



2020 GENERAL ELECTION Mail Ballot Written Plan, Timetable and Instructions

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

Written Plan	Response
1 Legal Name of Jurisdiction (County Name)	Yellowstone County
2 Name of County or Counties Involved	N/A
3 Estimated # of Electors (including Active, Inactive, and Provisional in jurisdiction; Inactive voters are only provided ballots by request but should be included in estimate)	# 97,522 Electors
4 Type of Election (e.g., trustee/director/governing body, levy, bond, creation, etc.)	2020 FEDERAL GENERAL ELECTION
5 Postage to return ballot paid for by: Election office	Election Office
6 Describe procedures you will use to ensure security and transport of ballots	Ballots will be deposited in locked ballot box and secured in locked area. Any transportation of ballots will be conducted by at least two officials.
7 Ballots will be printed based on precinct, ward, or district	Precinct
8 For school elections, specify signature verification procedures:	Not Applicable; not a school election
Timetable	Date
1 Date applicable documents sent to the governing body <i>No date set by law, but should be no later than 60 days before election. Documents include: 1) written plan; 2) statement of decision to conduct election by mail; 3) list of reasons for decision; and 4) statement regarding right of governing body to object under 13-19-204.</i>	8/11/2020
2 Actual date of submission of plan, timetable, and instructions to Secretary of State (Must be received by Secretary of State by 5pm, on September 4, 2020 before election per Governors Executive Order – Directive on 8/6/2020 .)	8/11/2020
3 Last day for governing body to opt out of mail ballot (no later than 55 days before election – if the election is on a Tuesday, the last day to opt out is a Wednesday)	September 9, 2020
4 Secretary of State approves, disapproves or recommends changes to plan	Within 5 days of SOS receipt of plan
5 County election administrator publishes notices at least 3 times in the 4 weeks before the close of regular registration specifying close of voter registration and availability of late registration (For all non-school and school elections, to be published by the county election administrator at least 3 times in the 4 weeks preceding the close of registration, once per week. School clerks running school elections will need to coordinate with the county election administrator to have the county election administrator publish the notices of close of registration. 13-2-301)	10/11/2020 10/18/2020 10/26/2020
6 Publish notice of election (All non-school elections: 13-1-108 , MCA; school elections: 20-20-204 , MCA. For school elections, notice must be published at least once between 40 and 10 days before the election in a newspaper (if there is one in the district) and in 3 public places in the district, and for 10 days prior to the election, on the district's website, if the district has an active website)	10/04/2020 10/11/2020 10/18/2020
7 Close of regular voter registration (10 days before election per Governors Directive – Executive Orders 86/2020: move to following business day as the 10th day falls on a Saturday)	October 26, 2020
8 Beginning of late voter registration (applicable to all elections) (Late registration opens for all elections the day after the close of regular registration)	October 27, 2020
9 Specific date on which ballots will be mailed (Governors Executive Order states must be mailed 25 days before election day)	October 9, 2020
10 Election Day	November 3, 2020

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

N/A

Affirmation:

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

Bret Rutherford

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

Complete the above plan, timetable and the instructions below and email to: SOSElectionsHelp@service.mt.gov.

REVISED August 6, 2020



Due to the COVID-19 pandemic, polling places **WILL NOT** be open in Yellowstone County on Election Day

MAIL BALLOT VOTING INSTRUCTIONS – GENERAL ELECTION BALLOT

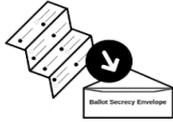
Read and follow all directions - *Failure to follow directions may invalidate part or all of your ballot*
Ballots must be received by the election office by **8 p.m. on November 3, 2020**

NO POSTAGE REQUIRED IF RETURNING YOUR BALLOT BY MAIL

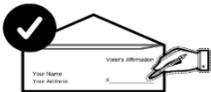
1 Vote your ballot with a blue or black pen.



2 Seal your voted ballot in ballot secrecy envelope.



3 Sign the Voter's affirmation



4 Seal your ballot secrecy envelope inside the return envelope.



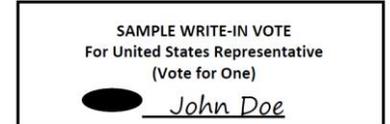
5 Return your ballot by mail or in person. Your ballot must be received by **8pm on Election Day, 11/03/2020**



6 *No postage is necessary to return your ballot by mail. Return postage is pre-paid.*

VOTE YOUR BALLOT

- ✓ Completely fill in the oval for each race using only black or blue ink pen.
- ✓ Vote all columns, both sides, and all pages of the ballot. *Skipping a race will not invalidate your ballot.*
- ✓ **Do not** make an X, √, or another mark.
- ✓ **Do not** cross out, erase, or use correction fluid.
- ✓ **Do not** make any identifying marks on your ballot.
- ✓ **Do not** mark more choices than allowed for each race (overvote). Overvoted races are NOT counted.
- ✓ **To write in** a candidate's name, completely fill in the oval next to the line and print the name in the blank space.
- ✓ If you make a mistake or spoil your ballot, request a replacement from your county election office.



PREPARE BALLOT TO SEND

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

RETURN BALLOT

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

Yellowstone County Election Department
217 N 27th Room 101
Billings, MT 59101

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

TRACK YOUR BALLOT

View the status of your absentee ballot and the Voter Information Pamphlet on the "My Voter Page" at: <https://app.mt.gov/voterinfo/>



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

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

IF YOU HAVE QUESTIONS CONTACT YOUR COUNTY ELECTION OFFICE:

Phone: 406 256-2740 Fax: 406 254-7940

Web: <https://www.co.yellowstone.mt.gov/elections/>