

M.S. §205.17 "...In all towns, the municipal clerk shall have printed the official ballot containing the names of all candidates for municipal offices and municipal ballot questions...On town ballots names of the candidates for each office shall be arranged either: (1) alphabetically according to the candidates surnames; or (2) in the manner provided for state elections if the town electors chose at the town's annual meeting to arrange the names in that way for at least two consecutive years."

M.R. 8250.1810, subp. 8 "...Below the name of the last candidate for each office shall be placed as many blank lines as there are offices of that kind to be filled, and on the blank lines the voter may write the name of persons not printed on the ballot for whom the voter desires to vote...."

M.S. §367.03, subd. 4: "Officers; November election. Except as provided in subdivision 4a, supervisors and other town officers in towns that hold the town general election in November shall be elected for terms or four years commencing on the first Monday in January and until their successors are elected and qualified. The clerk and treasurer shall be elected in alternate years."

M.S. §275.60(a): Levy or Bond Referendum; Ballot Notice - "Notwithstanding any general or special law or any charter provisions, but subject to section 126C.17, subdivision 9, any question submitted to the voters by any local governmental subdivision at a general or special election after June 8, 1995 authorizing a property tax levy or tax rate increase, including the issuance of debt obligations payable in whole or in part from property taxes, must include on the ballot the following notice in boldface type: "BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE."

Town Election Ballot

Town of _____

General Election (Optional)

November 7, 2023

Put an (X) in the square opposite the name of each candidate you wish to vote for. To vote for a question, put an (X) in the square next to the word "YES" for that question. To vote against a question, put an (X) in the square next to the word "NO" for that question.

Town Supervisor
Name and or Number of Seat (If Applicable)
Vote For One

	Candidate
	Candidate
	write-in, if any

Special Election for Town Supervisor
Name and or Number of Seat
To fill vacancy in term expiring January 5, 2026
Vote For One

	Candidate
	Candidate
	write-in, if any

Town Treasurer (or Town Clerk)
Vote For One

	Candidate
	Candidate
	write-in, if any

Town Question 1

Question Title (no more than 10 words)

	Yes
	No

Body of the question printed in upper and lower case letters.

Town Question 2

Question Title (no more than 10 words)

	Yes
	No

(Body of the question printed in upper and lower case letters.) Question authorizing a property tax levy or tax rate increase, including the issuance of debt obligations payable in whole or in part from property taxes.

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE.

The maximum amount of increased levy as a percentage of market value is _____%.

The amount that will be raised by the new referendum tax rate in the first year it is to be levied is \$_____.

M.R. 8250.0385, Subp. 1a – "Ballot heading. The words "Town Election Ballot" must be printed at the top of the ballot."

Subp. 6 – "...The words "Town Election Ballot" must be printed in as large as practicable but not smaller than 18-point type..."

Subp. 4 – "Town questions. The following words must be printed directly under the ballot heading, municipality name, election type, and election date. "To vote for a question, put an (X) in the square next to the word "Yes" on that question. To vote against a question, put an (X) in the square next to the word "No" on that question"..."

Subp. 2. "Ballot order. Town offices and questions must be listed in the following order and must be identified as follows:

- Town Supervisor**
- Town Clerk**
- Town Treasurer**
- Town Question**

The name and/or number of the district that the person elected will represent must be printed directly under the title of the office."

Subp. 6 – "Type styles and sizes... The office and its identification must be printed in as large as practicable but no smaller than 10-point bold type. The words "Vote For One" must be printed in as large as practicable but no smaller than 8-point bold type. The names of the candidates must be printed in as large as practicable but no smaller than 8-point bold type..."

Subp. 4 – "...When more than one town question is on the ballot, each town ballot question must be designated by a number and must be preceded by the words "Town Question" and the number assigned to the question..."

(Example Town Election Ballot for November 7, 2023 Town General Election per M.S. §205.17, M.S. §275.60, M.S. §367.03; §275.61, M.S. M.R. 8250.0385)

This is the back of the Town Election Ballot.

M.S. §204B.37 Back of Ballot – “On the back of all ballots shall be printed the words “Official Ballot”, the date of the election and lines for the initials of at least two election judges. The words shall be printed so that they will be visible when the ballot is properly folded for deposit in the ballot box.”

M.R. 8250.0385, subp. 4 – “...The town clerk or town governing body shall provide a title for each town question printed on the town election ballot. The title must not contain more than ten words. The municipality’s attorney shall review the title to determine whether it accurately describes the question asked. The title must not be used on the ballot until it has been approved by the municipality’s attorney. The title must be printed above the question to which it refers. The body of the question must be printed in upper and lower case letters.”

M.R. 8250.0385, subp. 1 – “A town election ballot must be prepared in the same manner as the state general election ballot as provided in part 8250.1810, except towns conducting an election under the limited exemption under Minnesota Statutes, section 206.57, subdivision 5a, may prepare ballots as provided in this part.

(Example Town Election Ballot for November 7, 2023 Town General Election per M.S. §205.17, M.S. §275.60, M.S. §275.61, M.R. 8250.0385)

Official Ballot
NOVEMBER 7, 2023

_____ Judge
_____ Judge

EXAMPLE

M.S. §206.61, “subd. 4. **Order of candidates.** ...On the... ballot prepared for the general election the order of...names of candidates for election shall be the same as required for paper ballots. More than one column or row may be used for the same office or party. Electronic ballot display and audio ballot readers must conform to the candidate order on the optical scan ballot used in the precinct.

Subd. 5. **Alternation.** The provisions of the election laws requiring the alternation of names of candidates must be observed as far as practicable by changing the order of the names on an electronic voting system in the various precincts so that each name appears on the machines or marking devices used in a municipality substantially an equal number of times in the first, last and in each intermediate place in the list or group in which they belong. However, the arrangement of candidates’ names must be the same on all voting systems used in the same precinct. If the number of names to be alternated exceeds the number of precincts, the election official responsible for providing the ballots, in accordance with subdivision 1, shall determine by lot the alternation of names. If an electronic ballot marker is used with a paper ballot that is not an optical scan ballot card, the manner of alternation of candidate names on the paper ballot must be as prescribed for optical scan ballots in this subdivision.”

M.R. 8250.0385, subp. 6 – “...The words “Official Ballot” on the back of the ballot must be printed no smaller than 8-point type, the date in upper case in as large as practicable but no smaller than 8-point type, and the word “Judge” in upper and lower case in as large as practicable but no smaller than 10-point type.”

M.S. §367.03, subd. 4a: “...A town that has adopted the alternative November date for general town elections using the four-year terms provided under subdivision 4 may adopt a resolution establishing six-year terms for supervisors as provided under this subdivision...”

M.S. § 275.61, subd. 1 – Voter Approved Levy; Market Value - “...(b)The ballot shall state the maximum amount of the increased levy as a percentage of market value and the amount that will be raised by the new referendum tax rate in the first year it is to be levied. (c) This subdivision does not apply to tax levies for the payment of debt obligations that are approved by the voters after June 30, 2008.”

NOTE: The number of candidate lines should equal the number of candidates who filed for office.

The ballot width may be no less than 4” wide. (M.R. 8250.0385, subp. 7)

NOTE: Additional instructions apply if your township operates under the adoption of an optional form of government (M.S. 367.31)