

# 2020

## PRESIDENTIAL NOMINATION PRIMARY ELECTION JUDGE GUIDE SUPPLEMENTAL



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# Presidential Nomination Primary Election Judge Supplemental Guide Overview

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## About This Supplemental Guide

This supplemental guide is a reference for election judges serving in the Presidential Nomination Primary (nomination primary or PNP) and focuses upon procedures specific to the nomination primary.

Sections will have citations referencing relevant election laws (Minnesota Statutes or M.S.) or election rules (Minnesota Rules or M.R.). Find the full text of election laws and rules at the [Election Laws](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-laws/) webpage on the Secretary of State's website (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-laws/>).

The administration of the Presidential Nomination Primary is similar to the administration of the state primary held in August of even-numbered years. For this reason, election judges need to refer to the current Election Judge Guide for most nomination primary administration processes and procedures. However, there are a few notable differences outlined in this guide. Use this guide as a **supplement** to the current Election Judge Guide.

It is important to note that your local election official may provide you with **additional instructions and forms specific to their administration of a state primary**.

Related statutes and rules: [M.S. 207A.12](#); [M.R. 8215.0100](#); [8215.0600](#)

## Follow Local Instructions

Like all Minnesota state elections, local jurisdictions manage the administration of this primary.

While all jurisdictions follow the same set of election laws and rules, there is more than one way to complete elections tasks. You may find that the instructions in this guide vary from those provided by your local official. When in doubt, **follow the instructions provided by your local official**, or call your **local official** for clarification as needed.

**Bring this Supplemental Guide and the Current Election Judge Guide to the polling place on the day of the Presidential Nomination Primary.**

You are not required to memorize all the details of every election procedure. You are expected to know of resources to refer to when you have questions. Review both election judge guides before Election Day, and bring along both guides to the polling place on the nomination primary Election Day. You may also download copies directly from the [Election Guides](http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/) webpage on the Secretary of State's website (<http://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-guides/>).

# Presidential Nomination Primary Election Judges Overview

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## Presidential Nomination Primary Code of Conduct

Presidential Nomination Primary Election Judges are expected to conduct themselves under the same code of conduct expected for all elections held in the State of Minnesota.

Because voters will note their political party choice to election judges in order to vote in this primary, care and discretion is required of election judges to keep that choice as private *as possible* in the polling place.

All election judges must keep in mind that a voter's party ballot choice has been deemed **private** by state statutes and cannot be communicated to anyone other than certain election judges in the polling place for the express purpose of ensuring the correct ballot is given to the voter.

A voter's political party ballot choice cannot be shared with anyone else within or outside the polling place on Election Day or after.

**Important:** Because the major political party choice of a voter (absentee or polling place) has been deemed "private" by state law ([M.S. 207A.12, subd. \(b\)](#)): *Willful disclosure (before, during & after Election Day) of a voter's major political party ballot choice to anyone other than those authorized by law is a crime under [M.S. 13.09](#); civil penalties may also be imposed upon the individual as well as the municipality under [M.S. 13.08](#) and [13.085](#).*

Election judges are not to question or "challenge" a voter's stated political party ballot choice.

Related statutes or rules: [M.S. 207A.12\(b\)](#)

## Presidential Nomination Primary Election Judge Qualifications and Training

Election judges serving in the Presidential Nomination Primary must meet the same qualifications to serve in any election in the State of Minnesota. The governing body of the municipality or the county board (unorganized territory precincts) appoint nomination primary election judges.

Election judges serving in the nomination primary must have received election judge training and certification within two years of the nomination primary election date.

Head judges and health care facility judges are required to have completed an additional hour of training related to those job duties within two years of the nomination primary election date. Judges assigned to an absentee ballot board must also receive extra training.

Student trainee judges may serve in the nomination primary.

Local election officials keep proof of election judge training on file. Refer questions of your certification status to the local election official.

**All election judges serving in the Presidential Nomination Primary are required to complete an *additional* one-hour training course within 60 days of the nomination primary election date that focuses upon processes and procedures that are unique to its administration.**

Related statutes and rules: [M.S. 204B.19](#); [M.R. 8215.0600](#); [8240.2100](#)

## **Presidential Nomination Primary Polling Place Assignments**

Like other elections held in the State of Minnesota, you will likely be assigned to work in a precinct in or near where you live, though local election officials can ask you to serve elsewhere.

Like all elections held in the State of Minnesota, election judges are appointed to polling places at least 25 days before the election (unless additional workers are needed). With the exception of Head Judge, you may serve for all or parts of the Election Day, at the discretion of the local jurisdiction.

Related statutes or rules: [M.S. 204B.21](#); [204B.22, subd. 1\(b\)](#)

## **Number of Election Judges for the Presidential Nomination Primary**

Each nomination primary precinct is required to have a minimum of three appointed election judges. At least two election judges must represent different major political parties (there are four major parties in the State of Minnesota). No more than one-half of the judges can be from the same major political party. Partisan affiliation does not apply to student trainee judges.

An election judge who wishes to state that they “do not affiliate” with any major party may serve in the nomination primary. They are required to provide to the appointing authority a statement that they do not affiliate with any major political party. Election officials can only appoint “unaffiliated” election judges who have signed the statement.

An election judge’s major party affiliation or their statement that they are “unaffiliated” with any major party is only shared with other election judges assigned to the precinct for the nomination primary.

Related statutes or rules: [M.S. 204B.19, subd. 5](#); [204B.21](#); [204B.22](#)

## **Preparing for the Day of the Presidential Nomination Primary**

### **Election Emergency Plans**

The Presidential Nomination Primary held in early March in the State of Minnesota holds the risk of extreme weather events (i.e., blizzards). Election judges need to know the county and/or local election official’s election emergency plan and prepare to implement the plan when needed. There are no provisions in law allowing the postponement or cancellation of the Presidential Nomination Primary.

Related statutes and rules: [M.S. 204B.181](#)

## Time Off From Work

State law allows you to receive time off from work to be an election judge for the Presidential Nomination Primary.

Please review [M.S. 204B.195](#) for more details regarding an employee's ability to have time off from work to serve as an election judge.

If you are a Minnesota resident but your work location is in another state (i.e., Iowa, North Dakota, etc.), please discuss with your human resources department the applicability of a Minnesota state elections law to their organization.

**Note:** Federal employees should discuss with their human resources department the applicability of [M.S. 204B.195](#) to their organization.

Related statutes or rules: [M.S. 204B.195](#)

# The Presidential Nomination Primary Polling Place

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## General Advice for Polling Place Setup

The polling place for the Presidential Nomination Primary is set up the same as any other election in the State of Minnesota.

## Overall Polling Place Voting Privacy

Arrange the registered voter and registration roster tables so that a voter's major political party choice is not easily seen/heard by anyone other than the election judges providing voter receipts and distributing the correct ballot.

- Make sure that "items" being used to cover other voters' challenge and/or party choice information on a paper roster page are readily available and being used.
- Make sure that rosters (electronic or paper) are turned away from the public, the screen goes dark or the binder covers are closed when not in use.
- Make sure the separate stacks for each major party's ballots are not easily recognized by others when given to a voter. **Suggestions:** Keeping ballots underneath a skirted table in a folder or storage container. Using a tabletop screen to shield ballot stacks.
- Make sure that voter receipts are placed face down in a tray or spindle.
- Make sure that ballot secrecy covers are large enough to cover the entire ballot including the header that lists the major political party ballot choice in bold and large font type.

## Voting Stations

Arrange the voting stations with privacy in mind. Others nearby should not be able to see how someone is marking their ballot and extra care should be given so that the ballot's header with the party's name cannot be easily seen.

Provide voters using a table-height booth or a ballot-marking device with the same level of privacy as others.

**Note:** Voters are not required to use a voting station/booth to vote their ballot. If they do not want to wait for a voting station to become available, offer them other areas within the voting room (i.e., a built-in counter top) that offer some level of privacy. It is the voter's choice of where they would like to vote the ballot **within** the voting room.

Related statutes and rules: [M.S. 204C.17](#); [207A.12\(b\)](#); [M.R. 8230.0250](#)

## Presidential Nomination Primary Instructional Materials

In addition to the posters and signs used for all state elections, there will be a set of nomination-primary-focused instructional materials. The additional materials' purposes are to inform voters of the unique processes and procedures of the nomination primary.

There is a large-font, nomination-primary-focused privacy warning page in the Appendix that should be placed at the registered voter roster and the Election Day registration table(s).

Related statutes and rules: [M.S. 204B.27, subd. 3](#); [204C.06, subs. 3 & 4](#); [204C.08](#); [M.R. 8200.5800](#); [8215.0300, subp. 3](#)

## Preparing Presidential Nomination Primary Ballots in the Polling Place

1. **Certify that there are ballots for each of the major parties and the total number of ballots provided to the precinct.**

All precincts will have multiple styles of ballots (one for each major party). There will be at least one pack of ballots for each of the major parties that are participating in the Presidential Nomination Primary.

To certify the beginning ballot count, review and count the number of ballot packs present. Make sure that there is at least one ballot pack for each of the major parties that are participating in the Presidential Nomination Primary. You will be informed of the major parties participating in the Minnesota presidential nomination primary. Then count the total number of ballot packs.

The ballots are wrapped in packs of 25, 50 or 100 ballots.

Record the results on the form provided in your supplies.

2. **Confirm that your precinct's ballots match the candidates from the ballot counter.**

Your polling place will have multiple ballot styles (for each of the major parties) and some polling places contain multiple precincts (shared/combined polling places).

Confirm and prepare a supply of ballots for each style needed. Contact your local election official immediately if there are any doubts whether the candidates match.

3. **Count ballots in each packet.**

You will need to open a pack for each ballot style for each precinct within the polling place to begin the day.

It is common for a pack to have more or less ballots than listed on the package (for example, it might have 23 ballots instead of 25).

A judge must carefully count each pack when opened throughout the day. Fan the ballots to be certain that two or more are not stuck together. Record any discrepancies as +1/2/3, -1/2/3 in the Incident Log.

Some jurisdictions provide an additional, separate form for tracking ballots during the day.

4. **Initial each ballot.**

After counting the ballots, two judges must write their initials on each ballot given to a voter. Be careful not to make any other marks on the ballot.

Any two judges may perform this task—judges from two different major parties are not required.

All ballot stacks are to be shielded (storage unit, tabletop screens) from the view of others so it cannot be determined which party's ballot was given to a voter.

5. **Open ballot packs only as needed.**

To ensure ballot orderliness and security, do not open more packs than necessary for voting. Start with a modest supply and open more packs only as needed during the day. Store the remaining ballot supply in a secure place until needed.

Notify the Head Judge if the ballot supply becomes low. Pay careful attention to ballot supplies for each major party participating in the nomination primary.

6. **Take out a supply of secrecy covers.**

Polling places using a precinct ballot counter must *offer* a secrecy cover to voters. The voter can place their ballot when moving about the polling place into this folder. It prevents other voters from seeing their vote choices.

The secrecy folder should cover the header of the nomination primary ballot because it lists the major party name of the voter's ballot in large and bold lettering.

**Reminder: It is the choice of the voter if they wish to use a secrecy cover or not.** If supplies run low, offer the *choice* to voters. Use of the secrecy cover is at the voter's discretion. Election judges are not to prohibit voters from voting if the voter does not wish to wait for a secrecy cover to become available.

Related statues and rules: [M.S. 204C.09](#); [207A.13\(b\)](#); [M.R. 8230.0560](#); [8230.0570](#); [8230.0580](#); [8230.0650](#); [8215.0200, subps. 1 & 2](#)

# Presidential Nomination Primary Election Judge Duties and Responsibilities

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All roles and duties of election judges serving in the Presidential Nomination Primary are the same as any other election in the State of Minnesota.

This section will list the duties of election judges that are different or unique in the administration of the nomination primary.

## **Greeter Judge**

Greet and guide voters to the correct pre-registered and/or registration table.

Inform voters they will note their major party ballot choice to an election judge before receiving a ballot.

Inform voters they will receive a ballot that only includes the candidates for president of that major party ballot choice and once the voter has marked their party preference either on the paper roster page or on the electronic roster screen and pressed submit they cannot change their mind.

If there are questions, direct voters to informational posters in the polling place. If there are further questions after review of the informational posters, refer the voter to a head election judge for further explanation.

Related statutes or rules: [M.R. 8200.5800](#); [8215.0300](#)

## **Roster Judge**

### **Paper Rosters**

Ask for a voter's name (and address if needed to determine the correct voter). Find the name on the paper roster page. Confirm the correct voter is found and the voter is eligible to proceed (e.g., no roster notations that require further action before voting).

When a paper roster is used, cover the challenge information of and major party ballot choice of other voters listed on the page. Turn the roster page to face the voter and direct the voter to read the entire certification statement (additional language for the nomination primary "I am in general agreement with the principles of the party for whose candidate I intend to vote" is included). If eligible, instruct the voter to sign the roster page and mark their party's ballot choice. The voter is given a voter receipt after signing and choosing a major party on the paper roster page. The election judge writes the initials of the name of the party ballot choice on the receipt.

The voter receipt must include the major party ballot choice before a ballot is given to the voter by the ballot judge. Have the voter confirm that the correct party ballot choice is listed on the voter receipt before proceeding. A voter is not able to "change their mind" at this point, but, if an administrative error has occurred, refer the voter to a head judge for resolution.

If a voter refuses to provide a major party ballot choice or states that they are “unaffiliated” with any major party in our state, explain to the voter that they are not eligible to vote in this nomination primary. If they continue to refuse to provide a major party ballot choice, direct them to review the nomination primary instructional posters. If after a review of the informational posters, a voter continues to refuse to provide a major party ballot choice, refer the voter to a head judge for further explanation.

### **Head Judges:**

- Allow voters a reasonable amount of time to re-read the informational posters. Give voters the ability to change their mind and provide a major party ballot choice before asking them to leave the polling place.
- If a voter continues to refuse to provide a major party ballot choice, ask them to leave the polling place. Let them know that they are not able to vote in the nomination primary election.
- List anything of importance from these types of conversations on the incident log (details might be required to respond to a complaint). Important details about these types of voter conversations are noted on the incident regardless if the person votes or is turned away.

### **Electronic Rosters**

Ask for a voter’s name (and address if needed to determine the correct voter). Find the name using the electronic roster. Confirm that the correct voter has been found and the voter is eligible to proceed (there are no roster notations that require further action before voting).

When an electronic roster is used, the voter will select their party ballot choice on one of the screens. Once the voter has made their choice, print the voter receipt that will include the party ballot choice of the voter and the entire nomination primary certification statement (additional language) and direct the voter to read it. Have a large-font version of the certification statement (Appendix) available if voters are not able to read the smaller print found on the voter receipt. If eligible, the voter will sign the voter receipt.

The voter receipt must include the major party ballot choice before a ballot is given to the voter by the ballot judge. Have the voter confirm that the correct party ballot choice is listed on the voter receipt before proceeding.

If a voter refuses to provide a major party ballot choice, explain to the voter that they are not eligible to vote in this nomination primary. If they continue to refuse to provide a major party ballot choice, direct them to read and review the nomination primary instructional posters.

Allow voters a reasonable amount of time to read the information and the ability to change their mind and provide a major party ballot choice.

If a voter continues to refuse to provide a major party ballot choice, they are asked to leave the polling place. They are told they are not able to vote in the nomination primary election.

**Special Note Regarding Electronic Rosters:** If a voter who is listed on the pre-registered electronic roster is required to complete an Election Day Registration (i.e., change of name, address, etc.), make sure to have the head judge remove the “check in” from the pre-registered electronic roster. That way voting activity is not wrongly recorded (“duplicated”) in both the pre-registered and registration electronic rosters.

Related statutes or rules: [M.S. 204C.10](#); [M.R. 8215.0300](#); [8230.0650](#)

**Roster judges:** Please read the section titled, **Roster Data Including Major Party Ballot Choice is Private**, found later in this section.

## **Registration Judge**

A voter is required to meet the same eligibility qualifications to register to vote on Election Day of the nomination primary like any other election held in the State of Minnesota. In addition, a nomination primary voter is required to note their major party ballot choice. The choice must be marked on the paper roster, electronic roster and voter receipt before a ballot is given to the newly registered voter.

**Special Note Regarding Electronic Rosters:** If a voter who is listed on the pre-registered electronic roster is required to complete an Election Day Registration (i.e., change of name, address, etc.), make sure to have the head judge remove the “check in” from the pre-registered electronic roster. That way voting activity is not wrongly recorded (“duplicated”) in both the pre-registered and registration electronic rosters.

## **Roster Abbreviations for Current Major Political Party Names in the State of Minnesota**

LMN = Legal Marijuana Now

GLC = Grassroots-Legalize Cannabis

R = Republican

DFL = Democratic-Farmer-Labor

## **One-Letter Abbreviations for Current Major Political Party Names in the State of Minnesota**

L = Legal Marijuana Now

G = Grassroots-Legalize Cannabis

R = Republican

D = Democratic-Farmer-Labor

## **Roster Data Including Major Party Ballot Choice is Private**

The roster contains private information. Election judges should not examine paper or electronic roster data other than what is necessary to assist the voter before them.

The only time a voter can see the paper roster page (containing other voters’ private information) is at the time when they must sign their name.

Election judges must conceal paper roster challenge notations and the major party ballot choice of voters from the view of other voters. Voters should not view the electronic roster voter receipt of another voter, as it will include the voter’s major party ballot choice.

Confirm with the head judge the procedures used in the polling place to conceal paper roster notations and secure electronic roster voter receipts.

There is large-print, nomination-primary-focused privacy warning page in the Appendix that should be placed at the registered voter roster and the Election Day registration table(s).

**Important:** Because the major political party choice of a voter (absentee or polling place) has been deemed “private” by state law ([M.S. 207A.12, subd. \(b\)](#)): *Willful disclosure (before, during & after Election Day) 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](#).*

## Demonstration Judge

In addition to demonstrating how one votes an optical scan ballot, demonstration judges should also explain to the voters the unique features of the Presidential Nomination Primary ballot.

- The ballot will be specific to the party chosen at the roster or registration station.
- One of the candidate choices might be “uncommitted.”
- Write-in votes might be present on the ballot. The party chair chooses if write-ins will be included on their ballot.

If a voter has questions about what the word “**uncommitted**” means on their party’s nomination primary ballot, we suggest the following statement:

*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.*

If voters have any questions about why certain items are on their party’s ballot or why some items are on one party’s ballot and not another’s, please refer them to their party’s representatives.

Related statutes and rules: [M.S. 204C.13](#)

## Ballot Judge

The ballot judge counts and tracks packs of ballots, collects registered voter receipts and issues ballots. The ballot judge for the nomination primary ensures that there is at least one ballot packet for each of the participating major parties present. The ballot judge should pay careful attention to the ballot supplies of each major party and if the supply seems low, they should notify the head judge and municipal clerk as soon as possible.

Voter receipts, whether from an electronic roster or given to voters who signed a paper roster, contain private information of voters including their major party ballot choice and should be kept in a location on the ballot judge’s table so the information is not easily viewed by others.

**Special Note:** The nomination primary precinct summary statement only needs to record the total number of ballot (all major parties) delivered to the polling place at the beginning of voting and the total number of ballots returned at the end of voting. Supply totals by individual major party ballot do not need documentation on the precinct summary statement.

## **Spoiled Ballots**

If a voter “spoils” their ballot, they may request a replacement ballot. However, the ballot ***must*** be the same party ballot choice certified on the roster. A voter is not able to change the choice of their major party ballot once they have signed the roster/voter receipt and have been given a ballot.

## **Secrecy Covers**

Secrecy covers should be large enough to cover the top section of all nomination primary ballots as it lists the name of the major party ballot.

Related statutes and rules: [M.S. 204C.09, subd. 1](#); [204C.13](#); [207A.12](#); [207A.13](#)

## **Ballot Counter Judge**

Ballot counter judges should use extra care in avoiding knowledge of the voter’s major party ballot choice when asked for assistance.

If a voter who receives error messages when inserting their ballot into a ballot counter decides to request a replacement ballot, remind the voter that they may only receive a replacement of the same major party ballot they chose when they signed the paper roster page or electronic roster voter receipt.

Related statutes and rules: [M.S. 207A.12](#); [M.R. 8230.4365](#)

## **Head Judge**

The head judge is the lead election official in the nomination primary polling place and has completed one additional hour of required training for handling some of the more complex duties. All duties and responsibilities are the same as any other election held in the State of Minnesota.

Head judges might be called upon to explain the requirement that a voter notes their major party ballot choice before receiving a nomination primary ballot. In addition, a head judge might need to lead an effort to remove from the polling place and document the event of a voter who refuses to communicate their choice of major party ballot.

If there is an administrative error of a voter’s party choice on a paper roster page, electronic roster record and/or a voter’s receipt, the head judge should follow the procedures outlined by the local election official to make the correction.

Because the nomination primary is held in early March, the risk of extreme weather conditions is high. The head judge might need to lead the effort to take steps to protect all the people in the polling place during an emergency. A head judge should be prepared to respond to emergencies, such as a last minute change in polling place and judges who are not able to make their way to the polling place on Election Day.

## **Incident Log**

Head judges should remind all judges to record any unusual events or problems in the Incident Log.

Persons refusing to provide their major party ballot choice might be a common event. Steps taken to:

- refer voters to instructional materials/posters
- refusing a ballot to a voter
- removal of a voter from the polling place

should all be documented in the precinct's incident log.

Related statutes and rules: [M.S. 203B.121](#); [204B.20](#); [M.R. 8240.1750](#)

## **Health Care Facility Election Judge**

Health care facility voting will take place for the Presidential Nomination Primary.

Health care facility election judges serving in the nomination primary must have:

- Received training and certification to serve as an election judge in the past two years.
- Received an additional hour of health care facility election judge training in the past two years.
- Attended the additional hour of Presidential Nomination Primary election judge training before the nomination primary date.

The health care facility voter is required to note their major party ballot of choice on the absentee ballot application. Only that ballot is administered to the health care facility voter.

Related statutes and rules: [M.S. 203B.04](#); [203B.11](#)

# Presidential Nomination Primary Polling Place Conduct

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All rules for polling place conduct are followed for the Presidential Nomination Primary.

This includes rules that allow or prohibit people from being in or near the nomination primary polling place.

## Challengers

Challengers are allowed to be present in the nomination primary polling place. A challenger may only contest the eligibility of a person to vote in the nomination primary; they may NOT challenge a person's major party ballot choice.

Related statutes and rules: [M.S. 204C.06](#)

## Voter Complaints

Voters may question why they were required to note a major party ballot choice before voting in the nomination primary.

Voters may be kept from voting in the nomination primary because they refuse to provide their choice to an election judge.

If voters wish to file a complaint regarding the requirement to communicate a major party ballot choice, offer them a State Election Law Complaint form.

Related statutes and rules: [M.S. 204C.08](#)

## Curbside Voting

Curbside voting procedures are to be followed the same as any other election held in the State of Minnesota.

Notable differences:

- Curbside election judges will need to use a Voter Certificate (Appendix) that is specific to the nomination primary because the voter will need to note their party ballot choice along with signing the certification statement that is specific to the nomination primary.
- When the roster or registration judge prints "curbside" on the appropriate roster signature line, they will need to mark the choice of the major political party ballot found on the Voter Certificate.
- The voter receipt given to the curbside election judges must be marked with that party choice and the ballot judge must provide only that party's ballot to the curbside election judges to deliver to the curbside voter.

Related statutes and rules: [M.S. 204C.15](#)

# Closing the Presidential Nomination Primary Polls

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All closing procedures are the same for the Presidential Nomination Primary polling place as any other election held in the State of Minnesota.

## Summary Statement and the Results Tape

Reporting of statistics and results on the precinct summary statement will be the same as any other election.

All precincts will have multiple ballot styles with only one office listed (U.S. President) with its candidates. Results for each party's ballot are separated on the tape.

**Special Note:** Voted and unused ballot counts are not separated by party. Total ballot counts of delivered versus returned ballots is all that is needed.

If certified by the party chair, there might be write-in votes to count on one or more of the major party ballots. Local election official will provide instructions if write-in votes are to be counted for a ballot style, providing a list of names to be counted.

Related statutes and rules: [M.S. 204C.24](#); [M.R. 8230.4365](#)

# Appendix

## Certificate of Registered Voter for the Presidential Nomination Primary



### Office of the Minnesota Secretary of State

## Certificate of Registered Voter Presidential Nomination Primary

For election judges to use in lieu of having a voter who is unable to enter the polling place sign the polling place roster (curbside voting). Two election judges who are members of different major political parties shall assist the voter in completion of the voter's certificate. (Minn. Stat. section 204C.15).

After the curbside voter signs the certificate, election judges sign and attach the certificate to the page where the voter's name appears on the roster.

### 1. Voter Information:

I \_\_\_\_\_  
First Name Middle Name Last Name

reside at \_\_\_\_\_  
Street Address or Route No.

in \_\_\_\_\_  
City or Township State Zip

Phone: (\_\_\_\_) \_\_\_\_\_

Major Political Party  
LMN GLC R DFL

### 2. Verification of Registration

I certify that I am at least 18 years of age and a citizen of the United States; that I have resided in Minnesota for 20 days immediately preceding this election and maintain residence at the address shown; that I am not under a guardianship in which a court order revokes my right to vote; that I have not been found by a court of law to be legally incompetent to vote or have the right to vote because, if I was convicted of a felony, the felony sentence has expired or been completed or I have been discharged from the sentence; that I am registered and have not already voted in this election. I understand that deliberately providing false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

I am in general agreement with the principles of the party for whose candidates I intend to vote.

Signature of Voter \_\_\_\_\_ Date \_\_\_\_\_

### 3. Election Judge:

Signature of Election Judge \_\_\_\_\_ Date \_\_\_\_\_

Signature of Election Judge \_\_\_\_\_ Date \_\_\_\_\_

**Notice to Election Judges:** do not sign this certificate until after the voter has signed it, and you have found that the voter is entitled to vote at this election. Attach this certificate to the voter's name in the precinct roster or non-registered roster.

# Presidential Nomination Primary Precinct Summary Statement

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## 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)

Presidential Nomination Primary Large Print Roster  
Abbreviations of Current Major Political Party Names

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LMN = Legal Marijuana Now

GLC = Grassroots-Legalize Cannabis

R = Republican

DFL = Democratic-Farmer-Labor

## Presidential Nomination Primary Large Print Voter Certification Statement

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I certify that I am at least 18 years of age and a citizen of the United States; that I have resided in Minnesota for 20 days immediately preceding this election and maintain residence at the address shown; that I am not under a guardianship in which a court order revokes my right to vote; that I have not been found by a court of law to be legally incompetent to vote or have the right to vote because, if I was convicted of a felony, the felony sentence has expired or been completed or I have been discharged from the sentence; that I am registered and have not already voted in this election. I understand that deliberately providing false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

I am in general agreement with the principles of the party for whose candidates I intend to vote.

Before voting, election law requires that you select which major political party's ballot you want. If you refuse to select one party's ballot, you cannot vote.

Your choice of major political party will not be public information, except that it will be made available to election officials and to the chairs of each major political party after the primary.



# Important Contact Information

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Clerk's Office \_\_\_\_\_

County Auditor's Office \_\_\_\_\_

Voting Machine Repair \_\_\_\_\_

County Sheriff / Local Police \_\_\_\_\_

Fire Department \_\_\_\_\_

Emergency Medical Services \_\_\_\_\_

Head Judges: Elections Emergency Plans (before or on Election Day) have been reviewed with the county elections and/or the municipal clerk's office on this date: \_\_\_\_\_