

#### 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

# May 16, 2017

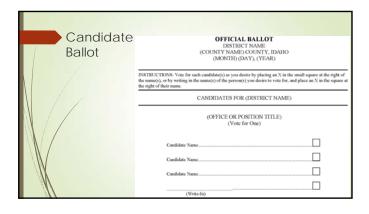
Auditorium School Districts Candidates – Random Alphabet Bond/Levy Library Highway Districts Candidates – Random Alphabet Hospital Boards Water and Sewer Weather Modification

#### **November 7, 2017**

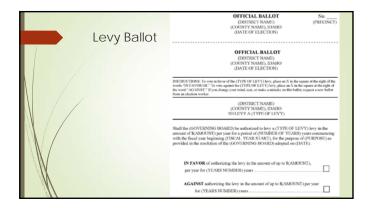
Cities - Rotate Fire Protection Cemetery Recreation Districts School Bond/Levy

#### **Ballot Samples**

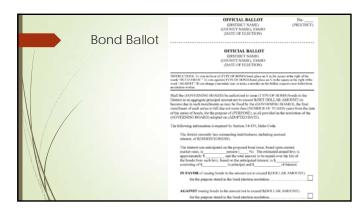
http://www.sos.idaho.gov/elect/Clerk/forms.htm.











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## **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

#### 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

### 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

#### 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

#### **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

#### 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

## 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

