

# 2020 Blue Earth County Election Clerk Training

## Objectives:

*Explain What's New | Review of Laws, Processes, & Procedures | Review 2020 Calendar  
COVID-19 Impact | Discussion & Questions*

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## Introductions



### For those in the Conference Room:

- Name and Jurisdiction
- One question you need answered today...



### For those on the Phone:

- We'll do a role call introduction
- One question you need answered today...

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# Training Plan

Welcome!

Module	Duration
What's New?	10 min
What's Happening?	30 min
Questions and Break	10 min
What's Happening?	30 min
Elections Calendar	5 min
COVID-19 Impact	10 min
Questions and Wrap-Up	5 min

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# New Laws and Rules

What's New?

Secretary of State (OSS) = Chief Election Official	
Local Elections Officials	
Blue Earth County	Clerk Responsibilities
Train all clerks and election judges	Follow your MN Election Calendar
Provide voter registration apps	Administer local election
Provide lists: master, roster, etc.	Accept candidate filings
Process UOCAVA absentee voting	Hire election judges
Provide permanent absentee list	Certify election results
Manage absentee voting	Attend training
Process mail ballot voting	Use your Election Guides

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# New Laws and Rules

What's New?

Just about everything is NEW  
... at least has a new perspective

Much yet to be determined  
...several pending lawsuits

## New Laws and Rules

- Candidate filing
- 14 days of absentee ballot processing
- Processing ballots after Election Day
- Polling place relocations
- Health Care Facility absentee voting
- COVID-19 funding, PNP reimbursements
- Voter assistance in the polling place\*
- Witness requirement and postmark date\*

\* Recent lawsuit decision/settlement, subject to change

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# New Laws and Rules

What's New?

## Recent Laws and Rules

- 7-day In-Person "Direct Balloting"
- Emergency Elections Plans
- Election Judges – party affiliation information
- Must conceal "Challenge" status on rosters
- December 31 designation of polling places
- Campaigning vs political activities in polling place

Very little, if anything, is making it through the Legislature (in terms of elections administration).  
For example, no changes to PNP.

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# Processes/Policies

## What's Happening?



Elections is staying in Historic Courthouse



Calendar and Guides are clerks' responsibility



Pay attention to safety



Vote from Home



We rely on email



mnvotes.org  
becvotes.org

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# Candidates/Campaigns

## What's Happening?

### Clerk Filing Responsibilities

- Publish and Post Candidate Filing Notice
- Provide affidavit forms, campaign manual, and other local information
- Accept PROPERLY executed affidavits
- Number affidavits in order received
- Scan and email completed affidavits to County promptly as they are filed

**Late Filing Period:**  
**July 28 – Aug 11**

PUBLISH

2 weeks prior to filing  
**No later than July 14**  
in Official Newspaper

POST

10 days prior to filing  
**No later than July 18**  
in Administrative Office

**Withdrawals:**  
**August 13 at 5pm**

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# Candidates/Campaigns

What's Happening?

## Common Questions

### What should be in my campaign packet?

*Any info required for office, pronunciation guide, campaign manual and campaign financial reporting sheet. See county's example at [www.becvotes.org](http://www.becvotes.org).*

### What makes a candidate eligible to file for office?

*Eligible to vote, be 21 years old when assuming office, PLUS any local qualifications prescribed for that office (i.e. resident of district).*

### What are my filing fees?

*Statutory 4<sup>th</sup> class cities: \$2  
Towns: \$2  
Schools: \$2*

### What hours do I need to be open?

*Normal clerk hours, PLUS at least 1pm-5pm on last day and until 5pm on last day of withdrawal.*

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# Candidates/Campaigns

What's Happening?

## Affidavits of Candidacy

- Use forms provided (or need to match closely)
- Clearly identify office sought
- Capitalization and spelling matter!
- Name on ballot cannot give candidate advantage (no M.D.s, PhDs, qualifications, etc.)
- Must collect non-refundable filing fee or petition
- Phone numbers required

### Affidavits of Withdrawal

*Be sure it is written/documented.  
Candidate has until 5 p.m. on the 2nd day after the end of the filing period.  
Filing fee is non-refundable.  
Pay attention to number of remaining candidates.*



E-Mail (as PDF) all Candidate Affidavits and Withdrawals as you receive them!

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# Ballots and Proofing

What's Happening?

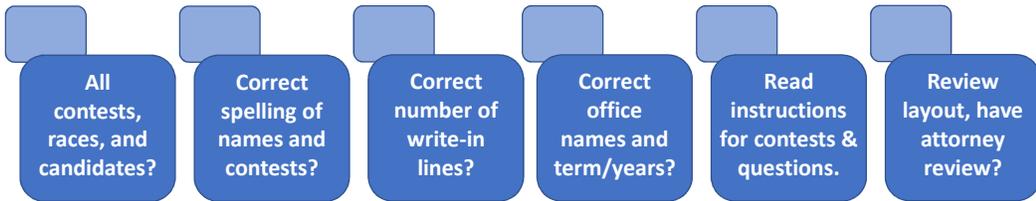
 Time is of the essence

 But accuracy is most important

## Ballot To-Do List:

- Get info (affidavits) to county asap!
- Be prepared to proof ballots as soon as you get them
- Report any changes or "approval" immediately
- Complete final sign-off (using web form again)

 Have TWO people proof:



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# Notices/Publications

What's Happening?

**Sample Ballot:**  
Allows voters to preview ballot and prepare for election

**PUBLISH**

Requirement varies; County completes, cities/towns may have board act to not complete

**POST (varies, but using this)**

Deadline dates vary; We encourage 46 days for consistency (and for early voting)

**POST**

In Polling Place on Election Day

**Notice of Mail Ballot:**  
Informs voters they will automatically receive ballots

**POST**

10 weeks prior to election

**Public Accuracy Test:**  
Informs voters of public testing of equipment to be used in election

**PUBLISH**

At least 2 days' notice  
County completes for countywide

**POST**

Encourage clerks post as well

**Notice of Election:**  
Informs voters of election - when, where, and how to vote

**PUBLISH**

Requirement varies; County completes, cities/towns may have board act to not complete

**POST (varies, but using this)**

Deadline dates vary; We encourage 46 days for consistency (and for early voting)

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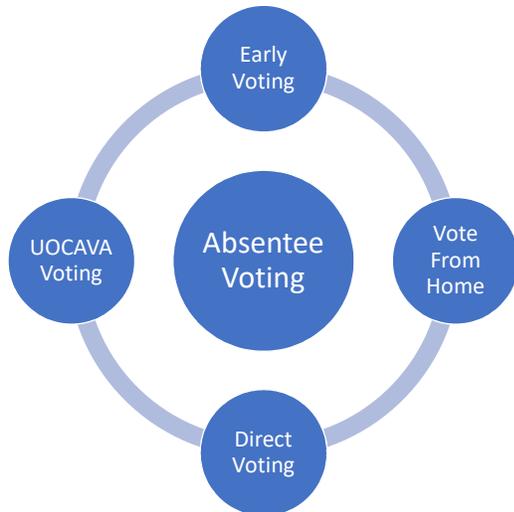
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## Early Voting

What's  
Happening?



### Absentee Voting

- 46 days before election (June 26/Sep 18)
- County administers for state elections
- No excuses required
- [www.mnvotes.org](http://www.mnvotes.org)
- UOCAVA voters served immediately
- Recurring absentee ballot requests
- Voter Information Center mass mailing
- Pay close attention to Poll Pad voter status

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## Early Voting

What's  
Happening?

### Direct Voting

- 7 days prior to election (possibly 14 days)
- County has elected to utilize
- Voter feeds ballot directly into tabulator after voting
- Piloting OmniBallot integration

### Important Changes

14 days for processing early voting ballots.  
Results may be delayed.

Witness **NOT** required for Primary Election for registered voters and registered mail ballot voters.

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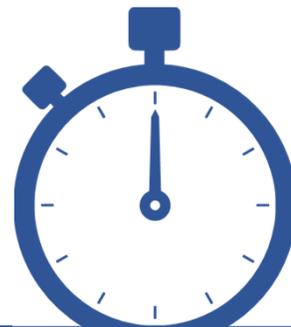
## Think About Election Security and Integrity

Chain of Custody.  
Proper records.  
Signatures/seals.  
Preserving records.  
Processes followed.  
Documentation/explanations.

Starts at 8:01 pm (or after last voter)

- Close polling place according to instructions
- Write-in Votes tabulation (in General Election)
- Use and complete End of Night Checklist
- Call with questions
- Abstracts will be sent for Canvassing
  - Be sure you have scheduled your Canvassing Boards

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5 Minute Break

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# Equipment Introduction

What's Happening?

New equipment in precincts and early voting/central count  
Training provided online; plus in-person capstone course



### DS200 Tabulator

Counts votes cast on paper ballots by voters in polling places on election day



### OmniBallot

Assists voters display, read, and mark a ballot for independent voting



### DS450 Tabulator

Counts votes cast on paper ballots by voters during absentee and mail voting



### Poll Pad

Election Judges check in and verify voters and to register new voters

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# Equipment Introduction

What's Happening?

Encourage each city/town to share information with boards/councils  
Consider passing resolution of "approval"



### Fast Facts

- Certified at federal and state level
- Tested/validated at county level
- All US companies
- All rely on human-readable and auditable paper ballot
- Available for inspections/instruction at Elections Office



### Clerks' Facts

- Beginning with August Primary
- Equipment pick-up and return similar to previous elections
- Ballot bins exchanged (grey metal to black plastic)
- Funded with grants and tech fees
- Training videos due to COVID, so will need to actively review

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# Election Judges and Training

What's Happening?

## Training Background Info

- Training will be online/videos as much as possible
  - Clerks can coordinate "in-person" locally
- Some in-person is likely necessary, but will be done as safely as possible
- City/Town judges need to be in our system and we will share info with you
- Same systems/processes as previous years – emails!
  - michael.stalberger@moduselections.com
  - bec.elections@moduselections.com



## Elections Clerk Training

- City/Town/School
  - 5 hours for initial certification
  - 4 hours for continuing certification
  - Via county or other sources
- This course = 2 hours
- Clerks can/must complete additional Election Training Program Courses

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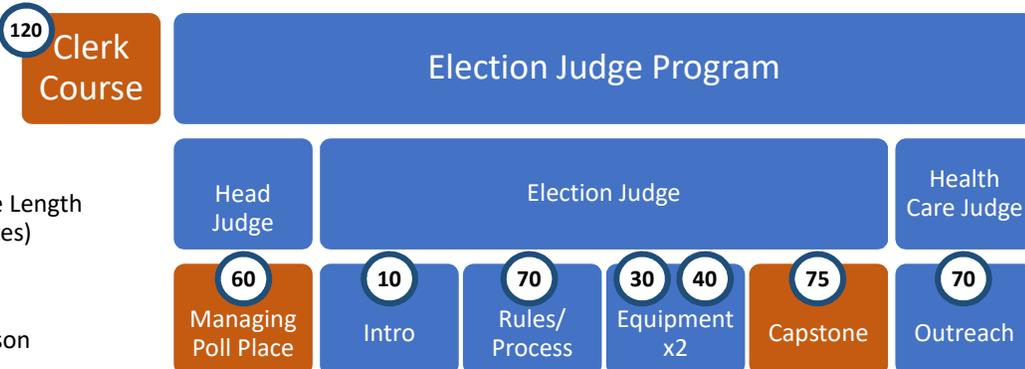
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# Election Judges and Training

What's Happening?

## 2020 Election Training Program



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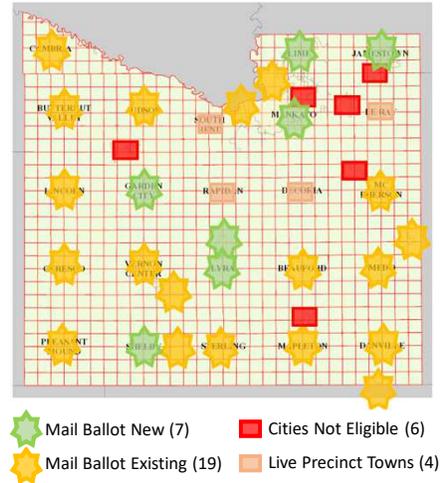
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# Mail Ballot

What's Happening?

Mail Ballot vs. Absentee Ballot	
Same Concept, Different Process	
Mail Ballot	Absentee Ballot
<b>Jurisdiction</b> choice	<b>Voter</b> choice (no excuse needed)
<b>Jurisdiction</b> -wide	<b>Voter</b> -specific
<b>All</b> registered voters receive ballot	Each voter must request ballot
Witness <b>not</b> required (only August)	Witness <b>may still</b> be required
Identifying info <b>not</b> required	Identifying info <b>required</b>
Non-registered voters vote AB →	Non-registered voters are eligible
Statewide system used to manage	Statewide system used to manage
Cost apprx \$3 per registered voter	Cost apprx \$5 per registered voter



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# Election Security

What's Happening?



- Voter databases
- Follow processes
- Answer questions
- Nearly non-existent



- Protect your email
- "Trust but verify"
- Multi-factor checks
- Password security



- Check your sources
- "Trust but verify"
- Notice irregularities
- Ask questions



- Have Plan B ready
- Know your resources
- Be aware of issues
- Communication



## Election Integrity:

- Based on principles of universal access and political equality
- Is ethical, professional, impartial, and transparent in administration

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# Important Dates

Provided as information only.  
Consult official calendars.

## Elections Calendar



### Know Your Elections Calendar

It is **your best** resource to not miss a date/task

Available online from Sec. of State

June 2020	
26	Sample ballots available
26	Absentee voting period begins
26	Earliest day to mail ballots
26	Candidate signs allowed (not R-O-W)
27	No changes to street number/name
30	Clerk training
30	New equipment demonstrations

July 2020	
14	"Late Filing" last day to publish notice of candidate filing
17	Last day to appoint E.J.'s for August
17	"Late Filing" last day to post notice of candidate filing
21	Last day for precinct boundaries
21	Notice to voters of precinct changes
21	At 5pm voter pre-registration closes
22	Health Care Facility voting may begin
27	Post Notice of Election
28	Publish 1 <sup>st</sup> Notice of Election (if required)
28	Publish Sample Ballot (if required)
28	"Late Filing" candidate filing period opens
28	At 5pm Ballot processing begins

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# Important Dates

Provided as information only.  
Consult official calendars.

## Elections Calendar



### Know Your Elections Calendar

It is **your best** resource to not miss a date/task

Available online from Sec. of State

August 2020	
4	Direct balloting process begins
4	<b>Publish 2<sup>nd</sup> Notice of Election (if required)</b>
4	Agent delivery of ballots begins
7	<b>Last day to get election materials from Co.</b>
8	Saturday voting 10am-3pm at Courthouse
10	Absentee voting until 5pm at Courthouse
10	9pm latest time to get materials to E.J.'s
11	<b>STATEWIDE PRIMARY ELECTION DAY</b>
11	No meetings/events from 6pm-8pm
11	<b>"Late Filing" last day to file (clerk office must be open until 5pm)</b>

August 2020 (continued)	
13	Last day to return rosters/VRAs to County
13	"Late Filing" last day to withdraw (clerk office must be open 5pm)
13	"Late Filing" promptly after 5pm, notify county of candidates for November
13/14	"Early Filing" canvass of Primary Election
14	Ballot proofing begins
24	Ballot proofing ends (target date)
21	Notify County of November elections

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# Important Dates

Provided as information only.  
Consult official calendars.

## Elections Calendar



### Know Your Elections Calendar

It is ***your best*** resource to not miss a date/task

Available online from Sec. of State

September 2020	
18	Sample ballots available
18	Post sample ballots
18	Absentee voting period begins
18	Earliest day to mail ballots
19	No changes to street number/name
22	National Voter Registration Day

October 2020	
4	"Presidential Only" ballots available
9	<b>Last day to appoint E.J.'s for November</b>
12	Last day for precinct boundaries
12	Notice to voters of precinct changes

October 2020 (continued)	
13	At 5pm voter pre-registration closes
14	Health Care Facility voting may begin
19	<b>Post Notice of Election</b>
20	<b>Publish 1<sup>st</sup> Notice of Election (if required)</b>
20	<b>Publish Sample Ballot (if required)</b>
20	County Public Accuracy Test (any day until Nov 2)
20	At 5pm Ballot processing begins
27	Direct balloting process begins
27	<b>Publish 2<sup>nd</sup> Notice of Election (if required)</b>
30	<b>Last day to get election materials from Co.</b>
31	Saturday voting 10am-3pm at Courthouse

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# Important Dates

Provided as information only.  
Consult official calendars.

## Elections Calendar



### Know Your Elections Calendar

It is ***your best*** resource to not miss a date/task

Available online from Sec. of State

November 2020	
2	Absentee voting until 5pm at Courthouse
2	9pm latest time to get materials to E.J.'s
3	<b>STATEWIDE GENERAL ELECTION DAY</b>
3	No meetings/events from 6pm-8pm
5	<b>Last day to return rosters/VRAs to County</b>
6	(through Nov 13) Canvass Boards meet – city, towns, schools, and county
10	<b>Candidate must file "Certification of Filing"</b>
13	Campaign signs must be down
13	(through Nov 20) recounts may be requested (within 7 days of Canvass)

November 2020 (continued)	
14	<b>First day to issue certificates of election – after contest period and if candidate has filed "Certification of Filing"</b>
14	(through Nov 20) Post Election Review
24	State Canvassing Board

December 2020	
3	<b>Campaign Financial Reports due</b>
31	<b>Designate polling places for 2021</b>

January 2021	
4	<b>Terms begin for candidates elected in Nov.</b>

...March 2021 Township Election Process Begins

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**Likely to be Ever-Changing**  
**Continue to Follow Current Guidance**  
Information include in each training class

### Current Guidance

- Personal prevention measures
- Staying home when sick
- Alcohol-based hand sanitizer
- Face coverings recommended
- Signage/messaging
- Encourage 6 ft social distancing
- Barriers can be used
- Cleaning protocols
- Reduce “shared objects” unless cleaned
- Alternative voting options
- Plan to handle a voter with evident symptoms
- Polling place layout (one-way traffic)
- Election Day activities

### Resources:

- **EAC/Elections Infrastructure (federal level)**  
[https://www.eac.gov/sites/default/files/electionofficials/inpersonvoting/Health\\_and\\_Safety\\_at\\_the\\_Polling\\_Place\\_052820.pdf](https://www.eac.gov/sites/default/files/electionofficials/inpersonvoting/Health_and_Safety_at_the_Polling_Place_052820.pdf)
- **CDC Polling Locations (federal level)**  
<https://www.cdc.gov/coronavirus/2019-ncov/community/election-polling-locations.html>
- **MDH General Info and Signage (state level)**  
<https://www.health.state.mn.us/diseases/coronavirus/>
- **City/School/County Policies and Procedures**

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### Secretary of State is providing “Essential Materials”

- Through Federal CAREs Act funds
- Provided to County for distribution
- Masks (for EJs and limited voters)
- Disinfectant (spray bottles/towels)
- Hand sanitizer (and dispensers)



### County is providing “Supplemental Materials”

- Through Federal CAREs Act funds
- Provided as requested
- Face Shields (for EJs)
- Pens (plan to collect/clean)
- Ballot privacy papers
- Other items?



### Local Clerks Can Provide Additional PPE

- Potential for Reimbursement
  - Plexiglass barriers
  - Gloves
  - Other items?

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