

Primary Election Supplies & Ballot Guidelines

2016 Primary



Election Sets



➤ **A packet of all the forms, oaths, etc. that Election Judges will need on Election Day.**

- Each Election Judge will need one complete set.
- Make sure to list this estimate on the Primary Cost Estimate to SOS.
- You can buy these from different companies, but typically the company who formats your voting machines with your electronic ballot will also sell you Election Kits. You will need to supplement with additional supplies such as:
 - Packets of affiliation cards
 - ✦ RPT will send these your county clerk/elections admin
 - Lots of blank paper (perhaps small line tablets)
 - Notice of all uncontested Precinct Chairs at that site to be declared elected
 - Map of polling place precinct boundaries
 - Info about your Precinct and County/SD Conventions
 - Pens and pencils

Other Supplies



- Make sure to include these in your SOS Cost Estimate
 - Tape (to post signs)
 - Pens and pencils
 - Rubber stamps and ink pads (“Republican”)
 - Plastic bags for supplies
 - Envelopes for completed forms
 - Postage for Election Judge appointment letters
 - Lots of paper
 - Rulers

Supplies NOT Paid by SOS



- Signs to post outside of polls saying which precinct votes there or where a polling site has been moved if it was changed
- Sign/poster/handout encouraging the voter to attend the precinct convention

➤ **Precinct Convention Packets:**

- If your county is holding your precinct conventions the night of the primary at the polling location:
 - ✦ Given by Election Judge to the person(s) conducting the precinct convention(s).
 - ✦ All paperwork will be provided by RPT electronically prior to the Primary.
 - ✦ Judges need to be trained about distributing the packet.

Certified Lists of Registered Voters



- **The County Voter Registrar shall prepare a list of all registered voters for each election precinct who are eligible to vote in the Primary Election before Early Voting.**
- County Chairs CANNOT be charged for this list and should be given TWO copies.

Certified Lists of Registered Voters



- **A copy of each list should be kept at the polling location so that Election Clerks can stamp “Republican” next to each voter who votes in the Republican Primary Election.**
- The Election Clerk **MUST** stamp “Republican” on the Voter’s certificate or the Election Judge shall present an affiliation certificate as proof of party affiliation. This can be presented by the voter as proof of eligibility to participate in the Precinct Convention.

PAPER Ballots



➤ **PROOF, PROOF, PROOF**

- Be sure candidates' names are spelled correctly.
- Be sure the correct candidates are listed for the correct offices.
- Check to ensure proper position on the ballot from the ballot draw results.
 - ✦ Bring your sample ballot that candidates/volunteer signed or initialed at the ballot drawing to ensure proper order

➤ **Printing**

- Have sample ballots with the words "SAMPLE BALLOT" in large letters at the top of the page.
- MUST be printed on YELLOW paper.

➤ **Paper Ballot must be in English and Spanish**

- You will be provided with proper translations by SOS.

➤ **Ballot Proposals**

- To gain more info on a specific issue, the SREC may place language on the Primary Election ballot.
- This language will be included at the end of the ballot in both English and Spanish.

PAPER Ballots



➤ **Each PAPER ballot must include these 8 things:**

1. Consecutively numbering;
2. “Republican Primary Election, **March 1, 2016**”;
3. Designation as an “OFFICIAL BALLOT”;
4. The following pledge “I am a Republican and understand that I am ineligible to vote or participate in another policy party’s Primary Election or convention during this voting year;”
5. Any referenda ordered by the SREC;
6. The notation “Unexpired Term” if applicable;
7. Instructions on how to mark the ballot;
8. A place for write-in votes for the party office of County Chairman and Precinct Chairman and for declared write-in candidates whose name appear on the write-in list.

ELECTRONIC Ballots



➤ **Voting Machines – Electronic Voting**

- CEC must adopt this method.
- Contract with the County to obtain equipment.
 - ✦ Contract must be approved by SOS.

➤ **Ballots must be in English and Spanish.**

- You will be provided with proper translations by SOS.
- Proof the sample ballots provided to you by County.

➤ **Write-in Candidates**

- A supplemental portion of the ballot may be submitted in an envelope.