Mail Ballot Election Procedures

Office of Montana Secretary of State
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Quick Guide for 2016 Mail Ballot Elections

- Location of complete Mail Ballot Training:
  - http://sos.mt.gov/Elections/Officials/documents/Mail-Ballot-Election-Process.pdf

- Deadline for Secretary of State (soselections@mt.gov) to **receive** mail ballot plans, timetables, and instructions:
  - May 3, 2016 elections: **March 4, 2016**.

- Location of Mail Ballot Forms:
  - http://sos.mt.gov/Elections/Officials/Forms
    - under the Mail Ballot heading

- Location of Mail Ballot Laws and Rules:
  - http://leg.mt.gov/bills/mca_toc/13_19.htm
  - http://www.mtrules.org/gateway/Subchapterhome.asp?scn=44%2E3.27

Mail Ballot Elections – An Overview

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- What Types of Elections May Not Be Conducted by Mail Ballot
- Initiating a Mail Ballot Election
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Mail Ballot Elections – An Overview

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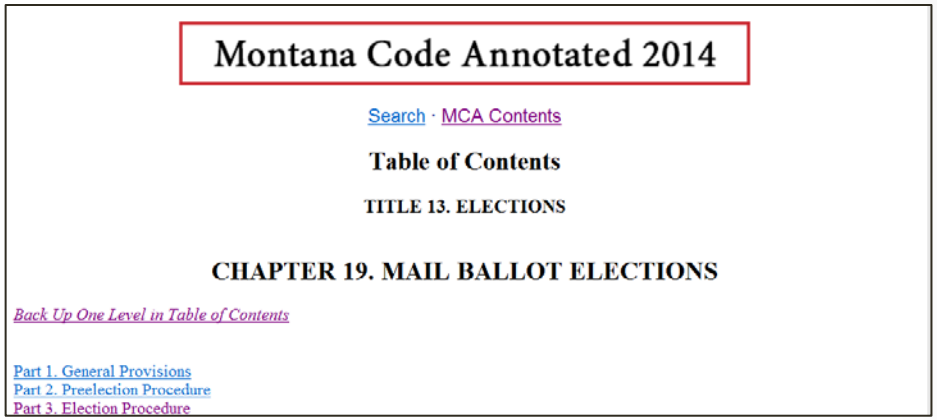
What is a Mail Ballot Election?

- A mail ballot election is one that is conducted by mailing ballots out automatically to eligible active and provisionally registered electors

- Mail ballot elections do not involve the use of polling places

What Laws are Applicable to Mail Ballot Elections?

- **Title 13, Chapter 19 governs mail ballot elections**



Montana Code Annotated 2014

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CHAPTER 19. MAIL BALLOT ELECTIONS

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http://leg.mt.gov/bills/mca_toc/13_19.htm

What Rules are Applicable to Mail Ballot Elections?

- The Administrative Rules in Chapter 44.3, Subchapter 27 provide additional mail ballot procedures.

Subchapter 26 Administrative Complaint Procedures			
44.3.2601	ADMINISTRATIVE COMPLAINT PROCEDURES	REP	6/25/2010
Subchapter 27 Mail Ballot Elections			
44.3.2701	INITIATION OF USE IN MULTICOUNTY DISTRICT		4/13/2012
44.3.2702	PLAN SPECIFICATIONS		4/13/2012
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44.3.2715	RECORDS OF BALLOTS RECEIVED		4/13/2012
44.3.2716	SIGNATURE VERIFICATION PROCEDURES		4/13/2012
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44.3.2721	SIGNATURE ENVELOPE		4/13/2012
44.3.2722	SECRECY ENVELOPE		4/13/2012
44.3.2723	INSTRUCTIONS TO ELECTORS		4/13/2012

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http://mtrules.org

What Statutory Role Does the SOS Have in Regard to Mail Ballot Elections?

- **The SOS is required by state law to review and approve, disapprove or recommend changes to mail ballot plans and timetables.**

- **The SOS issues advisories, directives and informational memos on mail ballot election processes.**

Where in the MCA are Certain Jurisdiction-Specific Qualified Elector Laws?

- School Districts
  - 20-20-301
- Special Districts: (*See list at right.)*
  - 7-11-1002, 1003, 1011;
  - Includes voting by electors who are not registered in the jurisdiction
- Cemetery districts, museum districts, park districts, fair districts, solid waste districts, local improvement districts, mosquito control districts, multijurisdictional districts, road districts, rodent control districts, television districts, and districts created for any public or governmental purpose not specifically prohibited by law.

Where in the MCA are Certain Jurisdiction-Specific Qualified Elector Laws?

- **Special Districts: (*See list of exceptions at right.)***
  - **7-11-1002(3)(c)**

- **For the purposes of this section, the term "special districts" does not include business improvement districts, cattle protective districts, conservancy districts, conservation districts, water and sewer districts, planning and zoning districts, drainage districts, grazing districts, hospital districts, irrigation districts, library districts, livestock protective committees, parking districts, resort area districts, rural improvement districts, special improvement districts, lighting districts, rural fire districts, street maintenance districts, tax increment financing districts, urban transportation districts, water conservation and flood control projects, and weed management districts.**

Where in the MCA are Certain Jurisdiction-Specific Qualified Elector Laws?

- Water & Sewer Districts
  - 7-13-2212, 7-13-2254-2255, 7-13-2325
  - Includes voting by electors who are not registered in the jurisdiction
- Fire Districts
  - 7-33-2106
  - Includes voting by electors who are not registered in the jurisdiction
- Hospital Districts
  - 7-34-2113

Where in the MCA are Certain Jurisdiction-Specific Qualified Elector Laws? (cont.)?

- Irrigation Districts
  - 85-7-1710
  - Includes voting by electors who are not registered in the jurisdiction and proportional voting

- Drainage Districts
  - 85-8-305
  - Includes voting by electors who are not registered in the jurisdiction and proportional voting

Where in the MCA are Certain Jurisdiction-Specific Qualified Elector Laws?(cont)?

- Conservation Districts
  - 76-15-207
- Local Port Authority
  - 7-14-1106
- Housing Authority
  - 7-15-4408
- Urban Transportation Districts
  - 7-14-210

What is Proportional Voting?

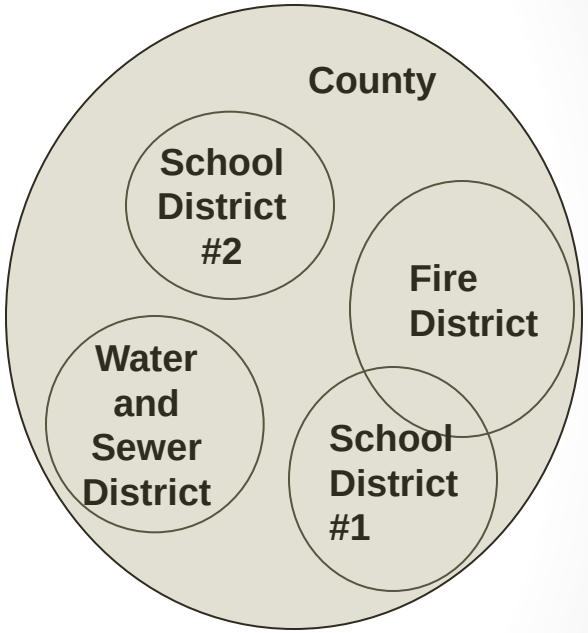
- Proportional voting allows each elector to cast votes based on the amount of land owned by the elector within the district.

- Only irrigation districts and drainage districts have proportional voting.

- The term “proportional voting” does not refer to voting in bond elections.

What Does the Term "Political Subdivision" Mean?

- The term "political subdivision" refers to the specific jurisdiction, such as a fire district, water and sewer district, school district, etc.
- Even if one election in a county is being held at a polling place, other elections may be held by mail ballot in the same county on the same day.
- In cases in which the voters overlap between elections conducted on the same day, all the elections should ideally be held either by mail or at the polling place.
  - This will help avoid voter confusion.
- Please consult with your county attorney for final decisions on interpretation of local election laws.



What Types of Elections May Not Be Conducted by Mail Ballot?

- Regularly scheduled federal, state, or county elections;
- A special federal or state election, unless authorized by the legislature;
- A regularly scheduled or special election when another election in the political subdivision is taking place at the polls on the same day.

Are Mail Ballot Elections Ever Required?

- Mail ballot elections are never required.
- The governing body can request but not require that an election administrator conduct an election by mail ballot.
- Alternatively, the election administrator can initiate the decision to hold an election by mail ballot.
  - The governing body can object by resolution at least 55 days or more before the election; if so, the election cannot be held by mail ballot.

What Are the Steps for Initiating a Mail Ballot Election?

- The governing body of the political subdivision passes a resolution and transmits it to the election administrator no later than 70 days before election day.
  - **Within 5 days, the election administrator responds in writing granting or denying the request and specifying the reason(s).**
  - **If granted, the election administrator prepares the written plan and timetable.**

– OR –

What Are the Steps for Initiating a Mail Ballot Election (cont.)?

- An election administrator can initiate the election at any time before the deadline for submission of the plan and timetable, even if the governing body has not made a request.
  - **Election administrator must then:**
    - **Prepare the written plan**
    - **Forward it to the governing body**
    - **Include a statement giving the reasons**
    - **Inform the governing body of the right to object.**

- The governing body can object to conducting the election by mail ballot if it:
  - passes a resolution; and
  - files it with the election administrator no later than 55 days prior to election day.

What Are the Requirements for Submission of the Plan, Timetable ,and Instructions?

- The plan, timetable and instructions must be received by the Secretary of State at least 60 days before the election.
- The plan, timetable and instructions may be amended up until the 35th day before the election by notifying the SOS in writing of any changes.
- The plan, timetable and instructions may be faxed, emailed or mailed.
- If you fax or email them, you do not need to follow up with a mailed copy, although you may want to call or email to confirm receipt.

What Are Tips for Filling Out the Plan, Timetable, and Instructions?

- The plan, timetable, and instructions can be found online at http://sos.mt.gov/Elections/Officials/Forms.

- Make sure you fill in each applicable item on the plan and timetable.
- The 55th day (for the governing body to opt out of the mail ballot election) before a Tuesday election is always a Wednesday.
- On the timetable, be sure to put in actual dates rather than ranges of dates.
- Also on the timetable, be aware of holidays and weekends.

Written Plan and Timetable

Mail Ballot Written Plan, Timetable and Instructions

MUST BE RECEIVED BY SECRETARY OF STATE NO LATER THAN 60 DAYS BEFORE ELECTION DAY. COMPLETE, SAVE AND EMAIL THIS FORM TO SOSELECTIONS@MT.GOV. THIS DOCUMENT MAY BE AMENDED UNTIL THE 55TH DAY BEFORE THE ELECTION. ELECTION CAN BE CANCELLED AT ANY TIME PERMITTED BY LAW. A SEPARATE PLAN MUST BE SUBMITTED FOR EACH TYPE OF ELECTION.

	Written Plan	Response
1	Legal Name of Jurisdiction	Click here to enter text
2	Name of County or Counties Involved	Click here to enter text
3	Estimated # of Electors (including Active, Inactive, and Provisional in jurisdiction; Inactive voters are only provided ballots by request but should be included in estimate)	Click here to enter #
4	Type of Election (*e.g., trustee/director/governing body, levy, bond, creation, etc.*)	Click here to choose one from list
5	Postage to return ballot paid by: elector or election office (& if insufficient, who pays)	Click here to choose from list
6	Describe procedures you will use to ensure security and transport of ballots	Ballots will be deposited in locked ballot box and secured in locked area. Any transportation of ballots will be conducted by at least two officials.
7	Ballots will be printed based on: precinct, ward, or district	Click here to choose from list
8	For school elections, specify signature verification procedures:	Signatures are verified by school clerk through printed signature lists

	Timetable	Date
1	Date applicable documents sent to the governing body *No date set by law, but should be no later than 60 days before election. Documents (include: 1) written plan; 2) statement of decision to conduct election by mail; 3) list of reasons for decision; and 4) statement regarding right of governing body to object under 13-19-304.*	Click here for calendar or enter a date
2	Actual date of submission of plan, timetable, and instructions to Secretary of State (Must be received by Secretary of State at least 60 days before election.)	Click here for calendar or enter a date
3	Last day for governing body to opt out of mail ballot (no later than 55 days before election – if the election is on a Tuesday, the last day to opt out is a Wednesday)	Click here for calendar or enter a date
4	Secretary of State approves, disapproves or recommends changes to plan	Within 5 days of SOS receipt of plan
5	Publish notice specifying close of voter registration and availability of late registration (For non-school elections, published at least 3 times in the 4 weeks preceding the close of registration, once per week. For school elections, provide close of registration annual election notice or special election notice at least once between 40th and 30th day before election)	Click here for calendar or enter 1st date Click here for calendar or enter 2nd date Click here for calendar or enter 3rd date
6	Publish notice of election (All non-school elections: 13-1-108, MCA; school elections: 20-20-204, MCA. For school elections, notice must be published at least once between 40 and 10 days before the election in a newspaper (if there is one in the district) and in 3 public places in the district, and for 10 days prior to the election, on the district's website, if the district has an active website)	Click here for calendar or enter 1st date Click here for calendar or enter 2nd date Click here for calendar or enter 3rd date
7	Close of regular voter registration (30 days before election; moves to 29 days before election when 30th day falls on a Sunday)	Click here for calendar or enter a date
8	Beginning of late voter registration (applicable to all elections) (Late registration opens for all elections the day after the close of regular registration)	Click here for calendar or enter a date
9	Specific date on which ballots will be mailed (No sooner than 20 days or later than 15 days before election)	Click here for calendar or enter a date
10	Election Day	Click here for calendar or enter a date

Additional Information *(to access the sections of law below, visit http://leg.mt.gov/bills/mca_toc):*

List here any special requirements from applicable laws: Water/Sewer (7-13-2212; 7-13-2325), Fire (7-33-2106), Museum (7-11-1011(5)), Cemetery (7-11-1011(5)), Drainage (85-8-305), Irrigation (85-7-1710): certain Special Districts (7-11-1011(5); defined in 7-11-1002(3)(b)).

Affirmation:

By entering my name on the line below, I affirm that I will conduct the election according to the written plan and timetable for conducting the election. I understand that any undeliverable ballots must be filed securely, retained and available for electors to vote and that I must attempt to contact electors whose ballots are undeliverable. If such electors cannot be contacted otherwise, electors in odd-year elections will be mailed a notice and the guidelines in 13-19-313, MCA and ARM 44.3.2710 will be followed. (For school trustee elections: If a school trustee election is cancelled for any reason, I understand I must follow the deadlines and process in 20-3-313 MCA.)

Type Name(s) Here

Name(s) of Election Administrator(s) Conducting Election

Complete the above plan and timetable and the instructions below, and save and email this form to soselections@mt.gov.

Updated February 18, 2016

http://sos.mt.gov/Elections/Officials/Forms/documents/Mail-Ballot-Plan-Timetable-and-Instructions.docx

Instructions

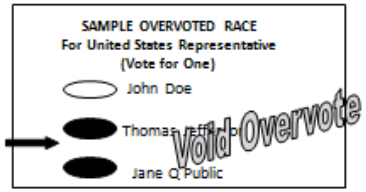
INSTRUCTIONS FOR VOTING A **MAIL** BALLOT – PLEASE READ CAREFULLY

Read carefully and follow all directions

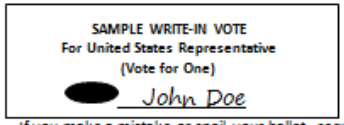
Ballots must be received by election office by 8 p.m. on Election Day

Failure to follow directions may invalidate part or all of your ballot

1. **VOTE YOUR BALLOT**
   - As instructed on the ballot, mark the designated voting area for each race using only black or blue ink pen.
   - Vote in all columns and both sides of ballot(s) as applicable. *Skipping a race will not invalidate your ballot.*
   - **Do not** cross out, erase, or use correction fluid.
   - **Do not** make any identifying marks on your ballot.
   - **Do not** mark more choices than allowed for each race (overvote) as that will cause that race only to not be counted.



   - To write in a candidate's name, completely fill in the oval to the left of the line provided and print the name in the blank space.



   - If you make a mistake or spoil your ballot, request a replacement ballot from the election office.

2. **PREPARE BALLOT FOR SUBMITTAL**
   - Place VOTED ballot in the SECRECY ENVELOPE and seal (if multiple sheets, return all sheets of the ballot).
   - **SIGN YOUR signature** on the voter affirmation on the back of the Signature Envelope. Failure to sign may invalidate your ballot.

   - If the signature on the affirmation does not match the signature on file, the ballot may be rejected.
   - Place the Secrecy Envelope containing your voted ballot into the Signature Envelope and Seal.

3. **RETURN BALLOT**
   - Mail your ballot; or
   - Drop off ballot at election office:

The place(s) of deposit and the days and times when ballots may be returned to the places of deposit before election day and on election day are:

Enter here the address locations of the place(s) of deposit, the Monday through Friday hours before election day for each such place of deposit, AND the election day hours for each such place of deposit.

- **This election is by mail ballot only – regular polling places will not be open. Ballots must be received in the election office by 8 p.m. on Election Day, _____.** *(Note: a postmark cannot be accepted so if you mail your ballot make sure there is enough time for it to reach the election office.)*

DO NOT FORGET POSTAGE IF MAILING: ____ cents postage required

ASSISTANCE FOR VOTERS WITH DISABILITIES: There are options for voters with disabilities. Contact your election office for information about all options.

MILITARY/OVERSEAS VOTERS: If you are an active-duty absent military voter or overseas citizen, electronic registration and voting options may be available. Contact your election office for information about all options.

IF YOU HAVE QUESTIONS CONTACT THE ELECTION OFFICE AT:

Phone: 406-_____
Fax: 406-_____
Email: _____

http://sos.mt.gov/Elections/Officials/Forms/documents/Mail-Ballot-Plan-Timetable-and-Instructions.docx

Please remember to fill in the opening and closing hours both <u>before</u> election day, and <u>on</u> election day.

How Are Mail Ballots Prepared?

- Mail ballots are not required to have stubs.
- The names of candidates are rotated, except in school elections.
- Ensure that each mail ballot packet contains only one each of the following:

  - An individually stamped official ballot or set of ballots;
  - a secrecy envelope;
  - a signature envelope; and
  - complete written instructions.

How Are Mail Ballots Prepared (cont.)?

- Ensure that each packet is:
  - addressed to a single individual elector at the most current address available from the official registration records; and
  - deposited in the United States mail with sufficient postage for it to be delivered to the elector's address.
- Mark the packet pursuant to postal regulations to ensure that, if undeliverable as addressed, it is not forwarded.

How Is Mail Ballot Absentee Voting Handled?

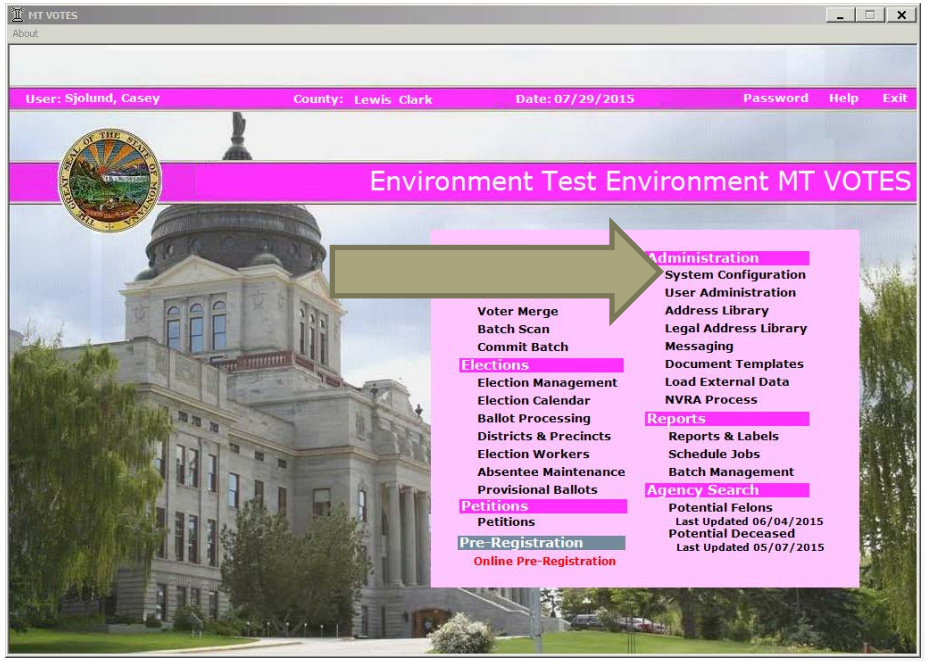
- A qualified elector who will be absent from the county during the election may:
  - vote in person in the election office as soon as ballots are available and until noon the day before the ballots are scheduled to be mailed; or
  - make a written request that the ballot be mailed to an address other than the one on their registration card.
- Written requests for absentee ballots must be accepted until noon the day before the ballots are scheduled to be mailed.
- Absentee ballots that are mailed are sent the same day that all other ballots are mailed.

Snowbirds might vote absentee!

Setting up Ballot Processing

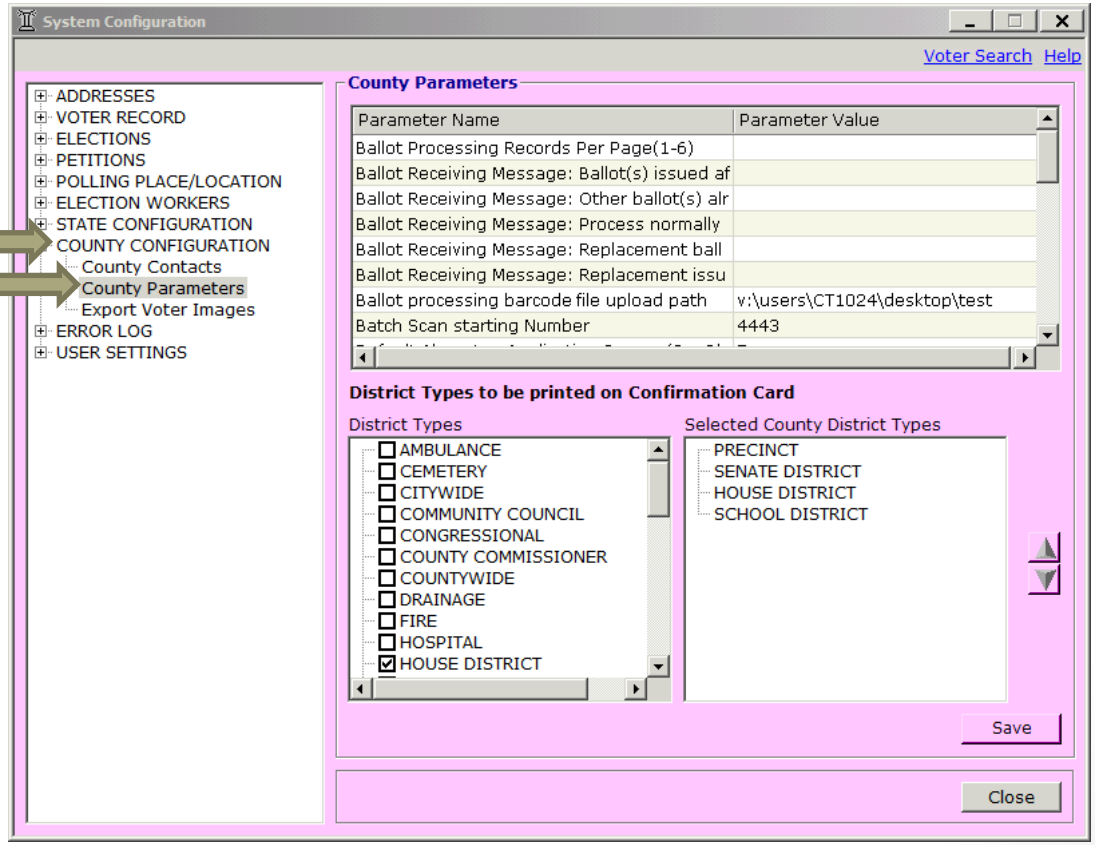
Since mail ballots are primarily returned via the mail, it may be helpful to set up MT Votes to default to ‘Mail’ as the default **Source.** Doing this will save time.

From the MT Votes main screen, click on **System Configuration**.



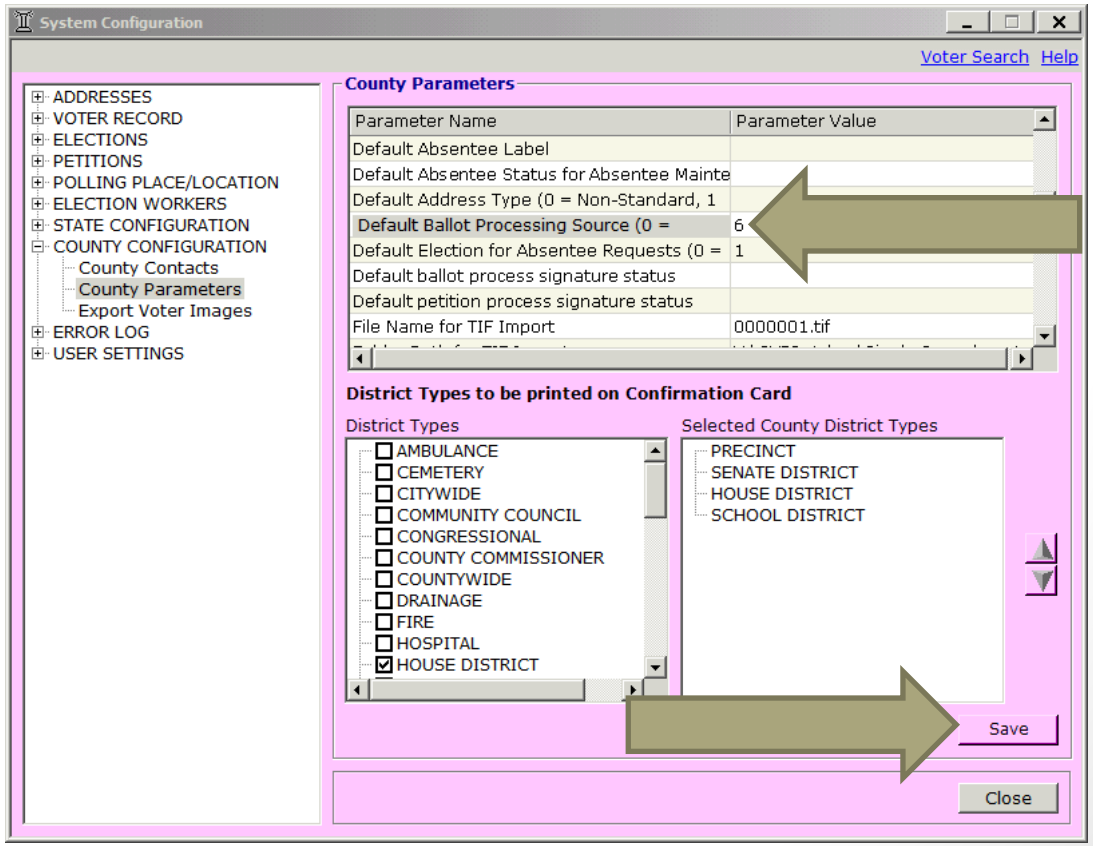
Setting up Ballot Processing

Then click on **County Configuration** and then **County Parameters.**



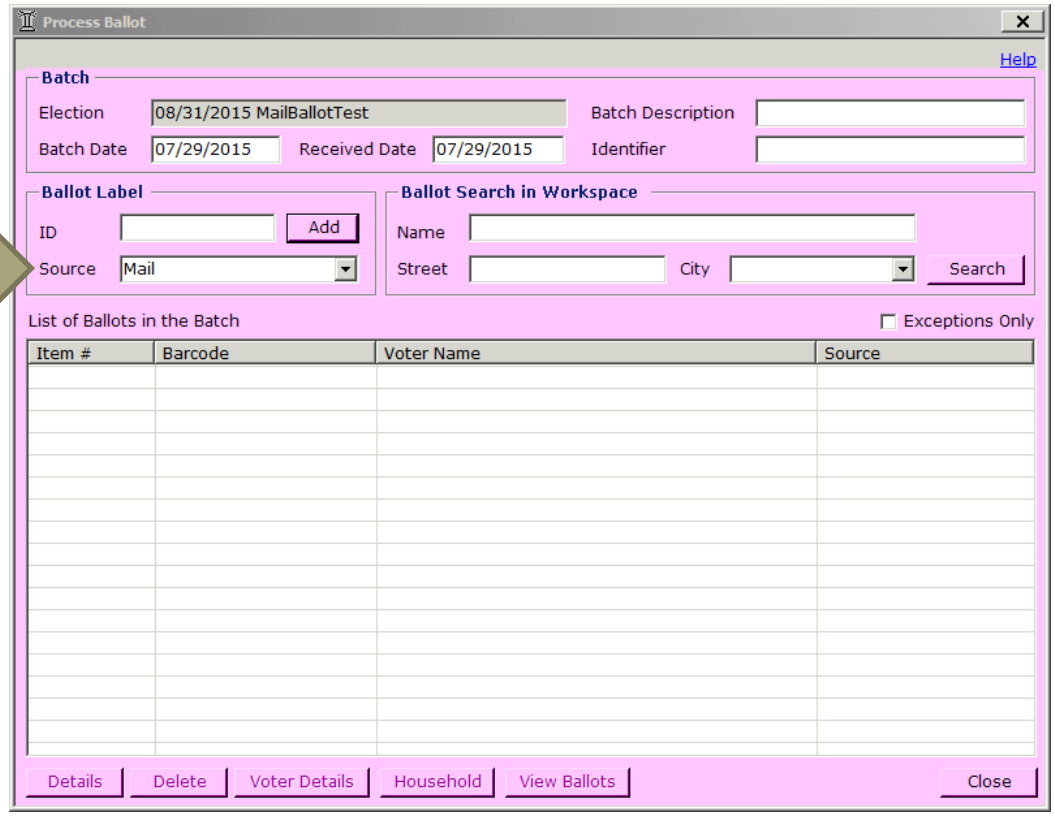
Setting up Ballot Processing

Then in the **County Parameters** window, scroll down until you get to **Default Ballot Processing Source,** then set the value to 6 (Mail). Then Click **Save.**



Setting up Ballot Processing

Now when you open up **Ballot Processing** and create a new batch, the **Source** value will now default to **Mail.**



Who is Eligible for Mail Ballots?

- All qualified individuals in the political subdivision.
- To be qualified, any registered electors must be either <u>active</u> or <u>provisionally registered</u> electors:
  - Inactive electors are not automatically provided with ballots; they must first reactivate.
  - Provisional registrants should be sent ballots, accompanied by the provisionally registered elector instructions and elector ID form.
- In certain elections, individuals can vote if they own property in the political subdivision, even if they are not registered electors of the political subdivision.
  - Local election statutes specify the election-specific requirements.

When Are Ballots Mailed?

- All mail ballots must be sent on a single day between 25 to 15 days before the election (*20 to 15 days beginning after the 2015 municipal general election, per HB 84*), except:
  - Ballots mailed to absent military and overseas electors (sent as soon as ballots are available).
  - Ballots mailed to electors who reactivate after the date on which ballots are mailed.
- Ballots may be given to the following, before or after the date the ballots are mailed:
  - Late Registrants (in-person only)
  - Reactivating Electors
  - Individuals Requesting Replacement Ballots

How Are Submitted Ballots Handled?

- All mail ballots are considered to be voted as soon as they are received in the election office.

- A voted ballot is valid if:
  - it is sealed in the secrecy envelope and returned in the signature envelope (*see below if it is not placed in a secrecy envelope*);
  - the elector's signature on the affidavit on the signature envelope is verified;
  - it is received before 8 p.m. on election day (except for UOCAVA Federal Write-In Absentee Ballots FWABs, which can be received by the 6th day after election day, and electronically submitted ballots, which can be received by 5 p.m. the day after election day).
- If a voted ballot has not been placed in a secrecy envelope, the election official places the ballot in a secrecy envelope without examining the ballot.

How Are Replacement Ballots Handled?

- An elector may obtain a replacement ballot if the original ballot is destroyed, spoiled, lost, or not received by the elector.

- A request for a replacement ballot must be made no later than 8 p.m. on election day using a form prescribed by the secretary of state and submitted by the elector to the election administrator:
  - in person;
  - by regular or electronic mail; or
  - by facsimile

How Are Replacement Ballots Handled?

- Upon receiving the sworn statement, issue a replacement ballot to the elector.
- Designate the election office, or a central location in the political subdivision in which the election is conducted, as the single location for obtaining a replacement ballot.
- Keep a record of each replacement ballot issued and designate the original ballot as “Void” in MT VOTES.

How Are “Undeliverable – Return to Sender Ballots” Handled?

- If a mail ballot is returned undeliverable, the election administrator should not mail the ballot to a forwarding address on the undeliverable ballot envelope:
  - unless the elector confirms the elector’s mailing address in writing or verbally *(see next slide)*

How Are "Undeliverable – Return to Sender Ballots" Handled?

- The election administrator should attempt to contact the elector:
  - ❑ If the elector provides a <u>written</u> updated mailing address, change the elector's address on file in MT VOTES and mail the ballot to the new address;
  - ❑ If the elector <u>verbally</u> provides a new mailing address, manually print a label for that address but do not change the elector's address in MT VOTES unless and until you receive a written confirmation.

How Are "Undeliverable – Return to Sender Ballots" Handled?

- For UOCAVA electors, counties should contact FVAP and see if they can get a current mailing address:
  - ❑ When contacting FVAP at Vote@fvap.gov, provide elector's full name, DOB and last four of SSN;
  - ❑ Whether or not the FVAP-supplied mailing address (if any) matches what is on the yellow sticker, update MT VOTES with the FVAP-supplied address and send the ballot to that address;
  - ❑ If FVAP does not respond with an address, send the ballot to the mailing address on the sticker, but do not update MT VOTES unless the voter confirms the address (such as by voting and returning the ballot).

How Are “Undeliverable – Return to Sender Ballots” Handled?

- If the elector cannot be contacted otherwise to update the elector’s mailing address, mail a confirmation notice:
  - By forwardable, first-class mail to the mailing address in MT VOTES, with a postage-paid, return-addressed notice.
  - If the notice is returned undeliverable, the elector must be placed on the inactive list until that elector becomes a qualified elector.

Undeliverable Ballots in Odd-Year Poll Elections and Even-Year Mail Elections

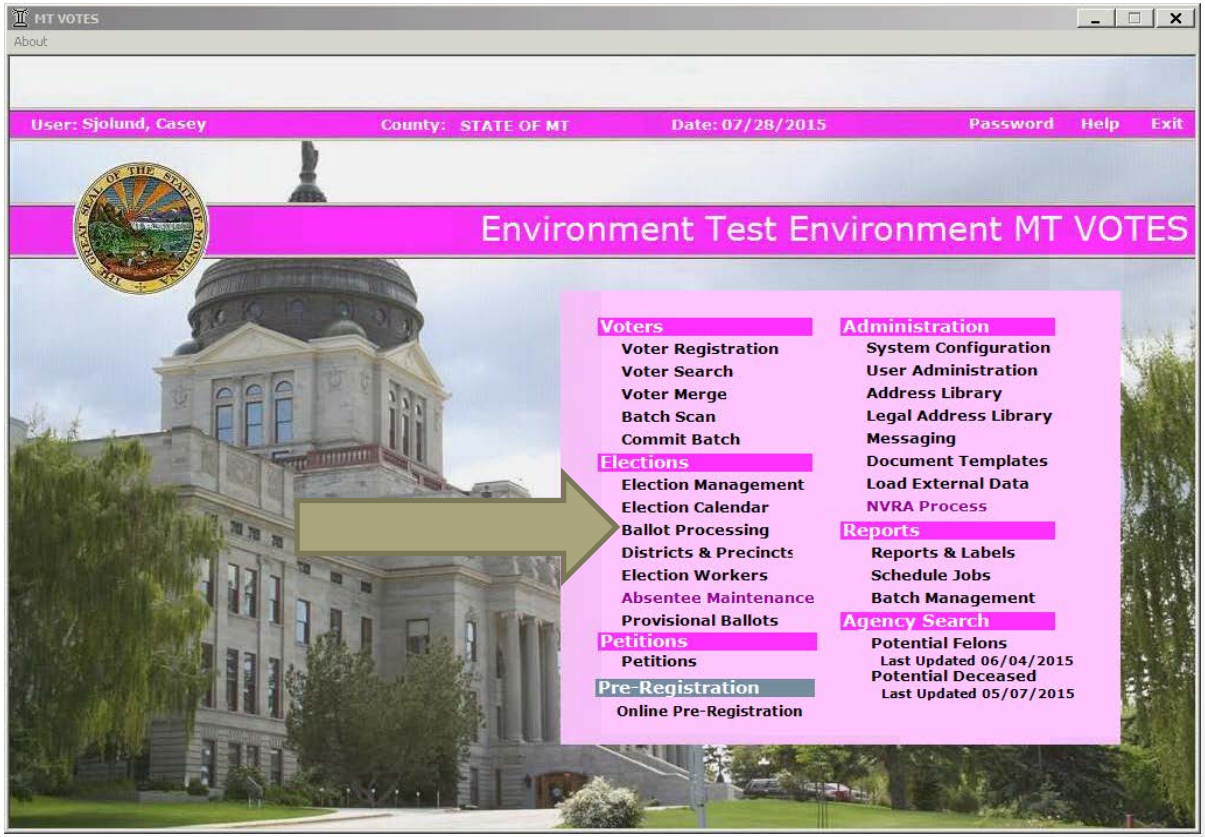
PLEASE NOTE:

- If the election is an **odd-year poll election** a notice optionally goes out to try to get the mailing address problem resolved, but the elector should not be inactivated through this process.

- Similarly, in **even-year mail ballot elections**, do not send out mail ballot inactivation notices, because this process will almost certainly violate the NVRA prohibition on systematic list maintenance within 90 days of a federal primary or federal general election.

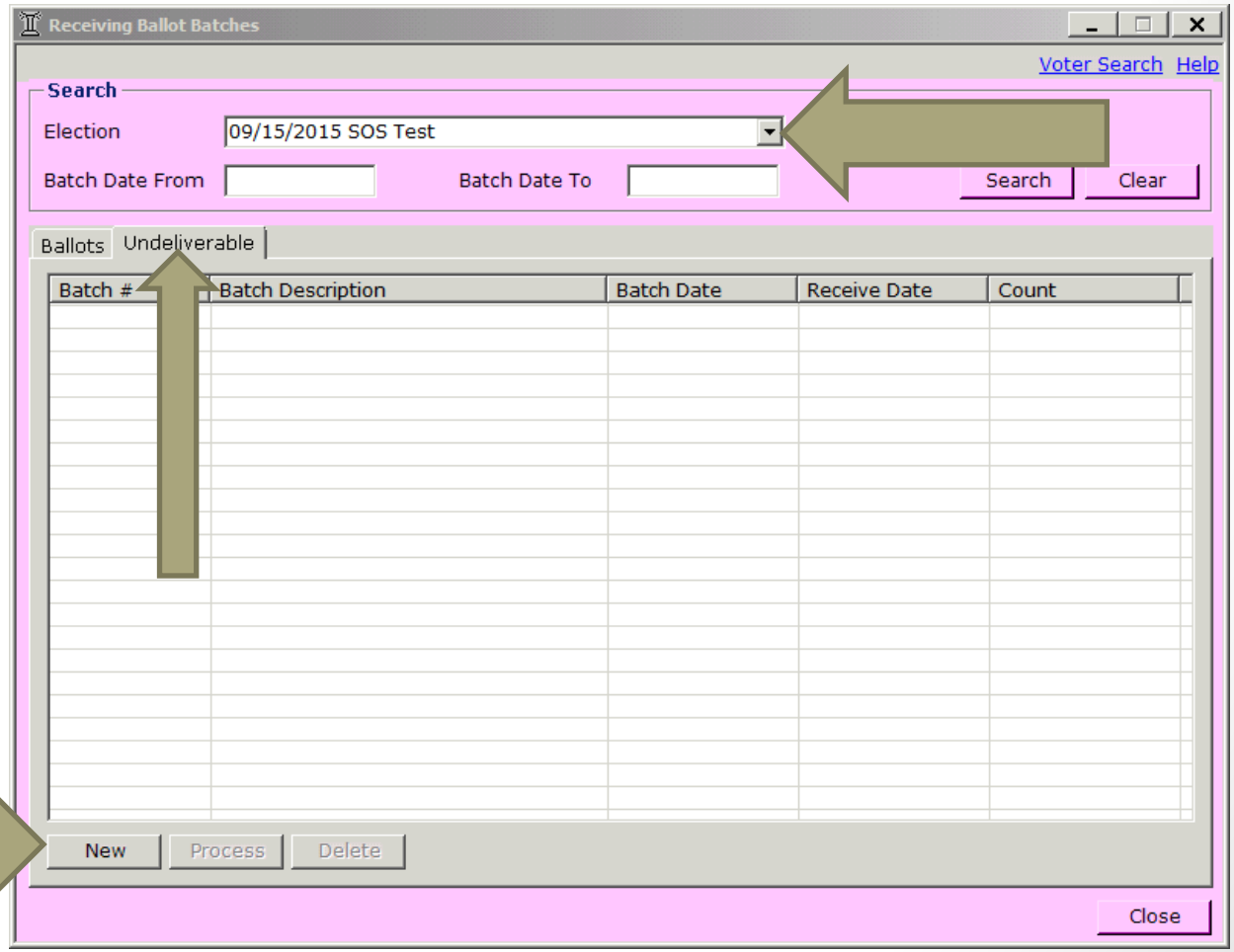
Undeliverable Ballots

To get to the undeliverable ballots section in MT Votes, start by clicking on **Ballot Processing**.



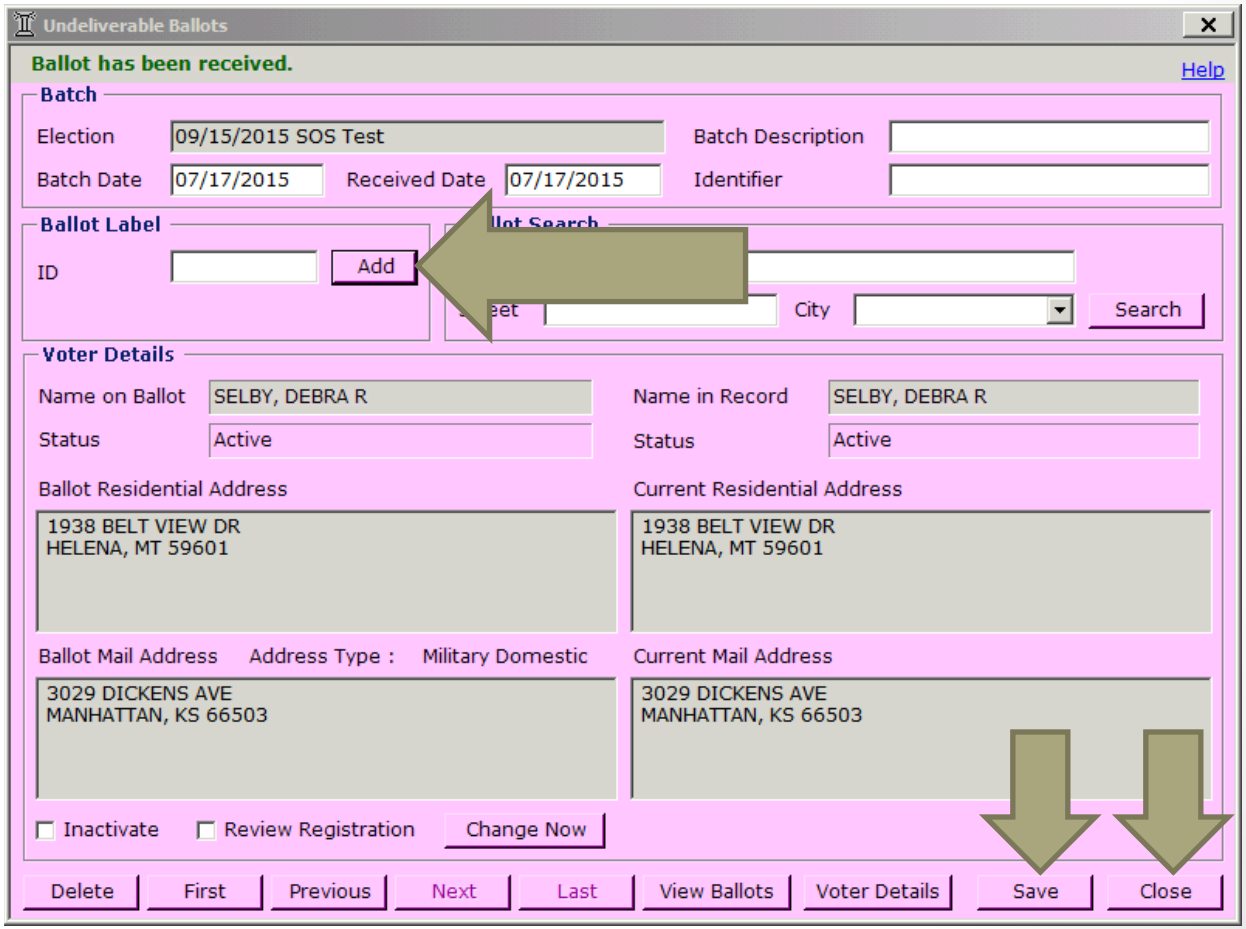
Undeliverable Ballots

- Select your Election.
- Click the **Undeliverable** tab.
- Select **New.**



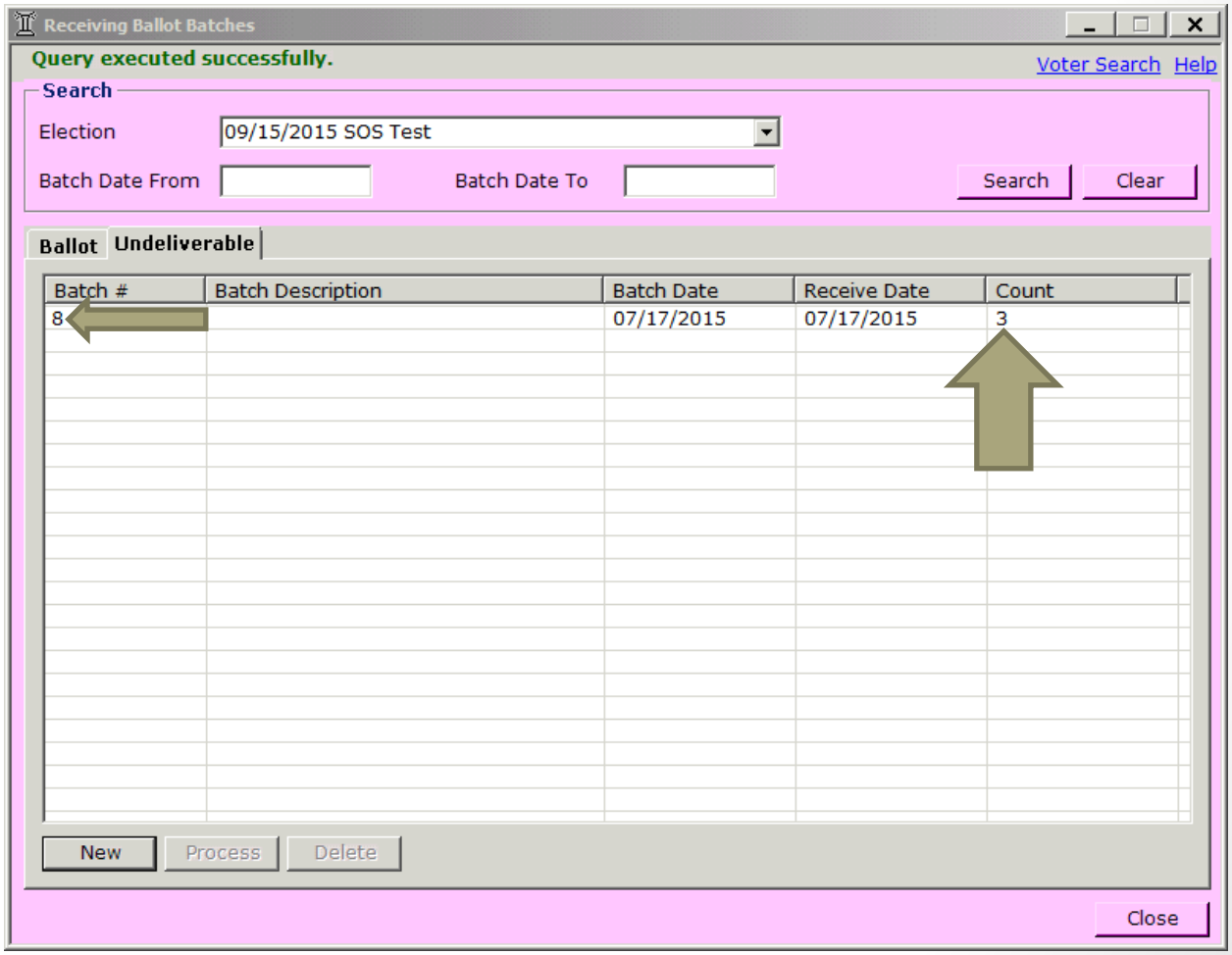
Undeliverable Ballots

- Enter or scan in the ballot information from the label and click **Add.**
- Continue to do this until all ballots are scanned in or you reach your batch limit.
- Click **Save** and then click **Close**.



Undeliverable Ballots

- You can see the Batch # and the total count of ballots in the batch.

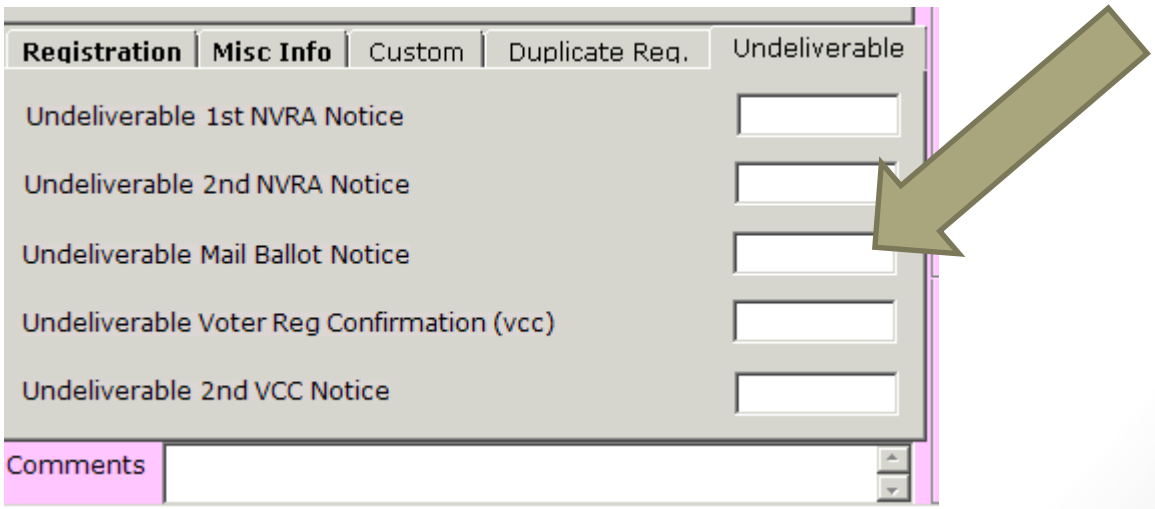


Undeliverable Ballots

- After you enter in your Undeliverable ballots, you should print off either the **BP-035** (Undeliverable Ballot Labels) or the **EX-BP2** (Undeliverable Ballot Labels Export).
- **BP-035** will provide you with labels to send out the **Undeliverable Mail Ballot Notice** to all the voters with undeliverable mail ballots who could not be contacted otherwise to update their mailing address.
- You should do this after each batch of Undeliverable Ballots gets entered into MT Votes, and as soon as possible after receipt of an undeliverable ballot to allow time to resolve (assuming that you could not reach the elector in order to update the elector's mailing address.)

Undeliverable Ballots

If the **odd year** Undeliverable mail ballot notices come back as Undeliverable, ensure that you track them in MT Votes. To do this you can open the voter's record, click on the Undeliverable tab, and enter the date the undeliverable mail ballot notice comes back undeliverable, see below.

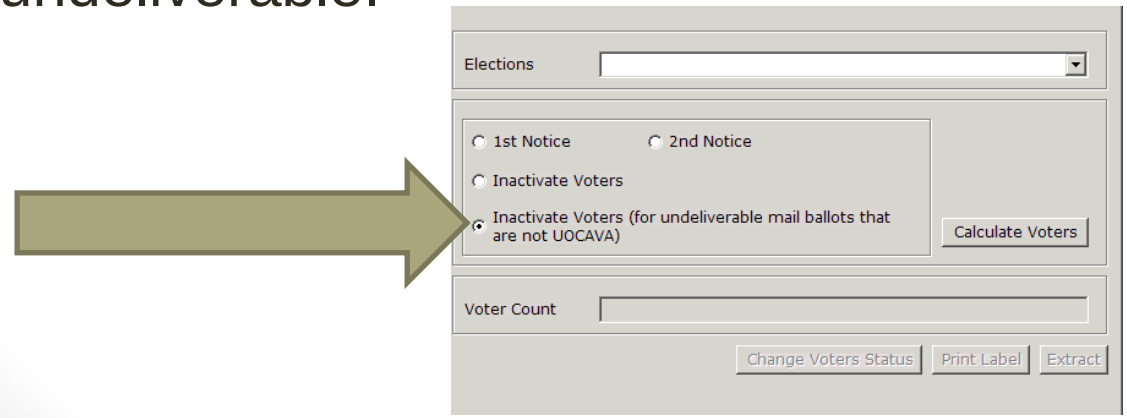


Undeliverable Ballots

- Adding a date to the voter's **Undeliverable Mail Ballot Notice** field, as shown in the prior slide, allows you to easily search the system for voters who had an undeliverable mail ballot notice within a date range.
  - To search for these voters, simply pull up **Voter Search**, select the **Undeliverable Tab,** and put in a date range in **the Undeliverable Mail Ballot Notice field.**
- This will be useful as you can easily identify any voters who were sent a Mail Ballot notice that came back as undeliverable.
- If you use the NVRA module for inactivation *(see second bullet on following slide)*, you will be able to quickly compare the lists to ensure you are not inactivating anyone who should remain active.

Undeliverable Ballots

- If the <u>odd</u> year Undeliverable Mail Ballot Notice comes back as **undeliverable**, you can manually inactivate the voter with the reason of: **Undeliverable Ballot** by changing the voter's registration status**,** OR;
- You can wait and use the **NVRA Module** after you have sent notices and after the election is closed, to inactivate voters whose undeliverable mail ballot notice comes back undeliverable.



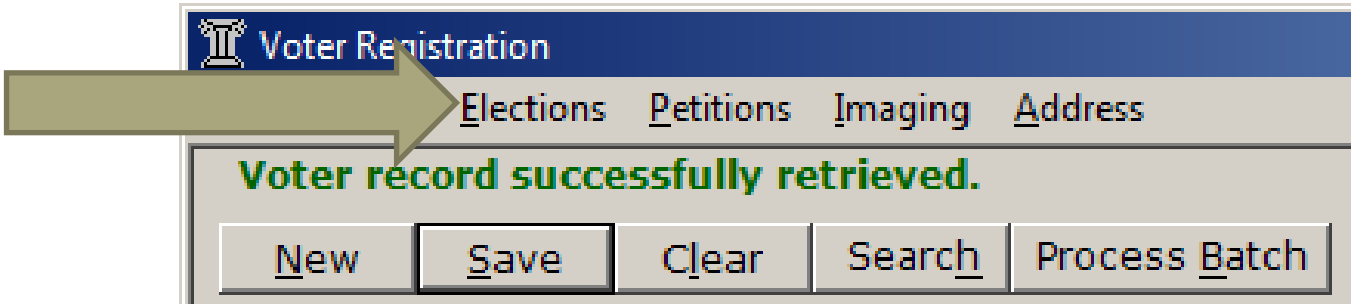
Undeliverable Ballots

- **Please note.** If you use the NVRA Module in MT Votes for Undeliverable Mail Ballots, it will inactivate ALL voters who had an undeliverable ballot. It does not track or verify whether or not you sent a notice, as is required by NVRA.
  - It is possible for a voter to have an undeliverable mail ballot **but** not an undeliverable notice, so these people could be wrongly inactivated.
- If you use the NVRA module for this process, it is recommended that you verify that each voter was sent a notice that was also returned undeliverable, by going to each voter's Undeliverable tab and checking to verify whether or not they should have been inactivated.

Resending Undeliverable Ballots

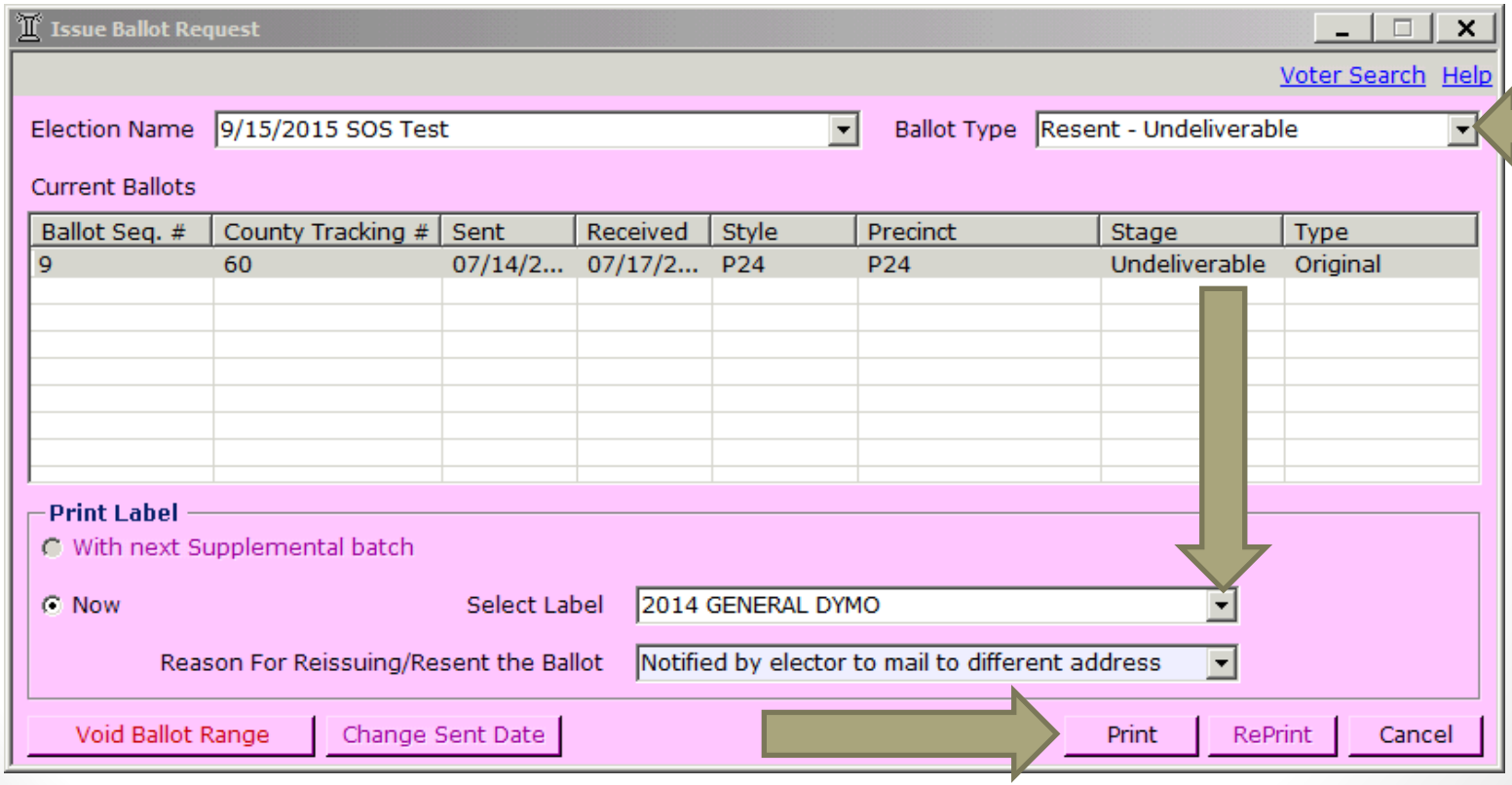
If the voter asks for the ballot to be resent to a new address, MT Votes makes it extremely simple.

- Pull up the voter through Voter Search and go through Elections > Issue Ballot.



Resending Undeliverable Ballots

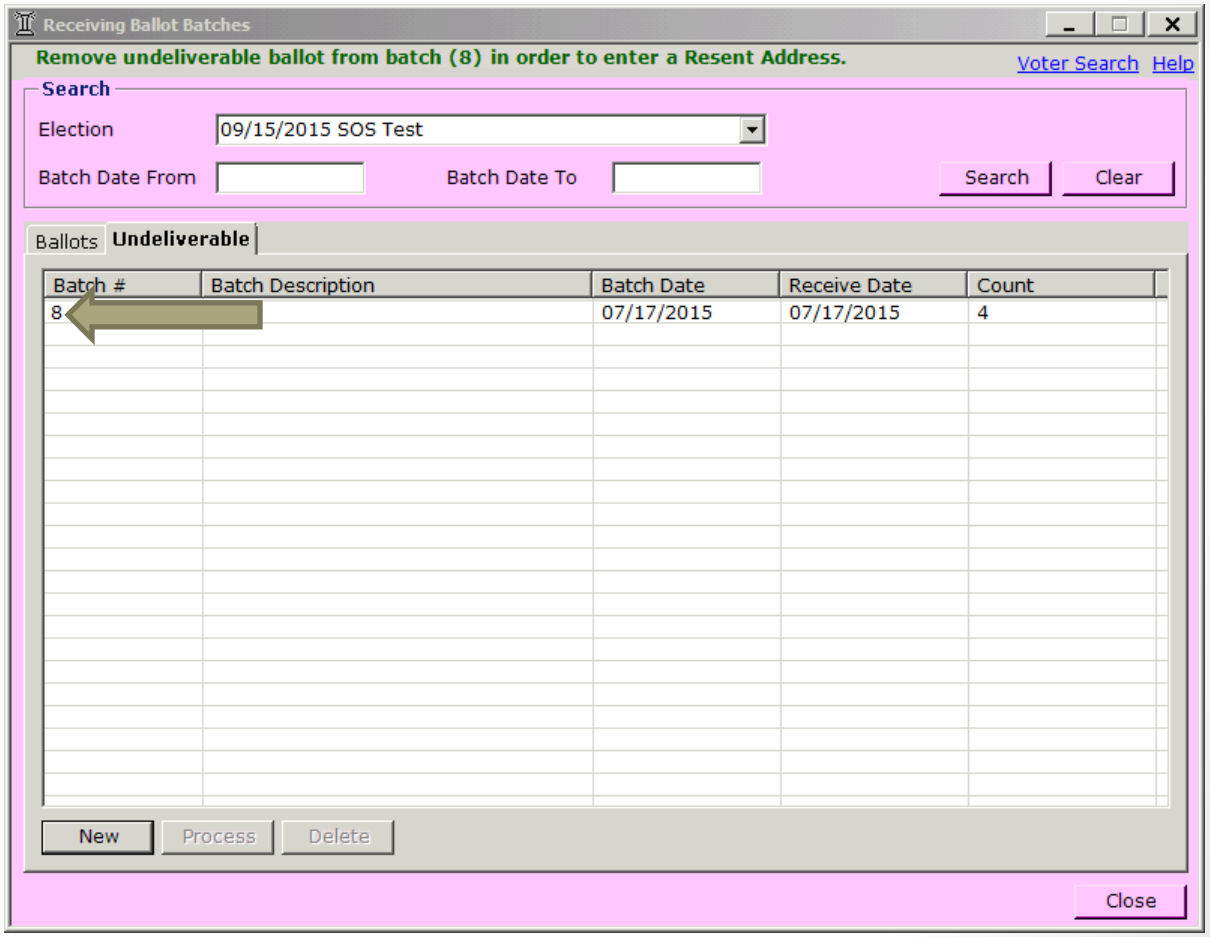
When the Issue Ballot screen comes up, select **Resent-Undeliverable** as the Ballot Type, then the Label you use and the Reason for Resending. When ready, click **Print.**



Resending Undeliverable Ballots

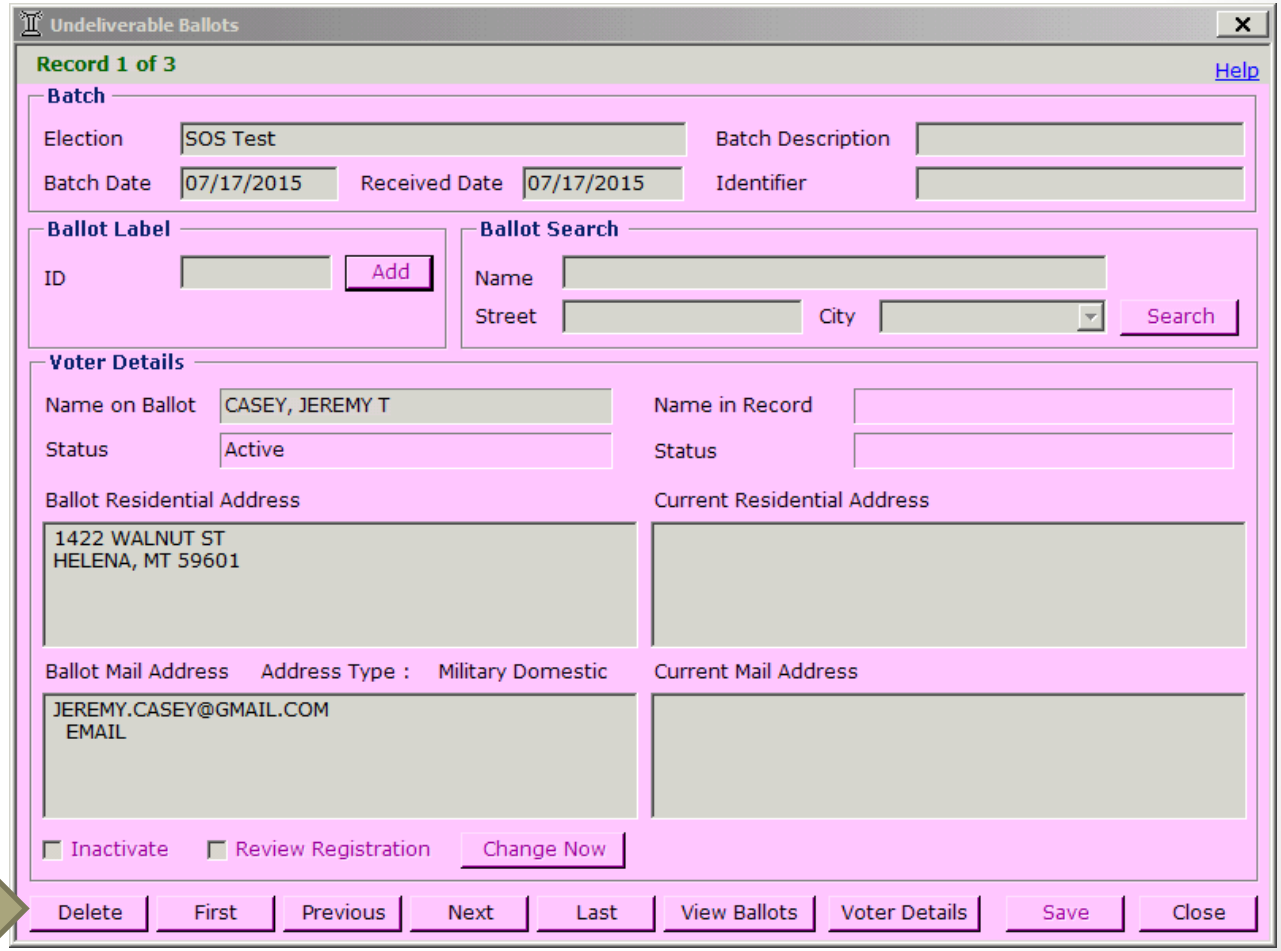
You will be brought to the Undeliverable batch and prompted to remove the ballot from the batch.

Highlight the batch number; when you do, a popup will prompt you to click **Process.**



Resending Undeliverable Ballots

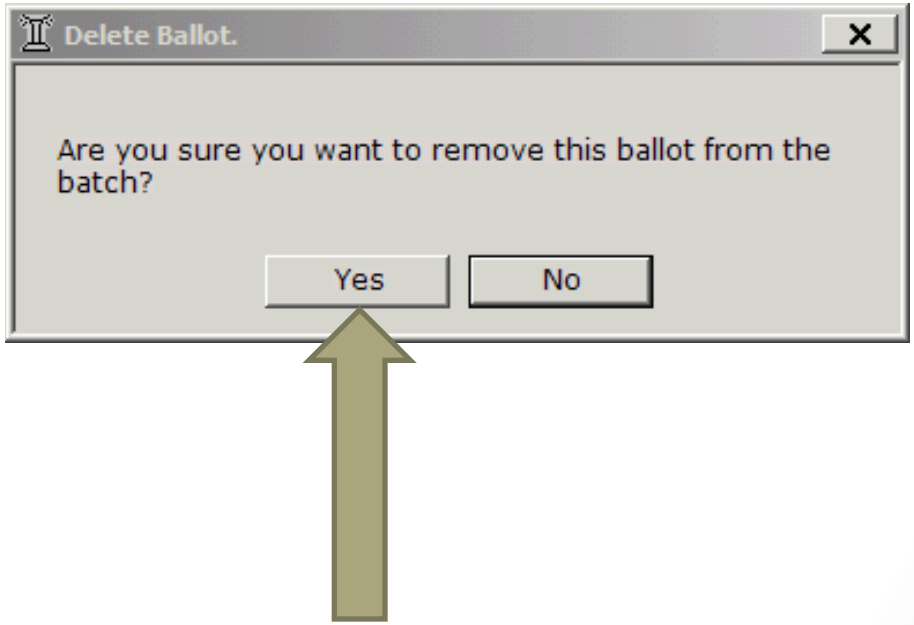
Find the voter in the batch and click **Delete.**



Resending Undeliverable Ballots

Confirm that you would like to remove the ballot from the batch.

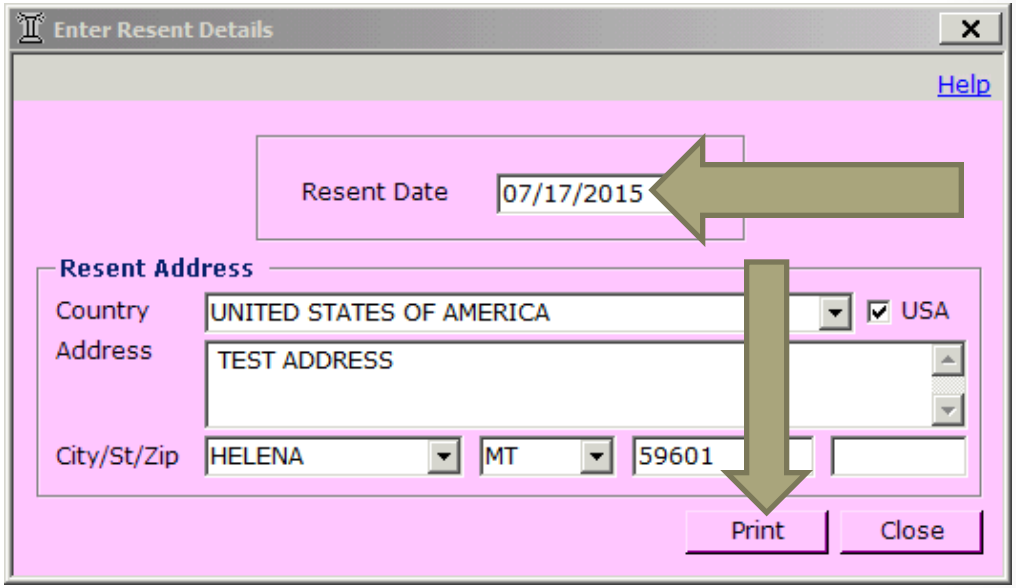
When you are brought back to the Undeliverable Ballot screen, select **Close,** two times.



Resending Undeliverable Ballots

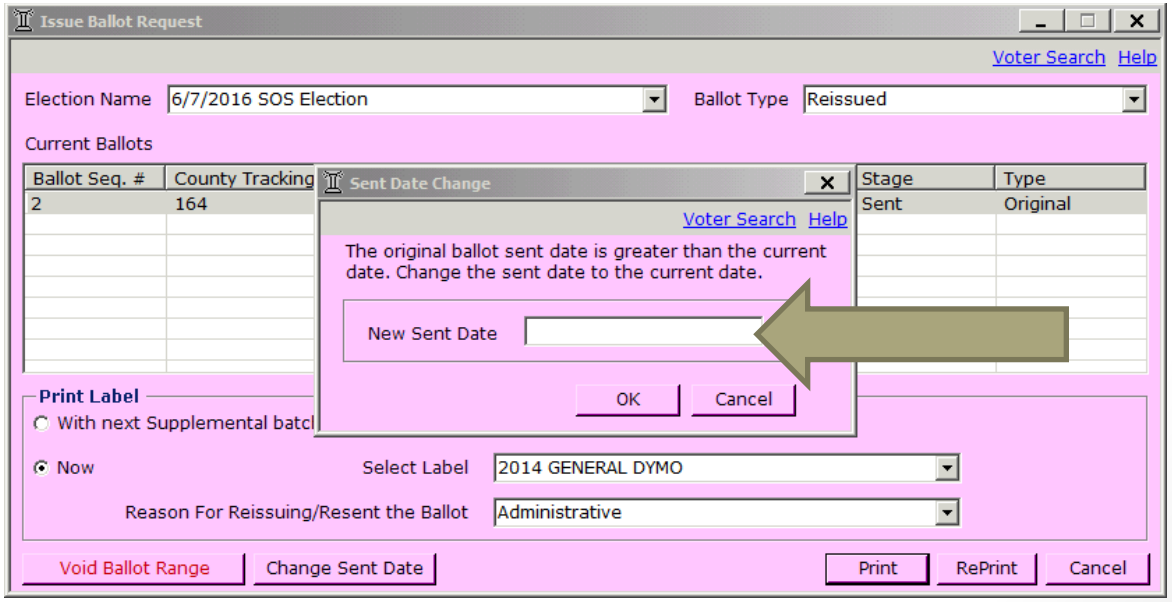
You will now be brought back to the Resend screen.

Enter the date you will resend the ballot and the address you will be resending the ballot to. Click **Print.**



Reissuing a ballot

If you have to reissue a ballot before the system sent date, the system will now prompt you to change the original ballot's sent date before you can reissue the new ballot.



Under What Circumstances Are Mail Ballots Invalid?

- A ballot is invalid if:
  - problems with the ballot have not been resolved pursuant to 13-13-245
  - any identifying marks are placed on the ballot by the elector; or
  - The signature is missing or does not match, and the issue is not resolved by the elector

Under What Circumstances Are Mail Ballots Invalid? (cont.)

- A ballot is invalid if:
  - more than one ballot is enclosed in a single signature or secrecy envelope, unless:
    - multiple elections are held at the same time and the envelope has one ballot for each election; or
    - the signature envelope contains ballots from the same household and:
      - each ballot is in its own secrecy envelope; and
      - the signature envelope contains a valid signature for each elector who has returned a ballot.

How Are Late Registrants Handled?

- Late registrants who register to vote in a mail ballot election (as well as in polling place elections) are provided ballots in person, not by mail.
- People can late register in all elections, including school elections.

How Are **Inactive** Voters Handled?

- As noted earlier, inactive voters are not automatically sent mail ballots, unlike active and provisionally registered voters.

- Inactive electors must reactivate by appearing in order to vote, requesting an absentee ballot, or notifying the EA in writing of their current address in the county.

How are **Reactivated** Electors Provided with Ballots?

- At any time before noon on the day before election day, a ballot may be mailed or, upon request, provided in person at the EA's office to an elector on the inactive list after the elector reactivates the elector's registration.

- After noon on the day before election day, an inactive elector who reactivates may return to the EA's office the next day (election day) in order to receive and return a ballot.

How Are Places of Deposit Selected?

- The EA selects the election office and may designate one or more places in the political subdivision in which the election is being conducted as places of deposit where ballots may be returned in person by the elector or the elector's agent or designee.

- If the election office is not accessible, the EA must designate at least one accessible place of deposit.

- EAs may designate certain locations as election day places of deposit, and any such designated location must function as a place of deposit only on election day.

When and How Are Places of Deposit Staffed?

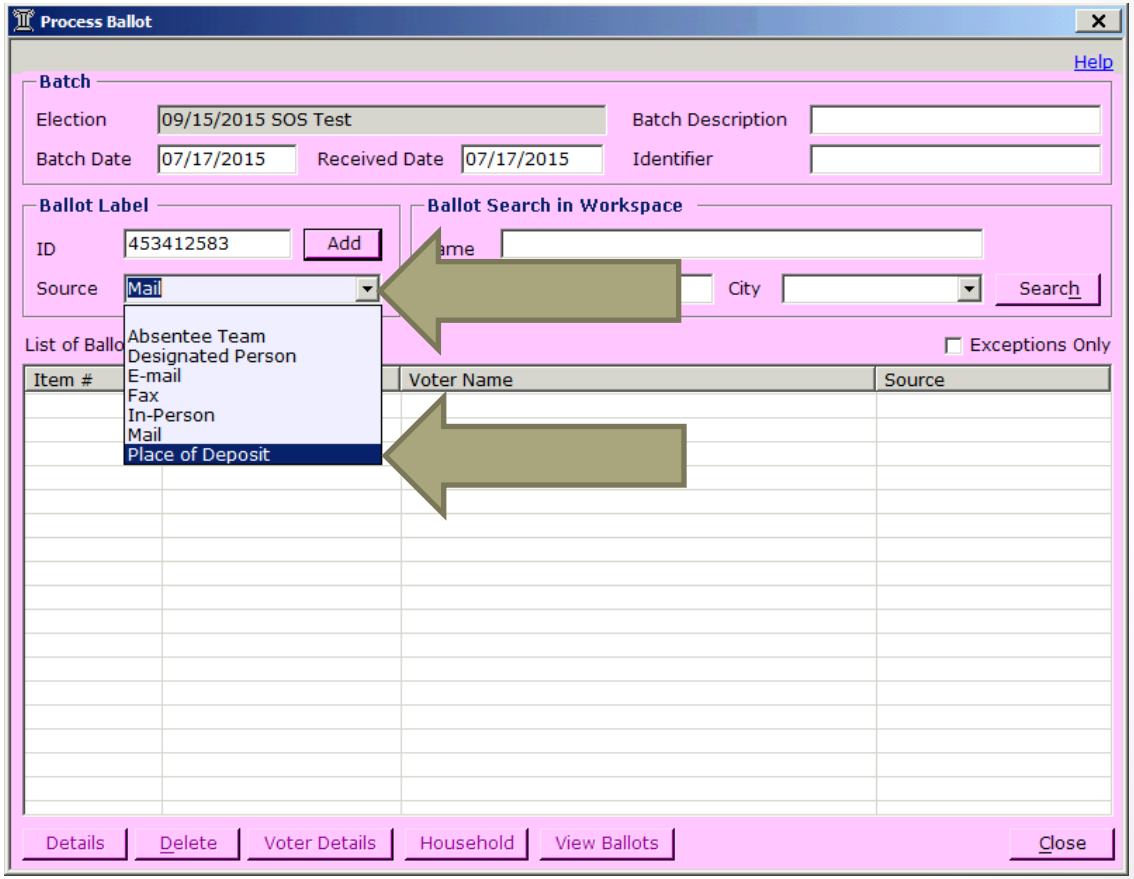
- Before election day, ballots may be returned to any designated place of deposit:
  - During the days and times set by the election administrator; and
  - Within the regular business hours of the location.

- On election day, each location designated as a place of deposit must be open during the same hours that polling places would be open, and ballots may be returned during those hours.

- Each place of deposit must be staffed by at least two election officials who (except for school election judges) are selected in the same manner as election judges.

Place of Deposit

When you receive and process a ballot from a Place of Deposit, ensure that you select Place of Deposit as the **ballot source**.



What Forms Are Used in Mail Ballot Elections?

- Written Plan, Timetable, and Instructions
- Transmittal Envelope
- Ballot Signature Envelope with Affirmation
- Secrecy Envelope
- Ballot Replacement Request
- Mail Ballot Non-Registered Signature Verification Form
- Mail Ballots Voted in Person and Replacement Ballots

What Forms Are Used in Mail Ballot Elections (cont.)?

- Mail Ballot Place of Deposit Signature Log
- Mail Ballot Daily Log of Ballots Received
- Mail Ballot Place of Deposit Transport Box Seal Register
- Verification of Signature/Missing Signature
- Undeliverable Mail Ballot NVRA Confirmation Notice

Frequently Asked Questions

- In certain elections, is voting permitted by individuals who are not registered in the district?
  - Yes – see 13-19-304, MCA for specific requirements for these individuals.

- How are absentee list voters handled in mail ballot elections?
  - They are sent ballots through the normal mail ballot process.

- What happens if the mail ballot plan and timetable are received by the SOS less than 60 days before the election?
  - The SOS can only accept mail ballot plans and timetables if they are received at least 60 days before the election.