**29-250 DEPARTMENT OF THE SECRETARY OF STATE**

**BUREAU OF CORPORATIONS, ELECTIONS AND COMMISSIONS**

**DIVISION OF ELECTIONS**

**Chapter 525: RULES FOR ADMINISTERING THE CENTRAL ISSUANCE AND PROCESSING OF UOCAVA ABSENTEE BALLOTS**

**SUMMARY:** In order to facilitate voting by uniformed service voters and overseas voters in compliance with the federal Military and Overseas Voter Empowerment Act (“MOVE Act”), legislation was enacted authorizing the Secretary of State to centrally issue, receive and count absentee ballots for uniformed service voters and overseas voters. These rules establish procedures for the central issuance and processing of absentee ballots, including processes to provide for the examination, counting and storage of ballots in the same manner as regular absentee ballots that are issued by municipal election officials.

**Section 1. Definitions**

1. **UOCAVA voter.** UOCAVA voter means any voter covered by the *Uniformed and Overseas Citizen Absentee Voting Act*. This includes any “overseas voter” or “uniformed service voter” as those terms are defined in 21-A M.R.S. §1, sub-§§ 27-B and 46-B.

2. **Secretary of State.** References to the Secretary of State include staff of the Department of the Secretary of State authorized to perform the duties described in this chapter.

**Section 2. Issuing Absentee Ballots**

1. **Applications.** Applications for absentee ballots may be received directly from the voter as provided in 21-A M.R.S. §§ 753-A and 781-A or they may be forwarded from the municipality of residence after being received from the voter. Either the municipal clerk or the Secretary of State will enter the most recent absentee ballot request data into the Central Voter Registration system and indicate whether the voter designated electronic or mail delivery. If neither is designated, the ballot will be issued by mail provided there is a valid military or overseas mailing address on file.

2. **Issuance by Secretary of State.** State absentee ballots will be issued by the Secretary of State, in accordance with 21-A M.R.S. §753-B. The Secretary of State shall fulfill all requirements for issuing UOCAVA absentee ballots as provided in 21-A M.R.S. §753‑B, except that the Secretary of State staff shall perform the duties required of the municipal clerk.

3. **Deadline to issue ballot.** The Secretary of State shall issue a state absentee ballot for any primary, general, referendum or special federal election at least 45 days prior to the date of that election to any UOCAVA voter who has a valid absentee ballot request on file with the Secretary of State. After the 45-day deadline, the Secretary of State shall continue to issue absentee ballots upon receipt of any valid request filed with the Secretary of State.

4. **List of absentee ballots.** The Secretary of State shall create and maintain, in the Central Voter Registration System, an alphabetical list of the UOCAVA voters who requested or were furnished absentee ballots. This list shall meet the requirements of 21-A M.R.S. §753-B, sub-§6.

**Section 3. Receipt of Absentee Ballots from UOCAVA Voters**

UOCAVA voters may return their voted ballot(s) to the Secretary of State by mail or by an electronic transmission method approved by the Secretary of State. The transmission of an image of a voted ballot by e-mail or fax is an approved method of electronic transmission.

1. **By mail.** When the Secretary of State receives a return envelope apparently containing an absentee ballot the Secretary of State shall follow the procedures provided in 21-A M.R.S. §756.

2. **By authorized electronic means.** Upon receipt of one or more faxed or emailed ballot image(s) from a voter, the Secretary of State shall immediately fold the ballots so that the voting contents are concealed, place the ballots into an absentee ballot return envelope, and attach the voter’s signed affidavit to the outside of the envelope. The Secretary of State shall then follow the procedures provided in 21-A M.R.S. §756.

**Section 4. Appointment of personnel to process and count UOCAVA absentee ballots**

1. **Required personnel.** UOCAVA absentee ballots will be processed by a warden and election clerks appointed by the Secretary of State. The Secretary of State may appoint one or more deputy wardens, if needed, to assist with UOCAVA absentee ballot processing and counting.

2. **Qualifications.** Persons appointed to process UOCAVA absentee ballots must be at least 18 years of age, registered to vote and residents of the State.

3. **Appointment by Secretary of State.** Each qualified party will be asked to nominate individuals to fill each position. The Secretary of State must consider these nominations but may appoint any qualified voters to serve. The Secretary of State shall appoint a sufficient number of election clerks from each of the major parties, and may appoint election clerks who are enrolled in a minor party or who are unenrolled. All persons who serve in these positions are entitled to receive compensation at a reasonable rate as determined by the Secretary of State.

4. **Selecting election clerks to serve at an election.** The Secretary of State shall select election clerks to serve at each election from the list of appointees, unless a sufficient number is not available. The Secretary of State shall attempt to maintain a balance between the number of election clerks enrolled in each of the two major parties.

5. **Oath of office.** Before assuming the duties of office, the warden, any deputy wardens, and election clerks are sworn by a Dedimus Justice and the oath is recorded.

6. **Term of office.** Appointments of the warden, any deputy wardens and election clerks shall be made for each election.

7. **Training.** The Secretary of State will provide training to all personnel appointed to process UOCAVA absentee ballots.

8. **Vacancies.** If a sufficient number of election clerks is not available to serve at an election, the Secretary of State may appoint the necessary number of election clerks to fill the vacancies. When filling a vacancy, the Secretary of State shall attempt to appoint a person with the same enrollment status as the person who vacated the position.

9. **Persons ineligible to be appointed to process UOCAVA ballots.** The following persons may not serve in this capacity:

A. An employee of a party or candidate;

B. A person having a direct pecuniary interest in the result of a referendum question;

C. A candidate or member of the candidate’s immediate family.

1. Employees of the Legislature and elected state officials.

**Section 5: Processing of UOCAVA ballots**

Absentee Ballots received from UOCAVA voters shall be processed and counted centrally as authorized by 21-A M.R.S. §783, sub-§3.

1. **Processing Time and Location Determined by Secretary of State.** UOCAVA absentee ballots may be processed starting on the 7th day prior to election day and on election day, as needed, until all absentee ballots are processed. At least 7 days prior to the start of early processing, the Secretary of State shall determine the location and schedule for processing of UOCAVA absentee ballots. The Secretary of State also shall designate a time period prior to the starting time listed for processing for the public to examine absentee ballot applications and return envelopes. The Secretary of State shall post this information on its publicly accessible web site and provide notice of early processing by email to the state party committees.

2. **Envelopes and lists delivered.** On each day or time designated for processing UOCAVA absentee ballots, the Secretary of State shall deliver or have delivered to the personnel authorized to process UOCAVA ballots the return envelopes prescribed by 21-A M.R.S. §752, sub -§3, with the applications attached, if applicable, and a copy of the list required by 21-A M.R.S. §753-B, sub-§6.

3. **Processing procedure.** The UOCAVA absentee ballots shall be processed by the appointed personnel using the list provided by the Secretary of State. Ballots may be processed in batches if the Secretary of State provides the ballots to the authorized personnel in that manner.

A. **Signature of UOCAVA voter required.** When a UOCAVA voter is issued an absentee ballot by the Secretary of State, the voter will be issued an affidavit form. A voter who is issued an absentee ballot by mail also will be issued a ballot return envelope which includes a space for the voter’s signature. A UOCAVA voter must sign at least one of these documents (either the affidavit or the absentee ballot return envelope) in order for the ballot to be valid. If a ballot is returned by mail without a signature on either of these documents, the ballot must be rejected. A voter who returns a ballot by electronic means must sign the affidavit electronically and return it with the voted ballot in order for the ballot to be valid. If a ballot is returned by electronic means without an electronic or facsimile signature on the affidavit, the ballot must be rejected.

4. **Secretary of State to provide ballot box.** The Secretary of State shall provide an official ballot box or tabulator to be used by the personnel processing UOCAVA ballots in all state elections.

5. **Ballot receipt deadline.** In order to be valid, an absentee ballot must be received by the Secretary of State by 8 p.m. Eastern Time on election day. The ballot may be delivered by mail, in person or by an electronic means authorized by the Secretary of State.

6. **Tabulating of absentee ballots.** Personnel are authorized to hand count the ballots or use a ballot tabulator, as provided by the Secretary of State. Personnel shall count the ballots as provided in 21-A M.R.S. §§ 695‑696 and the Rules for Determining Voter Intent. If ballots are being hand-counted, the Secretary of State may designate a time, not earlier than 10 a.m. on election day, when tallying of ballots may begin. Although personnel may tally individual lots of ballots during election day, they may not combine or tabulate the results from the individual lot tallies until after 8 p.m. on election day, and after all absentee ballots received by 8 p.m. have been processed.

7. **Return of Votes Cast.** After all absentee ballots have been processed and tabulated (either by an electronic tabulator or by hand counting), the warden shall complete the statewide Return of Votes Cast provided by the Secretary of State. The Return shall be completed pursuant to 21-A M.R.S. §711.

8. **Materials returned to Secretary of State.** Voted ballots and other voting materials shall be sealed and returned to the Secretary of State once all ballots have been counted and the results publicly declared. Materials shall be sealed as provided in 21-A M.R.S. §698.

9. **Security of Voted Materials.** The Secretary of State shall take appropriate measures to ensure the safety and security of all ballots. Ballots and voting equipment must be secured in an area that is accessible only by staff of the Division of Elections or other Secretary of State personnel.

1. **Recount.** If a recount is requested for an electoral district in which one or more UOCAVA absentee ballots were cast, the Secretary of State shall notify the law enforcement personnel designated by 21-A M.R.S. §737-A, 1st paragraph, who shall take physical control of all ballots and related materials involved in the recount as soon as possible.

**Section 6: Applicability to Special Election**

For a special election conducted by the state pursuant to Title 21-A, the Secretary of State may choose to delegate any of these processes to the municipal clerks in the affected municipalities.

STATUTORY AUTHORITY:

21-A M.R.S. §783

EFFECTIVE DATE:

October 25, 2010 – filing 2010-502 (EMERGENCY)

September 17, 2011 – filing 2011-311

AMENDED:

October 12, 2014 – filing 2014-254

October 28, 2020 – section 5 sub-section 1, filing 2020-223 (EMERGENCY)

REVERTED TO 2014 VERSION:

January 28, 2021

AMENDED:

October 16, 2024 – filing 2024-235

APAO ACCESSIBILITY CHECK: July 23, 2025