2020 GENERAL ELECTION Mail Ballot Written Plan, Timetable and Instructions

DUE TO THE GOVERNOR’S EXECUTIVE ORDER ON 8/6/2020, ALL 2020 GENERAL ELECTION MAIL BALLOT PLANS MUST BE RECEIVED BY THE SECRETARY OF STATE NO LATER THAN 60 DAYS BEFORE THE ELECTION WHICH FALLS ON SEPTEMBER 4, 2020. COMPLETE AND EMAIL THIS FORM TO: SOSElectionshelp@service.mt.gov. THIS DOCUMENT MAY BE AMENDED UNTIL THE 35TH DAY BEFORE THE ELECTION.

**Written Plan** | **Response**
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1. **Legal Name of Jurisdiction (County Name)** | Park County
2. **Name of County or Counties Involved** | N/A
3. **Estimated # of Electors (including Active, Inactive, and Provisional in jurisdiction; inactive voters are only provided ballots by request but should be included in estimate)** | 13,169 Electors
4. **Type of Election (e.g., trustee/director/governing body, levy, bond, creation, etc.)** | 2020 FEDERAL GENERAL ELECTION
5. **Postage to return ballot paid by:** | Election Office
6. **Describe procedures you will use to ensure security and transport of ballots** | Ballots will be deposited in locked ballot box and secured in locked area. Any transportation of ballots will be conducted by at least two officials.
7. **Ballots will be printed based on precinct, ward, or district** | Precinct
8. **For school elections, specify signature verification procedures:** | Not Applicable; not a school election

**Timetable**

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| August 11, 2020 | Date applicable documents sent to the governing body (No date set by law, but should be no later than 60 days before election. Documents include: 1) written plan, 2) statement of decision to conduct election by mail, 3) list of reasons for decision; and 4) statement regarding right of governing body to object under 13-19-204.)
| August 11, 2020 | Actual date of submission of plan, timetable, and instructions to Secretary of State (Must be received by Secretary of State by 5pm, on September 4, 2020 before election per Governors Executive Order – Directive on 8/6/2020.)
| September 9, 2020 | Last day for governing body to opt out of mail ballot (no later than 55 days before election – if the election is on a Tuesday, the last day to opt out is a Wednesday)
| October 23, 2020 | Secretary of State approves, disapproves or recommends changes to plan within 5 days of SOS receipt of plan
| October 9, 2020 | County election administrator publishes notices at least 3 times in the 4 weeks before the close of regular registration specifying close of voter registration and availability of late registration (For all non-school and school elections, to be published by the county election administrator at least 3 times in the 4 weeks preceding the close of registration, once per week. School clerks running school elections will need to coordinate with the county election administrator to have the county election administrator publish the notices of close of registration. 13-2-301)
| October 9, 2020 | Publish notice of election (All non-school elections: 13-1-108, MCA; school elections: 20-20-204, MCA. For school elections, notice must be published at least once between 40 and 10 days before the election in a newspaper (if there is one in the district) and in 3 public places in the district, and for 10 days prior to the election, on the district’s website, if the district has an active website)
| October 26, 2020 | Close of regular voter registration (10 days before election per Governors Directive – Executive Orders 862020 move to following business day as the 10th day falls on a Saturday)
| October 27, 2020 | Beginning of late voter registration (applicable to all elections) (Late registration opens for all elections the day after the close of regular registration)
| October 9, 2020 | Specific date on which ballots will be mailed (Governors Executive Order states must be mailed 25 days before election day)
| November 3, 2020 | Election Day

Additional Information (to access the sections of law below, visit https://leg.mt.gov/bills/mca/index.html):

N/A

**Affirmation:**

By entering my name on the line below, I affirm that I will conduct the election according to the written plan and timetable for conducting the election. I understand that any undeliverable ballots must be filed securely, retained and available for electors to vote and that I must attempt to contact electors whose ballots are undeliverable. If such electors cannot be contacted otherwise, electors in odd-year elections will be mailed a notice and the guidelines in 13-19-313, MCA and ARM 44.3.2710 will be followed. (For school trustee elections: If a school trustee election is cancelled for any reason, I understand I must follow the deadlines and process in 20-3-313 MCA.)

**Mariza H. Reddington**

Name(s) of Election Administrator(s) Conducting Election

Complete the above plan, timetable and the instructions below and email to: SOSElectionshelp@service.mt.gov. REVISED August 6, 2020
VOTE YOUR BALLOT
✓ Completely fill in the oval for each race using only black or blue ink pen.
✓ Vote all columns, both sides, and all pages of the ballot. Skipping a race will not invalidate your ballot.
✓ Do not make an X, \(\triangle\), or another mark.
✓ Do not cross out, erase, or use correction fluid.
✓ Do not make any identifying marks on your ballot.
✓ Do not mark more choices than allowed for each race (overvote). Overvoted races are NOT counted.
✓ To write in a candidate’s name, completely fill in the oval next to the line and print the name in the blank space.
✓ If you make a mistake or spoil your ballot, request a replacement from your county election office.

PREPARE BALLOT TO SEND
✓ Place voted ballot in the SECRECY ENVELOPE and seal the envelope.
✓ SIGN the voter affirmation on the Return Signature Envelope.
✓ Do not sign for another person.
✓ Failure to sign may invalidate your ballot.
✓ If your signature does not match your signatures on file, the ballot may be rejected.
✓ Place the Secrecy Envelope containing your VOTED ballot into the Return Signature Envelope and seal the envelope.

RETURN BALLOT
Mail your ballot: The Postal Service recommends you mail your ballot at least one week before the election; or you may drop your ballot off at your county election office:

PARK COUNTY ELECTION OFFICE
414 E CALLENDER ST
LIVINGSTON, MT 59047

Ballots must be RECEIVED at the election office by 8 p.m. on Election Day, November 3, 2020. A postmark is not accepted. If you mail your ballot make sure there is enough time for it to reach your election office.

TRACK YOUR BALLOT
View the status of your absentee ballot and the Voter Information Pamphlet on the “My Voter Page” at: https://app.mt.gov/voterinfo/

MILITARY/OVERSEAS VOTERS: Active-duty absent military or overseas citizens can register and vote electronically. See sosmt.gov or Montana Electronic Absentee System (MT EAS) at www.vote4montana.us.

ASSISTANCE FOR VOTERS WITH DISABILITIES: There are options for voters with disabilities including equipment for individuals with visual and mobility impairments. Contact your county election office for more information.

IF YOU HAVE QUESTIONS CONTACT YOUR COUNTY ELECTION OFFICE:

Phone: (406) 222-4110   Fax: (406) 222-4139

Email: elections@parkcounty.org