

BALLOT PREPARATION

- Types of ballots:
 - Paper Ballots – make your own or have them professionally printed.
 - Automated Tabulating System Ballots (optical scan).
- Candidate order:
 - May have witnesses present when drawing for candidate order.
 - Schools – draw by lot (**SDCL 13-7-13**).
 - Municipalities – draw by lot (**SDCL 9-13-21**).
- List names on the ballot exactly as they appear on the petition.
- Do not include titles or political party affiliation on the ballot.

BALLOT PREPARATION

BALLOT FORM:

- Municipal Election (ARSD 5:02:06:12)
- School Board Election (ARSD 5:02:06:15)
- Special Elections (ARSD 5:02:06)
- If a combined election:
 - One of the ballots will be white.
 - Contrasting colors for the other ballots.
 - Cannot use yellow paper for ballots as that must be the color used for Sample Ballots.



5:02:06:12. Municipal election. The municipal election ballot must be white and must be in the following form:

OFFICIAL MUNICIPAL ELECTION BALLOT
_____, SOUTH DAKOTA
(Election Date)

To vote use a cross (X) or a check mark (✓) in the square in front of the name. DO NOT cast more votes than are allowed in each race.

For Mayor, you may vote for one or leave it blank

- John Doe
- Richard Roe

For (City Commission, City Council, Alderman, Trustee), ____ year term, you may vote for up to ____ or leave it blank

- John Doe
- Richard Roe
- John Smith

For (City Commission, City Council, Alderman, Trustee), ____ year term, you may vote for one or leave it blank.

- John Doe
- Richard Roe

For City Council at Large, ____ year term, you may vote for up to ____ or leave it blank

- John Doe
- Richard Roe
- John Smith

For City Council at Large, ____ year term, you may vote for one or leave it blank

- John Doe
- Richard Roe



5:02:06:15. School board election. The school board election ballot must be white and must be in the following form:

OFFICIAL SCHOOL BOARD ELECTION BALLOT
_____ **SCHOOL DISTRICT NO. _____, SOUTH DAKOTA**
(Election Date)

To vote use a cross (X) or a check mark (✓) in the square in front of the name. DO NOT cast more votes than are allowed in each race.

For School Board Member _____ year term, you may vote for up to _____ or leave it blank

- John Doe
- Richard Roe
- John Smith



IMPORTANT RECOMMENDATION

PROOFREAD the
BALLOT!



5:02:06:01.02. Optical scan ballot instructions

The instructions to voters found on optical scan ballots shall be enclosed in a box. The appropriate instructions shall be placed at the top of the first column containing presidential electors (subdivision 1 and 8) or presidential delegates and alternates (subdivision 2 or 3 and 8), at the beginning of the portion containing other candidates (subdivision 4 and 8) and at the beginning of the portion containing ballot questions (subdivision 5 and 8). The instructions for all elections must be in the following form without the subdivision numbers:

- (1) To vote for a group of presidential electors FILL IN (Bold) the oval (●) next to the names.
- (2) If the delegates and alternates are printed on the ballot use: To vote for a group of presidential delegates and alternates FILL IN (Bold) the oval (●) next to the names.
- (3) If the political party does not have the delegates and alternates on the ballot use: To vote for a person FILL IN (Bold) the oval (●) next to the name.
- (4) To vote for a person FILL IN (Bold) the oval (●) next to the name.
- (5) To vote on a ballot question FILL IN (Bold) the oval (●) next to "yes" or "no".
- (6) Use only a pencil or pen.
- (7) If you make a mistake, give the ballot back and get a new one.
- (8) DO NOT (Bold) cast more votes than are allowed in each race.

Printers note: Subdivisions 6 and 7 shall be included in the first instruction box only. If the ballot has columns, the words "Go to top of next column" shall be printed on the bottom of any column preceding each column to be voted. If the ballot has races on the back side, the words "Turn page" shall be printed in the lower right corner.

QUESTIONS?

