


Idaho Election Training  
January 2017



## Ballots and Ballot Printing

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### 34-901 Chapter 9 Ballots

Ballot Information Required

- Ballots identified as official
  - "Official Election Ballot"
- Date of election
- Unique Marking to prevent duplication
  - Official ballot stamp
  - Unique symbol or character
  - Counterfeit ballot mark

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### May 16, 2017

- Auditorium
- School Districts
  - Candidates – Random Alphabet
  - Bond/Levy
- Library
- Highway Districts
  - Candidates – Random Alphabet
- Hospital Boards
- Water and Sewer
- Weather Modification

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**November 7, 2017**

Cities - Rotate  
 Fire Protection  
 Cemetery  
 Recreation Districts  
 School Bond/Levy

**Ballot Samples**  
<http://www.sos.idaho.gov/elect/Clerk/forms.htm>

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**Candidate Ballot**

**OFFICIAL BALLOT**  
 (DISTRICT NAME)  
 (COUNTY NAME) COUNTY, IDAHO  
 (MONTH) (DAY), (YEAR)

INSTRUCTIONS: Vote for such candidate(s) as you desire by placing an X in the small square at the right of the name(s), or by writing in the name(s) of the person(s) you desire to vote for, and place an X in the square at the right of their name.

CANDIDATES FOR (DISTRICT NAME)

(OFFICE OR POSITION TITLE)  
 (Vote for One)

Candidate Name \_\_\_\_\_   
 Candidate Name \_\_\_\_\_   
 Candidate Name \_\_\_\_\_   
 \_\_\_\_\_   
 (Write-In)

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**Levy Ballot**

**OFFICIAL BALLOT** No \_\_\_\_\_  
 (DISTRICT NAME) (PRECINCT)  
 (COUNTY NAME) IDAHO  
 (DATE OF ELECTION)

**OFFICIAL BALLOT**  
 (DISTRICT NAME)  
 (COUNTY NAME) IDAHO  
 (DATE OF ELECTION)

INSTRUCTIONS: To vote in favor of the (TYPE OF LEVY) levy, place an X in the square at the right of the words "IN FAVOR OF." To vote against the (TYPE OF LEVY) levy, place an X in the square at the right of the word "AGAINST." If you change your mind, tear, or make a mistake on this ballot, request a new ballot from an election worker.

(DISTRICT NAME)  
 (COUNTY NAME) IDAHO  
 TO LEVY A (TYPE OF LEVY)

Shall the (GOVERNING BOARD) be authorized to levy a (TYPE OF LEVY) levy in the amount of \$ (AMOUNT) per year for a period of (NUMBER OF YEARS) years commencing with the fiscal year beginning (FISCAL YEAR START), for the purpose of (PURPOSE) as provided in the resolution of the (GOVERNING BOARD) adopted on (DATE).

**IN FAVOR** of authorizing the levy in the amount of up to \$ (AMOUNT), per year for (YEARS NUMBER) years \_\_\_\_\_   
**AGAINST** authorizing the levy in the amount of up to \$ (AMOUNT) per year for (YEARS NUMBER) years \_\_\_\_\_

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**Bond Ballot**

**OFFICIAL BALLOT** No. \_\_\_\_\_  
 (DISTRICT NAME) (PRECINCT)  
 (COUNTY NAME, USABR) (DATE OF ELECTION)

**OFFICIAL BALLOT**  
 (DISTRICT NAME)  
 (COUNTY NAME, USABR) (DATE OF ELECTION)

INSTRUCTIONS. To vote in favor of (TYPE OF BONDS) bond, place an "X" in the square at the right of the word "IN FAVOR." To vote against (TYPE OF BONDS) bond, place an "X" in the square at the right of the word "AGAINST." If you change your mind, use a circle around an "X" which, except in rare ballot fraud, is not taken from an election worker.

Shall the GOVERNING BOARD be authorized to issue (TYPE OF BONDS) bonds to the District in an aggregate principal amount not to exceed DOLLAR AMOUNT) to become due in such installments as may be fixed by the GOVERNING BOARD, the final installment of each series to fall due not more than (NUMBER OF YEARS) years from the date of the series of bonds, for the purpose of (PURPOSE), as all provided in the resolution of the GOVERNING BOARD adopted on (ADOPTED DATE).

The following information is required by Section 14-479, Idaho Code.

The district currently has outstanding indebtedness, including accrued interest, of KENDERTEENESS.

The interest rate anticipated on the proposed bond issue, based upon current market rates, is \_\_\_\_\_ percent (\_\_\_\_ %). The estimated annual levy is approximately \$ \_\_\_\_\_ and the amount to be repaid over the life of the bonds from such levy, based on the anticipated interest, is \$ \_\_\_\_\_ consisting of \$ \_\_\_\_\_ of principal and \$ \_\_\_\_\_ of interest.

**IN FAVOR** of issuing bonds in the amount not to exceed DOLLAR AMOUNT) for the purpose stated in the bond election resolution.

**AGAINST** issuing bonds in the amount not to exceed DOLLAR AMOUNT) for the purpose stated in the bond election resolution.

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**Complete Vendor Forms**

- Pre-election questionnaires
- Build election up to "Candidates" first
- Number so re-order or add names is OK
- Enter as names come in
- Use help menu and phone support

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**Rotation and Random Alphabet**

- Use the random alphabet for all taxing district candidate elections except cities
- SOS will email Random Alphabet at start of filing period for each election
- Only City candidates rotate with base rotation in alpha order

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**Ballot Data Entry**

- Enter Data correctly - It's worth checking now
- Print PDF large - Size of actual ballot or larger -
- Not on screen
- Proof PDF - Have 2 sets of eyes review -
- Reader/Watcher
- Sign off with vendor when correct

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**Paper Ballot Printing**

- Order Ballot Stamps and samples ballots
- Colored Ballots not required but may be helpful
- Must order in quantities of 25 or more
- Ballot file - Microsoft Word - speeds up proofing
- Printing help - the Printer
- Election help - SOS

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**Optical Scan Ballot Printing**

- Send pdf to printer
- Proof ballot from printer as soon as it arrives
- Sign off on test ballot when correct
- Check actual ballots as soon as they arrive

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**Estimating Ballot Numbers  
in Odd Years – Good luck!**

- Look back at old odd year ballot orders with your printer
- Check registered voters in taxing districts
- Do you have a contested election?
- Make sure you have enough and a backup plan

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**Pre-election**

- Review Logic and Accuracy Procedures
- Paper Ballot Counting Procedures
- Security and Contingency Plans
- Ballot Management
- Test all tabulators with County Test deck
- Have public demonstrations

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**Questions?**

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