

2022 ELECTION CLERK TRAINING

BIG STONE COUNTY

INFORMATION PRESENTED IN THIS TRAINING SESSION IS BASED ON CURRENT LAWS AND RULES



TRAINING REQUIREMENTS - CLERK

- INITIAL CERTIFICATION
 - 5 HOURS OF TRAINING, GOOD FOR THE ELECTION CYCLE IN WHICH IT IS EARNED
- CERTIFICATION MAINTENANCE
 - 4 HOURS DURING EACH ELECTION CYCLE
- TRAINING CAN BE PROVIDED BY COUNTY AUDITOR OR SECRETARY OF STATE
- EMERGENCY TRAINING
 - A MUNICIPAL CLERK WHO HAS TAKEN OFFICE LESS THAN 6 MONTHS BEFORE AN ELECTION MAY ADMINISTER THAT ELECTION AFTER COMPLETING 2 HOURS OF EMERGENCY TRAINING GIVEN BY THE *HOME COUNTY* AUDITOR OR SECRETARY OF STATE
- 4 OF 5 INITIAL HOURS AND 3 OF 4 MAINTENANCE HOURS MAY BE FROM SOURCES OTHER THAN COUNTY AUDITOR OR SECRETARY OF STATE, **SUBJECT TO APPROVAL OF HOME COUNTY AUDITOR**
 - INCLUDE COPY OF AGENDA OR COURSE CURRICULUM WHEN SUBMITTING HOURS TO COUNTY AUDITOR
- NOTE: ADDITIONAL REQUIRED TRAININGS (IF APPLICABLE)
- **THESE ADDITIONAL TRAININGS DO NOT COUNT TOWARDS THE INITIAL OR MAINTENANCE HOURS NOTED ABOVE**

TRAINING REQUIREMENTS

- ELECTION CYCLE BEGINS ON JANUARY 1 OF EVEN-NUMBERED YEAR AND ENDS ON DECEMBER 31 OF ODD-NUMBERED YEAR
 - **JANUARY 1, 2022 –DECEMBER 31, 2023**
- ALL CLERKS MUST BE TRAINED AND CERTIFIED BEFORE THEY CAN ADMINISTER ELECTIONS
- COUNTY TRACKS TRAINING HOURS FOR ALL CLERKS AND JUDGES
 - CERTIFICATES ARE ISSUED TO ALL MUNICIPAL AND SCHOOL CLERKS FOR WHICH BIG STONE COUNTY IS THE TRAINING PROVIDER

< Election Administration & Campaigns

Become a
Candidate

Campaigning

Data &
Maps

Election
Administration

Elections
Calendar

Election Administration & Campaigns > Election Administration > Election Guides

ELECTION ADMINISTRATION

Election Guides

Election Calendars

Election Laws

Election Judge Training

Election Equipment

Redistricting

Redistricting Changes

Example Materials & Forms

Absentee/Mail Ballot Instructions

Sample Absentee/Mail Ballot Envelopes

Example Ballots

Election Day Forms

Polling Place Posters

Election Administrator Forms

ELECTION GUIDES

Guides for Election Administrators

- County Election Administration Guide (2020)
- City Clerk Election Guide (2022)
- Town Clerk Election Guide (2022)
- School District Election Guide (2022)

Guides about Specific Topics

- Absentee Voting Administration Guide (2020) *updated for 2020 state primary*
- Campaign Manual (2022)
- Election Judge Guide (2022)
- Election Judge Supplemental - Presidential Nomination Primary (2019)
- Election Materials Retention and Security Memo (2008 recount)
- Election Terminology Guide (2016)
- Electronic Roster Guide (2016)
- Mail Voting Guide (2020)
- Polling Place Accessibility Diagnostic Tool
- Post Election Review Guide (2018)
- Presidential Nomination Primary Election Administrator Guide (2019)
- Recount Guide (2018)

TRAINING MATERIALS – STATE WEBSITE

- MINNESOTA SECRETARY OF
STATE - ELECTION GUIDES

SECURITY PRACTICES



Challenges for Election Officials

Harassment or threats, whether in person, by phone, online, or through other means, affect every corner of society. Unfortunately, election officials are not immune to these threats, and they often face unique challenges that may put their safety at greater risk.

- Unlike private citizens, state and local election officials are public servants. Many election officials are directly elected or are appointed by a public body. This means that personal information, including personal addresses and contact information, may be on official public records.
- The public is less likely to trust the outcome of an election if their preferred candidate(s) loses. Additionally, individual members of the public may blame the system for political losses or distrust. Unfortunately, what the public views as a faceless system is in fact run by real people.
- According to the **Pew Research Center**, women are more likely to report facing extreme harassment or threats online: "Women who have been harassed online are more than twice as likely as men to say they were extremely or very upset by their most recent encounter (34% vs. 14%)." This is especially concerning for election officials since, according to the **Democracy Fund**, women make up 80% of all local election officials.



Task Force on Threats to Election Workers

- Report threats, harassment, or intimidation
- FBI—Election Crime Coordinator
- <https://tips.fbi.gov>
- 1-800-CALL-FBI (225-5324) prompt 1, then prompt 3.
- DOJ—Public Integrity Section
 - John Keller, Principal Deputy Chief
 - Sean Mulryne, Deputy Director, Election Crimes Branch

SECURITY PRACTICES
TASK FORCE ON THREATS TO ELECTION WORKERS



SECURITY PRACTICES

- ELECTION JUDGES LEAVE FOR THE EVENING IN A GROUP OR WITH SOMEONE
- ELECTION JUDGES TO REPORT TO THE COUNTY IN TEAMS OF TWO
- DEVELOP A PLAN IN CASE SOMEONE GETS HURT AT THE POLLING PLACE
- WHO WILL RENDER AID AND HOW ARE THE ELECTION MATERIALS SECURED?
- TRAFFIC FLOW IN AND OUT OF THE POLLING PLACE.

WHAT WAS NEW IN 2020?

- COURT CASES RELATED TO VOTER ASSISTANCE (STATUTES NOT UPDATED)

THAO ET AL VS. SIMON, 62-CV-20-1044 (CONSENT DECREE)

- NO LIMITS ON # OF VOTERS A PERSON CAN ASSIST IN FILLING OUT A BALLOT (FORMERLY = 3)
- CANDIDATES **CAN** ASSIST A VOTER (FORMERLY WAS NOT ALLOWED)

< Election Administration & Campaigns

Become a
Candidate

Campaigning

Data &
Maps

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Administration

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Calendar

Election Administration & Campaigns > Election Administration > Election Calendars

ELECTION ADMINISTRATION

[Election Guides](#)

[Election Calendars](#)

[Election Laws](#)

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[Example Materials & Forms](#)

[Absentee/Mail Ballot Instructions](#)

[Sample Absentee/Mail Ballot Envelopes](#)

[Example Ballots](#)

[Election Day Forms](#)

[Polling Place Posters](#)

[Election Administrator Forms](#)

ELECTION CALENDARS

These calendars show important dates for election administration. A brief list of [upcoming election dates](#) is also available.

The combined calendars include all dates, while other calendars only include dates relevant to the particular jurisdiction or topic. All files are pdfs unless noted otherwise.

Combined

- [2022 Combined Elections Calendar](#)
- [2022 Combined Elections Calendar \(.xlsx\)](#)

County

- [2022 Counties Elections Calendar](#)
- [2022 Counties Elections Calendar with Uniform Special Election Dates](#)
- [SVRS Voter Registration calendar](#)
- [SVRS Pre- and Post-Election checklist](#)

City

- [2022 Cities With Primary Elections Calendar](#)
- [2022 Cities Without Primary Elections Calendar](#)

Township

- [2022 Towns With March Elections Calendar](#)

ELECTION CALENDARS

- [HTTPS://WWW.SOS.STATE.MN.US/ELECTION-ADMINISTRATION-CAMPAIGNS/ELECTION-ADMINISTRATION/ELECTION-CALENDARS/](https://www.sos.state.mn.us/election-administration-campaigns/election-administration/election-calendars/)

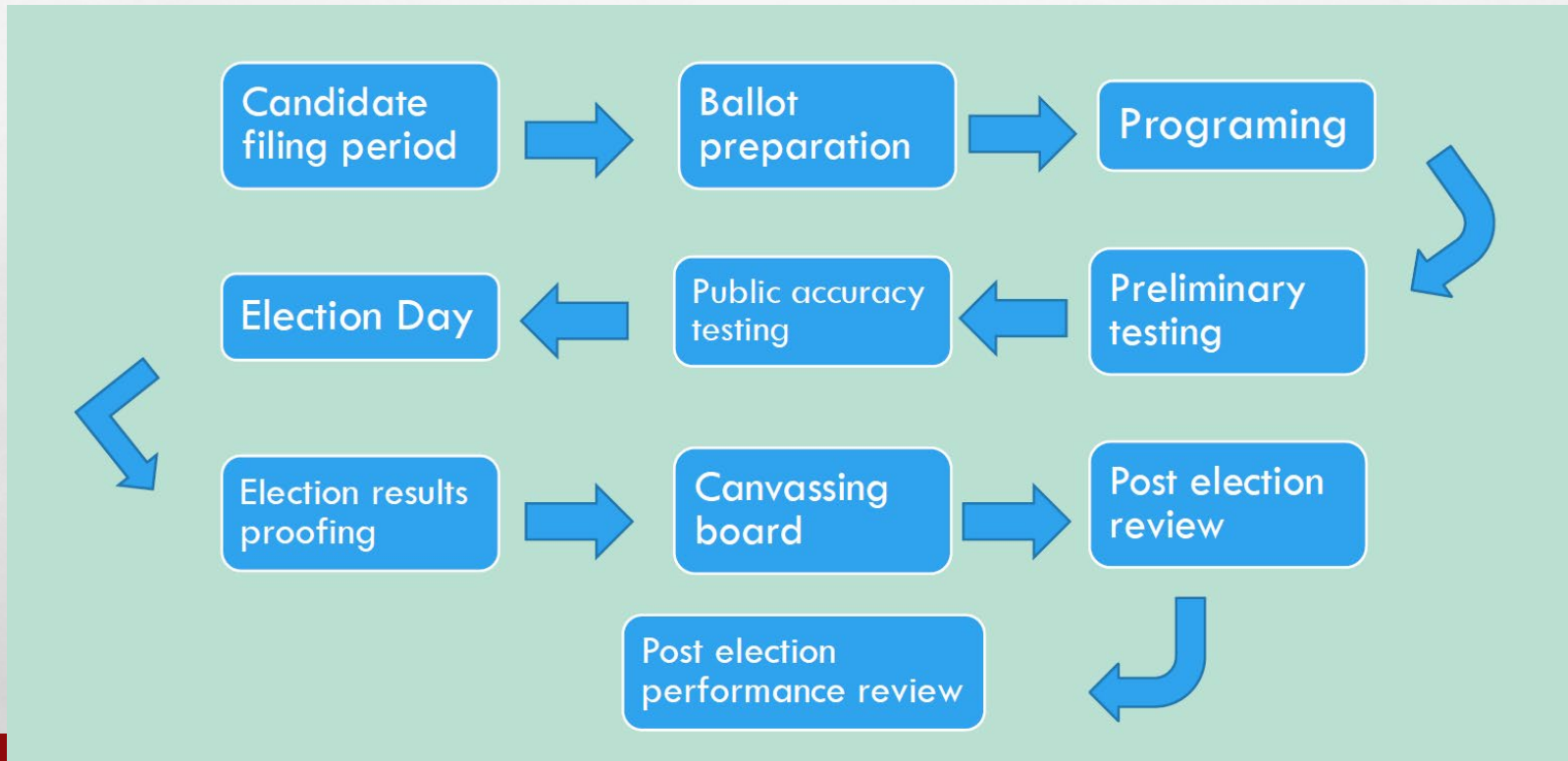
ELECTION CALENDARS KEY DATES

- EARLY FILING PERIOD: MAY 17 – MAY 31 (DOES NOT AFFECT THIS GROUP)
- AB PERIOD (PRIMARY): JUNE 24 – AUG 8
- LAST DAY TO POST AND AVAILABLE FOR PUBLIC INSPECTION STATE PRIMARY SAMPLE BALLOT – JUNE 24
- MAIL BALLOTS ARE MAILED TO REGISTERED VOTERS – JUNE 24 – JULY 26
- LAST DAY TO APPOINT ELECTION JUDGES FOR STATE PRIMARY ELECTION – JULY 15
- PRE-REGISTRATION CLOSE (PRIMARY): JULY 19
- LAST DAY TO PUBLISH A NOTICE OF LATE FILING – JULY 19
 - SCHOOL DISTRICTS
 - TOWNSHIPS
 - CITIES
- LAST DAY TO POST A NOTICE OF LATE FILING – JULY 22
- LAST DAY TO PUBLISH 1ST OF 2 NOTICES OF STATE PRIMARY ELECTION – JULY 26
 - AUDITOR'S OFFICE WILL PUBLISH FOR ALL PRECINCTS
- LAST DAY TO PUBLISH STATE PRIMARY SAMPLE BALLOT – JULY 26
 - AUDITOR'S OFFICE WILL PUBLISH FOR ALL PRECINCTS
- LATE FILING PERIOD: AUGUST 2 – AUGUST 16 (**MUST** BE OPEN FROM 1-5 ON LAST DAY)
- STATE PRIMARY: AUG 9
- CANVASSING BOARD: AUGUST 11 – AUG 12
- LAST DAY FOR CANDIDATE WHO FILED DURING LATE FILING PERIOD TO WITHDRAW – AUG 18

ELECTION CALENDARS KEY DATES

- LAST DAY FOR CANDIDATE WHO FILED DURING LATE FILING PERIOD TO WITHDRAW – AUG 18
- LAST DAY TO PROVIDE WRITTEN NOTICE OF THE STATE GENERAL ELECTION TO COUNTY – AUG 26
- LAST DAY TO POST NOTICE OF MAIL BALLOTING AND PROCEDURE FOR STATE GENERAL ELECTION –AUG 30
- AB PERIOD (STATE GENERAL): SEPTEMBER 23 – NOV 7
- LAST DAY TO POST AND AVAILABLE FOR PUBLIC INSPECTION STATE GENERAL SAMPLE BALLOT – SEPT 23
- MAIL BALLOTS ARE MAILED TO REGISTERED VOTERS – SEPT 23 – OCT 25
- LAST DAY TO APPOINT ELECTION JUDGES FOR STATE GENERAL ELECTION – OCT 14
- PRE-REGISTRATION CLOSE (GENERAL): OCT 18
- LAST DAY TO PUBLISH NOTICE OF STATE GENERAL ELECTION 1ST OF 2 NOTICES – OCT 25
 - AUDITOR'S OFFICE WILL PUBLISH FOR ALL PRECINCTS
- TIME PERIOD FOR COUNTY TO PUBLISH STATE GENERAL SAMPLE BALLOT – OCT 24 – NOV 6
 - AUDITOR'S OFFICE WILL PUBLISH FOR ALL PRECINCTS
- STATE GENERAL ELECTION: NOV 8
- LAST DAY FOR ALL STATE GENERAL CANDIDATES TO FILE CAMPAIGN FINANCIAL REPORT CERTIFICATION OF FILING – NOV 15
 - THE CLERK COLLECTS THESE AND KEEPS THEM ON FILE
- CANVASSING BOARD: NOV 11 – NOV 18
- POST ELECTION REVIEW – NOV 19 – NOV 26
- TERMS BEGIN FOR NEWLY ELECTED OFFICIALS – JAN 2, 2023

ELECTION FLOW CHART



ELECTION JUDGE RECRUITMENT GENERAL REQUIREMENTS

- CLERKS ARE RESPONSIBLE FOR HIRING/RECOMMENDING TO THEIR BOARD THEIR ELECTION JUDGES
- MAJOR POLITICAL PARTY LIST
 - DISTRIBUTED TO ALL JURISDICTIONS VIA EMAIL OR MAIL – COUNTY RECEIVES BY MAY 15 AND IMMEDIATELY FORWARDS
 - **MUST SELECT INDIVIDUALS FROM THIS LIST FIRST BEFORE FINDING OTHER JUDGES**
 - ANY JUDGES THAT ARE HIRED BUT ARE NOT ON THIS LIST MUST PROVIDE STATEMENT OF PARTY AFFILIATION
- NUMBER OF JUDGES REQUIRED
 - STATE PRIMARY: MINIMUM OF 3 PER PRECINCT
 - STATE GENERAL: MINIMUM OF 4 PER PRECINCT
 - IF FEWER THAN 500 REGISTERED VOTERS (AS OF 14 WEEKS BEFORE THE STATE PRIMARY), MUST HAVE AT LEAST 3
- SECRETARY OF STATE JUDGE RECRUITMENT TOOLKIT
 - [HTTPS://WWW.SOS.STATE.MN.US/ELECTIONS-VOTING/GET-INVOLVED/RECRUIT-ELECTION-JUDGES/](https://www.sos.state.mn.us/elections-voting/get-involved/recruit-election-judges/)

ELECTION JUDGE RECRUITMENT PARTY BALANCE

- PARTY AFFILIATION AND STATEMENTS SHOULD BE COMPLETED PRIOR TO THE DAY OF THE ELECTION TO ENSURE THE PARTY BALANCE REQUIREMENT IS MET. IF NOT DONE PRIOR, THIS SHOULD BE COMPLETED ON ELECTION DAY WHEN DOING THE OATH. PARTY AFFILIATION IS NOT PUBLIC INFORMATION. RETAIN THEM FOR 22 MONTHS.
- 4 MAJOR POLITICAL PARTIES
 - GRASSROOTS-LEGALIZE CANNABIS
 - LEGAL MARIJUANA NOW
 - REPUBLICAN
 - DEMOCRATIC-FARMER-LABOR

STATEMENT OF AFFILIATION

Minnesota Statutes require an election judge to provide the appointing authority their major political party affiliation, or a statement that they do not affiliate with any major political party. An individual who refuses to provide this information may not be appointed as an election judge.

This information may be shared with other election judges assigned to the precinct at the same election, to verify party balance requirements. This data may not be disclosed or used by the election judges for any other purpose.

I, _____ attest that I
(Print First and Last Name)

____ ~~affiliates~~ with the Democratic-Farmer-Labor Party

____ ~~affiliates~~ with the Grassroots-Legalize Cannabis Party

____ ~~affiliates~~ with the Legal Marijuana Now Party

____ ~~affiliates~~ with the Republican Party

____ do not affiliate with a major party

**Presidential nomination primary election judges are to be strongly reminded that the major political party choice of a voter has been deemed "private" by state law (M.S. 207A.11, ~~subd~~ (b)). Willful disclosure of a voter's major political party ballot choice to anyone other than those authorized by law is a crime under M.S. 13.05; civil penalties may also be imposed upon the individual as well as the municipality under M.S. 13.08 and 13.085.

Election Judge Signature

Date

ELECTION JUDGE RECRUITMENT PARTY BALANCE

- MUST MAINTAIN PARTY BALANCE AMONGST JUDGES WHO AFFILIATE WITH A MAJOR PARTY
- AT LEAST 2 JUDGES IN EACH PRECINCT MUST REPRESENT DIFFERENT MAJOR POLITICAL PARTIES
- **PARTY BALANCE REQUIREMENT**
- NO MORE THAN HALF OF THE ELECTION JUDGES IN A PRECINCT MAY BE MEMBERS OF THE SAME MAJOR POLITICAL PARTY UNLESS THE ELECTION BOARD CONSISTS OF AN ODD NUMBER OF ELECTION JUDGES, IN WHICH CASE THE NUMBER OF ELECTION JUDGES WHO ARE MEMBERS OF THE SAME MAJOR POLITICAL PARTY MAY BE ONE MORE THAN HALF THE NUMBER OF ELECTION JUDGES IN THAT PRECINCT.
- **ACCESS TO ELECTION JUDGE PARTY AFFILIATION**
- MAY BE SHARED WITH OTHER ELECTION JUDGES ASSIGNED TO THE PRECINCT AT THE SAME ELECTION, TO VERIFY COMPLIANCE WITH PARTY BALANCE REQUIREMENTS.
- THIS DATA MAY NOT BE DISCLOSED OR USED BY THE ELECTION JUDGES FOR ANY OTHER PURPOSE.

ELECTION JUDGE RECRUITMENT IMPORTANT DATES

- LAST DAY TO APPOINT ELECTION JUDGES – 25 DAYS PRIOR TO ELECTION DAY
- STATE PRIMARY – JULY 15
- STATE GENERAL – OCTOBER 14
- MOST JURISDICTIONS APPOINT JUDGES FOR BOTH THE PRIMARY AND GENERAL ELECTIONS AT THE SAME TIME
- PLEASE SUBMIT COPIES OF JUDGE APPOINTMENT RESOLUTIONS TO THE COUNTY TO ASSIST IN TRACKING TRAINING REQUIREMENTS
 - SPECIFY THE HEAD JUDGE
- COUNTY TRACKS COMPLETED TRAINING
 - COUNTY WILL REVIEW ELECTION JUDGE RESOLUTIONS WITH THE TRAINING LOGS AND REACH OUT TO THOSE CLERKS WHOSE JUDGES HAVEN'T COMPLETED THEIR TRAINING.

ELECTION JUDGE RECRUITMENT QUALIFICATIONS & TRAINING

- BASIC QUALIFICATIONS

- ELIGIBLE TO VOTE IN MINNESOTA
- MUST BE ABLE TO READ, WRITE AND SPEAK ENGLISH

- **INELIGIBLE** TO SERVE AS ELECTION JUDGES

- RELATIVES CANNOT SERVE IN THE SAME PRECINCT AT THE SAME TIME
- RELATIVES OR SOMEONE WHO LIVES WITH A CANDIDATE CANNOT SERVE IN PRECINCT WHERE THAT CANDIDATE IS ON THE BALLOT
 - RELATIVES INCLUDE SPOUSE, PARENT/STEP-PARENT, CHILD, STEPCHILD, SIBLING AND STEPSIBLING

- TRAINING & CERTIFICATION

- MUST COMPLETE 2 HOUR ELECTION JUDGE TRAINING COURSE PRIOR TO SERVING
- CERTIFICATION IS VALID FOR 2 YEARS
- HEAD JUDGES ARE REQUIRED TO COMPLETE AN ADDITIONAL HOUR OF TRAINING
- TRAINING MUST BE COMPLETED NOT MORE THAN 60 DAYS BEFORE THE STATE PRIMARY OR FEWER THAN 3 DAYS BEFORE THE STATE GENERAL

NOTICE REQUIREMENTS

- CANDIDATE FILING PERIOD
 - 2 WEEKS PUBLISHED NOTICE
 - 10 DAYS POSTED NOTICE
- NOTICE OF ELECTION TO COUNTY AUDITOR
 - 74 DAYS BEFORE EVERY MUNICIPAL OR SCHOOL DISTRICT ELECTION
 - NOTICE OF CANCELLATION (IF APPLICABLE) ALSO DUE 74 DAYS BEFORE ELECTION
 - SCHOOLS: SIMILAR NOTICE MUST ALSO BE FILED WITH COMMISSIONER OF EDUCATION
- PUBLIC NOTICE OF ELECTION
 - 14 AND 7 DAYS PUBLISHED NOTICE
 - 10 DAYS POSTED NOTICE (OPTIONAL FOR MUNICIPALITIES)
- TOWNS, CITIES OF 4TH CLASS ARE EXEMPT FROM PUBLICATION BUT MUST POST 10 DAYS BEFORE ELECTION
 - **CITIES OF LESS THAN 10,000 POPULATION** CONSTITUTE CITIES OF THE FOURTH CLASS.

CANDIDATE FILINGS

FILING PERIOD

- EARLY FILING PERIOD: MAY 17 – MAY 31
- LATE FILING PERIOD: AUGUST 2 – AUGUST 16
 - CITIES AND SCHOOLS WITHOUT PRIMARY, TOWNSHIPS WITH NOVEMBER ELECTIONS
 - MUST BE OPEN UNTIL 1:00 PM - 5:00 PM ON AUGUST 16
 - WITHDRAWAL DEADLINE: AUGUST 18 AT 5:00 PM (MUST BE OPEN 1:00 PM – 5:00 PM)
- EACH JURISDICTION IS RESPONSIBLE FOR THEIR OWN NOTICE OF FILING (FOR LOCAL OFFICES)
 - PUBLISHED NOTICE: 2 WEEKS PRIOR TO FILING PERIOD
 - POSTED NOTICE: 10 DAYS PRIOR TO FILING PERIOD

CANDIDATE FILINGS

CANDIDATE ELIGIBILITY

- CANDIDATE REQUIREMENTS
 - ELIGIBLE TO VOTE
 - WILL BE 21 YEARS OLD ON ASSUMING OFFICE; AND
 - WILL HAVE BEEN A RESIDENT FOR 30 DAYS BEFORE THE GENERAL ELECTION
- MAYOR OR COUNCIL MEMBER MAY NOT BE A FULL-TIME PERMANENT EMPLOYEE OF THE CITY

CANDIDATE FILINGS

FILING LOCATIONS

- WHERE DO CANDIDATES FILE?
 - US SENATOR OR REPRESENTATIVE – SECRETARY OF STATE
 - GOVERNOR, LT. GOVERNOR, SECRETARY OF STATE, ATTORNEY GENERAL, STATE SENATE, STATE REPRESENTATIVE, STATE AUDITOR, JUDICIAL – SECRETARY OF STATE **OR** COUNTY WHERE THE CANDIDATE RESIDES
 - COUNTY OFFICES: COUNTY AUDITOR
 - SOIL & WATER DISTRICT: COUNTY AUDITOR
 - CITY OR TOWNSHIP: MUNICIPAL CLERK
 - SCHOOL DISTRICT: SCHOOL DISTRICT CLERK

CANDIDATE FILINGS

FILING PROCESS

- THE STEPS FOR CANDIDATE FILING ARE AS FOLLOWS:
 - CANDIDATE FILES AFFIDAVIT OF CANDIDACY WITH THE CLERK
 - AFFIDAVIT MUST BE SIGNED, NOTARIZED AND DELIVERED IN PERSON OR OTHERWISE TO THE CLERK DURING THE CANDIDATE FILING PERIOD
 - ABSENTEE CANDIDATES MAY FOLLOW A PROCESS LAID OUT IN SECTION 7.1 OF THE CLERK GUIDE
 - FILING FEE MUST BE PAID
 - TOWNSHIP, SCHOOL DISTRICT, 4TH CLASS CITIES - \$2-\$15
- AFFIDAVITS OF CANDIDACY MUST BE NUMBERED IN THE ORDER THEY ARE RECEIVED
- COLLECT THE CAMPAIGN FINANCE FORM
 - FILING OFFICER IS ***NOT RESPONSIBLE TO VERIFY THE CONTENT*** OF COMPLETED CAMPAIGN FINANCE FORMS



Office of the Minnesota Secretary of State
AFFIDAVIT OF CANDIDACY

Filing # _____
Cash/Check # _____
Amount \$ _____

Instructions

All information on this form is available to the public. Information provided will be published on the [Secretary of State's website](#). If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (Minn. Stat. 204B.03)

Candidate Information

Name and Office

Candidate Name (as it will appear on the ballot) _____

Office Sought _____ District # _____

For Partisan Office, Provide Political Party or Principle _____

For Judicial Office, Provide Name of Incumbent _____

Residence Address

Do not complete if residence address is to be private and checkbox below is marked. All address and contact information is optional for federal, judicial, county attorney, and county sheriff office candidates.

Street Address _____

City _____ State _____ Zip Code _____

☐ My residence address is to be classified as private data. I certify a police report has been submitted or I have an order for protection for my (or my family's) safety, or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

Campaign Address and Contact

Candidate Phone Number (Required) _____

Campaign Contact Address (Required for those who have checked the box above):

Street Address _____

City _____ State _____ Zip Code _____

Website _____ Email _____

Affirmation

For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.

If filing for a state or local office, I also swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I have not filed for the same or any other office at the upcoming primary or general election (except as provided in M.S. 204B.06, subd. 1 (2));
- I am, or will be on assuming office, 21 years of age or more;
- I will have maintained residence in this district for at least 30 days before the general election; and
- If a major political party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's candidates at the next general election.

If filing for one of the following offices, I also swear (or affirm) that I meet the requirements listed below:

- **United States Senator** – I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **United States Representative** – I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January 3rd, or if filled at special election, within 21 days after the election.
- **Governor or Lieutenant Governor** – I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with _____
- **Supreme Court Justice, Court of Appeals Judge, District Court Judge, or County Attorney** – I am learned in the law and licensed to practice law in Minnesota. My Minnesota attorney license number is _____ and a copy of my license is attached.
- **State Senator or State Representative** – I will be a resident of Minnesota not less than one year and of this district for six months on the day of the general or special election.
- **County Sheriff** – I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is _____ and a copy of my license is attached.
- **School Board Member** – I have not been convicted of an offense for which registration is required under Minn. Stat. 243.166.
- **County, Municipal, School District, or Special District Office** – I meet any other qualifications for that office prescribed by law.

Candidate Signature _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary public or other officer empowered to take and certify acknowledgement

(Notary stamp)

White Copy – Filing Officer

Yellow Copy – CFPD Board

Pink Copy – Public Information

Goldenrod Copy – Candidate

Rev. 5/2015

AFFIDAVIT OF CANDIDACY

Residence Address

Do not complete if residence address is to be private and checkbox below is marked. All address and contact information is optional for federal, judicial, county attorney, and county sheriff office candidates.

Street Address

City

State

Zip Code

☐


My residence address is to be classified as private data. I certify a police report has been submitted or I have an order for protection for my (or my family's) safety, or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

THIS SECTION MUST BE COMPLETED UNLESS ADDRESS IS TO BE PRIVATE. THE BOX SHOULD THEN BE CHECKED AND PROOF OF THIS WILL NEED TO BE PROVIDED TO YOU.

CANDIDATE FILINGS AFFIDAVIT OF CANDIDACY

2022 CHANGES

- OSS WILL NO LONGER SEND OUT TRIPPLICATE COPY OF AFFIDAVIT.
- MUST HAVE CANDIDATE COMPLETE FORM AND MAKE COPIES
 - ONE FOR YOUR RECORDS (AND TO SCAN TO OUR OFFICE)
 - ONE FOR THE CANDIDATE'S RECORDS

**Office of the Minnesota Secretary of State
AFFIDAVIT OF CANDIDACY**

Filing # _____
Cash/Check # _____
Amount \$ _____

Instructions
All information on this form is available to the public. Information provided will be published on the [Secretary of State's website](#). If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (Minn. Stat. 204B.03)

Candidate Information
Name and Office
Candidate Name (as it will appear on the ballot) _____
Office Sought _____ District # _____
For Partisan Office, Provide Political Party or Principle _____
For Judicial Office, Provide Name of Incumbent _____

Residence Address
Do not complete if residence address is to be private and checkbox below is marked. All address and contact information is optional for federal, judicial, county attorney, and county sheriff office candidates.
Street Address: _____
City _____ State _____ Zip Code _____
☐ My residence address is to be classified as private data. I certify a police report has been submitted or I have an order for protection for my (or my family's) safety, or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

Campaign Address and Contact
Candidate Phone Number (Required) _____
Campaign Contact Address (Required for those who have checked the box above):
Street Address: _____
City _____ State _____ Zip Code _____
Website: _____ Email: _____

Affirmation
For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.
If filing for a state or local office, I also swear (or affirm) that:
• I am eligible to vote in Minnesota;
• I have not filed for the same or any other office at the upcoming primary or general election (except as provided in M.S. 204B.06, subd. 1 (2));
• I am, or will be on assuming office, 21 years of age or more;
• I will have maintained residence in this district for at least 30 days before the general election; and
• If a major political party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's candidates at the next general election.

If filing for one of the following offices, I also swear (or affirm) that I meet the requirements listed below:
• **United States Senator** – I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January 3rd, or if filed at special election, within 21 days after the election.
• **United States Representative** – I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January 3rd, or if filed at special election, within 21 days after the election.
• **Governor or Lieutenant Governor** – I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with _____
• **Supreme Court Justice, Court of Appeals Judge, District Court Judge, or County Attorney** – I am learned in the law and licensed to practice law in Minnesota. My Minnesota attorney license number is _____ and a copy of my license is attached.
• **State Senator or State Representative** – I will be a resident of Minnesota not less than one year and of this district for six months on the day of the general or special election.
• **County Sheriff** – I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is _____ and a copy of my license is attached.
• **School Board Member** – I have not been convicted of an offense for which registration is required under Minn. Stat. 243.166.
• **County, Municipal, School District, or Special District Office** – I meet any other qualifications for that office prescribed by law.

Candidate Signature _____ Date _____
Subscribed and sworn to before me this _____ day of _____, 20____.

Notary public or other officer empowered to take and certify acknowledgement _____ (Notary stamp)
White Copy – Filing Office Yellow Copy – CPD Board Pink Copy – Public Information Goldenrod Copy – Candidate Rev. 3/2022

CANDIDATE FILING FILING PROCESS

- THE STEPS FOR CANDIDATE FILING ARE AS FOLLOWS (CONTINUED):
 - IF THERE IS MORE THAN ONE CANDIDATE WITH SIMILAR NAMES, CANDIDATES MAY PROVIDE UP TO THREE ADDITIONAL WORDS TO BE PRINTED TO DISTINGUISH BETWEEN THE TWO
 - NAME MUST BE THE CANDIDATE'S TRUE AND CORRECT NAME OR A NAME BY WHICH THE CANDIDATE IS COMMONLY KNOWN IN THE COMMUNITY
 - CONFIRM CAPITALIZATION OF CANDIDATE'S NAME
 - ANY INDIVIDUAL WHO HAS AN ISSUE WITH NAMES PLACED ON THE BALLOT OR FILING PROCESS CAN FILE AN ERROR AND OMISSIONS PETITION
 - CHARTER CITIES MAY HAVE ADDITIONAL REQUIREMENTS
 - CANDIDATE NAMES MUST APPEAR IN UPPER AND LOWER CASE LETTERING

SUBMIT THE AFFIDAVIT OF
CANDIDACY TO THE AUDITOR'S
OFFICE
AS YOU RECEIVE THEM



CAMPAIGN FINANCE REQUIRED REPORTS

- **INITIAL**

- DUE WITHIN 14 DAYS OF RAISING OR SPENDING \$750
- SEE CAMPAIGN MANUAL PAGE 17

- **YEAR-END**

- DUE JANUARY 31 OF EACH YEAR AFTER THE YEAR THE INITIAL REPORT IS FILED
 - EXAMPLE: IF INITIAL REPORT IS FILED IN 2022, THE FIRST YEAR-END REPORT IS DUE JANUARY 31, 2023
- FOR A NON-ELECTION YEAR, CONTAINS INFORMATION FOR WHOLE YEAR
- FOR ELECTION YEAR, CONTAINS INFORMATION ONLY AFTER THE POST-ELECTION REPORT

CAMPAIGN FINANCE REQUIRED REPORTS - CONTINUED

- ELECTION YEAR
 - PRE-PRIMARY OR SPECIAL – DUE 10 DAYS BEFORE ELECTION DATE (7/30/2022)
 - PRE-GENERAL OR SPECIAL – DUE 10 DAYS BEFORE ELECTION DATE (10/29/2022)
 - POST-GENERAL OR SPECIAL – DUE 30 DAYS AFTER ELECTION DATE (12/8/2022)
- REQUIRED ONLY IF CANDIDATE ACTUALLY APPEARS ON BALLOT AND REACHES THE \$750 THRESHOLD
 - IF A CANDIDATE IS NOT ON A PRIMARY BALLOT, BUT HAS REACHED THE THRESHOLD BEFORE THE PRIMARY ELECTION DATE, THEY ARE REQUIRED TO FILE BY 7/30/2022

CAMPAIGN FINANCE REQUIRED REPORTS - CONTINUED

- FINAL REPORT
 - CANDIDATE OR COMMITTEE MAY FILE A FINAL REPORT WHEN ALL DEBTS HAVE BEEN SETTLED AND ALL ASSETS IN EXCESS OF \$100 IN THE AGGREGATE HAVE BEEN DISPOSED OF.
 - REPORT CAN BE FILED AT ANY TIME
 - CONTAINS SAME INFORMATION AS INCLUDED IN OTHER REQUIRED CAMPAIGN REPORTS
 - COVERS PERIOD FROM LAST REPORT FILING DATE
- CERTIFICATION OF FILING
 - DUE 7 DAYS AFTER GENERAL OR SPECIAL ELECTION (11/15/2022)
 - REQUIRED FOR ALL CANDIDATES ON THE BALLOT
 - INDICATES ALL REQUIRED REPORTS WERE FILED OR THAT THE \$750 THRESHOLD FOR FUNDRAISING/SPENDING WAS NOT MET
 - **AN ELECTION CERTIFICATE CANNOT BE ISSUED UNTIL THIS IS RECEIVED**
 - A FILING OFFICER THAT ISSUES AN ELECTION CERTIFICATE WITHOUT RECEIVING THE CERTIFICATION OF FILING IS GUILTY OF A MISDEMEANOR

CAMPAIGN FINANCE REQUIRED REPORTS - CONTINUED

- FAILURE TO FILE
 - FILING OFFICER MUST NOTIFY A CANDIDATE **IMMEDIATELY** IF THE CANDIDATE FAILS TO FILE A REPORT BY THE DUE DATE
 - IF MISSING REPORT IS NOT FILED WITHIN 10 DAYS AFTER THIS NOTIFICATION IS MAILED, THE FILING OFFICER MUST FILE A COMPLAINT WITH THE OFFICE OF ADMINISTRATIVE HEARING
 - COMPLAINT CAN BE WITHDRAWN IF THE MISSING REPORT IS FILED

CAMPAIGN FINANCE CAMPAIGN COMPLAINTS

- CAMPAIGN FINANCE OR PRACTICE VIOLATIONS ARE HEARD BY THE OFFICE OF ADMINISTRATIVE HEARINGS (OAH).
- TO INITIATE A COMPLAINT
 - A COMPLETED FORM MUST BE FILED WITH OAH
 - THE MATTER IS SUBJECT TO REVIEW AND POSSIBLE HEARING

CANDIDATE FILINGS WITHDRAWAL PERIOD

- A CANDIDATE MAY FILE AN AFFIDAVIT OF WITHDRAWAL WITH THE FILING OFFICER
 - SHALL REQUEST THAT THE OFFICIAL WITHDRAW THE CANDIDATE'S NAME FROM THE BALLOT
 - THE FILING FEE IS NON-REFUNDABLE
 - A CANDIDATE MAY STOP CAMPAIGNING BUT THEIR NAME WILL REMAIN ON THE BALLOT IF THEY WITHDRAW AFTER THE WITHDRAWAL PERIOD

Office of the Minnesota Secretary of State

AFFIDAVIT OF WITHDRAWAL

Instructions

Generally, a candidate who has filed an affidavit of candidacy may remove his or her name from the ballot by filing an affidavit of withdrawal by 5 p.m. no later than 2 days after the end of the filing period. The affidavit of withdrawal is filed with the same filing officer where the original affidavit of candidacy was filed. The withdrawal affidavit should include the candidate's name and office for which they filed and include a request to have their name withdrawn from the ballot. See the [Candidate Withdrawal](#) webpage for details regarding U.S. Presidential and Vice Presidential candidates, and candidates for State Constitutional Offices (Governor and Lieutenant Governor, Secretary of State, Attorney General, and State Auditor).

Statement

I,
certify that I filed an affidavit of candidacy for the office of
on , 2020. I request that my name be withdrawn from the ballot,
pursuant to *Minnesota Statutes 204B.12, subd. 1.*

Signature Date

CANDIDATE FILINGS NO FILINGS ARE RECEIVED



- IF NO ONE FILES FOR AN OFFICE, THE GENERAL ELECTION BALLOT WILL REFLECT ONLY WRITE-IN SPOTS FOR CANDIDATES.
- THE NUMBER OF WRITE IN SPOTS WILL REFLECT THE NUMBER OF CANDIDATES TO BE ELECTED

MAIL BALLOTING PROCESS

- COUNTY MAILES OUT BALLOTS TO EACH REGISTERED VOTER NO MORE THAN 46 DAYS AND NO LATER THAN 14
- DAYS BEFORE THE ELECTION
- A SECOND MAILING GOES OUT NO LATER THAN 14 DAYS BEFORE THE ELECTION FOR INDIVIDUALS WHO REGISTERED TO VOTE AFTER THE INITIAL MAILING WAS SENT
- VOTERS WHO ARE “CHALLENGED,” OR HAVE “SEE ID” OR WHOSE REGISTRATION IS INCOMPLETE ARE NOT SENT BALLOTS. THEY RECEIVE A LETTER AND MUST APPLY FOR AN ABSENTEE BALLOT AND RECEIVE NON-REGISTERED MATERIALS

MAIL BALLOTING PROCESS

- BALLOTS CAN BE RETURNED BY MAIL, IN PERSON OR BY A DESIGNATED AGENT UNTIL 8:00 P.M. ON THE DAY OF THE ELECTION
- AN INDIVIDUAL SHALL NOT BE THE DESIGNATED AGENT OF MORE THAN THREE VOTERS IN ONE ELECTION
- A LOG IS KEPT CONTAINING THE AGENT'S NAME AND ADDRESS, THE NAME AND ADDRESS OF THE VOTER WHOSE BALLOT WAS BEING DELIVERED, AND THE AGENT'S SIGNATURE. THE AGENT SHALL SHOW IDENTIFICATION CONTAINING THEIR NAME AND SIGNATURE
- RETURNED MAIL BALLOTS THEN GO TO BALLOT BOARD

POST ELECTION CANVASSING BOARD

- ELECTION RETURNS MUST BE REPORTED TO A CANVASSING BOARD
- WHAT DOES A CANVASSING BOARD DO?
 - CANVASSING BOARD'S MAIN DUTY IS TO CERTIFY ELECTIONS RESULTS
- WHO MAKES UP A CANVASSING BOARD?
 - STATE/FEDERAL – STATE AND COUNTY
 - COUNTY - COUNTY
 - MUNICIPAL – CITY COUNCIL OR TOWNSHIP BOARD
 - SCHOOL DISTRICT – SCHOOL BOARD

POST ELECTION NOTICES

- PRIMARY
 - CLERK SENDS OUT NOTICE OF NOMINATION FOR “WINNING” CANDIDATE
- GENERAL
 - CLERK SENDS CERTIFICATE OF ELECTION FOR “WINNING” CANDIDATE
 - ****CERTIFICATE SHOULD BE SENT OUT ONLY AFTER RECEIVING ALL REQUIRED CAMPAIGN FINANCE REPORTS****



POST ELECTION RECORD RETENTION

- MOST ELECTION MATERIALS MUST BE RETAINED FOR 22 MONTHS
 - ELECTION ABSTRACTS MUST BE RETAINED PERMANENTLY
- MATERIALS SHOULD BE KEPT IN SECURE LOCATION
- RESPONSIBILITY
 - STATE/COUNTY RACES – COUNTY
 - LOCAL, STAND-ALONE – MUNICIPAL/SCHOOL DISTRICT CLERK
- CONSULT LEGAL ADVISER FOR ADDITIONAL INFORMATION

WHY NOT HAND COUNT?

- EXAMPLE 1
 - PRECINCT WITH 200 VOTERS
 - OPTICAL SCAN BALLOT WITH 30 CONTESTS

THE STACK OF 200 BALLOTS MUST BE COUNTED 30 SEPARATE TIMES TO GET THE VOTE TOTALS FOR EACH CONTEST. $(200 \times 30 = 6,000)$

6,000 BALLOTS WOULD NEED TO BE COUNTED BY THE ELECTION JUDGES

WHY NOT HAND COUNT?

- EXAMPLE 2
 - PRECINCT WITH 2,000 VOTERS
 - OPTICAL SCAN BALLOT WITH 30 CONTESTS

THE STACK OF 2,000 BALLOTS MUST BE COUNTED 30 SEPARATE TIMES TO GET THE VOTE TOTALS FOR EACH CONTEST. $(2,000 \times 30 = 60,000)$

60,000 BALLOTS WOULD NEED TO BE COUNTED BY THE ELECTION JUDGES

WHY NOT HAND COUNT?

- RELATED CONCERNS
 - EXTRA HOURS TO BE WORKED BY ELECTION JUDGES – COST
 - EXTRA ELECTION JUDGES – FOR COUNTING
 - BALLOTS BEING HANDLES 30 TIMES INSTEAD OF 1 OR 2
 - LATER TIME FOR REPORTING RESULTS
 - RECRUITING ELECTION JUDGES IN THE FUTURE
 - POSSIBILITY OF COUNTING ERRORS IN STACKS OF 25 (SOME PILES WITH 24 OR 26)

WHY NOT HAND COUNT?

- LESS CHANCE TO DETECT ERRORS
 - OVERVOTES – EQUIPMENT REJECTS WITH A MESSAGE. VOTER CAN SPOIL AND REPLACE
 - CROSSOVER VOTES – EQUIPMENT REJECTS WITH A MESSAGE. VOTER CAN SPOIL AND REPLACE
 - COMPLETELY BLANK BALLOT – EQUIPMENT RESPONDS WITH A MESSAGE AND VOTER CAN CORRECT MARKING ERROR (EXAMPLE – VOTER CIRCLES NAME INSTEAD OF FILING BOX)

QUESTIONS?

