



2018-2019 MUNICIPAL AND SCHOOL ELECTION WORKSHOP

Sponsored by

Secretary of State's Office

South Dakota Municipal League

Associated School Boards of South Dakota

CONTACT INFORMATION-

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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.

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 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



Optical Scan Paper Ballot

OFFICIAL GENERAL ELECTION BALLOT		
November	County, South Dakota	
INSTRUCTIONS TO THE VOTER: Insert appropriate instructions from ARSD 5-02-06-01.02		
<p>For Presidential Electors You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> Doe & Ree Electors Party Label John Hall Jane Smith Pat Jones</p> <p><input type="radio"/> Lee & Jones Electors Party Label Bill Doe John Doe Shannon McGee</p> <p><input type="radio"/> Hill & Hall Electors Party Label Bill Smith June Johnson Kim Olson</p>	<p>For Secretary of State You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe Party Label <input type="radio"/> Jane Smith Party Label <input type="radio"/> Pat Jones Independent</p> <p>For Attorney General You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe Party Label <input type="radio"/> Jane Smith Party Label <input type="radio"/> Pat Jones Independent</p>	<p>For State Senator, District _____ You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe Party Label <input type="radio"/> Jane Smith Party Label <input type="radio"/> Pat Jones Independent</p>
INSTRUCTIONS TO THE VOTER: Insert appropriate instructions from ARSD 5-02-06-01.02		
<p>For United States Senator You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe Party Label <input type="radio"/> Jane Smith Party Label <input type="radio"/> Pat Jones Independent</p>	<p>For State Auditor You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe Party Label <input type="radio"/> Jane Smith Party Label <input type="radio"/> Pat Jones Independent</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 Party Label <input type="radio"/> Jane Smith Party Label <input type="radio"/> Pat Jones Party Label <input type="radio"/> Bill Doe Party Label <input type="radio"/> Shannon McGee Independent <input type="radio"/> Bill Smith Independent</p>
<p>For United States Representative You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe Party Label <input type="radio"/> Jane Smith Party Label <input type="radio"/> Pat Jones Independent</p>	<p>For State Treasurer You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe Party Label <input type="radio"/> Jane Smith Party Label <input type="radio"/> Pat Jones Independent</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 Party Label <input type="radio"/> Jane Smith Party Label <input type="radio"/> Pat Jones Independent</p>
<p>For Governor and Lieutenant Governor To be elected as a team, you may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe Party Label for Governor and Jane Doe for Lieutenant Governor</p> <p><input type="radio"/> Pat Jones Party Label for Governor and Kim Olson for Lieutenant Governor</p> <p><input type="radio"/> Mary Johnson Independent for Governor and Shannon McGee for Lieutenant Governor</p>	<p>For Commissioner of School and Public Lands You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe Party Label <input type="radio"/> Jane Smith Party Label <input type="radio"/> Pat Jones Independent</p> <p>For Public Utilities Commissioner You may vote for <u>one</u> or leave it blank.</p> <p><input type="radio"/> John Doe Party Label <input type="radio"/> Jane Smith Party Label <input type="radio"/> Pat Jones Independent</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 Party Label <input type="radio"/> Jane Smith Party Label <input type="radio"/> Pat Jones Independent</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 Party Label <input type="radio"/> Jane Smith Party Label <input type="radio"/> Pat Jones Independent</p>
Go to top of next column	Go to top of next column	Turn Page



IMPORTANT RECOMMENDATION

PROOFRAED the
BALLET!



Additional 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.



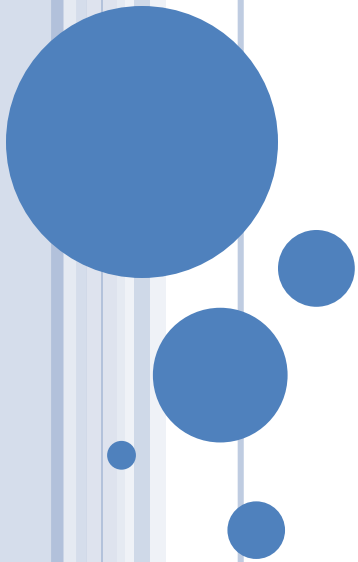
5:02:06:01.02. Optical scan ballot instructions *cont'd*

- (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.

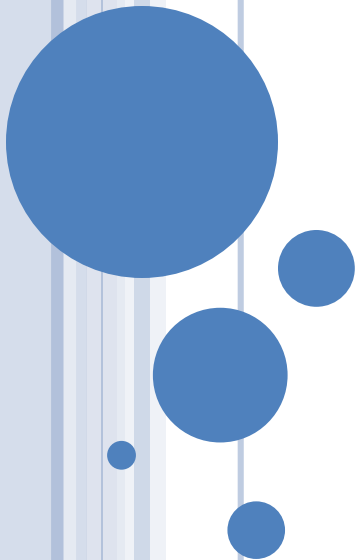


QUESTIONS?




WHO MAY VOTE?

Voter Registration and Residency



VOTER REGISTRATION LOCATIONS

- County Auditor's office
 - **City finance office** – you are an official voter registration location
 - It is your duty to insure 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)**
 - **Electronic Voter Registration System**
 - Only individuals who are in the military or uniformed services, their spouse or dependent(s) or an overseas citizen may use this electronic voter registration system.





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.

Are you a citizen of the United States of America? Yes No

Will you be 18 years of age on or before the next election? Yes No

If you checked 'No' in response to either of these questions, do not complete this form.

1	Last Name	First Name	Middle Name(s)/Initial	Suffix	
2	Residence Address	Apt. or Lot #	City	State	Zip Code
3	Mailing Address (if different)		City	State	Zip Code

3a If Residence Address is a PO Box, rural box, or general delivery, you must give the location of your residence:

4	Date of Birth (Required) Month / Day / Year	5	Telephone Number	6	South Dakota Driver License Number (Required) if you do not have a current SD Driver License, provide the last 4 digits of Social Security Number
7	Choice of Party	8	Email Address		

Use this section to cancel your previous voter registration. Previous Voter Registration Information Required, if applicable:

9	Previous Last Name	First Name	Middle Name(s)	Suffix	
10	Previous Address		City	State	Zip Code
11	Previous Driver License Number and State		Previous County	Date of Birth (Required)	

Would you like to be a precinct election worker on election day? Yes No

12 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 actually live at and have no present intention of leaving the above address;
- *I will be 18 on or before the next election;
- *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.

Signature Required

Date: _____
Month / Day / Year

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 card.
 - 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 in order for that voter to vote at the upcoming election
 - Finance Officers: if a voter comes in to register on the deadline day you are able to 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**



VOTER REGISTRATION PROCESS *cont'd*

- The voter registration information is entered, by the County Auditor, into the statewide voter file system.
- The voter file goes through nightly checks:
 - **UJS** – felony check, mental competency
 - **Vital Records** – death records
 - **Social Security Administration** – valid social security number
 - **Drivers Licensing** – valid drivers license
- If a voter is flagged regarding any of these checks the county auditor is notified and will review and proceed according to state law.
- The voter file, every odd year, goes through a **list maintenance** process that cleans up the voter file. This is done by the County Auditors.



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).

Questions?

