



**We're Prepared!**



|    |              |
|----|--------------|
| 1  | Registration |
| 2  | Ballot       |
| 3  | Ballot       |
| 4  | Ballot       |
| 5  | Ballot       |
| 6  | Ballot       |
| 7  | Ballot       |
| 8  | Ballot       |
| 9  | Ballot       |
| 10 | Ballot       |

## Proceed with Caution

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# 127 days until Primary 281 days until General



**What About Training.....**

Taking for election administration  
 - Some of them have training - will be required for some election administration  
 - Some "Practice" trainings on election official exchange

Training for staff/contractors  
 - Some of them training for staff and for contract

Election Jurisdiction Training  
 - Some are on election official website (NYS website) - some training address  
 - Election Jurisdiction

- We're Prepared!*
- ✓ Supplies Ordered
  - ✓ Data in MT Votes Clean and Accurate
  - ✓ Polling Places Accessible
  - ✓ Line Management and Resource Allocation Plan Done
  - ✓ Disaster and Contingency Plan Complete
  - ✓ Training Materials Updated
  - ✓ Web Page Updated
  - ✓ Voting Systems Maintenance/Updates Done/Scheduled



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Caution**

**127 days until Primary  
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# Montana Election Administrator Certification Training

February 2016



Montana Secretary of State Linda McCulloch  
Elections and Government Services  
[soelections@mt.gov](mailto:soelections@mt.gov)



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Mt Votes Trainings

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## *Why do I need a Disaster and Contingency Plan?*

Example: because of a snow storm and a travel advisory, a county was not able to get to a polling place to pickup ballots for tabulation on election night in November 2015.

- What is your contingency plan for a similar situation?
  - Judges should always be prepared to hand count ballots as a last resort

## *Why do I need a Disaster and Contingency Plan*

If internet goes down on election day you should

- have contact information for your internet provider
- have election officials prepared to manually register and issue paper ballots to late registrants
  - ID # can be verified by calling SOS
  - If ID verification system is down, late registrants must be provisionally registered until ID# can be verified

## *Important Elements of Your Disaster and Contingency Plan*

- Do you have cell phone numbers for SOS Staff in case phone system goes down?
- Do you have alternate/mobile numbers for other providers in case phone system goes down?
  - ES&S
  - Your utility providers (after hours and mobile #s)
  - Media (to notify them of phone outage)
- Poll workers
  - Do they also have your mobile/alternate number

# *We're Prepared!*

- ✓ I've estimated the number of ballots I will need based partly on 2008 turnout.
- ✓ I know with a good degree of probability how many election day late registrants I will have, based on 2008 and 2012 election day late registration.
- ✓ I have a written plan outlining election day line management at the polling place and at the election office
- ✓ I have a written plan for polling place activity such as signature gatherers and poll watchers, and the plan is provided to anyone who has indicated they would like to be at the polls, and is available to the public upon request

*Coming in 2017*

# *What About Training.....*

*TEAM: Training  
for Election  
Administrators  
in Montana*

- ➔ Training for election administrators
  - New online basic training - will be required for new election administrators!
  - Best Practices trainings on election official webpage
  
- ➔ Training for MT Votes
  - New online training for staff and for temps!
  
- ➔ Election Judge Training
  - Training on election official webpage; NEW election judge training videos
  - Election Judge Handbook

# What About Training.....

Coming in 2017

**TEAM: Training  
for Election  
Administrators  
in Montana**

Montana Election Administrator Training

## Introduction to Election Administration



Secretary of State Linda McCulloch  
Elections and Government Services  
sos.mt.gov [soselections@mt.gov](mailto:soselections@mt.gov)

### Uniform Ballot and Voting System Procedures Guide

Security, Testing,  
Inventory Control and  
Troubleshooting

Montana Secretary of State  
Linda McCulloch  
October 2015

### MT Votes

Temp Worker Training

- Intro to MT Votes
- Accessing MT Votes
- Voter Registration
- Late Registration
- Voter Search
- Voter Merge
- Ballot Processing
- Petition Processing



Montana Secretary of State  
Linda McCulloch  
Elections and Government Services Division

## Canvass Procedures



### Montana Statewide Recount Guide

Montana Secretary of State  
Linda McCulloch  
Procedures of Elections, Ballot Count  
February 2015

### Polling Place Situations Quick Guide

Montana Secretary of State  
Linda McCulloch  
Elections and Government  
Services

Updated October 2015



## MONTANA

Election Judge Training

Montana Secretary of State  
**Linda McCulloch**  
Elections and Government Services Division  
sos.mt.gov [soselections@mt.gov](mailto:soselections@mt.gov)

Updated September 2015



- 1 file
- 1-register judge
- 2-poll book judge
- 3-ballot judge
- 4-scanner-ballo
- 5-voting proces
- 6-provisional ju

- 10 days ago



1-register judge.mp4

**We're Prepared!**



|    |                       |
|----|-----------------------|
| 1  | Registration          |
| 2  | Ballot                |
| 3  | Ballot Marking        |
| 4  | Ballot Counting       |
| 5  | Ballot Storage        |
| 6  | Ballot Transport      |
| 7  | Ballot Delivery       |
| 8  | Ballot Collection     |
| 9  | Ballot Mailing        |
| 10 | Ballot Reconciliation |
| 11 | Ballot Audit          |
| 12 | Ballot Archiving      |

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Taking for election administration  
 - Ballot marking training - full for support for some election administration  
 - Ballot marking training on election official exchange

Training for Ballot Marking  
 - Ballot marking training for staff and for support

Election Jurisdiction Training  
 - Training on election official jurisdiction/NTW election jurisdiction training address  
 - Election Jurisdiction Training

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