

EXAMPLE STATE GENERAL ELECTION BALLOT NOTES

#1 – M.R. 8250.1800, subps. 3-7 - **Type sizes.** The type sizes in items A to E must be used in the printing of ballots for optical scan voting systems.

A. The titles listed in subpart 2 must be printed in upper case and bold face in as large as practicable but no smaller than 14-point type.

B. The office titles must be printed in upper case and bold face in as large as practicable but no smaller than 10-point type. Immediately under each office title, one of the following instructions must be printed in upper case and bold face in as large as practicable but no smaller than 8-point type:

VOTE FOR ONE TEAM

VOTE FOR ONE

VOTE FOR UP TO followed by the number of candidates to be elected.

The office titles must either be shaded with a screen of ten percent or less, or printed white on black.

C. The candidate names must be printed in upper case in as large as practicable but no smaller than 10-point type. The party name must be printed under the candidate name in as large as practicable but no smaller than 8-point type. The name of the candidate must be aligned as close to the vote target as possible.

D. The number and title of a proposed question must be printed in upper case and bold face in as large as practicable but no smaller than 10-point type. The question numbers and titles must be shaded with a screen of ten percent or less or printed white on black. The body of the question must be printed in upper and lower case in as large as practicable but no smaller than 8-point type. The words "YES" and "NO" must be aligned as close as possible to the vote targets and must be printed in upper case and bold face in as large as practicable but no smaller than 10-point type.

E. On each write-in line the words "write-in, if any" must appear in lower case in as large as practicable but no smaller than 6-point type. The words "write-in, if any" must be aligned next to the vote target.

Subp. 4. **Vote targets.** The target used to indicate to the voters where to mark their votes may be either an arrow pointing toward the candidate name or a horizontal oval next to

the candidate name. The target may be highlighted or outlined in a color that does not affect the ability of the ballot counter to read the ballot.

Subp. 5. **Two-sided ballots.** On two-sided ballots, the words "VOTE FRONT AND BACK OF BALLOT" must be printed in upper case 10-point bold type at the bottom of both sides of the ballot.

Subp. 6. **Extraneous marks.** No election official may place marks on the ballot other than those provided in *Minnesota Statutes*, section 204C.09, subdivision 1, or 206.86, subdivision 5.

Subp. 7. **Example ballot.** The secretary of state shall supply each auditor with a copy of an example ballot by June 1 of each year. The example ballot must illustrate the format required for the ballots used in the primary and general elections that year. The county auditor shall distribute copies of the example ballot to municipal and school district clerks in municipalities and school districts holding elections that year. The official ballots must conform in all respects to the example ballot.

#2 – M.S. §206.90, subd. 6 – “Ballots. In precincts using optical scan voting systems, a single ballot card on which all ballot information is included must be printed in black ink on white colored material except that marks not to be read by the automatic tabulating equipment may be printed in another color ink. On the front of the ballot must be printed the words “Official Ballot” and the date of the election and lines for initials of at least two election judges.

When optical scan ballots are used, the offices to be elected must appear in the following order: federal offices; state legislative offices; constitutional offices; proposed constitutional amendments; county offices and questions; municipal offices and questions; school district offices and questions; special district offices and questions; and judicial offices.”

#3 – M.R. 8250.1800, subp.1 – “Ballots for optical scan voting systems must be prepared in the same manner as the white ballot to the extent practicable. Ballots for optical scan voting systems must be prepared in the manner provided for paper ballots to the extent practicable.”

#4 – M.R. 8250.0500 – “At the top of the white ballot shall be printed the words “STATE GENERAL ELECTION BALLOT” in upper case letters. The county auditor may add the name of the county directly under the heading of the white ballot. The date of the election must be printed directly under the heading of the white ballot and the name of the county, if that name is printed on the ballot.”

#5 – M.R. 8250.0100 – “The “white ballot” is the ballot used at general elections and is the ballot on which are printed the names of the candidates appearing on the presidential ballot and those candidates nominated for the offices of United States senator, United States representative, state senator, state representative, governor and lieutenant governor, secretary of state, state auditor, state treasurer, and attorney general.”

#6 – M.R. 8250.1800, subp. 2 – “subp. 2. Ballot order. When more than one of the following types of offices is on the ballot, the offices must appear on the optical scan voting system ballot in the following order and must be identified as follows in upper case letters:

- FEDERAL OFFICES
- STATE OFFICES
- CONSTITUTIONAL AMENDMENTS
- COUNTY OFFICES
- COUNTY QUESTIONS
- CITY OFFICES
- CITY QUESTIONS
- TOWN OFFICES
- TOWN QUESTIONS
- SCHOOL DISTRICT OFFICES
- SCHOOL DISTRICT QUESTIONS
- SPECIAL DISTRICT OFFICES
- SPECIAL DISTRICT QUESTIONS
- JUDICIAL OFFICES

The county auditor may add the name and/or number of the appropriate county, municipality, school district, or special district directly under the titles listed in this part.

#7 – M.R. 8250.0600 – “The offices must appear on the white ballot in the following order and must be identified as follows in upper case letters:

- “PRESIDENT AND VICE-PRESIDENT”
- “UNITED STATES SENATOR”
- “UNITED STATES REPRESENTATIVE”
- “STATE SENATOR”
- “STATE REPRESENTATIVE”
- “GOVERNOR AND LIEUTENANT GOVERNOR”
- “SECRETARY OF STATE”
- “STATE AUDITOR”
- “STATE TREASURER”
- “ATTORNEY GENERAL”

United States may be abbreviated as “U.S.””

#8 – M.S. 204D.13, subd. 2 – “Order of political parties. The first name printed for each partisan office on the white ballot shall be that of the candidate of the major political party that received the smallest average number of votes at the last state general election. The succeeding names shall be those of the other major political parties that received a succeeding higher average number of votes of a major political party shall be computed by dividing the total number of votes counted for all of the party’s candidates for statewide office at the state general election by the number of those candidates at the election.”

#9 – M.R. 8250.0800 – “...Below the name of the last candidate for each office shall be placed as many blank lines as there are office of that kind to be filled, and on the blank lines the voter may write the names of persons not printed on the ballot for whom the voter desires to vote....”

#10 - M.S. §206.90, subd. 6 “...On optical scan ballots, the names of candidates and the words “yes” and “no” for ballot questions must be printed as closed to their corresponding vote target as possible....”

#11 – M. R. 8250.0365, subp. 2 – “...The following statement shall be beneath the dividing line and printed in upper and lower case: “Failure to vote on a constitutional amendment, will have the same effect as voting no for the amendment.”

#12 – M.S. 204D.15, subd. 1 – “The secretary of state shall provide an appropriate title for each question printed on the pink ballot. The title shall be approved by the attorney general, and shall consist of not more than one printed line above the question to which it refers....”

#13 – M.R. 8250.0365, subp. 4 – “Designation by number. If more than one constitutional amendment is on the ballot, each constitutional amendment must be designated by a number and must be preceded by the word “AMENDMENT” and the number assigned to the amendment.”

#14 – M.R. 8250.1800, subp. 2 – “...The county auditor may add the name and/or number of the appropriate county, municipality, school district or special district directly under the titles listed in this subpart.”

#15 – M.R. 8250.0370, subp. 2 “Ballot order county offices must be listed first on the canary ballot in the following order and identified as following in upper case letters:
COUNTY COMMISSIONER
COUNTY AUDITOR
COUNTY TREASURER
COUNTY RECORDER
COUNTY SHERIFF
COUNTY ATTORNEY
COUNTY SURVEYOR
COUNTY CORONER”

#16 – M.R. 8250.0370, subp. 2 “...Special distict offices must follow the last county question. The words “SOIL AND WATER CONSERVATION DISTRICT SUPERVISOR” in upper case letters must precede the names of candidates for the soil and water conservation district board. Where soil and water conservation district supervisor offices are designated by number, the offices must be listed in numerical order. The name and number of the district that the person elected will represent must be printed in upper case letters or numbers directly under the title of the office.”

#17 – M.R. 8250.0385, subp. 2 – “Ballot order. The municipal clerk may add the type of election directly above the date on the green ballot. City offices must be listed in the following order and must be identified as follows in upper case letters:

MAYOR

COUNCIL MEMBER

CITY CLERK

CITY TREASURER

#18 – M.R. 8250.0385, subp. 2 – “Ballot order. The municipal clerk may add the type of election directly above the date on the green ballot. The name and/or number of the district that the person elected will represent must be printed upper case letters or numbers directly under the title of the office.

Municipal offices elected at large must be listed before other offices of the same type elected by district. Where municipal offices are designated by number, those offices must be listed in numerical order. If two of the offices listed in this subpart have been combined into one office, the combined office must take the place of the first office listed in this subpart. Vacant municipal offices being filled by special election must be listed with offices of the same type but after any offices for which candidates will be elected for a full term. The title of a vacant township office being filled at an annual town election may be followed by the number of years remaining in the term. Municipal Offices not listed in this subpart must follow the last office listed above and must be listed in the order determined by the municipal clerk.”

#19 – M.R. 8250.0385 – Special elections to fill a vacancy must be listed with other offices of that type but after any offices for a full term.

#20 – M.S. §412.02, subd. 1 – The city clerk and the city treasurer each serve 4 year terms but they are not elected in the same year. Therefore, even though both the offices are on the Example Ballot only one should appear on the actual November 4, 2008 general election.

#21 – M.S. §275.61 – “For local governmental subdivisions other than school districts, any levy, including the issuance of debt obligations payable in whole or in part from property taxes ... The ballot shall state the maximum amount of the increased levy as a percentage of market value and the amount that will be raised by the new referendum tax rate in the first year it is to be levied.”

#22 – M.R. 8250.1800, subp. 4(D) – “...The number and title of a proposed question must be printed in upper case and bold face in as large as practicable but no smaller than 10-point type. The question numbers and titles must be shaded with a screen of ten percent or less or printed white on black....”

#23 – M.R. 8250.0390, subp. 2 – “...The municipal clerk or municipal governing body shall provide a title for each municipal question printed on the blue ballot. The title must

not contain more than ten words. The municipality's attorney shall review the title to determine whether it accurately describes the question asked. The title must not be used on the ballot until it has been approved by the municipality's attorney..."

#24 – M.R. 8250.0390, subp. 2 – "...When, more than one municipal question is on the ballot, each municipal ballot question must be designated by a number"

#25 – M.R. 8250.0385, subp. 2 – "...Town offices must be listed in the following order and must be identified as follows in upper case letters:

TOWN SUPERVISOR

TOWN CLERK

TOWN TREASURER"

#26 – M.S. §205.17 "...On town ballots names of the candidates for each office shall be arranged either: (1) alphabetically according to the candidates surname; or (2) in the manner provided for state elections if the town electors chose at the town's annual meeting to arrange the names in that way for at least two consecutive years."

#27 – M.S. §367.03, subd. 4 – "...the clerk and treasurer shall be elected in alternate years." Therefore, although both "Town Clerk" and "Town Treasurer" are shown on this Example Ballot, only one will be on the actual November Ballot.

#28 – M.R. 8250.0395, subp. 2 – "...School District Offices must be identified on the buff ballots as follows in upper case letters:

SCHOOL BOARD MEMBER

The name and/or number of the district that the person elected will represent must be printed directly under the title of the office."

#29 – M.S. §204B.36 – The number of write-in lines must equal the number to be elected.

#30 – M.S. §206.90, subd. 6 – "...The line on an optical scan ballot for write-in votes must contain the words "write-in, if any"..."

#31 – M.S. §275.60 – (a) "Notwithstanding any general or special laws or any charter provisions, but subject to section 126.17, subdivision 9, any question submitted to the voters by any local governmental subdivision at a general or special election after June 8, 1995, authorizing a property tax levy or tax rate increase, including the issuance of debt obligations payable in whole or in part from property taxes, must include on the ballot the following notice in boldface type: "BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE."

...(c) ...This section does not apply to a school district bond election if the debt service payments are to be made entirely from transfers of revenue from the capital fund to the debt service fund."

#32 – M.S. §275.60(a) – “Notwithstanding any general or special laws or any charter provisions, but subject to section 126C.17, subdivision 9, any question submitted to the voters by any local governmental subdivision at a general or special election after June 8, 1995, authorizing a property tax levy or tax rate increase, including the issuance of debt obligation payable in whole or in part from property taxes, must include on the ballot the following notice in bold face type: “BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE”

#33 – M.S. §126C.17, subd. 9 – “...The notice required under section 275.60 may be modified to read, in cases of renewing existing levies: “VOTING “YES” ON THIS BALLOT QUESTION, YOU MAY BE VOTING FOR A PROPERTY TAX INCREASE.” The ballot may contain a textual portion with the information required in this subdivision and a question stating substantially the following: “shall the increase in the revenue proposed by (petition to) the board of, School District No....., be approved?”

#34 – Note: For specific ballot question language requirements regarding referendum revenue see M.S. §126C.17.

#35 – M.R. 8250.0370, subp. 2 – “...Judicial offices must follow special district offices and appear in the following order: chief justice – supreme court, associated justice – supreme court, judge – court of appeals, and judge – district court. Where judicial seats are designated by number, the offices must be listed in numerical order. Optical scan ballots must be prepared in the order provided in Minnesota Statutes, chapter 206.”

#36 – M.S. §204D.14 – “Uncontested judicial offices. Judicial officials for a specific court for which there is only one candidate filed must appear after all other judicial offices for that same court on the canary ballot.”