

2024 State Primary Election
MAILING #2 - Official Election Materials
Prepared by the Office of the Secretary of State, April 2024

This mailing contains official documentation for the June 11, 2024 State Primary Election which requires your **immediate attention**. Please review this cover sheet to be sure you have received all the items listed. If you find that something is missing or you have questions, please immediately contact the Division of Elections at 207-624-7650 or toll-free at **1-888-VOTESME (1-888-868-3763)**.

_____ **1. Calendar (April - July)**

The elections calendar will provide you with deadline dates, important election reminders, and information on what is coming up over the next few months.

_____ **2. Absentee Ballot Application -- UPDATED**

An updated application for the June 11, 2024 Primary Election is provided in this mailing. This application lists only parties that are participating in the election – Libertarian and No Party have been removed. All requests submitted on the prior version (listing all parties) should still be accepted.

_____ **3. Memo – Updated Semi-Open Primary**

Maine is now a Semi-Open Primary state. Unenrolled voters may vote in primary elections without enrolling in a party. Voters enrolled in a party must vote in that party's primary unless 1) they withdraw enrollment, or 2) change parties at least 15 days before the election (May 24, 2024). The only parties conducting primaries in March are the Democratic, Green Independent (Congressional District #1 only), and Republican parties.

_____ **4. Memo - Reference Guide to 2024 Election Changes**

2024 was a big year for election procedure changes. This reference guide is a refresher on how clerks should handle the following:

- Ensuring election clerks annotate the IVL with unenrolled voters' ballot choices;
- CVR Process for Unenrolled Voters in Semi-Open Primary; and
- Ongoing Absentee Voting Implementation.

_____ **5. Absentee Voting Guide for Requesting & Receiving Absentee Ballots**

This guide provides a summary of the request, issuance, and receipt process for absentee ballots. We recommend that you make extra copies for your deputies and save a copy in convenient locations as a quick reference. A majority of absentee questions can be answered by referring to this guide. This document may be copied and provided to voter drives/3rd party absentee carriers for reference.

_____ **6. State Party Chair Information**

If your municipality does not have a municipal party committee or you do not know the municipal chairs of each of the parties, please send notice to the state party chairs (list enclosed). Reminder: The No Labels Party is now a qualified party.

_____ **7. Web Site Instructions for Licensed Facility Absentee Voting**

During the 30 days before an election, Municipal Clerks must designate one time to conduct absentee voting for residents at all licensed nursing homes, licensed Level IV residential care facilities with more than 6 beds, and licensed assisted living programs with more than 6 beds. Memo contains instructions on how to identify these facilities in your municipality using the DHHS website.

_____ **8. Memo – Notice Requirements for Licensed Facilities**

There is a memo (#7) and two notices (#7A and #7B) related to absentee voting at licensed facilities.

_____ **8A. Clerk's Notice to Licensed Facilities Confirming Absentee Voting**

_____ **8B. Clerk's Posted Notice of Absentee Voting at Licensed Nursing Facilities**

Continued on reverse

9. Two Memos RE Absentee Voting at Licensed Facilities Experiencing Health Emergencies

Title 21-A MRSA §753-B(5) requires municipal clerks to conduct in-person absentee voting at certain licensed facilities. While Maine is no longer in a statewide health emergency, there may be local outbreaks. The attached memo authorizes and outlines alternative absentee voting procedures in the event of a local health emergency at a licensed facility.

9A. Memo Alternate Method of Absentee Voting by Residents of Certain Licensed Facilities

10. Notice of Intent to Process Absentee Ballots Prior to Election Day

Municipal Clerks who opt to process absentee ballots prior to Election Day on any combination of the seven days permitted by law (Tuesday 6/4 through Monday 6/10) must use the enclosed *Notice of Intent to Process Absentee Ballots Prior to Election Day* to notify all party chairs and the Secretary of State.

This must be sent to the SOS and all political party chairs by May 13th, 2024.

NOTE: *If you are **not** processing absentee ballots prior to Election Day, do not complete the Notice of Early Processing enclosed in this mailing.*

11. Early Processing Fact Sheet and Instructions

Please review before completing the *Notice of Intent to Process Absentee Ballots Prior to Election Day*.

12. Poster: Ballot Access for State Primary Election (next physical mailing)

The next physical mailing will include a new Ballot Access poster specific to the June 11, 2024 State Primary Election. A copy of the poster is also provided as a separate attachment to this mailing.

NOTE: there are different versions for different Congressional Districts. When it arrives, please check to make sure you received the correct version.

ADDITIONAL IMPORTANT INFORMATION

Absentee Ballot Request Service (ABR) Log-in/Password Confirmation Instructions: All municipalities must accept absentee ballot requests by electronic means. The only approved method for voters to submit an electronic request is via the Secretary of State's Online Absentee Ballot Request (ABR) Service. The ABR Service for the June 11, 2024 State Primary Election is turned on and available to voters.

Each municipality has only one password to access the ABR, even if multiple staff members are responsible for accessing and maintaining this system. Please login to the ABR using the password you have used previously to make sure you are able to access the site. If you are a new clerk or do not remember the password, please contact the Division of Elections. **An updated *ABR User Guide*, including the special functionality for primary elections, will be posted on the Elections Temp Website.**

UOCAVA Absentee Ballots: The Secretary of State will be issuing, accepting, and processing absentee ballots for UOCAVA voters in order to ensure Maine is compliant with the Military and Overseas Voters Empowerment Act (MOVE). If you receive a voter registration application and/or absentee ballot application from a UOCAVA voter, you should immediately forward a copy of the application to the Division of Elections.

Important Note Regarding Ballot Projections: Ballot projections are based on the following:

- D -** 75% of the active voters enrolled in the Democratic Party.
- G -** 75% of the active voters enrolled in the Green Independent Party (Congressional District #1 ONLY).
- R -** 75% of the active voters enrolled in the Republican Party.

There is no separate projection for unenrolled voters. 75% of the enrolled voters in a party should be sufficient for all enrolled voters and all unenrolled voters who request that party's ballot. Of your total ballots of each type, 50% will be provided as absentee ballots.

NOTE: We are not providing actual ballot projections in this mailing. You can determine the number of ballots you will be sent by producing a report of Enrolled and Registered Voters from CVR (include active voters only).

Special Clerks Website – Mailings and Forms Posted Online: As in the past, certain mailings and forms will be posted to our temporary website page. Forms will be added to the site as they are updated for this election.

Elections Temp Website: <https://www.maine.gov/sos/cec/elec/temp/>

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	Reminder RE Absentee Ballot Processing Prior to Election Day: Clerks may process absentee ballots beginning 7 days prior to Election Day . Clerks that wish to do this must submit the <i>Notice of Early Processing</i> to the SOS and the state Party Chairs at least 30 days before the election. §760-B Deadline for Notice of Early Processing: May 13th		10	11	12 <u>60 Days Before Election</u>	13
14			15 Patriot's Day State Offices Closed	16	Reminder RE Voting Place Change: Municipalities wishing to change the location of a voting place must apply to the Secretary of State's Office <u>at least 60 days</u> before the next statewide election. §631-A(3) Deadline to Change Voting Place: April 12th, 2024	
21	22	23	24	25		
28	29	30	1	2	3	4
Reminder: When clerks receive the official ballots packages (absentee or regular) they must immediately open one sealed package to verify the package is the correct amount and error free then <u>complete and return the form provided by the SOS</u> . Inspecting regular ballots (Election Day) requires one or more witnesses. §606(3)						



May 2024

Presidential Primary Ballot Transfer:

All Mar. 5 ballots and election materials can be removed from the blue tamper-proof containers 2 months after the election. The Municipal Clerk shall make the transfer, **in the presence of one or more witnesses**, to other containers for storage. Storage containers must be securely sealed and retained pursuant to 21-A MRS §23.

	Tuesday	Wednesday	Thursday	Friday	Saturday
28	0	1	2	3 Deadline: Submit Local Accessible Ballot Get your ballot info to Nancy Mudd of IVS by this date	4
5 Mar. 5 Ballot Transfer Date All ballots and election materials from the Mar. 5, 2024 Pres Primary can be transferred. §698(2-A)	6 Look for delivery of Absentee Ballots beginning this week	7	8 Deadline: VPH from Pres Primary VPH updates in CVR <u>must</u> be done with 45 business days of the Mar. 5 Pres Primary §721	9	10
12 30 Days Before Election Conduct absentee voting at licensed facilities within next 30 days §753-B(5)	13 Deadline: Submit Notice of Early Processing to SOS and State Party Chairs §760-B(2)	14 Call SOS if Absentee Ballots have not been received	15	16	11
19	20	21 Deadline: Last day that mailed-in, online, <u>and</u> 3 rd party voter reg applications accepted (end of business) §121-A	22 Closed Period Begins Only in-person registrations now till Election Day, except AVR (accepted through midnight on June 4 th) §121-A	23	24 Deadline: Change/withdraw party enrollment. §144(2); §145(3)
26	27 Memorial Day State Offices Closed	28 Deadline: Non-Party candidates must submit their petitions for certification to clerks by 5:00 PM §354(7)(B) Deadline: Confirmation of memory stick receipt	29	30	31 Deadline: DS200 and EX Testing Confirmations Deadline: Official Ballot Receipt

Reminder – Closed Period: Mailed-in, OVR, and 3rd party voter registration applications received during the Closed Period should be stored separately and entered into CVR as received the day after Election Day, AKA June 12th. §121-A

It is recommended to bring them on Election Day, so those who sent them in can use that card rather than filling out a new one on Election Day.

Reminder – Change/Withdraw Enrollment: Voters who change/withdraw enter a 15-day waiting period during which they cannot vote in a primary election.

Unenrolled voters enrolling in a party have no waiting period.

June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		4 <u>Early Processing Begins</u> (through June 10 th)	5	6 Regular ABS voting ends close of business	7 Special Circumstances applications required for ABS	8
		11 <u>State Primary Election</u>	12	13 Deadline: ROVC, Certified CVR Results, and post-election documents must be submitted to the SOS by 5:00 PM §711(3)	14	15
		18 Deadline: Resolve (accept or reject) all <u>absentees</u> AND complete <u>absentee</u> Municipal Election Certification in CVR §753-B(6)(E)	19 Juneteenth State Offices Closed	20 Deadline: If no recount is requested, unseal the IVL and make it available as a public doc on request §698(3)	21	22
		25	26	27	28	29
		2	3	4	5	6

Reminder: Seven (7) days before Election Day is also the deadline to publicly post the following: §760-B

- The Notice of Election
- Sample ballots

Deadline: June 4th

End of Early Processing

Deadline (5 PM): State Recount Request

The SOS will notify you if your ballots are involved in a recount. §737-A

July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1 SOS must submit election results to the Governor	2	3 Deadline: All <u>Election Day</u> registrations and requested changes must be entered in CCVR <u>AND</u> the Municipal Election Certification Completed §721	4 4th of July State Offices Closed	5	6
7	8 Begin to assign VPH after completing updates to voter registrations §721	9	10	11	12	13
14	15	16	17	18	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Reminder: Be sure to use the correct dates when adding Election Day registrations into CVR! </div>	20
21	22	23	24	25 Deadline: Non-Party <u>Presidential Elector</u> candidates must submit petitions for certification to clerks by 5:00 PM §354(7)(B)	26	27
28	29	30	31	1	2	3



Application for Absentee Ballot June 11, 2024 Primary Election

Absentee ballots will become available and will be provided to voters beginning in early May.

Application Received
(Date/Time)

Ballot Sent/Delivered
(Date/Time)

Enrollment

An absentee ballot request must be received by the Municipal Clerk by the close of business on **Thursday, June 6, 2024**, unless special circumstances exist.

Voted absentee ballots must be received by the Municipal Clerk by 8 p.m. on June 11, 2024.

1. Full Name of Registered Voter Requesting the Ballot _____

2. Residence Address of Voter _____
(Street Address) (Municipality)

3. Voter's Date of Birth ____ - ____ - ____
m m d d y y y y

4. Contact Information – Please complete. Clerk will use only to notify the voter if there is a problem with the application or ballot.

Daytime Phone Number _____ Email Address _____

5. **Ballot requested:** A voter not enrolled in a political party may participate in a party's primary without enrolling in the party. An unenrolled voter may vote in only one primary election. Indicate the party for which you want to receive a ballot. NOTE: A voter enrolled in a party will receive the ballot for that party regardless of the party indicated below.

Democratic **Green Independent** (Congressional District 1 only) **Republican**

6. Method of Delivery of Ballot to the Voter

a. Issued to Voter (Application Required if voter will vote **Outside the Municipal Clerk's Presence**)

b. By Mail to this Address _____

c. By Immediate Family Member of Voter Designated Below:

(Name) (Relationship to Voter)

d. By this 3rd Person (Designated by the Voter) _____
(Name) (Telephone #)

7. Signature of Voter OR Immediate Family Member of Voter _____ Date _____

Note: If an immediate family member of the voter is completing this application, the relationship to the voter must be provided in 6(c) above. The absentee ballot can be delivered to the immediate family member in person or mailed to the address provided in 6(b).

8. Signature of Immediate Family Member Returning the Ballot _____

Relationship to Voter _____
(Complete Section #8 Only if Ballot was Delivered to the Voter or a Different Immediate Family Member of the Voter)

AIDE CERTIFICATE: (Must be Completed if Applicant was Assisted as Designated Below)

If the voter received assistance in reading and/or signing this application, the person who assisted the voter must complete and sign this certificate.

I helped this voter: read the application sign the application read and sign the application

Signature of Aide _____ Printed Name of Aide _____



Department of the Secretary of State

Bureau of Corporations, Elections and Commissions

Shenna Bellows
Secretary of State

Julie L. Flynn
Deputy Secretary of State

To: Municipal Clerk
From: Heidi Peckham, Director of Elections
Re: Semi-Open Primary Memo - UPDATED
Date: April 23, 2024

Effective January 1, 2024, Maine changed to a semi-open primary system. As you experienced in the March 5, 2024 Presidential Primary, unenrolled voters are now able to participate in primaries without having to enroll in a party. This includes the upcoming June 11, 2024 State Primary Election.

- 1. Unenrolled Voters - Voters who are not enrolled in a party may choose to vote one party's ballot (Democratic, Green Independent (CG1 only), or Republican).
2. Voters enrolled in a party - may only vote in that party's primary.

NOTE: Unenrolled voters who chose a party ballot in the March 5, 2024 Presidential Primary are NOT bound by that choice for the June 11, 2024 State Primary. Unenrolled voter may choose a party ballot regardless of previous primary ballot choices.

The Democratic, Green Independent (Congressional District 1 only), and Republican parties are the only parties that have state primary candidates who qualified for the ballot. The Libertarian party and No Labels party did not have any candidates who qualified for the ballot.

The chart below illustrates the ballot options for the State Primary based on voter enrollment:

Table with 2 columns: Voter Enrollment Status and Ballot Options. Rows include Unenrolled, Democratic, Green Independent CG1, Green Independent CG2, Libertarian, No Labels, and Republican.

Reminder: Revised Absentee Ballot Request Application (illustration on reverse)

The Absentee Ballot Request Application had two major updates as of the March 5 election to accommodate the new semi-open primary requirements that remain relevant:

- 1. An "Enrollment" box in the upper right corner; and
2. A "Ballot requested" question (#5) has been added for unenrolled voters to select one party's primary ballot.

Continued on reverse

How to Process Absentee Ballot Requests for the Semi-Open State Primary

1. Search the voter in CVR to verify that the voter is registered in your municipality.
2. If the voter is enrolled in a qualified party, enter the party abbreviation in the new upper right "Enrollment" box on the application.
3. **NEW** - If the voter is unenrolled, enter a "U-D", "U-G", or "U-R" in the new upper right "Enrollment" box on the application to indicate the party ballot selection.
4. Enter all requests in CVR as usual.
5. **NEW** - For unenrolled voters, enter a "D", "G", or "R" in the Ballot Issued Information Memo field in CVR to record the party ballot selection. (See this mailing's *Reference Guide* Memo for more details).
6. File all the absentee requests from unenrolled voters with the applications for the party selected (i.e., file all U-D selections with the Democratic requests, all U-G selections with the Green Independent requests, and all U-R selections with the Republican requests) so that unenrolled voters are issued the correct party ballots.

Reminder: Voters Enrolled in a Party

- Voters that are enrolled in a qualified party participating in the primary must be provided with that party's ballot, even if the voter selects a different ballot on the absentee ballot request. Only unenrolled voters can participate in a party's primary without enrolling in the party.
- You will undoubtedly receive absentee applications from voters enrolled in a party that will try to select a different ballot in Question #5. Disregard the ballot selected in Question #5 and enter the voter's current enrollment in the "Enrollment" box. This will help prevent errors when ballots are provided to voters.
- Voters that wish to withdraw enrollment or change enrollment to a different party must do so at least 15 days before the election. The deadline to withdraw enrollment or change enrollment to a different party and still be eligible to vote in the 6/11/24 State Primary is Friday, 5/24/24.

Reminder: A voter must remain in a party for 3 months before withdrawing enrollment or changing parties.

If you have any questions about this new process, please contact the Elections Division.



Department of the Secretary of State

Bureau of Corporations, Elections and Commissions

Shenna Bellows
Secretary of State

Julie L. Flynn
Deputy Secretary of State

To: Municipal Clerks and Registrars
From: Melissa Packard, Director of Elections, Audits, and APA
Re: Guide to 2024 Election Changes
Date: April 23, 2024

REFERENCE GUIDE - 2024 ELECTION CHANGES

This memo outlines the most significant election procedure changes that stem from Maine’s shift to semi-open primaries. The single most important procedural change when dealing with unenrolled primary voters is that **municipal clerks MUST make *absolutely sure their election clerks know how to annotate the Incoming Voter List (IVL) with what ballot the unenrolled voter chose to receive.***

- Unenrolled voters requesting a Democratic ballot should have the IVL marked with a “D” before being handed a Democratic ballot.
- Unenrolled voters (in Congressional District #1) requesting a Green Independent ballot should have the IVL marked with a “G” before being handed a Green Independent ballot.
- Unenrolled voters requesting a Republican ballot should have the IVL marked with a “R” before being handed a Republican ballot.

Further, **make sure that your election clerks know that “Green Independent” is an official party designation and is NOT the same as “independent” or “unenrolled.”** Voters who are enrolled in the Green Independent Party cannot chose what ballot they wish to receive.

The remainder of this reference guide is a refresher on CVR procedures specific to tracking semi-open primary data in the “old” CVR, and covers the following:

- CVR Process for Unenrolled Voters in Semi-Open Primary; and
- Ongoing Absentee Voting Implementation.

NOTE: The process changes for unenrolled voters specific to ABR are covered in the updated ABR Guide, not this memo. For further information on ABR process please see the elections temp website.

CVR Process for Unenrolled Voters in Semi-Open Primary

Work on the new CVR is progressing, but there are a lot of new functions and automated processes that we are building into the system while also including and modernizing the best pieces of the old system. Therefore, we will continue to use the existing (“old”) CVR at least through this election and assess our readiness to implement the new system after the election. Old CVR does not have a place to designate the party ballot requested by unenrolled voters. Therefore, we ask that you review and take the following steps to accurately capture the ballot preference for each **unenrolled absentee or election day voter** who opts to receive a Democratic, Green Independent, or Republican ballot for the June 11, 2024 State Primary Election.

Steps in Old CVR for Unenrolled Absentee Voters

In the **Maintain Absentee Ballots – Ballot Issued Information** section of the old CVR enter either a D, G, or R in the Memo field. The State will extract this information into a report as required by law. Please enter the ballot preference when you enter the issuance information for any new or existing applications.

Ballot Issued Information

Issued Date: 12/21/2023
How Ballot Issued: MAILED TO VOTER
Other (max 50 chars):
Memo: D

Steps in Old CVR for Unenrolled Election Day Voters

On Election Day, the incoming voter list will be hand annotated with the party selection beside the “U”. (i.e., U-D, U-G, or U-R) by the election clerks working on checking in voters.

When entering the voter participation history after the election, unenrolled voters will need to be entered individually using Single Voter Participation.

In old CVR, go to **Activities – Maintain Voter History – Single Voter Participation**. In the Search – Maintain Election History screen enter the voter’s last name and first name or the voter’s record number in the search fields and click the Search button. This will bring you to the **Single Voter Participation History** screen with the searched unenrolled voter’s name and record number at the top. First, make sure you have selected the correct voter. Next, select the election from the dropdown list and select the entry type (absentee or regular – election day). Finally, enter either a D, G, or R in the Comments field, and click the Insert button to add the voter participation history to the voter’s record. The State will be able to extract this information into a report as required by the semi-open primary law.

Single Voter Participation History HPECKHAM / WEST GARDINER

Voter Name: HEIDI M PECKHAM Voter Record #: 017901916

Display Signature

Election (Election Date -- Name): 06/14/2022--PRIMARY ELECTION Election Type: PRIMARY

Election Category: STATE Entry Type: Regular

Select if Challenged Ballot: Challenged Status: Other:

Challenge Reason: Comments: D

INSERT DELETE UPDATE Reset

Previous Election History:

Seq	Date	El.Type	Category	Entry.Type	Chal	Reason	Status	Counted	Comments	Mun.VotCastIn
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Ongoing Absentee Voting Implementation

When the State of Maine implements its new CVR, ongoing absentee voter status will be fully automated with the new CVR. Training on this functionality will be provided when municipal officials receive training on the new system.

Until the new CVR goes live, Municipal Clerks will need to track applications using a “tickler” system, as follows:

- 1) Voter New to Ongoing Absentee Voting
 - a. When a voter submits a signed written Ongoing Absentee Voter application, issue the voter a ballot for the June 11, 2024 State Primary election (if the voter is eligible and has not already been issued a ballot for the election). The request method for the voter should be Written Voter.
 - b. Take a photocopy of the application. The copy should be used as the voter’s application for the current (6/11/24 election) and the original should be put into a folder for future elections. Hold onto the original applications.

- 2) Voter Already Registered as an Ongoing Absentee Voter
 - a. When you begin processing absentee ballot requests, review the folder containing the original Ongoing Absentee Voting applications.
 - b. For each application - if the voter is eligible to vote in the current election (6/11/24), make a photocopy of the application. The copy should be used as the voter’s application for the June 11, 2024 State Primary Election. The original application should remain in the folder containing the original applications.

NOTE: There will be a separate memo covering voter registration procedures in CVR related to Ongoing Voter Registration in the upcoming registrar’s mailing.

If you have any questions about these procedures, please reach out to the Division of Elections (207-624-7650) or the CVR Help Desk (1-877-428-2457).

Absentee Voting Guide for Requesting & Receiving Absentee Ballots

Provided by the Office of the Secretary of State April 2024

Voting in the Presence of the Clerk {§753-B(8)}

- No application is needed
- Clerk provides ballot directly **to the voter only**; voter votes in clerk's presence
- Clerk signs as a witness and checks the box indicating the voter voted in the clerk's presence
- Same process applies to absentee voting conducted by the Clerk at nursing homes, Level IV residential care facilities and assisted living facilities with more than 6 beds. (**Clerk must conduct absentee voting at these facilities at least 1 time in the 30 days before an election**) {§753-B(5)} *NOTE: Facilities must be licensed as specified in §753-B(5), if not, clerk must obtain signed application before removing ballot from office to deliver to voter*

Telephone Request {§753-A(4)}

- Application completed by clerk; "Telephone Request" written in space for voter's signature
- Request by **voter only**
- Clerk obtains and writes voter's date of birth on application. Clerk must verify it is the voter requesting the ballot by confirming voter's residence address and birth date with the information in the voter's record
- Clerk mails or delivers ballot directly **to the voter** at the address stated in the application {§753-B(1)}
- **No witnesses needed** if ballot not assisted {§754-A(1)(C)}; **if assisted**, aide signs as aide & 1 other person signs as witness {§754-A(3)(E)}
- **Ballot Return Options: Voter or an immediate family member returns the ballot by mail, in person, or to a secured Absentee Ballot Drop Box** {§754-A(1)(D)}; if returned in person by an immediate family member, the immediate family member must sign the application and indicate relationship to the voter {§754-A(1)(E)}

Request by Electronic Means {§753-A(6)}

- All municipalities shall accept applications received from the Secretary of State's online Absentee Ballot Request (ABR) Service; the **only** acceptable electronic applications are those submitted through this approved service
- Request by **voter only**
- Clerk shall verify it is the voter requesting the ballot by confirming the voter's residence address and birth date with information in the voter's record
- Clerk prints the electronically submitted application
- Clerk mails or delivers ballot directly **to the voter** at the address stated in the application {§753-B(1)}
- Same witness requirements and ballot return options as "Telephone Request"

Written Request (Received by Mail, by Fax, or in Person) – NO 3rd person designated {§753-A(3)}

BY THE VOTER:

- Application (or written request) signed by the voter {§753-A(3)}
- Clerk mails or delivers the ballot **to the voter** at the address listed; or gives the ballot to the voter in person to take with the voter {§753-B(1)}
- Same witness requirements and ballot return options as "Telephone Request"

BY THE VOTER'S IMMEDIATE FAMILY MEMBER:

- Application (or written request) signed by the voter's immediate family member {§753-A(3)}
- **Immediate family member** means a person's spouse, parent, grandparent, child, grandchild, sister, half-sister, brother, half-brother, stepparent, step grandparent, stepchild, step grandchild, stepsister, stepbrother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, guardian, former guardian, domestic partner, the half-brother or half-sister of a person's spouse, or the spouse of a person's half-brother or half-sister {§1(20)}; relationship must be indicated on application
- Clerk delivers the ballot to an **immediate family member or to the voter**, or mails the ballot to the address stated in the request {§753-B(1)}
- **Immediate family member request is not considered a 3rd person ballot** {§753-B(1); §1(43-A)}
- Same witness requirements and ballot return options as "Telephone Request"

Written request by the Voter (Received by Mail, by Fax, or In Person) – 3rd Person Designated {§753-A(3)}

- Application (or written request) signed by the voter; **only the voter can designate a 3rd person to deliver a ballot and this must be done through a written request** {§753-A(3)(C)}
- **3rd person cannot be a candidate or a member of a candidate's immediate family** {§753-B(2)(A)}
- Clerk gives the ballot, in person, **only to the 3rd person** named in the request {§753-B(1)}
- **Ballot must be witnessed by** 1 notary, 1 municipal clerk, 1 clerk of courts or 2 other individuals {§754-A(2)(A)}
- If ballot **is assisted**, the aide signs as aide & the ballot must have 1 other witness {§754-A(3)(B)&(E)}
- **The 3rd person named** in the request returns the ballot, in person, directly to the clerk {§754-A(2)(D) or (3)(F)}
- **Voter may return ballot by mail or in person**, but witness requirements still apply if a 3rd person handles ballot going out or coming back {§754-A(2)}
- 3rd person may have up to **5 absentee ballots** for a municipality at one time {§753-B(2)(C)}

Absentee Voting Guide – Another Summary
Provided by the Office of the Secretary of State – April 2024

	<i>Presence of Clerk</i> {§753-B(8)}	<i>Telephone Request</i> {§753-A(4)}	<i>Electronic Request</i> {§753-A(6)}	<i>Written Request – NO 3rd Person</i> {§753-A(3)}	<i>Written Request – 3rd Person</i> {§753-A(3)}
Who Can Request?	Voter only	Voter only	Voter only	Voter or voter’s immediate family member	Voter only
Is A Paper Application Needed?	No – unless the voter wants to take the ballot out of the office (then the voter makes a written request)	Yes – Clerk completes an app, verifies voter’s info, & writes “telephone request” in signature space	Yes – clerk prints application that is generated by the online system	Yes – it is signed by the voter or the voter’s immediate family member	Yes – it is signed by the voter only
How Is the Ballot Delivered? {§753-B(1)}	Clerk hands it directly to the voter	Clerk mails or delivers it directly to the voter	Clerk mails or delivers it directly to the voter	Voter request – Clerk mails or delivers it to the voter Immediate family member request – Clerk mails or delivers it to the voter or the immediate family member	Clerk hands it only to the 3rd person named in the request No other 3rd person may handle the ballot
Are Witnesses Needed? {§754-A(2) and (3)}	Yes – Clerk serves as the witness	No – Unless assisted – then the aide signs as aide and 1 other witness is needed	No – Unless assisted – then the aide signs as aide and 1 other witness is needed	No – Unless assisted – then the aide signs as aide and 1 other witness is needed	Yes – 1 “special” * or 2 other witnesses Unless assisted – then the aide signs as aide and only 1 other witness is needed
How Is the Ballot Returned?	The voter only hands it back to the Clerk	The voter returns it by mail, in person or to a secured Absentee Ballot Drop Box {§754-A(1)(D)} (If returned in person by an immediate family member, that person must sign below the “Telephone Request” making it an immediate family request)	The voter returns it by mail, in person or to a secured Absentee Ballot Drop Box {§754-A(1)(D)} (If returned in person by an immediate family member, that person must sign below the “Electronic Request” making it an immediate family request)	The voter returns it by mail, in person or to a secured Absentee Ballot Drop Box {§754-A(1)(D)} (If returned in person by a different immediate family member than the one who requested the ballot, that person must also sign the application)	The 3 rd person must return it directly to the clerk. {§754-A(2)(D) & (3)(F)} (The voter can return it, but witnesses are still needed if the ballot has been handled by a 3rd person

Remember:

- ☑ Any registered voter may request and vote by absentee ballot for any election (with no reason required) through the Thursday before Election Day. After that day, a Special Circumstances application must be completed.
 - ☑ The aide is limited to reading and/or marking an absentee ballot application, absentee ballot envelope or the absentee ballot itself, as directed by the voter.
 - ☑ The Clerk must enter in the Central Voter Registration system (CVR), all information regarding voters who requested and were furnished absentee ballots, including those who voted in the presence of the Clerk. The list of absentee voters required by 753-B(6) can then be generated from CVR.
 - ☑ The Clerk must enter **in the CVR** information for 3rd persons designated in applications or written requests to whom absentee ballots are sent or delivered.
- * A Notary Public, a municipal clerk or a clerk of courts may be the single witness to a 3rd person ballot that is not assisted. If assistance is provided, the 3rd person may sign as the aide, and 1 other person must also sign as a witness.

2024 State Party Chair Information

Prepared by the Office of the Secretary of State, April 2024

<p><u>Democratic Party</u> Tim Grose, Executive Director Maine Democratic Party PO Box 5258 Augusta, ME 04332</p> <p>* tgrose@mainedems.org</p> <p>Tel: 207-622-6233</p> <p>Bev Uhlenhake, DSC Party Chair</p>	<p><u>Green Independent Party</u> Maine Green Independent Party PO Box 10345 Portland, ME 04104</p> <p>* mainegreenindependent@gmail.com</p> <p>Tel: 207-604-0335 (Linnea Maravell) 862-204-9006 (Fred McCann) 207-650-8863 (Kelly Merrill)</p> <p>Linnea Maravell, Party Co-Chair Fred McCann, Party Co-Chair (until May 5th) Kelly Merrill (Presumptive Co-Chair as of May 6th)</p>
<p><u>Libertarian Party</u> Harrison Kemp, Chair Maine Libertarian Party PO Box 256 Old Town, ME 04468</p> <p>* info@lpme.org</p> <p>Tel: 207-242-6896</p> <p>Jeremy Lizzotte, Vice Chair</p>	<p><u>No Labels Party</u> Justin Schair No Labels Party PO Box 794 South Freeport, ME 04078</p> <p>* ballotaccess@nolabels.org</p>
<p><u>Republican Party</u> Jason Savage, Exec. Dir. Republican Headquarters 9 Higgins Street Augusta, ME 04330</p> <p>* jason@mainegop.com</p> <p>Tel: 207-622-6247</p> <p>Joel Stetkis, Party Chair</p>	

*Email addresses are for municipal use only

Identifying Licensed Facilities Where Clerk Must Conduct Absentee Voting

Updated 4/23/2024

1. Assisted Living Facilities (with More than 6 Beds/Capacity)

- a. Go to <https://www.maine.gov/dhhs/dlc>, the website for Residential Care Facilities.

Click on "[Search for a Provider](#)"

STATE OF MAINE
Department of Health and Human Services

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Division of Licensing and Certification

DLC Home About Us Healthcare Oversight CNA Registry Licensing & Certification Safety & Reporting

DHHS → Division of Licensing and Certification

Division of Licensing and Certification

The Division of Licensing & Certification (DLC) provides regulatory oversight of medical and long-term care facilities in Maine. This includes oversight of the CNA registry, criminal background checks for employers to ensure staff are safe to care for our vulnerable citizens, and investigations into allegations of unsafe practices/events in facilities as diverse as hospitals, nursing homes, assisted living facilities, and group homes.

File a Complaint	Report an Incident (Entity Only)	Search for a Provider	CNA Registry	CRMA/PSS Training
Rulemaking	Assisted Housing	Behavioral Health	Medical Facilities	Sentinel Events
Personal Care Agencies	Temporary Nurse Agencies	Family Provider Service Option	Maine Background Check	Certificate of Need

- b. From there click on "[Assisted Housing](#)."

Maine.gov Agencies | Online Services | Help | Search Maine.gov

Division of Licensing and Certification
A Division of the Maine Department of Health and Human Services

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Search DLC

DHHS → DLC Home → Licensed Provider Search ± | Thursday, December 14, 2023

Licensed Provider Search - Updated: 03/30/2024 [Search Help](#)

AMBULATORY SURGICAL CENTERS	<input type="button" value="i"/>	NURSING HOME	<input type="button" value="i"/>
DIALYSIS	<input type="button" value="i"/>	OUTPATIENT PHYSICAL THERAPY/SPEECH PATHOLOGY SERVICES	<input type="button" value="i"/>
HEALTH CENTERS/CLINICS	<input type="button" value="i"/>	PORTABLE X-RAY PROVIDERS	<input type="button" value="i"/>
HOME HEALTH CARE	<input type="button" value="i"/>	TEMPORARY NURSING AGENCY	<input type="button" value="i"/>
HOSPICE	<input type="button" value="i"/>	ASSISTED HOUSING	<input type="button" value="i"/>
HOSPITAL	<input type="button" value="i"/>	BEHAVIORAL HEALTH	<input type="button" value="i"/>
INTERMEDIATE CARE FACILITY FOR INTELLECTUALLY DISABLED	<input type="button" value="i"/>		

Or enter provider name:

c. This will bring you to the [Regulatory Licensing and Permitting](#) page. Select “Show Additional Search Options.”

The screenshot shows the 'Search Companies' page on Maine.gov. On the left is a navigation menu with options like 'Individuals', 'Companies', 'Securities', etc. The main search area has several dropdown menus: 'Department' (ALL), 'Agency' (ALL), and 'Regulator (required)' (ASSISTED HOUSING). There are also input fields for 'Company Name' and 'License Number'. A link 'Show Additional Search Options' is circled in red. At the bottom are 'Search' and 'Reset' buttons.

d. The “Regulator” will be “Assisted Housing.” Under “Business Type” select “Assisted Living Facilities.” (If you do not see this option, you still need to select “Show Additional Search Options.”) Type in your municipality. Under “Specialty,” leave the default as “Match All.”

This screenshot shows the search page with the 'Show Additional Search Options' link expanded. The 'Regulator (required)' dropdown is set to 'ASSISTED HOUSING'. The 'Business Type' dropdown is set to 'Assisted Living Facilities'. The 'City' field contains 'AUGUSTA' and the 'State' dropdown is set to 'MAINE'. The 'Specialty' section has 'Match All' selected. A red arrow points to the 'Search' button at the bottom.

- e. All Assisted Living providers will be listed. Click on each facility listed to check the total capacity (number of beds), which is located under “General Information.” You must conduct absentee voting ONLY at facilities with more than 6 beds/capacity.

Regulatory Licensing & Permitting



Search → Search Companies → Search Result

Search Result

6 records found.

Download a [spreadsheet](#) or [PDF](#) file

Sort by:

Number of records per page: Active Only

Page: 1

Name	Number	Location	Profession	Status
AUGUSTA HOUSE	ALP38756	AUGUSTA, ME 04330	ASSISTED LIVING PROGRAM	ACTIVE
COMMERCIAL STREET	ALP38766	AUGUSTA, ME 04330	ASSISTED LIVING PROGRAM	ACTIVE
INN AT CITY HALL, THE	ALP1550	AUGUSTA, ME 04330	ASSISTED LIVING PROGRAM	ACTIVE
STONE STREET APARTMENTS	ALP39154	AUGUSTA, ME 04330	ASSISTED LIVING PROGRAM	ACTIVE
SUNRISE PROGRAM	ALP38765	AUGUSTA, ME 04330	ASSISTED LIVING PROGRAM	ACTIVE
VALLEY VIEW	ALP38759	AUGUSTA, ME 04330	ASSISTED LIVING PROGRAM	ACTIVE

Page: 1

Regulatory Licensing & Permitting



Search → Search Companies → Search Result → THE INN AT CITY HALL



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF LICENSING AND REGULATORY SERVICES
ASSISTED HOUSING

THE INN AT CITY HALL

ASSISTED LIVING PROGRAM

License Number: ALP1550

Status: [Active](#)

First Licensure: 10/31/2001

Expiration Date: 10/18/2025

Street: 1 CONY ST
AUGUSTA, ME 04330-5243
Phone: +1 (207) 623-0840
Fax: +1 (207) 623-6265

History

License Type	Start Date	End Date
ASSISTED LIVING PROGRAM	10/31/2001	10/18/2025

Specialty [\(1 record\)](#) [hide](#)

Description	Issue Date	Status	Additional Information
Type II - Medication and Nursing	10/23/2023	Active	Capacity: 31

Contacts [\(2 records\)](#) [hide](#)

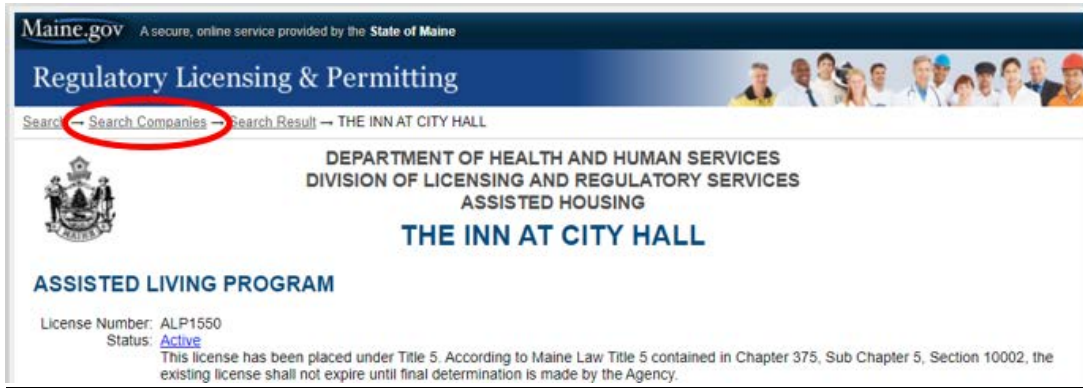
Type	Contact
PRIMARY ADMINISTRATOR	JANELLE TOMPKINS
PRIMARY OWNER	CITY HALL LIMITED PARTNERSHIP

GENERAL INFORMATION

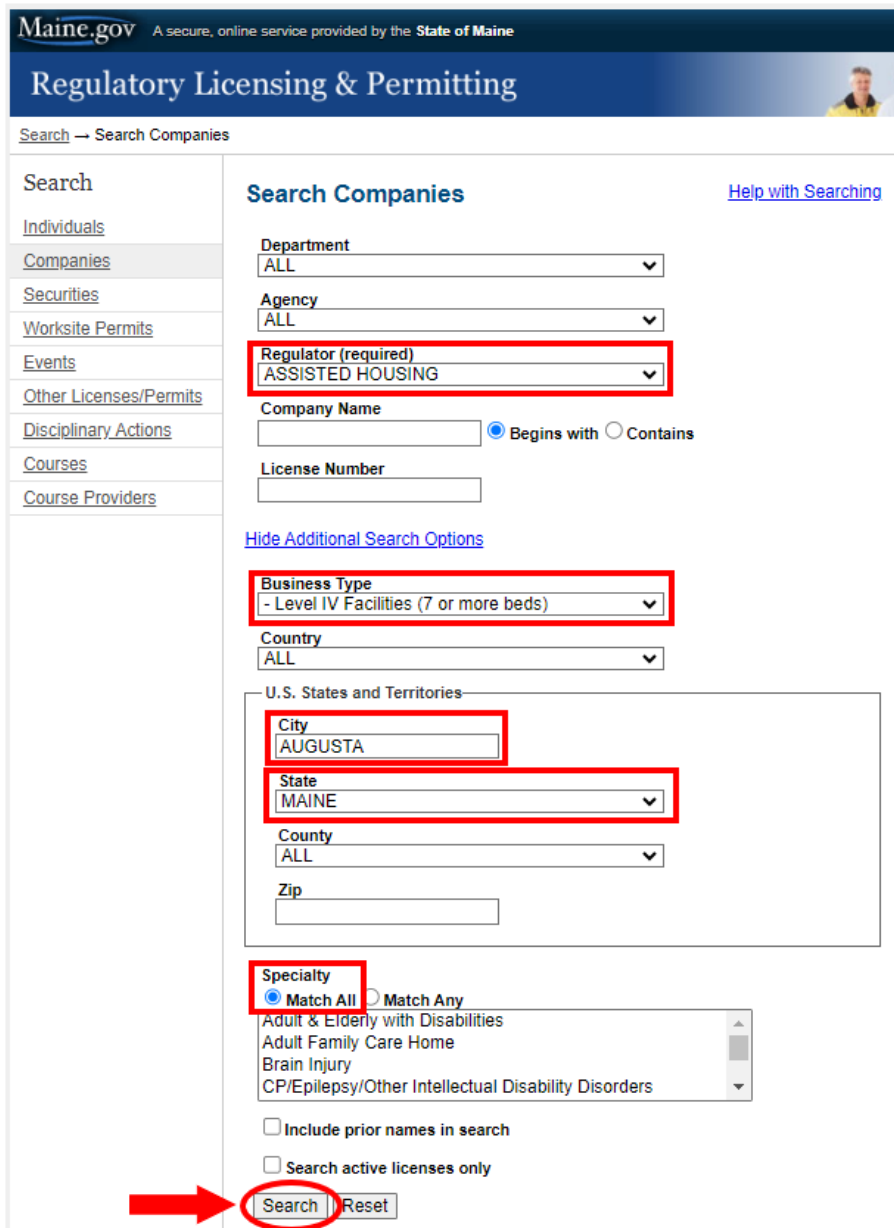
Total Capacity: 31
ADA Accessible: True

Capacity represents the Number of Beds for a Residential Care Facility; Number of Units for an Assisted Living Program; Number of Consumers for an Adult Day Services Program.

2. **Residential Care Facilities (Level IV - More than 6 Beds).** Go back to the search page by clicking on the **“Search Companies”** link.



3. This time select the **“Assisted Housing.”** Then go to the **“Business Type”** drop down menu and select **“Level IV Facilities (7 or more beds).”** You do not have to check the capacity in this category as all facilities listed will have more than 6 beds.



The list of providers should all list "PMNI LEVEL IV RESIDENTIAL CARE FACILITY" under "Profession."

Maine.gov A secure, online service provided by the State of Maine

Regulatory Licensing & Permitting

Search → Search Companies → Search Result

Search Result 7 records found. Download a [comma-delimited](#) or [PDF](#) file

Sort by: Sort Number of records per page: Active Only Refresh

Page: 1

Name	Number	Location	Profession	Status
14 GLENRIDGE DRIVE	PND2186	AUGUSTA, ME 04330	PNMI LEVEL IV RESIDENTIAL CARE FACILITY	ACTIVE
22 GREEN STREET	PND1928	AUGUSTA, ME 04330	PNMI LEVEL IV RESIDENTIAL CARE FACILITY	ACTIVE
57 WINTHROP STREET	PND38730	AUGUSTA, ME 04330	PNMI LEVEL IV RESIDENTIAL CARE FACILITY	ACTIVE
66 WINTHROP STREET PROGRAM	PND38632	AUGUSTA, ME 04330	PNMI LEVEL IV RESIDENTIAL CARE FACILITY	ACTIVE
CAPITOL CITY MANOR	PND165	AUGUSTA, ME 04330	PNMI LEVEL IV RESIDENTIAL CARE FACILITY	ACTIVE
ELM STREET HOUSE	PND311	AUGUSTA, ME 04330	PNMI LEVEL IV RESIDENTIAL CARE FACILITY	ACTIVE
STONE STREET PROGRAM	PND39155	AUGUSTA, ME 04330	PNMI LEVEL IV RESIDENTIAL CARE FACILITY	ACTIVE

Page: 1

4. **Nursing Homes** – You must conduct absentee voting in all nursing home facilities regardless of the number of beds/capacity. Go back to <https://www.maine.gov/dhhs/dlc> and click again on “[Search for a Provider.](#)”

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DHHS → Division of Licensing and Certification

Division of Licensing and Certification

The Division of Licensing & Certification (DLC) provides regulatory oversight of medical and long-term care facilities in Maine. This includes oversight of the CNA registry, criminal background checks for employers to ensure staff are safe to care for our vulnerable citizens, and investigations into allegations of unsafe practices/events in facilities as diverse as hospitals, nursing homes, assisted living facilities, and group homes.

File a Complaint	Report an Incident (Entity Only)	Search for a Provider	CNA Registry	CRMA/PSS Training
Rulemaking	Assisted Housing	Behavioral Health	Medical Facilities	Sentinel Events
Personal Care Agencies	Temporary Nurse Agencies	Family Provider Service Option	Maine Background Check	Certificate of Need

5. This time, select **"NURSING HOME."**

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A Division of the Maine Department of Health and Human Services Search DLC Search

DHHS → DLC Home → Licensed Provider Search Thursday, December 14, 2023

Licensed Provider Search - Updated: 03/30/2024 = View Glossary Search Help

Select Provider Type:

AMBULATORY SURGICAL CENTERS	NURSING HOME
DIALYSIS	OUTPATIENT PHYSICAL THERAPY/SPEECH PATHOLOGY SERVICES
HEALTH CENTERS/CLINICS	PORTABLE X-RAY PROVIDERS
HOME HEALTH CARE	TEMPORARY NURSING AGENCY
HOSPICE	ASSISTED HOUSING
HOSPITAL	BEHAVIORAL HEALTH
INTERMEDIATE CARE FACILITY FOR INTELLECTUALLY DISABLED	

Or enter provider name: Search Clear

6. Select the location from the "Cities" menu on the right and click "Next" at the bottom.

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A Division of the Maine Department of Health and Human Services Search DLC Search

DHHS → DLC Home → Licensed Provider Search → Location Thursday, December 14, 2023

Licensed Provider Search - Updated: 03/30/2024 = View Glossary Search Help

Counties and cities with selected provider types

County	Matches
<input type="checkbox"/> ANDROSCOGGIN	6
<input type="checkbox"/> AROOSTOOK	9
<input type="checkbox"/> CUMBERLAND	17
<input type="checkbox"/> FRANKLIN	3
<input type="checkbox"/> HANCOCK	1
<input type="checkbox"/> KENNEBEC	8
<input type="checkbox"/> KNOX	3
<input type="checkbox"/> LINCOLN	2
<input type="checkbox"/> OXFORD	5
<input type="checkbox"/> PENOBSCOT	11
<input type="checkbox"/> PISCATAQUIS	1
<input type="checkbox"/> SAGadahoc	1
<input type="checkbox"/> SOMERSET	4
<input type="checkbox"/> WALDO	1
<input type="checkbox"/> WASHINGTON	3
<input type="checkbox"/> YORK	9
Total:	84

Counties

Matching counties with number of providers in each county

Cities

- AUBURN
- AUGUSTA
- BANGOR
- BATH
- BELFAST
- BIDDEFORD
- BOOTHBAY HARBOR
- BREWER
- BRUNSWICK
- CAMDEN
- CANTON
- CARIBOU
- DAMARISCOTTA
- DEXTER
- DOVER FOXCROFT
- EAGLE LAKE
- EASTPORT
- ELLSWORTH
- FALMOUTH
- FARMINGTON
- FORT KENT
- FREEPORT
- GORHAM
- HARTLAND
- HOULTON
- HOWLAND
- KENNEBUNK
- KITTERY
- LEWISTON
- MACHIAS
- MADAWASKA
- MADISON

Note: You may select county(s) and town(s) - for example ANDROSCOGGIN and AUBURN, or only select county(s) or town(s). (Typically you would not select a county and a town within your selected county(s))

Home Previous Next Select All Counties Select All Cities Clear Selection

7. The list of nursing homes in your location will display. You are required to visit each facility one time during the 30-day period prior to an election.

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A Division of the Maine Department of Health and Human Services Search DLC Search

DHHS → DLC Home → Licensed Provider Search → Location → Providers Thursday, December 14, 2023

Licensed Provider Search - Updated: 03/30/2024 = View Glossary Search Help

Search:

Listing of matching providers, including provider,city,phone,county and state

Select	Provider	City	Phone	County	State
<input type="checkbox"/>	AUGUSTA CENTER FOR HEALTH & REHABILITATION, LLC	AUGUSTA	(207)622-3121	KENNEBEC	ME
<input type="checkbox"/>	MAINEGENERAL REHAB & LONG TERM CARE - GLENRIDGE	AUGUSTA	(207)626-2600	KENNEBEC	ME
<input type="checkbox"/>	MAINEGENERAL REHAB & LONG TERM CARE - GRAY BIRCH	AUGUSTA	(207)621-7100	KENNEBEC	ME
<input type="checkbox"/>	MAINE VETERANS HOME - AUGUSTA	AUGUSTA	(207)622-2454	KENNEBEC	ME

Showing 1 to 4 of 4 entries

Home ← Previous Next → Clear Form Select All 4 matches

**You are done! Now you know what facilities you need to visit per
Title 21-A MRSA §753-B(5)**



Department of the Secretary of State

Bureau of Corporations, Elections and Commissions

Shenna Bellows
Secretary of State

Julie L. Flynn
Deputy Secretary of State

MEMORANDUM

To: Municipal Clerks and Registrars
From: Heidi Peckham, Director of Elections
Re: Notice Requirement for Licensed Facilities
Date: April 23, 2024

Title 21-A MRS §753(B)(5) still requires the municipal clerk to designate one time during the 30-day period prior to an election during which the clerk will conduct absentee voting at certain licensed facilities. Absentee voting must be scheduled at all licensed nursing homes, as well as licensed Level IV Residential Care Facilities and licensed assisted living facilities with more than 6 beds within the 30-day time period before the June 11, 2024 State Primary Election.

There are two notices that must be completed related to absentee voting at licensed facilities per Title 21-A MRS 753(B)(5). These notices are required for the June 11, 2024 State Primary Election.

2 Required Notices

1. Clerk's Notice to Licensed Facilities Confirming Absentee Voting

- The municipal clerk is required to provide a confirmation notice to each licensed facility that includes the date and time when absentee voting will be conducted at that facility.
- The notice must state that each licensed facility is required to notify the contact person or persons, if any, for each resident that absentee voting will be conducted at the facility.
- The facility may provide notice to the residents' contact person(s) by using a copy of the completed Clerk's Notice or by sending an email or electronic newsletter.

2. Notice of Absentee Voting at Licensed Facilities

The clerk must post this notice in the municipal office to provide notification of absentee voting at each required licensed facility. As soon as the schedule for facilities voting is completed, a list must be posted in the municipal office containing the name of each facility, its address, and the date and time of absentee voting.

Both notices are provided in this mailing and will be furnished by the Secretary of State prior to each election. These notices, along with all the official mailings, will also be available on the Elections Temp site: <https://www.maine.gov/sos/cec/elec/temp/>

**Clerk's Notice to Licensed Facilities Confirming Absentee Voting
State of Maine June 11, 2024 State Primary Election**

Municipality _____ Voting District _____

**Absentee Voting will be conducted at the following facility pursuant to
Title 21-A, M.R.S. §753-B(5).**

Facility Name	Address	Date	Time

All licensed nursing homes, licensed assisted living facilities, and licensed Level IV residential care facilities subject to Title 21-A M.R.S. §753(B)(5) must notify the contact person(s), if any, for each resident of the date and time absentee voting will be conducted at the facility. The facility may provide notice to the residents' contact person(s) by using a copy of this Clerk's Notice or by sending an email or electronic newsletter.

A True Copy Attested _____
(Signature of Municipal Clerk)

Date _____

**Notice of Absentee Voting at Licensed Facilities
State of Maine June 11, 2024 State Primary Election**

Municipality _____ **Voting District** _____

This notice must be posted in the municipal office.

Absentee voting must be conducted by the municipal clerk during the 30-day period prior to the election for the following licensed facilities pursuant to Title M.R.S. 21-A §753-B(5):

- **Licensed Nursing Homes** (Title 22, chapter 405)
- **Licensed Level IV Residential Care Facilities** (Title 22, chapter 1664) – more than 6 beds
- **Licensed Assisted Living Facilities** (Title 22, chapter 1664) – more than 6 beds

Facility	Address	Date	Time

A True Copy Attested _____
(Signature of Municipal Clerk)

Date _____



Department of the Secretary of State

Bureau of Corporations, Elections and Commissions

Shenna Bellows
Secretary of State

Julie L. Flynn
Deputy Secretary of State

MEMORANDUM

To: Municipal Clerks and Registrars
From: Melissa Packard, Director of Elections, Audits, and APA
Re: Absentee Voting at Licensed Residential Facilities - Facilities Experiencing Health Emergencies (June 11, 2024 State Primary)
Date: April 23, 2024

In this mailing, we have provided a guidance document entitled ***Alternate Method of Absentee Voting by Residents of Certain Licensed Facilities***, which describes both the regular process of conducting in-person absentee voting at licensed residential facilities (when no emergency circumstances exist) and the process for facilitating non-in-person absentee voting for the residents during emergency circumstances.

While the Maine Department of Health and Human Services currently does not consider Maine to be in a state of emergency, localized outbreaks or health emergencies at individual facilities remain a possibility. In the event of a localized health emergency in which a licensed residential facility refuses entry to the Clerk, Title 21-A M.R.S. §753-B(5)(B)(4) authorizes the Secretary of State to establish alternative absentee voting procedures at licensed residential facilities.

Therefore, all municipalities are authorized to follow the emergency procedures for absentee voting in licensed facilities during an emergency as described on pages 2-3 of the guidance document referenced above. Accordingly, you should contact the licensed facilities in your municipality as soon as possible and provide them with instructions and absentee ballot applications for their residents to complete.

If any of your facilities would prefer you to visit them in-person, and you are able to do so safely, you are able to do that instead of using the emergency absentee voting procedures. If you have any facilities that are unresponsive or are refusing to cooperate with either in-person or emergency voting arrangements, please let us know right away.



Department of the Secretary of State

Bureau of Corporations, Elections and Commissions

Shenna Bellows
Secretary of State

Julie L. Flynn
Deputy Secretary of State

Alternate Method of Absentee Voting by Residents of Certain Licensed Facilities Pursuant to Title 21-A Section 753-B, Subsection 5

Prepared by the Secretary of State, April 2024

Licensed Residential Facilities Covered by Absentee Voting Procedures

- Nursing homes pursuant to Title 22, chapter 405
- Residential Care Facilities - Level IV (with more than 6 beds) pursuant to Title 22, chapter 1664
- Assisted Living Programs (with more than 6 beds) pursuant to Title 22, chapter 1664

Absentee Voting in Licensed Facilities When No Emergency Exists **21-A M.R.S. §753-B(5)(A)**

- The Clerk must **schedule a visit** to each covered facility during the 30-day period prior to each election, for the purpose of conducting absentee voting **by residents** of those facilities.
- The Clerk must **provide a notice to each facility** of the date and time when absentee voting will be conducted; the notice must state that the facility is required to notify the contact person(s) for each resident that absentee voting will be conducted.
- The Clerk also must **post a notice in the municipal office** that absentee voting will be conducted at these facilities.
- At each facility, the Clerk must designate the areas that constitute the voting place, the voting booth(s) and the guardrail enclosure. Title 21-A M.R.S. §681 (positions at polling place) and §682 (political activities) apply to the areas designated as the voting place while voting is taking place.
- Absentee voting at these facilities also is treated like voting in the presence of the clerk at the municipal office (pursuant to 21-A M.R.S. §753-B(8)); i.e., no written application is required and the Clerk (or the Clerk's designee(s) who is conducting absentee voting) must sign each envelope as a witness that each ballot was voted in the presence of the clerk.

Absentee Voting in Licensed Facilities During an Emergency **21-A M.R.S. §753-B(5)(B)**

When do emergency procedures apply?

To protect public health, the Secretary of State may designate procedures for conducting absentee voting for the residents of covered facilities that differ from the usual procedures (as

previously described), if any of the following health emergencies or situations exist:

- The Dept. of Health & Human Services **declares a health emergency** under Title 22 M.R.S. §802(2);
- The Governor declares an **extreme public health emergency** under Title 22 M.R.S. §802(2-A);
- The Dept. of Health & Human Services **determines that a public health threat**, as defined in Title 22 M.R.S. §801(10), **threatens the health, welfare or safety of the municipal clerk or the residents of a covered facility**; or
- A covered **facility prohibits the municipal clerk from entering** the facility.

Procedures designated under this paragraph remain in effect for the duration of the health emergency, extreme public health emergency or public health threat or for as long as the municipal clerk remains prohibited from entering the covered facility, as the case may be.

What are the emergency absentee voting procedures?

1. As soon as possible after receiving this guidance, the Clerk **must provide the following materials to each facility**:
 - a. a copy of this guidance document;
 - b. printed copies of the Application for Absentee Ballot forms by mail or hand delivery **OR**
 - a copy of the application, or the link to a copy of the application, via email;
 - c. instructions for having the resident voters complete and sign the applications.
2. The facility staff **must distribute the applications to the residents** and collect them for return to the municipality. The facility and the Clerk should agree on how the applications will be returned to the Clerk – preferably in one batch – by one of the following methods:
 - a. scanning and emailing them to the municipality,
 - b. faxing them to the municipality,
 - c. hand-delivering them to the municipality,
 - d. having the Clerk pick them up from the facility, or
 - e. mailing them to the municipality (because of the risk of mail delays this should be a last resort).

Facility staff also should instruct residents that they may designate a specific member of the facility staff on their application to return their absentee ballot to the clerk.

Alternatively, the resident may designate another person on the application or choose to return the ballot by mail or in person.

NOTE: The completed applications should be returned to the municipality as soon as possible to allow sufficient time for the municipality to assemble and deliver the ballot materials to the facility.

3. The Clerk or designee(s) must enter the requests into the Central Voter Registration (CVR) absentee tracking system and prepare delivery and return envelopes labeled for each voter, along with voting instructions. Staff must insert the correct ballot(s) into each delivery envelope and seal them. The Clerk must deliver the ballots to the facility as soon as possible after they are prepared.

NOTE: If the Clerk receives an application from a voter who is not registered to vote in the municipality, the Clerk must provide the facility with a Maine Voter Registration Application (either a printed form or the PDF version posted on the Secretary of State’s website) with instructions for the voter to complete and return the application so that the ballot can be issued.

4. The facility staff must arrange a time with each resident voter for the voter to mark their ballot. Facility staff also must arrange for the appropriate witnesses to be present for the marking of the ballot, as described in Item 5 below.
5. At the scheduled time, the voter opens the delivery envelope and removes the ballot(s), instructions, and return envelope.
 - a. If the voter is able to read and/or mark the ballot(s) without assistance, the voter should show the unmarked ballot to two witnesses (or a single witness if the witness is a notary public), who should confirm that the ballot is unmarked. The voter marks the choices on the ballot using a black or blue ballpoint pen to fill in each oval. The voter must be given the opportunity to mark the ballot in a manner that makes it impossible for the witnesses or any other person present to see how the resident voted.
 - b. If the voter needs assistance in reading and/or marking the ballot, the facility staff must arrange a time when that can occur with an aide and another staff person to witness. In this case, only one witness, in addition to the aide, is required to confirm that the ballot is unmarked. The voter or the aide must mark the ballot so that it is impossible for anyone else present to see how the resident voted.

NOTE: Assistance is limited to the assistant reading the ballot (including the voting instructions) to the voter and/or marking the ballot as directed by the voter. No one may influence the voter’s choices on what to mark. The role of the witness(es) is to ensure the ballot is unmarked before the voting process starts and to observe the marking process to be sure the voter is not influenced.

6. The voter (or aide if needed) folds the marked ballots and puts them into the return envelope and seals the envelope (by wetting the adhesive or taping the envelope shut).
7. The voter signs the envelope flap where indicated (or if the voter is unable to sign, the aide signs “Jane Doe (aide) for John Smith (voter).” The witnesses should observe this process and then complete the witness certification. If an aide provided assistance for signing the envelope or reading and/or marking the ballot according to the voter’s wishes, then the aide must complete and sign the aide certificate in the presence of a witness who completes and signs the witness certificate – both of which are printed on the back of the envelope.
8. When all voters have completed the voting process, the facility staff member designated to collect ballots must collect the ballots from all residents who designated that staff person on their absentee ballot application and return them to the municipality (or the facility director should contact the Clerk who will retrieve the ballots from the facility). This should be done at least a week before the election, so there is time to resolve any issues.
9. The Clerk or designee must review each envelope and enter the return information into the CVR absentee tracking system as per usual process.

State of Maine
June 11, 2024 State Primary
Notice of Intent to Process Absentee Ballots Prior to Election Day

Municipality _____

Date/Time of Early Processing (check all that apply):

- Tuesday, June 4, 2024****
1-Hour Inspection Time Period: _____
Time Processing Begins: _____
- Wednesday, June 5, 2024****
1-Hour Inspection Time Period: _____
Time Processing Begins: _____
- Thursday, June 6, 2024****
1-Hour Inspection Time Period: _____
Time Processing Begins: _____
- Friday, June 7, 2024****
1-Hour Inspection Time Period: _____
Time Processing Begins: _____
- Saturday, June 8, 2024****
1-Hour Inspection Time Period: _____
Time Processing Begins: _____
- Sunday, June 9, 2024****
1-Hour Inspection Time Period: _____
Time Processing Begins: _____
- Monday, June 10, 2024****
1-Hour Inspection Time Period: _____
Time Processing Begins: _____

Location and address that early processing will occur: _____

This Notice is for notifying the Secretary of State and the chairs of each political party of the municipality's intent to process absentee ballots prior to Election Day.

A True Copy Attested _____ Date _____
(Signature of Municipal Clerk)

**** Clerk has read and will comply with the Uniform Guidelines for Securing Ballots and Other Materials.** _____
Clerk initials

If early processing, file a copy with the Division of Elections and the parties by May 13, 2024.

Fact Sheet on Early Processing of Ballots for June 11, 2024 State Primary Election Pursuant to Title 21-A M.R.S. §760-B

- 1. Early Processing is Optional:** Pursuant to Title 21-A M.R.S. §760-B, clerks may opt to process absentee ballots beginning on the 7th day immediately prior to election day.
 - The Municipal Clerk may opt to process absentee ballots **Tuesday** (6/4), **Wednesday** (6/5), **Thursday** (6/6), **Friday** (6/7), **Saturday** (6/8), **Sunday** (6/9), and/or **Monday** (6/10) prior to Election Day (6/11).
 - If the Municipal Clerk opts to process absentee ballots early, they must provide notice (see section 3).
- 2. Time for Processing – 21-A M.R.S. §760-B(1)**
 - The Municipal Clerk designates the time for processing to begin.
 - Processing can occur between **7 a.m.** and 9 p.m. on any of the 7 days (**6/4-6/10**) prior to Election Day, unless an inspection is requested (see section 4). If an inspection is requested by **4 p.m. on the day prior to processing**, the inspection period would be the 1-hour period before the start of processing (i.e., 7 a.m. – 8 a.m. inspection, processing starting at 8 a.m.)
- 3. Notice Requirements – 21-A M.R.S. §760-B(2)**
 - The Municipal Clerk must complete the *Notice of Intent to Process Absentee Ballots Prior to Election Day* to designate 1 hour for inspection and designate the time for early processing to start after the inspection period. If no inspection is requested, the Clerk may begin processing at **7 a.m.** (or at a chosen time after **7 a.m.**), by designating Time Processing Begins as “**7 a.m.**, or immediately following a requested inspection”.
 - The Municipal Clerk must give notice at least 30 days before Election Day (**by 5 p.m. on Monday, May 13, 2024**) by sending a **signed** copy of the *Notice of Intent to Process Absentee Ballots Prior to Election Day* to the following:
 - The Municipal Party Chairs (D, G, L, NL, and R) by mail to their last known addresses (if no Municipal Party Chairs, then to the State Party Chairs); **and**
 - the Division of Elections by one of these methods:
 1. Email (*preferable*) a scanned attachment (cec.officials@maine.gov)
 2. Mail (184 State House Station, Augusta, ME 04333-0184)
 3. Fax (287-6545 or 287-5428)

Note: If a copy of the *Notice of Early Processing* has not received by the Division of Elections and the party chairs by **5 p.m. on June 11 2024**, the municipality **may not** process absentees prior to the election.
- 4. Inspection before Processing - 21-A M.R.S. §760-B(3)**
 - A member of the public who wishes to inspect absentee materials must make a written request to the Clerk **by 4 p.m. on the day prior to the day that the clerk intends to process absentee ballots prior to Election Day**, to inspect the absentee applications/envelopes before they are processed.
 - The Municipal Clerk must allow **1 hour** for inspection during the first hour scheduled for processing.
 - The Municipal Clerk may start processing immediately after the inspection period has elapsed, or at the time designated on the Notice of Election, if later.
- 5. Ballot Processing and Other Procedures – 21-A M.R.S. §760-B(4)**
 - The Municipal Clerk follows absentee ballot processing procedures in Title 21-A M.R.S. §759, §760-A.
 - The procedures for handling full ballot boxes (optical scan only), pollwatching, and challenging ballots are conducted in the same manner as on Election Day.
- 6. Counting and Results Prohibited before the Close of the Polls on Election Day – §760-B(5)**
 - Ballots **may not** be counted, voter intent **may not** be determined, and election results **may not** be obtained or released until after the polls close on Election Day (and after all in-person voters have voted and all absentee ballots have been processed).
- 7. Security of Processed Ballots and Tabulating Equipment – 21-A M.R.S. §760-B(6)**

At the conclusion of early absentee ballot processing, the Municipal Clerk shall ensure:

 - the processed absentee ballots are locked and sealed in tamper-proof containers as required by the *Uniform Guidelines for Securing Ballots and Other Materials*; and
 - these locked and sealed containers must be further secured in a vault or other locked, secure location until ballots are counted after the polls close on Election Day.

Instructions for Completing Intent to Process Absentee Ballots Prior to Election Day Notice

Prepared by the Office of the Secretary of State, April 23, 2024

The *Notice of Intent to Process Absentee Ballots Prior to Election Day* provided in this mailing is **only for the purpose of notifying the Secretary of State and political parties of the municipality's intent to process absentee ballots prior to Election Day**. If a Municipal Clerk is not opting to process absentee ballots early on any of the days allowed, this Notice does not need to be completed or filed with the political parties or Secretary of State.

Early Processing Day Option(s)	Date Option(s)
Tuesday	June 4, 2024
Wednesday	June 5, 2024
Thursday	June 6, 2024
Friday	June 7, 2024
Saturday	June 8, 2024
Sunday	June 9, 2024
Monday	June 10, 2024

The steps for completing the Notice are as follows:

- 1. Complete the municipality name**
- 2. Complete the date(s) and time(s) of Early Processing**
- 3. Provide an attested copy** of the completed *Notice of Intent to Process Absentee Ballots Prior to Election Day* to the Secretary of State (Division of Elections) and the municipal chair of each political party **at least 30 days before Election Day (by May 13, 2024)**. Notice to the political parties must be mailed to the last address of each municipal chair known to the Clerk. If there is no municipal chair or their mailing address is unknown, the notice must be mailed to the state party chair of each party. Contact information for the state party chairs is provided in this mailing and posted on the Elections Temp page.

Note: *A Clerk intending to process absentee ballots before Election Day must read and comply with the Uniform Guidelines for Securing Ballots and Other Materials. The Clerk must confirm this fact and initial the indicated section on the bottom right of the Notice of Intent to Process Absentee Ballots Prior to Election Day. A copy of the Uniform Guidelines is posted on the temp site.*

Clerks intending to process absentee ballots only on Election Day before the polls have closed or only on Election Day after the polls have closed should not complete the Notice provided in this mailing. These Clerks will need to complete only the actual Notice of Election (to be provided in a future mailing).