


# PRESIDENTIAL NOMINATION PRIMARY Election Judge Supplemental Guide



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Secretary of State

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# Election Judge Supplemental Guide Overview

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## About This Supplemental Guide

This supplemental guide is a reference for election judges serving in the Presidential Nomination Primary (presidential primary or PNP) and focuses upon procedures specific to the presidential primary.

Sections will have citations referencing relevant election laws (Minnesota Statutes or M.S.) or election rules (Minnesota Rules or M.R.). Find the full text of election laws and rules at the [Election Laws](https://www.sos.mn.gov/election-administration-campaigns/election-administration/election-laws/) webpage on the Secretary of State's website (<https://www.sos.mn.gov/election-administration-campaigns/election-administration/election-laws/>).

The administration of the Presidential Nomination Primary is like the administration of the state primary held in August of even-numbered years. For this reason, election judges need to refer to the current Election Judge Guide for most presidential primary administration processes and procedures. However, there are a few notable differences outlined in this guide. Use this guide as a *supplement* to the current Election Judge Guide.

It is important to note that your local election official may provide you with **additional instructions and forms specific to *their* administration of a state primary**.

Related statutes and rules: [M.S. 207A.12](#); [M.R. 8215.0100](#); [8215.0600](#)

## Follow Local Instructions

Like all Minnesota state elections, local jurisdictions manage the administration of this primary.

While all jurisdictions follow the same set of election laws and rules, there is more than one way to complete elections tasks. You may find that the instructions in this guide vary from those provided by your local official. When in doubt, **follow the instructions provided by your local official**, or call your **local official** for clarification as needed.

**Bring this Supplemental Guide *and* the Current Election Judge Guide to the polling place on the day of the Presidential Nomination Primary.**

You are not required to memorize all the details of every election procedure. You are expected to know of resources to refer to when you have questions. Review both election judge guides before Election Day. You may also download copies directly from the [Election Guides](https://www.sos.mn.gov/election-administration-campaigns/election-administration/election-guides/) webpage on the Secretary of State's website (<https://www.sos.mn.gov/election-administration-campaigns/election-administration/election-guides/>).

# Election Judges Overview

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## Presidential Nomination Primary Code of Conduct

Presidential Nomination Primary election judges are expected to conduct themselves under the same code of conduct expected for all elections held in the State of Minnesota.

Because voters will note their political party choice to election judges when they vote in this primary, care and discretion is required of election judges to keep that choice as private as possible in the polling place.

All election judges must keep in mind that a voter's party ballot choice has been deemed private by state statutes and cannot be communicated to anyone other than certain election judges in the polling place for the express purpose of ensuring the correct ballot is given to the voter.

A voter's political party ballot choice cannot be shared with anyone else within or outside the polling place on Election Day or after.

**Important:** The major political party choice of a voter (absentee or polling place) has been deemed private by state law ([M.S. 207A.12, subd. \(b\)](#)). Willful disclosure (before, during & after Election Day) of a voter's major political party ballot choice to anyone other than those authorized by law is a crime under [M.S. 13.09](#); civil penalties may also be imposed upon the individual as well as the municipality under [M.S. 13.08](#) and [13.085](#).

Election judges are not to question or "challenge" a voter's stated political party ballot choice.

Related statutes or rules: [M.S. 207A.12\(b\)](#)

## Presidential Nomination Primary Election Judge Qualifications and Training

Election judges serving in the Presidential Nomination Primary must meet the same qualifications to serve in any election in the State of Minnesota. The governing body of the municipality or the county board appoint presidential primary election judges.

Election judges serving in the presidential primary must have received election judge training and certification within two years of the presidential primary election date.

Head judges and health care facility judges are required to have completed an additional hour of training related to those job duties within two years of the presidential primary election date. Judges assigned to an absentee ballot board must also receive extra training.

Student trainee judges may serve in the presidential primary.

Local election officials keep proof of election judge training on file. Refer questions of your certification status to the local election official.

**All election judges serving in the Presidential Nomination Primary are required to complete an *additional* one-hour training course within 60 days of the presidential primary election date that focuses upon processes and procedures that are unique to its administration.**

Related statutes and rules: [M.S. 204B.19](#); [M.R. 8215.0600](#); [8240.2100](#)

## **Presidential Nomination Primary Polling Place Assignments**

Like other elections held in the State of Minnesota, you will likely be assigned to work in a precinct in or near where you live, though local election officials can ask you to serve elsewhere.

Like all elections held in the State of Minnesota, election judges are appointed to polling places at least 25 days before the election (unless additional workers are needed). Apart from Head Judges, you may serve for all or parts of the Election Day, at the discretion of the local jurisdiction.

Related statutes or rules: [M.S. 204B.21](#); [204B.22, subd. 1\(b\)](#)

## **Number of Election Judges for the Presidential Nomination Primary**

Each presidential primary precinct is required to have a minimum of three appointed election judges.

At least two election judges must represent different major political parties (there are three major parties in the State of Minnesota: Legal Marijuana Now, Republican, Democrat-Farmer-Labor). No more than one-half of the judges can be from the same major political party. Partisan affiliation does not apply to student trainee judges.

An election judge who wishes to state that they do not affiliate with any major party may serve in the presidential primary. They are required to provide to the appointing authority a statement that they do not affiliate with any major political party. Election officials can only appoint “unaffiliated” election judges who have signed the statement.

An election judge’s major party affiliation or their statement that they are “unaffiliated” with any major party is only shared with other election judges assigned to the precinct for the presidential primary.

Related statutes or rules: [M.S. 204B.19, subd. 5](#); [204B.21](#); [204B.22](#)

## **Preparing for the Day of the Presidential Nomination Primary**

### **Election Emergency Plans**

The Presidential Nomination Primary held in early March in the State of Minnesota holds the risk of extreme winter weather events. Election judges need to know the county and/or local election official’s election emergency plan and prepare to implement the plan when needed. There are no provisions in law allowing for the postponement or cancellation of the Presidential Nomination Primary.

Related statutes and rules: [M.S. 204B.181](#)

### **Time Off from Work**

State law allows you to receive time off from work to be an election judge for the Presidential Nomination Primary.

Please review [M.S. 204B.195](#) for more details regarding an employee's ability to have time off from work to serve as an election judge.

If you are a Minnesota resident but your work location is in another state (i.e., Iowa, North Dakota, etc.), please discuss with your human resources department the applicability of Minnesota state elections law to their organization.

**Note:** Federal employees should discuss with their human resources department the applicability of [M.S. 204B.195](#) to their organization.

Related statutes or rules: [M.S. 204B.195](#)



# The Polling Place

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## General Advice for Polling Place Setup

The polling place for the Presidential Nomination Primary is set up the same as any other election in the State of Minnesota.

## Overall Polling Place Voting Privacy

Arrange the roster and registration table(s) so that a voter's major political party choice is not easily seen or heard by anyone other than the election judges providing voter receipts and distributing the correct ballot.

- Make sure to cover other voters' information including party choice and any challenges on a paper roster page. Methods vary for creating a privacy barrier. If needed, consult your local elections official for guidance.
- Make sure rosters (electronic or paper) are turned away from the public, the screen goes dark, or the binder covers are closed when not in use.
- Make sure the separate stacks for each major party's ballots are not easily recognized by others when given to a voter. There can be a delicate balance between privacy and transparency with this process. Do your best to keep a voter's ballot choice secret, while also not appearing to conceal anything.
- Do not announce what party choice a voter has made. For example, point to the ballot and ask if this is the correct choice, rather than saying aloud a specific party choice.
- Make sure that voter receipts are placed face down in a tray or on a spindle.
- Make sure that ballot secrecy covers are large enough to cover the entire ballot including the header that lists the major political party ballot choice in bold and large font type.

## Voting Stations

Arrange the voting stations with privacy in mind. Others nearby should not be able to see how someone is marking their ballot and extra care should be given so that the ballot's header with the party's name cannot be easily seen.

Provide voters using a table-height booth or a ballot-marking device with the same level of privacy as others.

**Note:** Voters are *not required* to use a voting station/booth to vote their ballot. If they do not want to wait for a voting station to become available, offer them other areas within the voting room (i.e., a built-in countertop) that offer some level of privacy. It is the voter's choice of where they would like to vote the ballot *within* the voting room.

Related statutes and rules: [M.S. 204C.17](#); [207A.12\(b\)](#); [M.R. 8230.0250](#)

## Presidential Nomination Primary Instructional Materials

In addition to the posters and signs used for all state elections, there will be a set of presidential-primary-focused instructional materials. The additional materials' purposes are to inform voters of the unique processes and procedures of the presidential primary.

There is a large-font, presidential-primary-focused privacy warning page in the Appendix that should be placed at the registered voter roster and the Election Day registration table(s).

Related statutes and rules: [M.S. 204B.27, subd. 3](#); [204C.06, subs. 3 & 4](#); [204C.08](#); [M.R. 8200.5800](#); [8215.0300, subp. 3](#)

## Preparing Presidential Nomination Primary Ballots in the Polling Place

### 1. **Certify that there are ballots for each of the major parties and the *total* number of ballots provided to the precinct.**

All precincts will have multiple styles of ballots (one for each major party). There will be at least one pack of ballots for each of the major parties that are participating in the Presidential Nomination Primary.

To certify the beginning ballot count, review and count the number of ballot packs present. You will be informed of the major parties participating in the Minnesota presidential primary. Then count the total number of ballot packs.

The ballots are wrapped in packs of 25, 50 or 100 ballots.

Unopened ballot packs are considered to have the number of ballots marked on the packet.

Record the results on the form provided in your supplies.

*A major party may choose to not participate in the Presidential Nomination Primary. If a major party chooses not to participate, no ballots from that party will be distributed.*

### 2. **Confirm that your precinct's paper ballots match the ballot counter's precinct name, candidate names, and candidate order.**

Your polling place will have multiple ballot styles (for each major party) and some polling places contain multiple precincts (shared/combined polling places).

Confirm and prepare a supply of ballots for each style needed. Contact your local election official immediately if there are any problems.

### 3. **Count ballots in each packet.**

You will need to open a pack for each ballot style for each precinct within the polling place to begin the day.

It is common for a pack to have less than or more than the number of ballots listed on the package (for example, it might have 23 ballots instead of 25).

A judge must carefully count each pack when opened throughout the day. Fan the ballots to be certain that two or more are not stuck together. Record any discrepancies (for example +1 or -2) in the Incident Log.

Some jurisdictions provide an additional, separate form for tracking ballots during the day.

4. **Initial each ballot.**

After counting the ballots, two judges must write their initials on each ballot given to a voter. Be careful not to make any other marks on the ballot. Initial lines are usually in the top corner of the ballot.

Any two judges may perform this task—judges from two different major parties are not required.

5. **Open ballot packs only as needed.**

To ensure ballot orderliness and security, do not open more packs than necessary for voting. Start with a modest supply and open more packs only as needed during the day. Store the remaining ballot supply in a secure place until needed.

Notify the Head Judge if the ballot supply becomes low. Pay careful attention to ballot supplies for each major party participating in the presidential primary.

6. **Take out a supply of secrecy covers.**

Polling places using a precinct ballot counter **must** offer a secrecy cover to voters. The voter can place their ballot into this folder for privacy while moving around the polling place. It prevents other voters from seeing their vote choices.

The secrecy folder should cover the header of the presidential primary ballot because it lists the major party name of the voter's ballot in large and bold lettering.

**Reminder:** It is the choice of the voter if they wish to use a secrecy cover or not. If supplies run low, offer the choice to voters. Use of the secrecy cover is at the voter's discretion. Election judges are not to prohibit voters from voting if the voter does not wish to wait for a secrecy cover to become available.

Related statutes and rules: [M.S. 204C.09](#); [207A.13\(b\)](#); [M.R. 8230.0560](#); [8230.0570](#); [8230.0580](#); [8230.0650](#); [8215.0200, subps. 1 & 2](#)

# Election Judge Duties and Responsibilities

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All roles and duties of election judges serving in the Presidential Nomination Primary are the same as any other election in the State of Minnesota.

This section will list the duties of election judges that are different or unique in the administration of the presidential primary.

## **Greeter Judge**

Greet and guide voters to the correct pre-registered and/or registration table.

Inform voters they will note their major party ballot choice to an election judge before receiving a ballot.

Inform voters they will receive a ballot that only includes the candidates for president of that major party ballot choice and once the voter has marked their party preference either on the paper roster page or on the electronic roster screen and pressed submit, they cannot change their mind.

If there are questions, direct voters to informational posters in the polling place. If there are further questions after review of the informational posters, refer the voter to a head election judge for further explanation.

Related statutes or rules: [M.R. 8200.5800](#); [8215.0300](#)

## **Roster Judge**

### **Paper Rosters**

Ask for a voter's name (and address if needed to determine the correct voter). Find the name on the paper roster page. Confirm the correct voter is found and the voter is eligible to proceed (e.g., no roster notations that require further action before voting).

When a paper roster is used, cover the challenge information of and major party ballot choice of other voters listed on the page. Turn the roster page to face the voter and direct the voter to read the entire certification statement (additional language for the presidential primary "I am in general agreement with the principles of the party for whose candidate I intend to vote" is included). If eligible, instruct the voter to sign the roster page and mark their party's ballot choice. The voter is given a voter receipt after signing and choosing a major party on the paper roster page. The election judge writes the initials of the party choice on the receipt.

The ballot judge will use this receipt to give the voter the correct party's ballot. Have the voter confirm that the correct party ballot choice is listed on the voter receipt before proceeding. Once a party choice is selected on a roster, it cannot be changed or modified, if an administrative error has occurred, refer the voter to a head judge for resolution.

If a voter refuses to provide a major party ballot choice or states that they are “unaffiliated” with any major party in our state, explain to the voter that they are not eligible to vote in this presidential primary. If they continue to refuse to provide a major party ballot choice, direct them to review the presidential primary instructional posters. If after a review of the informational posters, a voter continues to refuse to provide a major party ballot choice, refer the voter to a head judge for further explanation.

Voters *cannot* participate in the Presidential Nomination Primary without declaring a major party preference.

### **Electronic Rosters**

Ask for a voter’s name (and address if needed to determine the correct voter). Find the name using the electronic roster. Confirm that the correct voter has been found and the voter is eligible to proceed (there are no roster notations that require further action before voting).

When an electronic roster is used, the voter will select their party ballot choice on one of the screens. Once the voter has made their choice, print the voter receipt that will include the party ballot choice of the voter and the entire presidential primary certification statement (additional language) and direct the voter to read it. Have a large-font version of the certification statement (Appendix) available if voters are not able to read the smaller print found on the voter receipt. If eligible, the voter will sign the voter receipt.

The voter receipt must include the major party ballot choice before a ballot is given to the voter by the ballot judge. Have the voter confirm that the correct party ballot choice is listed on the voter receipt before proceeding.

If a voter refuses to provide a major party ballot choice, explain to the voter that they are not eligible to vote in this presidential primary. If they continue to refuse to provide a major party ballot choice, direct them to read and review the presidential primary instructional posters.

Allow voters a reasonable amount of time to read the information and the ability to change their mind and provide a major party ballot choice.

If a voter continues to refuse to provide a major party ballot choice, refer the situation to the head judge.

**Note:** If a voter who is listed on the pre-registered electronic roster is required to complete an Election Day Registration (i.e., change of name, address, etc.), make sure to have the head judge remove the “check in” from the pre-registered electronic roster. That way voting activity is not wrongly recorded (“duplicated”) in both the pre-registered and registration electronic rosters.

Related statutes or rules: [M.S. 204C.10](#); [M.R. 8215.0300](#); [8230.0650](#)

**Roster judges:** Please read the section titled **Roster Data Including Major Party Ballot Choice is Private** found later in this section.

### **Registration Judge**

A voter is required to meet the same eligibility qualifications to register to vote on Election Day of the presidential primary like any other election held in the State of Minnesota. In addition, a presidential primary voter is required to note their major party ballot choice. The choice must be marked on the paper roster, electronic roster and voter receipt before a ballot is given to the newly registered voter.

**Note:** If a voter who is listed on the pre-registered electronic roster is required to complete an Election Day Registration (i.e., change of name, address, etc.), make sure to have the head judge remove the “check in” from the pre-registered electronic roster. That way voting activity is not wrongly recorded (“duplicated”) in both the pre-registered and registration electronic rosters.

### **Roster Abbreviations for Current Major Political Party Names in the State of Minnesota**

LMN = Legal Marijuana Now

R = Republican

DFL = Democratic-Farmer-Labor

### **One-Letter Abbreviations for Current Major Political Party Names in the State of Minnesota**

L = Legal Marijuana Now

R = Republican

D = Democratic-Farmer-Labor

### **Roster Data Including Major Party Ballot Choice is Private**

The roster contains private information. Election judges should not examine paper or electronic roster data other than what is necessary to assist the voter before them.

The only time a voter can see the paper roster page (containing other voters’ private information) is at the time when they must sign their name.

Election judges must conceal paper roster challenge notations and the major party ballot choice of voters from the view of other voters. Voters should not view the electronic roster voter receipt of another voter, as it will include the voter’s major party ballot choice.

Confirm with the head judge the procedures used in the polling place to conceal paper roster notations and secure electronic roster voter receipts.

There is large-print, presidential-primary-focused privacy warning page in the Appendix that should be placed at the roster and registration table(s).

**Important:** Because the major political party choice of a voter (absentee or polling place) has been deemed private by state law ([M.S. 207A.12, subd. \(b\)](#)). Willful disclosure (before, during & after Election Day) of a voter’s major political party ballot choice to anyone other than those authorized by law is a crime under [M.S. 13.09](#); civil penalties may also be imposed upon the individual as well as the municipality under [M.S. 13.08](#) and [13.085](#).

## Demonstration Judge

In addition to demonstrating how one votes an optical scan ballot, demonstration judges should also explain to the voters the unique features of the Presidential Nomination Primary ballot:

- The ballot will be specific to the party chosen at the roster or registration station.
- One of the candidate choices might be “uncommitted.”
- A write-in area might be present on the ballot. The party chair chooses if write-ins will be included on their ballot.

If a voter has questions about what the word “uncommitted” means on their party’s presidential primary ballot, we suggest the following statement:

*If a voter chooses “uncommitted” on their major party’s presidential nomination ballot, they are telling the party that they wish for the delegates to be sent to their national nominating convention without being “bound” to cast their vote(s) for any one of their party’s candidates. If you would like further information about your party’s choosing of delegates and/or their national nominating convention, please speak with your party’s representatives.*

If voters have any questions about why certain items are on their party’s ballot or why some items are on one party’s ballot and not another’s, please refer them to their party’s representatives.

Related statutes and rules: [M.S. 204C.13](#)

## Ballot Judge

The ballot judge counts and tracks packs of ballots, collects registered voter receipts, and issues ballots. The ballot judge for the presidential primary ensures that there is at least one ballot packet for each of the participating major parties present. The ballot judge should pay careful attention to the ballot supplies of each major party and if the supply seems low, they should notify the head judge as soon as possible.

Voter receipts, whether from an electronic roster or given to voters who signed a paper roster, contain private information of voters including their major party ballot choice and should be kept in a location on the ballot judge’s table so the information is not easily viewed by others.

**Note:** The presidential primary precinct summary statement only needs to record the total number of ballots (of all major parties) delivered to the polling place at the beginning of voting and the total number of ballots returned at the end of voting. Supply totals by individual major party ballot do not need documentation on the precinct summary statement.

## Spoiled Ballots

If a voter spoils their ballot, they may request a replacement ballot. However, the ballot *must* be the *same* party ballot choice certified on the roster. A voter is *not able* to change the choice of their major party ballot once they have signed the roster/voter receipt and have been given a ballot.

## Secrecy Covers

Secrecy covers should be large enough to cover the top section of all presidential primary ballots as it lists the name of the major party ballot.

Related statutes and rules: [M.S. 204C.09, subd. 1](#); [204C.13](#); [207A.12](#); [207A.13](#)

## **Ballot Counter Judge**

Ballot counter judges should use extra care in avoiding knowledge of the voter's major party ballot choice when asked for assistance.

If a voter who receives error messages when inserting their ballot into a ballot counter decides to request a replacement ballot, remind the voter that they may only receive a replacement of the same major party ballot they chose when they signed the paper roster page or electronic roster voter receipt.

Related statutes and rules: [M.S. 207A.12](#); [M.R. 8230.4365](#)

## **Head Judge**

The head judge is the lead election official in the presidential primary polling place and has completed one additional hour of required training for handling some of the more complex duties. All duties and responsibilities are the same as any other election held in the State of Minnesota.

### **Major Party Choice Explanation**

After the major party choice is explained by other election judges, if a voter still has questions about why they must state a major party choice, it is up to the head judge to explain this requirement.

Allow voters a reasonable amount of time to re-read the informational posters. Give voters the ability to change their mind and provide a major party ballot choice before asking them to leave the polling place. If a voter insists on filing a complaint, the correct form is the Minnesota State Election Law Complaint Form. You can find a copy of this form in the appendix.

### **Removal of a Disruptive Individual**

If the voter becomes combative or is creating a disturbance, it is the responsibility of the head judge to supervise the removal of the individual. The head judge should de-escalate the situation as much as possible. The voter should be informed they are unable to vote in the presidential primary and will need to leave the polling place.

It is essential that voters and election workers feel safe at the polling location. If for any reason you or others in the polling place feel unsafe, consult your emergency procedures, talk to the local elections administrator and/or call 911.

### **Party Choice Error**

If there is an administrative error of a voter's party choice on a paper roster page, electronic roster record and/or a voter's receipt, the head judge should follow the procedures outlined by the local election official to make the correction.

### **Hazardous Weather Considerations**

Because the presidential primary is held in early March, the risk of extreme weather conditions is high. The head judge might need to lead the effort to take steps to protect all the people in the polling place during an emergency. A head judge should be prepared to respond to emergencies, such as a last-minute change in polling place and judges who are not able to make their way to the polling place on Election Day.



## **Incident Log**

Head judges should remind all judges to record any unusual events or problems in the Incident Log.

Persons refusing to provide their major party ballot choice might be a common event. Document all steps taken once a voter has refused to state a party choice. For example:

- referred voter to instructional materials/posters.
- refused to provide a ballot and asked voter to leave at 11:01 a.m.
- removed voter from the polling place with assistance of sergeant-at-arms at 3:05 p.m.

Related statutes and rules: [M.S. 203B.121](#); [204B.20](#); [M.R. 8240.1750](#)

## **Health Care Facility Election Judge**

Health care facility voting will take place for the Presidential Nomination Primary.

Health care facility election judges serving in the presidential primary must have:

- Received training and certification to serve as an election judge in the past two years.
- Received an additional hour of health care facility election judge training in the past two years.
- Attended the additional hour of Presidential Nomination Primary election judge training before the presidential primary date.

The health care facility voter is required to note their major party ballot of choice on the absentee ballot application. Only that ballot is administered to the health care facility voter.

Related statutes and rules: [M.S. 203B.04](#); [203B.11](#)

# Polling Place Conduct

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All rules for polling place conduct are followed for the Presidential Nomination Primary.

This includes rules that allow or prohibit people from being in or near the presidential primary polling place.

## Challengers

Challengers are allowed to be present in the presidential primary polling place. A challenger may only contest the eligibility of a person to vote in the presidential primary. They may not challenge a person's major party ballot choice.

Related statutes and rules: [M.S. 204C.06](#)

## Voter Complaints

Voters may question why they were required to state a major party ballot choice before voting in the presidential primary.

Voters may be kept from voting in the presidential primary because they refuse to provide their choice to an election judge.

If voters wish to file a complaint regarding the requirement to communicate a major party ballot choice, offer them a State Election Law Complaint form.

Related statutes and rules: [M.S. 204C.08](#)

## Curbside Voting

Curbside voting procedures are to be followed the same as any other election held in the State of Minnesota.

Notable differences:

- Curbside election judges will need to use a Voter Certificate (see Appendix) that is specific to the presidential primary because the voter will need to note their party ballot choice along with signing the certification statement that is specific to the presidential primary.
- When the roster or registration judge prints "curbside" on the appropriate roster signature line, they will need to mark the choice of the major political party ballot found on the Voter Certificate.
- The voter receipt given to the curbside election judges must be marked with that party choice and the ballot judge must provide only that party's ballot to the curbside election judges to deliver to the curbside voter.

Related statutes and rules: [M.S. 204C.15](#)

# Closing the Polls

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All closing procedures are the same for the Presidential Nomination Primary polling place as any other election held in the State of Minnesota.

## **Summary Statement and the Results Tape**

Reporting of statistics and results on the precinct summary statement will be the same as any other election.

All precincts will have multiple ballot styles with only one office listed (U.S. President) and its candidates. Results for each party's ballot are separated on the tape.

**Note:** Voted and unused ballot counts are not separated by party. Total ballot counts of delivered versus returned ballots is all that is needed.

If certified by the party chair, there might be write-in votes to count on one or more of the major party ballots. Local election official will provide instructions if write-in votes are to be counted for a ballot style, providing a list of names to be counted.

Related statutes and rules: [M.S. 204C.24](#); [M.R. 8230.4365](#)



# Appendix

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# Certificate of Registered Voter

Office of the Minnesota Secretary of State  
**CERTIFICATE OF REGISTERED VOTER**  
Presidential Nomination Primary

### Instructions

For election judges to use in lieu of having a voter who is unable to enter the polling place sign the polling place roster (curbside voting.) Two election judges who are members of different major political parties shall assist the voter in completion of the voter's certificate. (Minn. Stat. section 204C.15).

After the curbside voter signs the certificate, election judges sign and attach the certificate to the page where the voter's name appears on the roster.

### Voter Information

Last Name

First Name

Middle Name

Street Address

City or Township  State  Zip Code

Date of Birth  Phone Number

Major Political Party  DFL  R  LMN

### Verification of Registration

I certify that I am at least 18 years of age and a citizen of the United States; that I have maintained residence in Minnesota for 20 days immediately preceding this election and maintain residence at the address shown; that I am not under a guardianship in which a court order revokes my right to vote; that I have not been found by a court of law to be legally incompetent to vote or am not currently incarcerated for a conviction of a felony offense; and that I am registered and have not already voted in this election. I understand that deliberately providing false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

I am in general agreement with the principles of the party for whose candidates I intend to vote.

Signature of Voter  Date

### Election Judge

**Notice to Election Judges:** do not sign this certificate until after the voter has signed it, and you have found that the voter is entitled to vote at this election. Attach this certificate to the voter's name in the precinct roster or non-registered roster.

Signature of Election Judge  Date

Signature of Election Judge  Date





# Precinct Summary Statement

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## Precinct Summary Statement Presidential Nomination Primary March 5, 2024

Municipality \_\_\_\_\_

Ward \_\_\_\_\_ Precinct \_\_\_\_\_  Check if AB

County \_\_\_\_\_

Number of Election Judges who worked in this precinct \* \_\_\_\_\_

Number of Voting Booths in this precinct \* \_\_\_\_\_

**Registration Statistics**

Number of persons registered at 7 a.m. \*1. \_\_\_\_\_

Number of new registrants on election day \*2. \_\_\_\_\_

**Ballots delivered to the precinct**

Ballots delivered as certified by the clerk 3. \_\_\_\_\_

Ballot count adjustments from incident log (+/-) 4. \_\_\_\_\_

Number of unofficial ballots made 5. \_\_\_\_\_

Number of absentee ballots delivered 6. \_\_\_\_\_

Total number of ballots delivered to precinct (3+4+5+6 = A) A

**Ballots not in the ballot box**

Number of spoiled ballots \*7. \_\_\_\_\_

Number of originals for which duplicates made \*8. \_\_\_\_\_

Number of rejected absentees \*9. \_\_\_\_\_

Number of unused ballots 10. \_\_\_\_\_

Total number ballots not in the ballot box (7+8+9+10 = B) B

**Ballots cast in the ballot box**

Number of signatures on roster (preregistered + EDR) \*11. \_\_\_\_\_

Number of accepted regular, military and overseas absentee & mail ballots \*12. \_\_\_\_\_

Number of accepted federal only absentee ballots \*13. \_\_\_\_\_

Number of accepted presidential only absentee ballots \*14. **0** \_\_\_\_\_

Total number of ballots in the ballot box (= persons voting) (11+12+13+14 = C) C

**Ballots returned to Auditor/Clerk**

Ballots returned from the precinct (B + C = D) D

Difference for auditor/clerk notation on delivery record (A - D = E) E

\* are entered into ERS stats

**Certificate of Election Judges** [for optical scan]

We the undersigned election judges hereby certify

- that the national flag of the United States was displayed on a suitable staff during voting hours;
- that the number of ballots entered on this summary statement correctly show the number of votes cast for each candidate;
- that the order of the offices and questions to be voted on and the candidates' names on the ballots was the same on the zero tape and the sample ballot;
- the number of ballots entered on this summary statement correctly show the number of ballots in the transfer case;
- that the ballots have been counted and agree with the number of names as shown on the summary statement or that any discrepancy has been noted on the incident report;
- that the number of excess ballots, if any, is \_\_\_\_\_;
- that all ballots requiring duplication were duplicated and are in the proper envelope;
- that all ballots used in the election and all ballots that have been duplicated have been placed in the transfer case and the case was securely sealed with an official seal in such a manner as to render it impossible to open the case without breaking the seal; and
- that the numbers of any seals used to seal the transfer case or cases are \_\_\_\_\_.

**Certificate of Election Judges** [for hand count]

We the undersigned election judges hereby certify

- that the national flag of the United States was displayed on a suitable staff during voting hours;
- that all of the ballots cast were properly piled, checked, and counted;
- that the number of ballots entered on this summary statement correctly show the number of votes cast for each candidate;
- that the number of excess ballots, if any, is \_\_\_\_\_;
- that all ballots used in the election have been placed in the transfer case or envelope(s) and the case or envelope(s) was securely sealed with an official seal in such a manner as to render it impossible to open the case without breaking the seal; and
- that the numbers of any seals used to seal the transfer case or cases are \_\_\_\_\_.

\_\_\_\_\_  
(signature of election judge)

\_\_\_\_\_  
(signature of election judge)

\_\_\_\_\_  
(signature of election judge)

\_\_\_\_\_  
(signature of election judge)

\_\_\_\_\_  
(signature of election judge)

\_\_\_\_\_  
(signature of election judge)

## Large Print Roster Abbreviations of Current Major Political Party Names

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LMN = Legal Marijuana Now

R = Republican

DFL = Democratic-Farmer-Labor



# Minnesota State Election Law Complaint Form

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## MINNESOTA STATE ELECTION LAW COMPLAINT FORM

### **Instructions**

This form may be used when any person believes a violation of Minnesota election law has occurred, is occurring or is about to occur. This includes complaints related to *Minnesota Statutes* Chapters 200, 201, 2038, 204C and 206.

Minnesota Fair Campaign Practice & Finance Acts (*Minnesota Statutes* 211A and 2118) complaints are under the purview of the State of Minnesota's [Office of Administrative Hearings](#) and are not applicable to this complaint form.

After completing this form and getting it notarized, return it to your County Attorney for investigation. The Office of Secretary of State will forward any complaints it receives to your County Attorney as provided by state law.

### **Your Contact Information**

Name			
Address		County	
City	State	Zip Code	
Telephone		Email	

### **Complaint Information**

Person or organization against whom the complaint is brought. Limit of one person or organization per complaint.

Name			
Address		County	
City	State	Zip Code	
Telephone		Email	

Title of office or position held or sought by this person (if any):

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### **Violation**

If you believe any violations of election law have been committed, state the alleged specific violations committed by the person or organization named in this complaint:

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Revised 7/2017

# Statement of Facts

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## **Statement of Facts**

State in your own words the detailed facts that form the basis of your complaint. Identify any relevant person(s), include any relevant dates and times, and include the names and addresses of other persons who have knowledge of the facts. Give any reasons that you feel the alleged violation was committed by the person or organization against whom this complaint is brought. Attach supporting documentation, if any.

## **Affirmation**

By my signature I swear or affirm that, to the best of my knowledge, the information provided on this form is true.

Signature of complainant \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ \_\_

\_\_\_\_\_  
Signature of notary public or other officer empowered to take and certify  
acknowledgements. Under Minnesota law, an election judge acting in his or  
her official capacity may notarize this form.

(Notary stamp)

*Revised 7/2017*

## Large Print Voter Certification Statement

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I swear or affirm that I am at least 18 years old and a citizen of the United States; that I have maintained residence in Minnesota for 20 days immediately preceding the election and maintain residence at the address shown; that I am not under a guardianship in which the court order revokes my right to vote; that I have not been found by a court of law to be legally incompetent to vote, and that I have the right to vote because, if convicted of a felony, I am not currently incarcerated for that conviction; and that I am registered and have not already voted in the election. I understand that giving false information is a felony punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

I am in general agreement with the principles of the party for whose candidate I intend to vote.





## Large Print Privacy Statement

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Before voting, election law requires that you select which major political party's ballot you want. If you refuse to select one party's ballot, you cannot vote.

Your choice of major political party will not be public information, except that it will be made available to election officials and to the chair of the major political party that you select after the presidential primary.

# Important Contact Information

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Clerk's Office \_\_\_\_\_

County Auditor's Office \_\_\_\_\_

Voting Machine Repair \_\_\_\_\_

County Sheriff / Local Police \_\_\_\_\_

Fire Department \_\_\_\_\_

Emergency Medical Services \_\_\_\_\_

Head Judges: Elections Emergency Plans (before or on Election Day) have been reviewed with the county elections and/or the municipal clerk's office on this date: \_\_\_\_\_

Office of the Minnesota Secretary of State  
Updated 11/1/2023