

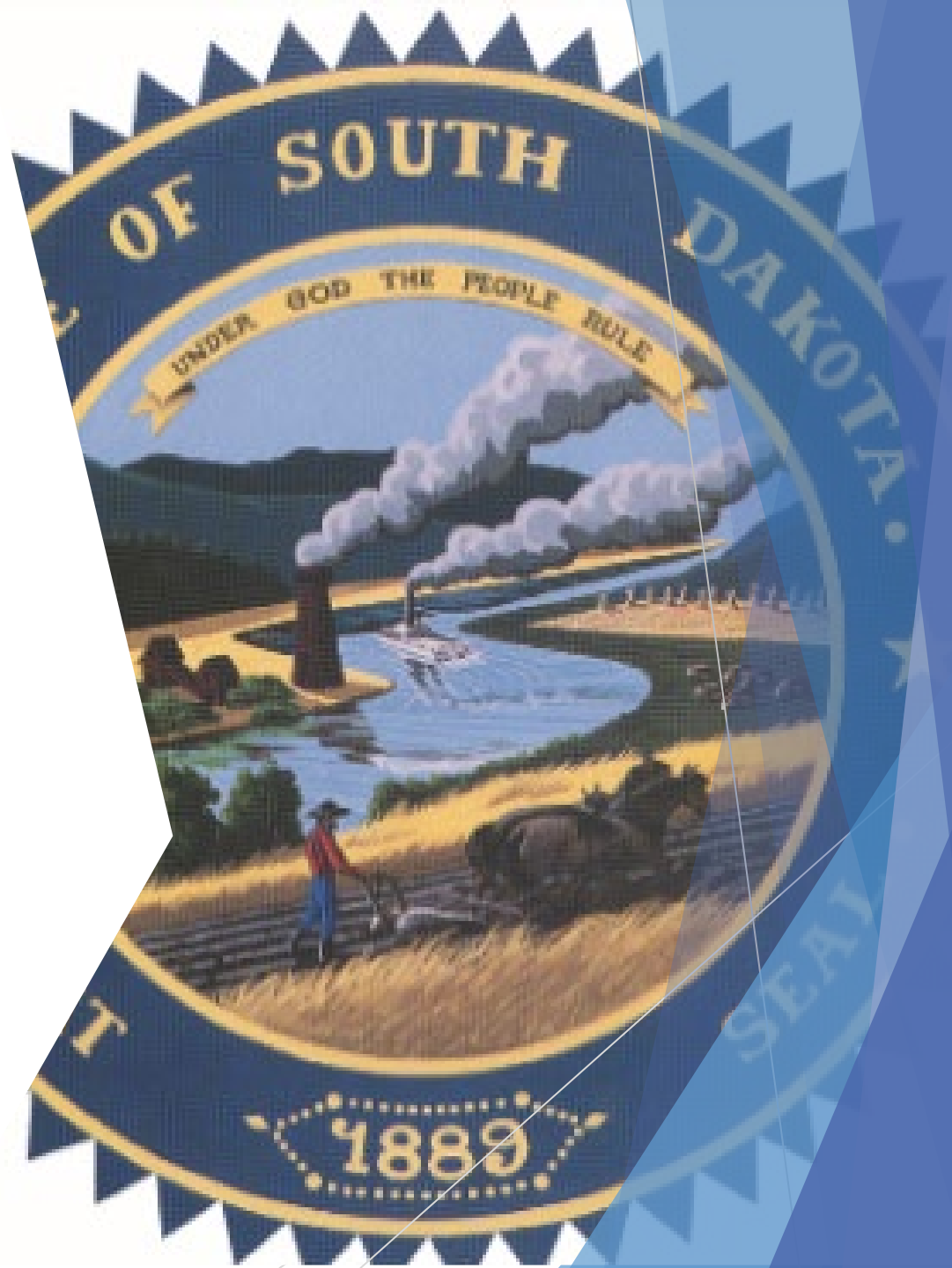
2023-2024 MUNICIPAL and SCHOOL ELECTION WORKSHOP Webinar 3

Sponsored by

Secretary of State's Office

South Dakota Municipal League

Associated School Boards of South Dakota



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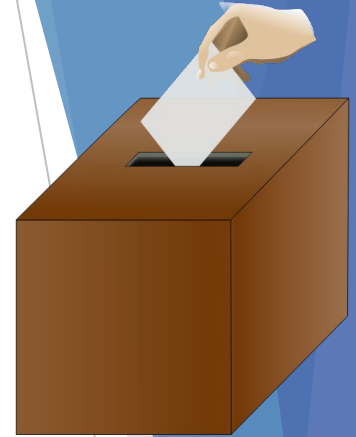
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Ballot Preparation

- **Types of ballots:**
 - **Paper Ballots** - make your own or have them professionally printed.
 - **Automated Tabulating System Ballots** (optical scan).
- **Candidate order:**
 - We encourage you to notify the candidates of the date for the drawing. Candidates 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.** A title is not a part of the name.
- **Do not list or mark a candidate as an incumbent.**



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 there is a combined election and you use hand-counted paper ballots:
 - ▶ One of the ballots must be **white**.
 - ▶ Contrasting colors for the other ballots.
 - ▶ **Cannot** use yellow paper for ballots as that **must be** the color used for Sample Ballots.
 - ▶ You cannot combine ballots into one ballot, **unless** you are using optical scan ballots.



Hand-Counted Paper Ballot

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

Hand-Counted Paper Ballot

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

PROOFRAED the BALLET!

I do my best proofreading
after I hit send.

Does anyone use optical scan ballots?



Additional instructions and language that has to be used for Optical Scan Ballots

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.

5:02:06:01.02. Optical scan ballot instructions *cont'd*

(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.

Optical Scan Ballot

Front Side

OFFICIAL	PARTY PRIMARY ELECTION BALLOT		
June	County, South Dakota	Ballet Group	
INSTRUCTIONS TO THE VOTER: Insert appropriate instructions from ARSD 5:02:06:01.02			
<p>For Presidential Delegates and Alternates You may vote for <u>one</u> slate or leave it blank.</p> <p><input type="radio"/> Candidates preferring John Hall for President Delegates: John Doe Jane Doe</p> <p>Pat Jones Alternates: John Doe Jane Doe Pat Jones</p> <p><input type="radio"/> Candidates preferring Jane Smith for President</p> <p>Delegates: John Doe Jane Doe Pat Jones Alternates: John Doe Jane Doe Pat Jones</p> <p><input type="radio"/> Candidates preferring Pat Jones for President Delegates: John Doe Jane Doe Pat Jones Alternates: John Doe Jane Doe Pat Jones</p>	<p>For United States Senator You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe <input type="radio"/> Jane Smith <input type="radio"/> Pat Jones</p>	<p>For State Representative, District _____ (A or B) You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe <input type="radio"/> Jane Smith <input type="radio"/> Pat Jones</p>	
	<p>For United States Representative You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe <input type="radio"/> Jane Smith <input type="radio"/> Pat Jones</p>	<p>For (County Treasurer) or (County Finance Officer) You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe <input type="radio"/> Jane Smith <input type="radio"/> Pat Jones</p>	
	<p>For Governor You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe <input type="radio"/> Pat Jones <input type="radio"/> Mary Johnson</p>	<p>For States Attorney You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe <input type="radio"/> Jane Smith <input type="radio"/> Pat Jones</p>	
	<p>For State Senator, District _____ You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe <input type="radio"/> Jane Smith <input type="radio"/> Pat Jones</p>	<p>For Sheriff You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe <input type="radio"/> Jane Smith <input type="radio"/> Pat Jones</p>	
	<p>For State Representative, District _____ You may vote for up to <u>two</u> or leave it blank.</p> <p><input type="radio"/> John Doe <input type="radio"/> Jane Smith <input type="radio"/> Pat Jones</p>	<p>For (County Auditor) or (County Finance Officer) You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe <input type="radio"/> Jane Smith <input type="radio"/> Pat Jones</p>	
	<p>INSTRUCTIONS TO THE VOTER: Insert appropriate instructions from ARSD 5:02:06:01.02</p>	<p><input type="radio"/> Will Doe <input type="radio"/> Shannon McGee <input type="radio"/> Bill Smith</p>	<p>For Register of Deeds You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe <input type="radio"/> Jane Smith <input type="radio"/> Pat Jones</p>
	<p>For Delegates to Support a Presidential Candidate You may vote for one or leave it blank.</p> <p><input type="radio"/> Delegates to support John Doe</p> <p><input type="radio"/> Delegates to support Jane Smith</p> <p><input type="radio"/> Delegates to support Pat Jones</p>		
	Go to top of next column	Go to top of next column	Turn Page



Who May VOTE?

Voter Registration and
Residency



Voter Registration Locations

- County Auditor's office
- **City finance office** - you are an official voter registration location
 - City Finance Officers it is your duty to ensure the form is complete, [SDCL 12-4-7.2](#)
 - **YOU must deliver or mail** that registration to the County Auditor's office
 - A voter registration completed at a city finance office during any given week commencing on Tuesday through the following Monday shall be sent to the appropriate county auditor no later than the following Wednesday.
- Driver's license station
- Public assistance agencies providing food stamps, TANF or WIC
- Department of Human Services offices which provide assistance to the disabled
- Military recruitment offices
- Secretary of State's Office



Voter Registration Process

- ▶ Ways for someone to register to vote:
 - ▶ **Drivers Licensing application**
 - ▶ There is a section to register to vote.
 - ▶ This voter registration information is sent electronically to the County Auditor.
 - ▶ **Voter Registration Application (paper)**



South Dakota Voter Registration Form

County _____

Use this form to: Register to vote or report a name, address, or party change.						
Please print. Complete the entire form. Return this form to your county auditor.						
The deadline for voter registration is 15 days before any election. Your form must be received by the county auditor by this deadline if you are to vote in the next election. Within 15 days you will receive a notice of your registration. If you do not, contact your county auditor. Any private person or entity registering voters is required to provide you with their contact information. For more information, visit www.sdsos.gov .						
1	Are you a citizen of the United States of America?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	Will you be 18 years of age or older on or before the next election?		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If you checked 'No' in response to either of these questions, do not complete this form.						
2	Last Name (Required):		First Name (Required):		Middle Name(s)/Initial	Suffix (jr., sr., II, etc.)
3	Residence Address (Required):			Apt. or Lot #	City	State Zip Code
4	Mailing Address (if different):				City	State Zip Code
4a	If you live in a rural area and do not have a street address; if your residence address is a PO Box, rural box, or general delivery; or if you have no address, please describe the physical location of your residence in writing in the space below, which may include writing the names of the streets or intersections nearest to where you live and listing any landmarks (e.g., schools, churches, stores) near where you live. If you run out of room or if you want to draw a map to pinpoint your residence and you do not have enough room in the space provided, use the back of this form:					
5	Date of Birth (Required): Month / Day / Year		Telephone Number (optional)		7	SD Driver License (DL) # or SD Non-Driver ID # (Required)
8	Choice of Party – See information in the box below:		Email Address (optional)			If you do not have a current SD DL or SD Non-Driver ID, provide the last 4 digits of Social Security Number
<p>Choice of Party Information: If you are currently registered to vote in South Dakota and you leave the choice of party field blank, you will remain registered with your current party affiliation. If you are not currently registered in South Dakota to vote and you leave the choice of party field blank, you will be entered as a no party affiliation voter.</p> <p>Previous Voter Registration Information Required Below. Use this section to cancel your previous voter registration: Please provide information below if you have recently moved to South Dakota from a different state, moved within South Dakota, or changed your last name.</p>						
10	Previous Last Name		First Name		Middle Name(s)	Suffix
11	Previous Address				City	State Zip Code
12	Previous Driver License Number and State				Previous County	
13	Would you like to be a precinct election worker on election day?				Yes	No
14	I declare, under penalty of perjury (2 years imprisonment and \$4,000 fine), that: *I am a citizen of the United States of America; *I will be 18 years of age or older on or before the next election; *I have maintained residence in South Dakota for at least 30 days prior to submitting the registration form; *I have not been judged mentally incompetent; *I am not currently serving a sentence for a felony conviction; and *I authorize cancellation of my previous registration, if applicable.				<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: center;">Signature Required</p> <p>Date: _____ / _____ / _____ Month Day Year</p>	

Voter Registration Process *cont'd*

▶ The voter's registration date is the date the County Auditor receives the application, NOT the date the voter signs the application. Exception - A finance office is an official voter registration site so the date the FO receives the application is the effective date of the application.

▶ Business Managers: if a voter comes in to register to vote on the deadline day for voter registration, you may want to suggest they take their application directly to the County Auditor. Since your office IS NOT an official registration site, you aren't required to deliver that application by 5:00 pm on the deadline day for that voter to vote at the upcoming election.

▶ Finance Officers: if a voter comes in to register on the deadline day you can mail or deliver the application after the deadline has passed and the voter would still be registered in time to vote in the upcoming election ([SDCL 12-4-5](#)).

▶ Please place a received date stamp on all voter registration forms (**extremely important**).

FYI - Active vs. Inactive Voters

- ▶ **Active voter:** any voter who has voted or updated his/her voter registration information in the last four years.
- ▶ **Inactive voter:** Any voter who has not voted or updated his/her voter registration information in the last four years.
- **Active and Inactive voters may sign petitions.**
- **Inactive voters may vote but are required to fill out a new voter registration form prior to voting.**
- **When Auditor's calculate the number of signatures required for a petition, they only calculate that against active voters.**
- **When the person in charge of the election calculates voter turnout for the election, they only calculate that against active voters.**

[SDCL 12-4-34.](#) Registered voters referred to in other statutes. If a statute refers to registered voters, it does not include those in the inactive registration file unless specifically included. However, any voter in the inactive registration file may sign a petition.

VOTER REGISTRATION AND RESIDENCY

Municipal and School Requirements are the same

- ▶ Registration and residence required to vote in a municipal or school election ([SDCL 9-13-4.1](#) and [13-7-4.2](#)).
 - ▶ No person may vote at any municipal or school election unless the person is registered to vote pursuant to [Chapter 12-4](#) and resides in the municipality or school district at the time of the election.
 - ▶ A person resides in the municipality or school district if the person actually lives in the municipality or school district for at least thirty days each year, is a full-time postsecondary education student who resided in the municipality or school district immediately prior to leaving for postsecondary education or is on active duty as a member of the armed forces whose home of record is within the municipality or school district.
 - ▶ The residency requirement only applies to city and school elections.



VOTER REGISTRATION AND RESIDENCY

Important Reminders

- ▶ Voter registration deadline is 5:00 p.m. local time fifteen days preceding an election ([SDCL 12-4-5](#)).
- ▶ The official in charge of local elections shall notify the county auditor in odd numbered years at least 45 days preceding their local elections, of precinct boundary changes if any have been made ([SDCL 12-14-1.1](#)).
- ▶ The official in charge of local elections shall notify the county auditor in even numbered years at least 100 days before the primary and general elections, of precinct boundary changes if any have been made ([SDCL 12-14-1.1](#)).
- ▶ When the boundaries of any election precinct shall be changed, the county auditor shall immediately change the registration list ([SDCL 12-4-11](#)).



