
2476 76TH ST SW ENV#2

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


I am in general agreement with the principles of
the D.F.L. Party.

Voter Signature: X John Adams

PNP MB A-3

Signature Envelope

Voter must complete this section please print clearly

Voter name 

Voter ID: 3132310 PNP 07/17/2019 ML PCT R B3464758

Voter MN address: C 11 0125-HOME BROOK TWP 181
JOHN ADAMS
2476 76TH ST SW ENV#2

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

I am in general agreement with the principles of
the Marijuana Party.

Voter Signature: X John Adams

Witness must complete this section

Witness name: Abigail Adams

MN street address (or title, if an official or notary): 2476 76th St SW
Street Address

City: Pequot Lakes MN

I certify that:

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

Witness Signature: X Abigail Adams

If notary, must affix stamp

Witness must complete this section

Witness name: Abigail Adams

MN street address (or title, if an official or notary): 2476 76th St SW
Street Address

City: Pequot Lakes MN

I certify that:

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

Witness Signature: X Abigail Adams

If notary, must affix stamp

Witness must complete this section

Witness name: Abigail Adams

MN street address (or title, if an official or notary): 2476 76th St SW
Street Address

City: Pequot Lakes MN

I certify that:

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

Witness Signature: X Abigail Adams

If notary, must affix stamp

Party abbreviations accepted if associated major political party can be determined.
Other Examples: Rep., G.O.P., G.L.C., L.M.N.

Single word descriptor accepted if word is part of party name. (Legal Marijuana Now) Other Examples: Grass or Cannabis (Grassroots Legalize Cannabis), Democrat (Democratic-Farmer-Labor).

For Official Use Only

☒ Accepted ☐ Rejected (reason): _____

For Official Use Only

☒ Accepted ☐ Rejected (reason): _____

For Official Use Only

☒ Accepted ☐ Rejected (reason): _____

gc 

Signature Envelope- Mail

gc 

Signature Envelope- Mail


gc 

Signature Envelope- Mail

DISCLAIMER: These rejected examples are in addition to the rejected envelope examples provided in the *Absentee Voting Administration Guide*.

PNP MB R-1 Signature Envelope

Voter must complete this section please print clearly

Voter name 

3132310 PNP 07/17/2019 ML PCT R B3464758

Voter C 11 0125-HOME BROOK TWP 181

MN JOHN ADAMS

address 2476 76TH ST SW ENV#2

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


I am in general agreement with the principles of

the Party.

Voter Signature ☒ *John Adams*

PNP MB R-2 Signature Envelope

Voter must complete this section please print clearly

Voter name 

3132310 PNP 07/17/2019 ML PCT R B3464758

Voter C 11 0125-HOME BROOK TWP 181

MN JOHN ADAMS

address 2476 76TH ST SW ENV#2

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


I am in general agreement with the principles of

the *Grammots L.C. / Legal Mar. Now* Party.

Voter Signature ☒ *John Adams*

PNP MB R-3 Signature Envelope

Voter must complete this section please print clearly

Voter name 

3132310 PNP 07/17/2019 ML PCT R B3464758

Voter C 11 0125-HOME BROOK TWP 181

MN JOHN ADAMS

address 2476 76TH ST SW ENV#2

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

I am in general agreement with the principles of

the *Independence* Party.

Voter Signature ☒ *John Adams*

Witness must complete this section

Witness name *Abigail Adams*

MN street address *2476 76th St SW*

(or title, Street Address)

if an official or notary) *Pequot Lakes* MN

City

I certify that:

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

Witness Signature ☒ *Abigail Adams*

If notary, must affix stamp

Witness must complete this section

Witness name *Abigail Adams*

MN street address *2476 76th St SW*

(or title, Street Address)

if an official or notary) *Pequot Lakes* MN

City

I certify that:

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

Witness Signature ☒ *Abigail Adams*

If notary, must affix stamp

Witness must complete this section

Witness name *Abigail Adams*

MN street address *2476 76th St SW*

(or title, Street Address)

if an official or notary) *Pequot Lakes* MN

City

I certify that:

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

Witness Signature ☒ *Abigail Adams*

If notary, must affix stamp

For Official Use Only

☐ Accepted ☒ Rejected (reason) *No Party Provided*

gc *MS*

Signature Envelope- Mail

For Official Use Only

☐ Accepted ☒ Rejected (reason) *More than One Party Provided*

gc *MS*

Signature Envelope- Mail

For Official Use Only

☐ Accepted ☒ Rejected (reason) *Major Party Not Provided*


gc *MS*

Signature Envelope- Mail

DISCLAIMER: These rejected examples are in addition to the rejected envelope examples provided in the *Absentee Voting Administration Guide*.

PNP MB R-4 Signature Envelope

Voter must complete this section please print clearly

Voter name 

3132310 PNP 07/17/2019 ML PCT R B3464758

Voter MN C 11 0125-HOME BROOK TWP 181

address JOHN ADAMS

2476 76TH ST SW ENV#2

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

I am in general agreement with the principles of

the Pat Party.

Voter Signature X John Adams

PNP MB R-5 Signature Envelope

Voter must complete this section please print clearly

Voter name

Voter MN

address MN

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

I am in general agreement with the principles of

the Party.

Voter Signature X

PNP MB R-6 Signature Envelope

Voter must complete this section please print clearly

Voter name

Voter MN

address MN

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

I am in general agreement with the principles of

the Party.

Voter Signature X

Witness must complete this section

Witness name Abigail Adams

MN street address (or title, if an official or notary) 2476 76th St SW

Street Address

Pequot Lakes MN

City

I certify that:

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

Witness Signature X Abigail Adams

If notary, must affix stamp

Witness must complete this section

Witness name

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

Street Address

City MN

I certify that:

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

Witness Signature X

If notary, must affix stamp

Witness must complete this section

Witness name

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

Street Address

City MN

I certify that:

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

Witness Signature X

If notary, must affix stamp

A major political party cannot be determined.

For Official Use Only

☐ Accepted ☒ Rejected (reason) No Party Provided

For Official Use Only

☐ Accepted ☐ Rejected (reason)

For Official Use Only

☐ Accepted ☐ Rejected (reason)

ge

Signature Envelope- Mail

Signature Envelope- Mail

Signature Envelope- Mail

PRESIDENTIAL NOMINATION PRIMARY MAIL BALLOT SUMMARY STATEMENT

Mail Precinct Summary Statement Presidential Nomination Primary March 3, 2020

Municipality _____

Ward _____ Precinct _____ (Includes Mail + AB)

County _____

Number of Election Judges who worked in this precinct * N/A

Number of Voting Booths in this precinct * N/A

Registration Statistics

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

Number of new registrants on election day *2. _____

Ballots delivered to the precinct

Ballots delivered as certified by the clerk 3. _____

Ballot count adjustments from incident log (+/-) 4. _____

Number of unofficial ballots made 5. _____

Number of mail ballots delivered 6. _____

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

Ballots not in the ballot box

Number of spoiled ballots *7. _____

Number of originals for which duplicates made *8. _____

Number of rejected mail ballots *9. _____

Number of unused ballots 10. _____

Total number ballots not in the ballot box (7+8+9+10 = B) B

Ballots cast in the ballot box

Number of signatures marked "MB" on roster (preregistered + EDR) *11. _____

Number of accepted regular, military and overseas absentee & mail ballots *12. _____

Number of accepted federal only absentee ballots *13. _____

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

Ballots returned to Auditor/Clerk

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

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

* are entered into ERS stats

[Insert applicable office names and all offices on the ballot for the precinct]

Legal Marijuana Now

U.S. President - District	_____
Candidate A	_____
Candidate B	_____
Candidate C	_____
Write-Ins	_____
Overvotes/Defective	_____
Undervotes	_____
Total for this office	_____

Grassroots-Legalize Cannabis

U.S. President - District	_____
Candidate A	_____
Candidate B	_____
Candidate C	_____
Write-Ins	_____
Overvotes/Defective	_____
Undervotes	_____
Total for this office	_____

Republican

U.S. President - District	_____
Candidate A	_____
Candidate B	_____
Candidate C	_____
Write-Ins	_____
Overvotes/Defective	_____
Undervotes	_____
Total for this office	_____

Democrat-Farmer-Labor

U.S. President - District	_____
Candidate A	_____
Candidate B	_____
Candidate C	_____
Write-Ins	_____
Overvotes/Defective	_____
Undervotes	_____
Total for this office	_____

Certificate of Election Judges [for optical scan]

We the undersigned election judges hereby certify

- that the national flag of the United States was displayed on a suitable staff during voting hours;
- that the number of ballots entered on this summary statement correctly show the number of votes cast for each candidate;
- that the order of the offices and questions to be voted on and the candidates' names on the ballots was the same on the zero tape and the sample ballot;
- the number of ballots entered on this summary statement correctly show the number of ballots in the transfer case;
- that the ballots have been counted and agree with the number of names as shown on the summary statement or that any discrepancy has been noted on the incident report;
- that the number of excess ballots, if any, is _____;
- that all ballots requiring duplication were duplicated and are in the proper envelope;
- that all ballots used in the election and all ballots that have been duplicated have been placed in the transfer case and the case was securely sealed with an official seal in such a manner as to render it impossible to open the case without breaking the seal; and
- that the numbers of any seals used to seal the transfer case or cases are _____.

Certificate of Election Judges [for hand count]

We the undersigned election judges hereby certify

- that the national flag of the United States was displayed on a suitable staff during voting hours;
- that all of the ballots cast were properly piled, checked, and counted;
- that the number of ballots entered on this summary statement correctly show the number of votes cast for each candidate;
- that the number of excess ballots, if any, is _____;
- that all ballots used in the election have been placed in the transfer case or envelope(s) and the case or envelope(s) was securely sealed with an official seal in such a manner as to render it impossible to open the case without breaking the seal; and
- that the numbers of any seals used to seal the transfer case or cases are _____.

(signature of election judge)

(signature of election judge)

(signature of election judge)

(signature of election judge)

(signature of election judge)

(signature of election judge)

GENERAL INFORMATION ABOUT OTHER STATE ELECTIONS IN THE STATE OF MINNESOTA

State Primary

The state primary will be held in a presidential election year in addition to the Presidential Nomination Primary (held in March). The state partisan primary occurs on the second Tuesday in August of even-numbered years. The purpose of the primary is to select the nominees of the major political parties for partisan (other than presidential electors) and nonpartisan offices, to be filled at the state general election. [M.S. 204D.03](#)

Major political parties on the primary ballot in 2020 are Legal Marijuana Now Party, Grassroots-Legalize Cannabis Party, Republican Party of Minnesota and Democratic-Farmer-Labor Party. The order of the ballot for major party candidate is determined by the average votes cast for each major party at the last state general election. Candidates for the major party with the smallest average votes are listed first and candidates for the party with the highest average votes are listed last. Minor party and independent candidates for state partisan offices are not placed on the state primary ballot. [M.S. 200.02, subd. 7; 204D.13, subd. 2](#)

No write-in candidates are permitted on a primary election ballot. Voters may vote in only one party's primary column on the ballot; voters may not "cross-party vote" between the party columns and candidates. [M.S. 204B.36, subd. 2; 204D.08, subd. 2; 204D.08, subd. 4](#)

If only one candidate files for nomination by a major political party for a partisan office, then that candidate is declared the nominee for that party when candidate filing closes but the candidate's name still appears on the primary ballot. If all candidates for a particular partisan office have been declared the nominees in this manner when candidate filing closes, then that office is omitted from the state primary ballot. A state primary does not have to be held in a county or municipality if there are no nonpartisan contests and all partisan offices have been determined to be omitted from the state primary ballot in that county or municipality. [M.S. 204D.03](#)

Nonpartisan (judicial, municipal, school, etc.) offices appear on the primary election ballot only when more than twice the number of persons to be elected file for the nomination. Municipalities and schools may, by resolution or ordinance, elect to choose nominees for municipal or school office by primary. [M.S. 204D.07, subd. 3; 205.065, subd. 2; 205A.03, subd. 1](#)

State General Election

The state general election occurs on the first Tuesday after the first Monday in November in each even-numbered year. Its purpose is to elect county officers, judges of the state supreme, appellate and district courts, members of the state legislature, constitutional officers, senators and representatives in congress and presidential electors. Proposed amendments to the Minnesota Constitution may be on the ballot, as well as other local elective offices, such as members for soil and water conservation districts and hospital districts, and local ballot questions. The state general election may also include offices and questions for municipalities or school districts that hold their regularly scheduled election in the even year or for municipalities or school districts holding a special election. [M.S. 103C.305, subd. 1; M.S. 204D.02, subd. 1; 204D.03, subd. 2; 447.32, subd. 2](#)

STATEWIDE VOTER REGISTRATION SYSTEM (SVRS)

The Statewide Voter Registration System (SVRS) is used to maintain the voter registration data for every voter in the state of Minnesota. The county auditor is the chief registrar of voters and the chief custodian of the official voter registration records for their county.

Because the Presidential Nomination Primary is a state election, the use of SVRS is required to manage all aspects of the election. [M.S. 201.081](#)

Security of SVRS Voter Registration DATA

Because PNP absentee modules will include the major party choice of absentee voters it is important to review SVRS access and the use of its data:

Access and use of voter registration information found in SVRS is restricted by [M.S. 201.091](#). SVRS should only be accessed by a user to complete work directly related to the administration of elections and/or responding to voter data practices requests.

Some of the information found in a voter's SVRS record is considered public data. The public data items may be used only for limited purposes. There are Public Information Lists found in the Voter Registration Report Category in SVRS. An absentee or Election Day voter's PNP ballot party choice was specifically identified as "private" during the 2019 legislative session; therefore, reviewing a voter's party choice without a business reason and/or divulging that information to anyone else is prohibited. Every effort should be made by absentee and poll place election officials to refrain from showing to others and/or from speaking out loud a voter's major party ballot choice. [M.S. 201.091, subd. 4a; 207A.12\(b\)](#)

Counties and the OSS may provide a public information list for inspection that contains a voter's name, address, year of birth, voting history, telephone number (if available) and voting districts. The public information list will not include the voter's PNP major party ballot choice. A list made available for inspection may not be tampered or altered in any manner. The information viewed on a list for inspection may not be used for purposes unrelated to elections, political activities or law enforcement. Law enforcement inquiries from public officials concerning a failure to comply with any criminal statute or local tax statute are also allowed. An individual inspecting a public information list must provide identification and must state in writing that the information will only be used for the purposes allowed by current laws. [M.S. 201.091, subd. 4 & 4\(a\); 207A.12\(b\)](#)

Counties and the OSS may provide electronic or other media copies of the public information list to registered voters who state in writing that they will not use the information for purposes not authorized by law. Authorized purposes: elections, political activities or law enforcement. [M.S. 201.091, subd. 5](#)

Counties are able to provide copies of public information lists, however, counties often find it easier to refer requests to the OSS because of the easy-to-use ordering system and jurisdictions often cross multiple counties. Counties are only able to provide public information lists of voters that fall within their county's boundaries.

Persons wishing to order a public information list of voters from the OSS may visit the [OSS Registered Voter List Requests](#) webpage for more information, ordering details and to print the order form (<https://www.sos.state.mn.us/election-administration-campaigns/campaigning/registered-voter-list-requests/>)

ALL OTHER USES OF VOTERS' DATA FOUND IN SVRS ARE PROHIBITED BY LAW.

Technical Requirements of Computer Systems for Secure Access to SVRS

The OSS provides a list of required hardware, software, security and/or other technical requirements necessary to ensure the security, access controls and performance of SVRS. The current list of requirements are listed in SVRS in User Documentation and should be reviewed by county elections office frequently.

When a county is notified of changes to any organizational IT item related to their SVRS access, they should review the current OSS list with the county's IT department to ensure that the list of OSS requirements are still being met.

When a county elections office approves a municipality's access to SVRS, the list should be reviewed with the municipality's election administration office and the municipality's IT department to make sure that all requirements will be met before access is granted.

SVRS basic access information:

- The jurisdiction's network is required to have a *static* IP address to access SVRS
- OSS has approved all the jurisdiction's IP addresses to access SVRS

SVRS Multi-Factor Security Authentication

In 2018, an additional layer of security to access SVRS was implemented. If county election offices have questions/concerns about the new multi-factor security features, please contact OSS elections department at elections.dept@state.mn.us or 651-297-4848 (technical support phone line).

Counties are responsible for their and their local jurisdictions' access to SVRS. Counties may contact the OSS if they are having problems with setting up a jurisdiction's access to SVRS. Please provide to municipalities the contact information of county election administrators who will provide SVRS technical support to municipal SVRS users. [M.S. 203B.05](#)

SVRS User Profiles and Passwords

County and municipal user profiles are managed by the county elections offices. Some municipal clerks are given the ability to manage their employees' user profiles by the county elections official. OSS staff members will not "usually" create county or municipal user profiles, problem-solve multi-factor security or reset SVRS passwords over the phone. All county and municipal instructional materials should refer users to the **county** for access and technical issues with SVRS.

THE SVRS DATABASE

The SVRS database is required to be accessible to the county auditor of every county in the state ([M.S. 201.022](#)) and the following SVRS items will be used to administer the PNP:

SPECIAL NOTE: There are user documents found in SVRS related to the listed activities.

- SVRS Production
 - Home
 - Provides a Review of Pending Work and numbers associated with different items such as pending application, number of upcoming elections, etc.
 - System notifications such as “Images waiting for SVRS Job to link” will be found under AB Images.
 - System notifications such as “rosters are ready” will be found under Message Maintenance
 - SVRS User Documentation
 - Link to the SVRS User Documentation webpage. There will be PNP specific user documents found on this page once developed.
 - Logout
 - Encourage users to log out of SVRS when they complete their work; especially at multiple-user computers found at customer service counters. Users should not complete work in SVRS under another user’s profile.
- Voter Registration
 - Voter Records
 - Search, update, correct or add a voter record.
 - Pending Applications
 - All pending electronic information used to update existing voter records or add a new voter record.
 - COA Express
 - National Change of Address & ERIC information to be used to update a current voter registration record.
 - Change of address information is related to an out of state move or an in-state move.
 - “Express” means that there is a current voter record that is an “exact” match to the pending data; indicating a high degree of confidence that the correct record will be updated.
 - DOH/SSA Express
 - Minnesota Department of Health and the federal Social Security Administration information to be used to mark a current voter registration record “deceased”.
 - This information is related to the death records that each organization maintains.
 - “Express” means that there is a current voter record that is an “exact” match to the pending data; indicating a high degree of confidence that the correct record will be updated.
 - Court Events
 - Pending electronic information from the Minnesota Court Information System to update existing voter records.
 - Includes information related to felony convictions, felony conviction discharges, court name changes, court guardianship decisions, court declarations of incompetence and restoration of a voter’s rights.
 - The pending information is to be reviewed and the user decides if there is a current voter record that matches the information provided.
 - The user is required to use discretion in deciding the correct voter record or if any voter record should be updated with the data presented.
 - Court Express
 - Pending electronic information from the Minnesota Court Information System to update existing voter records.

- Includes information related to felony convictions, felony conviction discharges, court name changes, court guardianship decisions, court declarations of incompetence and restoration of a voter's rights.
 - "Express" means that there is a current voter record that is an "exact" match to the pending data; indicating a high degree of confidence that the correct record will be updated.
 - MDL/SSN Verification
 - Added or updated voter records that have failed the verification process of either the Minnesota Driver's License System or the federal Social Security Administration are presented for further review.
 - Election Day Registration
 - Manual entry of Election Day Registration application information.
 - Returned PVCs
 - Processing of returned PVCs; noting why the postal verification card was returned.
 - May enter a date to resend a PVC for some types of "returned" reasons.
 - Group Send PVCs
 - Used by counties to send a group of PVCs.
 - Used regularly to notify voters of a change of municipal polling location.
 - This process CANNOT be used to send notification of a school district's change of polling place.
 - PVC Messages
 - A message may be placed onto postal verification cards notifying voters of anything of importance. There is a limit on the message's number of characters.
 - Correspondence
 - When letters, such as "registered too late" are queued, this is the location where administrators will print the letters to be mailed.
 - Administrators may re-print previously printed letters.
 - Includes lists of PVC, COA cards that have been mailed and are queued to be mailed.
 - Reports
 - One of the multiple links to access the page that includes all Report Categories and their associated reports.
- Absentee Ballot
 - AB Records
 - Add, view, update and correct AB and MB records.
 - Reprint AB labels for individual records.
 - Received AB Envelopes
 - Record that an AB ballot has been received or returned as undeliverable.
 - Returned AB Envelopes
 - Record that an AB ballot has been received, accepted, rejected or returned as undeliverable.
 - Transfer Accepted Ballots
 - Used by administrators that transfer accepted ballots from one location to another for the counting process.
 - Returned PNP MB Envelopes
 - Returned MB envelopes will include the party choice of the voter. That is to be recorded when the voted mail ballot is returned.
 - Non-linked AB Records
 - Identifies AB records of voters who have become registered to vote since the time of their AB application's entry into SVRS.
 - Process should be completed before label batches are produced so that the correct AB voting materials are sent to registered voters.
 - UOCAVA Ballot Board
 - Used by county administrators to process returned UOCAVA ballots.
 - AB Label Batches

- Review and reprint batches of AB or MB labels.
 - Ballots for Election
 - Review AB label batches or single label prints.
 - Run all types of reports relating to AB ballots for an election.
 - AB Images Upload
 - Upload AB application images with bar codes using a scanner and the system then attaches a .pdf of the application to the voter's AB record.
 - UOCAVA Email Delivery
 - Used to send e-mails to UOCAVA voters who have chosen to receive their ballots by e-mail.
 - An attachment of instructions & envelopes are produced with the e-mail.
 - Attaches a .pdf of the correct UOCAVA ballot if the ballot is available in the system.
 - Group Add Mail Ballot Records
 - Produce MB records for an election.
 - This process just produces the MB records. Once complete, MB labels still need to be produced.
 - Change Your Ballot Location
 - Used if a user is not working at their "default" AB location. Reverts back to default location when user logs out of that session.
 - The default location is a part of the user's profile.
 - Ballot Locations
 - Used by county administrators to add, update or correct an AB ballot location.
 - Reports
 - One of the multiple links to access the page that includes all Report Categories and their associated reports.
- Elections
 - ePollbook File Upload
 - Used to upload ePollbook files to be processed.
 - Post Voting History
 - Used for manual entry of voting history.
 - Post Rejected or Late AB History
 - Used to document the effort to vote of those whose ballots were not counted.
- Precincts and Polling Places
 - Precincts
 - Used to add, update or correct municipal voting precincts.
 - Polling Places
 - Used to add, update or correct municipal, MB, mail election or school district poll locations.
 - Reports
 - One of the multiple links to access the page that includes all Report Categories and their associated reports.
- Address Ranges
 - Address Range Records
 - Used to add, update or correct address ranges and their associated voting districts.
 - Pending Address Range Changes
 - Lists address range changes that have not completed all steps within the system as of yet.
- Reports
 - Standard Reports
 - One of the multiple links to access the page that includes all Report Categories and their associated reports.
 - Saved Reports
 - Reports that were scheduled and are now available.
 - Report Schedules

- Used to schedule reports to be available at a later time.
 - Reports that are too large to produce during business hours are automatically scheduled by the system for later production.
- Profiles
 - Users
 - Used by county and municipal administrators to add, update or correct user accounts.
 - County
 - County administrators update or correct their county's profile.
 - Addresses found in this profile are used in other processes in SVRS like the return address placed on UOCAVA e-mailed attachments.
 - Municipal
 - County administrators update or correct their municipal profiles.
 - Residential Facility
 - County administrators add, update or correct profiles of their residential facilities.
 - Information found in these profiles is used in other processes in SVRS like the production of HCF AB labels.
 - MFA
 - County and municipal administrators manage the MFA accounts of their users.
- Security
 - Password
 - Used to change one's SVRS password.
 - Security Question
 - Used to set up a question-based process so that an SVRS user may change their own password at any time if they are "locked out."
- Session Information
 - Name of SVRS server you are currently using
 - IP address of your computer
 - Current version of SVRS

If you are a county user experiencing SVRS access issues, other county users have the ability to assist you. It is strongly suggested to set up the security question so that a user is able to self-reset their own SVRS password.

If you are a county user experiencing technical support issues with SVRS, please contact OSS staff members by e-mail at elections.dept@state.mn.us or by phone at 651/215-1440.

The previous "customer portal" system is no longer used.

If you are a municipal or school district user of SVRS, please contact your county elections office if you have any access or technical issues.

2020 Presidential Nomination Primary
Elections Administrator Guide
Office of the Minnesota Secretary of State
Updated 9/5/201

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