

INSTRUCTIONS FOR OPENING THE POLLS

1. _____ Clerk delivers the election materials to the Warden. (See #10 regarding Warden’s Receipt of Ballots.) [Sec. 651(1)]
2. _____ Arrange the Voting Place: [Sec. 627]
 - ___ Ballot box is in view of persons present.
 - ___ Enough voting booths are being used to handle turnout. [Sec. 629(1)]
 - ___ Booths are arranged so those outside the guardrail can see who enters and leaves them.
 - ___ Guardrail is set so that it encloses voting activity: incoming table, voting booths and ballot box, and keeps those outside the guardrail **at least 6 feet** from the ballot box and voting booths.
3. _____ Ensure that the voting booths are functional and contain: [Sec. 629(3), Sec. 651(2)]
 - ___ A shelf for voter to use to mark ballot.
 - ___ A marker or pencil without an eraser.
 - ___ An Instructions for Marking Ballot Poster. (**REV 5/18**)
4. _____ Set up your Accessible Voting System (AVS) equipment (ExpressVote™ machine). For further information, refer to the *ExpressVote Election Day Manual – Maine 2016*. Equip one voting booth for the visually impaired with an instruction poster (**REV. 10/13**), magnifying device and an adjustable lamp. [Sec. 629(4)]. Your AVS table can be used for this voting booth.
5. _____ Set out the Incoming Voting List with red pencils or pens for the Election Clerks. Verify that all election officials have only red pens for use on election day. [Sec. 697]
6. _____ Post the following materials OUTSIDE the guardrail:
 - ___ 1 List of persons appointed as election clerks. [Sec. 503(1)]
 - ___ 1 Certified copy of the Alpha Voting List (**without** years of birth or mailing addresses) [Sec. 624(1)]
 - ___ 1 Instructions for Marking Ballot Poster (same as in voting booth) (**REV 5/18**) [Sec. 651(2)]
 - ___ 1 Sample ballot of each type. [Sec. 651(2)]
 - ___ 1 “Maine Voting Rights” poster (**REV 2009 – with American flag background**) [Sec. 651(2)]
 - ___ 1 Election Penalty Poster [Sec. 651(2)]
 - ___ 1 Citizen’s Guide to the Referendum (**Referendum Election only**) [Sec. 651(2)]
 - ___ 1 Notice regarding availability of Citizen’s Guide (**Referendum Election only**) [Sec. 651(2)]
7. _____ Ensure that the American flag is properly displayed. [Sec. 627(3)]
8. _____ Ensure ballot box and/or electronic tabulating equipment is functional and that the locks/keys work. Warden examines ballot box, shows it is empty, locks it and gives the key to the Ward Clerk/Deputy Warden to keep until the close of the polls. [Sec. 651(3)]
9. _____ Ensure that a place outside the guardrail is provided for:
 - ___ Pollwatchers and others who wish to observe, including candidates. [Sec. 681(4)]
 - ___ Petition circulators (in an area where only voters who have voted may sign). [Sec. 662(4)]
10. _____ Warden opens ballots not more than **two hours** before the polls open. [Sec. 651(2-B)]
New in 2019 – Ch. 371 Public Laws of 2019. Warden verifies the Clerk’s Count and completes the Warden’s Receipt of Ballots. [Sec. 651(1)]
11. _____ Not more than **two hours** before the polls open, install DS200 on ballot box, plug in, lift screen to power on, and press “Open Polls” button to produce “Zero Tape”. (Tabulator municipalities only)
12. _____ At the designated opening time, Warden shall permit voting to start. [Sec. 651(4)]

INSTRUCTIONS FOR CLOSING THE POLLS – PAPER BALLOTS

1. _____ **8:00 P.M.:** Warden declares the polls closed; allows all voters in the voting place to vote.
2. _____ Ensure that all absentee ballots are processed and deposited into the ballot box.
3. _____ Put the Incoming Voting List in a separate package and seal using the "Incoming Voting List Certification". **DO NOT PUT THE INCOMING VOTING LIST IN THE TAMPER-PROOF BOXES.**
4. _____ Cancel loose, unused ballots from opened packages, seal them in their delivery cartons, and label the outside of the box.
5. _____ Seal absentee materials in one or more labeled tamper-proof boxes or other containers.
6. _____ Choose teams of election clerks; give them a letter designation.
7. _____ Empty ballot box. Separate State and Municipal ballots (and County, if applicable). Sort State candidate and referendum ballots. Candidate ballots must be further sorted by style and party. Form lots of 50 ballots each - by style. Any ballots cast on the Accessible Voting Solution (AVS) should be mixed into your lots of 50.
8. _____ Count State Candidate ballots first, then State Referenda ballots. Then count county ballots, then municipal ballots. (Use the counting method approved by the Secretary of State described in the manual *Voter Registration and Elections – The Guide for Maine Election Administrators*.)
9. _____ The two election clerks counting each lot complete and sign two tally sheets for each lot of 50 ballots.
10. _____ Tally votes for all write-ins as blanks on the party tally sheets for President. **There are no declared write-in candidates for the Presidential Primary. A vote for an undeclared write-in candidate is tallied as a blank. (CANDIDATE ELECTIONS ONLY).**
11. _____ **NEW:** Lay each lot of counted ballots flat (unfolded) and place 1 tally sheet on the top of the applicable ballots. Use a large rubber band to keep the tally sheet positioned on top of the lot. **KEEP THE BALLOTS FLAT – DON'T FOLD OR ROLL THE BALLOTS.**
12. _____ Give the second tally sheet to the Warden to record totals on Warden's Total Tally Sheet.
13. _____ Warden combines tally sheet totals by completing Warden's Total Tally Sheet. One copy of the Warden's Total Tally Sheet is sealed in the tamper-proof box and the second is returned to the Clerk.
14. _____ Warden prepares the Return of Votes Cast. Warden and one other election official sign the Return.
15. _____ Warden announces results. However, the results are not official until the clerk has checked the return and made the attested copy for the Secretary of State.
16. _____ Package the voted State ballots, spoiled, void and defective ballots (if any) and completed challenge certificates in the tamper-proof boxes. **DO NOT PUT THE LIST OF CHALLENGED VOTERS IN THE TAMPER-PROOF BOXES.**
17. _____ Latch, seal and lock the container(s).
18. _____ Complete a Certification of Sealed Ballot Container for each tamper-proof box. **DO NOT PUT THE CERTIFICATIONS IN THE TAMPER-PROOF BOXES.**
19. _____ Call or email unofficial results to those who have made a request.
20. _____ Deliver the Return of Votes Cast and all other election materials to the Municipal Clerk immediately after count is completed.

REMEMBER: BOTH USED AND UNUSED MUNICIPAL BALLOTS ARE PACKAGED SEPARATELY FROM STATE BALLOTS.

Instructions aux électeurs (Candidat regulier)

Pour voter pour le candidat de votre choix, remplissez l'ovale à droite, comme ça: ●

Pour voter pour un candidat inscrit, remplissez l'ovale à droite de l'inscription et inscrivez le nom dans l'espace fourni.

Pour que votre vote compte, n'effacez pas ou ne rayez pas votre choix.

Si vous faites une erreur, demandez un nouveau bulletin.

Instructions aux électeurs (Référendum)

Pour voter pour une question, remplissez l'ovale à droite du choix OUI ou NON, comme ça: ●

Pour que votre vote compte, n'effacez pas ou ne rayez pas votre choix.

Si vous faites une erreur, demandez un nouveau bulletin.



Department of the Secretary of State

Bureau of Corporations, Elections and Commissions

Matthew Dunlap
Secretary of State

Julie L. Flynn
Deputy Secretary of State

REQUIREMENTS FOR PROVISIONAL VOTING UNDER HAVA (MAINE'S CHALLENGED BALLOT PROCEDURE)

The Help America Vote Act of 2002 (HAVA) requires Maine to have a provisional voting procedure. In section 302 (a) of HAVA, if an individual declares that s/he is a registered voter in the jurisdiction and is eligible to vote in an election for federal office, but the name of the individual does not appear on the official list of eligible voters for the voting place or an election official asserts that the individual is not eligible to vote, such individual shall be permitted to cast a provisional ballot. The provisional ballot is a “fail-safe” requirement to protect voters from errors of the registrar (such as the removal of the voter’s name from the voting list or the failure to place the voter’s name on the voting list).

Maine’s Current “Fail-safe” Voting Provisions:

Challenged Ballots. Maine has had a challenged ballot procedure (a form of provisional voting) since the 1950’s. This law has been expanded and clarified over the years. Maine’s challenged ballot procedure satisfies the provisional voting requirement in HAVA.

Election Day Registration. Additionally, Maine also has the ultimate fail-safe provision of Election Day registration, (with no length of residency requirement), which has been the law since 1973. Voters whose names do not appear on the voting list of their municipality may register to vote on Election Day, and upon showing satisfactory proof of identity and residency to the registrar, will have their names added to the voting list and be allowed to cast a non-provisional (regular) ballot. Voters who do not have satisfactory proof of identity or residency, but who assert that they are qualified to vote in the municipality by signing a completed voter registration application, will have their names added to the voting list, but will be required to vote a provisional (challenged) ballot.

Maine’s Challenged Ballot Law and Procedures [Title 21-A §673]:

Challenged ballot defined. A challenged ballot is a ballot cast by a voter whose eligibility to vote has been questioned during Election Day. [Title 21-A §1(7)]

Authority to challenge. Any voter of a municipality may challenge the right of another to vote in that municipality, if the challenger has the personal knowledge or a reasonably supported belief that an individual voter is ineligible. The municipal clerk, registrar of voters or their deputies, also have the authority to challenge voters in the course of their voter registration and election duties.

Timing of the challenge. The challenge must be made to the warden before the voter is given the ballot(s). The warden stops all further check-in of voters until that challenge is completed -- additional voters in line to check in and receive their ballots must wait until the challenge certificate is completed and the challenged voter is given the challenged ballot. Absentee ballots may be challenged in the same manner, except that the challenge must occur at the time the ballot is being processed and before it is removed from its envelope.

Continued on reverse

The challenger's responsibilities:

1. The challenger must state the challenger's name, address and party affiliation; the name of the voter being challenged; the reason for the challenge; and the specific source of information or personal knowledge on which the challenge is based. This information is recorded by the warden on the Challenge Affidavit Certificate. The challenger must take an oath before the warden affirming the truth of the challenger's statements.
2. The challenger may only challenge for one of the reasons provided in Title 21-A §673. Municipal election officials may challenge a ballot based on the following additional reasons:
 - a. A new voter, who registered to vote by mail but did not provide the proper identification before or on Election Day;
 - b. A voter who registered to vote in-person during the closed period or on Election Day, and did not show satisfactory proof of identity and residency to the registrar; or
 - c. A voter, whose name does not appear on the voting list, but who affirms that the voter is eligible to vote in the municipality. (A completed, signed voter registration application is the voter's affirmation.)

The warden's responsibilities:

1. The warden should not question or attempt to evaluate whether the reason given for the challenge is true.
2. The warden declares the challenge to be void and does not proceed if the challenger:
 - a. Is not a registered voter in that municipality;
 - b. Does not know the name of the voter being challenged;
 - c. Does not give a reason for the challenge that is outlined in the law;
 - d. Does not take the oath; or
 - e. Does not make the challenge before the voter has entered the voting booth.
3. If the challenger meets the requirements for a proper challenge, **the warden completes the Challenge Affidavit Certificate**, except for the ballot #. The warden administers the oath to the challenger. The warden and the challenger then sign the certificate. The warden completes the process, by writing the secret number on the ballot (***in the upper right corner of the front of the ballot***) and the challenge certificate. The warden returns the ballot to the voter, along with a copy of the attached document entitled "**Information for Voters Casting a Challenged Ballot in Maine**". The voter may then proceed to vote in the usual manner. Refer to instructions provided in your AVS jiffy bag for how to process a challenged ballot cast on the AVS.
4. **The warden completes the "List of Challenged Voters", which is the public record of the challenge.** This list is returned to the clerk along with the Return of Votes Cast after voting is completed, and must be submitted to the Elections Division with the Returns.

Counting Challenged Ballots [Title 21-A §737-A(10)]:

Challenged ballots are counted in the same manner as regular ballots. No decision will be made on the challenge unless a recount occurs, and the challenged ballots could affect the outcome of the election.

If you have any questions about this information, please call the Elections Division immediately at 624-7650 or 1-888-VOTESME (1-888-868-3763).

**Information for Voters Casting a Provisional (Challenged) Ballot in Maine
March 3, 2020 Presidential Primary and Special Referendum Election
*Prepared by the Office of the Secretary of State***

Municipality_____

If your eligibility to vote in this election has been challenged, you still have the right to cast a ballot.

Your challenged ballot will be counted in the same way as all other ballots on Election Night.

Before you mark your ballot and put it into the ballot box or tabulating machine, the election warden will write a secret number on it, so that it may be identified as a challenged ballot if there is a recount.

If a recount is requested at this election and there are enough challenged ballots to affect the outcome of the election, then the challenged ballots will be separated, and the basis for each challenge may be determined by the appropriate authority designated by statute or by state or federal constitution.

To learn if a recount is being conducted, if any challenged ballots are being reviewed, and how to determine the outcome of a challenge to your ballot, you may visit the Secretary of State's website at:

<http://www.maine.gov/sos/cec/elec/voter-info/index.html>

Information on recounts may not appear until after **March 10, 2020**, which is the deadline for a recount to be requested.

If you have any questions regarding the challenged ballot process or your voting rights, you may call the Division of Elections in the Office of the Secretary of State at 624-7650 or 1-888-868-3763.

**STATE OF MAINE
Challenge Affidavit Certificate**

1. **Municipality:** _____ **Voting District:** _____
2. **Election Date and Type:** _____
3. **Challenger's Name:** _____
4. **Challenger's Address:** _____
5. **Challenger's Party Affiliation:** _____
6. **Challenger is one of the following persons authorized to make a challenge:**
_____ **Registered Voter in the above-named municipality**
_____ **Municipal Clerk/Deputy Clerk** _____ **Registrar/Deputy Registrar of Voters**
7. **Name of Challenged Voter:** _____
8. **The reason the particular individual being challenged may be ineligible to vote:**

9. **The specific source of the information/personal knowledge on which the challenge is based:**

OATH

The above-named challenger personally appeared before me and made the following oath:

I swear/affirm that I am the challenger of this voter, that all the information I have provided in this challenge affidavit is true, and is made upon my personal knowledge or reasonably supported belief, and I further swear/affirm that I understand that making a false statement on this affidavit is punishable under the penalties of perjury.

Signature of Challenger

Signature of Warden

Date

Secret ballot # (assigned by Warden)

SEAL THIS CERTIFICATE IN ITS OWN LETTER-SIZED ENVELOPE AND PUT ALL COMPLETED CHALLENGE CERTIFICATES IN THE TAMPER-PROOF BLUE BOX

STATE OF MAINE LIST OF CHALLENGED VOTERS

Election Type and Election Date

Municipality _____ Ward _____ Precinct _____

NAME OF CHALLENGED VOTER	NAME OF CHALLENGER	REASON FOR CHALLENGE

NOTE: DO NOT PUT THE SECRET BALLOT NUMBER YOU HAVE DESIGNATED ON THIS FORM.

Do NOT seal this form in the tamper-proof boxes.
KEEP THIS AS A PUBLIC RECORD FOR 2 YEARS

Tape this Instructional Label to an Envelope **Handling Defective Ballots**

(Title 21-A §696(3) & Uniform Guidelines for Determining Voter Intent §I-A)

A **defective ballot** is a ballot that is not prepared in accordance with the law. Examples of defective ballots include, but are not limited to:

- Ballots that are not completely printed, or the printing is illegible;
- Ballots that are for the wrong municipality or voting district; or
- Machine ballots that are torn or crumpled, or contain a misprinted bar code.

1. Use an envelope (at least 9x12) with this label for each precinct, for segregating defective ballots.
2. If the election officials find a defective ballot on election day, they do not use it.
3. The warden, ward clerk, or deputy warden writes, in **red ink**, "DEFECTIVE" on the ballot; the reason the ballot is defective; and signs the ballot.
4. Place the defective ballot into the labeled envelope, and place in the tamper-proof box, to be sealed at the end of Election Day.

State of Maine Demonstration Ballot
December 31, 2020, Sample Candidate Election

Name of Municipality
DEFECTIVE BALLOT

Instructions to Voters

- To vote for the candidate of your choice, fill in the oval to the left, like this:
- To vote for a write-in candidate, fill in the oval to the left of the write-in space and write in the person's name.
- To have your vote count, do not erase or cross out your choice.
- If you make a mistake, ask for a new ballot.

Governor Vote for One	State Senate District 99 Vote for One
<input type="radio"/> Curtis, Kenneth M. Leeds Democrat	<input type="radio"/> Baxter, Percival Portland Republican
<input type="radio"/> Hamlin, Hannibal Paris Republican	<input type="radio"/> Chamberlain, Joshua L. Brewer Independent
<input type="radio"/> Longley, James B. Lewisburg Independent Write-in
<input type="radio"/> Write-in	County Budget Committee Vote for no more than two
United States Senator Vote for One	<input type="radio"/> Dana, John Winchester Fryeburg Democrat
<input type="radio"/> Chase Smith, Margaret Skowhegan Republican	<input type="radio"/> Dix, Dorothea Hamden Libertarian
<input type="radio"/> Muskie, Edmund Rumford Democrat	<input type="radio"/> Ford, John Cape Elizabeth Republican
<input type="radio"/> Write-in	<input type="radio"/> White, E.B. North Brooklin Non-Party
 Write-in
 Write-in

MEDEMOE2

Turn Over to Vote on Ballot Questions

Voting Indicators are missing
Melin K. Pineda
WARDEN

Typ.01 Seq.0001 Ser.01

7.7 1.0.1 © Election Systems & Software, Inc. 1981, 2002

Tape this Instructional Label to an Envelope Handling Spoiled Ballots - (Title 21-A §693)

A **spoiled ballot** is a ballot that is made invalid by the voter while voting. (For example, the voter marks the ballot incorrectly or wants to change a vote before depositing the ballot in the ballot box.)

1. Use an envelope (at least 9x12) with this label for each precinct, for segregating spoiled ballots.
2. If a voter spoils a ballot, the voter may return it to an election clerk and obtain a replacement ballot. The voter may receive up to 2 replacement ballots.
3. The warden, ward clerk, or deputy warden stamps "Spoiled by Voter, Replacement Ballot Issued" (with the State issued stamp) on the spoiled ballot and signs in the space provided. (They do not write anything on the replacement ballot.)
4. Place the spoiled ballot into the envelope. **NEW STEP:** Before the tamper-proof container is sealed (see step 5), review each spoiled ballot to determine why the ballot was spoiled (i.e. RCV race, plurality race or referendum ballot). Complete the Log of Spoiled Ballots as instructed.
5. Place the envelope in the tamper-proof box, to be sealed at the end of Election Day. **Do not seal the Log of Spoiled Ballots – Return to Municipal Clerk.**

SS District 15 SR District 85
Style No. 12-D

State of Maine Official Ballot
General Election, November 4, 2014
for
Augusta Ward 1 -1, Augusta Ward 2, Augusta Ward 4-2

Spoiled by Voter
Replacement Ballot Issued
Signed: *Tracy J. Walker*

<p>Instructions to Voters</p> <p>To vote for the candidate of your choice, fill in the oval to the left, like this: <input type="radio"/></p> <p>To vote for a Write-In candidate, fill in the oval to the left of the Write-in space and write in the person's name.</p> <p>To have your vote count, do not erase or cross out your choice. If you make a mistake, ask for a new ballot.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;"> <input type="radio"/> State Senator District 15 Vote for ONE (1) </td> <td style="width: 50%; border-bottom: 1px solid black;"> <input type="radio"/> Sheriff Kennebec County Vote for ONE (1) </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Cornell du Houx, Rebecca A. Augusta <i>Democratic</i> </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Liberty, Randall A. Clinton <i>Democratic</i> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Katz, Roger J. Augusta <i>Republican</i> </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Write-in: District Attorney District 4 Vote for ONE (1) </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Write-in: Representative to the Legislature District 85 Vote for ONE (1) </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Maloney, Maeghan Augusta <i>Democratic</i> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Davis, Kimberly Jeanne Augusta <i>Republican</i> </td> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Sullivan, Kevin P. Gardiner <i>Unaffiliated</i> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> <input type="radio"/> Doore, Donna R. 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<input type="radio"/> Write-in: Governor Vote for ONE (1)	<input type="radio"/> Davies, Richard Hallowell <i>Democratic</i>																																		
<input type="radio"/> Cutler, Elliot R. Cape Elizabeth <i>Independent</i>	<input type="radio"/> Write-in: Register of Deeds Kennebec County Vote for ONE (1)																																		
<input type="radio"/> LePage, Paul R. Augusta <i>Republican</i>	<input type="radio"/> Bustin-Hatheway, Beverly Hallowell <i>Democratic</i>																																		
<input type="radio"/> Miohaud, Michael H. East Millinocket <i>Democratic</i>	<input type="radio"/> Write-in:																																		
<input type="radio"/> Write-in: Representative to Congress District 1 Vote for ONE (1)	<input type="radio"/> Misliuk, Isaac J. Gorham <i>Republican</i>																																		
<input type="radio"/> Murphy, Richard P. Stanford <i>Independent</i>	<input type="radio"/> Write-in:																																		
<input type="radio"/> Pingree, Chellie North Haven <i>Democratic</i>	<input type="radio"/> Write-in:																																		

Turn Over Questions on Back

Typ:01 Seq:0012 Spl:01

Tape this Instructional Label to an Envelope Handling Void Ballots

(Title 21-A §696(5) & Uniform Guidelines for Determining Voter Intent §I-B)

A **void ballot** is a ballot that has been marked by a voter in a manner that shows an intent to distinguish it from other ballots for a fraudulent or dishonest purpose.

1. Use an envelope (at least 9x12) with this label for each precinct, for segregating void ballots.
2. If the election officials find a void ballot (containing a distinguishing mark) during ballot counting, they **do not count** the entire ballot. For hand-counted ballots, the void ballot would be removed from the original counting lot.
3. The warden, ward clerk, or deputy warden writes, in **red ink**, "VOID BALLOT" on the ballot; the reason the ballot is void; and signs the ballot.
4. Place the void ballot into the labeled envelope, and place in the tamper-proof box, to be sealed at the end of Election Day.

State of Maine Demonstration Ballot
December 31, 2020, Sample Candidate Election

Name of Municipality

Style No. 1-0

Instructions to Voters

- To vote for the candidate of your choice, fill in the oval to the left, like this:
- To vote for a write-in candidate, fill in the oval to the left of the write-in space and write in the person's name.
- To have your vote count, do not erase or cross out your choice.
- If you make a mistake, ask for a new ballot.

Governor Vote for One	State Senate District 99 Vote for One
<input type="radio"/> Curtis, Kenneth M. Leeds Democrat	<input type="radio"/> Baxter, Percival Portland Republican
<input type="radio"/> Hamlin, Hannibal Paris Republican	<input type="radio"/> Chamberlain, Joshua L. Brewer Independent
<input type="radio"/> Longley, James B. Lewiston IndependentWrite-in
.....Write-in	County Budget Committee Vote for no more than two
United States Senator Vote for One	<input type="radio"/> Dana, John Winchester Fryeburg Democrat
<input type="radio"/> Chase Smith, Margaret Skowhegan Republican	<input type="radio"/> Dix, Dorothea Hampden Libertarian
<input type="radio"/> Muskie, Edmund Rumford Democrat	<input type="radio"/> Ford, John Cape Elizabeth Republican
.....Write-in	<input type="radio"/> White, E.B. North Brooklin Non-Party
.....Write-inWrite-in
.....Write-inWrite-in

I voted today!
Jane Doe
(voter)

VOID
Distinguishing
Mark

Melvin K. Pahl
WARDEN

Turn Over to Vote
on Ballot Questions

MEDEMOE2

Typ:01 Seq:001 Spt:01

7.7.1.0 / -14 © Election Systems & Software, Inc. 1991, 2002

LOG OF SPOILED BALLOTS
March 3, 2020 Presidential Primary and Special Referendum Election

MUNICIPALITY _____ WARD/PRECINCT _____

This log must be used to document the number of ballots that were spoiled by voters during the election (both absentee and regular ballots) for each municipality and ward/precinct. The Municipal Clerk must either compile a combined report that includes all voting districts in the municipality or make sure that a separate report is completed and submitted for each voting district and absentee ballots.

Instructions for Completion

- In Row A, provide the total number of Referendum Ballots that were spoiled.
- In Row B, provide the total number of Candidate Ballots that were spoiled.
- In Row C, provide the total number of spoiled ballots for the election.
(Note: Row C = Row A + Row B)

A. Number of Spoiled REFERENDUM Ballots	
B. Number of Spoiled CANDIDATE Ballots	
C. Total Number of Spoiled Ballots	

Signature of Election Official Completing Log: _____

Title of Election Official: _____

**A copy of the completed log sheet must be provided
to the Secretary of State with the Return of Votes Cast,
no later than March 5, 2020.**

**This form may be duplicated as necessary and provided to
each precinct in the municipality.**

Instructions for Election Officials Regarding Overvotes (Municipalities with Paper Ballots)

- The Help America Vote Act (HAVA) requires that voters be notified about the effect of an overvote (i.e. that an overvote will not be counted). This Notice to Voters is now part of the Instruction Poster and must be provided, as follows, to meet this requirement:
 - Post a copy of the Instruction Poster in each voting booth.
 - Also post a copy of the Instruction Poster outside the guardrail.
- If a voter tells you that s/he has made an overvote or other mistake - before the voter puts the ballot into the ballot box – you may mark and segregate it as a “spoiled” ballot. Give the voter a replacement ballot and allow the voter to return to the voting booth to mark it.
- Stamp the top of the spoiled ballot, using the “Spoiled by Voter” stamp provided by the Secretary of State. The Warden or other election official signs the ballot in the space provided. Put the spoiled ballot in an envelope and tape the State-supplied “Spoiled Ballot” label to the envelope.
- **Log of Spoiled Ballots:** Before sealing the envelope containing spoiled ballots in the blue tamper-proof container, count the number of spoiled ballots. Complete the Log of Spoiled Ballots as instructed on the form and return to the Secretary of State with the Return of Votes Cast. After the close of the polls, seal the envelope containing any spoiled ballots, and put it in the tamper-proof container with other voted ballots.
- Once the voter has put the ballot into the ballot box it is too late for the voter to make any corrections by spoiling the ballot and receiving a replacement ballot.
- When counting the ballots, remember that a ballot with an overvote is marked as an “Invalid Vote” for that race, and is counted as a blank for that race only. All other races are counted if they are properly marked and show voter intent to select only one candidate in each race.
- Please ensure that all election officials working at the polls are aware of this process, and have read this notice and the notice to voters. Also, please be sure all election officials know how to label and segregate a spoiled ballot as well as how to issue a replacement ballot.

“The Maine Citizen’s Guide to the Referendum Election”

provides helpful information regarding referendum questions on the ballot. A copy is posted in this voting place here:

or ask an Election Official if you are interested.

**Please state your
name and
residence address
to the election clerk
at the voting list.**

State Election law – Title 21-A, section 671

What Goes Inside the Blue Metal Box **Hand-count Municipalities**

- **Used (Voted) State Ballots – Place ballots unfolded (flat) in lots of 50 with 1 copy of the applicable Candidate and/or Referendum Tally Sheets placed on top of the lot and secured with a large elastic band**
- **Spoiled, Void & defective State ballots (in their labeled envelopes)**
- **Envelopes containing completed challenge certificates**
- **In an envelope labeled “Warden’s Total Tally Sheet” - One copy of each Warden’s Total Tally Sheet completed**

What Does Not Go In or On The Box

Incoming Voting List (sealed separately)

Absentee Materials (sealed separately)

Return of Votes Cast

List of Challenged Voters

Certification of Sealed Ballot Container

Municipal Ballots or Tally Sheets

Log of Spoiled Ballots

**For elections questions (other than CVR) please
call the Division of Elections toll-free at:**

1-888-VOTESME

or 1-888-868-3763

**The Division of Elections will be available from
6:30 a.m. to at least 11 p.m. on Election Day.**

**For CVR questions please call the
CVR Help Desk toll-free at:**

1-877-HAVAHLP

or 1-877-428-2457

Policy for Use of Certificate of Registration

Prepared by the Secretary of State's Office – February 2020

Statutory requirements

Use of the Certificate of Registration (COR) has been required by law since at least 1985. It is described in Title 21-A sections 122(4) and (7).

The Registrar is directed to issue CORs for qualified applicants who register to vote after the Incoming Voting List (IVL) has been printed for the election. Certificates of Registration are also completed for existing voters who request changes after the IVL has been printed. A COR must be completed and issued to any voter who registers to vote or changes information on Election Day.

Creation of uniform form and procedures

The Secretary of State has determined that the Certificate of Registration, like other election documents, should be a standard form that is used uniformly by all municipalities in the conduct of all federal, state and county elections, and municipal elections where Title 21-A is followed.

The COR has been designed as a 2-part, carbonless form, measuring 4" x 6". The Division of Elections will determine, prior to each election, the number of forms each municipality should receive, and the forms will be provided in one of the scheduled pre-election mailings.

This COR form is now the only approved form to use in documenting new voter registrations and changes. The COR form that has been available in the Central Voter Registration (CVR) system has been eliminated. Municipalities are not authorized to change the design of the form.

Uniform procedures for voter registration/changes

After the IVL for an election has been printed, the following uniform procedures must be followed:

1. The **first step** is to have the voter complete a white (in person) **voter registration application**, either as a new voter or to request a change to an existing record. A COR by itself cannot be used to register a new voter or make changes to an existing voter's record – it does not contain all of the required information, and the voter does not sign the COR.
2. The Registrar **reviews** the **voter registration application** and **qualifications**, and completes the "for Registrar's Use Only" section on the back of the application.
3. If the voter registration application is complete and the voter qualifies to register to vote, the Registrar then completes the **approved, 2-part, COR form**. The top (white) copy is given to the voter; the bottom (yellow) copy is kept by the Registrar with the voter registration application. The voter is given instructions to present the COR at the IVL check-in.
4. The Registrar gives the IVL to the Clerk to deliver to the voting place. The Registrar should keep the yellow copies of the CORs in alphabetical order for ease of locating in the event the voter forgets to bring the white copy to the voting place. In municipalities with single voting places, the Registrar may wish to bring the yellow copies of the COR to the voting place along with the registration materials.

5. On Election Day, the yellow copy of the COR will be kept by the Registrar with the voter's **voter registration application**. The voter will present the white copy of the COR to the Election Clerk at the IVL table. The Election Clerk will take the white copy from the voter, and **must hand-annotate the new voter to the blank IVL addition pages (required by law, Title 21-A §122(7))**. The IVL addition pages will be kept at the end of each alpha tab, or at the beginning or end of the list, separated by alpha tab.

Similarly, voters who have requested **changes** to their existing record will be given the white copy of the COR to present to the Election Clerk. The Election Clerk will hand-annotate the change(s) to the voter's existing IVL listing above or beside the old data.

6. White copies of the COR will be kept by the Election Clerk in alpha order until the polls close. After the polls close, the white copies of the COR will be sealed in the same package with the IVL. This provides a check-and-balance process for any changes that were made to the IVL, should questions arise after the election or a recount occurs.
7. There is a box in the upper right-hand corner of the COR to indicate that the voter has been entered in CVR. After Election Day, when new voters are added and voter changes are made in CVR, check the box on the yellow form.
8. After new voters are added and requested changes are made, run a Change Detail Report. Proofread the report against the CORs, to be sure that everyone has been added to CVR that should be, and all changes have been made that were requested. This process is an important step in preparation for entering Voter Participation History (VPH) for the election.

Post-election activities

On the 6th business day after election, if no recount, the Municipal Clerk unseals the IVL and absentee materials.

- Absentee ballot data processing must be completed and proofread first.
- Entering new voters and changes must be completed and proofread next. **Please note:** you must have a **completed and signed voter registration application** in order to enter a new voter in CVR, or change an existing voter's record in CVR. You cannot take such actions based solely on a COR. If a voter registration application was not completed and signed, you must contact the voter to complete the application process.
- VPH may then be entered, following procedures developed by the Secretary of State's Office. Import Absentees, then scan barcodes or enter voter ID numbers for the voters checked off the IVL as having voted. This includes all voters printed on the IVL, and all voters hand-annotated to the IVL. Use the white copies of the COR to confirm that history is captured for all voters who voted. When done, or after each letter of the alphabet is done if you have a lot of voters, run a VPH Report and proofread against the IVL and white copies of the COR. To resolve discrepancies, consult the Change Detail Report.

Retention of CORs

After you have completed all of the post-election activities, and have proofread to confirm accuracy, match up the yellow and white copies of the COR's and keep them with the IVL for the 5-year retention period.

Instructions for Completing the Certificate of Registration

CERTIFICATE OF REGISTRATION 12 Entered in CVR

This voter has registered to vote. Pursuant to Title 21-A §122.4 and/or §122.7(A), this certificate entitles the voter to be placed on the Incoming Voting List on Election Day and permits the voter to vote. Please write the New Voter's name on the voting list as directed **OR** make the correction(s) indicated below to the voting list.

Municipality: 1 Election Date: 2

Please check all that apply: NEW VOTER ADDRESS CHANGE 3
 NAME CHANGE PARTY CHANGE

Voter's Name: 4

Previous Name (if applicable): 5

Residence (Street) Address: 6

W/P: 7 Party: 8 SS Dist: 9 SR Dist: 10 CC Dist: 11 Other: 12

Pursuant to Title 21-A §673, this voter will vote challenged ballot.

Approved by Registrar: 13 (Initials) 14 Date: 15

This voter was provided a ballot. 16
(Election Clerk Initials)

Attach the yellow copy to the voter registration card and the white copy to the IVL.

Note: A COR is completed by the Registrar **AFTER** the voter has submitted a completed and signed voter registration application, either as a new voter, or to make changes to an existing voter record.

1. Print the name of the municipality. This is important if materials need to be retrieved for a recount.
2. Print the Election Date.
3. Check the appropriate box(es) indicating why the COR was completed. This is important in the event that a question arises about the voter's registration or change request, or if there are discrepancies when Voter Participation History (VPH) is captured.
4. Legibly print the voter's complete name, as indicated on the voter registration application.
5. If the voter is submitting a request for a name change, legibly print the voter's previous name. This is important information that is needed by Election Clerks on Election Day, to conduct a proper voter search in CVR, and when VPH is captured.
6. Legibly print the voter's residence (street) address, not a mailing address.
7. Indicate the Ward/Precinct and district numbers for the voter, and indicate the voter's enrollment status. This is important information that the Election Clerks need to know when issuing ballots.
8. If the voter's ballot needs to be challenged, check the box.
9. After the certificate is completed, the Registrar must initial it.
10. The Registrar must date the certificate.
11. The white (top) copy of the COR is given to the voter. On Election Day, the voter presents the white copy to the Election Clerk at the IVL table. The Election Clerk initials the white copy and keeps it with the IVL. **The IVL must be hand-annotated with the new voter or the requested change (required by law, Title 21-A §122(7)).**
12. The Registrar retains the yellow (bottom) copy with the voter registration application. After Election Day, when new voters and changes are entered in CVR, the Registrar checks the "Entered in CVR" box.

**Follow all procedures outlined in the Secretary of State's
Policy for Use of the Certificate of Registration.**

**STATE OF MAINE
CERTIFICATION OF SEALED BALLOT CONTAINER**

Municipality: _____

Election Type and Date: _____

Voting District (Ward/Precinct): _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

The ballots were publicly sealed in the containers in accordance with the provisions of Title 21-A, Section 698.

Signature of Warden

Signature of Ward Clerk
or other Election Official

Date

Time

**A COPY OF THIS CERTIFICATE MUST BE SENT TO THE SECRETARY OF STATE WITH
THE ELECTION RETURNS AND MUST BE RECEIVED
WITHIN 2 BUSINESS DAYS AFTER THE ELECTION**

**STATE OF MAINE
CERTIFICATION OF SEALED BALLOT CONTAINER**

Municipality: _____

Election Type and Date: _____

Voting District (Ward/Precinct): _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

Container# _____ **Lock#** _____ **Seal#** _____

The ballots were publicly sealed in the containers in accordance with the provisions of Title 21-A, Section 698.

Signature of Warden

Signature of Ward Clerk
or other Election Official

Date

Time

**A COPY OF THIS CERTIFICATE MUST BE SENT TO THE SECRETARY OF STATE WITH
THE ELECTION RETURNS AND MUST BE RECEIVED
WITHIN 2 BUSINESS DAYS AFTER THE ELECTION**

Election Day Accessible Voting System (AVS) Checklist & Instructions

AVS equipment setup

- One AVS station at each voting place **must** be set up and operational by the time the polls open.
- The AVS station **must** be set up **within the guardrail enclosure**, along with all other voting booths. **Do not** set up the AVS outside the guardrail enclosure or in a separate room.
- Within the guardrail enclosure**, position the AVS station so that is easily accessible and has 5-foot clearance all around for maneuverability, for persons using wheelchairs or scooters.
- Within the guardrail enclosure**, arrange the AVS station so that a voter's privacy is maintained; the voter should be seated with the voter's back to the wall and facing out, with the privacy screen set up behind the ExpressVote.
- Use the **table**, **ExpressVote device**, **privacy screen** and **headphones** that were provided with the new AVS system.
- The AVS station needs to be located near a 3-pronged power supply, in such a way that all cables and powerstrip/extension cords are out of the area where the voter sits (preferred) or taped down so as not to cause obstruction.
- Set up the AVS as instructed in the *"ExpressVote Election Day Manual – Maine 2016"*.
- Confirm that the ExpressVote is powered on and in voting mode **before** the polls open. You may wish to have some election officials cast their votes using the AVS immediately following the opening of the polls (making sure to save some ballot activator cards for voters to use).
- Election Officials **must** be available **at all times**, **at each voting place**, to assist voters with use of the AVS.
- Call the Division of Elections (**1-888-868-3763 or 624-7650**) if you have questions or encounter a problem with the AVS setup. Staff will be available beginning at 7:00 a.m. on Election Day.
- One voting booth **must** be equipped with **enlarged instruction poster**, **magnifying glass** and **adjustable lamp** for people with visual impairments (the AVS station may serve as this voting booth).

Instructions for AVS use

- Voter checks in but does not receive an official ballot (but is given a blank activator card); do not indicate on the Incoming Voting List that the voter has requested to use the AVS. **If there is a local ballot or ballots that have been coded on the AVS, the voter is given a blank activator card for each ballot, and the election official must activate each ballot separately (one at a time) for the voter.**
- The Warden or other Election Official escorts the voter to the AVS station, helps the voter get situated, and explains the voting procedure using the AVS, if necessary. (This includes determining whether the voter wants to use the touchscreen or the assistive keypad provided or the voter's personal assistive device.)
- Have the voter insert the blank ballot activator card. **NOTE: This election requires 11" ballot cards, not the 14" cards used in prior elections.** The election official must then select the state ballot style for the voter.

Continued on reverse

- When the ballot is activated on the screen, the Election Official instructs the voter to begin voting or press the 5-sided “Home” key to listen to or view detailed voting instructions.
- The Election Official may assist the voter if requested; otherwise, the Election Official may perform other duties but stay near enough to the AVS voter to see a raised hand or hear a request for assistance.
- The voter listens to the audio ballot and makes selections when prompted or makes selections on the touchscreen. At the end of the ballot, the voter is directed to review selections and then print the ballot card if satisfied.
- The voter deposits the ballot(s) into the ballot box or tabulator.

Challenged AVS ballot procedures

- A voter using the AVS may cast a challenged ballot. The Warden follows the procedures for challenged ballots, except the secret challenge number is written on the top ½ inch of the activator card (above the bottom of the corner cut).
- The Warden must also write the same number on the challenge affidavit. The affidavit is sealed in an envelope. As for any other challenged ballot, the voter’s name must be added to the list of challenged voters, but the secret number is not put on the list.
- Voting proceeds; the printed ballot will have the challenged ballot number printed on the top of the ballot activator card. The challenged AVS ballot is processed like all other challenged ballots.

Other AVS circumstances

- A voter who makes a mistake using the AVS is entitled to receive up to 2 replacement ballots. Follow the procedures for spoiled ballots, but the Election Official must initiate the ballot each time a new ballot is issued to the voter. A ballot is considered spoiled **only if a paper ballot is printed by the voter**. If the voter ends the AVS session prior to printing a ballot, this is not considered a spoiled ballot.
- A voter may choose to end an AVS session before completing the ballot and request a paper ballot.
- AVS ballots should be mixed in with other hand-count ballots for counting (do not segregate).
- After the election, repackage the AVS equipment into the carrying case and cardboard packaging.

If you need assistance voting, you may want to try the Accessible Voting System (AVS).

Ask the Election Clerk if you are interested.

Paper Ballot Tally Sheet
March 3, 2020 Democratic Presidential Primary Election

Municipality: _____ W-P: _____

BALLOT LOT #

TOTAL BALLOTS CAST AND COUNTED IN THIS LOT: _____

CERTIFICATION

We, the undersigned election officials duly sworn, do declare that, in accordance with 21-A MRSA §695 & §698, we have publicly sorted, counted, declared, recorded and packaged the ballots contained in this lot cast at the election held on Tuesday, March 3, 2020.

Election Clerk Counting Ballots

Election Clerk Counting Ballots

THIS STATEMENT MUST BE WRAPPED AROUND THE OUTSIDE OF THIS LOT OF BALLOTS

Paper Ballot Tally Sheet
March 3, 2020 Democratic Presidential Primary Election

Municipality: _____ W-P: _____

BALLOT LOT #

TOTAL BALLOTS CAST AND COUNTED IN THIS LOT: _____

CERTIFICATION

We, the undersigned election officials duly sworn, do declare that, in accordance with 21-A MRSA §695 & §698, we have publicly sorted, counted, declared, recorded and packaged the ballots contained in this lot cast at the election held on Tuesday, March 3, 2020.

Election Clerk Counting Ballots

Election Clerk Counting Ballots

THIS STATEMENT MUST BE WRAPPED AROUND THE OUTSIDE OF THIS LOT OF BALLOTS

**Paper Ballot Tally Sheet
March 3, 2020 Republican Presidential Primary Election**

Municipality: _____ **W-P:** _____

President of the United States											Total Vote
Trump, Donald J.											
Blanks (include undeclared write-ins)											

BALLOT LOT #

TOTAL BALLOTS CAST AND COUNTED IN THIS LOT:

CERTIFICATION

We, the undersigned election officials duly sworn, do declare that, in accordance with 21-A MRSA §695 & §698, we have publicly sorted, counted, declared, recorded and packaged the ballots contained in this lot cast at the election held on Tuesday, March 3, 2020.

Election Clerk Counting Ballots

Election Clerk Counting Ballots

THIS STATEMENT MUST BE WRAPPED AROUND THE OUTSIDE OF THIS LOT OF BALLOTS

**Paper Ballot Tally Sheet
March 3, 2020 Republican Presidential Primary Election**

Municipality: _____ **W-P:** _____

President of the United States											Total Vote
Trump, Donald J.											
Blanks (include undeclared write-ins)											

BALLOT LOT #

**TOTAL BALLOTS CAST AND
COUNTED IN THIS LOT:**

CERTIFICATION

We, the undersigned election officials duly sworn, do declare that, in accordance with 21-A MRSA §695 & §698, we have publicly sorted, counted, declared, recorded and packaged the ballots contained in this lot cast at the election held on Tuesday, March 3, 2020.

Election Clerk Counting Ballots

Election Clerk Counting Ballots

THIS STATEMENT MUST BE WRAPPED AROUND THE OUTSIDE OF THIS LOT OF BALLOTS

PAPER BALLOT TALLY SHEET
March 3, 2020 – Referendum Election

Municipality: _____ W-P: _____

Referendum Question	TOTAL VOTE					
QUESTION 1 – People’s Veto						
YES						
NO						
BLANKS						

BALLOT LOT #

**TOTAL BALLOTS CAST AND
COUNTED IN THIS LOT:**

CERTIFICATION

We, the undersigned election officials duly sworn, do declare that, in accordance with 21-A MRSA §695 & §698, we have publicly sorted, counted, declared, recorded and packaged the ballots contained in this lot cast at the election held on Tuesday, March 3, 2020.

Election Clerk Counting Ballots

Election Clerk Counting Ballots

THIS STATEMENT MUST BE WRAPPED AROUND THE OUTSIDE OF THIS LOT OF BALLOTS

PAPER BALLOT TALLY SHEET
March 3, 2020 – Referendum Election

Municipality: _____ W-P: _____

Referendum Question	TOTAL VOTE					
QUESTION 1 – People’s Veto						
YES						
NO						
BLANKS						

BALLOT LOT #

**TOTAL BALLOTS CAST AND
COUNTED IN THIS LOT:**

CERTIFICATION

We, the undersigned election officials duly sworn, do declare that, in accordance with 21-A MRSA §695 & §698, we have publicly sorted, counted, declared, recorded and packaged the ballots contained in this lot cast at the election held on Tuesday, March 3, 2020.

Election Clerk Counting Ballots

Election Clerk Counting Ballots

THIS STATEMENT MUST BE WRAPPED AROUND THE OUTSIDE OF THIS LOT OF BALLOTS

WARDEN'S TOTAL TALLY SHEET
March 3, 2020 – Democratic Primary

Municipality: _____ W-P: _____

Use spaces beside the candidate names to record the number of votes from each lot or tabulator/tally tape

Ballot Lot (Letter & Number) or Tabulator Designation												GRAND/PAGE TOTAL
President of the United States												
Biden, Joseph R., Jr.												
Bloomberg, Michael R.												
Booker, Cory A.												
Buttigieg, Peter												
Gabbard, Tulsi												
Klobuchar, Amy J.												
Patrick, Deval												
Sanders, Bernard												
Steyer, Thomas F.												
Warren, Elizabeth A.												
Williamson, Marianne												
Yang, Andrew												
BLANKS												

For Warden's Use Only – DO NOT return this form to the Secretary of State's Office

Warden's Signature: _____ Date: _____

WARDEN'S TOTAL TALLY SHEET
March 3, 2020 – Democratic Primary

Municipality: _____ W-P: _____

Use spaces beside the candidate names to record the number of votes from each lot or tabulator/tally tape

Ballot Lot (Letter & Number) or Tabulator Designation												GRAND/PAGE TOTAL
President of the United States												
Biden, Joseph R., Jr.												
Bloomberg, Michael R.												
Booker, Cory A.												
Buttigieg, Peter												
Gabbard, Tulsi												
Klobuchar, Amy J.												
Patrick, Deval												
Sanders, Bernard												
Steyer, Thomas F.												
Warren, Elizabeth A.												
Williamson, Marianne												
Yang, Andrew												
BLANKS												

For Warden's Use Only – DO NOT return this form to the Secretary of State's Office

Warden's Signature: _____ Date: _____

WARDEN'S TOTAL TALLY SHEET
March 3, 2020 – Republican Primary

Municipality: _____ W-P: _____

Use spaces beside the candidate names to record the number of votes from each lot or tabulator/tally tape												
Ballot Lot (Letter & Number) or Tabulator Designation												GRAND/PAGE TOTAL
President of the United States												
Trump, Donald J.												
BLANKS												

For Warden's Use Only – DO NOT return this form to the Secretary of State's Office

Warden's Signature: _____ Date: _____

WARDEN'S TOTAL TALLY SHEET
March 3, 2020 – Republican Primary

Municipality: _____ W-P: _____

Use spaces beside the candidate names to record the number of votes from each lot or tabulator/tally tape												
Ballot Lot (Letter & Number) or Tabulator Designation												GRAND/PAGE TOTAL
President of the United States												
Trump, Donald J.												
BLANKS												

For Warden's Use Only – DO NOT return this form to the Secretary of State's Office

Warden's Signature: _____ Date: _____

WARDEN'S TOTAL TALLY SHEET
March 3, 2020 – Special Referendum Election

Municipality: _____ W-P: _____

Use spaces beside the question response (i.e. YES, NO, BLANK) to record the number of votes from each lot or tabulator/tally tape												
Ballot Lot (Letter & Number) or Tabulator Designation												GRAND/PAGE TOTAL
QUESTION 1 – People's Veto												
YES												
NO												
BLANKS												

For Warden's Use Only – DO NOT return this form to the Secretary of State's Office

Warden's Signature: _____ Date: _____

WARDEN'S TOTAL TALLY SHEET
March 3, 2020 – Special Referendum Election

Municipality: _____ W-P: _____

Use spaces beside the question response (i.e. YES, NO, BLANK) to record the number of votes from each lot or tabulator/tally tape												
Ballot Lot (Letter & Number) or Tabulator Designation												GRAND/PAGE TOTAL
QUESTION 1 – People's Veto												
YES												
NO												
BLANKS												

For Warden's Use Only – DO NOT return this form to the Secretary of State's Office

Warden's Signature: _____ Date: _____

Instructions For Packaging Election Materials
(Title 21-A Sections 689-699)

After the polls are closed and all ballots, including absentee ballots, are processed:

1. ___ **Seal the Incoming Voting List (IVL)**
 - The Warden and 2 election clerks (1 Dem, 1 Rep) sign the IVL certification
 - Place the IVL in a manila envelope, or other package, and seal with the signed certification
 - **Do not seal the IVL with the used or unused ballots**

2. ___ **Cancel and Seal Unused Ballots**
 - In red, cancel all loose, unused ballots with an “X” or stamp/write “Canceled” through the printed part of the ballot
 - Place all unused ballots (sealed packages and loose canceled ballots) in their delivery containers and seal with tamper-proof tape
 - Label the outside of the container(s) “UNUSED BALLOTS FOR (election date)”
 - **Do not seal the unused ballots in tamper-proof containers with used ballots**

3. ___ **Seal Absentee Materials**
 - Seal used absentee envelopes with the attached applications (if applicable) and sealed, rejected absentee ballots in tamper-proof or other container(s)
 - Label the outside of the container(s) “ABSENTEE MATERIALS FOR (election date)”
 - As long as your absentee materials are packaged separately from used ballots, those containers may be unsealed 6 business days after the election (if no recount is requested)

4. ___ **Label Spoiled, Defective and Void Ballots**
 - Place any spoiled, defective or void ballots in separate, labeled manila envelopes (use labels provided by the Secretary of State)

5. ___ **Package Used (Voted) Ballots (Tabulator Count only)**
 - Remove ballots from the ballot box and place into tamper-proof container(s)
 - State candidate and referendum ballots, if printed separately, may be stored in the same tamper proof container
 - **Municipal ballots must be packed in separate containers**

6. ___ **Package Machine Tape, Tally Sheet and Review Write-in Report Tape (Tabulator Count only)**
 - After completing the tally **for each tabulator or memory stick** that was used to process ballots, place the following items in a labeled envelope (use the label provided by the Secretary of State):
 - ▶ 1 copy of the signed official tape
 - ▶ 1 copy of each Tabulator Tally Sheet signed by the team of 2 election clerks that completed each tally
 - ▶ 1 copy of the Write-in Review Report tape (**Candidate Elections Only**). **Note: There are no declared write-in candidates for this election, so there will be no images on the Write-in Review Report.**
 - ▶ 1 copy of the Warden’s Total Tally sheet with the combined tallies

7. ___ **Package Auxiliary Ballots (Tabulator Count only)**
 - Auxiliary ballots that were hand-tallied must be placed in a labeled envelope (use the label provided by the Secretary of State)

8. ___ **Package Used (Voted) Ballots (Hand Count only)**
 - Place each counted lot of used (voted) STATE ballots unfolded (flat) with the tally sheet for that lot placed on top with a large rubber band in the tamper-proof container(s)
 - State candidate and referendum ballots, if printed separately, may be stored in the same tamper proof container
 - **Municipal ballots must be packed in separate containers**

Continued on reverse

9. ___ **Package Other Material (must be packaged with used (voted) ballots)**

- Place labeled envelopes containing spoiled, defective or void ballots into tamper-proof container
- Place envelopes containing challenge certificates (NOT the list of challenged voters) into tamper proof container
- Place 1 copy of the Warden's Total Tally into the tamper-proof container
- Place labeled envelope containing Tally Sheets, Tapes and other materials from #6 and auxiliary ballots from item #7, into tamper proof container(s) (Tabulator Count only)

10. ___ **Latch, Seal and Lock Tamper-Proof Container(s)**

- Check that all used (voted) ballots and materials are in the tamper-proof container and close the latch
- Double check that latch is properly fastened so that the box will not come open
- Place a numbered plastic seal through the latch hole and push it into the locked position
- Place the state issued padlock through the latch hole and lock it
- The container must be sealed so that the seal on the container must be broken before the container can be opened

11. ___ **Label Tamper-Proof Container(s)**

- Label the front and/or side of every tamper-proof container as follows:
 - Name of municipality
 - Voting district
 - Election date
 - Container number

12. ___ **Complete Certificate of Sealed Ballot Container**

- Record the container, seal and lock numbers for each container
- Up to 10 tamper-proof containers may be recorded on one form
- **Do not seal the certifications in the tamper-proof container**

13. ___ **Deliver Materials to the Clerk**

- The Warden must deliver the following materials to the Clerk **immediately upon conclusion of the ballot count**:
 - ▶ Sealed containers of used and unused ballots
 - ▶ Sealed Incoming Voting Lists
 - ▶ Sealed containers of absentee materials
 - ▶ Copies of Tally Sheets, Warden's Tally and Return of Votes Cast completed by the Warden
 - ▶ All other official paperwork and election materials

14. ___ **Material Storage and Retention**

- Used ballots and election materials in tamper-proof containers must be transferred and securely sealed into other containers for permanent storage 2 months or more following the election. The transfer must be made in the presence of 1 or more witnesses
- Referendum ballots must be retained for 2 months; Candidate ballots must be retained for 22 months
- The Incoming Voting List must be retained for 5 years
- Absentee envelopes and applications must be retained for 2 years

WARNING: To tamper with ballots or voting lists or to open or break the seal of a sealed container or package of ballots or voting lists, with the intent to change the outcome of any election, except as permitted by law, is a CLASS B CRIME.

Instructions for Completing the Hand-Count Ballot Tally Sheets (Title 21-A Sections 695-697)

The Secretary of State is required by law to design and provide uniform tally sheets to be used at the polls and to require the use of a uniform system of counting and tabulation. This document summarizes the uniform system of hand-tallying ballots.

After the polls close and all absentee ballots have been processed and placed in the ballot box, the warden will follow the Instructions for Closing the Polls – Paper Ballots, as well as these instructions for completing the hand-count tally sheets and the instructions for packaging ballots and other materials.

- ___ 1. Set up and maintain a guardrail enclosure around the ballot processing/counting area, so that observers outside the guardrail are at least 6 feet from any ballots. Election clerks count the ballots under the supervision of the warden within the guardrail enclosure. The public must remain outside the guardrail and may observe but not participate.
- ___ 2. Select teams of election clerks with one Democrat and one Republican member per team. Assign a letter designation to each team, such as “A”, “B”, “C” etc. Each team designates each lot of ballots and corresponding tally sheets with their letter, along with a consecutive number for each lot counted (e.g. A-1, A-2, B-1, etc.).
- ___ 3. Follow the Instructions for Packaging Election Materials (provided in this mailing) for packaging and sealing the IVL, the absentee materials and the unused ballots before preparing to tally voted ballots.
- ___ 4. Unlock the ballot box and empty all ballots onto a table for sorting. Teams of election clerks sort the ballots of each type (i.e. State ballots – by ballot style if applicable, county ballots, municipal ballots, etc.) into lots of 50, with one lot of each type which may have fewer than 50 ballots.
- ___ 5. Give each counting team several blank tally sheets; red ink pens or red lead pencils; and one or more lots of ballots. **Reminder:** By law, the order in which the ballots must be tallied is: (1) State candidate ballots; (2) State referenda ballots (if separate from State candidate ballots); (3) County ballots (if any); and (4) Municipal or School ballots.
- ___ 6. Each team takes one lot of ballots and puts it on the table in between the 2 team members. The team writes their letter and a consecutive number on the certification portion of the 2 tally sheets to be completed, and on the upper right corner of the top ballot in the lot. The team also writes the number of ballots contained in that lot on the certification portion of the 2 tally sheets.
- ___ 7. **Each team counts each assigned lot using the ONE (1) approved method of counting ballots - the Verbal Concurrent method, described as follows:**

The 2 members of the team count the same lot together; each completing their copy of the tally sheet. Team members concurrently review each ballot; state the office and candidate choice or question number and response verbally (i.e. Congress, Flynn; State Senate, Packard or Question 1, Yes; Question 2, No) to ensure they agree on the count; and place a hash mark in the appropriate block on their own tally sheet. When the team finishes tallying the lot, they compare the 2 tallies. If the tallies agree, that lot is completed. If there is a discrepancy, the team must recount the race or question where the count was off, and correct both tally sheets.

For more information on this counting method, please review Chapter 9, page 3 of the *Voter Registration and Elections –The Guide for Maine Election Administrators* training manual.

Continued on reverse

- ___ 8. COUNTING CERTAIN TYPES OF BALLOTS: Please refer to the “*Rules for Determining Voter Intent*”. These rules are available in Chapter 9, pages 15-20, of the *Voter Registration and Elections – The Guide for Maine Election Administrators*.
- ___ 9. Each block beside a candidate or question choice is used to tally 5 votes. There are also blocks to record blanks. Record blanks for each office and referendum question. In the last column, total the tally marks and record the numeric equivalent for that total. (For a candidate election: election clerks must tally votes for **Declared Write-in candidates** on the tally sheet for the office where the candidate is declared. Votes for **undeclared write-in candidates** must be tallied as blank votes.) **NOTE: There are NO declared write-in candidates for the March 3, 2020 Presidential Primary.**
- ___ 10. After determining an accurate tally for a lot of ballots, complete and sign the certification on the back of the 2 tally sheets. Keep the ballots **unfolded (flat)**, put one copy of the tally sheet on top of the lot of ballots (with the certification side facing out) and secure with a large rubber band.
- Note: DO NOT USE TAMPER-PROOF TAPE TO SECURE THE TALLY SHEETS TO THE BALLOT LOTS.** Also, **do not roll** the lots of ballots, simply place the tallies on top of the flat ballots and apply the rubber band to secure the tally sheet to the ballots.
- ___ 11. The Warden collects the second tally sheet for each lot and writes the totals in one column of 2 copies of the Warden’s Total Tally Sheet (i.e., put the totals from lot A-1 in the first column, the totals from lot A-2 in the second column, the totals for lot B-1 in the third column, etc.) until all lot totals are recorded on both copies of the Warden’s Total Tally Sheet.
- ___ 12. The Warden calculates the “Grand/Page Total” for each candidate/question on both copies of the Warden’s Total Tally Sheet. If more than one Warden’s total Tally Sheet is needed, the Warden adds all page totals to get a grand total for each candidate/question. Another election official must verify that the lot totals are recorded correctly on the 2 copies of the Warden’s Total Tally Sheet and that the Grand Totals are correct.
- ___ 13. The Warden calculates the “**Total State Ballots Cast**” figure by adding the total number of lots of 50 ballots, plus any odd lots. For example, if there were 8 lots of 50, plus one lot of 35, the Total State Ballots Cast would be 435 (8x50+35).
- ___ 14. The Warden and one other election official complete and sign the Warden’s Return of Votes Cast, using the figures from the “Grand/Page Total” column of the Warden’s Total Tally Sheet (or sheets), and the Total State Ballots Cast figure.
- ___ 15. One copy of the Warden’s Total Tally Sheet is sealed in the tamper-proof box with the lots of ballots and the other copy, along with the second copy of each of the tally sheets for each lot of ballots and the Return of Votes Cast, are returned to the Clerk.

Special Circumstances Application for Absentee Ballot (Required after 2/27/2020)

Instructions for Election Officials

Prepared by the Division of Elections – February, 2020

In this mailing, you have been provided with a supply of the special circumstances application forms for absentee ballots **requested after** February 27, 2020.

The deadline to **request** an absentee ballot, except for certain special circumstances allowed by law, is the close of business on the Thursday prior to an election. This includes requests to vote the ballot in the presence of the Municipal Clerk. For the March 3, 2020 Presidential Primary and Special Referendum Election, the deadline to request an absentee ballot is **Thursday, February 27, 2020**. After this deadline, a voter may request an absentee ballot **only** if the voter completes a Special Circumstances Application and indicates one of four allowable reasons to request an absentee ballot after this deadline.

- ▶ For the purpose of this law, “close of business” means the time that the municipal office in each municipality closes on Thursday, (i.e. if your municipal office is open after 5 p.m. on that day, you can continue to issue absentee ballots without this application until you close for the day). The Secretary of State strongly recommends that each municipal office be open for at least a portion of the day on February 27th to allow voters to request an absentee ballot for any reason.
- ▶ **Absentee Ballot Request (ABR) service:** The ABR service, which voters use to request an absentee ballot by electronic means, has been programmed to **shut down** at 5 p.m. Thursday, February 27, 2020. Municipal Clerks must access the ABR site after 5 p.m. on February 27th or on Friday, February 28th to check for **pending requests**. Any pending requests must be accepted (as long as the voter is otherwise eligible to receive an absentee ballot).

Special Circumstances Application. Any voter requesting a ballot, including voters who request to vote in the clerk’s presence, after the deadline (close of business on February 27, 2020) must complete the Special Circumstances Application and indicate one of the 4 reasons allowed by statute: Title 21-A §753-B, sub-section 2(D):

- 1) Unexpected absence from the municipality during the entire time the polls are open on Election Day; **or**
 - 2) Physical disability; **or**
 - 3) Incapacity or illness that has resulted in the voter's being unable to leave home or a treatment facility; **or**
 - 4) Inability to travel to the polls if the voter is a resident of a coastal island ward or precinct.
- ▶ The application must be **signed by the voter**. An immediate family member cannot sign the Special Circumstances Application for the voter.
 - ▶ The voter must indicate in the application how the ballot is to be issued (i.e. to the voter -- either in person or by mail, to an immediate family member designated by the voter, or to a 3rd person designated by the voter). Witness requirements are the same as for absentee ballots issued prior to the deadline.
 - ▶ **The Special Circumstances Application must be completed even if the voter wants to vote the ballot in the municipal office in your presence.** Prior to this deadline, a written application is not required when a voter requests to vote in the presence of the Municipal Clerk.

By signing the application, **the voter is making an unsworn oath** that all information in the application is true. Once the application is completed by the voter, the Municipal Clerk must issue the ballot in the manner requested by the voter.

NOTE: The deadline for **returning** absentee ballots has not changed. **You must continue to accept returned ballots until 8 p.m. on Election Day, March 3, 2020.**



**March 3, 2020 Presidential Primary and
Special Referendum Election
Special Circumstances Application
for Absentee Ballot
(Required after February 27, 2020)**

Application Received

(Date/Time)

Ballot Sent/Delivered

(Date/Time)

State election law requires an absentee voter to complete this application if the voter's request is received by the clerk after Thursday, February 27, 2020. The voter must meet one of the special circumstances allowed by law and indicate the reason on this application. The voter must complete and sign this application before a ballot will be issued.

1. Full Name of Registered Voter Requesting the Ballot _____

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

3. Voter's Date of Birth / / 4. Daytime Phone Number (optional) _____
 m m d d y y y y

5. Method of Delivery of Ballot to the Voter

- Issued to Voter
- By Mail to this Address _____
- By Immediate Family Member of Voter

Designated Here _____
(Name) (Relationship to Voter)

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

6. Voter must check the applicable box below indicating the reason for this after deadline request:

- I will be absent from my municipality of residence **unexpectedly** during the entire time the polls are open on election day;
- I have a physical disability;
- I am unable to leave my home or treatment facility due to an incapacity or illness; **or**
- I am a resident of a coastal island ward or precinct and am unable to travel to the polls.

I certify, under penalty of law, that the information provided on this application is true.

7. Signature of Voter _____ Date _____

8. If ballot is returned by an Immediate Family Member, the family member must sign and indicate relationship.

Signature of Family Member _____ Relationship to 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 _____



March 3, 2020 Presidential Primary and Special Referendum Election Special Circumstances Application for Absentee Ballot (Required after February 27, 2020)

Application Received (Date/Time) Ballot Sent/Delivered (Date/Time)

State election law requires an absentee voter to complete this application if the voter's request is received by the clerk after Thursday, February 27, 2020. The voter must meet one of the special circumstances allowed by law and indicate the reason on this application. The voter must complete and sign this application before a ballot will be issued.

- 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. Daytime Phone Number (optional)

- 5. Method of Delivery of Ballot to the Voter
Issued to Voter
By Mail to this Address
By Immediate Family Member of Voter
Designated Here (Name) (Relationship to Voter)
By this 3rd Person (Designated by the Voter) (Name) (Telephone #)

- 6. Voter must check the applicable box below indicating the reason for this after deadline request:
I will be absent from my municipality of residence unexpectedly during the entire time the polls are open on election day;
I have a physical disability;
I am unable to leave my home or treatment facility due to an incapacity or illness; or
I am a resident of a coastal island ward or precinct and am unable to travel to the polls.

I certify, under penalty of law, that the information provided on this application is true.

- 7. Signature of Voter Date
8. If ballot is returned by an Immediate Family Member, the family member must sign and indicate relationship.
Signature of Family Member Relationship to 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

Checklist for Submitting Warden's Returns of Votes Cast (ROVC), CVR Certification, and Other Filings to the Division of Elections following the March 3, 2020 Presidential Primary and Special Referendum Election

The Secretary of State must receive your Warden's Return(s) of Votes Cast, Certified Return of Votes Cast from CVR, and other required documents by **Thursday, March 5, 2020**. This is the 2nd business day after the election, designated in statute (Title 21-A §§711(3) and 712). If these documents are not received in this office by 5:00 p.m. on Thursday, March 5th, the Secretary of State is authorized by statute to make arrangements for a courier to retrieve them, at the municipality's expense.

The following items must be submitted for each voting district (Ward/Precinct) in your municipality:

1. **Warden's Returns of Votes Cast – (completed by the Warden on Election Night)** – The Warden's Return of Votes Cast form, including the **Total Ballots Cast**, is completed by the Warden at each voting place on election night. **The Municipal Clerk reviews each Return and submits them to the Division of Elections.** The Municipal Clerk must correct any errors that are obvious based on the tally sheets or tabulator tape. The Municipal Clerk may not change the totals recorded by the Warden but must make the correction to the attested copy with a notation of the basis for the correction. The Warden must complete three (3) Returns:
 - Democratic Presidential Primary
 - Republican Presidential Primary
 - Special Referendum Election
2. **Certified Election Results in CVR** – The Municipal Clerk must enter each Warden's Return of Votes Cast into the Central Voter Registration (CVR) database, verify the totals, and complete the certification.

After the results have been entered, proofread and certified in CVR, the Municipal Clerk must:

1. Print off the results entered (the "certification"). NOTE: If the watermark "Unofficial" is printed on the results, you have not completed the certification in CVR.
2. Sign and date the certification.
3. Submit the signed/dated certification with a copy of the paper Warden's Return(s) of Votes Cast. The Municipal Clerk must submit three (3) certified results:
 - Democratic Presidential Primary
 - Republican Presidential Primary
 - Special Referendum Election
3. **Certificate of Sealed Ballot Container** – Submit a copy of this form to the Division of Elections and retain a copy for your records. Timely submission of this form facilitates the scheduling of recounts.
4. **Log of Spoiled Ballots** (all municipalities) – This Log must be completed by an election official and submitted to the Division of Elections. If there were no spoiled ballots, indicate that on the form.
5. **Warden's Log of Opening the Ballot Box** (machine municipalities only) – If a ballot box had to be opened to either compress ballots or remove ballots to tamper-proof containers, this Report must be completed by the Warden or Municipal Clerk and submitted to the Division of Elections.
6. **Log of Early Processing** (municipalities that processed Absentee Ballots on 2/28/20, 2/29/20, 3/1/20 or 3/2/20).

These items must be submitted by **ONE** of the following methods (do not submit multiple ways):

1. As a scanned attachment to an email to cec.officials@maine.gov.
2. Fax to 287-5428 or 287-6545.
3. USPS overnight mail (101 SHS, Augusta, ME 04333) – you must use an option that will guarantee delivery by 5 p.m. on Thursday. You were not provided with a Return Envelope for this election because First Class mail is no longer an option – the Post Office now requires 5-7 business days for First Class mail delivery.
4. Delivered in person (by municipal official or courier service; 111 Sewall Street, Augusta, ME 04330).

Entering Voters in CVR Post-Election

On Election Day, do not add voters to CVR, or pull voters from other municipalities, or make voter-requested changes. You may access CVR only for look-up purposes, and for entering absentee return information. New voters must be added, and requested changes made, within 15 business days after the Election. The following guidelines are provided for entering new voters after the election:

1. New voters not already in CVR

New voters who register to vote in person at the polls on **Election Day** are entered in CVR after the election by back-dating the “Date Card Received” field in CVR to the date of the election (**3/4/20**). CVR forces you to select a Registration Type of “Election Day or Closed Period With Verification” or “Election Day or Closed Period Without Verification”. “Verification” refers to Proof of ID and Residency, not whether the federally required questions were answered or the application was signed. CVR assigns Active status, because (1) they registered in person, not by mail, and (2) if they registered on Election Day, it is presumed that they voted, and therefore must be added to the voting list as Active.

Inspection of voter registration applications before a Certificate of Registration (COR) is issued is critical; if a voter was issued a COR and allowed to vote, the voter must be entered in CVR and added to your voting list with Active status.

- A. If the voter provided Proof of ID and Residency, then the voter is entered in CVR with a Registration Type of “Election Day or Closed Period With Verification”, and status is automatically Active.
- B. If the voter did not provide Proof of ID or Residency, and did not want to use the Oath of Residency, then the voter must vote a challenged ballot. The voter is entered in CVR with a Registration Type of “Election Day or Closed Period Without Verification”, and status is automatically Active. The voter must go on your voting list as Active, because the voter was allowed to vote.
 - If no Proof of ID was provided, you will be prompted to check the box under Proof of ID that nothing was provided. The voter’s status will still be Active, but the voter’s record will be flagged on future IVLs as needing to show Proof of ID before voting.
 - If no Proof of Residency was provided, you must check the box to assign Challenged Ballot status (to the right of the status field). The voter’s status will still be Active, but the voter will be flagged on future IVLs to provide Proof of Residency before voting.

At this point, you may not send a VRAN to confirm residency – the provision for sending a VRAN applies to applications received by mail only. You may attempt to contact the voter to obtain missing information, but the voter may not be rejected in CVR.

These steps apply even if you discover after the election that the voter did not provide Proof of ID or Residency, because the voter was allowed to vote and must be added to your voting list. Do not manually select another status, such as Pending or Rejected – the voter’s status must be Active.

- C. If you discover after the election that the application was incomplete in some other way, such as federally-required questions not answered or no signature, but the voter provided Proof of ID and Residency, then you must enter the voter in CVR with a Registration Type of “Election Day or Closed Period With Verification (because “with verification” refers to Proof of ID and Residency).

You have to indicate that the questions were answered and signature was provided, even though that was not the case, in order for the voter to be added to CVR and your voting list.

As in section B above, your only recourse is to attempt to contact the voter, and to take steps to remove the voter from the voting list through the CACC process or a Registrar Hearing, if the voter does not respond.

The screenshot shows a web form titled "Registration Card-Voter Registration System". Under the "Voter Information" section, the following fields are visible: Registration Date (11-08-2016), Voter Record #, Last Name (BAGGINS), First Name (FRODO), Middle Name, and Suffix. Below these are fields for DOB (03-03-1930), Age (87yrs), Signature (with a checked box), and US Citizen (Yes). A red arrow points to the "US Citizen" dropdown menu.

2. Existing voters (voters who are new to your municipality but who already have a CVR record)

The process is similar to that for new voters, except when the records are pulled from other municipalities, you will not be selecting Registration Type. Registration Type is entered for new voters only, and does not change when a voter moves to a new municipality. Back-date the "Date Card Received" field to the day of the election (3/3/20).

Proof of ID does not change, either, unless the voter had not provided Proof of ID in the previous municipality (you can then enter Proof of ID).

You will enter the voter's Proof of Residency in your municipality.

You must follow the same procedures in sections A through C for new voters, as far as status is concerned and the steps to resolve issues.

3. Applications received by mail or 3rd person during the Closed Period

Voter registration applications received during the **Closed Period** (other than in-person) are not entered in CVR until after the election. Take the applications to the polls, and if the voter comes in to vote, the application process can be completed.

The other Closed Period applications are entered in CVR after the election by dating the "Date Card Received" field in CVR to the date after the election (3/4/20). New voters entered "without verification" (without Proof of ID or Residency) will be assigned Pending status in CVR, allowing you 15 days for the VRAN process. Existing voters pulled from other municipalities may be assigned Pending status if Proof of Residency is not provided, which also allows you 15 days for the VRAN process. If the VRAN comes back undeliverable during the allotted 15 days, you change the status from Pending to Rejected.

- A. If the application contains the voter's full name, date of birth and residence address (such that you can conduct a statewide search and enter the voter in CVR or pull the record of an existing voter), then the voter is entered in CVR.
- B. If you cannot enter the voter in CVR or do not have complete information to search for an existing record, then this process is done outside of CVR.

If the application is missing required information such as the federally-required questions or a signature, the voter should not be entered in CVR. Send a VRAN or letter explaining that the application has been rejected as being incomplete, and keep track of it outside of CVR.

This is contrary to what the CVR Guide says, but the rejection/revoke change functions have not worked as intended. **We would prefer that the incomplete applications received by mail or 3rd person not get entered in CVR** (in-person applications must be inspected while the voter is there).

If you get a completed application from the voter, then the voter will be added to CVR (or pulled from another municipality).

**For assistance with entering new registrations and changes after the election,
or for date corrections, contact the CVR Helpdesk: 1-877-HAVAHLP.**

Quick Reference Guide for Voter Statuses

Prepared by the Division of Elections

1. Active

- Voters who have submitted complete and signed applications either in-person, or by mail or 3rd person with Proof of ID/Residency.
- After a voter has been made Active in CVR and is on your voting list, you may not change the status to Pending or Rejected.

2. Pending

- Only for voters whose applications are received by mail or 3rd person and have not provided Proof of Residency.
- The pending status exists to accommodate the VRAN process to confirm residency.
- CVR changes status to Active after 15 days (the time allotted by law for the VRAN process).

Note: By law, the VRAN process is used to confirm residency for new registrations only, and must be conducted immediately upon receiving the applications. You may not use the VRAN process as a means to confirm residency outside of the 15-day period allowed by law. If you do mail a VRAN in the 15-day period following receipt of the application for the VRAN process, you have lost the opportunity to send a VRAN to confirm residency.

3. Rejected

- Pending voters (a) whose applications are received by mail or 3rd person, and (b) who were sent a VRAN to confirm residency, and (c) whose VRAN is returned by the Post Office as Undeliverable within the allotted 15 days. **This is the only circumstance in which you should change a voter's record to Rejected in CVR (see Note below).**
- You may not reject Pending voter records based on some other piece of mail that has been returned Undeliverable (there is no provision in law for that).
- You may not change a voter's status from Active to Rejected based on any other type of mail that has been returned by the Post Office as Undeliverable (there is no provision in law for that).
- The returned mail may be used as the basis to conduct a Registrar Hearing (to start the process of cancelling a voter) or to send a Change of Address Confirmation Card (CACC) (to start the process for making a voter Inactive).
- **There is no other reason authorized by law to change a voter's status from Active to Rejected.**

Note: Applications received by mail or 3rd person that are incomplete (federal questions not answered; Previously Registered section not completed; application not signed) should not be entered in CVR. Attempt to follow up with the voter outside of CVR. The rejection/revoke change feature of CVR is not working as intended, so we prefer that those applications not get entered.

4. Pending Age

- 17-year old voters.
- CVR changes status to Active on the voter's 18th birthday, and that date becomes the voter's registration date.
- Do not manually change the status before the voter turns 18; this will interfere with CVR functionality and issuing absentee ballots (if the systematic status change does not occur, CVR still sees the voter as "age pending" behind the scenes).

continued on reverse

5. Absentee Pending

- Only for people who submit a written, signed application for absentee ballot who are not registered to vote in your municipality. This is an **exception** to the Closed Period; see Title 21-A §122(5).
- Enter voter's name and address from the absentee ballot application and send ballot and voter registration application. Enter ballot request information in CVR.
- If completed voter registration application received from voter separate from the ballot, update the voter's record and change status to Active.
- If voter registration application is not received, first reject the absentee ballot record in CVR, then change the voter's status to Rejected.
- If you make a mistake and reject the voter record before rejecting the absentee ballot, you must contact the Division of Elections for the rejection to be backed out of the record.

Note: Absentee Pending status cannot be assigned to an Inactive or Cancelled voter who is already in your municipality. For those voters, you must make the voter Active and issue the absentee ballot.

6. Inactive

- Only for voters who have been sent a Change of Address Confirmation Card (CACC), and (1) the card is returned by the Post Office as Undeliverable or (2) no reply is received within 20 days (if CACC was mailed to an address outside the municipality). **There is no other reason authorized by law to change a voter's status to Inactive.**
- Voter remains in Inactive status for the period of 2 general/federal elections (4 years).
- During those 4 years, if the voter attempts to vote, votes, signs a petition or contacts the Registrar to update the voter's record, the voter's status must be changed back to Active.
- The Division of Elections runs a cancellation batch process after every general election to cancel voters who have been Inactive for 2 general/federal elections. **A municipal official is not authorized by law to change an Inactive voter's status to Cancelled, unless you receive a signed notice from the voter indicating a move or a death notice.**

7. Cancelled

- Voters who have requested, in writing, to be removed from the voting list.
- Voters who have completed BMV change cards indicating a move (unless the box is checked to not use the information to update voter registration).
- Voters who have returned responses to CACCs indicating a move outside the state or to a new municipality within the state.
- Voters who have moved to other municipalities within the state, for whom you have received notification through CVR.
- Voters who have moved outside the state, and you receive notification of registration from the new state.
- Voters for whom you have received death notices or you can otherwise verify date of death.
- Voters who have been Inactive for 2 general-federal elections (done by the state as a CVR batch process).

There are no other reasons authorized by law to change a voter's status to Cancelled. All other sources are "unconfirmed sources," which may be used only as the basis to conduct a Registrar's Hearing or to send a CACC.

Post-Election Activities Reminder & Checklist
for the 3/3/20 Presidential Primary/Referendum Election
Prepared by the Secretary of State, Division of Elections – February, 2020

1. **Election Night – Tuesday, March 3rd – Warden’s ROVC Completed & Delivered to Clerk**

- A. **Warden’s Return of Votes Cast form** – The Warden completes the Warden’s Return of Votes Cast form, including the Total Ballots Cast, and review for accuracy. Directions for calculating the Total Ballots Cast number can be found on the Tally Sheets and the Tally Sheet Instructions.
- B. **ROVC Delivered to Municipal Clerk** – The Warden delivers the Return of Votes Cast form and other materials (including copies of the Tally Sheets, Warden’s Total Tally Sheet and Tabulator Tally Tape) to the Municipal Clerk.

NOTE: Do NOT enter Voter Participation History (VPH) in CVR on Election Night. The Incoming Voting List must be sealed. There are other steps that must be completed before you enter VPH.

2. **Day after election – Wednesday, March 4th – Review ROVC/Enter in CVR, ABs, Registrations/Changes**

- A. **Review of Warden’s ROVC and Corrections** – The Municipal Clerk must review the Warden’s Return of Votes Cast and make corrections, if necessary, on a copy of the Warden’s Return.
- B. **Enter Results in CVR** – The results are entered under Activities - Election Results - ROVC Management; then printed, signed and sent to the Division of Elections with an attested copy of the Warden’s Return.
- C. **Begin Updating Absentee Records** – The Municipal Clerk must update all absentee ballot records in CVR within **5 business days** of the election, pursuant to Title 21-A §753-B(6). If you have unresolved absentee ballot records, you will be notified through Reminders. All absentee ballots not returned must be rejected with the reason “Ballot Not Received by Deadline Date”.

NOTE: All absentee records must be resolved **before you enter Voter Participation History (VPH)**, or the Import Absentee Ballot function will not capture all absentee voters.

- D. **Begin Entering New Voter Registrations and Requested Changes in CVR** – The Municipal Clerk or Registrar must enter new voter registrations in CVR within **15 business days** of the election, pursuant to Title 21-A §721.

NOTES: For Election Day registrations and changes, you must use **3/3/20 (Election Day)** as the date of registration (“Date Card Received” field in CVR) or the change date (if you use a later date, you will not be able to capture VPH for the voter in your municipality).

For voter registration applications received during the Closed Period: (1) if the voter completed the registration process and voted on 3/3/20, **use 3/3/20** as the date of registration; (2) if the voter did not come to the voting place to complete the registration process and vote, **use the day after the election, 3/4/20**, as the date of registration.

3. **2nd business day after election – Thursday, March 5th – Submit Required Documents to SOS**

Pursuant to Title 21-A §711(3), **which was amended this past legislative session**, the Secretary of State **must receive** the following documents: attested copy of Warden’s Return of Votes Cast, certified CVR Results, Certificate of Sealed Ballot Container, Log of Spoiled Ballots, and if applicable: Log of Opening the Ballot Box and Log of Early Processing.

4. **Within 5 business days of election – Tuesday, March 10, 2020 – Complete Updating Absentee Ballots**

- A. **Recount Requests** must be made **within 5 business days after the election**. If a request is made, a recount alert will be sent and election materials must be assembled for retrieval by the courier. **Please ensure that a 2nd person knows where these materials are and is available to provide them to the courier if you are unable to do so.** You must ensure that your voted ballots and materials are sealed in blue tamper proof containers, and that your unused ballots, your absentee envelopes and applications and your Incoming Voting List **are all sealed in separate, labeled packages**
- B. **Finish Updating Absentee Records & Generate Final Absentee Voter Report** – This is the statutory deadline to complete the update of absentee records in CVR, and to generate a final **Absentee Voter Report**. The Absentee Voter Report must be retained in the Municipal Clerk’s records for **2 years**.

- C. **Electronic Notification in CVR** – After updating absentee records in CVR, the Municipal Clerk or Registrar must notify the Secretary of State that this step is complete **by electronic notification through CVR** pursuant to Title 21-A §721. Electronic notification is described in your *CVR User Guide*, Chapter 9 – it is under **Internal Reports**.

The screenshot shows the 'Municipal Election Certification' page. On the left is a navigation menu with categories: Main Menu, SA Homepage, Activities, Reports, Public Reports, Internal Only Reports, Voter, List Maintenance, Petitions, Petitions-Statewide, Other, Change Detail, Election Official Information, Poll Place Issues, and Municipal Election Certification. The 'Internal Only Reports' section is expanded, showing a list of checkboxes: 'Absentee Data processing completed', 'Election Day Registration/Changes processing completed', and 'Voter History processing completed'. The 'Voter History processing completed' checkbox is checked, and a red arrow points to it from the text in the adjacent block. A 'Submit' button is visible at the bottom right of the main content area.

NOTES: (1) You must access CVR using **Internet Explorer** or **Microsoft Edge** for electronic certification – other Internet browsers will not work – the boxes will not stay checked;

(2) You must be sure to click the Submit button after checking the box; (3) to confirm that the boxes are staying checked, go off the Municipal Election Certification screen and then go back to it. If you are using IE or Edge, but the boxes are not staying checked, call the CVR Helpdesk for assistance.

- ❑ 5. **6th business day after the election – Wednesday, March 11th (If no recount) – Unseal Materials**
- A. **Unseal Absentee Materials** – The absentee envelopes and attached applications must be **kept sealed for 5 business days after the election (unless you are notified that there is a recount)** pursuant to Title 21-A §698(3-A). If no recount, the Municipal Clerk may open the box(es) containing the absentee envelopes and applications. Once unsealed, these materials must be kept in the Municipal Clerk’s Office for **2 years**.
- B. **Unseal Incoming Voting List** – The Incoming Voting List must be **kept sealed for 5 business days after the election (unless you are notified that there is a recount)** pursuant to Title 21-A §698(3). If no recount, the Municipal Clerk must unseal the list. Once unsealed, the Incoming Voting List is a public document and **must** be retained in the Municipal Clerk’s Office for **5 years**.
- ❑ 6. **15th business day after the election – Tuesday, March 24th – Complete Entering Registrations & Changes**
- A. **Finish Entering New Registrations and Requested Changes** – This is the statutory deadline to complete the entry of new registrations and requested changes in CVR. **NOTE:** To make sure that you have entered all new registrations and changes, and to confirm that you have entered them with the **correct dates** of registration or change, generate a **Change Detail Report** with a date range from the day before Election Day to the current date. Proofread the Change Detail Report against the voter registration applications that were submitted and the Certificates of Registration that were issued. Any errors found and corrected at this point will save you from having to resolve VPH discrepancies later.
- B. **Electronic Notification in CVR** – When finished entering new registrations and changes in CVR, the Municipal Clerk or Registrar must notify the Secretary of State that this step is complete **by electronic notification through CVR** pursuant to Title 21-A §721.
- ❑ 7. **No later than Wednesday, March 25th – Begin Assigning Voter Participation History (VPH)**
- A. **Begin assigning VPH.** Scanning the barcodes (on the IVL) of voters who voted in the election is the quickest way to assign VPH
- Assign the voting history for all **absentee** voters through the Import Absentee Ballots function. All absentee voters in the Absentee Voter Report whose ballots were accepted should be in the VPH Report after the import. If not, you will need to resolve the discrepancy.
 - After the absentee voters have been imported, proceed to assign VPH to the other voters by scanning in the voters who voted on Election Day, again through Multiple Voter Participation, being sure to select the correct election date and election. (You may also manually assign VPH by entering Voter ID numbers. This should also be done through Multiple Voter Participation History, so that you can import absentees.)
- B. **Proofread and Resolve Discrepancies** – As VPH is assigned in CVR, **generate VPH Reports** and **PROOFREAD** the VPH Reports against the IVL to confirm that the **same** voters who are checked off on the IVL are the **same** voters in the VPH Report.
- C. **Submit Electronic and Paper Certification of Completion** – After VPH is assigned and proofread, and all discrepancies are resolved, notify the Secretary of State by electronic notification and complete, sign and submit **paper Statement of Completion (SOC)**. The SOC will be provided in a mailing after the election.
- ❑ 8. **Within 45 business days of the election – Wednesday, May 6th – Complete VPH**
- A. **Complete VPH**
- B. **Electronic and Paper Certification of Completion** – The electronic certification in CVR must be done, and the paper Statement of Completion must be submitted to the Secretary of State’s Office.

For assistance with any of these post-election activities, call:

♦ **CVR Helpdesk Line:** 1-877-HAVAHLIP

♦ **Elections Division:** 1-888-VOTESME or 624-7650

Post-Election Activities Calendar Presidential Primary/Referendum Election 3/3/20

March						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
NEW: Election results must be submitted to SOS by 5:00 pm on 2 nd business day after election: email, fax or <u>overnight</u> delivery.		Election Day	Review ROVC; enter results in CVR; update ABs & Reg/Changes	Warden's ROVC & Certified CVR Results must be submitted to SOS by 5:00 p.m.	SOS calls Mun. Clerks who have not submitted results	
8	9 Notify SOS electronically in CVR that this has been done (Mun. Elec. Cert)	10 Statutory Deadline for updating absentee records in CVR	11 If no recount, unseal IVL and absentee materials	12	13	14
15	Do not begin assigning VPH until <u>after</u> absentees are resolved and updated, and new registrations & changes are entered and PROOFREAD.					21
22	23 Notify SOS electronically in CVR that this has been done (Mun. Elec. Cert)	24 Statutory Deadline for entering Election Day Registrations & Changes	25	26	27	28
			Allow 3-4 weeks for voter record/date corrections in order for your VPH to be completed by 5/6/20.			
29	30	31	1	2	3	4

April						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10	11
	If not started, begin entering VPH	Note: Use correct dates in CVR for new registrations & changes. See section 2-D of Post-Election Activities Reminder for correct dates to use. When done, generate a Change Detail Report and compare to VR applications and CORs.				
12	13	14	15	16	17	18
		Elections Conference - Augusta!				
19	20	21	22	23	24	25
	Patriot's Day (State holiday)					
26	27	28	29	30	1	2

May						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5	6	7	8	9
			Statutory Deadline for completing VPH	← Notify SOS electronically in CVR that this has been done; submit paper Statement of Completion.		
10	11	12	13	14	15	16
Time to issue ballots for the June Primary!!						

Activities at the Clerk's Office and Voting Place

Prepared by the Office of the Secretary of State, February 2020

The Division of Elections has been made aware that several different groups plan to be at voting places on Election Day in order to communicate with voters. You should review your training manual, *Voter Registration & Elections – The Guide for Maine Election Administrators*, for general information regarding what is allowed in the clerk's office prior to Election Day (Chapter 7, Section VII) as well as at the voting place on Election Day (Chapter 8, Section XV). This memo provides further information in regards to groups we know plan to attend at least some voting places and/or conduct other political activities prior to or on Election Day.

Posters and/or Handouts regarding Municipal Caucuses

In addition to conducting the presidential primary on March 3rd, the parties are also conducting municipal biennial caucuses in many municipalities to nominate delegates to the state convention and conduct other party business. A Party Municipal Committee may post a sign or handout flyers to voters that provide information about the date, time and location of the caucus. The sign/flyer cannot include other campaign information. We recommend that this activity also be located at the exit of the voting place and directed to voters after they have voted.

Candidate Petitions

Candidates are now circulating nomination petitions for both the June 9, 2020 Primary election (party candidates – Democratic, Green Independent and Republican) and November 3, 2020 General election – non-party candidates. While candidates are permitted to circulate petitions at the voting place, the circulator of the petition is not allowed to campaign or otherwise influence how a voter may vote on a race or question that is on the March 3rd ballot. The circulator may post a sign with only the candidate's name, party name (if applicable) and office sought.

Current election law also allows for the collection of signatures and donations to qualify as a Clean Election candidate. If a candidate requests space for this activity, they should be located with the petitioners and should approach voters only after the voter has voted.

Citizen Initiative Petitions

The list of statewide petitions currently approved for circulation is posted on our web site:

<http://www.maine.gov/sos/cec/elec/citizens/index.html>

If possible, all petitioners should be located at the exit of the voting place. Petitioners should only approach voters to ask for signatures after a voter has voted. Please review the applicable sections of your training guide as well as Title 21-A, section 682, for applicable requirements.